

TO: Honorable Mayor and Members of the City Council; City Staff

FROM: Sharon Hanson, City Administrator

DATE: November 10, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of October:

- Attended council meetings.
- Researched and analyzed issues for Charter Commission.
- Prepared for Charter Commission meeting and attended meeting.
- Follow up with staff after Charter Commission meeting regarding notice provisions and process for charter amendments.
- Discussion of terms of appointment for Charter Commission.
- Receive problem property files and prioritize matters. Send summary to client about requirements to bring actions.
- Remind of Truth in Taxation hearings and process.
- Review Certificate of Insurance and answer questions.
- Review easement, revise and send to client.
- Review request regarding deeds and owner land certification. Forward to real estate team.
- Answer questions about door dash agreement and involvement of LMC contract review in global review for door dash agreements.
- Work with City staff on MMU and representation expectations for packet reviews.
- Work with staff on public housing commission questions.
- Work with litigation attorney in Schierholz matter and with staff on evacuation plan.
- Advise client on short term rentals and lodging tax.
- Draft documents for delegation collection of lodging tax to the state.
- Review of Windstar Condo association easements (Sam Z).
- Respond to questions from I Gutman regarding ordinance changes related to moving of structures in and out of city. Review ordinance and revise.
- Review sponsorship agreement, revise and send to staff.
- Meet with staff regarding sign issue and sign ordinance. Advise and problem solve same.
- Review MMU agenda and packet.
- Significant email exchanges with artist; significant changes to accommodate artist and finalize artist agreement to go before Council (twice)
- Prepare and send update to council about artist agreement and withdrawal from project.
- Clarify additional direction from Office of Cannabis Management and correct direction previously provided from OCM.
- Review ordinance related to Cannabis and retail sales and propose minor revisions.
- Respond to email about FlyTyme (assign to A Biggerstaff)

- Prepare for and attend L&O committee.
- Discussion with staff regarding application of park dedication fee and ordinance.
- Review Planning Commission packet. Ask questions and review responses.
- Review snow removal questions and agreements. Respond to staff.
- Respond to questions from Tall Grass liquors regarding dba registration
- Send work to B Vose for franchising agreements.
- Work with staff and HR regarding an employee request.
- Other attorneys assisting city:
 - Sam Zuelke (real estate team)
 - Andrew Biggerstaff (Flytyme agreement)
 - Bob Vose (Franchise expert)

ADMINISTRATION

This past month activities include:

- Meeting with EDA staff to discuss housing and daycare. A housing proposal from SW MN Housing Partnership was presented to EDA Board last month and a future discussion is being scheduled. We also applied for a daycare grant that would enable the city to further explore potential options.
- Worked with City Attorney on artist agreement. Unfortunately, this particular art project did not move forward as previously noted, but we remain committed to public art. We have a scheduled meeting with MAFAC in mid-November to discuss future grants.
- Submitted the final grant application for the bandshell through the MN Historical Society. We are competing with eight others for \$2 million total. We had to reduce our grant request and currently are asking for close to \$500,000 for the \$1 million dollar project total. In November, the grants review committee meets to review applications.
- Attended the YMCA indoor playground ribbon cutting which was well attended!
- Attended DEI Commission, aquatic center committee mtg, various conversations with staff.
- Was able to attend the Hmong New Years Event at Red Baron on Saturday October 18th, at the invitation of Councilmember See Moua Leske. The Hmong community is celebrating 50 years since coming to the United States.
- Met with Carol Purrington to discuss Marshall Fine Arts Council space—they are looking at possibly reducing their rent costs per month and exploring other space.
- On Saturday October 25th participated in Military Academy interviews with interested student applicants as part of Congresswoman Fischbach committee.
- Jason and I spent some time reviewing the fixed based operator agreement at the airport. Our FBO-Midwest Aviation will be meeting with us to finalize.
- Met finance staff to discuss 2026 budget and levy.
- Charter Commission met to revise charter language that better aligned with MN Statutes. This will come before Council as a next step.
- Met with SMSU President David Jones to discuss campus initiatives that they are pursuing related to recreation and how best to accommodate alcohol at various events.
- Attended or participated in various other staff mtgs, community meetings, personnel discussions.

Economic Development Authority

- Submitted grant application to the Taylor Corporation for child care related funding.
- Finalized details for Child Care Provider Behavior Training Class hosted by Inclusive Child Care and SWIF.
- Working with Southwest Minnesota Housing Partnership on potential single family housing project.
- Helped host Marshall Leadership Academy for EDA Day at City Hall including Assessing, Public Works, Transportation, Workforce, and EDA.

- Met with hotel developer on project funding.
- Attended Child Care Meeting in Alexandria focused on different EDA impacts and implementation options.
- Scooters scheduled to open November 10th.

Human Resources

- Staffing update: Scott Przybilla has accepted a promotion to the position of Wastewater Treatment Plant Superintendent, which will be effective 01/01/2026. Testing for a Police Officer position has been initiated. Interviews for the Building Maintenance Supervisor position will be scheduled.
- Staff have initiated a review of employee FLSA-qualified overtime as part of the No Tax on Overtime bill that was signed into law on 07/04/25. This law is effective for years 2025-2028, retroactive to 01/01/25. FLSA-qualified overtime will be reported on employee paystubs and the W-2. Under this new law, employees may qualify for a federal income tax deduction on a designated amount of FMLA-qualified overtime pay.

Clerk

- Permit and license renewal continue. Reminder that all UTVs are to register with the city before vehicles can be driven on city streets. UTVs are prohibited under state and local law to be driven on highways unless crossing at an intersection.
- Charter Commission met and reviewed amendments that were unanimously approved to be recommended to City Council for further consideration.
- Working with Department of Revenue and City Attorney on transitioning local lodging tax to the Department of Revenue for collection and enforcement.
- Met with the school district to review polling place plans and election procedures.
- Along with Administrator Hanson met with the West Central Administrators group at city hall to discuss various topics.

Finance

- 2026 budget: staff continues to review and update the 2026 budget. A Council work session has been scheduled for after the 11/25 regular council meeting. The truth-in-taxation meeting is set for 6:00 PM on 12/09. Final adoption of the 2026 budget will be recommended at the 12/16 Council meeting.
- 2026 proposed bonding: staff have been working to firm up estimated project costs and bonding needs as we work to secure funding for 2026 projects. A work session to discuss projects within the Capital Improvement Plan (CIP) will be held at 4 PM on 11/10.

Liquor Store

- October Financials: Sales \$578,925 (Flat), Customer Count 17,107 +.19%, Ticket Average \$33.83 (.15%). October was very similar to 2024 with all financials.
- The Manager was invited to attend a MMBA business consultation at St. Anthony Village Liquor store(s). The consultation centered around improving store operations and future store remodeling.
- The Manager lead a staff meeting with all employees to cover changes/questions to the updated employee handbook.
- The Manager submitted the license registration with Office of Cannabis Management for Low Potency Hemp Retail operations. This process will take our current registration to a Licensed registration with the department of OCM.

COMMUNITY SERVICES

Parks and Rec

- Ice season is in full swing at the Red Baron Arena

- Winterization of all seasonal restrooms and irrigation systems has been completed
- Planted 20 new trees at the Library and Independence Park
- Finalizing plans for Phase II of Legion Field project
- Meet, review and continued inspections at new aquatic facility with staff and contractors – progress continues to be made each day as we prep for winter and cold weather
- Finalizing content for the Winter/Spring brochure
- Wrapped up majority of outdoor rec programming for fall, Adult Flag Football will be complete on Monday, November 10th.
- Assisting with setup/logistics for Light Up the Night at Independence Park
- Working on a new grant for Emerald Ash Borer

Community Education

- October was full of Community Education fun! Robotics Adventure continues to be a popular program, Early Out Theater had their final performance, several students and their parents enjoyed the parent & me cake pop class, and 20 students will be attending the new Squishmallow Adventure class with Ms. B!
- Driver's Education in-person class started in October with an overflowing class of 27 students. We will offer our next in-person class in the Spring as our community continues to indicate they do want the option of in-person training in addition to the online option through A+ Driving School.
- Jasmine attended the annual MN Community Education Association conference.
- Winter/Spring brochure content is finalized with many regular and new program offerings available. Registration opens on Wed, December 17th at noon.

Studio 1

- October was packed with multiple event broadcasts each week!
- Some of the events we covered included MHS girls and boys soccer, swimming & diving, volleyball, and football. Others include the SMSU homecoming parade, several school concerts, plays, and a presentation at the Adult Community Center.
- We produced a video with Parks Superintendent Preston Stensrud which provides updated information regarding the Emerald Ash Borer tree removal and replacement grant program.
- We completed the installation of the security camera system at the new Snow Removal Equipment building located in Airpark East at the airport.
- We also collaborated with Lauren Deutz on the latest episode of "On the Horizon" featuring the new office building for SW/WC Service Cooperative.
- A calendar of all scheduled live broadcasts can be found at www.marshallstudio1tv.com.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Marshall Minute with Mayor Byrnes, Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 400 active permits.
- The Stone Meadow apartments are the largest projects under construction.
- All Rental registrations have been issued (over 600). No unregistered properties are left. Renewal notifications will be sent early November.

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail – Awarded to A&C Excavating, LLC of Marshall, MN - The grading and gravel work has been completed between C Street and Southview Drive and up to Southview

Elementary. Concrete placement has begun, HCI started at C Street and they are working to the South, they plan to pour concrete until weather does not allow them to go any further.

- Project PK-013: RRFB & Trail Extension – Awarded to R and G Construction Co. of Marshall, MN - Staff will be starting to close out this project and complete the State Aid paperwork.
- Project PK-018: Marshall Aquatic Center - Work on the shade structure footings have started, the final concrete ports for the pool and splash pad floors are taking place. Site grading, pond construction, placement of topsoil, and erosion control are taking place in anticipation of colder weather. The final underground piping is being installed, electrical, communication and gas connections are being completed.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, MN - Staff will be starting to close out this project.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project– 2026 project/order feasibility report at 10/14/2025 Council meeting.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project - R and G Construction Co. of Marshall, MN -
 - Stage 1: Pavement Messages work taking place. Bridge work on Legion Field Bridge was completed.
 - Stage 2: Permanent Pavement Markings have been installed. Temporary Stabilization of the boulevards and behind the walks have been installed. November ,6th the electricians, and MnDOT will be finalizing the Signal System at Saratoga St. The Signal will be turned to fully functioning and no longer flashing red. The signal will stay in this condition until the road is open. Please watch for this but to continue to ONLY CROSS at this intersection as road work is stilling taking place.
 - Stage 3: Permanent Pavement Markings are being installed. Landscaping work around the Community Monument has been completed. Electricians will be in tomorrow to install the light that will illuminate the Community Monument in the center of the round a bout. Concrete work continues in this area.
 - Stage 4 : Concrete work continues in this area. MMU has been in this week and reinstalled their streetlights. Topsoil work on boulevards and behind sidewalks is underway. Permanent Pavement Markings are being installed.

Wastewater

- Staff have completed 284 preventive maintenance work orders in the last 30 days.
- Working with Bolton & Menk on scope of work for collection system/plant lining project.
- Working with Bolton & Menk on main lift station rehab plans.
- Working on repairing a broken buried valve at the preliminary building.
- Completed doing fall maintenance in the Plant.
- Completed ~75% of sump pumps for sump pump program.
- Fall jetting of areas of concern continues.
- Water softening replacement or removals continue to come in.
- First application of Biosolids has been completed. (2.5 M Gall.)
- Waiting on second sample.
- All Small lift stations fall cleaning has been completed.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty (20) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (10)
 - Fire; Structure (9)
 - Medical Assist (0)

- Vehicle Accident (1)
- Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1132 calls for the month of October. 63 criminal offenses were reported with a total number of 42 adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (35)
- Alcohol involved incidents (0)
- Assaults (8)
- Domestic Assaults (18)
- Burglaries (0)
- Criminal Sexual Conduct (1)
- Damage to Property (5)
- Keys Locked in Vehicles (33)
- Loud Party (8)/ Public Disturbances (12)
- Thefts (25)
- Traffic Related Complaints (350)
- Vandalism (11)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (45)

DETECTIVE REPORT

- A 33-year-old Marshall woman was arrested and charged with 1st Degree and 3rd Degree Criminal Damage to Property after the investigation into a damaged vehicle.
- The death a 24-year-old Marshall woman is under investigation. There is no foul play suspected.
- Assistance was provided to the Lyon County Sheriff's Office with the investigation of a missing Lynd man.
- Detectives assisted in possession of a firearm without a permit case. A search warrant was executed, and the firearm was recovered.
- Thirteen theft reports, five thefts by swindle cases, and five identity theft cases were investigated during the month.
- Thirty-one child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were screened for investigation in September.



MERIT Center

- In October MN West held meetings, EVOC, boiler training, mechatronics classes, CPR & first aid training, MN DOL testing and is continuing to utilize the driving track for CDL trainings.
- On October 2nd North Star Training & Consulting held firefighter re-tests.
- On October 3rd ARMOR Training held GWO training with 2 attendees.
- On October 4th Southwest EMS held an ambulance training course.
- On October 8th the Marshall Area Chamber of Commerce held lunch and learn with 15 attendees.
- On October 8th Southwest EMS held a meeting with 18 attendees.
- From October 14th to October 15th Comprehensive Advanced Life Support (CALs) held ALS training with 33 attendees each day.
- On October 15th Beyond the Yellow Ribbon (BTYR) held a meeting with 15 attendees.
- On October 16th ADM held contractor safety training with 50 attendees.
- On October 20th the Red Cross held a blood drive with 30 attendees.
- On October 22nd Christensen Farms held meetings with 60 attendees.
- From October 27th to October 29th ARMOR Training held GWO training with 4 attendees each day.
- On October 29th Southwest EMS held a meeting with 6 attendees.
- The MERIT Center was utilized 15 out of 31 days with 20 reservations in October and 476 attendees.