

AGENDA
Public Improvement/Transportation Committee

Tuesday, March 22, 2022

11:00 AM

On Main, City Hall
344 West Main Street

1. Call to Order

Approval of the Minutes

2. Consider approval of the minutes of the March 8, 2022 Public Improvement/Transportation Committee meeting.

New Business

3. North 7th Street Annexation.
4. City Flood Control Property Signage.

5. Other Business

6. Adjourn

NOTE: Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Administration Office (537-6760) in advance of the meeting to make any necessary arrangements.

-UNAPPROVED-

MINUTES

PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING

March 8, 2022

3:00 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

OTHERS PRESENT: Brad Meulebroeck

Prior to Call to Order, the agenda was amended to move the ST-009 item to the last item on the agenda.

Call to Order.

Chairman Schafer called the meeting to order at 3:03 pm.

1. Approval of the Minutes.

MOTION BY LOZINSKI, SECONDED BY LABAT to approve the minutes of the January 25, 2022 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

3. SWM-002: Legion Field Stormwater Improvements Project – Phase II.

Background: In 2019, Bolton & Menk completed the Legion Field Stormwater Study to identify solutions for the frequent flooding that occurs in the Legion Field Road area. The area is marked by significant development and land coverage with minimal stormwater management facilities and undersized piping. The study identified three different phases of improvements, including the 2020 Phase I Legion Field ponding improvement that included a detention basin between the homes on Legion Field Road and Buffalo Ridge Concrete and a basin in Legion Field Park.

The proposed Phase II improvements include a new pipe crossing of the railroad tracks and a ponding improvement north of the tracks and south of the Parkway Addition to manage the stormwater runoff from the developed land south of the BNSF railroad tracks. The developed industrial area south of the railroad tracks has been nearly completely covered by impervious surfacing for many decades, and the development pre-dated current requirements for on-site stormwater management. This resulted in development that sheds stormwater quickly without managing the volume of stormwater runoff that is generated.

The City of Marshall has contracted with Bolton & Menk to provide project scoping and design services for the proposed stormwater improvements. Staff has been coordinating efforts with Bolton & Menk to review concepts and provide comments. The most current version of the pond design is included with the packet for review. Staff anticipates presenting a completed design in late spring 2022 to the PI/T Committee for their review and recommendation to the City Council. Staff is anticipating advertisement of the project in May 2022.

Anderson and Dehn presented the item based on drawings included in the packet. City working with Bolton & Menk on the development of the design and scope of the project generally involving ditch grading along St. Aubin property and Buffalo Ridge property on the south side of the tracks, addition of a second 36-inch culvert crossing and a new pipe to expanded basin south of existing wet pond with

goal of assist with some of the drainage issues on the south side of the tracks but also help entire area to handle a 100-year event without overtopping. Bottom of basin is approximately 10 feet lower than elevation with gentle 6:1. Drainage issues discussed along southeast corner of Stockholm. Anderson suggested letters could be sent to property owners regarding project. Schafer asked regarding date when new pond is full how long take to infiltrate. Anderson indicated under 48 hours. Per Lozinski question, Anderson explained differences between this area and soccer field area. Stelter stated this pond will be similar to dry portion of pond at Tiger Lake. Plan is to put trail in and then diving grade down into culvert crossing underneath the trail in the event property owner wanted to regrade his yard. Anderson indicated request to Bolton & Menk to keep trail at a nice profile and to put pipe under and make tie together complementarily. Anderson indicated steps taken regarding City maintenance to ensure plowing into the pond.

Brad Meulebroeck joined the meeting at 3:16 pm.

Jessie indicated exploring getting an easement from Buffalo Ridge for construction and potential permanent easement. Discussion regarding staying out of railroad right-of-way with new structures regarding height recommendations. Schafer indicated railroad would want some sheet piling in the project area. Dehn indicated B&M wants to do this ditch grading without even touching the toe of the slope. Dehn commented on working with Buffalo Ridge and tilting from south side to cross and come into southeast corner for future maintenance. Schafer asked about Phase III if opportunity for pipe to be 30-50% larger. Obtained Phase 1 finished floor elevations for “at-risk” properties of sites for models to show will not encroach. Temporary tile now run through Unique pond into our system. Project will put pipe in that drains out to another dry basin and then into our system. Schafer requested confirmation that Phase III will drain away from this area. Staff confirmed.

SWM-002 item is INFORMATIONAL ONLY. NO VOTING CONDUCTED.

Other Business:

Levee Signage - Informational discussion held on location of select property points of the Flood Control Project, both levee and diversion channel property and easements, setting applicable property pins and setting stakes at requested locations along the Flood Control Project. Signage examples (4”x6”) shown to Committee. Schafer questioned possibility of generation of private use of public ways covenants for adjacent properties. Labat asked regarding situation of private structures on City property. Discussion followed regarding structures on City property and procedure to be taken place and restrictions, timeline and opportunity and take an inventory.

2. Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project – Changes to N. 3rd Street and Aesthetics.

Background: The project limits include: W. Lyon Street (E. College Drive to N. 5th Street), N. 3rd 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. 3rd 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. 3rd 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. 3rd 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. 3rd 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. 3rd Street.
- Narrowing of N. 3rd 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.

At the February 8, 2022 City Council meeting, City Council authorized staff to request proposals for consultant services on N. 3rd Street and W. Lyon Street. Those services would include an Intersection Control Evaluation (ICE) report, scoping and design of streetscaping on N. 3rd Street (and partially on W. Lyon Street), and/or design of the street reconstruction project.

Anderson and Dehn presented the item. Three proposals were received: Bolton & Menk (B&M), SRF, and Widseth. With weighted ratings, B&M was highest of the 3 ratings, which also coordinated with pricing. All three will provide good level of service and considering price B&M is most favorable. The RFP included four tasks as follows:

- Task 1 – Intersection Control Evaluation (ICE Study & Report)
- Task 2 – Preliminary Scoping and Design of Streetscaping of Downtown District
- Task 3 – Final Design of Streetscaping
- Task 4 – Design of Street Reconstruction

Task 4 was left as an optional task in the event proposals came in and cost allowed City to have consultant provide. Anderson confirmed City could design it cheaper for the core design for Task 4. Schafer asked if this is something that City should take off plate for design. Dehn confirmed that City staff intent was to perform design portion of this project. Anderson indicated flexibility if offered would provide the opportunity to get further on our CIP and the benefit of not just staying ahead but for opportunity for contact with property owners for input and outreach. However due to cost/budget, it is more prudent for City provision of Task 4. Schafer indicated unknown is the connect to Mn/DOT on this project. Anderson said we would stay back enough so we did not overlap, and City staff would be in contact with Mn/DOT regarding their elevations at that point in time and work off MnDOT design and ensure this project would not overlap. This would also be the case if City initiates a one-block project adjacent to Block 11 with provision of a transition zone between projects. Anderson stated from staff perspective, Task 1, 2 and 3 are a must have. Anderson provided summary of Task 1-4.

Task 1 – Intersection Control Evaluation (ICE Study & Report) - Main and 3rd for removal of stop light. MnDOT will require an ICE for removal of traffic light/essentially a traffic analysis. Anderson believes this would be at least a 50/50 split with MnDOT. Lozinski inquired on concerns of DBA that people will have to walk to far to cross. Dehn confirmed with MnDOT that even though ICE indicates should remove light does not necessitate removal. There were concerns with DBA regarding traffic speed that when take signal out and cars will speed through, pedestrian crossing opportunity. Anderson emphasized effectiveness of RRFB/push-button crossing. Study will go over not just signal, but plus changing to one-way, plus pedestrian crossing and how it would affect the intersection. Schafer stated concerns regarding light placement, timing and frequency of signal lights. Current signal cost participation discussed-City responsible for signals on the minor lanes, so one-third of this signal cost and lamp replacement.

Task 2 – Preliminary Scoping and Design of Streetscaping of Downtown District – pre-design of street scaping. Information will be gathered from consultant, at least two in-person input meetings, Chamber, public and then another with Council.

Task 3 – Final Design of Streetscaping - follow-up based on Task 2 findings

Task 4 – Design of Street Reconstruction – design of street, sidewalks, utilities, etc.

Discussion held regarding streetscaping, raised beds instead of grates, outlets, decorative lighting, colored concrete, pavers, bollards. Continued discussion on the vision of 3rd Street and "creating a destination", including but not limited to, options of all-pedestrian plaza, one-way road no parking, one-way road some parking, angle parking, Thursdays on Third, creating an urban community, big amenities, bringing back young families and revitalizing community with young people wanting to come back down and start own businesses and taking risks. want small urban, amenities. Discussion held regarding encouraging large vehicles and advertising using Channel Parkway as an alternate route. Anderson continued with discussion on need to know costs and participation and how it gets split up and not intuitive to all parties to spend money to determine how much more going to spend.

Schafer provided history of Block 11 and plaza of main intersection of downtown, taking on Mercantile, Memorial Park, Main Street project investments, grants for front facades, and City Hall remaining downtown. Now opportunity presents itself to tie it all together by doing Lyon Street/3rd Street and final connect with MnDOT College Drive project. This then opens up discussion of and opportunity for City to decide to do something beyond traditional with Lyon/3rd. Options of generated value of added sales tax, intangible quality of life pieces, benefits of streetscaping and then improvements utilizing face front funds. DBA discussion on events of other communities. Discussion held on calculation of assessments and streetscape assessments and need for business owners to know costs.

MOTION BY LOZINSKI, to recommend the City Council award of proposal to Bolton & Menk for Task 1, 2 and 3 and City provide services for Task 4.

Schafer called for discussion was held on the motion. Labat provided discussion points as a former member of DBA regarding complaints, successes, parking, hog trucks going down Main Street, snow issues and cannot justify consideration and reason for taking out stop light at 3rd Street and the savings of \$12,000 if we leave it there, convenience to pedestrians/vehicles will be interrupted if signal is removed, perceived downtown parking problem could be reduced if employees did not park in front of businesses. Anderson provided information regarding to get more parking 3rd Street would be angle parking on both sides and unless narrow road by going one-way, the result would be reducing already limited sidewalk resulting in unfriendly area to walk and shop. 3rd Street is most utilized for parking in front of businesses. If you go to one-way and replace with pedestrian crossing, coupled with median and light in center and people will stop. Anderson also indicated a benefit for MnDOT for removing signal at 3rd will reduce delay along the corridor and cars not having to stop and also will not back up on 3rd Street through that signal. Labat provided history of a Councilmember regarding removal of access off of W. College Drive to Whitney Lot and once it is gone you will not get it back. Labat inquired what was overall input from DBA. Anderson said cost will be \$12,000 with 50/50 participation, and reiterated and confirmed with MnDOT that even if ICE shows benefit, City does not need to take it out. Dehn indicated that DBA meeting showed process and possible consultant, not so much as information gathering, which will come later. Anderson indicated that study will support what is best practice, as well as MnDOT, and will not allow a practice resulting in an unsafe environment. There are three agencies of engineers reviewing this.

Upon completion of further discussion on the motion, MOTION SECONDED BY SCHAFER. VOTING FOR BY SCHAFER AND LOZINSKI, VOTING AGAINST BY LABAT. MOTION PASSED 2:1.

Adjourn.

MOTION BY LOZINSKI, SECONDED BY SCHAFER to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 4:27 pm.

Respectfully submitted,
Lona Rae Konold



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	North 7 th Street Annexation.
Background Information:	Western Minnesota Municipal Power Agency (WMMPA) is a municipal corporation and political subdivision of the State of Minnesota. WMMPA has a formal relationship through which WMMPA finances the construction and acquisition of the generation and transmission facilities for members of Missouri River Energy Services (MRES). MRES is an organization of 61 member municipalities that own and operate their own electric distribution systems, including Marshall. WMMPA is considering the construction of a solar farm on the east side of North 7th Street, just south of CR 33/Erie Road. To facilitate this project, WMMPA has purchased Parcel 06-033001-0. This parcel is currently outside of city limits, but David Schelkoph, General Manager of MMU and Dennis Simpson, City Attorney, have had numerous discussions with WMMPA regarding the annexation of this property. WMMPA will be a willing participant in the annexation process. The major topic for this meeting is the extent of the annexation on the east side of North 7th Street. The City Council should consider whether to annex only the property in question, or to continue the annexation to the south to City-owned property along the Redwood River. All of these parcels are located within the 1982 Orderly Annexation Area. City Attorney Dennis Simpson will be present at the meeting to discuss the annexation process and to seek City Council input.
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	City staff recommends that the City Council authorize City Attorney Simpson to continue annexation discussions with WMMPA and that the Council considers annexation of additional properties to the Redwood River.



North 7th Street Annexation

Current City
Boundary

Area to be
Annexed

Additional
Annexation
Area

3/18/2022

**** Disclaimer:** The City of Marshall does not guarantee the accuracy of the data included on this map.

This map data is for referencing purposes only.





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Levee and Flood Control Property Signage Exhibits and Quote.
Background Information:	Bueltel-Moseng is providing 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 includes 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 to install posts at selected points to indicate property boundaries. The signs would be installed on U-channel posts, approximately four feet off the ground. Signs are proposed to be 4" high by 6" wide with a green background.. Posts and signs would be installed by Street Department staff. For visualization, templates of the sign are included in the Council packet. 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 City requested layouts and quotes from two companies. Only one response was received. Newman Signs Inc. of Jamestown, ND provided a quote for signs and posts in the amount of \$2,998.43.
Fiscal Impact:	The quote as described for signs and posts is for the amount of \$2,998.43. The cost would be funded through the Surface Water Management Utility.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend the exhibits and quote to the City Council for authorizing purchase of the signs and posts associated with the Flood Control Project for the amount of \$2,998.43.



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Given the current market conditions, after one week, this quote is subject to change at any time at the discretion of Newman Traffic Signs.****

Quote #: TRFQTE052614

Quote Date: 3/9/2022

Customer Number: MAR-03-039

Ship Via: MIDWEST

Sales Rep: Marcia Johnson

FOB: ORIGIN

Payment Terms: Net 30

Bill To:

CITY OF MARSHALL
344 WEST MAIN STREET
MARSHALL MN, 56258-1313

Ship To:

CITY OF MARSHALL
901 OAK ST
MARSHALL MN, 56258

Header Note: THANK YOU, JESSIE!!! MARCIA/BRIAN

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	SPECIALTRAFFIC T-DP006004/2M3A 6X4 .080 STD 1 POST PUNCH/RADIUS W/BORDER HIP WHITE/GREEN SEE ATT. 35 EA CITY FLOOD CONTROL PROPERTY 85 EA CITY OF MARSHALL LEEVE PROPERTY	120.00	9.93	1,191.60
2	T-UCH-6-2# U-CHANNEL POST 6 FT 2# GREEN	120.00	13.81	1,657.20
3	FREIGHT-TRAFFIC FREIGHT TRAFFIC SALES	1.00	149.63	149.63

Subtotal: 2,998.43

Tax: 0.00

Total: \$2,998.43

3/16/2022 9:16:02 AM



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

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Payment Terms: Net 30

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MARSHALL MN, 56258-1313

Ship To:

CITY OF MARSHALL
901 OAK ST
MARSHALL MN, 56258

Header Note: THANK YOU, JESSIE!!! MARCIA/BRIAN

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

3/16/2022 9:16:02 AM



PROOF

ARTWORK APPROVAL NEEDED

Please check over this proof very carefully for errors including spelling. By signing below, you assume all responsibility for measurement and typographical errors. All colors are a simulation for placement only and may not match printed colors exactly. Artwork created by Newman Signs is the sole property of Newman Signs. Any reproduction of elements contained within this artwork is strictly prohibited.
IMPORTANT: Your jobs will remain on HOLD until this proof is signed and returned.



Customer Approval _____

- ☐ Approved As-Is
- ☐ Approved with Noted Changes
- ☐ Need New Proof

DATE: 3-9-22 3-15-22 3-17-22 3-17-22
DESIGNER: BE SG TL
SAVED AS: MN-CITY OF MARSHALL ETC 2-64
COLOR: WHITE ON GREEN
SALES REP: MARCIA/BRIAN