

## MINUTES

### **PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING**

**January 25, 2022**

**1:30 PM**

**On Main, City Hall**

**MEMBERS PRESENT:** Councilmembers Schafer, Labat and Lozinski

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Director of Public Works/City Engineer Jason Anderson,  
Assistant City Engineer Jessie Dehn,  
Senior Engineering Specialist Geoffrey Stelter, City Clerk Kyle Box

#### **Call to Order.**

Chairman Schafer called the meeting to order at 1:30 pm.

Discussion by Labat on sidewalk placement along South 1<sup>st</sup> Street from the previous meeting. Member Schafer provided additional discussion on sidewalks and the connectivity they bring to the community. Member Lozinski added further discussion in favor of the sidewalks on both sides of the street project.

#### **1. Approval of the Minutes.**

MOTION BY LABAT, SECONDED BY LOZINSKI to approve the minutes of the November 22, 2021 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

#### **2. ST-006: RRFB School Pedestrian Crossing Improvements Project.**

Background: This project is included in the 2022 capital improvement plan (CIP). The City was awarded a Transportation Alternatives Grant (TA Grant) in the amount of \$339,840 for this project. The project would improve school pedestrian crossings adjacent to the Marshall Middle School, Southview Elementary School, Park Side Elementary School, and True Light Christian School. The required 20% local match is split 50-50 between participating schools and the City of Marshall. In addition to the Rectangular Rapid Flashing Beacon (RRFB) sign assemblies and pedestrian refuge islands, the project would install two School Speed Limit (when flashing) sign assemblies including dynamic speed feedback signs. During school arrival and dismissal periods, the sign would report driver speed as their vehicle passes the sign and flash their speed when the speed exceeds the posted school zone speed limit. To establish school zone speed limits in Marshall, staff performed an evaluation of the existing areas to determine an appropriate school zone speed limit. This evaluation is required by State Statute. City staff is recommending establishment of a 20 MPH school zone speed limit in the vicinity of the schools previously referenced. There was compliance with this speed limit in prior years at the now-closed Westside Elementary School on S. 4<sup>th</sup> Street and TH 19. The MnDOT District 8 Traffic Engineer, Cody Brand, has reviewed the recommendation for the True Light Christian School on TH 19 (E. College Drive) and is acceptable to the recommendation of 20 MPH.

Councilmember Labat commented on the posted speed limit recommendation. Labat also commented on previous discussion from the January 11, 2022 council meeting regarding the discussion on medians near the schools. Director of Public Works/ City Engineer Jason Anderson provided additional information on the medians but commented that these items are separate from the speed limit recommendation.

An additional recommendation will be made to MnDOT to lower the speed limit by True Light to 20mph as well. Member Lozinski discussed the level of enforcement that should be in place when the signs are installed.

Lozinski asked a clarification on when the speed limit will be enforced. Director Anderson commented that will be a future discuss with the Council and School District.

Member Schafer commented that this should be specifically a school crossing not an enhanced pedestrian crossing.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend the City Council adopt a resolution which establishes the 20 MPH school zone speed limit in the vicinity of the Marshall Middle School, Southview Elementary School, Park Side Elementary School, and True Light Christian School. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**3. ST-023: W. Lyon Street (College to 1<sup>st</sup>) Reconstruction Project.**

Background: The project limits include: W. Lyon Street (E. College Drive to N. 1<sup>st</sup> Street). The proposed project was originally included in the scope of the Z82 (N. 1<sup>st</sup>/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1<sup>st</sup> Street was removed from the scope of the project. The intention was to bring this project forward once development of the Block 11 property was anticipated to ensure that the proposed street and utility reconstruction would adequately serve the Block 11 development. After discussion with the developers, construction on the first phase of the redevelopment is anticipated for the 2022 construction season. The proposed project includes complete reconstruction of the street, curb, driveways, water system, and sanitary sewer collection system. This project will tie into the proposed limits of the MnDOT College Drive Reconstruction project (2025) on the northwest end and into where the Z82 Reconstruction project finished in 2021. This block does not currently have water main. MMU has expressed their desire to extend new 6" PVC water main from N. 1<sup>st</sup> Street (stubbed out with the Z82 project) to E. College Drive to complete a water main loop. There is no existing sanitary sewer under this block also. The reconstruction project would install new PVC main, with new PVC services to adjacent vacant lot(s) for potential future development. Storm water would likely not be required on this project as this block is serviced by the new storm water facilities at N. 1<sup>st</sup> Street and E. College Drive. Included in the packet are proposed layouts that identify street widths and proposed sidewalk locations. The street width of W. Lyon Street is proposed to be 58-FT as measured from back of curb; this is 2 feet wider than the existing width of 56-FT. The additional width would provide for two 13-FT travel lanes and two 15.5-FT rows of 45° angle parking stalls. City staff is proposing concrete surfacing.

Councilmember Labat discussed parking availability surrounding Block 11. Director Anderson discussed the CUP that will go before the City Council that discusses parking requirements that will be readdressed for each building that will be built.

There was additional discussion on concrete compared to asphalt. The life expectancy for concrete with average use can be 30 to 35 years and asphalt can be stretched to 20 years.

Councilmember Lozinski asked if the project needs all the proposed driveway access. Director Anderson commented that the accesses on the Block 11 side will be combined into 1 access and that staff will review the two on the north side of the project.

Alternative options for grass were also discussed. There was support from the Committee to have some type of green space.

MOTION BY LOZINSKI, SECONDED BY SCHAFER to recommend approval of project to City Council. Note that this project will be bid with concrete. COUNCILMEMBER LABAT VOTED NO. MOTION PASSED 2:1.

#### **4. ST-010: Lyon Circle Reconstruction Project.**

Background: The project limits include: Lyon Circle from Jewett Street to approximately 165-FT south. The proposed project is included in the 2023 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, and sanitary sewer collection system. The street pavement condition is extremely poor and City staff believes a reconstruction is necessary. A street section consisting of 4” bituminous and 12” Class 5 aggregate gravel base is being proposed. Sanitary sewer reconstruction will replace clay sewer pipe with PVC pipe. There is no sidewalk in this area currently and none being proposed. Included in the packet is a proposed layout that identifies street width. The street width of Lyon Circle is proposed to be 33-FT as measured from back of curb with a cul-de-sac radius of 47-FT as measured from back of curb. The existing street width is 41-FT with a cul-de-sac radius of 50-FT. The purpose of the narrowing is to reduce costs for this assessment project. Parking is not required along the street, as the adjacent properties have available off-street parking. The cul-de-sac would accommodate necessary traffic turning movements.

There was further discussion by staff and the committee on how the special assessment policy will apply to this project.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of project to City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

#### **5. ST-024: Baldwin Parking Lot (City Hall Lot) Reconstruction Project.**

Background: The proposed project is included in the 2023 Capital Improvement Plan (CIP) for reconstruction of parking lot surfacing. Limits of reconstruction would include the entire lot owned by the City of Marshall and the portion of the lot owned by CenturyLink/Lumen. Staff would propose to assess the portion of the lot that is owned by CenturyLink/Lumen. Staff will need to work with the City Attorney to draft an agreement that allows for our reconstruction on their property and assessment of the costs. Staff is proposing concrete surfacing for the downtown parking lots. The parking lot will consist of a minimum section of 6” concrete and 6” Class 5 aggregate base. Included in the packet is the proposed layout for Committee consideration

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of the project to the City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.



## **6. Review Draft Driveway Ordinance Revisions.**

Background: City staff is proposing to establish a set of driveway regulations that more explicitly describes the requirements and limitations for driveways in various land uses. The proposed ordinance would apply to new properties or applications for modifying existing driveways. Applications to replace driveways, as they are currently, would be exempt from the requirements in the ordinance. The proposed ordinance describes the requirements for materials and geometrics (size, slope, etc.) for residential, commercial, and industrial-zoned properties. The ordinance also identifies an exemption process, should a property owner wish to install a driveway that does not conform to the requirements in the proposed ordinance. Staff believes that the proposed ordinance would provide clear direction to property owners regarding driveway installations. Limiting driveway width and spacing between driveways can improve safety by helping to reduce vehicle/pedestrian interaction area and by reducing and limiting street access/conflict points, help ensure good gutter drainage, reduce unnecessary storm water runoff, help ensure compliance with vegetative cover ordinance requirements, and help maintain character of a neighborhood. Establishment of driveway regulations are typical for many other communities in Minnesota. Staff can review requirements of other communities as needed.

There was support from the Committee to limit the width of the driveway to 36' at the sidewalk and to allow the driveway to flare out and expand behind the sidewalk to the house.

There was further discussion from Councilmember Lozinski on limiting the use of front yard space as a driveway.

MOTION BY LABAT SECONDED BY SCHAFER to recommend approval of the driveway ordinance revisions to the City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

## **7. SRF Consulting Group – Review/recommend Proposal for Design of City Utilities in MnDOT 2025 College Drive Reconstruction Project.**

Background: Attached is a proposal from SRF Consulting Group, Inc. (SRF) for professional services for the design of watermain and sanitary sewer relocations along TH 19 (College Drive). The design includes the relocation and/or replacement of approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer in various segments along the proposed MnDOT TH 19 corridor. Scope of Services is shown in Attachment B of the attached proposal. City staff has requested this proposal to allow for the consideration of hiring SRF to complete these tasks in lieu of City Engineering staff completing this work. MnDOT's design and approval process is very long, time consuming, and specific. MnDOT requires everything to be to their design standard, including everything down to the method of labeling and formatting of tabular data. The level of detail and back and forth review required to get plans to their satisfaction is not always worth the cost of our staff time. There is a reason why they begin work 7 years in advance of a project and complete a pre-design contract, followed by a design contract. SRF is already hired by MnDOT for design of all of project items. The most seamless method for designing this project would be to hire SRF to include City utilities with their design to meet MnDOT standards for project layout. The proposal is for services as described for a not-to-exceed amount of \$62,598. This cost does not consider the possible addition of the Bruce Street intersection into the project limits.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of \$62,598. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**8. Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property.**

Background: Bueltel-Moseng is providing a proposal for surveying services for determination and location of select property points of the Flood Control Project, both levee and diversion channel property and easements. The survey would include setting property pins (where applicable) and setting stakes at requested locations along the Flood Control Project. The flood control project is very important to the City of Marshall, and it is imperative that all adjacent property owners understand where their properties end. According to the US Army Corps of Engineers national levee database, roughly \$1.26B dollars of property value is protected by our flood control project, including at least 2,101 buildings. There are numerous locations along the flood control project properties where adjacent property owners have planted trees, placed sheds, planted gardens, and parked trailers on city property. Any installation on City property should require City permission. Staff is proposing that the survey be completed to better identify to adjacent property owners the actual locations of Flood Control Property, as determined by a licensed land surveyor. This would allow staff the option to install posts at selected points to indicate property boundaries. The posts could be outfitted with placards that state “City Flood Control Property” or something similar. At locations where the City has easement, as opposed to fee estate, staff would not recommend posts but rather annual notifications to those property owners about the presence of the Flood Control easement. The purpose of hiring a licensed land surveyor to complete this work in lieu of city staff working to find property lines is to be certain that locations are accurate and defensible to the adjacent property owners. If staff is directed to install the posts and placards, it will certainly generate a reaction from many of the property owners who would be upset by the sign being placed “on their property”. Further, a portion of the adjacent landowners may threaten to stop mowing or otherwise maintaining the city-owned property in retaliation to the signs being installed. Staff is open to input from the Committee and Council at-large. An alternative action, though less effective, would be to send letters/notices annually to every property owner adjacent to the flood control project. The proposal is for services as described for a not-to-exceed amount of \$9,000. The cost would be funded using the Surface Water Utility.

There was discussion by the committee and staff.

MOTION BY LABAT SECONDED BY LOZINSKI to recommend the proposal to the City Council for authorizing execution of the attached Buetel proposal for survey services associated with the Flood Control Project for a not-to-exceed amount of \$9,000. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**9. Project ST-009: W. Lyon Street/N. 3<sup>rd</sup> Street Reconstruction Project – Changes to N. 3<sup>rd</sup> Street and Aesthetics.**

The project limits include: W. Lyon Street (E. College Drive to N. 5<sup>th</sup> Street) N. 3<sup>rd</sup> Street (W. Main Street to W. Redwood Street). The proposed project is included in the 2023 Capital Improvement Plan (CIP) for complete reconstruction of the street, curb, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement condition is poor and City staff believes a reconstruction is necessary.

Brad Meulebroeck has expressed interest in making changes to the function of N. 3<sup>rd</sup> Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include considering the following:

- Remove the signal light at the intersection of N. 3<sup>rd</sup> Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT, and any changes would need to be approved by MnDOT Traffic.
- Addition of an enhanced pedestrian crossing at the intersection of N. 3<sup>rd</sup> Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic.
- Reconfiguration of N. 3<sup>rd</sup> Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street, including reconfiguration of parking to 45-degree angle parking on both sides of N. 3<sup>rd</sup> Street.
- Narrowing of N. 3<sup>rd</sup> Street to accommodate several additional features including but not limited to landscaping, string lighting, artwork, and park sitting.

Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and others.

With the scheduled timeline of construction in 2023, staff would like the committee to provide guidance on which changes, and features should be pursued further. The changes to W. Main Street will require an Intersection Control Evaluation (ICE) report and coordination with the MnDOT District 8 office. Aesthetic features would likely require the services of a landscape architect to assist with the scoping and design of included features. To accommodate these additional tasks as well as determination of potential assessment agreements, staff would like the committee to provide guidance moving forward.

Director Anderson commented on the additional services that would be needed for this type of project including consulting fees, pedestrian use, land design, etc.

There was further discussion from the Committee to work with the property owners that requested the redevelopment of the street. Staff will begin working on estimates on the project for further discussion.

Councilmember Labat suggested that the property owner bring this to the Downtown Business Association for consideration and support.

Further discussion on working with a landscape architect to identify long term.

There was a consensus from the Committee for STAFF TO HAVE FURTHER DISCUSSION WITH THE DOWNTOWN BUSINESS ASSOCIATION AND REQUEST A LETTER OF SUPPORT TO MOVE FORWARD WITH A PROJECT.

### **10. Municipal State Aid Route Designations and Revocations.**

Background: The Municipal State Aid Street program (MSAS) provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program goals are to provide users with a city roadway network that is safe, provides adequate mobility and structural capability, and to provide an integrated transportation network. A city must have a population of at least 5,000 to be included in the MSAS system.

Within each eligible city, up to 20% of the local streets may be designated as MSAS. To be designated, the route must:

- Carry a heavier traffic volume or be classified as a collector or arterial.
- Connect points of major traffic interest.
- Provide an integrated and coordinated highway and street system.

Designation

- West Marshall Street (N. 6<sup>th</sup> Street/Existing MSAS 103 to N. 7<sup>th</sup> Street) – 0.133 miles
- North 7<sup>th</sup> Street (N. 7<sup>th</sup> Street/W. Marshall Street intersection to Kossuth Avenue) – 0.460 miles
- West Fairview Street (US 59 to N. 7<sup>th</sup> Street) – 0.231 miles
- South 10<sup>th</sup> Street (Legion Field Road to W. Main Street/MN 68) – 0.159 miles
- Legion Field Road (Kendall Street to S. 10<sup>th</sup> Street) – 0.433 miles
- Kendall Street (Legion Field Road to S. 6<sup>th</sup> Street) – 0.144 miles
- South 6<sup>th</sup> Street (Kendall Street to W. Saratoga Street/Existing MSAS 109) – 0.192 miles
- C Street (E. Saratoga Street to US 59/E. Main Street) – 0.206 miles
- Susan Drive (US 59/E. Main Street to Clarice Avenue) – 0.357 miles

Revocation

- Southview Drive – MSAS 119 (Country Club Drive/Elaine Avenue to S. 4<sup>th</sup> Street) – 0.318 miles
- Birch Street – MSAS 114 (Mustang Trail to State Street) – 0.463 miles
- North O’Connell Street – MSAS 125 (MN 19/E. College Drive to Birch Street) – 0.124 miles
- State Street – MSAS 135 (Birch Street to MN 23) – 0.415 miles

MOTION BY LABAT SECONDED BY LOZINSKI to recommend the City Council adopt a resolution which revises the City’s Municipal State Aid System (MSAS) routes designated herein. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**Adjourn.**

MOTION BY LABAT SECONDED BY LOZINSKI to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Meeting adjourned at 3:29 pm.

Respectfully submitted,  
Kyle Box, City Clerk