

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

FROM: Sharon Hanson, City Administrator

DATE: April 8, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended meetings.
- Answered questions about Broadmoor Valley.
- Review updated closure notice and provided memo and overview for staff an PC
- Advise council about setting date of hearing for possible closure an prepare memo for council meeting.
- Work with staff on closed access to Broadmoor Valley. Reach out to attorney for Schierholz & Associates.
- Receive multiple communications forwarded to me from staff from Paul Schierholz. Review same and update Council.
- Review and revise temporary easement for Preston.
- Prepare response to Mr. Schierholz from City Administrator Hanson for City Administrator Hanson to send.
- Respond to data question from I Gutman and provide additional data information for permits
- Respond to question from Public Works about authority to sign/execute documents lies with Council under Charter.
- Reviewed ordinance for Graffiti and attended L&O.
- Report out on ordinance for Temporary Cannabis Event at Council Meeting.
- Report out on Graffiti ordinance to Council.
- Prepare staff memos regarding ordinance changes for Council meeting.
- Update staff on numerous federal executive orders.
- Draft response to Mr. Schierholz on behalf of City regarding contribution request.
- Review MMU agenda and packet.
- Discuss Public Housing Commission structure with staff and mayor
- Propose next steps for Public Housing Commission Collaboration
- Meet with representatives of Public Housing Commission an staff
- Prepare a substitution of Counsel for Broadmoor enforcement action.
- Update staff on grants related to public art
- Prepare resolution for change order policy
- Participate in meeting with construction manager
- Update staff on final OCM rules submitted
- Research and analyze IC134 and one last city hall subcontractor and send information to E.J.
- Discussion of bids, and low "responsible" bids
- Prepare Resolution delegating authorities
- Attend agenda review meetings
- Review information from proposed Taylor project and respond

- Review order for Charter Commission from Court
- Discussion of requested variance
- Respond to request from MMU for OML training
- Respond to franchise question from MMU
- Discussion about open collection versus organized. Assign research project to associate for general overview for city.
- Review bid packages and certificates of compliance
- Respond to question about surplus bikes
- Respond to questions about HRAs and public bidding
- Touch base about city fee schedule and cannabis
- Send reminders about notices when elected officials joining remotely
- Review SP4210-61 agreement and provide input
- Update Staff on Tribal Cannabis Stores
- Review CUP requested for review by I Gutman
- Review question about data laws versus FOIA
- Review council packets and planning commission packets

Work of other K&G Attorneys:

- Michelle Weinberg, review contracts

ADMINISTRATION

- This past month provided input to Baker Tilly who is the hiring agency for the MMU General Manager position as a result of GM Dave Schelkoph announcing that he is retiring late summer/early fall. The position has been posted, and review of applications will begin April 28th with the hope that early July the new GM will start.
- Attended Aquatic Center bid opening. Followed up on council related items, finalizing contract and bid items. We hope to break ground late April/early May, depending on weather.
- Held various personnel/staff related mtgs as well as conversations with Council on a variety of topics.
- Met with staff and Mayor on Bikeshare program. The bikes in the last couple of years have been at YMCA and at AmericInn. We reached out to other hotels and plan on adding Travelers Lodge this year in addition to YMCA and AmericInn. The bike share program has use and resulting costs as part of that use, however this program and costs is in the city's budget.
- Attended Lyon County Museum Board mtg.
- Mayor and I attended a session with the Minnesota Agriculture and Rural Leadership class for this year to discuss Marshall related topics.
- Attended DEI Commission mtg-discussed budget and heard an update on translation services that the city is looking to purchase for help with language barriers between city and residents.
- Mayor and I presented to Adult Community Center the State of the City.
- E.J. and I presented information relevant to our bond rating to S&P-our AA Bond Rating has been maintained.
- Met with U of MN Design Center regarding Master Park planning—we hope to partner with SRDC regarding this potential plan.
- Met with City Attorney on a host of city legal items.
- Attended with Mayor, Preston and Lauren legislative testimony on the bandshell and a tax increment financing request.
- Held the first session of the Citizens Academy, it was very well received, and the program continues weekly until May 12th.
- Met with Community Services Advisory Board as part of their regular meeting schedule.
- Attended Administrator meeting with Administrator in cities north of Marshall. Discussed issues/projects.

- Met with a variety of staff and others on a variety of city issues and topics.

Economic Development Authority

- Testified to the Senate on the extension of our unobligated TIF to be used for upcoming development projects.
- Continuing conversations with local stakeholder on shared space for a daycare pod.
- Submitted a proposal through DEED to a potential industrial developer. Developer previously met with local team to evaluate a greenfield development in Marshall.
- Continuing to submit updated project specs for Project Kettle.
- Staff met with Revocity for to receive an update on the potential hotel project, still seeking to break ground in 2025.
- Applied for Minnesota's Housing Partnership's Housing Institute. The 12-month course would help identify and provide resources for a housing project/initiative.
- Completed kiosk advertisements with Western Printing and anticipate being able to put these up in the coming weeks.
- Met with staff from DEED on workforce initiatives and future potential partnerships.
- Three potential tenants currently have proposals in for the third suite at former Shopko. The building owner is drafting lease terms and will determine best fit.

Human Resources

- Staffing: applications are being accepted for a part-time Program Specialist position at the Adult Community Center following an employee resignation. Oral testing is completed for the Police Officer position and the Police Advisory Board has approved an eligibility roster. A conditional offer has been made to a candidate for a part-time Police Officer position. Staffing for spring/summer positions in public works, community ed/rec, and parks is on-going.
- Mediation with the AFSCME union is scheduled for May 5, 2025.
- Safety program: in April, select employees received training on contractor safety, forklift certification, and excavation and trenching.
- Updates to the Liquor Store employee handbook and procedural manual are in progress.

Clerk

- Met with townships on Fire Protection Service Agreements. Revised contracts and terms should come before city council on April 22nd.
- Attended the Aquatic Center Bid opening.
- The Office of Cannabis Management closed applications for licenses for adult-use cannabis on March 16. On March 24 OCM submitted its proposed rules to an administrative law judge for confirmation. The administrative law judge has 14 days to approve, approve with changes or deny the rules. If approved, OCM could start issuing uncapped licenses as soon as April 9, 2025.
 - 3,529 applications we deemed qualified for the 10 different licenses available through OCM.
 - Lower potency hemp edible retail and manufacturing licenses would not be reviewed or accepted until later this fall and are not included in the 3,529 qualified applicants.
 - Of the 3,529 qualified applicants, 1,849 were microbusinesses which could apply for a retail endorsement that does not have a statewide cap that could be issued. The current retail cap for the City of Marshall still remains at two retailers, regardless if it was a microbusiness endorsement or a cannabis retailer license.
- Attended the annual Minnesota Clerks and Finance Officers Association conference in Brooklyn Center.

Finance

- 2025 Bonding – The sale of bonds for [1] the purchase of equipment, [2] various street reconstruction projects, [3] improvements for the City's surface water utility, [4] capitalized interest and [5] issuance costs

(via general obligation bonds series 2025A) and for [1] the aquatic center construction, [2] capitalized interest, and [3] issuance costs (via general obligation sales tax revenue bonds series 2025B) are planned for April 8th. Proceeds would be received on or about May 8th. Staff participated in a bond rating call on March 24th. Please reach out to E.J. if you have any questions about the issuance.

- 2024 Audit – Our auditors plan to be on site for audit fieldwork the week of April 14th.

Liquor Store

- March Financials: Sales \$526,868 (12.25%), Customer Count \$15,348 (9.61%), Ticket average \$34.40 (3%). All financial metrics were down compared to 2024. Some of this is due to Easter falling early in 2024. Easter holiday sales will boost overall sales for the week. We didn't see this spike in March this year.
- Staff have been working on 'change of seasons' and getting the sales floor ready for spring and summer product displays.

COMMUNITY SERVICES

Parks/Recreation

- The "ice" season has concluded on the Action Rink at Red Baron, held Youth Sports Expo and Marshall Radio Home Show in first two weekends of expo space, will host "Battle at the Baron" this weekend – a wrestling event.
- Traveled to Capitol to testify for potential funding on Bandshell reconstruction project
- Hiring of seasonal staff is mostly completed
- Prepping for baseball/softball season
- MCS partnered to host successful pickleball tournament at high school
- Met with City and MN/DOT staff to discuss tree planting project along East/West College Drive
- Continued work on Legion Field project with staff and contractor, working with potential architects on next phase.
- Getting information and prepping for release of summer brochure! April 21st – sneak peak, April 28th – swimming lesson's registration, April 30th – all registrations open!
- Awarded funding from the MN Twins for funding at Legion Field.
- Plan to start opening restrooms week of April 7th.
- An adult broomball tournament was hosted with six teams participating, make this tournament the first of its kind at the Red Baron Arena.
- Winter adult leagues including co-rec volleyball, women's volleyball, men's volleyball, men's basketball, and mixed curling all have concluded their respective seasons.
- Upcoming spring youth programs starting soon include tennis lessons, soccer camps, track and field, golf lessons and disc golf lessons.

Community Education

- We are still running the last of our Winter/Spring programs and classes. Registration has been good for all events and classes, especially with new class offerings. We will finish the season with a fun Spring Cake Pops class and a Canvas Paint Party!
- Garden Plots for the 2025 season are full. We had a new map of the plots created and will mail out the letter and a map with each gardeners plot highlighted to all members when gardens have been tilled and are ready for planting.
- The Juneteenth planning committee is working on finalizing details for the community event on June 19th, 2025. Several grants for support have been completed and submitted for the event.
- We are continually working on the transition process of Driver's Education and are hoping to continue to offer a few sessions of in-person classroom training as community interest continues to be heavy in the in-person training versus online option.
- Gearing up for summer staff hiring and paperwork.

- Community Education is excited to be offering a wide range of NEW classes for the summer season! Some of these include a Shutterfly project class, a master gardener class, a culinary STEM mini-camp, an advanced journal painting class and a Shakespeare theater program!

Studio 1

- We continue to work with Bluepeak and Spectrum on the upgrade of our channels to high definition.
- We recently completed the installation of a new sound system at Legion Field as part of the updates to the site. With the old backstop being removed, the speakers that were mounted there needed to be replaced with speakers installed on the press box and concession stand. We also replaced the amplifier and audio mixer while updating the wiring connections to be optimized for the new equipment.
- We also upgraded the audio system in the Bluepeak Club Room at the Red Baron Arena to include a new audio amplifier and wireless microphone system. This will enhance the user experience for both presenters and event attendees.
- We provided the live streaming coverage for the Minnesota Hockey Bantam A State Tournament on the third weekend of March. Many compliments were received from viewers who enjoyed the quality of our broadcast services.
- Nick and Ryne, who produce and host the “Popcorn Bucket List” show which discusses current and upcoming new movies, successfully completed their first live broadcast of the show to run concurrently during the Oscars where they provided their thoughts on the winning movies.
- 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 Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open permits.
- An SRE building, Marshall’s, SWWC building, and Stone Meadow apartments are the largest projects under construction.
- More than 600 Rental registrations have been issued. Fewer than 50 properties left to register.
- Sign ordinance is being reviewed.
- The department web page and access to information have been updated and improved.

PUBLIC WORKS DIVISION

Engineering

- Project PK-013: RRFB & Trail Extension – Awarded to R&G Construction Co of Marshall Minnesota - City awarded TA Grant. Staff will be working to schedule the preconstruction meeting in the next month.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – Staff will be working to schedule the preconstruction meeting in the next month. We have been told our project will be early in the year for construction.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota – Duinink Inc. has some punch list items to finish in 2025 prior to the project being closed out.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, Minnesota –Staff will be working to schedule the preconstruction meeting in the next month.
- Project ST-015: TH 19/College Drive – West of Marlene Street to Bruce Street Reconstruction Project – R&G Construction, Co. of Marshall, Minnesota – This is a MnDOT lead project that will be constructed over two years. Limits in 2025 will be West of Marlene Street to south of Main Street, limits in 2026 will be main street to/including Brice Street.

- ST-025: Fourth Street Culvert Fencing (North Section) – Staff is finishing the specifications to send it out for Quotes.

Wastewater

- Staff have completed 263 preventive maintenance work orders in the last 30 days.
- Preparing to lock out sump pumps in our sump pump program.
- Rebuilding a Moyno sludge pump.
- Working on repairing a broken buried valve at the preliminary building.
- General cleaning in the wastewater facility.
- Televising sanitary lines for future construction projects.
- Working on spring work orders.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (13)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1007 calls for the month of March. 94 criminal offenses were reported with a total number of 41 adults arrested.

OFFICER'S REPORT

- Alarms (9)
- Accidents (31)
- Alcohol involved incidents (5)
- Assaults (4)
- Domestic Assaults (18)
- Burglaries (2)
- Criminal Sexual Conduct (5)
- Damage to Property (3)
- Keys Locked in Vehicles (23)
- Loud Party (9)/ Public Disturbances (17)
- Thefts (18)
- Traffic Related Complaints (241)
- Vandalism (3)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (44)

DETECTIVE REPORT

- A wrongfully obtaining assistance case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- A criminal sexual conduct case involving multiple incidents in multiple jurisdictions including Marshall is under investigation.
- Six additional separate cases of criminal sexual conduct were investigated during the month.
- Eleven theft reports and twelve theft by swindle reports involving scams were investigated in March.
- Thirty-two child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.



MERIT Center

- In March MN West held a meeting and continued with utilization of the driving track for CDL training.
- On March 5th the Red Cross held a blood drive with 35 attendees.
- On March 7th R & G Construction held their annual training with 40 attendees.
- From March 8th to March 9th North Star Training and Consulting held firefighter training with 20 attendees each day.
- From March 11th to March 12th ALICE training was held with 18 attendees each day.
- From March 11th to March 12th ADM held training with 30 attendees each day.
- On March 18th CENTROL held a meeting with 48 attendees.
- On March 18th North Star Training and Consulting held a training course for the Marshall Fire Department.
- On March 20th Beyond the Yellow Ribbon held their monthly meeting with 11 attendees.
- On March 20th ADM held their monthly contractor safety meeting with 50 attendees.
- On March 20th the MERIT Center commission meeting was held with 11 attendees.
- On March 21st Meier Electric held a training course with 25 attendees.
- On March 25th the Southwest Coordinating Utility Committee held their Utility Safety Meeting with 85 attendees.
- On March 25th the Marshall Police Department held interviews.
- On March 26th the Radio board held their meeting with 35 attendees.
- On March 27th, Yost Farms held a training course with 25 attendees.
- On March 27th North Star Training and Consulting conducted testing.
- On March 28th Ralco utilized a classroom for training prep for an upcoming reservation with 4 attendees.
- The MERIT Center was utilized 13 out of 31 days with 18 reservations in March with 537 attendees.