

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

FROM: Sharon Hanson, City Administrator

DATE: February 10, 2026

SUBJECT: Administrative Brief

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### City Attorney

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

- Attended council meetings
- Council packet review with clerk and city administrator
- Researched and analyzed Real Estate questions on corps property
- Answered question related to easement and drainageway.
- Coordinating response from our office on real estate matter and title.
- Draft right of way/easement document.
- Respond to questions on ADA questions and questions related to cutting bush.
- Review Planning Commission agenda.
- Responded to question about sponsorship agreements.
- Work on sponsorship agreements.
- Discussion about questica budget software.
- Send letter to questica with breach notice.
- Respond to staff questions about questica.
- Scheduling of training for PHC.
- Respond to questions from Preston regarding sponsorship agreements.
- Review information about judicial security and share with client.
- Share ICE resources and what other cities are doing.
- Respond to AG regarding data request for documents.
- Review data inventory for annual reporting.
- Review and summarize employees and U.S. Citizenship.
- Review MMU agenda and packet.
- Review SRO contract and work with police department in revisions.
- Respond to question about judicial privacy act.
- Overview email regarding additional data practices request.
- Review and summarize Broadmoor valley lawsuit.
- Share ICE resources and best practices from across the state.
- Discuss Lexipol changes.
- Review emails and work done by Andrew Biggerstadd on Carr's application
- Wok on sidewalk easements
- Revise summary of meetings regarding

## **ADMINISTRATION**

This past month's activities included:

- Attended It Begins with Us conference that was held in Marshall area.
- Attended Community Services Advisory Board.
- The city received 11 proposals for the architect/engineering services for the bandshell. Internal staff will review the proposals and bring forward in March to Council the selected firm. The Bandshell Advisory Committee has been contacted, and we plan to meet in April to discuss next steps.
- Met with MAFAC to finalize move-in plans and final lease agreement. They will start their lease on April 1, 2026.
- Spent time working on State of the City presentation, writing my monthly newspaper article and working on a presentation for the Annual Employee Recognition event. At this event, Media Communications Specialist Alex Peterson was awarded the 2025 Employee of the Year award. We also honored retiring new employees and other employees for years of service.
- Had many discussions regarding public safety, immigration and communication on this topic. The DEI Commission did post on the website immigration resources <https://ci.marshall.mn.us/immigration>
- Attended EDA Board meeting.
- Met with a small group to discuss extra activities for the 250<sup>th</sup> Anniversary of the signing of the Declaration of Independence.
- Attended via Zoom CGMC Board meeting and via Zoom League of MN Cities Board meeting-discussed upcoming Legislative session
- Attended remotely the DEI Commission.
- Worked on a MPCA grant for an e-bike for the city.
- Met with Childcare of Business where we will start the process with a small focus group to discuss sites, needs, next steps.
- Met with staff to discuss aquatic center project funds-additional items will likely include demolition of the current pool and possibly some enhancements such as a shelter on the new site-any new additions will be reviewed with legal for assurance on authority for sales tax bonds.

## **Economic Development Authority**

- Public Hearing scheduled on Feb. 18<sup>th</sup> for sale of four lots in Parkway addition to the Southwest Minnesota Housing Partnership.
- Staff is working with Tapestry on LITC application. Developer is exploring options of reducing units or seeking additional HUD resources.
- Held Business of Child Care Foundations Meeting on Feb. 4<sup>th</sup> to discuss strategy and initial site options.
- Attended the SW MN ED Professionals meeting in Slayton focused on data centers and the Minnesota Extension Office services.
- Staff assisted with community tours for SMSU presidential search.
- Staff met with Athletic Director from SMSU to discuss upcoming and potential projects.
- Child Care 101 is being held on Monday, Feb 10<sup>th</sup> for individuals interested in opening a child care business.

## **Clerk**

- Ways and Means Committee met and approved the advertisement of the Marshall Fire Department Scholarship
- Required reporting for Fire State Aid and Police State Aid have been filed.
- Implementation of the transfer of lodging tax to the Minnesota Department of Revenue is close to completion. MDOR will begin administering the tax beginning April 1 and has sent out letter to affected businesses within city limits. A news bulletin provided by MDOR is also included in the information items section of the council packet.
- Renewals for garbage/refuse haulers have been sent out.

- The Office of Cannabis Management as of January 31 has issued licenses for the following: 3 testing facilities; 37 cultivators; 15 manufacturers; 4 transporters; 96 adult-use retailers; and 19 medical retailers.

### **Finance**

- 2026 Bonding – Finance continues to work with Mikaela Huot of BakerTilly on potential bonding. Council will hold public hearings for street reconstruction and abatement on 2/10. City also plans to issue airport and revenue bonds. Planned future items include: Council will consider resolutions authorizing the sale of bonds on 2/24; Council will consider award of the bonds on 3/24; and, City would receipt proceeds and settlement of the bonds on/around 4/23.
- 2025 Audit - Our auditors plan to be on site for audit fieldwork the week of April 6<sup>th</sup>.
- Euna Solutions (formerly Questica) budget software – Finance staff participated in meetings with Euna Solutions about issues city staff have encountered with the software that relate to reporting, implementation and communication between the budget software and the City's general ledger (imports and exports).

### **Liquor Store**

- January Financials: Sales \$477,899 (1.22%), Customer Count 14,275 +.47%, Ticket Average \$33.48 (.57%). Financials were flat for January, which is expected after the busy holiday months.
- Staff began the process of detail dusting/cleaning of all shelves, beer cooler and other areas of the warehouse/sales floor during this slower time.
- The manager, along with another representative of the MMBA, recently consulted with the Balaton Liquor Store and Ivanhoe Liquor store about their liquor operations. A report will be sent to those managers on ideas to improve their operations.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- Open skates, adult hockey, learn to skate lessons, adult curling and private group skate rentals have made the Red Baron Arena very active this winter season. A big thank you to Andrew Suby State Farm for hosting their annual free community skate event happening on February 7<sup>th</sup>.
- MHS intramural basketball for boys and girls 9<sup>th</sup> – 12<sup>th</sup> grades conclude their winter season with a double elimination tournament being played at the Middle School. This season there are nine teams playing two games a week. The MPS faculty and teachers have a team in the league and look to defend their title from last season.
- Staff is reviewing RFP's for Bandshell
- Staff was informed of another successful grant application for Emerald Ash Borer in the Parks – approximately \$92,000 in funding
- Working on quotes for landscaping, irrigation, signage, FFE at the new aquatic facility.
- Receiving applications for summer parks help.
- Red Baron staying very busy with tournaments, section games and more!
- Presented in Hutchinson for TA Grant application with Engineering Staff

### **Community Education**

- In December we held the Santa Event at the Marshall Lyon County Library. This year we incorporated the children's library to hold activities during the two day event as well as a "story time with Santa". Approximately 194 youth-adults attended the two day event.
- We are in the middle of the Winter/Spring season and classes and programs are in full-swing! A new class, learn to play Mahjongg class at the Adult Community Center was a hit and we are looking at more similar programming in the summer season.

- Driver's Education classroom session in April only has a handful of spaces left.
- The It Begins With Us conference was held the first week of February at 5 Family Ranch with 112 in attendance over two days.
- Planning has already begun for the summer brochure, Juneteeth celebration event and the 4<sup>th</sup> of July event.

### **Studio 1**

- We provided live broadcasts for MAHA PeeWee and Squirt hockey tournaments in January. These tournaments bring several hundred viewers to the Red Baron Arena website and provides video marketing of the Marshall community to viewers from all over the Midwest.
- We have continued to update security cameras and systems throughout the City in the month of January.
- We have been coordinating with the streaming service provider LiveBarn who has installed camera systems in the Action and Lockwood rinks at the Red Baron Arena. This service will provide live streaming of all games that we are unable to broadcast. LiveBarn is a subscription service, but will not interfere with our locally produced live broadcasts which remain free for the community to view.
- A calendar of all scheduled live broadcasts can be found at [www.marshallstudio1tv.com](http://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 350 active permits.
- The Stone Meadow apartments, Lockwood Motors, and Dental clinic are the largest projects under construction.
- Renewal applications for rental registration are coming in – about 530 have been issued.
- 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 - The grading and gravel work has been completed between C Street and Southview Drive and up to Southview Elementary. 1,400 feet of concrete trail has been placed starting at C Street and heading southeast. The project is currently shut down for winter and will resume in the spring.
- Project PK-012: East Lyon Street Trail-2026 project – The project memo has been approved, and plans are currently in design with an anticipated bid date of spring 2026.
- Project PK-018: Marshall Aquatic Center - Outdoor work has currently been suspended for the winter and will resume in the spring of 2026. The slide tower has been delivered and is currently being installed. Work has transitioned inside the buildings and will continue throughout the winter.
- Project ST-001-2025: Chipseal Project (2025) - Asphalt Surface Technologies-St. Cloud, MN – Final change order and payment on 02/10/2026 Council.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project– This project is currently in design with an anticipated bid date of March 2026.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project - R and G Construction Co. of Marshall, MN -
  - The 2025 construction phase from the west end of the project to just south of Main Street has been substantially completed and open to traffic. In the spring of 2026 seeding and site restoration will be completed in this segment.

- The 2026 construction phase just south of Main Street to Bruce Street and including approximately 2 blocks of Bruce Street will start as soon as weather and load restrictions allow.
- Project ST-020: 5<sup>th</sup> Street (Main St to Saratoga St) - This project is currently in design with an anticipated bid date of March 2026.
- Project ST-025: 4th Street Fencing (100 feet N of TH19/ College Drive) - Quotes to be received 02/12/2026.
- Project ST-001-2026: Chipseal Project - Request authorization to advertise 02/24/2026.
- Project ST-002-2026: Overlay Project - Request authorization to advertise 02/24/2026.
- State Aid Overlay Project (2026) - Request authorization to advertise 02/24/2026.

### **Wastewater**

- Staff have completed 276 preventive maintenance work orders in the last 30 days.
- Collection system/plant lining project advertised for bids January 30. Bid opening February 26.
- Pulled out and sent in a Trickling Filter Pump for factory service. Scheduled to be reinstalled on February 18.
- Hosting MWOA meeting at the MERIT Center on February 4.
- Preconstruction meeting for Main Lift renovation February 3.
- Water softening replacement or removals continue to come in.
- Assisting public works with storm water drainage on project ST-020.
- Working on sulfate and phosphorus annual reports to MPCA.
- Control room cleaning at lift stations.
- Performing Sanitary pipe inspections of 2026 overlay list (weather permitting)

### **PUBLIC SAFETY DIVISION**

#### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to fifteen (28) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (15)
  - Fire; Structure (10)
  - Medical Assist (0)
  - Vehicle Accident (3)
  - Other – Assist (0)



#### **POLICE DEPARTMENT**

- The Marshall Police Department responded to 1152 calls for the month of January. 68 criminal offenses were reported with a total number of 33 adults arrested.

#### **OFFICER'S REPORT**

- Alarms (13)
- Accidents (32)
- Alcohol involved incidents (3)
- Assaults (3)

- Domestic Assaults (17)
- Burglaries (1)
- Criminal Sexual Conduct (3)
- Damage to Property (4)
- Keys Locked in Vehicles (0)
- Loud Party (9)/ Public Disturbances (2)
- Thefts (15)
- Traffic Related Complaints (480)
- Vandalism (6)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (31)

## DETECTIVE REPORT

- A 25-year-old Marshall woman was arrested at the conclusion of an identity theft investigation and was charged with Identity Theft and Forgery.
- Five additional unrelated identity theft cases were investigated during the month.
- A possession of child pornography case is under investigation.
- Two check forgery cases are under investigation.
- Detectives are assisting the St Cloud Police Department with a missing persons case.
- Fourteen child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were screened for investigation in December.



## MERIT Center

- In January, MN West held Mechatronics classes and continued utilization of the driving course for CDL training.
- From January 5th to January 9th, ARMOR Training held GWO training with five attendees each day.
- On January 7th, North Star Training and Consulting held CPR/First Aid training with 25 attendees.
- On January 8th, Marshall Area Chamber held Women's Connect with 32 attendees.
- On January 8th, Marshall Area Chamber held Marshall Leadership Academy with 30 attendees.
- From January 9th to January 11th, North Star Training and Consulting held Fire School with 40 attendees.
- On January 13th, the Red Cross held a blood drive.
- On January 14th, a PSAP Leadership meeting was held.
- On January 16th, Ralco held a meeting with 35 attendees.
- From January 16th to January 18th, North Star Training and Consulting held Fire School with 40 attendees.
- From January 19th to January 20th, Christensen Farms held meetings with 25 attendees each day.
- On January 28th, HSEM held the Basic Threat Evaluation and Reporting Course (B-TERC) for School Officials training with 25 attendees.
- On January 28th, SW Emergency Communications held a meeting with 30 attendees.
- On January 28th, Southwest EMS held a meeting with 15 attendees.
- The MERIT Center was utilized 21 out of 31 days, with 21 reservations in January and 483 attendees.