

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

FROM: Sharon Hanson, City Administrator

DATE: July 8, 2025

SUBJECT: Administrative Brief

City Attorney

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

- Attended council meetings.
- Answered many questions about Broadmoor Valley.
- Review multiple communications from Mr. Schierholz' attorney regarding litigation matter and respond.
- Receive and review Answer filed by Mr. Schierholz and advise council about filing of litigation matter.
- Respond to media inquiries at staff's request.
- Oversee tendering of claim to LMCIT.
- Review application for administrative warrant in former 2018 abatement action.
- Oversee filing of administrative warrant with court and schedule hearing.
- Multiple revisions to proposed Parkland Dedication and Fee in Lieu ordinance.
- Staff meeting regarding Parkland Dedication and Parkland Fees, and prepare multiple revisions to proposed ordinance changes.
- Review proposed ordinance change regarding residential treatment facilities which address sober houses.
- Multiple meetings about sober houses.
- Attend two L&O meetings.
- Review questions about Public Housing and respond.
- Respond to various questions related to Petition for Vacation of Paul Street. Prepare Resolution.
- Review Camden Regional Trail Shared Maintenance agreement, provide edits and discuss with Jason.
- Review MMU agenda and packet.
- Review ST-001-2025 and provide Certificate of Attorney.
- Review email regarding DOT funding.
- Review additional changes to sign code, revise and respond to comments, and send back to staff.
- Review council packets and planning commission packets.
- Review Taylor petition and work with Josh Weir in our office to represent the City and MMU related to that Petition.
- Discuss with staff changes in Legislative session.
- Respond to question about incompatible offices and charter.
- Respond to question about gambling license.
- Receive voicemail from resident about boundary issues and forward to staff.
- Updates about data protections with estimations on state contracts and regarding addresses of rental properties owned by HRA.

Work of other K&G Attorneys:

- Sarah Sonsalla – vacation petition
- McKaia Dykema – administrative warrant
- Cristina Cruz Jennings – Broadmoor Valley

Josh Weir – Taylor Petition

ADMINISTRATION

- This past legislative session we were successful in several areas. Marshall bandshell was specifically called out for priority status in the signed Legacy bill as part of a MN Historical Society Grant process. Representative Swedzinski ensured it was included in the final House bill. Marshall MERIT Center Phase 3 additional requests for funds were not included in the proposed Special Session bonding bill, but we did get language amendment in the Capital bill to spend previously allocated dollars with a modified plan to ensure completion of 2023 request and appropriation. A 2026 capital request has been made for the full completion of MERIT facilities. Marshall was also included in a tax bill to extend our unobligated TIF for an additional two years. Our local representatives and our government relations expert, Marty Seifert, were critical on all of our legislative bills/language requests.
- This past month we had a very successful Juneteenth event despite the hot weather. The grants and donations were enough to exceed our expenses for the event.
- The Aquatic Center has met and will continue to meet on a monthly basis. A construction website has been established and will be updated every two weeks. The rain recently delayed, by a few days, the forming of the lap pool floor, but not concerned overall.
- Attended the new aerial fire truck push in ceremony that Chief Brunsvold organized. We will be soon discussing the former aerial truck-we have every intention of selling it in various venues for some revenue return.
- This past week Mayor, Councilmember Moua Leske and I were able to attend the League of MN Cities Annual Conference-much networking and several good educational sessions. I was able to attend a tour of the Hermantown YMCA-which the city owns the Bldg./land, and the YMCA operates the facility. Sales tax/State bonding was secured to construct the bldg., Opening Session, vendor fair, Coalition of Greater MN Cities breakfast/discussion on housing, general session-Federal/Legislative Update, session on redevelopment.
- The 2026 budget process has started and staff are inputting their numbers which are due to Finance by mid-July. On August 26th the Council will review all the numbers.
- The first Eats and Beats event on 3rd Street that was to be held on Thurs June 26th was canceled and will be rescheduled to July 8th.

Economic Development Authority

- Tapestry's application to MN Housing's Low-Income Housing Tax Credit Program is due July 10th.
- Rebound Partners attended the County Board meeting on June 17th to request tax abatement for its hotel development. A public hearing will be held in July to finalize the structure of the abatement.
- Work is underway on the second Stone Meadows apartment building. Leasing is tentatively scheduled to begin on building one in November 2025.
- Construction has started on a new Scooters coffee located on East College Drive in front of EverSpring Inn and Suites. Construction is expected to be completed Fall/Winter of 2025.
- Staff began attending the Minnesota Housing Partnership Housing Institute. The 14-month program is designed to connect cities with funding opportunities and developers focused on single and multi-family housing projects.

- SWWC project is near completion with occupancy permitted end of June. Ribbon cutting for the project is scheduled for July 31st.

Human Resources

- Staffing update: Interviews for the Accounting Specialist position were completed and a conditional job offer was accepted—we are in the final phase of pre-employment screening with a tentative start date of 07/14/25 planned. Applications are being accepted for paid-on-call Firefighters, and a variety of temporary and seasonal positions for Community Services programming. HR has received one resignation and one retirement notice from employees, both effective 07/14/2025. HR will work with the Director on staffing.
- Safety: select field staff were trained in the topics of tow ropes, rigging, and tie downs. In August, MMUA will provide CPR training. Staff are working with MMUA to provide Competent Person training in the near future.
- HR Manager is reviewing the legislative changes recently approved and signed by the Governor that affect our Personnel Policies. Staff will bring personnel policy amendments for Council consideration on July 22 to comply with these new laws.
- The new MN Paid Family and Medical Leave law will be effective January 1, 2026. For leave administration purposes, Employers have the option of working with the State or an alternate private-plan option, as long as that private plan option meets or exceeds the State plan. Staff met with our ancillary benefits consultant in late June to review proposals related to private plan options. One private plan option is being considered. Staff will provide additional information to the Council and seek direction.

Clerk

- The Office of Cannabis Management held its first lottery for cannabis business licenses for cultivator, manufacturer, mezzobusiness and retailers. There is limited information regarding who won the lottery but the result information can be found on the [License Lottery Result](#) page. A second round of lotteries will be held on July 22 for cannabis retailers and includes social equity and general applicants. Much like the first round the lottery will be streamed via the Office of Cannabis Management YouTube channel and can be viewed here: [@MNCannabisManagement](#)
- Attended the Legislative and Ordinance Committee meeting regarding the definitions of Sober Houses. Nathan Anderson, Executive Director of ReUnited, a non-profit recovery organization also attended the meeting.
- Reviewing and assessing needs for the 2026 budget.

Finance

- 2026 Budget: Staff and leadership continue to work on preliminary budgets (to be returned to Finance by July 15th).
- At the Work Session at 4:00 PM on July 22nd Council will hear community organization requests, along with a brief update/presentation from the Marshall-Lyon County Library.
- The annual reporting form required for each TIF district for 2024 is due by August 1st. Finance has consulted with BakerTilly on those reports and the existing pay-go distributions.
- MMU Public Utility Revenue Bonds, Series 2025C – On July 22, City Council will consider a resolution authorizing MMU to issue bonds.

Liquor Store

- June Financials: Sales: 638,728 (2.75%), Customer Count 17,759 (3.12%), Ticket Average \$36.00 +.14%. June sales were down slightly from 2024.

- The store manager attended the Beverage Alcohol Retail Conference. Tall Grass Liquor was named one of the Top 100 retailers for 2024.

COMMUNITY SERVICES

Parks & Recreation

- Assisted with set-up and takedown of Juneteenth event
- Continued preparations for summer tournaments we are hosting – hosted tournaments on 9 fields on same weekend in June for first time ever!
- Jr. Softball, Jr. Baseball and T-Ball sessions have been completed and well attended
- Below average weather for June at the Aquatic Center – last couple weeks have improved for attendance
- Swimming lessons (private and group) are on going in the mornings at the Aquatic Center
- Week of July 7th we will start wading pool hours Monday thru Friday 10:30A – 12P, these are very well attended so we opted to add more sessions
- Progress continues construction at Independence Park – pavilion is complete, and restroom is 80% complete with hopes of finishing in July
- Doing our best to keep up on mowing and weed trimming with excess rain we have been getting
- Continued work on The Splash – meetings, sponsorships, site visits, etc. Moving along very nicely!!

Community Education

- We are in the midst of our busiest season of the year with great attendance and participation. Several of our classes have had waiting lists to indicate they are topics/classes we can run again in the near future. As of July 1, we are at approximately 368 registrations.
- Driver's Education continues to run in the hybrid capacity with A+ Driving School. As of June 30, A+ has officially taken over the Behind the Wheel portion of our program. Our community continues to demonstrate that they still prefer having the option to have their child participate in an in-person classroom session. Due to this demand, we added an extra summer session of DE with 52 students completing the classroom portion in the month of June. We have added a third session to run in October.
- The City Juneteenth Celebration was successful again with great support and participation. We increased food trucks to seven for the event and were awarded a grant to offer a community art project.
- We are finalizing content for the Fall brochure set to come out in late August.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Open permits.
 1. 309 Bld permits
 2. 148 Plumb & Mech Permits
 3. 6 Sign Permits
- An SRE building, SWWC building, MMU generator building, and Stone Meadow apartments are the largest projects under construction.
 1. Aquatic Pool – Foundation for mechanical basement and bathhouse completed. Pools started.
 2. SWWC – "Temporary Occupancy Certificate" issued 6-25-25
 3. Stone Meadow – Bldg "A" started Bldg "B" Roof trusses set and 4 garages framed.
 4. SRE Bldg in final stages of construction
 5. MMU Generator Bldg – excavated.
 6. Marshall Machine Shop
 7. Scooter's
- More than 600 Rental registrations have been issued. Fewer than 10 properties left to register. Rental applications completed and returned, Pending administration fee for 4 units
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail – Have been given Federal authorization to proceed to bidding. The project schedule is to advertise on 6/13/2025, bid on 7/8/2025, and have the Council award on 7/22/2025.
- Project PK-013: RRFB & Trail Extension – Awarded to R&G Construction Co of Marshall Minnesota - City awarded AT Grant. The preconstruction meeting has been held; Construction is anticipated to start in early August.
- Project PK-018: Marshall Aquatic Center –Waterproofing has been installed on the locker room building and the pump put. Excavation for the concession building, Pool A, and the Surge Tank have taken place. The contractors will continue placing forms and pouring concrete.
- Project ST-001-2025: Bituminous Chip Sealing Project – Awarded to Asphalt Surface Technologies Corp. of St. Cloud, Minnesota. Currently planned for the project to start mid-July.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – Construction is complete. Staff is working on final paperwork.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, Minnesota – All underground utilities have been installed. The contractor has started grading for the alley paving.
- Project ST-015: TH 19/College Drive – West of Marlene Street to Bruce Street Reconstruction Project – R&G Construction, Co. of Marshall, Minnesota – Paving in Phase 1 is anticipated to be completed in early July. Utility and subgrade in Phase 2 will be completed in early July with paving to start soon after.
- Project ST-025: Fourth Street Culvert Fencing (North Section) – American Fence Company of Sioux Falls, South Dakota, was the low quote. They will notify the Street Department when they have an updated schedule.

Wastewater

- Staff have completed 266 preventive maintenance work orders in the last 30 days.
- Completed rebuilding a Moyno sludge pump.
- Removed failing media from the ATAD bio-bed, working on cleaning the chamber, and replacing the media.
- HK Solutions has completed rehab of one manhole on Canoga Park Drive. They will return in July to do the second manhole.
- Cleaned the ADM lift station's force main.
- Working with Bolton & Menk on main lift station rehab plans.
- Working on repairing a broken buried valve at the preliminary building.
- The biosolids mixing pump has been repaired and reinstalled.
- Televising sanitary lines for future construction projects.
- Summer jetting of sanitary lines.
- Water softening replacement or removals continue to come in.

PUBLIC SAFETY DIVISION

Fire Department

- The Marshall Fire Department responded to twenty-one (21) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (12)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (2)

- Other – Assist (0)



Police Department

- The Marshall Police Department responded to 997 calls for the month of June. 74 criminal offenses were reported with a total number of 32 adults arrested.

Officer's Report

- Alarms (15)
- Accidents (28)
- Alcohol involved incidents (4)
- Assaults (7)
- Domestic Assaults (11)
- Burglaries (5)
- Criminal Sexual Conduct (5)
- Damage to Property (4)
- Keys Locked in Vehicles (22)
- Loud Party (7)/ Public Disturbances (5)
- Thefts (15)
- Traffic Related Complaints (318)
- Vandalism (2)
- Warrant Pickups (5)
- Welfare Checks/Mental Health (27)

Detective Report

- 23-year-old Marshall woman was arrested and charged with Financial Exploitation of a Vulnerable Adult and Financial Transaction Card Fraud at the conclusion of an investigation of the unauthorized use of a group home client's bank card.
- Three cases of criminal sexual conduct are under investigation. One criminal sexual conduct investigation was completed and referred to the Lyon County Attorney's Office for consideration of charges.
- Three separate cases of check fraud are under investigation.
- Three Domestic Abuse No Contact Order Violation cases were investigated during the month and referred to the Lyon County Attorney's Office for charges.
- A threats of violence case was investigated and referred to the Lyon County Attorney's Office for consideration of charges. A second threats of violence case was investigated and determined to be a Nigerian scam.
- Two financial exploitations of vulnerable adult cases are under investigation.
- Thirteen child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated.



MERIT Center

- In June MN West held Basic Rider Motorcycle training and continued with utilization of the driving track for CDL training.
- On June 2nd Ralco held a meeting with 25 attendees.
- From June 2nd to June 3rd Childcare Nutrition Inc. held a meeting with 7 attendees each day.
- On June 3rd the American Red Cross held a blood drive.
- On June 4th Blue Ethos & SW Emergency Communication Board held a Situational Awareness training with 17 attendees.
- From June 4th to June 5th the Marshall Public School District held meetings with 16 attendees each day.
- On June 9th the American Red Cross held a blood drive.
- From June 10th to June 11th Mankato Police Department held EVOC training with 6 attendees each day.
- From June 10th to June 12th the Southwest Emergency Communication board hosted training with 17 attendees each day.
- On June 11th Deriva Energy utilized the wind tower prop.
- From June 16th to June 18th Minnesota College of the North (Hibbing, MN) held EVOC training with 11 attendees each day.
- From June 16th to June 18th ARMOR Training Services held GWO Training with 4 attendees each day.
- On June 18th the Minnesota Pollution Control Agency (MPCA) held a meeting with 38 attendees.
- On June 21st Esmirna Valencia held an event.
- On June 24th MN CIT and the SW Emergency Communication Board held training with 26 attendees.
- On June 24th North Star Training held firefighter re-tests.
- From June 25th to June 27th American Emergency Preparedness and the SW Emergency Communication board held Communications Training Officer (CTO) training with 16 attendees each day.
- On June 26th ADM held Contractor Safety training with 52 attendees.
- On June 26th Beyond the Yellow Ribbon held a meeting.
- On June 30th ARMOR Training Services held GWO Training.
- The MERIT Center was utilized 19 out of 30 days with 20 reservations in June with 503 attendees.