



CITY OF MARSHALL
Ways & Means Committee
A g e n d a
Tuesday, December 10, 2024 at 3:00 PM
344 W. Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

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

NEW BUSINESS

- [2.](#) Alley Reconstruction Methodology and Cost Split (Special Assessment Policy - III. Specific Policies, Item T-Alleys)

OTHER BUSINESS ITEMS

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 10, 2024
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.

MINUTES
WAYS AND MEANS COMMITTEE MEETING
October 22, 2024 @ 3:30 PM
344 West Main Street
On Main

MEMBERS PRESENT: Amanda Schroeder, Steve Meister, See Moua-Leske

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works; Preston Stensrud, Park & Recreation Superintendent; Sharon Hanson, City Administrator; Ilya Gutman, Plans Examiner; Katie Brusven, Coordinator; Scott Truedson, Wastewater Superintendent

OTHERS PRESENT: Mobile Truck owners (3); Pam Whitmore, City Attorney

The meeting was called to order by Chairman Meister at 3:30 pm.

Meister asked for approval of the May 21, 2024, minutes of the Ways and Means committee Meeting.

MOTION BY Schroeder SECONDED BY Moua-Leske to approve the May 21, 2024, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman Meister asked for discussion on 2025 Fee Schedule. The Finance Director introduced the item and turned it over to the committee for questions and discussion with staff recommending the changes or additions to the fee schedule. City Clerk, Anderson provided additional information on cannabis recommendations as the fee is for registration only and ensures a licensee meets zoning requirement of the city. The proposed fees are the maximum amounts allowed. The initial fee is lower than the renewal fee. City Attorney, Whitmore stated that the city is responsible for completing an annual age verification check. City Clerk, Anderson provided an overview of the mobile food unit fee change. Comparable city fees were also provided to the committee. Discussion with community mobile truck owners and their concerns were heard. The City Administrator, Hanson stated that the justification of this fee is for the calls that come into the city related to this subject, as well as the responsibility to ensure proper licensing, insurance, and paying sales tax. The police department is also responding to calls. There are brick and mortar restaurant owners that requested this fee be at \$500; committee recommendation is \$225. Park & Recreation Superintendent, Stensrud provided background information on the special event permit and what this fee covers on behalf of city expenses. He also reviewed the other fees related to parks, pool and arena. Director of Public Works, Anderson recommended pulling the airport fee additions at this time until an agreement in the works is completed. Anderson also provided information on both the surface water and wastewater rates.

MOTION to accept all fees as stated, pulling the airport fees and the change to the food truck fee of \$225 annually and to move 2025 Fee Schedule to Council for approval.

Chairman Meister asked for discussion on Backyard Chicken Fee. City Clerk, Anderson provided background information, along with comparable city rates. This fee would be approved by council in a resolution related to the coordinating ordinance as it relates to backyard chickens.

MOTION for an initial fee of \$50 and annual fee of \$30, contingent on the Council passing the related ordinance.

MOTION BY Moua-Leske, SECOND BY Schroeder to approve. All voted in favor.

MOTION BY Moua-Leske SECONDED BY Schroeder to adjourn the meeting. Meeting adjourned at 4:30 pm. All voted in favor.

Respectfully Submitted,

Karla Drown
Finance Director

WAYS & MEANS – 12/10/2024
AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, December 10, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Alley Reconstruction Methodology and Cost Split (Special Assessment Policy - III. Specific Policies, Item T-Alleys)
Background Information:	<p>The City of Marshall has many alleys that are not paved or have pavement in very poor condition. Aside from downtown areas, most alleys that are paved are a bituminous surface. In areas where alleys exist, they are often used for driveway access and garbage/recycling pick-up. Alleys in commercial areas are oftentimes used for regular customer access to the businesses.</p> <p>City staff is often approached by property owners who desire an improvement in their alley. The current Special Assessment Policy requires costs of alley improvements to be borne entirely by benefitting property owners. The cost of covering this improvement is most often a deterrent to getting an alley project completed.</p> <p>City staff believes that there would be a benefit to the City if alleys are paved and in good condition. Gravel alleyways require more maintenance than a paved alley. Further, alleys paved with concrete have a longer lifespan with less maintenance, and concrete is much easier to install with an inversion to carry stormwater drainage to an acceptable location.</p> <p>City staff would like consideration for City cost participation with an alley improvement project, provided the alley is constructed with a concrete surface and to a minimum standard as developed and approved by the City Engineering Department.</p> <p>An excerpt of the current Special Assessment Policy (Resolution Number 4786, Second Series) is attached.</p> <p>Also attached is a plan sheet for a typical 16-foot alley with a cost estimate table comparing concrete pavement versus bituminous pavement, as well as an analysis compiled in 2023 of comparable cities regarding alley replacement.</p> <p>This item was presented to the Public Improvement/Transportation Committee at their meeting on 10/07/2024 with the unanimous approved motion to help incentive alley pavement replacement and move this item to the Legislative & Ordinance Committee. The PI/T Committee did comment that perhaps a bituminous surface should be considered for participation as well, to help keep costs lower. The PI/T Committee further recommended a cost comparison between bituminous and concrete surfacing.</p> <p>This item was then presented to the Legislative & Ordinance Committee at their meeting on 10/22/2024 with a unanimous approved motion to have 75/25 residential owner/City cost participation, 50/50 cost participation in commercial districts and at least 65% of abutting</p>

	owners must sign a petition for improvement to initiate an alley project for special assessment purposes.
Fiscal Impact:	Dependent upon a petitioned alley improvement project in a given year.
Alternative/ Variations:	<p>Alternative 1: Recommend an amendment to our Special Assessment Policy to allow for up to 50% city cost participation in the cost of an alley resurfacing project in commercial (or downtown) district while maintaining 100% property owner cost in residential districts.</p> <p>Alternative 2: Maintain the Special Assessment Policy as it is, with all alley project costs being 100% property owner responsibility</p>
Recommendations:	Recommend an amendment to our Special Assessment Policy and Annual Fee Resolution to allow for up to 50% City cost participation in the cost of an alley resurfacing project in commercial districts and up to 25% City cost participation in residential districts.

EXISTING POLICY:

III. SPECIFIC POLICIES

T. ALLEYS

Improvements to alleys will be assessed to benefited property owners for one hundred (100) percent of the cost. Exceptions will include routine maintenance as determined by the Director of Public Works/City Engineer. Improvements to be assessed include, but may not be limited to: paving, mill and overlay, overlay, drainage improvements, and major regrading efforts. Routine maintenance include, but may not be limited to, gravel alley grading, adding small quantities of gravel for maintenance, and minor pothole patching.

PROPOSED REVISIONS:

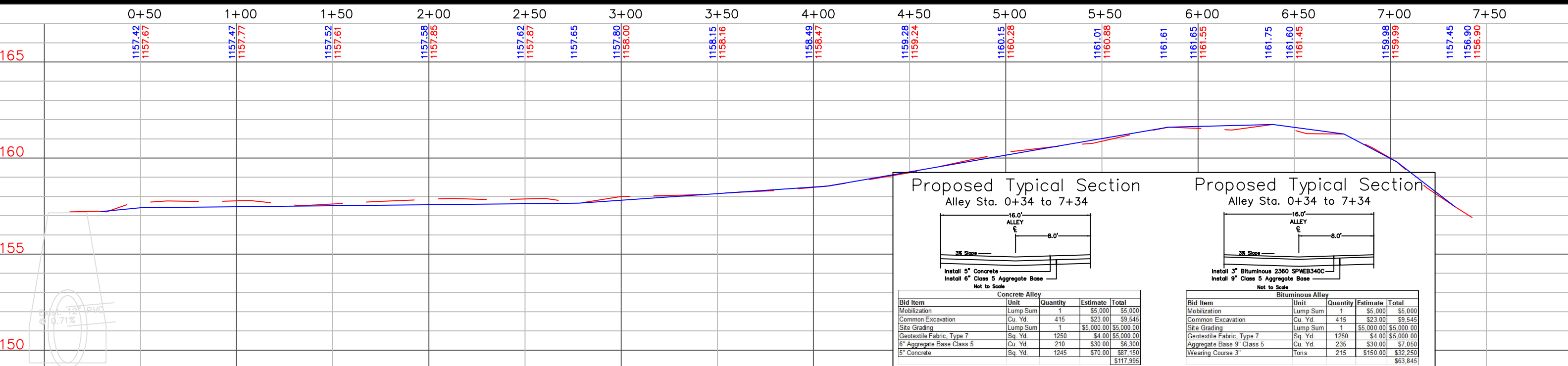
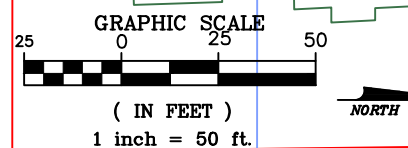
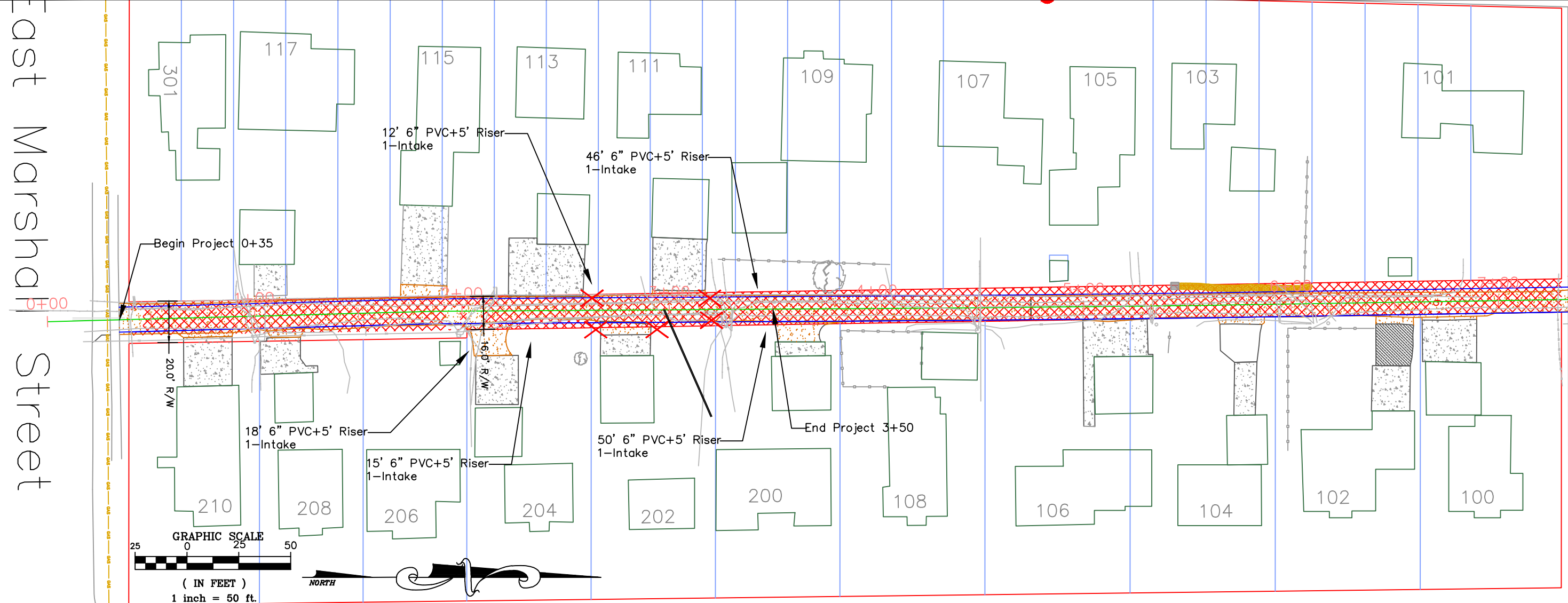
III. SPECIFIC POLICIES

T. ALLEYS

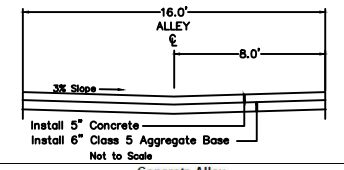
Improvements to alleys will be assessed to benefited property owners. If City funding is available, the City may participate in up to ~~for one hundred (100)~~50 percent of the cost in commercial districts, and 25 percent in residential districts. City participation in a petitioned alley project requires a valid petition submitted by the owners of not less than 65 percent in frontage of the real property abutting the alley(s) named in the petition. Exceptions will include routine maintenance as determined by the Director of Public Works/City Engineer. Improvements to be assessed include, but may not be limited to: paving, mill and overlay, overlay, drainage improvements, and major regrading efforts. Routine maintenance include, but may not be limited to, gravel alley grading, adding small quantities of gravel for maintenance, and minor pothole patching.

East Marshall Street

East College Drive

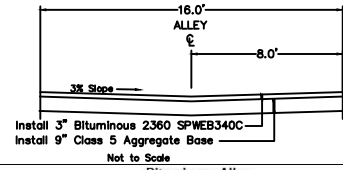


Proposed Typical Section
Alley Sta. 0+34 to 7+34




Concrete Alley				
Bid Item	Unit	Quantity	Estimate	Total
Mobilization	Lump Sum	1	\$5,000	\$5,000
Common Excavation	Cu. Yd.	415	\$23.00	\$9,545
Site Grading	Lump Sum	1	\$5,000.00	\$5,000.00
Geotextile Fabric, Type 7	Sq. Yd.	1250	\$4.00	\$5,000.00
6" Aggregate Base Class 5	Cu. Yd.	210	\$30.00	\$6,300
5" Concrete	Sq. Yd.	1245	\$70.00	\$87,150
				\$117,995

Proposed Typical Section
Alley Sta. 0+34 to 7+34



Bituminous Alley				
Bid Item	Unit	Quantity	Estimate	Total
Mobilization	Lump Sum	1	\$5,000	\$5,000
Common Excavation	Cu. Yd.	415	\$23.00	\$9,545
Site Grading	Lump Sum	1	\$5,000.00	\$5,000.00
Geotextile Fabric, Type 7	Sq. Yd.	1250	\$4.00	\$5,000.00
Aggregate Base 9" Class 5	Cu. Yd.	235	\$30.00	\$7,050
Wearing Course 3"	Tons	215	\$150.00	\$32,250
				\$63,845

Item 2.

 **CITY ENGINEERS OFFICE**
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Alley Bounded by Whitney & Park Ave.
Plan and Estimate Sheet

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. 41557

DATE 8/20/19
DESIGNED BY _____
DRAWN BY G.J.S.
CHECKED BY _____

PROJECT NO. Z70-2
SHEET 6 OF 6
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CITY	ARE PROJECTS ADMINISTERED UPON RECEIPT OF A VALID PETITION ONLY?	ARE COSTS 100% ASSESSED, OR IS THERE CITY COST PARTICIPATION?	ARE RESIDENTIAL AND COMMERCIAL ALLEYS TREATED THE SAME?	DOES THE CITY REQUIRE A SPECIFIC PAVEMENT TYPE?	OTHER INFORMATION?
Albert Lea	To convert from a gravel alley to concrete alley the answer is yes.	Yes 100% assessed. We would likely pay for the portion at the two ends off the alley that do not touch a residential property that are in City right of way.	Yes	We require concrete pavement. However there are several asphalt alleys in town. I do not know the history on how they came to be and were allowed.	We struggle with alleys. We require a petition for the first time but once the alley is in we put it on a replacement schedule when warranted without a petition.
Alexandria					
Fairmont	The City of Fairmont currently doesn't have a policy for alley improvements. We seem to be in the same situation. We are working on updating our assessment policy and will be including alleys.				
Faribault					
Hutchinson	Yes. We typically consider residential alleys after a petition. Commercial alleys may be included in our CIP.	We typically assess 50%, assuming with a paved alley we will have lower maintenance costs.	All alleys are treated alike.	We usually install curb on one side, with bituminous alleyway. Commercial may be concrete pavement.	Be prepared to work with utilities providers to address patching for utility installations.
MARSHALL		Improvements to alleys are assessed to benefited property owners for 100% of the cost. Exceptions will include routine maintenance as determined by the Director of Public Works/City Engineer.			
New Ulm	New alley construction is generally petitioned for improvements, examples are existing gravel alleys that are petitioned for pavement. Existing alley segments are reconstructed as needed based on maintenance needs/condition of pavement.	Generally 100% of an alley is assessed to the adjacent property owners.	Yes, for assessments. Commercial alley is constructed with a larger pavement section.	All new alleys are bituminous. We do have a few that are currently concrete but would be reconstructed with bit.	We seal coat all alleys on a 5-7 year schedule as normal maintenance.

CITY	ARE PROJECTS ADMINISTERED UPON RECEIPT OF A VALID PETITION ONLY?	ARE COSTS 100% ASSESSED, OR IS THERE CITY COST PARTICIPATION?	ARE RESIDENTIAL AND COMMERCIAL ALLEYS TREATED THE SAME?	DOES THE CITY REQUIRE A SPECIFIC PAVEMENT TYPE?	OTHER INFORMATION?
North Mankato	The Public Work Department selects the alleys that will be improved. We do not recall receiving a petition for alley improvements.	Typically, the improvements in alleys are primarily reclaim and overlay projects but sometimes regrading and storm sewer improvements are required to provide drainage. In the past the City has not assessed property owners for street mill and overlay project, so there are typically no assessments for alley improvement projects either.	Yes	All of the alleys in North Mankato have bituminous pavement and the improvement is also bituminous.	With possibly only a few exceptions, there is no sanitary sewer and watermain in the alleys in North Mankato, so the alley improvement projects are typically a surface improvement project.
Northfield	Believe it or not, the City of Northfield does not have an alley system in town, so I am unable to assist with your information request. We also utilize Franchise Fees, and do not assess for construction projects either. Feel free to contact us with any additional questions.				
Owatonna					
St. Peter	The City of Saint Peter doesn't do anything with alleys. Alleys are private and it is up to the homeowners to coordinate and work on repairs.				
Waseca	Typically, yes. There are instances where Council authorizes something different.	Typically, yes. There are instances where Council authorizes something different.	In terms of administration and assessment, yes. In terms of construction, no. Commercial alleys are usually concrete, residential are bituminous.	Minimum 6" for concrete, typically 4-5" for bituminous.	
Willmar					
Worthington	It could be council initiated by request of public works, or petition from residents.	It is 100% assessed against abutting property owners.	There are no differences from commercial alley to residential.	No.	When street recon, the width of alley is subtracted from the frontage calculation.