



CITY OF MARSHALL
Public Improvement & Transportation
Committee
Agenda
Tuesday, December 12, 2023 at 4:00 PM
344 W. Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes

NEW BUSINESS

- [2.](#) PK-013 RRFB and Trail Extension at County Road 7 – Proposed Plan and Design

- [3.](#) Project AP-003: Airport Snow Removal Equipment (SRE) Building

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Chair
Meeting Date:	Tuesday, December 12, 2023
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes
Background Information:	Enclosed are the minutes from the previous meeting.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the previous meeting be approved as filed with each member and that the reading of the same be waived.

-UNAPPROVED-

MINUTES
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
November 28, 2023
4:00 PM

MEMBERS PRESENT: Lozinski and Alcorn
MEMBERS ABSENT: Schafer
STAFF PRESENT: Director of Public Works/City Engineer Jason Anderson,
Assistant City Engineer Eric Hanson,
Director of Administrative Services E.J. Moberg
Senior Engineering Specialist, Geoff Stelter
City Administrator, Sharon Hanson
OTHERS PRESENT: Steven Anderson, City Clerk

Call to Order

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

1. Approval of the Minutes

MOTION BY Alcorn SECOND BY Lozinski to approve the minutes of the October 24, 2023, Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

2. ADA Parking Requests – 1. Marshall Post Office; 2. Holy Redeemer

Marshall Post Office: City staff and Council have received requests from the Marshall Post Office for an ADA parking stall to be placed closer to the Post Office. The current street striping has three ADA stalls located within 150-FT of the Post Office. Two are located on W Lyon Street near the Cornerstone Church entrance and one is located directly across the street from the Post Office on N 3rd Street.

Prior to the reconstruction of W Lyon Street in 2023, there was an ADA stall right by the Post Office and an ADA stall right by the Cornerstone Church on W Lyon Street. With the reconstruction project the two ADA stalls were combined in the interest of preserving as much parking on this block of W Lyon Street as possible. Parking availability was a consistent message from the Downtown Business Association. Combining the ADA stalls and creating one ramp location and one hatched area on the street helped to reduce the negative impact to parking on this block.

In response to the request, City staff has identified a parallel parking stall that is located on the corner of N 3rd Street and W Lyon Street, right next to the Post Office, that could be considered for signing and striping as an additional ADA stall.

Alcorn questioned how many stalls would be left if the ADA stalls were added. Anderson didn't have the exact number of stalls available during the meeting but would follow up if needed. Members discussed their reticence with adding an additional stall on Third Street that once one stall gets added other businesses would be asking for more ADA stalls. Lozinski added that he had already been approached by a couple of businesses to add ADA stalls because a lot of the business clientele are of the older population. Lozinski expressed concern that he doesn't want to increase the workload for the police department to enforce parking. Lozinski mentioned that member Schafer was in favor of adding the ADA stall on 3rd Street next to the Post Office.

MOTION BY Lozinski SECOND BY Alcorn to recommend to Council to add an additional ADA parking stall at the corner of North 3rd Street and West Lyon Street as presented at a future Council meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

Holy Redeemer: City Staff have received a request from The Catholic Church of the Holy Redeemer for an ADA parking stall to be installed at around the new pedestrian ramp that was installed on W. Lyon Street.

Eric Hanson talked about the current striping on Fourth Street and on Lyon Street and that there were no plans to add additional striping on Lyon Street or Fifth Street. Lozinski pointed out that many of the elderly that go to the church don't necessarily have handicap tags, but it would be helpful for those that do have handicap tags. Anderson commented that he doesn't believe adding the ADA stall would be detrimental to the area and that Holy Redeemer had already taken steps to add a ramp to accommodate their congregation. Members were concerned that the other churches on Lyon Street would request additional ADA stalls and further limit the parking along the street. Anderson mentioned that his predecessor Glenn Olson had been approached by Cornerstone church and advised them on Sundays to add cones to the street with their own ADA signs for their congregation. This practice is still ongoing at Cornerstone church and could be an option for other churches. Alcorn questioned what will prevent someone from using the ADA stall if we stripe and don't enforce. Lozinski requested that Hanson reach out to Holy Redeemer for further discussion.

MOTION BY Alcorn SECOND BY Lozinski to recommend to Council to add an additional ADA parking stall at the newly constructed ramp on West Lyon Street as presented at a future Council meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

3. No Parking on W Saratoga Street (near S 6th Street Intersection)

West Saratoga Street and South 6th Street are frequently used for a detour route for downtown events. This creates numerous times a year where significant truck traffic is expected to negotiate this intersection. Traffic movements are hampered by the significant amount of on-street parking around this intersection. With Turkey Valley Farms nearby, there is a lot of on-street parking that blocks adequate sight at this intersection. In addition to the area being constrained during detours, we have also received complaints from drivers in this area about the parked vehicles blocking sightlines. Staff are proposing to sign "No Parking" around this intersection as identified in the included exhibit.

Alcorn asked if the changes would also help with semi-trucks during detours or just in general. Lozinski added that hauling regular sized trailers can be difficult at times at this intersection even when a detour isn't in place because of the close proximity that citizens park to the corners.

MOTION BY Alcorn SECOND BY Lozinski to recommend to Council the installation of "No Parking" signs as presented at a future Council meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

4. Project ST-034: Intersection Control Evaluation (ICE) for Intersection of Susan Drive and US 59 Frontage Road - LRIP Grant Application Authorization

The intersection of Susan Drive just east of US 59/Main Street is an important and busy intersection in our community. The intersection is quite wide and there are numerous travel lanes designated on each leg of the intersection. The intersection is further troubled by the "free" movements into the intersection coming off Main Street.

At the September 26th meeting, the City Council authorized city staff to work with Bolton & Menk to offer the City design options for geometric improvement at this intersection to help ensure good traffic flow, while also considering safety for all users of the intersection. As part of the study, Bolton & Menk conducted a traffic analysis that included the usage of video cameras and traffic movement counts in this area. Included in the packet is an exhibit for a proposed intersection design that City and Bolton & Menk staff believe will improve safety for all users at this intersection.

Notable alterations:

- Adjustment of geometry to make Susan Drive, a city municipal state aid route, the primary street in this area, with no stop control prior to arrival at the traffic signal.

- Closure of access to “old Shopko building” property at this intersection. This reduces the size of the intersection and eliminates added conflicts at the intersection. Two other accesses to this business area are located a short distance away.
- Realignment of Walmart entrance road to near 90 degree intersection with the new Susan Drive alignment.
- Reduce from three lanes on Walmart access road to two lanes by having one lane in each direction.
- Narrowing of paved area at the intersection of Susan Drive/Walmart access road to help simplify driver decision-making.
- Narrowing of paved area at the intersection of Susan Drive/US 59 to make pedestrian crossing shorter. Reduced from five lanes to three lanes.
- Note that the WB-62 truck tracking apron is likely to be removed from final draft.

City staff have attempted to reach the new owner of the former Shopko building to discuss this proposed project but have not made contact yet. City staff are also attempting to reach Walmart leadership to discuss the proposed changes but have not made contact yet. MnDOT will also need to approve changes at the intersection with US 59/Susan Drive, but City and Bolton & Menk staff do not anticipate concerns from MnDOT.

Though the Intersection Control Evaluation (ICE) is not yet finalized, City staff is seeking City Council authorization to submit for Local Road Improvement Program (LRIP) grant funds to implement the changes as proposed in the exhibit. The LRIP grant is the same funding source that was used for the Channel Parkway project in 2023. City staff views this intersection as a good candidate for LRIP funds in this solicitation and would like to get an application submitted prior to the December 10, 2023 deadline.

The preliminary cost estimate for this project is \$1,349,900 dollars. This cost includes engineering and project administration fees. The maximum LRIP award for this solicitation is \$1.5M. Any costs not covered by the grant, including engineering fees, would be State Aid eligible due to Susan Drive being a Municipal State Aid Street System (MSAS) route.

Anderson explained that he had recently had discussions with the owners of the former Shopko building, Woodcrest Capital, and the owners were not willing to have the entrance closed. Woodcrest believed that closing the entrance at this time would be detrimental to their leasing of the additional space in the building. Woodcrest was agreeable to talk about alternatives at a later time but didn’t want the project to move forward at this time and were willing to give up land in order to obtain a mini round about and not lose direct access to their site. Hanson had drawn up additional plans that shrink the intersection and makes the intersection similar to how it is today but smaller. Another plan also included a bypass street as an option but would be trickier to implement.

MOTION BY Lozinski SECOND BY Alcorn to recommend to Council to remove the item from the council agenda that was scheduled for the evening of November 28, 2023.

Other Business

No other business was brought up for discussion.

Adjourn

MOTION BY Lozinski SECOND BY Alcorn to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. The meeting adjourned at 4:31 pm.

Respectfully submitted,
Steven Anderson, City Clerk



CITY OF MARSHALL
PI/T 12/12/2023 - AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, December 12, 2023
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	PK-013 RRFB and Trail Extension at County Road 7 – Proposed Plan and Design
Background Information:	<p>The Camden Trail realignment is a proposed project to install a 10’ wide trail on the top of the existing levee. Property owners along the realignment were notified to let them know that this project would be discussed at this Public Improvement/Transportation (PI/T) Committee meeting. The property owners have been invited to this meeting to view the proposed project and offer their perspective regarding the proposed alignment and design considerations for the project.</p> <p>The proposed alignment for the Camden Trail Realignment is identified in the included exhibit. The trail is proposed to start approximately 640’ west of CR 7, cross CR 7 with a new RRFB and end at a connection point approximately 100’ east of CR 7. The existing trail will be partially removed along the current alignments including removal of the pedestrian ramps.</p> <p>The City Council authorized staff to submit an application for an Active Transportation (AT) Grant at their December 27, 2022 City Council meeting. On July 27, 2023 city engineering staff was notified that the PK-013 project was selected for the AT Program funds. On October 10, 2023, the City Council awarded the Proposal for Professional Services to Bolton & Menk, Inc. of Mankato, Minnesota, for the development of construction plans, including preliminary and final design engineering services, to ready the improvement project for competitive bidding for the 2022 Active Transportation (AT) Infrastructure Project.</p> <p>City Staff has had discussions with one of the property owners who would like to discuss this project further with the PI/T Committee regarding the proposed alignment of the project.</p>
Fiscal Impact:	Project PK-013 consists of three project areas with an estimated construction cost of \$360,381 including a 20% contingency. The Camden Trail Realignment has an estimated construction cost of \$156,636 including a 20% contingency. This is a preliminary estimate, and the cost will be better identified as staff works through a more detailed project design. An AT Grant has been awarded for the project in the amount of \$360,381.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	Approval of the provided layout and general design considerations.



AGENDA ITEM REPORT
PI/T – 12/12/2023

Presenter:	Jason Anderson
Meeting Date:	Tuesday, December 12, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project AP-003: Airport Snow Removal Equipment (SRE) Building
Background Information:	<p>The City of Marshall Public Works desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan. The Project has been identified on the Airport CIP since FFY2011.</p> <p>The following is the most recent timeline received from TKDA, the City’s consultant:</p> <ul style="list-style-type: none"> o Advertise for Bids – December 15, 2023 o Bid Opening – January 16, 2023 o Contract Award – February 2024 o Material Order (Materials on hand) – March 2024 (City will need to carry costs until grant award which will likely be no sooner than 09/2024.) o Grant Applications – March 2024 o Notice to Proceed – June 2024 o Construction Completion – July 2025 <p>Please see attached “Action Items Summary” relating to the project with highlighted cells indicating prior bid process.</p> <p>With Council authorization to bid, City staff will work with TKDA to solicit and receive bids for this project, and TKDA will work to request federal and State grants for the project.</p>
Fiscal Impact:	Based on the attached presentation from TKDA, the current construction cost ranges from approximately \$3,345,000 to \$3,697,000. A Grant Initiation Request for Federal Assistance was submitted to the FAA in October with a total estimated project cost, including engineering and inspection fees, of \$4,000,000. Local cost participation based on this estimate is approximately \$800,000.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that PI/T recommend to the Council to authorize advertisement for bids for Project AP-003: Airport Snow Removal Equipment (SRE) Building.



PROJECT AP-003
AIRPORT SNOW REMOVAL EQUIPMENT (SRE) BUILDING
ACTION ITEMS SUMMARY

03/23/2021 - Council authorized the first transfer of Airport Federal Entitlement Funds and authorized execution and filing of FAA Form 5100-110 for the transfer of \$150,000 of MML Airport 2021 Federal Entitlement Funds to Dodge Center, MN (TOB).
10/12/2021 - Council authorized acceptance of the Proposal with TKDA for a Predesign Study in the amount of \$35,000.00.
03/08/2022 - Council authorized the second transfer of Airport Federal Entitlement Funds and authorized execution and filing of FAA Form 5100-110 for the transfer of \$150,000 of MML Airport 2022 Federal Entitlement Funds to Waseca, MN (ACQ).
04/26/2022 - Council authorized TKDA submittal of an FAA Grant Application in the amount of \$135,598.00. Total design cost in the request for grant funding was \$297,000.00. This total included \$7,000 in local project costs and \$35,000 reimbursement for the TKDA pre-design study.
05/10/2022 - City Council authorized acceptance of the Proposal with TKDA for Design Phase Services in the amount of \$255,000 with services under this proposal, contingent on receipt of the federal and State grant agreements.
08/15/2022 - FAA Grant Agreement 3-27-0056-019-2022 received and electronically signed by Mayor and City Attorney.
09/13/2022 - City Council acknowledgement of FAA Grant Agreement 3-27-0056-019-2022 for Funding of Site and Building Design in the amount of \$135,598.00.
09/27/2022 - Consider Resolution of Authorization to Execute MnDOT Grant Agreement No. 1051776 for funding of Site and Building Design in the amount of \$109,968.00.
10/20/2022 - Submission of 2023 Federal Grant Initiation Request to ensure eligible utilization of all Airport entitlements and indicating the project is planned to utilize both the airports AIP and AIG funding available in 2023. At the time of submission of Initiation Request, it was noted that the building design was just beginning, and the funding eligibility and prorates would be revisited prior to the grant application.
02/07/2023 - TKDA presentation of project to the Airport Commission. Commission member Ron Halgerson has served as the Airport Commission representative to the project to help review project plans and offer outside input to the project.
02/14/2023 - Project presented to Public Improvement/Transportation Committee (PI/T) for their information.
02/28/2023 - City Council authorization to advertise for bids.
04/03/2023 - Bids received. One bid was received from Sussner Construction, Inc. in the amount of \$4,346,000, which substantially exceeded the construction cost estimate of \$3,118,023 for construction costs. Total estimated project budget, including construction administration and special testing costs, was \$3,353,023. At the Airport Commission meeting on 04/04/2023, Airport Commission discussed and recommended a re-evaluation of the project scope, bidding requirements and potential cost control measures for the City's review/consideration.
04/25/2023 - PI/T recommends to City Council to reject the one bid received April 3, 2023 and authorize City staff to work with TKDA and the Airport Commission to re-evaluate the Project AP-003 bid package to ensure the project is more economical.

04/25/2023 - City Council rejected the bid received from Sussner Construction, Inc. for construction of the building. The bid received was substantially over the City's budget for the project. Council directed staff to work with TKDA and Airport Commission to re-evaluate the project AP-003 bid package with the goal of making the project more economical.

10/10/2023 - City Council authorized City staff to submit the federal grant initiation request for use of federal dollars on the Airport Snow Removal Equipment (SRE) Building Project.

10/24/2023 - City Council authorized execution of an Architectural and Engineering Services Agreement with TKDA for Bidding Phase Services for a lump sum amount of \$39,170.

12/05/2023 - Project update presented to Airport Commission and PI/T.

12/12/2023 – PI/T reviews project and makes recommendation to Council.

MARSHALL SRE BUILDING



MARSHALL SRE BUILDING

PROJECT OVERVIEW

- **7,400 SF Snow Removal Equipment Facility**
- **3 Truck Fleet Bays**
- **Office Space**
- **Conference Room**
- **2 Restrooms**
- **Utility Room**



MARSHALL SRE BUILDING

PROJECT BACKGROUND

- **Pre-Design Study & Public Involvement in 2022**
- **Final Design in 2022-2023**
- **Received Bids in April 2023**
- **\$4,346,000 bid from Sussner Construction (only bid)**
- **Over Budget: City did not award contract**

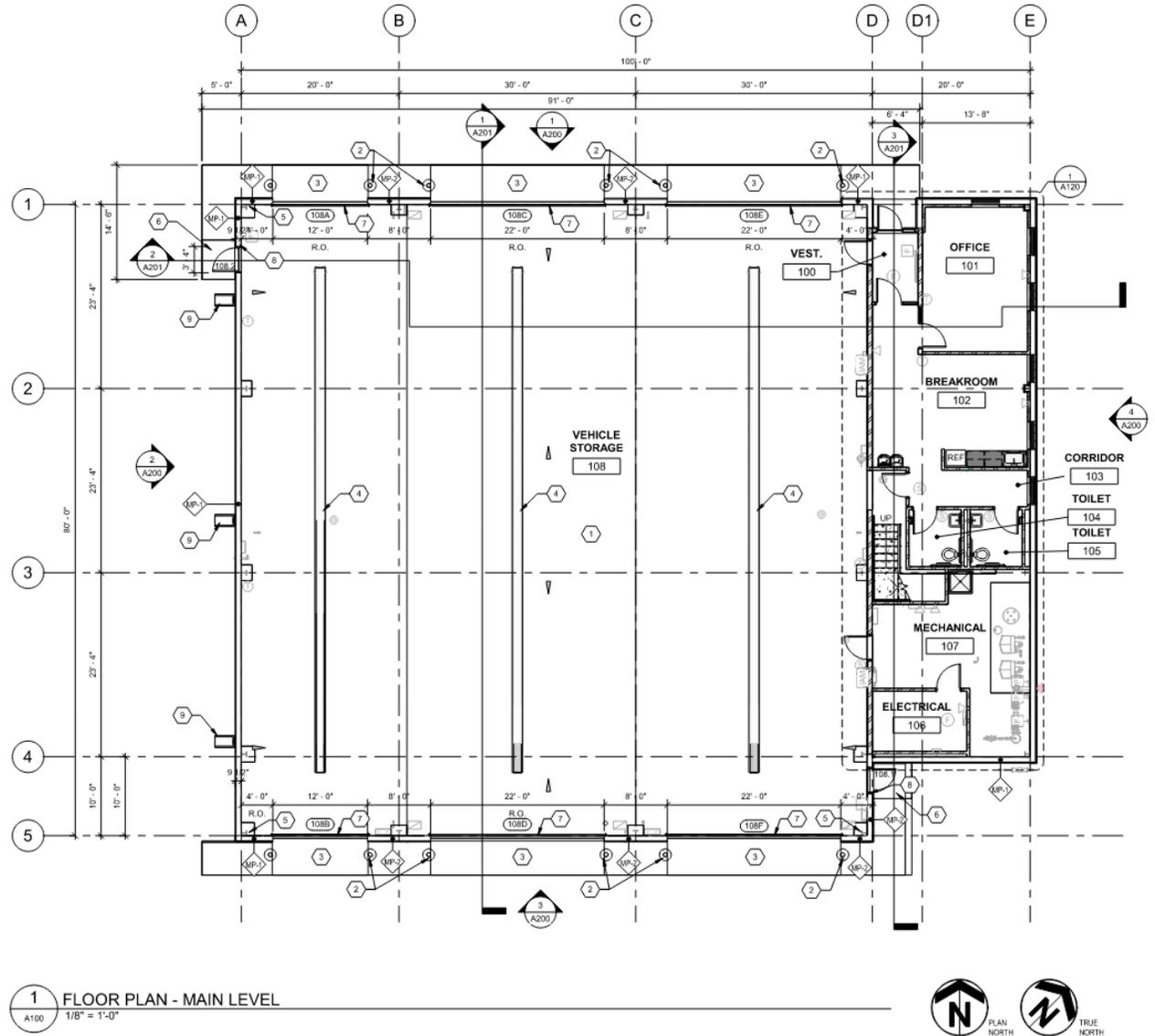
MARSHALL SRE BUILDING

Re-Bid Strategy

- **Bid Early (January)**
- **Flexible Construction Schedule (2025 Completion)**
- **Design changes to reduce costs**
 - **Foundation Stem Wall**
 - **Wall Panels**
 - **Roof Panels**
 - **Partial Mezzanine Removal**
 - **Perimeter Masonry Walls**
 - **Landscaping materials, plantings, furnishings and patio concrete included in a single alternate**
 - **Floor Slabs**
 - **Storm Sewer**
 - **Pavements**
 - **Gate**

MARSHALL SRE BUILDING

→ Building Images & Plan



MARSHALL SRE BUILDING

→ FUNDING

→ 22.83% - FAA AIP

→ 22.05% - FAA AIG (BIL)

→ 35.09% - State

→ 20.03% - City

→ CONSTRUCTION BUDGET: \$3,765,000

→ \$2,940,000 - Building Construction

→ \$825,000 - Site Work / Utilities

MARSHALL SRE BUILDING

→ NEW ESTIMATE

→ **LOW: \$3,345,071**

→ **AVG: \$3,521,127**

→ **HIGH: \$3,697,184**

Marshall SRE Building
Opinion of Probable Costs
TKDA
12/5/2023



Division	Description	Low	Average	High
1	General Conditions	\$179,265	\$188,700	\$198,135
2	Existing Conditions	\$0	\$0	\$0
3	Concrete	\$179,265	\$188,700	\$198,135
4	Masonry	\$0	\$0	\$0
5	Steel	\$35,853	\$37,740	\$39,627
6	Woods, Plastics, Composites	\$71,706	\$75,480	\$79,254
7	Thermal & Moisture Protection	\$215,118	\$226,440	\$237,762
8	Openings	\$179,265	\$188,700	\$198,135
9	Finishes	\$143,412	\$150,960	\$158,508
10	Specialties	\$21,512	\$22,644	\$23,776
11	Equipment	\$0	\$0	\$0
12	Furnishings	\$0	\$0	\$0
13	Special Construction	\$752,913	\$792,540	\$832,167
21	Fire Protection	\$43,024	\$45,288	\$47,552
22	Plumbing	\$86,047	\$90,576	\$95,105
23	HVAC	\$358,530	\$377,400	\$396,270
26	Electrical	\$215,118	\$226,440	\$237,762
27	Low Voltage	\$21,512	\$22,644	\$23,776
28	Electronic Safety & Security	\$28,682	\$30,192	\$31,702
31	Earthwork	\$143,412	\$150,960	\$158,508
32	Exterior Improvements	\$215,118	\$226,440	\$237,762
33	Utilities	\$107,559	\$113,220	\$118,881
	Sub-Total	\$2,997,311	\$3,155,064	\$3,312,817
	Insurance & Bonds	\$65,941	\$69,411	\$72,882
	Contractor Fee	\$122,530	\$128,979	\$135,428
	Contingency	\$159,289	\$167,673	\$176,056
	Total	\$3,345,071	\$3,521,127	\$3,697,184