

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

FROM: Sharon Hanson, City Administrator

DATE: July 14, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings
- Council packet review with clerk
- Drafting of Developer Agreement for J Anderson
- Updates to Development Agreement
- Review for Certificate of Attorney on Project PK-029
- Review of agreements on MERIT Safety Training Structure and Range Project with multiple reviews
- Respond to I Gutman regarding rental violation issues
- Receive airport leases and FBO agreement for review – start review
- Meet with team and Attorney Kuboushek regarding various Broadmoor updates and discovery requests received
- Discussion with staff about depositions in Broadmoor matter
- Discussion with Ilya regarding code violations and assign to Zac the issue of vehicles parked on gravel
- Review question related to food, beverage and lodging taxes, assign to Zac
- Prepare license to encroach for J Anderson
- Review MMU packets
- Review variance in PC packet and respond to question from I Gutman
- Close loop on Farm Leases and outstanding questions
- Document review as part of litigation matter
- Discussion regarding youth commission application
- Provide City information about geofencing – provided to all cities
- Review and comment wastewater Treatment Plant Site Visit and Stipends
- Review sponsorship agreement for Preston and team
- Review Ziegler agreement

ADMINISTRATION

This past month included the following meetings and work:

- The Library Budget Committee met that includes representatives from the city, county and Library. A proposed budget was presented from the Library and this will be presented to City Council at a future budget work session.
- Attended a demonstration of landfill PFAS reduction equipment, attended the ribbon cutting of Dental Excellence, met with Midwest Aviation on FBO lease agreement, briefly attended evening Juneteenth activities, attended Action Track Chair event.
- Attended League of MN Cities Annual Conference with Councilmembers Lozinski and Moua Leske along with our two interns.
- We have been working on bandshell information and this past week, three videos by our Advisory Committee members were released explaining where we are at and encouraging them to complete the survey. We have received over 230 responses thus far. Check out the videos on our Facebook page.
- Met several times regarding 4th of July activities. The 4th of July had some rain off and on and crowds dispersed here and there, but a successful fireworks display did occur!
- The Aquatic Center hopes to start plastering pools beginning the week of July 6th. The current pool had over 1,900 patrons through the doors the week of June 30th.

Economic Development Authority

- We have closed on land sales for eight lots in the Parkway additions. Four lots were sold to the Southwest Minnesota Housing Partnership who are in the process of completing contractor bids. They will place modular homes on each site but are seeking local subcontractors to help complete the project. The other four lots were sold to Mike Fox who will build four spec homes, two of which will start construction in the coming weeks.
- Staff met with the development team of the Hampton Inn project. A contractor has been brought in who is assisting with completing site plans and preparing for Fall construction on the project. Investor recruitment continues on the project.
- The new majority owner of the Block 100 project was on site to meet with staff and has submitted plans for a multi-family project. The scaled down building will help meet parking requirements and in-fill on the East College lot of block.

Human Resources

- Staffing: the recruitment and hiring process is in various stages for a Wastewater Plant Operator, Assistant City Engineer or Civil Engineer, Maintenance Worker (Street dept), Firefighter, and Police Officer. Two conditional offers have been made for Police Officer positions; the candidates are in the pre-employment screening phase.
- Safety program: In July, our MMUA safety consultant will perform our all-facility safety audit- a friendly walk-through of all our facilities to identify hazards or other issues that need to be resolved.
- Training continues for our Payroll and Benefits Specialist position, as well as other cross-training efforts.

Clerk

- The Office of Cannabis Management will be hosting a listening tour on July 11 in St. Cloud. Members of the public are encouraged to attend but must sign up through this link first: [OCM Listening Tour](#)
- Candidate filing for open positions on the city council will begin on July 14th and end on July 28th. Interested residents must file with the City Clerk at city hall and pay a \$5.00 filing fee.
- Absentee voting for the Primary Election (August 11th) began on June 26 and will continue until election day. Absentee ballots cannot be brought to a polling location on election day. They must be returned to the Lyon County Auditor/Treasurer's Office. Absentee ballots can be requested in person at the Lyon County Auditor/Treasurer's Office, by mail or online at www.mnvotes.org
- SMSU has requested a temporary pop-up polling location for the General Election. Under a new law the student body president may request a temporary site for one day, that is not on election day, and the cost of the temporary site would be reimbursable through the Minnesota Secretary of State. Dates and actual location are still being worked on with Lyon County.

Finance

- 2027 Budget: Staff and leadership continue to work on preliminary budgets (to be returned to Finance by July 20th).
- At the Work Session at 4:00 PM on July 28th 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 2025 is due by August 1st. Finance will consult with a municipal advisor on those reports and the existing pay-go distributions.
- 2025 Audit: The city's audited financial statements were submitted in June. CLA will present results in a work session at 3:30 PM on Tuesday, July 28th.

Liquor Store

- June Financials: Sales 630,353 (1.41%), Ticket Average \$36.05 +0%, Customer Count 17,487 (1.53%). All metrics were even compared to 2025.
- Manager attended the Beverage Alcoholic Retailers Conference in Minneapolis. Tall Grass Liquor received an award for being one of the top 100 retailers in the US from Beverage Dynamics.

COMMUNITY SERVICES

Parks & Recreation

- Legion Field Dugout/Restroom Project out to bid
- Work continues on The Splash – landscaping has started, building cleaning is in progress. Plastering pools start July 6th with mechanical room startups to follow. Main sign has been installed – turned out great!!
- Swimming Lessons being held daily as Aquatic Center and the heat has led to many busy days at the facility with several days in a row hitting 500 attendees.
- Preparing for 4th of July celebration, assisting with Eats and Beats Events, and more!
- Busy weekends ahead at ballfields following 4th of July, expecting to host over 100 teams in a 3-week span at our facilities.

- A/C Pump failed at Red Baron, new one is on order – 4 weeks out.
- New scoreboards have been installed at Channel Parkway Complex
- June activities including golf, tennis, power skating, gymnastics, t-ball, baseball, softball, volleyball and basketball are coming to an end.
- After the holiday break many more activities begin including soccer, girls flag football, disc golf, pickleball and others.
- Fall brochure programming and details are complete as we prepare for the next season of recreational offerings.

Community Education

- Our busiest time of the year is in full swing! We have had great participant in our reoccurring classes as well as new ones! Ms. B has a new cupcake wars class coming up in August with THIRTY students registered!
- One of our most popular summer programs, SMSU Children's Theater was a huge success! Record number of 68 students participated in the program this year!
- Completed Session 2A/2B of classroom Driver's Education training with 39 students attending. A second summer session is scheduled for late July/August.
- The Juneteenth celebration was a success again this year for the lunch event and the evening event at Justice Park.
- 4th of July planning has been underway, and we are looking forward to a great event to celebrate America's 250th birthday!
- City band concerts have been taking place at the Middle School due to construction near Liberty Park and have still been well attended.
- Planning for our Welcoming Week event has begun. The event is scheduled for Monday, Sept 14th from 5-7 pm at Justice Park.
- Fall brochure content has been submitted, and we have many more exciting classes and programs in store for the remainder of summer!

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Active permits:
 - Building Permits – almost 300 Plumbing / HVAC Permits - about 100
- Large projects under construction: The Stone Meadow apartments; Lockwood Motors; Dental clinic; Living Word Church; MMU Generator Building
- Rental renewal process is almost complete, 1 pending property left.
- Zoning districts are being reviewed to align with the new Comprehensive Plan.

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail – Awarded to A&C Excavating, LLC of Marshall, MN. Concrete work has been completed on the project. Contractor will be finishing the site restoration for the project in the next couple weeks.
- Project PK-012: East Lyon Street Trail (2026 project) – Final plans have been submitted to MnDOT for review and comment. State review has been completed and is now being reviewed by FHWA. The final easement from the Church of Jesus Christ of Latter-day Saints

has been received and has been submitted to Lyon County for recording. Staff anticipate bidding for this project in early to mid-summer, with construction occurring in 2026 and 2027.

- Project PK-018: Marshall Aquatic Center – Fencing, irrigation, seeding, and landscaping is underway. Final facility cleaning will take place at the end of June. Plastering of the pools will take place starting the second week in July.
- Project PK-029 – Pool Demo – Rogge Excavating, Inc. – Contract awarded 06/23/2026 to Rogge Excavating of Ghent, MN in the amount of \$150,000. Contract documents received from contractor and forward to City Attorney for review and subsequent Notice to Proceed.
- Project ST-001-2026: Chip Seal Project – Awarded to Pearson Brothers, Inc. of Hanover, MN.
- Project ST-002-2026 SA/ST-002-2026: State Aid and City Overlay Projects – Awarded to Duinick, Inc. of Prinsburg, MN. Concrete work and patching have been completed. Paving is anticipated to start in August.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project – Awarded to R and G Construction Co. of Marshall, MN. A preconstruction meeting has been held, but a start date has not yet been established.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project – Awarded to R and G Construction Co. of Marshall, MN – Year two of the project has begun.
- The intersection of TH19 and Main Street to Liberty Park Bridge:
- The intersection of Main Street and TH19/College Drive is open.
- Concrete up to the South side of Marshall Street will be completed by the end of June.
- Landscape work is scheduled to begin at the end of the week.
- Bruce Street:
- Concrete paving will start in early July.
- Signal installation will take place in July as well.
- Liberty Park Bridge to Bruce Street:
- Pavement removals from High Street to Hill Street have been completed.
- Sanitary Sewer and Storm Sewer concrete pipes have begun to be delivered.
 - Sanitary Sewer installation at Whitney Street Intersection is underway.
- Project ST-020: 5th Street (Main St to Saratoga St) – Awarded to Action Company, LLC of Marshall, MN Utility work and gravel subgrade installation have been completed. Concrete work is planned to start in late June.
- Project SWM-003: Legion Field Phase III – Awarded to Towne & Country Excavating LLC. of Garvin, MN – Work is anticipated to start late summer or early fall.

Wastewater

- Project WW-014: 2026 Sanitary Sewer Repair Project – D&G Excavating, Inc. - Viking Addition Rear Yard remaining
- Staff have completed 234 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection System/Plant Lining Project - SAK Construction, LLC of O'Fallon, MO - Precleaning and measuring has been completed – Lining preliminary schedule is end of August.
- Working on budget and CIP for WW.
- Preparing to pour sidewalks in areas disturbed by valve replacement.

- Project WW-046: Main Lift station Rehab – Waiting for equipment delivery – expected delivery mid-August.
- Summer scheduled jetting of sanitary lines continues.
- Door replacement has been completed at HWY 23 Lift Station.

PUBLIC SAFETY DIVISION

Fire Department

- The Marshall Fire Department responded to twenty-seven (27) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (13)
 - Medical Assist (0)
 - Vehicle Accident (7)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 940 calls for the month of June. Forty-three criminal offenses were reported with a total number of twenty-one adults and two juveniles arrested.

Officer's Report

- Alarms (26)
- Accidents (30)
- Alcohol involved incidents (2)
- Assaults (4)
- Domestic Assaults (8)
- Burglaries (3)
- Criminal Sexual Conduct (1)
- Damage to Property (5)
- Keys Locked in Vehicles (32)
- Loud Party (5)/ Public Disturbances (6)
- Thefts (18)
- Traffic Related Complaints (193)
- Vandalism (9)
- Warrant Pickups (5)
- Welfare Checks/Mental Health (31)

Detective Report

- A 68-year-old rural Marshall man was arrested and charged with possession of stolen property subsequent to an investigation of stolen property from a Marshall business. The investigation remains active.
- A child was placed on an emergency hold during a criminal sexual conduct and malicious punishment of child investigation. The case was referred to the Lyon County Attorney's Office for consideration of charges.
- An arson in a Marshall apartment building is under investigation. During the investigation a 36-year-old Marshall man was arrested for obstructing legal process and ineligible possession of a firearm.
- Three theft by swindle cases, two financial transaction card fraud cases, a check forgery case, and a wire fraud case are under investigation.
- Fourteen child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were screened for investigation.



MERIT Center

- In June, MN West held EVOC training, motorcycle training, meetings, and continued to utilize the driving track.
- From June 2nd to June 4th the BCA held the Crime Scene Investigation course with 33 attendees each day.
- On June 3rd Advance Opportunities came for a tour with 23 attendees.
- On June 5th ARMOR Training held GWO training with 2 attendees.
- From June 7th to June 9th Minnesota College of the North – Hibbing held EVOC class with 14 attendees each day.
- On June 7th North Star Training and Consulting held firefighter re-tests.
- On June 8th Ampact held a meeting with 57 attendees.
- On June 8th ARMOR Training held GWO training with 4 attendees.
- On June 10th Ralco held a meeting with 28 attendees.
- On June 11th Southwest EMS held a meeting with 55 attendees.
- On June 12th the Red Cross held a blood drive with 43 attendees.
- On June 18th CCNI held a meeting with 8 attendees.
- On June 18th ADM held a meeting with 40 attendees.
- On June 22nd Marshall PD held a tour with 31 attendees.
- From June 23rd to June 24th Mankato PD held EVOC training.
- On June 24th the SW Healthcare Coalition held a meeting with 32 attendees.
- On June 25th Ralco held a meeting with 70 attendees.
- On June 30th Southwest EMS held a meeting with 7 attendees.
- The MERIT Center was utilized for 19 out of 30 days, with 20 reservations and 598 attendees in June.