

**MINUTES**  
**PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING**  
**February 13, 2024**  
**4:00 PM**

**MEMBERS PRESENT:** Schafer, Lozinski, Alcorn

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Director of Public Works/City Engineer Jason Anderson,  
Assistant City Engineer Eric Hanson,  
Senior Engineering Specialist Geoff Stelter  
Director of Administrative Services E.J. Moberg  
Park Maintenance Supervisor Preston Stensrud  
Public Ways Maintenance Supervisor Dean Coudron

**OTHERS PRESENT:** None

**Call to Order**

Schafer called the meeting to order at 4:00 pm.

**1. Approval of the Minutes**

MOTION BY LOZINSKI, SECOND BY ALCORN to approve the minutes of the December 12, 2023 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**2. Project ST-001-2024: Chip Sealing on Various City Streets and Project ST-002-2024: Bituminous Overlay Project**

Project ST-001-2024: Chip Sealing on Various City Streets – Annual chip seal project. The estimated total project cost is approximately \$161,267, including all streets shown below, excluding “Alternate Streets”. The 2024 Street Department budget includes a \$165,000 line item for this project.

ST-002-2024: Bituminous Overlay Project – Annual mill and overlay project. Current project estimate for mill and overlay is \$605,745, excluding “Alternate Streets” and ADA sidewalk ramp work. The 2024 Capital budget includes \$675,000 for this project.

Discussion was held regarding value, benefits and practices of chip sealing and discussion of various agencies and conferences. Anderson referred to prior analysis of chip seal versus overlay indication approximately \$33,000/mile for chip seal and approximately \$250,000/mile for overlay, a fraction of the cost and will continue to monitor. Lozinski requested the motion be split into two projects.

MOTION BY LOZINSKI, SECOND BY ALCORN to recommend to move forward to City Council with authorization to advertise for bids for Project ST-002-2024: Bituminous Overlay Project. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

MOTION BY SCHAFFER, SECOND BY ALCORN to recommend to move forward to City Council with authorization to advertise for bids for Project ST-001-2024: Chip Sealing on Various City Streets. VOTING FOR: SCHAFFER, ALCORN. VOTING AGAINST: LOZINSKI. MOTION PASSED 2:1.

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

The project is proposed to include the complete reconstruction of the road and curb and gutter. The newly constructed road will be narrower than the current circle, a reflection of the very low traffic demand for the dead-end circle. In addition, sanitary sewer will be replaced and the water main in the circle will be extended to the end of the circle and a fire hydrant will be added to the dead end. This project has been presented and discussed at the following PI/T meetings: 01/24/2023, 02/14/2023 and 10/24/2023. At the 10/24/2023 meeting, PI/T approved a motion directing City staff to get input via a public informational meeting with the existing property owners. Notices were mailed to all owners, and the informational meeting was held on 01/18/2024. No property owners attended the meeting. In addition, this item has been placed on the 02/13/2024 City Council meeting for the resolution necessary for the initiation of the special assessment procedures, which is the "Resolution Ordering Preparation of Feasibility Report on Improvement". This item was placed on the agenda to expedite the process if the City Council elects to complete this project in 2024. If Council wishes to complete the project in future years, the item can be pulled from the 2/13/2024 City Council agenda prior to the meeting. The project is identified in our 2024 CIP at a total cost of approximately \$283,000. All improvements are proposed to be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

Anderson presented the project. Indicated that an informational meeting was scheduled with no attendance. Hanson did receive a call from 804 (27-665003-0) today, was aware of project, wondering what assessments would be, seemed to be in favor of the project. Anderson referred to discussions with Finance and regarding the challenge of financing this year. Anderson indicated staffing is in line to do for this year, but if Committee determines proceeding next year is the better scenario, the project can be held until 2025 but City staff probably would continue to attempt to contact individual owners again this year. Lozinski indicated street is deteriorated and has been for many years and good project to do this year. Property owner notification discussed. Schafer indicated it is a visible "side yard street" as the City hosts events and next to a hotel. Schafer inquired on the bonding schedule of the project. Moberg indicated the original bonding schedule included having Council authorize the sale of bonds at the first meeting of February. This project pushed back that timeline to see if this committee wanted to include Lyon Circle with 2024 bonding. Moberg indicated more favorable recent projections on interest costs. SRE contract award and construction timing will have an impact and need to firm up dollar amounts and money in hand for SRE. In addition SRE is contingent on grant funding.

MOTION BY LOZINSKI, SECOND BY ALCORN to recommend to Council the approval of the provided project layout and general design and recommend to City Council to Receive the Feasibility Report and Call for Hearing on Improvement. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

### **4. Fencing Review – 4<sup>th</sup> Street Culverts**

PI/T Committee members approached City staff regarding a desire to replace existing chain link fencing that is in place at the N 4<sup>th</sup> Street culvert crossing, just northeast of W Marshall Street. The existing fencing is not attractive and is generally in poor condition. Following a review, City staff identified the N 4<sup>th</sup> Street culvert crossing near W College Drive as being similar in condition and age. City Street Department staff has since received quotes for replacement chain link fencing, as well as fabricated fencing that would be similar to the fencing that exists at Memorial Park. Both would be colored to match the "Marshall green" color that is used predominately throughout our parks system. The chain link fencing option would cost roughly \$25,000, installed. The fabricated fencing option would cost roughly \$59,000, for materials only. Extra cost would be required for footing and fencing installation. City staff has explored utilizing Municipal State Aid Street (MSAS) funds for this fencing because both install locations are on the State Aid network. To utilize State Aid funds, MnDOT will require engineering plans and a bid or quote process based off approved plans. Before staff puts the effort into plan creation, we wanted a recommendation from the PI/T Committee regarding the type of fencing that will be installed. Cost as low as \$25,000 for chain link fencing to be

installed. Cost of the prefabricated fencing install is unknown currently, but the materials cost is \$59,000. Staff would propose utilizing MSAS funds, if allowed by MnDOT State Aid.

Anderson presented the project. Introduced by Schafer at a previous meeting. State Aid funding discussed whereas this may be a lower priority, but it is an acceptable use of State Aid funds. Both options were discussed and challenges discussed regarding footings. History of current fence discussed.

MOTION BY LOZINSKI, SECOND BY ALCORN to approve the recommendation of City Staff for a green, vinyl-coated chain link fence for these locations and to receive quotes for the project. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

#### **5. Project ST-015: 2025 MnDOT College Drive Improvement Project (SP 42014-40) – Aesthetics/Landscaping**

MnDOT is proceeding with plans to complete State Project 4204-40, the reconstruction of MN 19/College Drive from roughly 400-FT west of Marlene Street to N. Bruce Street within our city limits. The project is a comprehensive reconstruction project that includes new pavement, sidewalk, and city utilities. Some notable changes include the addition of a roundabout, the removal of a traffic signal, the addition of RRFB pedestrian crossings, optimized road widths, access reductions, and strategically placed center medians. MnDOT includes an aesthetics budget for each State project that passes through a municipality. Typically, this amount is 2% of MnDOT's project costs. At this point, there is limited "aesthetic" features built into the project. It was determined early that the City would have limited desire to reach for heightened aesthetic features (large planting zones, colored concrete, benches, public art, etc.) within the MnDOT right of way. Some of the lighting will be covered by the aesthetic budget and the roundabout at S 2<sup>nd</sup> Street/Country Club Drive/MN 19 is proposed to have some landscaping. After reviewing with MnDOT, City staff has given feedback that the landscaping should be reduced in the roundabout. We've requested that the "Marshall" sign stay but that it has the ability to be changed for a logo change. In addition, limestone should not be used and it should have a granite element to it instead. Lastly, staff advised that the amount of roundabout landscaping should be reduced to be generally around the sign only, and the remaining land should be turf grass for easy maintenance.

Anderson presented the project. Roundabout plans reviewed. Designed for MnDOT oversized/overweight traffic. There will be the Marshall "m" logo attached to a precast concrete sign that will be designed to look like granite rock, rock mulch, plantings, rock outcropping and potentially more turf grass to minimize maintenance. Schafer inquired if single lane with trailer tracking apro.. Anderson indicated MnDOT designed it to pass oversize/overweight vehicles. Schafer commented on the future value of clean sidewalks and clean curb and effective lighting along the reconstructed corridor. Hanson indicated that the roundabout precast concrete sign will designed so that logo is changeable if needed in the future.

NO VOTING was conducted on this item. Committee indicated concurrence with City staff's guidance for landscaping on the project.

#### **6. 2022 Active Transportation (AT) Infrastructure Project – 60% Plan Set**

The City of Marshall was awarded \$360,381 in Active Transportation (AT) Infrastructure Program grant funds for construction of several city-wide pedestrian improvement projects including an enhanced pedestrian crossing (RRFB) at US Hwy 59/A Street, a shared use trail along US Hwy 59 between Boyer Drive & Windstar, and the re-alignment of the Camden Trail at County Road 7 along with an enhanced crossing (RRFB). The projects will need to adhere to State Aid standards and require approval from the District State Aid Engineer. City staff is included sheets from the 60% plan set for PI/T Committee review. The intent of this review is to discuss the layout of the proposed enhancements and ensure that the Committee is in agreement with the proposed plan. Project PK-013 consists of three project areas with an estimated construction cost of \$413,125, including 10% contingency. All costs outside of the AT Grant are proposed to be paid with Municipal State Aid Street (MSAS) funds. City staff has already submitted to advance \$150,000 in MSAS funding for this project.

Anderson presented the project locations.

CSAH 7-Schafer inquired regarding assessments to the project. Anderson indicated no assessments are proposed for the project. Anderson also discussed potential speed study being completed on CR7/Airport Road. Snow removal questioned by Lozinski. Pedestrian traffic discussed and limited snow removal during winter months. Stensrud indicated that if sidewalk were installed along CR7 between the existing trail and Westwood Drive that he would work to have it trail width now. Anderson summarized to pull the trail/sidewalk along CSAH 7 with Committee concurrence.

A/Main - Not approved through MnDOT yet. Minor bumpouts to shorten crossing and RRFBs on north side of the intersection. No center median as did not want to take away left turn on either side.

Boyer/Windstar – Working with MnDOT regarding ramp tie-in at Boyer. Will be future MnDOT cooperative agreement. Future trail connections discussed.

NO VOTING was conducted on this item.

### **7. Project PK-011: C Street/Southview Drive Trail**

City staff secured a Transportation Alternatives grant in 2020 in the amount of \$399,528 for the construction of this shared use path. In addition, city engineering staff submitted for Active Transportation grant funds in 2024 with the hope of the AT grant funds covering the remaining local share of the project costs. If an AT grant is not secured, the city's Municipal State Aid Street (MSAS) funds will be used to cover all costs in excess of \$399,528. This project is scheduled in our capital plan for 2025. Because the project is federal, the Engineering Department has a large permitting and process burden to overcome. Numerous steps have already been taken, but we are now looking to finalize our general route and plan for the project so we can finalize design and keep the process moving. Included in the packet is the proposed trail route and general features. City engineering staff will need to procure some easements from various property owners and work through some utility adjustments.

Hanson presented the project. It was discussed need easement from Carr Properties through Tiger Park, easement from School District, easement from Carr Properties near Dollar Tree property where filling in boulevard, and MnDOT concurrence to use their property and Perkins concurrence to close their access. Discussion regarding location of path on the south side of Southview Drive and not on the north side, also discussion regarding the painted on-street bike trail. Staff looked at putting path on Hy-Vee side, but numerous complications regarding Coleman/Urban elevations, heavy traffic at Hy-Vee entrances, and signal pole at the intersection with US59. History of location discussed. Search of existing easements will be conducted.

NO VOTING was conducted on this item. Committee concurrence on proposed route and general design considerations for this project.

### **8. Project ST-007: UCAP Bus Shelter Project**

Community Transit of United Community Action Partnership (UCAP Transit) has been awarded a grant project that totals \$207,000, including grant dollars and local match. UCAP Transit approached City staff in 2021 regarding the engineering and construction administration of this project. This project includes the installation of bus shelters and ADA sidewalk improvements at various locations as follows: Camden Drive/Riverview Apartments, Freedom Park/Dogwood Ave, Susan Drive/Baseline Road, N 4<sup>th</sup> Street/Darlene Drive (maps attached). Most of the improvements will be located in City right-of-way. UCAP Transit will be responsible for all capital outlay for this project, and the City will serve as the project sponsor for the grant and the engineer of record for the project. A Memorandum of Understanding between UCAP Transit and the City of Marshall will be executed at a future City Council meeting and prior to advertisement for bids. This project is similar to the UCAP Transit Bus Shelter project (Z52) that the City administered on behalf of UCAP Transit in 2020 where shelters and associated sidewalk improvements were installed

at N 4<sup>th</sup> Street/Redwood, S 4<sup>th</sup> Street/Stephen, and Birch Street near Village Drive. The project's grant match will be provided by UCAP Transit. There is no direct cost to the City of Marshall. The City's contribution is the professional staff hours required to create, administer, and deliver the construction project for UCAP Transit. The City will charge the cost of engineering and administering the project to UCAP in the amount of 16% of project costs, estimated at \$33,120.

Anderson presented the project. Lozinski inquired on snow removal. Anderson indicated that UCAP will be responsible for snow removal per the proposed Memorandum of Understanding. Authorization to advertise for bids will be presented at a future Council meeting.

MOTION BY LOZINSKI, SECOND BY SCHAFER to approve of the project design and authorize City staff to bring forward for City Council consideration. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

#### **9. Project PK-015: Independence Park Parking Lot**

The 2024 capital budget includes \$130,000 in funding allocated toward Independence Park "back" parking lot paving. City Street Department staff has taken core samples of the existing gravel depth and determined the depth to be approximately 8 inches. The majority of the material is old street milling material that was hauled in and placed. The millings do not meet a specific standard and would not be considered a consistent or quality base material. City Engineering Department staff has created some cost estimates and construction options for the PI/T Committee to consider. All options are in excess of the \$130,000 included in the capital budget. Four options for a project were created, two include concrete and two include bituminous surfacing. Two of the options include the full "subcut" and two of the options do not. All options include curb and gutter and, therefore, storm sewer. Parks staff believes this is critical to ensure that vehicular traffic stays on the paved surface and doesn't enter the park. Engineering staff would recommend a full "subcut" to ensure a quality base and give the project the best opportunity for success, but a decision could be made to build on top of the existing material to save costs. Costs for the four options varies from \$195,000 to \$264,000.

Anderson indicated costs estimates are higher than \$130,000 in current CIP. City staff prepared four options, two bituminous paving and two concrete paving, one bituminous and concrete with full sub-cut and one bituminous and concrete that builds on existing granular material. City staff is recommending full sub-cut as it helps ensure quality construction. Costs range from \$195,000-\$264,000, which includes engineering. Stensrud presented the project indicating it has been a potential project for many years. Options would be to do sub-cut and get the gravel in this year and then finish next year. Another option would be to build parking lot and leave driveway until next year or a hybrid. Stensrud proposing to do curb and gutter and asphalt but not storm sewer nor concrete. Stensrud indicated sufficiency of holding the \$130,000 funds budgeted for 2024 and bring forward in 2025 with entire amount budgeted, however splitting will incur extra mobilization costs over two separate projects. Lozinski inquired on necessity of curb and gutter. Schafer inquired on installation of drop outlets for release would still define edge of parking lot. Curb and gutter installations in other communities discussed. Piping/manholes/sewers discussed. Lozinski indicated support of concrete without curb and gutter instead of bituminous with curb and gutter. Schafer inquired regarding post delineation. Stensrud replied posts would then need to be replaced and would add significant costs.

MOTION BY LOZINSKI, SECOND BY ALCORN for full sub-cut with concrete surfacing. Moberg indicated options for doing the project this year based on amounts at the January abatement bonds hearing. Schafer indicated the importance of staying at or below projections. Lozinski inquired on potential savings of doing project in sections. City staff to consider the input provided and bring back a proposed project. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

#### **10. Project SWM-009: Canoga Pond Outlet Project**

Over the past year, it was brought to the attention of City staff that the water elevation of the stormwater pond that serves the Wilke-Miller-Buesing subdivision was staying at an abnormally high level. City staff investigated and identified that the pond outlet had been adjusted by an unknown party. Roughly 40-FT of concrete pipe was removed

and visible on the ground surface, and plastic pipe was installed in its place to the pond. The plastic pipe was set to a higher elevation in the pond. City televising identified a very poor connection between the existing concrete pipe and the new plastic pipe. The existing pond outlet was installed in 1988 and was assessed to the benefitting properties. City staff considers this pond outlet to be a city facility. To remedy this poor outlet, City staff is proposing to remove and replace the existing pond outlet. The pipe size is 18" today, and staff would propose to install 18" pipe again. Staff would propose to install a new pipe from the pond to the nearest manhole to the east, where the pipe changes direction and heads north to the MN 23 road ditch. By replacing this pond outlet, the stormwater pond will re-gain significant stormwater storage. City staff will need to work with the adjacent property owner to secure necessary permanent and/or temporary easements for construction of the outlet improvements. The cost of the project is identified as \$75,000 in the CIP. Estimate to be forthcoming. The project will be funded by the Surface Water Management Utility Fund.

Anderson presented the project. Project has been in the CIP for several years. The property owner, Taylor, has inquired regarding pond elevation increases over the years. Anderson indicated that following a city review, it is clear that the outlet to the pond has been adjusted and the normal pond water level is now nearly 1.5-FT higher than it was prior to adjustment. It is unclear who tampered with the pond outlet. Anderson indicated restoration of steps to reinstate flood protection for this pond. Anderson indicated current conditions of the pond and surrounding area. Taylor owns the pond, and City maintains the outlet pipe. Anderson indicated it is a critical outlet for the area.

MOTION BY LOZINSKI, SECOND BY ALCORN to recommend the proposed Canoga Pond Outlet Project to the City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**Other Business**

No other business.

**Adjourn**

MOTION BY ALCORN, SECOND BY SCHAFER to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 5:20 pm.

Respectfully submitted,  
Lona Rae Konold, Administrative Assistant