

-UNAPPROVED-

MINUTES

PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING

November 22, 2021

3:00 PM

On Main, City Hall

MEMBERS PRESENT: Councilmembers Labat and Lozinski

MEMBERS ABSENT: Councilmember Schafer

STAFF PRESENT: Director of Public Works/City Engineer Jason Anderson,
Assistant City Engineer Jessie Dehn

Call to Order.

Lozinski called the meeting to order at 3pm.

1. Approval of the Minutes.

MOTION BY LABAT, SECONDED BY LOZINSKI to approve the minutes of the September 30, 2021 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

2. ST-003: South 1st/Greeley/Williams Reconstruction Project.

The project limits include:

S. 1st Street (George Street to Greeley Street)

Greeley Street (W. College Drive to E. Saratoga Street)

Williams Street (George Street to W. Maple Street)

The proposed project is included in the 2022 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, water system, storm water system, and sanitary sewer collection system. This project will tie-in near George Street where the 2020 S. 1st Street project finished. Nearly the entire project area consists of 4" ductile iron water main, which is undersized and does not provide adequate fire protection. The sanitary sewer reconstruction will replace clay sewer pipe with PVC pipe, and the storm water reconstruction will largely consist of replacing inlets at existing capture points. It is likely that the number and size of inlets will be increased to help improve intake due to large contributing drainage areas. The street width of S 1st is and Greeley Street is proposed to be 38-FT as measured from back of curb; this is equivalent to 2020's S. 1st Street project. The street width of Williams is proposed to be 29-FT as measured from back of curb; this matches the existing width.

MOTION BY LOZINSKI, SECONDED BY LABAT to recommend approval of project to City Council. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

3. ST-004: Halbur Road Reconstruction Project.

The project limits include:

Halbur Road (Michigan Road to Erie Road/CR 33)

The proposed project is included in the 2022 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, storm water system, and sanitary sewer collection system. The street pavement condition is poor and City staff believes a reconstruction is necessary. A street section consisting of 7" concrete is being proposed, equivalent to the Michigan and Superior Road projects. Sanitary sewer reconstruction will replace clay sewer pipe with PVC pipe, and the storm water reconstruction will largely consist of replacing inlets at existing capture points. It is likely that the number and size of inlets will be increased to help improve intake due to large contributing drainage areas with significant impervious ground cover. There is no sidewalk in this area currently and none being proposed; in fact, there is no sidewalk north of the Diversion Channel in Marshall. The street width of Halbur Road is proposed to be 36.34-FT as measured from back of curb. The existing street width is 43-FT. The purpose of the narrowing is to reduce costs for this assessment project. This road is a "destination" street in that it carries no through traffic. Because the traffic volumes are low, staff believes we can narrow this street significantly. Staff considered even further narrowing, but it is important to ensure that semi-truck traffic is able to navigate in and out of each driveway to reach loading and unloading areas.

MOTION BY LOZINSKI to table for further information, SECONDED BY LABAT. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

4. ST-005: Rose/Addison/Baldwin Parking Lot Reconstruction Project.

The proposed project is included in the 2022 capital improvement plan (CIP) for reconstruction of parking lot surfacing. Staff is proposing concrete surfacing for all of the parking lots downtown. The parking lot will consist of a minimum section of 6" concrete and 6" Class 5 aggregate base.

5. ST-006: RRFB/Refuge Island Pedestrian Crossing Project.

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 TA Grant consists of an 80-20 split; the local matching dollars are to be split by each participating school and the City of Marshall.

The following improvements are being proposed for select locations at the Marshall Middle School, Southview Elementary School, Parkside Elementary School, and True Light Christian School:

- Sidewalk ramp improvements and associated sidewalk improvements where necessary for ADA-compliance.
- Speed limit flasher system (DSD): includes a posted speed limit when flashing and a radar feedback sign to display driver speed. The DSD install will identify the school zone area on either side of the school crossing area, as well as identify the speed limit when the zone is in effect. The power requirements will be met with a solar array and battery.
- Pedestrian crosswalk flasher system (RRFB): includes a crosswalk sign with a pedestrian-activated rectangular rapid flashing beacon (RRFB). The crosswalk flasher system will be installed at select locations where the schools prefer to see crossing occur. The power requirements will be met with a solar array and battery.

- Concrete refuge island (median): because all locations have a two-way left turn lane (TWLTL) striping configuration, city staff believes it is prudent to install center islands for pedestrian refuge and safety. This also allows for a crosswalk flasher system (RRFB) to be installed in the center of the road in addition to behind perimeter curbs; this further attracts a driver's attention. The True Light Christian School location is the only location that is not proposed to receive a median with this project. MnDOT will install in 2025 with the College Drive Reconstruction project.

MOTION BY LOZINSKI, SECONDED BY LABAT to recommend approval to City Council. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

6. ST-007: 2022 UCAP Bus Shelter Project.

This project is included in the 2022 capital improvement plan (CIP). Community Transit of United Community Action Partnership (UCAP Transit) has been awarded a grant project that totals \$450,000, including grant dollars and local match. UCAP Transit has approached city staff regarding the engineering and construction administration of this project, which includes the installation of bus shelters and ADA sidewalk improvements at various locations. 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.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of project to City Council and MOU with UCAP. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

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

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.

City staff is proposing to hire Bolton & Menk for the creation of the project plan set for this project. The city would coordinate all surveying and permitting efforts, including permitting through BNSF, to help reduce project design costs. The proposal submitted by Bolton & Menk is an hourly, not to exceed, contract in the amount of \$27,500.

MOTION BY LOZINSKI, SECONDED BY LABAT to recommend to Council to enter into agreement with Bolton & Menk. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

8. Consider Amending Ordinance Sec. 74-130(b) and (c) regarding Parking Regulations.

City staff is proposing to remove parking winter parking regulations from a few listed streets, as well as removing year-round parking restrictions from a couple of listed streets. Staff believes that winter parking regulations for the segments of N. 5th Street, S. Redwood Street, and W. Southview Drive that are identified in 74-130(b) are not necessary because the street width available for snow removal is adequate to pass our snow plowing equipment with vehicles parked on both sides of the road. Therefore, the restrictions are not required. Staff has received complaints regarding these parking restrictions from property owners along Southview Drive.

Staff believes that year-round parking restrictions as identified by 74-130(c) are not required because the predominate necessity for parking restrictions on these two street segments is to allow for proper curb to curb snow removal in the downtown district. Staff believes there may be benefit to removing restrictions outside of November 1 to April 1 to allow for high rise apartment tenants and visitors to park on the street overnight. Further, with potential future residential developments on Block 11, there may be more pressure to allow on-street parking.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of the ordinance revisions to City Council. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

9. Consider Removing Parking on Charles Between Minnesota Street and Hill Street.

City staff is proposing to remove parking on both sides of the street on Charles Avenue between S. Minnesota Street and S. Hill Street. At times, there can be significant on-street parking on this block due to its proximity to the Avera campus. Each direction of traffic is separated by a center median. Therefore, each travel lane becomes quite narrow when a car is parked on the block. Beyond the impacts to the traveling public, this narrowing effect of the roadway can be especially difficult for City maintenance equipment to navigate. Avera has recently paved the nearby parking lot north of Charles Avenue and bounded by College Drive and Bruce Street. With this additional paved parking area there should be enough parking space for the Avera staff and public to park off street while visiting the Avera campus. City staff has discussed this proposal with Kevin Schroeder of Avera, and we do have his support and understanding with this request.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of the signage revisions to the Council. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

10. Consider Removing Parking on S. Minnesota, S. Hill, and S. Whitney Street.

City staff is proposing to remove parking on both sides S. Minnesota Street, S. Hill Street, and S. Whitney Street in the locations identified below:

- S. Minnesota Street: from E. College Drive to a point approximately 70-FT south of E. College Drive.
- S. Hill Street: from E. College Drive to a point approximately 75-FT south of E. College Drive.
- S. Whitney Street: from E. College Drive to a point approximately 100-FT south of E. College Drive.
- All measurements are from the southern limits of MnDOT right of way for E. College Drive.

The purpose of removing parking on these streets near MnDOT right of way is to eliminate City staff concerns will navigability of snow removal equipment in the winter, obstruction to general traffic flow on and off E. College Drive, and future alterations of these roadways that is proposed for the 2025 College Drive Reconstruction project that will require parking to be removed at that point in time.

MOTION BY LOZINSKI, SECONDED BY LABAT to recommend all signage revisions as presented to the Council. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

Adjourn.

MOTION BY LOZINSKI, SECONDED BY LABAT to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0. Meeting adjourned at 4:50 pm.

Respectfully submitted,
Lona Rae Konold



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	ST-006: RRFB School Pedestrian Crossing Improvements Project – Establish School Speed Limits.
Background Information:	<p>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.</p> <p>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.</p> <p>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. 4th 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.</p>
Fiscal Impact:	No fiscal impact.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend the City Council adopt RESOLUTION NUMBER 22-____, 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.

RESOLUTION NUMBER 22-_____

**RESOLUTION ESTABLISHING SCHOOL ZONE SPEED LIMITS
IN THE CITY OF MARSHALL**

WHEREAS, Minnesota Statute 169.14 Subd. 5a. grants authority to local jurisdictions to establish a school speed limit within a school zone of a public or nonpublic school upon the basis of an engineering and traffic investigation as prescribed by the commissioner of transportation; and,

WHEREAS, such speed limits shall be in effect when children are present, going to or leaving school during opening or closing hours; and,

WHEREAS, a 20 miles per hour (MPH) school zone speed limit shall be in effect in the school zones of the following schools in Marshall, MN:

True Light Christian School (601 E. College Drive)
Marshall Middle School (401 S. Saratoga Street)
Southview Elementary School (601 E. Southview Drive)
Park Side Elementary School (1300 E. Lyon Street)

WHEREAS, a 20 miles per hour (MPH) school zone speed limit shall be revoked in the former school zones of the following school in Marshall, MN:

Westside Elementary School (500 S. 4th Street, Closed)

WHEREAS, Sec. 74-26 of the City Code states:

“No device, sign or signal shall be erected or maintained for traffic or parking control unless the council shall first have approved and directed the same, except as otherwise provided in this section;”

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the City Council establishes a 20 miles per hour (MPH) speed limit to be in effect in the school zones of the schools described herein.

Passed and adopted by the Common Council this 25th day of January, 2022.

ATTEST:

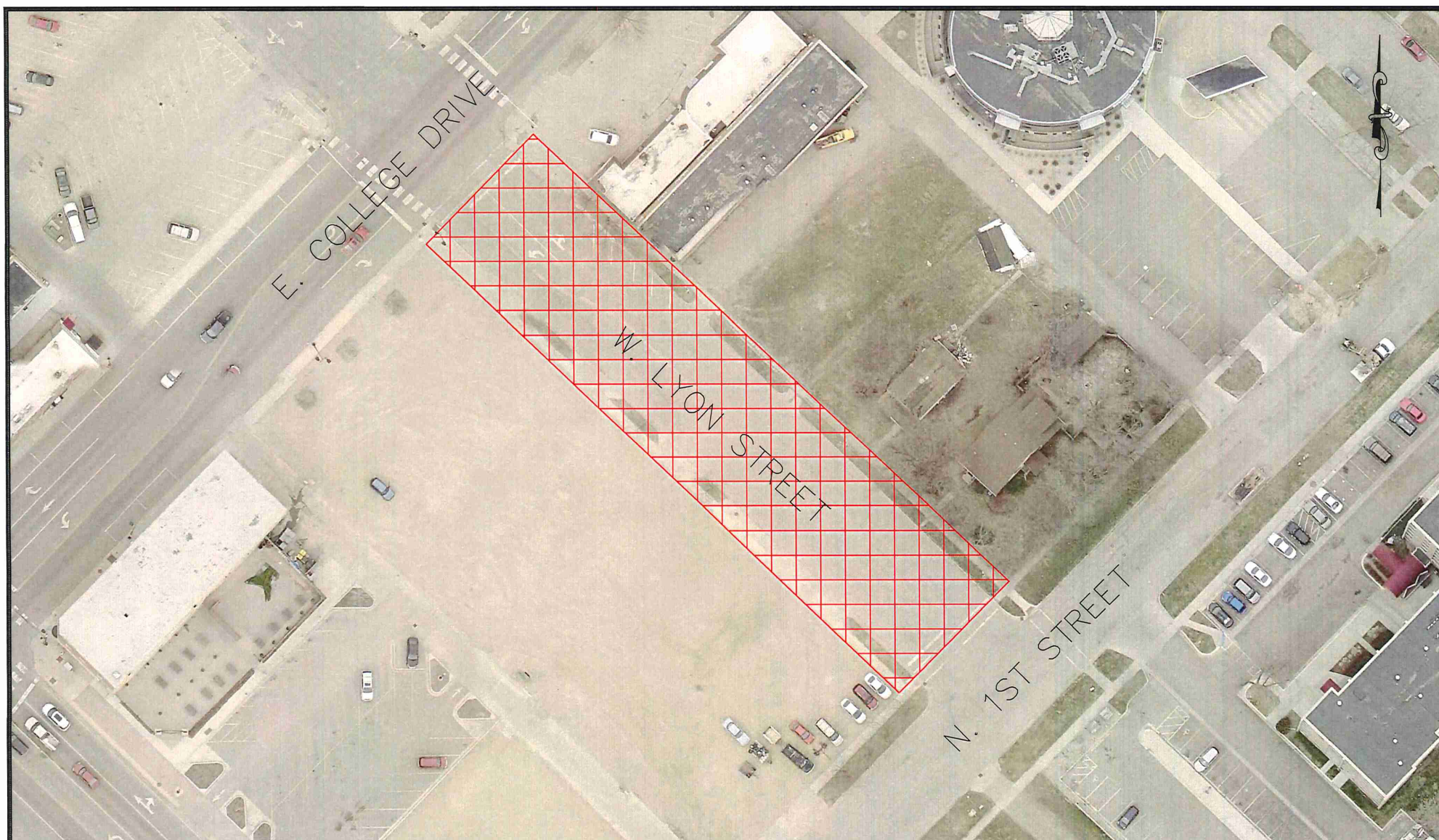
City Clerk

Mayor of the City of Marshall, MN


This Instrument Drafted By:
Jason R. Anderson, P.E.
Director of Public Works/City Engineer

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	ST-023: W. Lyon Street (College to 1 st) Reconstruction Project – Review/approve layouts.
Background Information:	<p>The project limits include: W. Lyon Street (E. College Drive to N. 1st Street)</p> <p>The proposed project was originally included in the scope of the Z82 (N. 1st/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. 1st Street was removed from the scope of the project.</p> <p>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.</p> <p>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. 1st 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. 1st Street and E. College Drive.</p> <p>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.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend approval to the City Council.



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APPROVED BY:			
SCALE: 1"=##'			

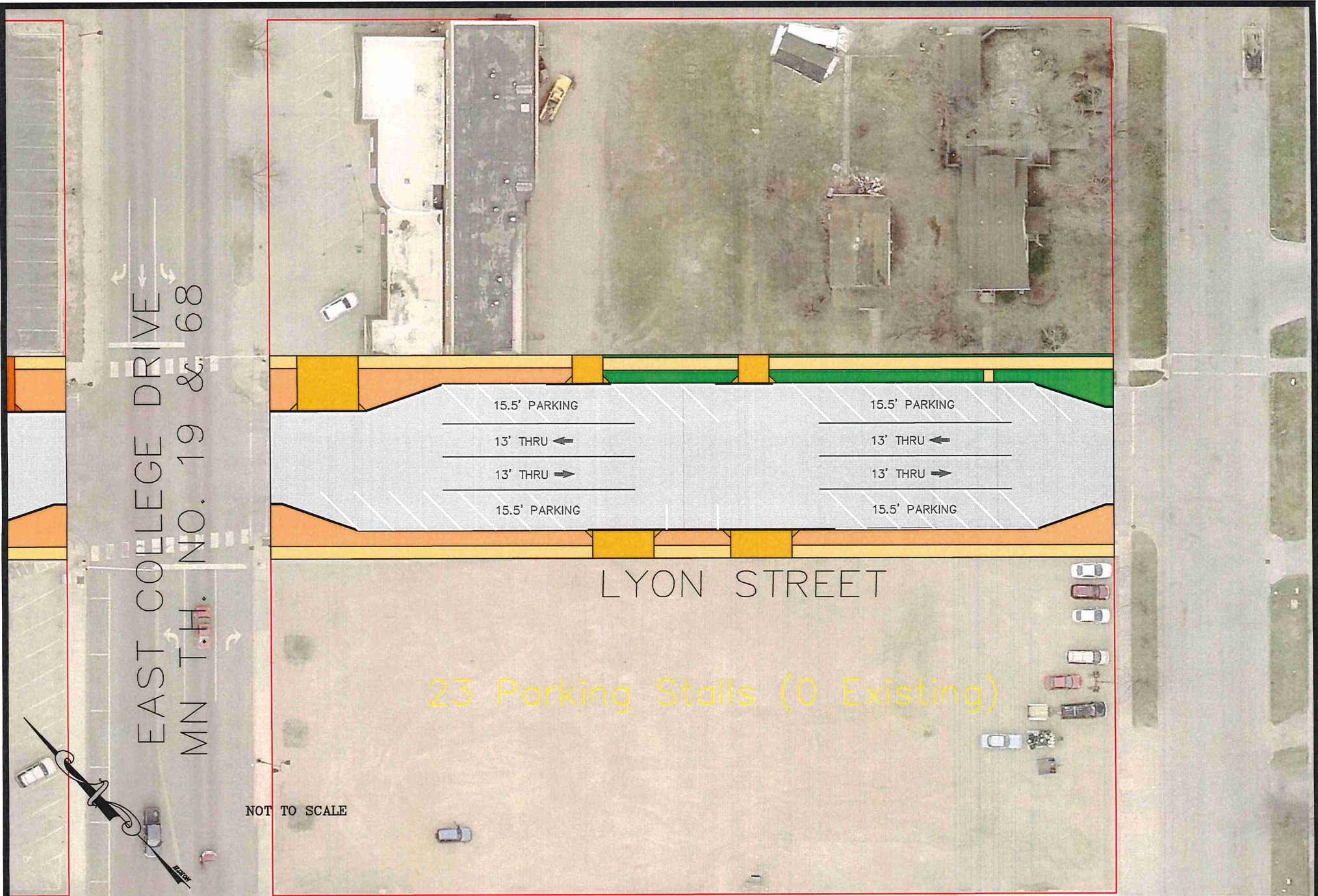


ENGINEERING DEPARTMENT
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

W. Lyon St. Reconstruction Project
Project Area

<small>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</small>	
DATE: 09/09/21	LICENSE NO. 53322

CITY PROJECT NO. ST-023	DATE 11/4/2021
STATE AID PROJECT NO.	SHEET NO. 1 OF 1



PUBLIC WORKS DIVISION
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Layout - W. Lyon St. (1 of 4)

W. Lyon/N. 3rd Reconstruct
(Alternative 1)

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

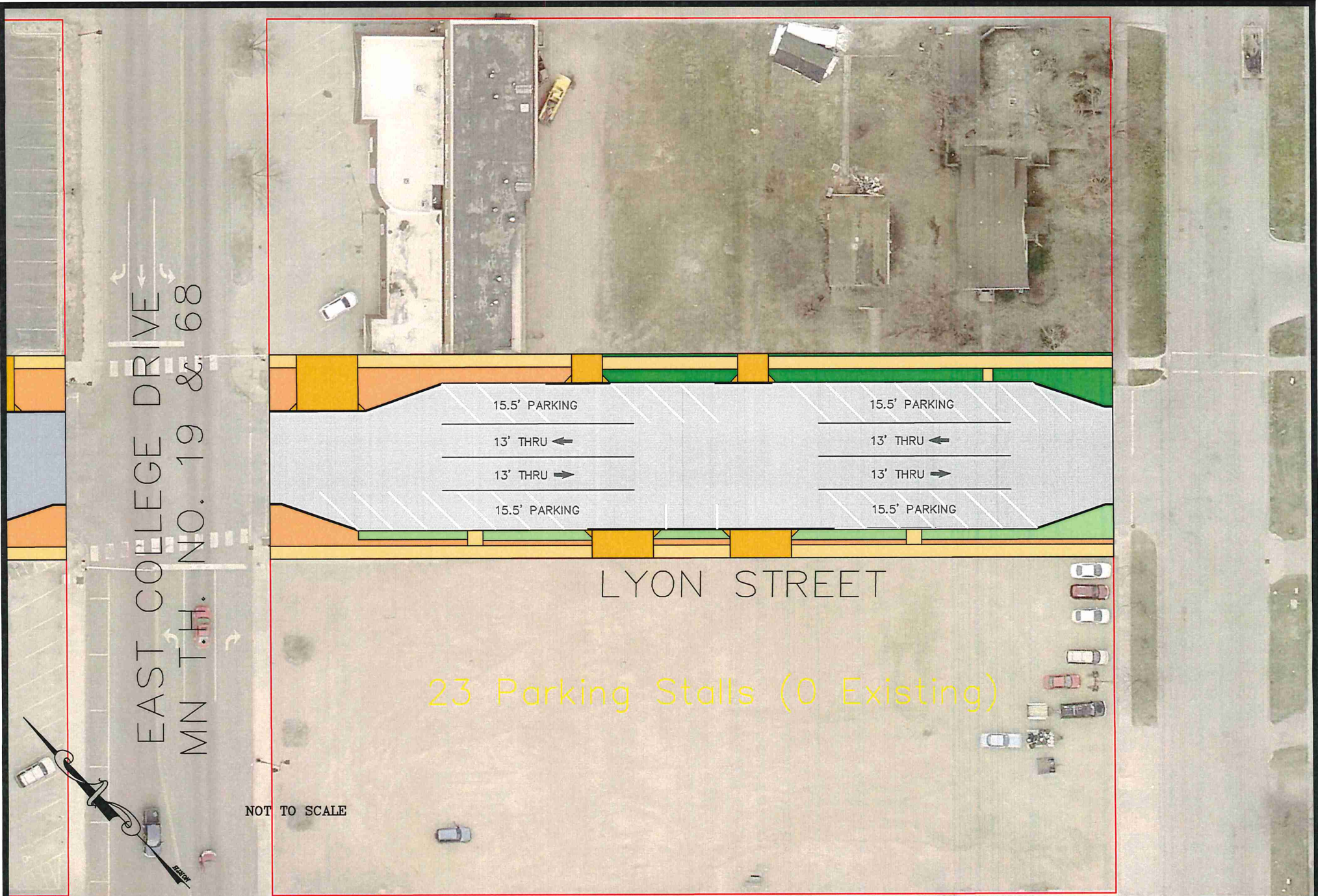
DATE _____ LICENSE NO. 53322

DATE
10/1/2021

PROJECT NO.
ST-009

DESIGNED BY
DRAWN BY JLD
REVISIONS:

SHEET NO.
03 OF 06
10



PUBLIC WORKS DIVISION
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Layout – W. Lyon St. (1 of 4)

W. Lyon/N. 3rd Reconstruct
(Alternative 2)

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ LICENSE NO. 53322

DATE
10/1/2021

DESIGNED BY
DRAWN BY JLD
REVISIONS:

PROJECT NO.
ST-009

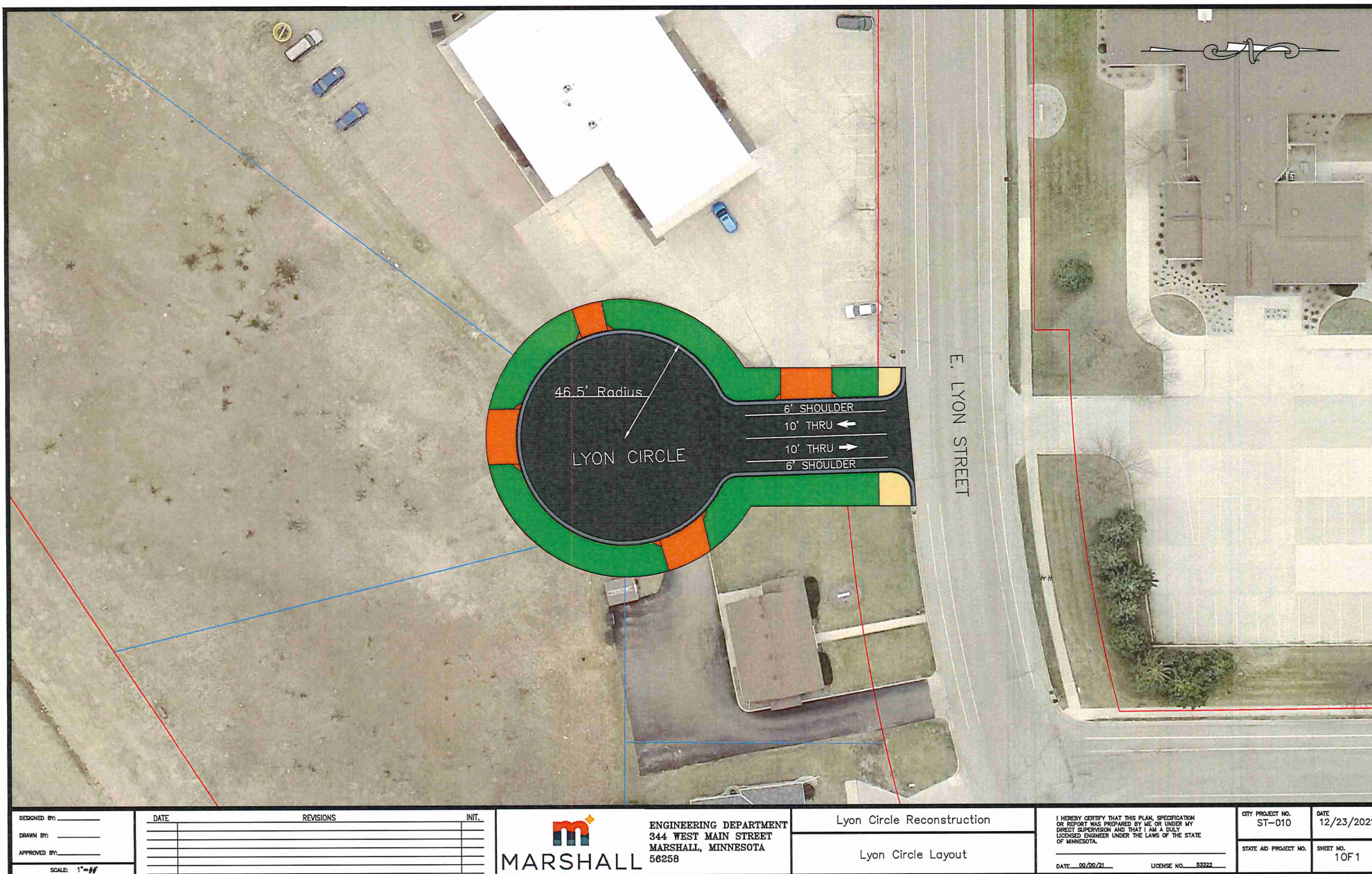
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03 OF 06





CITY OF MARSHALL AGENDA ITEM REPORT

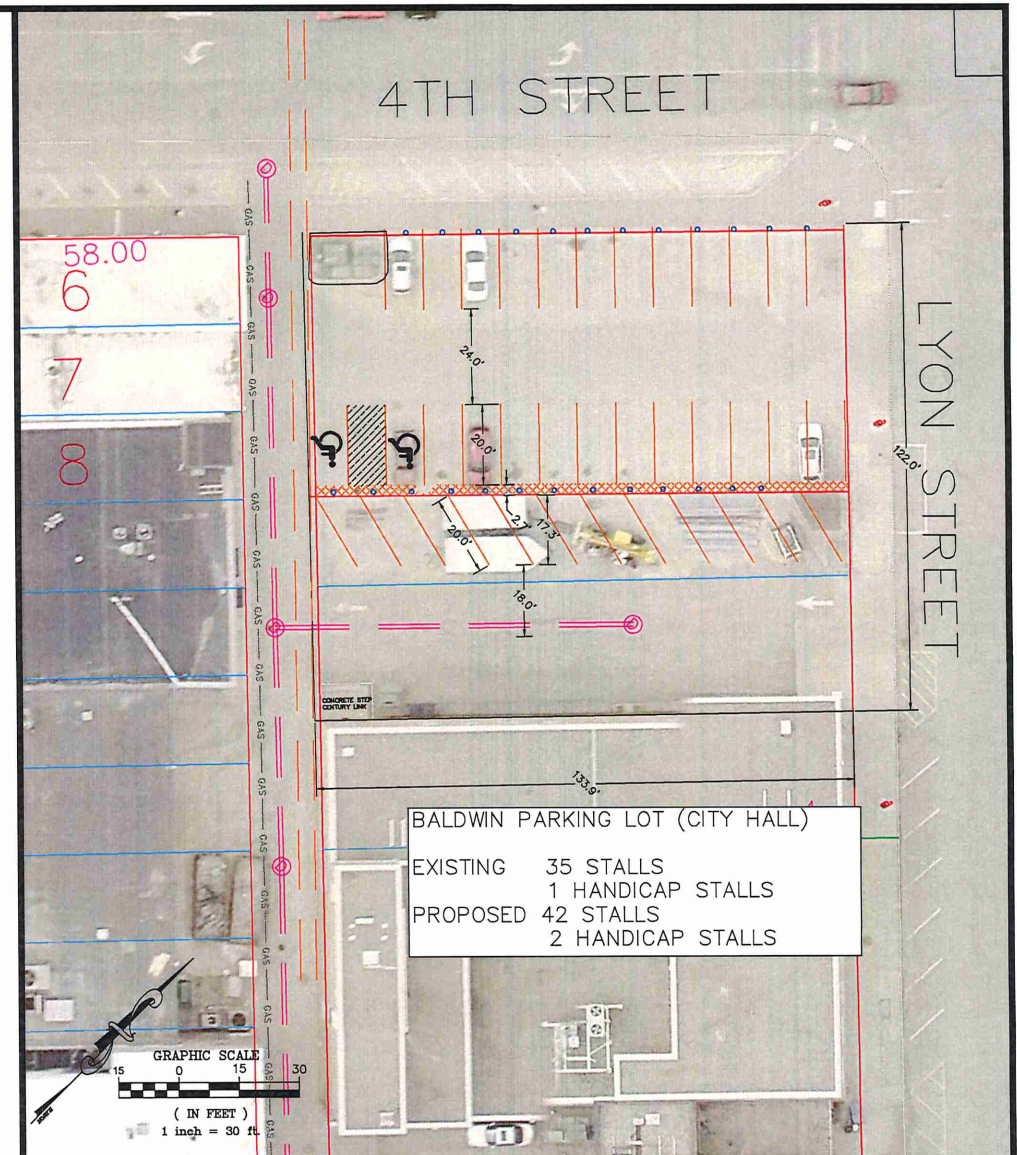
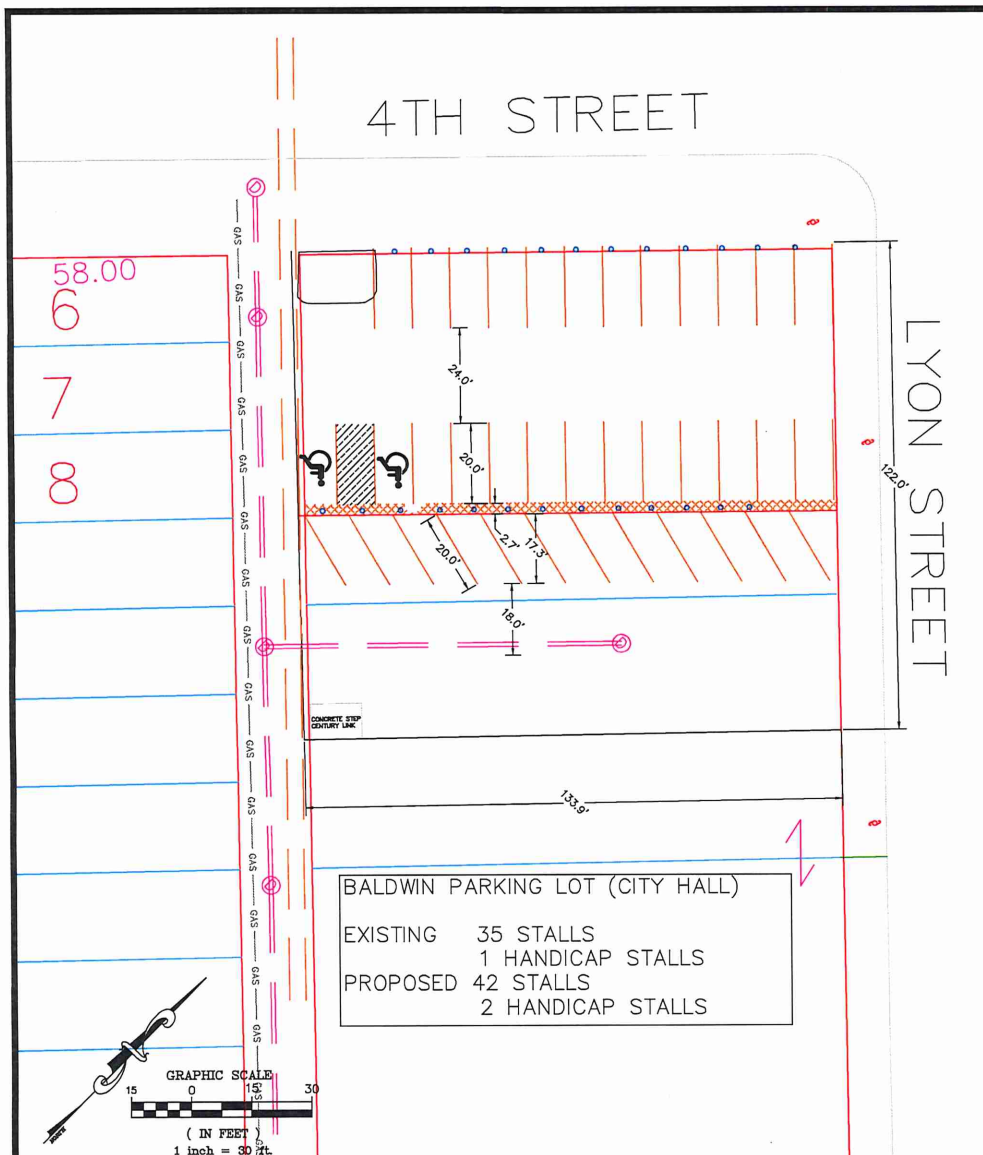
Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	ST-010: Lyon Circle Reconstruction Project – Review/approve layout.
Background Information:	<p>The project limits include: Lyon Circle from Jewett Street to approximately 165-FT south.</p> <p>The proposed project is 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.</p> <p>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.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend approval to the City Council.





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	ST-024: Baldwin Parking Lot (City Hall Lot) Reconstruction Project – Review/approve layout.
Background Information:	<p>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.</p> <p>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.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	



DESIGNED BY: GJS	DATE	REVISIONS	INIT.
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APPROVED BY: JEA			
SCALE: 1"=##			



ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

PARKING LOT STRIPING

BALDWIN LOT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION
OR REPORT WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED ENGINEER UNDER THE LAWS OF THE STATE
OF MINNESOTA.

DATE: LICENSE NO. 53332

CITY PROJECT NO. ST-005 DATE 10/20/2021

STATE AID PROJECT NO. N/A SHEET NO. # OF ##



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Review Draft Driveway Ordinance Revisions.
Background Information:	<p>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.</p> <p>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.</p> <p>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.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend approval to the City Council.

Chapter 62 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE I.: IN GENERAL

Sec. 62-11 - Access Management

(a) Review.

(1) Requirements.

- a. All driveway construction must comply with the requirements of Sections 62-3 and 86-4.
- b. All applications for permits for replacing the existing surfacing of driveway only are exempt from the requirements of this ordinance.
- c. All applications for permits that include driveway enlargements must conform to the requirements of this ordinance.
- d. Driveway permit applications that include modifications to the existing driveway must include with the documentation a plan layout of the proposed work illustrating that the modified driveway will conform to the requirements in this ordinance.

(2) Quantity.

- a. Residential-Zoned Properties
 1. Properties will be granted one (1) curb cut access for driveway for lot frontage to the street up to eighty-five (85) feet. Properties with greater than eighty-five (85) feet of lot frontage to the street will be granted (2) curb cut accesses for driveways.
- b. Commercial and Industrial-Zoned Properties
 1. All Commercial and Industrial properties will be granted one (2) curb cut access per parcel for driveway.
 2. If a property requires more than 2 curb cut accesses for driveways, a site plan must be submitted to the City Engineer for approval.

(3) Exceptions.

- a. A property owner is able to file for an exception to the regulations described herein.
- b. Additional documentation describing the requested exception(s) must be sent to the office of the City Engineer including but not limited to the following:
 1. Location map;
 2. Ordinance requirement(s) requested for exception;
 3. Detailed description of proposed work outside of requirements of ordinance; and
 4. Contact information of applicant.
- c. Exception requests shall be reviewed by the City Engineer or his/her designee. The Office of the City Engineer shall offer a determination within 30 days of receiving a written request for exception from the provisions of this ordinance.

(4) Determinations.

- a. Intent

1. It is the intent of this chapter to regulate access of abutting property to and from the public streets in order to protect and promote the welfare and safety of the public, the movement of traffic on the public streets, and to eliminate unreasonable traffic hazards.
- b. Permit Issuance.
 1. The City Engineer shall issue a permit hereunder when the City Engineer finds:
 - i. That the work will be done according to the provisions described herein of the City ordinance;
 - ii. That the curb cut or proposed driveway will not constitute a traffic hazard or unreasonably impair or interfere with vehicular and pedestrian traffic, the demand and necessity for parking spaces, and the means of ingress to and from adjacent properties; and
 - iii. That the health, welfare and safety of the public will not be unreasonably impaired.
 2. If a permit is denied, the City Engineer shall forthwith notify the applicant and shall set forth in such notice the reasons for denying the permit.
- c. Appeals to City Council.
 1. Any person aggrieved by any action taken by the City Engineer in granting or denying a permit of any curb cut or driveway may appeal to the City Council by filing in the office of the City Clerk a notice of appeal specifying the grounds thereof. An appeal shall stay all proceedings until the City Council renders action. Such appeal shall initiate an opportunity to be heard before the Council or before a committee of the Council to which the matter has been referred for review and recommendation. Thereafter, the Council may affirm, reverse or modify the action of the City Engineer.

(b) Construction.

(1) Materials.

- a. Surface Pavement
 1. All driveways must be surfaced with concrete from the street to the back of the existing sidewalk.
 2. If no sidewalk exists, concrete surface will be required to the back of the City Right-of-Way.
 3. Driveway beyond City Right-of-Way may be surfaced with bituminous asphalt, concrete or approved alternative surfacing.
- b. Within the City Right-of-Way, residential and commercial-zoned driveways require a minimum of four (4) inches of gravel base and surfaced with six (6) inches of concrete pavement. Industrial-Zoned driveways require a minimum of four (4) inches of gravel base and seven (7) inches of surfacing.

(2) Geometrics.

- a. Residential-Zoned Properties
 1. Curb cut access for driveways shall not measure more than 36 feet in width measured at the full-width opening, not including required flared sections.
 2. Curb cut access for shared driveways on a multi-family residential property shall not measure more than 48 feet in width.
 3. The recommended maximum slope of the driveway within the City Right-of-Way will be no more than 12%, measured perpendicularly to the street.

4. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk is required to measure a minimum of five (5) unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk is required to measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway will be required to transition required cross-slope to match existing adjacent sidewalk.
 5. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways will be 24 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line will be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 25 feet, measured from the Right-of-Way of the intersecting street.
- b. Commercial-Zoned Properties
1. Curb cut access for driveways shall not measure more than 36 feet in width for driveways with two lanes of traffic.
 2. A plan review will be required for additional width to accommodate additional lanes of traffic.
 3. The recommended maximum slope of the driveway within the City Right-of-Way will be no more than 12%, measured perpendicularly to the street.
 4. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk is required to measure a minimum of five (5) unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk is required to measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway will be required to transition required cross-slope to match existing adjacent sidewalk.
 5. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways will be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line will be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.
- c. Industrial-Zoned Properties
1. A site plan will be required that includes proposed curb cut access(es) and width(s) for driveways.
 2. The City Engineer shall review that proposed curb cut accesses meet necessary traffic safety requirements.
 3. The recommended maximum slope of the driveway within the City Right-of-Way will be no more than 12%, measured perpendicularly to the street.

4. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk is required to measure a minimum of five (5) unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk is required to measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway will be required to transition required cross-slope to match existing adjacent sidewalk.
5. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways will be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line will be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Proposal from SRF Consulting Group, Inc. for Design of City Utilities in MnDOT's 2025 College Drive Reconstruction Project.
Background Information:	<p>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.</p> <p>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.</p> <p>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.</p>
Fiscal Impact:	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.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T 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.



SRF No. 15321.PP

January 12, 2022

Mr. Jessie Dehn, PE
Assistant City Engineer
City of Marshall
344 W. Main Street
Marshall, MN 56258

Subject: Proposal for Professional Services for Watermain and Sanitary Sewer Relocation Design
Associated with TH 19 reconstruction project.

Dear Jessie Dehn:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for the design of watermain and sanitary sewer relocations along Trunk Highway 19 in the City of Marshall. The design includes the relocation of approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer in various segments along the proposed MnDOT TH 19 project corridor.

Scope of Services

We propose to carry out the work ("Scope of Services"), set forth in Attachment B, attached hereto and incorporated into this Agreement, including:

- Project Management
- Preliminary Design (30%)
- Construction Plans (60%)
- Construction Plans (90% - 100%)
- Permitting

Assumptions

The project will consist of designing the watermain and sanitary sewer for the segments provided by the City for consideration on January 4, 2022 and will be incorporated into the MnDOT TH 19 project documents and bid set. The City will provide any additional survey, televising, and as-built information to ascertain the existing location and conditions of the lines to be relocated and connected. Further detailed assumptions are included in the Work Tasks and Person Hour Estimates "Scope of Services" attached to this proposal.

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010
Equal Employment Opportunity/Affirmative Action Employer

Schedule

We will complete this work within a mutually agreed-upon time schedule. We currently understand the schedule to be begin in early 2022, and to conclude in approximately June / July of 2024 (30-month duration).

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$62,598, which includes both time and expenses. We will not exceed this amount without prior authorization. This cost is based on a preliminary estimation of the cost of watermain and sewer relocations of approximately \$1M.

Changes in Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), and Scope of Services (Attachment B), together with this proposal for professional services, constitute the entire agreement between the Client and SRF and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is mturner@srfconsulting.com.

We appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Jesse Dehn
City of Marshall

January 12, 2022
Page 3

Sincerely,

SRF CONSULTING GROUP, INC.



Michael R. Turner, PE (MN, SD, TX)

Principal

MRT/jwm

Attachment A: Standard Terms and Conditions

Attachment B: Scope of Services

Approved: City of Marshall

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

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ATTACHMENT A

STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty-five (35) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

CLIENT and SRF agree to use their best efforts to resolve amicably any dispute. In the event that a dispute cannot be resolved, upon the joint concurrence of the parties to the selection of a mediator, the dispute will be submitted to mediation.

16. CONTROLLING LAW

The laws of the state of Minnesota govern this Agreement. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

18. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY RIGHTS

SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Marshall
 Project: TH 19 Sanitary Sewer and Water Main Relocation



15321.PP

TASK NO.	SUMMARY OF TASKS
1.0	Project Management
2.0	Preliminary Design (30%)
3.0	Construction Plans (60%)
4.0	Construction Plans (90%-100%)
5.0	Permitting

Project Overview

The City of Marshall has requested engineering services for design of sanitary sewer and water main replacement and/or relocation in coordination with the TH 19 reconstruction project led by MnDOT. Existing sanitary sewer and water main will be relocated to locations approximately identified by the City on January 4, 2022. The work generally involves pipe and appurtenances for approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer along the TH 19 corridor between College Drive Intersection to N Whitney Street. The design will be incorporated into the MnDOT Plan and Specification Documents and will not be prepared as a standalone construction document.

Engineering Services include design of utilities consistent with Marshall engineering standards and 10 States Standards for Wastewater and Water Main, bid ready certified construction plans, specifications, cost estimating and bid administration.

Project tasks and deliverables will be merged into the design, schedule and construction of the TH 19 project.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Marshall
 Project: TH 19 Sanitary Sewer and Water Main Relocation



15321`PP

TASK NO.	TASK DESCRIPTION	PROF. VIII/VII	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS	EST. FEE
<p>General Assumptions:</p> <p>City of Marshall to provide standard specifications, plates, etc. for design and construction plan guidance.</p> <p>All private utility coordination and GSOC data collection will be included in the MnDOT roadway scope.</p> <p>Hours included for City utility relocation are based on approximately 3,600 feet of sanitary sewer and 2,800 feet of watermain.</p> <p>Assumes casings will be required for lateral roadway crossings and where required near retaining walls.</p> <p>Plans include tabulations, details, and plan and profile construction information. All other related plan elements will be adopted from the MnDOT roadway plan sheets.</p> <p>Sanitary Sewer and Watermain design will follow Ten States Standards rules and City of Marshall Standards.</p> <p>Scope does not include sewer or water demand analysis or modeling and is based on replacement of like sizes with new materials.</p> <p>Includes special provisions for sanitary sewer and water main relocation to supplement the TH 19 project manual.</p> <p>Additional survey or soil borings needed will be performed under the scope of the TH 10 and TH 23 Interchange project or provided directly by the City of Marshall.</p> <p>Does not include (post bidding) Construction Administration.</p> <p>Plans to be prepared in Microstation format.</p> <p>Plan elements to meet City standards when possible.</p> <p>Duration of project expected through July of 2024.</p> <p>Project is bid and let with the TH 19 project.</p>										
1.0	Project Management									
<p>Client Deliverables:</p> <p>Provide City staff person for regular interaction and review on design with knowledge of the area.</p>										
1.1	Kick-off and Project Management Team Meetings/ coordination. Assumes 10-1 hour virtual meetings, 1 staff, 0.5 hour prep/each.	15	4	-	-	-	-	-	19	\$3,903
1.2	Project management, coordination with design staff and billing.	20	-	-	-	-	-	-	20	\$4,340
1.3	Design coordination with City staff conducted virtually during the design process. Assumes 10 calls, 1 staff, 0.5 hour virtually	-	5	-	-	-	-	-	5	\$810
1.4	Over the shoulder QA/QC for all design work through 90 %. Enhanced QA/QC performed on 100% plans.	10	10	-	-	-	-	-	20	\$3,790
1.5	Site visit.	10	-	-	-	-	-	-	10	\$2,170
<p>SRF Deliverables:</p> <p>Meeting agendas, minutes. Invoice review, submittal.</p>										
SUBTOTAL - TASK 1		55	19	0	0	0	0	0	74	\$15,013

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Marshall
 Project: TH 19 Sanitary Sewer and Water Main Relocation



15321'.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VI	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS	EST. FEE
2.0	Preliminary Design (30%)									
	<u>Assumptions:</u> Private utility coordination and GSOC data collection will be included in the MnDOT roadway scope. Additional televising, manhole, service and pipe location and elevation information to be provided by the City of Marshall Additional geotechnical evaluation will not be necessary or will be provided by the City									
	<u>Client Deliverables:</u> City of Marshall to provide any additional record drawings of City owned utilities required.									
2.1	Review as-built information. Update to CAD base files, if needed.	-	1	-	-	2	10	-	13	\$1,586
2.2	Evaluate existing and proposed conditions. Analyze constraints. Develop proposed water main and sanitary sewer design files. Draft plan sheets with proposed water main and sanitary sewer alignments for City review.	-	4	-	16	20	60	-	100	\$12,592
2.3	Evaluate service needs.	-	2	-	-	4	-	-	6	\$832
2.4	Estimate concept construction costs.	-	1	-	-	2	8	-	11	\$1,352
	<u>SRF Deliverables:</u> Provide linework for roadway team layouts/graphics.									
	SUBTOTAL - TASK 2	0	8	0	16	28	78	0	130	\$16,362
3.0	Construction Plans (60%)									
	<u>Assumptions:</u> 60% plan submittal date to be included with roadway plans on a mutually agreed upon schedule.									
	<u>Client Deliverables:</u> Prompt review and comments on draft submittals. Provide city project manager.									
3.1	Store CAD alignments for proposed sanitary sewer and watermain relocation with city concurrence, survey data and as built information.	-	-	-	4	4	40	-	48	\$5,784
3.2	After initial City staff review, prepare sewer and water main profiles, including length, size, material/class, elevations and slope.	-	-	-	-	4	40	-	44	\$5,188
3.3	Coordination with other design teams for utility related plan continuity.	-	-	-	-	8	4	-	12	\$1,484
3.4	Develop contract pay items, quantities and engineering cost estimate accordingly. Pay item update will utilize the MnDOT Trns*port list to the extent possible. Prepare Opinion of Probable Cost.	-	-	-	-	4	38	-	42	\$4,954
3.5	Evaluate staging/ temporary service requirements and connections for intervals during construction that require service interruptions. Make recommendations for providing temporary water service and sanitary sewer bypass pumping during construction.	-	4	-	-	8	-	-	12	\$1,664
3.6	Submit draft plan to City staff for review at other intervals as needed.	-	-	-	-	-	1	-	1	\$117
	<u>SRF Deliverables:</u> 60% draft plans of sanitary sewer and water main with appurtenances.									
	SUBTOTAL - TASK 3	0	4	0	4	28	123	0	159	\$19,191

15321.PP Marshall Uts SCOPE-01.10.2022.xlsx
 MINNEAPOLIS, MN

SRF CONSULTING GROUP, INC.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Marshall
 Project: TH 19 Sanitary Sewer and Water Main Relocation



15321_PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VI	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS	EST. FEE
4.0	Construction Plans (90%-100%) <u>Assumptions:</u> Scope does not include any right of way or easement documentation. 90% plan submittal date to be included with roadway plans on a mutually agreed upon schedule. 100% plan submittal date to be included with roadway plans on a mutually agreed upon schedule. <u>Client Deliverables:</u> Prompt review and comments on draft submittals. Prepare any right of way or easement documentation and acquisition if necessary. Incorporate City comments from the 60% submittal plan and develop 90% plan.									
4.1	Finalize sanitary sewer and water main relocation design after receipt of City comments.	-	-	-	-	2	8	-	10	\$1,190
4.2	Coordinate with other design teams for utility related plan continuity.	-	-	-	-	2	8	-	10	\$1,190
4.3	Compute and finalize contract pay item quantities. Prepare final Opinion of Probable Cost.	-	-	-	-	2	12	-	14	\$1,658
4.4	Prepare project special provisions and other information needed for project manual.	-	2	-	-	16	-	18	36	\$4,498
4.6	Assist bid administration staff with responding to questions from contractors during bidding process. Prepare language for addendums as needed.	-	-	-	-	8	-	-	8	\$1,016
	<u>SRF Deliverables:</u> 90% and 100% final plans and specifications for sanitary sewer and water main relocation on TH 19.									
	SUBTOTAL - TASK 4	0	2	0	0	32	36	18	88	\$10,742
5.0	Permitting <u>Assumptions:</u> Permit fees are a reimbursable expense. <u>Client Deliverables:</u> Permit signatures and permit fees as required.									
5.1	Minnesota Department of Health: Prepare plan review submittal form and submit plans and specs for approval.	-	-	-	-	-	2	-	2	\$234
5.2	Minnesota Department of Transportation Permit Form 2525: Prepare plan review submittal form and submit plans and specs for approval.	-	-	-	-	-	1	-	1	\$117
5.3	MPCA design certification (sanitary sewer) if required.	-	-	-	-	-	2	-	2	\$234
	<u>SRF Deliverables:</u> Prepare and submit all necessary permits for water main and sanitary sewer construction.									
	SUBTOTAL - TASK 5	0	0	0	0	0	5	0	5	\$585

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Marshall
 Project: TH 19 Sanitary Sewer and Water Main Relocation



15321.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VI	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS	EST. FEE
	TOTAL ESTIMATED PERSON-HOURS	55	33	0	20	88	242	18	456	
	AVERAGE HOURLY BILLING RATE	\$217.00	\$162.00	\$179.00	\$149.00	\$127.00	\$117.00	\$119.00		
	ESTIMATED LABOR AND OVERHEAD	\$11,935.00	\$5,346.00	\$0.00	\$2,980.00	\$11,176.00	\$28,314.00	\$2,142.00		\$61,893
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES									\$705
										SUBTOTAL: (SRF Labor and Expenses) \$62,598
	TOTAL ESTIMATED FEE									\$62,598

SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:

Personal Vehicles	350	Miles @	\$0.585 (165 miles one-way)	\$205
MN Department of Health Plan Review Fee				\$150
MPCA Sanitary Sewer Extension Permit Application Fee				\$350
				SRF EXPENSES: \$705

SUMMARY OF COSTS:

	PROF. VIII-VI	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS
1 Project Management	\$ 11,935	\$ 3,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,013
2 Preliminary Design (30%)	\$ -	\$ 1,296	\$ -	\$ 2,384	\$ 3,556	\$ 9,126	\$ -	\$ 16,362
3 Construction Plans (60%)	\$ -	\$ 648	\$ -	\$ 596	\$ 3,556	\$ 14,391	\$ -	\$ 19,191
4 Construction Plans (90%-100%)	\$ -	\$ 324	\$ -	\$ -	\$ 4,064	\$ 4,212	\$ 2,142	\$ 10,742
5 Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 585	\$ -	\$ 585
TOTALS	\$ 11,935	\$ 5,346	\$ -	\$ 2,980	\$ 11,176	\$ 28,314	\$ 2,142	\$ 61,893

SUMMARY OF HOURS:

	PROF. VIII-VI	PROF. VI	PROF. V	TECH. III	PROF. III	PROF. II	SUPPORT	TOTALS
1 Project Management	55	19	-	-	-	-	-	74
2 Preliminary Design (30%)	-	8	-	16	28	78	-	130
3 Construction Plans (60%)	-	4	-	4	28	123	-	159
4 Construction Plans (90%-100%)	-	2	-	-	32	36	18	88
5 Permitting	-	-	-	-	-	5	-	5
TOTALS	55	33	0	20	88	242	18	456

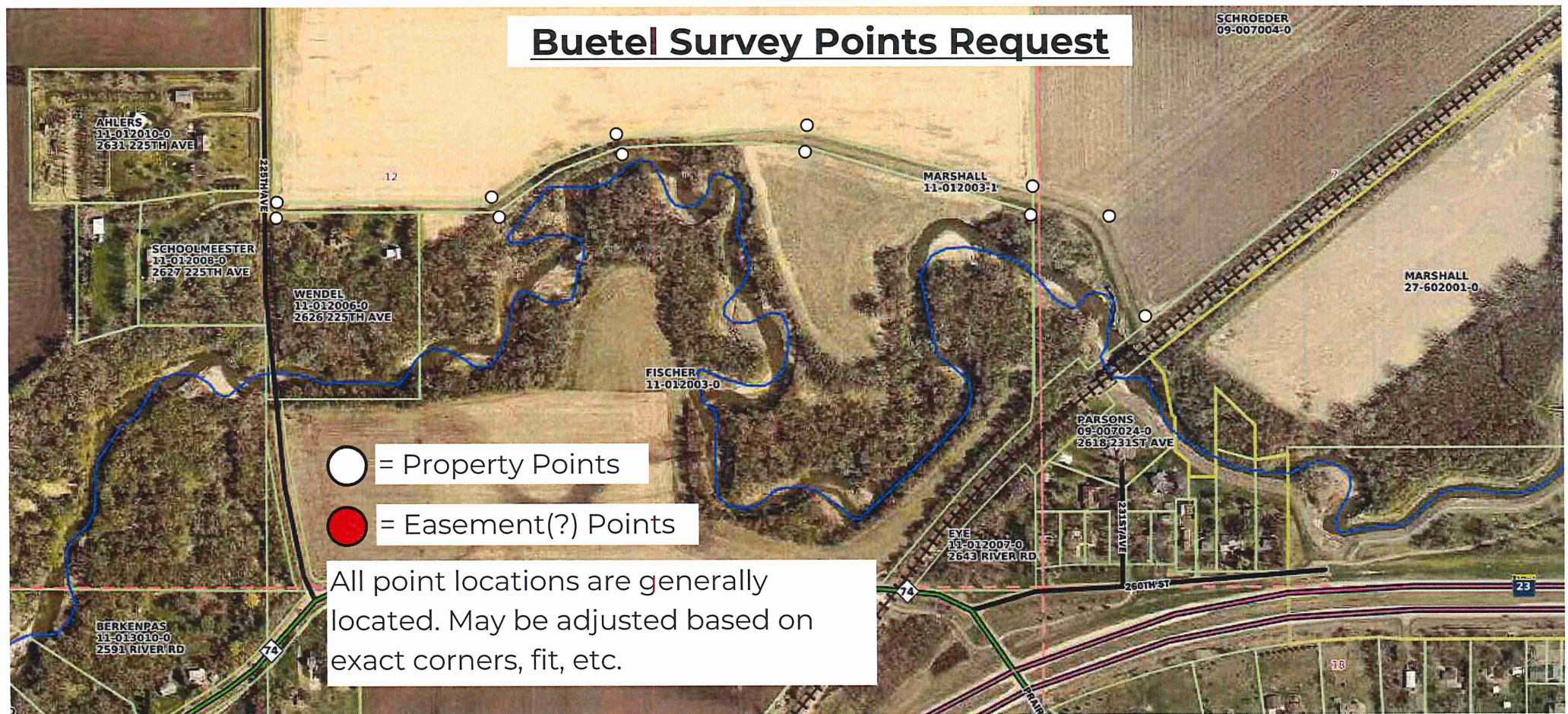


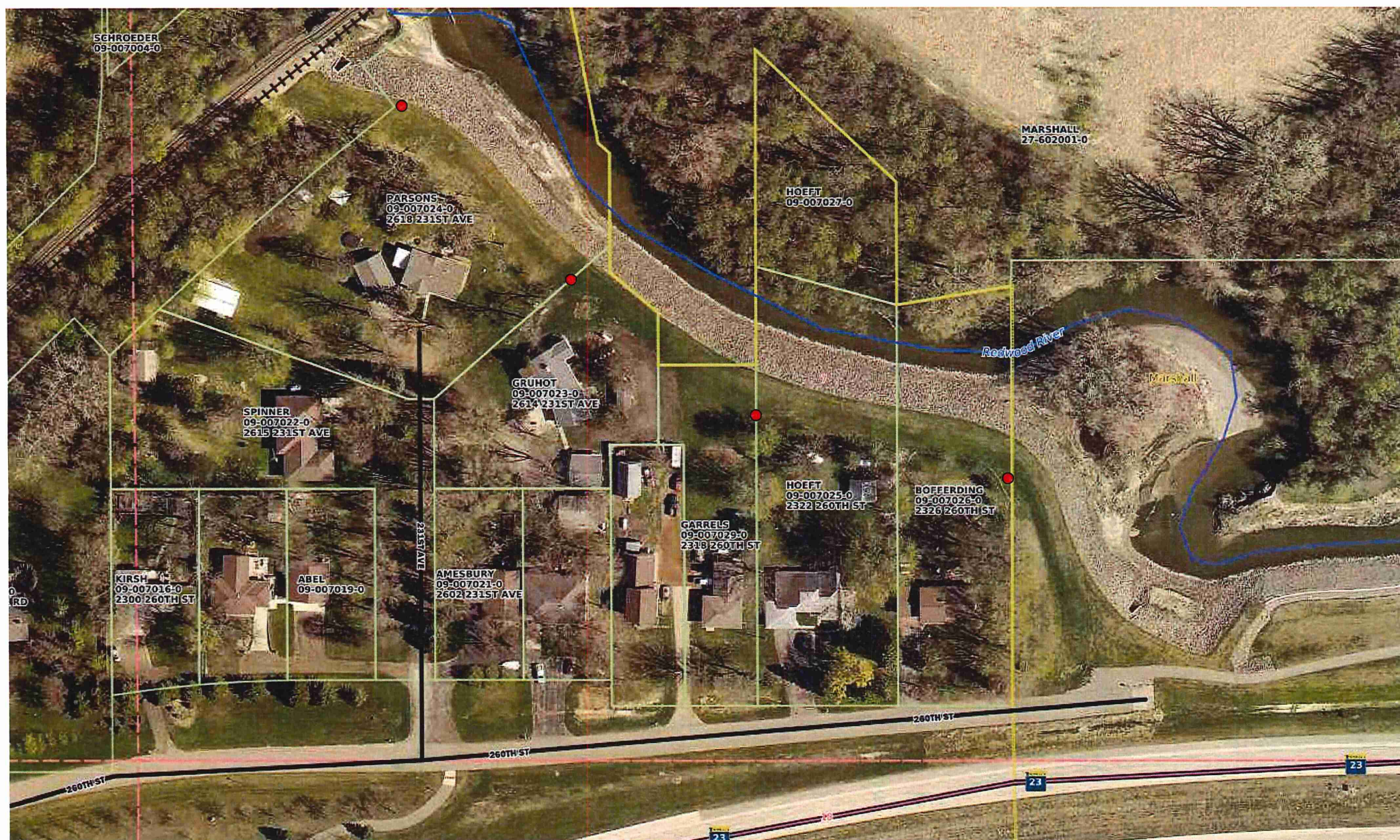
CITY OF MARSHALL AGENDA ITEM REPORT

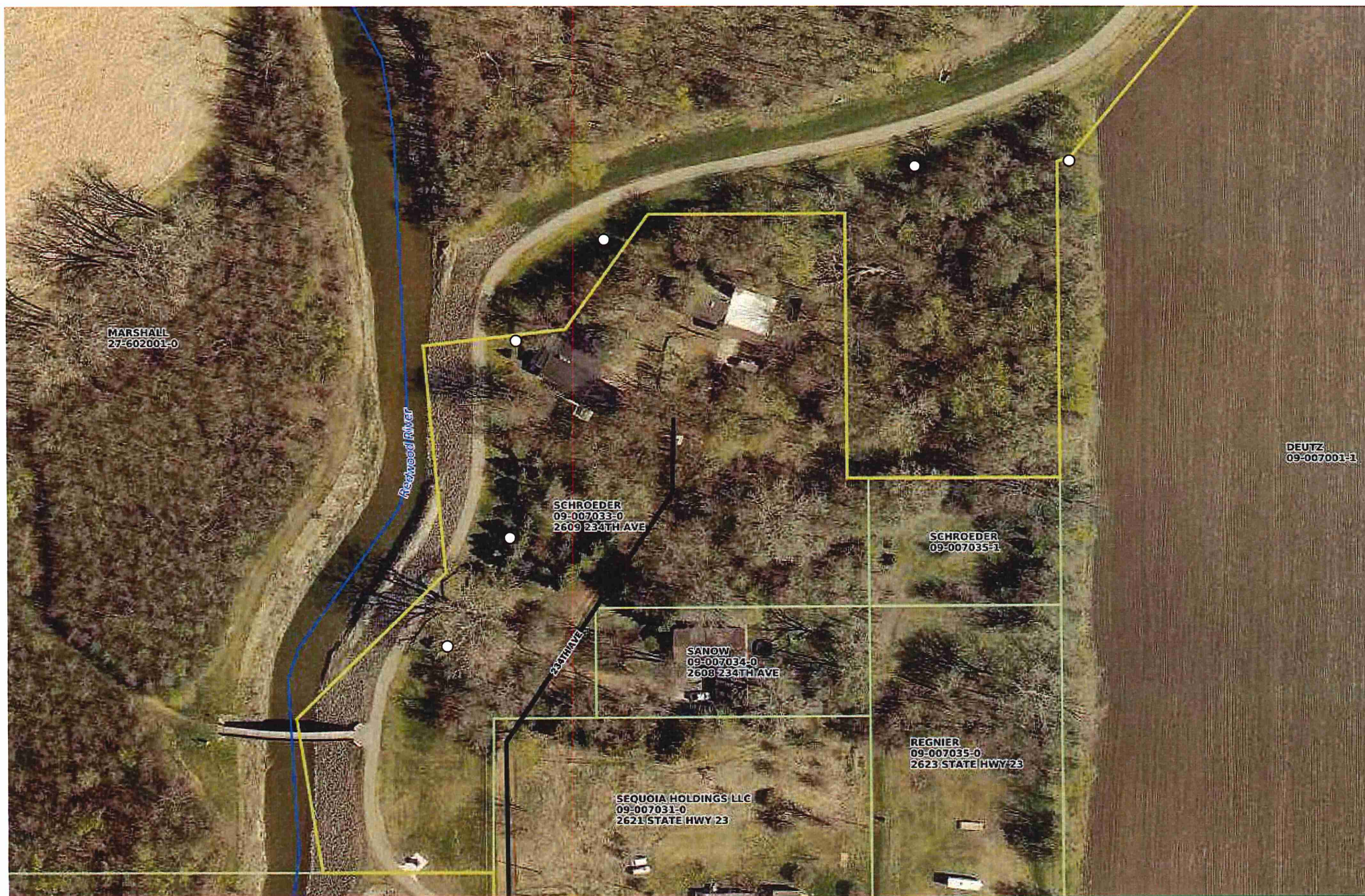
Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property.
Background Information:	<p>Bueltel-Moseng is providing a proposal for surveying services for determination 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Fiscal Impact:	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.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T 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.

Buettel Survey Points Request



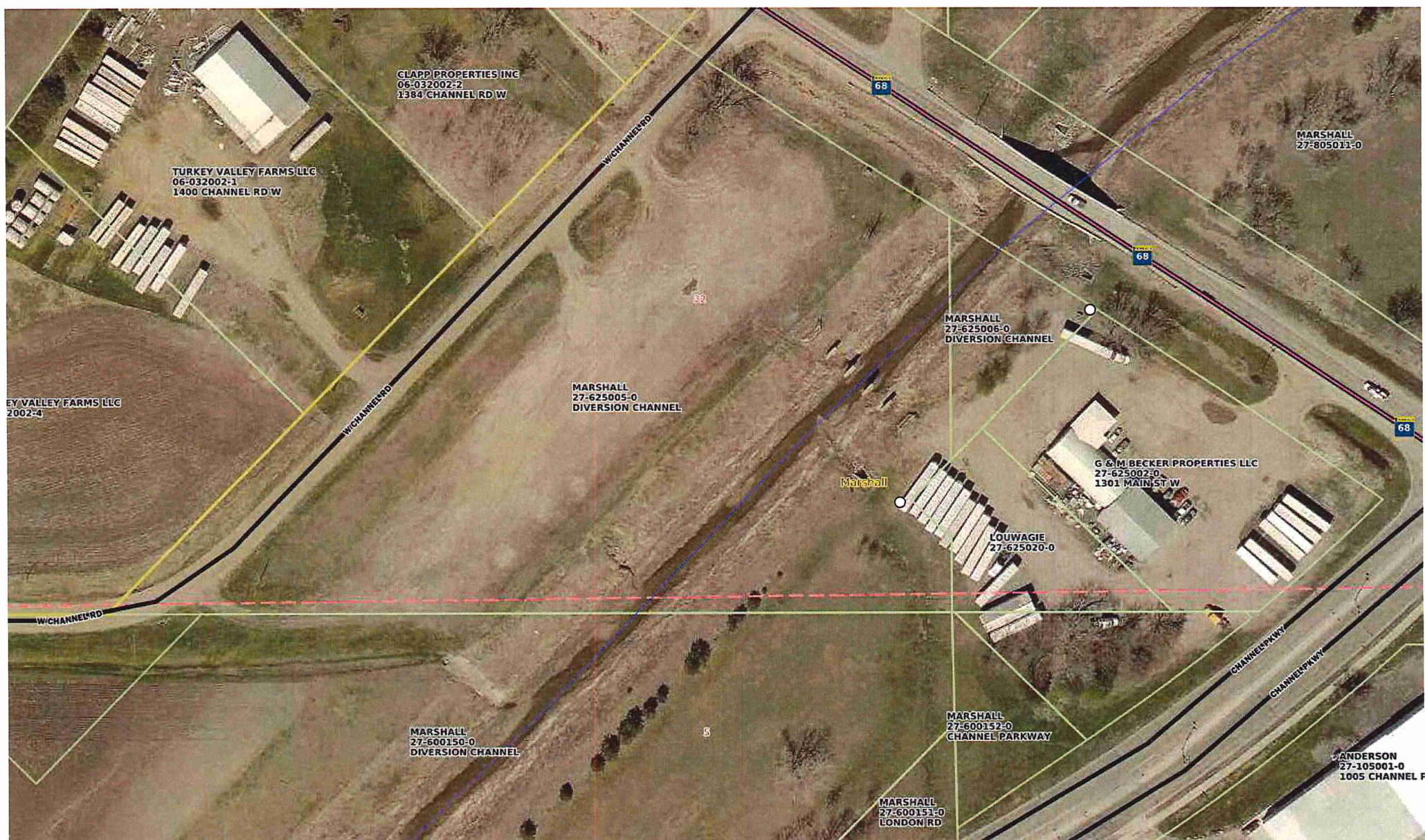


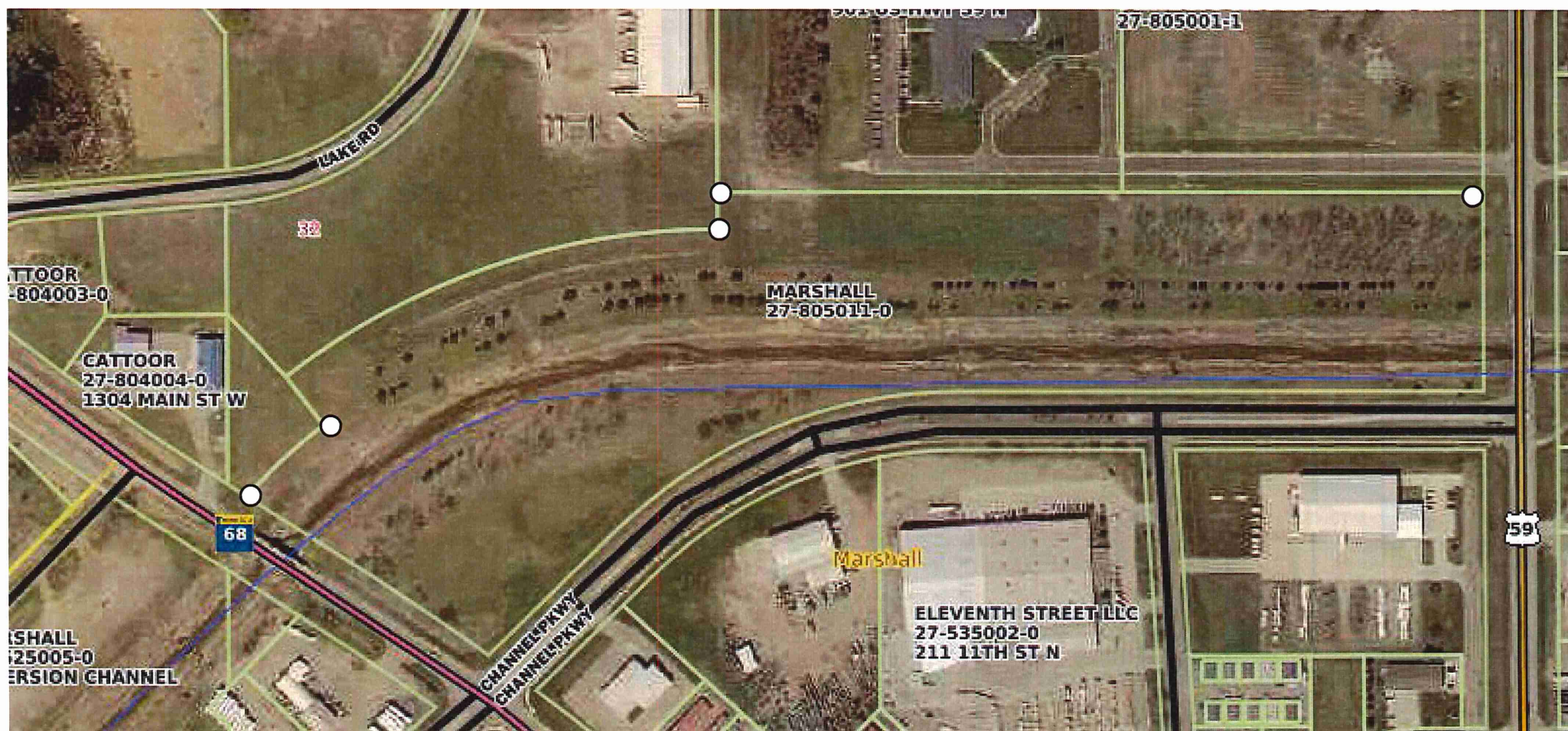




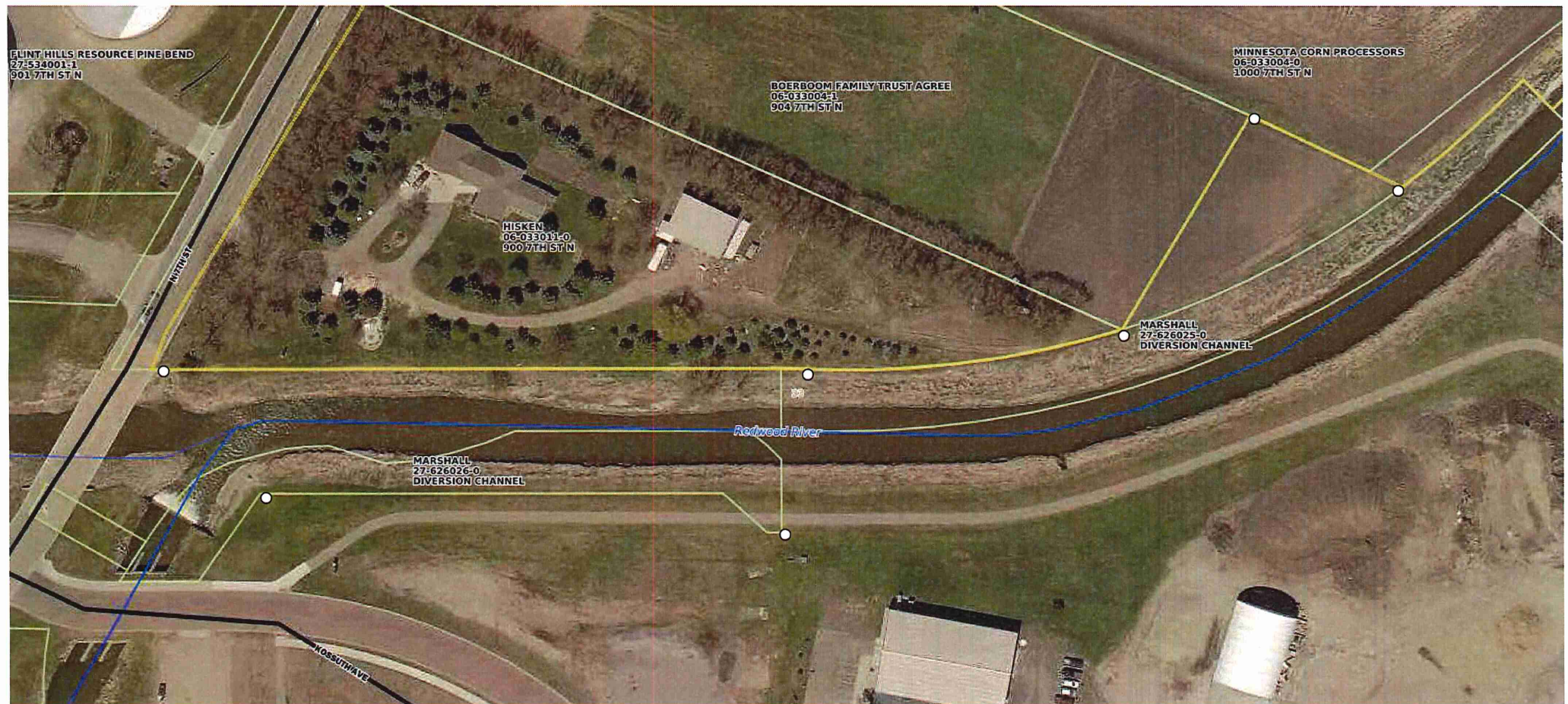


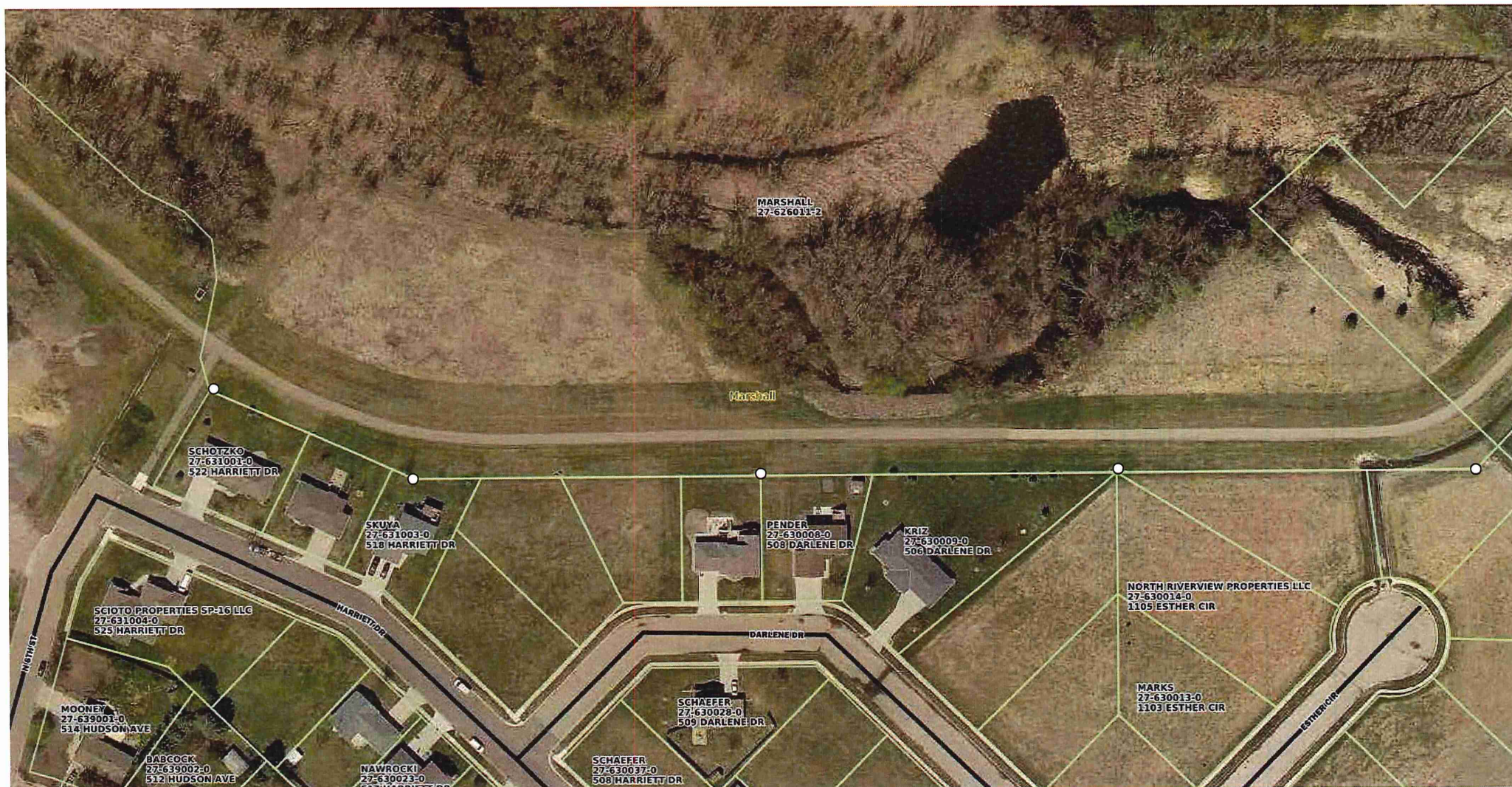


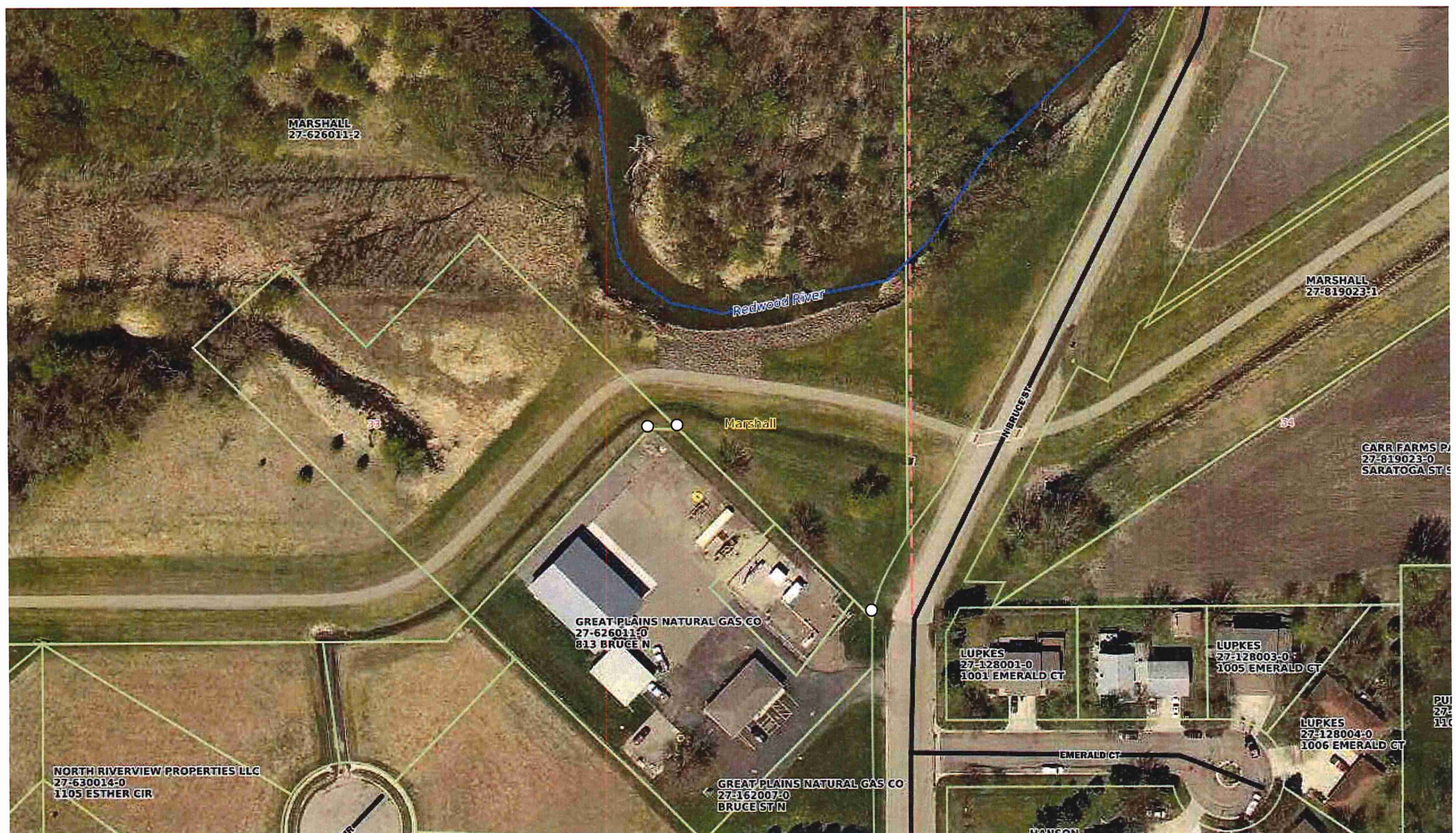


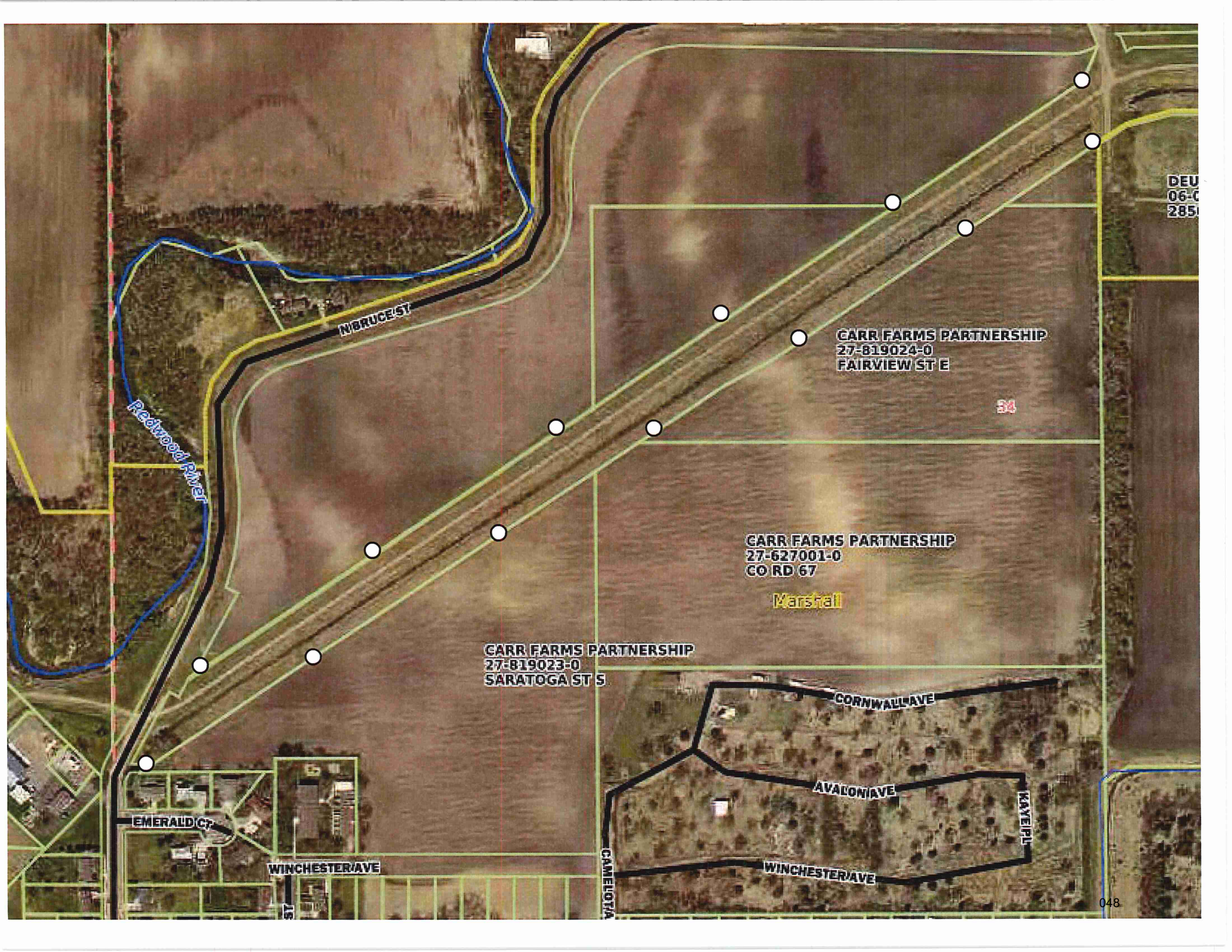












DEU
06-C
285

N BRUCE ST

Redwood River

CARR FARMS PARTNERSHIP
27-819024-0
FAIRVIEW ST E

34

CARR FARMS PARTNERSHIP
27-627001-0
CO RD 67

Marshall

CARR FARMS PARTNERSHIP
27-819023-0
SARATOGA ST S

EMERALD CT

WINCHESTER AVE

CORNWALL AVE

AVADON AVE

WINCHESTER AVE

KAYE PL

CAMELOT AVE



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-009: W. Lyon Street/N. 3 rd Street Reconstruction Project – Changes to N. 3 rd Street and Aesthetics.
Background Information:	<p>The project limits include: W. Lyon Street (E. College Drive to N. 5th Street) N. 3rd Street (W. Main Street to W. Redwood Street)</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <p>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.</p>

Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T to help offer City staff guidance with this property owner request.



PUBLIC WORKS DIVISION
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Urban Streetscaping Example

W. Lyon/N. 3rd Reconstruct
(Alternative 2)

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ LICENSE NO. 53322

DATE
10/01/2021

PROJECT NO.
ST-009

DESIGNED BY
DRAWN BY JLD
REVISIONS:

SHEET NO.
01 OF 04



MARSHALL

PUBLIC WORKS DIVISION
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Rain Garden Example

W. Lyon/N. 3rd Reconstruct
(Alternative 2)

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02 OF 04



PUBLIC WORKS DIVISION
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Rain Garden Example

W. Lyon/N. 3rd Reconstruct
(Alternative 2)

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03 OF 04




MARSHALL
 PUBLIC WORKS DIVISION
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Rain Garden Example

W. Lyon/N. 3rd Reconstruct
(Alternative 2)

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ST-009

DESIGNED BY
DRAWN BY JLD
REVISIONS:

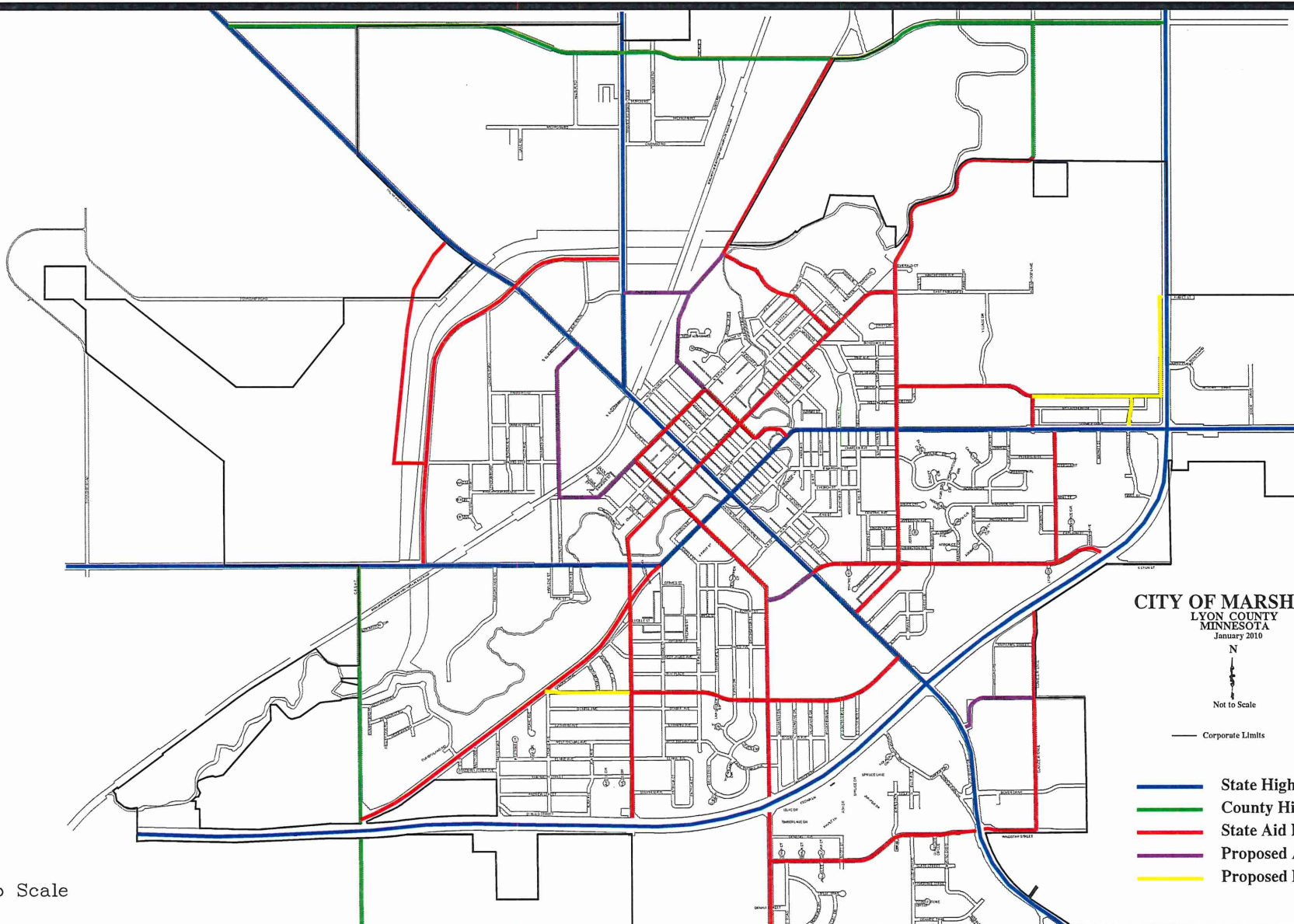
SHEET NO.
04 OF 04



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 25, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Municipal State Aid Route Designations and Revocations
Background Information:	<p>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.</p> <p>Within each eligible city, up to 20% of the local streets may be designated as MSAS. To be designated, the route must:</p> <ul style="list-style-type: none"> - 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. <p><u>Designation</u></p> <ul style="list-style-type: none"> - West Marshall Street (N. 6th Street/Existing MSAS 103 to N. 7th Street) – 0.133 miles - North 7th Street (N. 7th Street/W. Marshall Street intersection to Kossuth Avenue) – 0.460 miles - West Fairview Street (US 59 to N. 7th Street) – 0.231 miles - South 10th Street (Legion Field Road to W. Main Street/MN 68) – 0.159 miles - Legion Field Road (Kendall Street to S. 10th Street) – 0.433 miles - Kendall Street (Legion Field Road to S. 6th Street) – 0.144 miles - South 6th 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 <p><u>Revocation</u></p> <ul style="list-style-type: none"> - Southview Drive – MSAS 119 (Country Club Drive/Elaine Avenue to S. 4th 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 <p>According to the latest Annual Certification of Mileage (2021), the City has 14.10 miles designated as Municipal State Aid Streets. Currently, the City has 1.13 miles available to allocate to the state aid system. As requested, the new designations (2.315 miles) and the proposed revocations (1.320 miles) would result in a proposed</p>

	<p>Municipal State Aid system milage total of 15.10 miles with approximately 0.13 remaining miles available.</p> <p>Enclosed is a map that shows proposed streets for designation as state aid routes and recommendations for existing MSAS route revocations. Any revision to the state aid system must also receive approval from MnDOT's State Aid for Local Transportation.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	PI/T recommend the City Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which revises the City's Municipal State Aid System (MSAS) as described herein.



Not To Scale

CITY OF MARSHALL
LYON COUNTY
MINNESOTA
January 2010

N
Not to Scale

Corporate Limits

- State Highways
- County Highways
- State Aid Routes
- Proposed Add Routes
- Proposed Removal Routes

Current MSAS Mileage: 14.10 miles
Proposed MSAS Mileage: 15.10 miles

MARSHALL

PUBLIC WORKS DEPT.
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Proposed Revisions to City MSAS
(with revocations shown)

12/14/2020

SHEET NO.
1 OF 2