



CITY OF MARSHALL
Public Improvement & Transportation
Committee
A g e n d a
Tuesday, November 28, 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. ADA Parking Requests – 1. Marshall Post Office; 2. Holy Redeemer
3. No Parking on W Saratoga Street (near S 6th Street Intersection)
4. Project ST-034: Intersection Control Evaluation (ICE) for Intersection of Susan Drive and US 59 Frontage Road - LRIP Grant Application Authorization

ADJOURN

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Chair
Meeting Date:	Tuesday, November 28, 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.

MINUTES
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
October 24, 2023
4:00 PM

MEMBERS PRESENT: Schafer, Lozinski, Alcorn
MEMBERS ABSENT: None
STAFF PRESENT: Director of Public Works/City Engineer Jason Anderson,
Assistant City Engineer Eric Hanson, Director of Administrative Services E.J. Moberg
OTHERS PRESENT:

Call to Order.

Schafer called the meeting to order at 4:03 pm.

1. Approval of the Minutes.

MOTION BY LOZINSKI, SECONDED BY ALCORN to approve the minutes of the September 26, 2023 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

2. Project ST-010: Lyon Circle Reconstruction Project.

The project is proposed to include the complete reconstruction of the road and curb and gutter. The newly constructed road will be narrower than the current circle, a reflection of the very low traffic demand for the dead-end circle. In addition, sanitary sewer will be replaced and the water main in the circle will be extended to the end of the circle and a fire hydrant will be added to the dead end.

This item was previously presented at the 02/14/2023 PI/T meeting, and Resolution 23-011, the "Resolution Ordering Preparation of Feasibility Report on Improvement" was adopted at the 02/14/2023 City Council meeting.

This project is being brought forward again for discussion with PI/T. City staff is looking for direction regarding this project.

The project is identified in our 2024 CIP at a total cost of approximately \$282,000.

All improvements are proposed to be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

MOTION BY LOZINSKI, SECONDED BY ALCORN to get input via public informational meeting with the existing property owners. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

3. Project ST-012-2024: South Whitney Reconstruction Project.

This project consists of: reconstruction of the sidewalk, roadways and utility replacement on South Whitney Street from East College Drive to Jean Avenue. All public utilities will be replaced, including watermain, sanitary sewer, and storm sewer on South Whitney Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter, and other minor work.

This item has been placed on the 10/24/2023 City Council meeting for consideration of "Resolution Ordering Preparation of Report on Improvement".

Included in the PI/T packet for review and discussion is the proposed typical sections and the proposed project area. The street section is proposed to go back in largely the same manner as the existing condition. City staff is proposing 12-FT travel lanes with 8-FT parking lanes. Sidewalk is proposed at 6-FT wide, an increase in width from the 5-FT walk

in place today. To accommodate the wider walk, staff would propose a reduction in median width by 1-FT on each side of the median. The wider walk is proposed due to the sidewalk being installed at the back of the curb.

Lastly, staff is likely going to consider a B418 curb on the home side, and a D418 curb on the median side. The “B” curb is a traditional curb and gutter, the difference being a 4” high curb instead of a typical 6” high curb. The “D” curb is a rollover type of curb and is being proposed in the median area to help with snow removal operations in the event that a plow must travel around a parked car.

Phase I-2024 of the project is identified in our 2024 CIP at a total cost of approximately \$2,507,000.

All improvements are proposed to be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

MOTION BY LOZINSKI, SECONDED BY ALCORN to recommend approval of the provided layout and general design and continue to move forward with the project. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Other Business.

Alley Petition from Slagel presented to the Committee for their information. City Attorney will be addressing the petition. Anderson indicated probable discussion of alley improvements at a future meeting. Street access in general area was discussed.

Moberg provided update regarding CIP and levy impact of street projects and park projects and projects in the 2024 CIP.

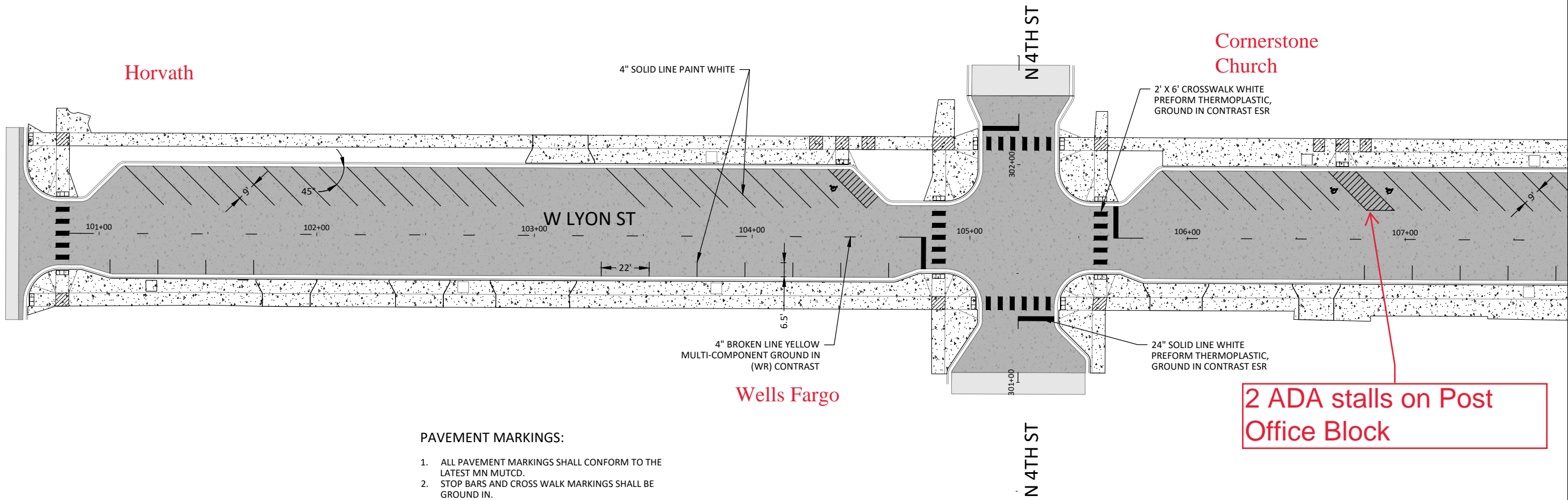
Adjourn.

MOTION BY LOZINSKI, SECONDED BY ALCORN to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 5:15 pm.

Respectfully submitted,
Lona Rae Konold, Administrative Assistant

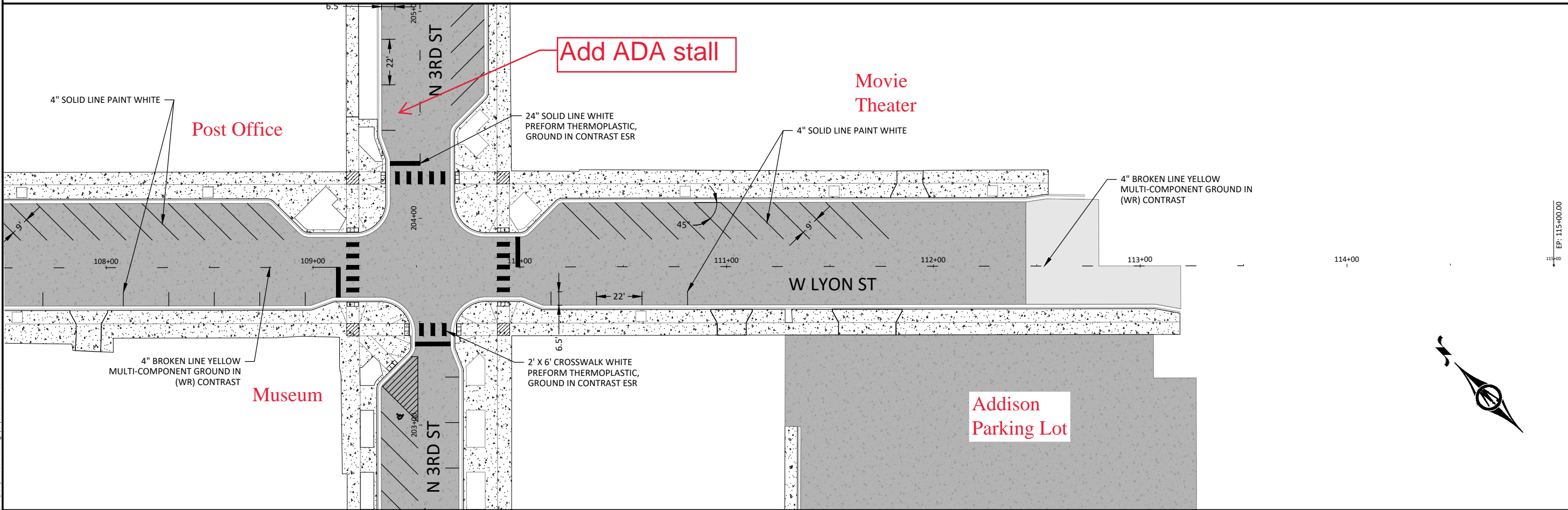
CITY OF MARSHALL PI/T - AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 28, 2023
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	ADA Parking Requests – 1. Marshall Post Office; 2. Holy Redeemer
Background Information:	<p>1. <u>Marshall Post Office</u>: 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.</p> <p>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.</p> <p>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.</p> <p>Included in the packet are the striping sheets from the project plans. On these plan sheets we've noted the location of the proposed additional ADA parking stall.</p> <p>2. <u>Holy Redeemer</u>: 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.</p> <p>Included in the packet is an exhibit showing the location of the request.</p>
Fiscal Impact:	
Alternative/Variations:	that the Public Improvement/Transportation Committee recommend no action to be taken on this matter.
Recommendations:	<p>1. Marshall Post Office – The Public Improvement/Transportation Committee recommend to Council to add an additional ADA parking stall at the corner of N 3rd Street and West Lyon Street.</p> <p>2. Holy Redeemer - The Public Improvement/Transportation Committee recommend to Council to add an additional ADA parking stall at the newly constructed ramp on West Lyon Street.</p>



PAVEMENT MARKINGS:

- 1. ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST MN MUTCD.
- 2. STOP BARS AND CROSS WALK MARKINGS SHALL BE GROUND IN.



Item 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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSHUA G. STIER
LIC. NO. 54171 DATE 02/14/2023



1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com

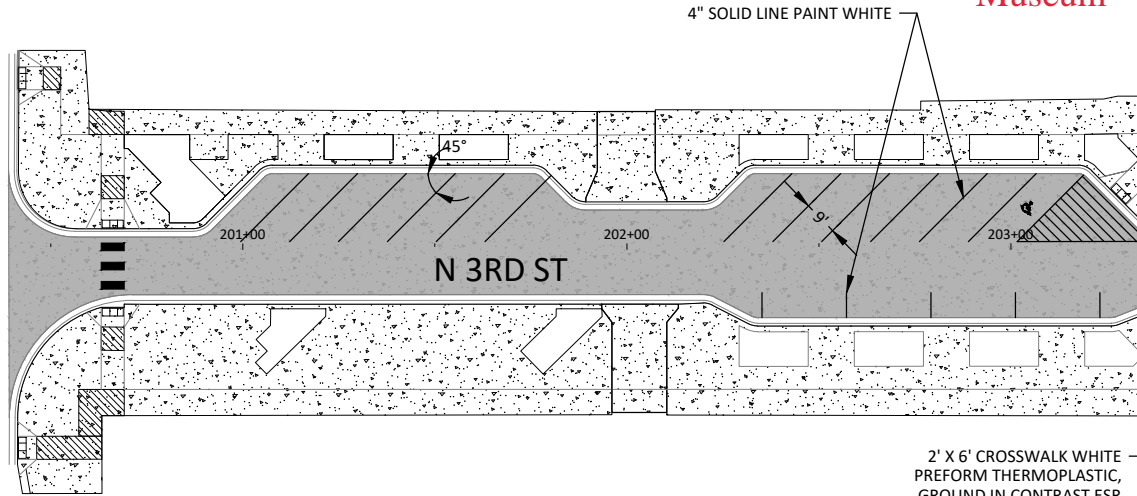


DESIGNED	NO.	ISSUED FOR	DATE
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CLIENT PROJ. NO.			
0W1.127006			

CITY OF MARSHALL, MINNESOTA
2023 N 3RD ST - W LYON ST IMPROVEMENTS
STRIPING PLAN
WEST LYON STREET

BP: 200+00.00
200+00

W MAIN ST (TH 59)



Museum

Post Office

Add ADA Stall

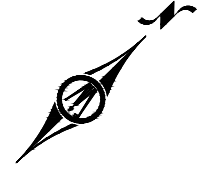
W REDWOOD ST
EP: 207+50.00

- PAVEMENT MARKINGS:
1. ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST MN MUTCD.
 2. STOP BARS AND CROSS WALK MARKINGS SHALL BE GROUND IN.

2' X 6' CROSSWALK WHITE
PREFORM THERMOPLASTIC,
GROUND IN CONTRAST ESR

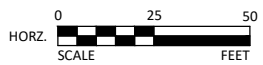
24" SOLID LINE WHITE
PREFORM THERMOPLASTIC,
GROUND IN CONTRAST ESR

4" BROKEN LINE YELLOW
MULTI-COMPONENT GROUND IN
(WR) CONTRAST



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Item 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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Joshua G. Stier
JOSHUA G. STIER
LIC. NO. 54171 DATE 02/14/2023



1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com



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CLIENT PROJ. NO.			
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CITY OF MARSHALL, MINNESOTA
2023 N 3RD ST - W LYON ST IMPROVEMENTS
STRIPING PLAN
NORTH 3RD STREET



No Scale



Approximate location
of handicap stall location

New Pedestrian
Ramp

W Lyon Street

The Catholic Church of
the Holy Redeemer



MARSHALL

ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

ADA PARKING

THE CATHOLIC CHURCH OF THE
HOLY REDEEMER

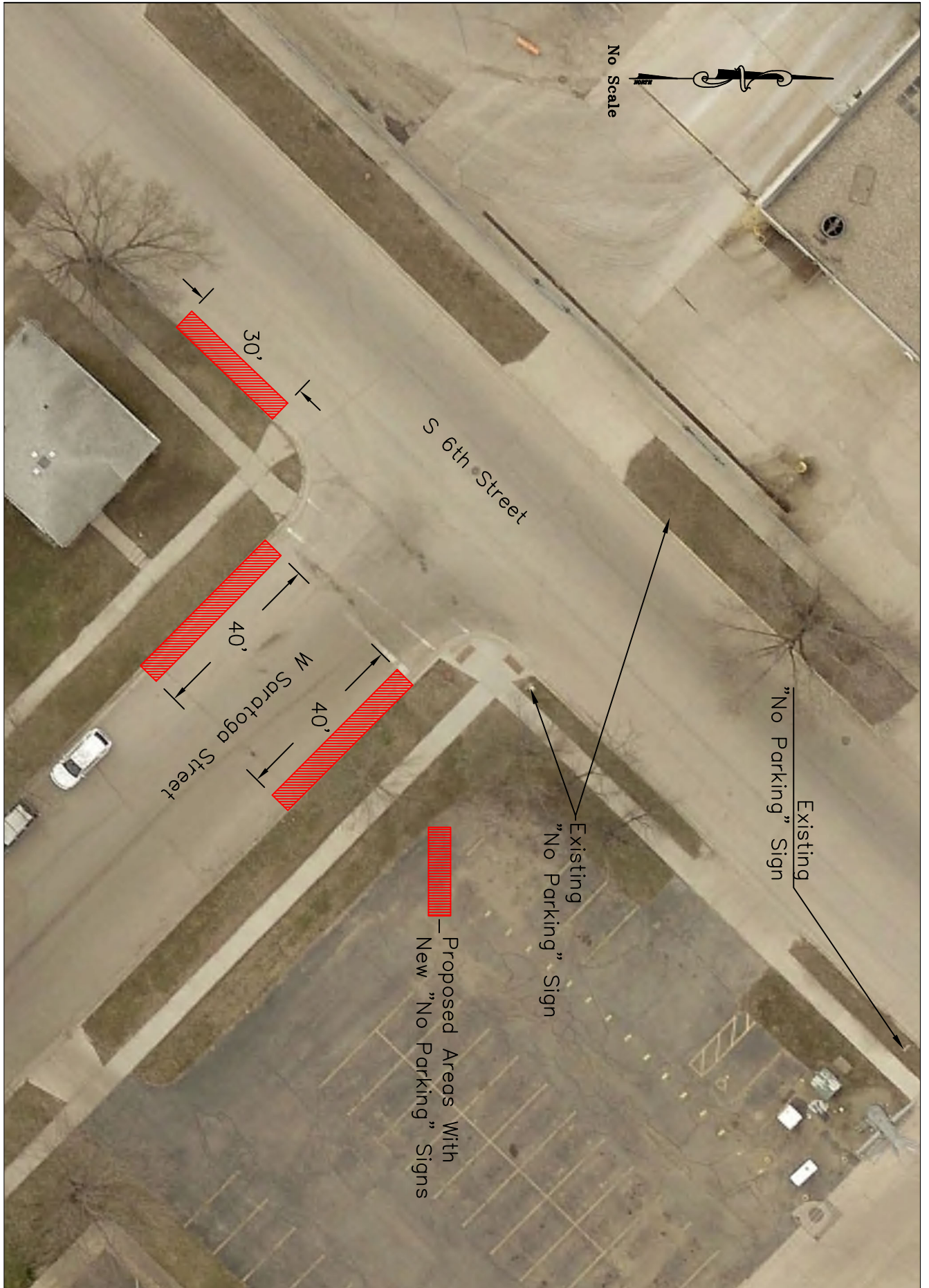
DATE
11/2

SHEET NO
1

Item 2.

CITY OF MARSHALL PI/T - AGENDA ITEM REPORT

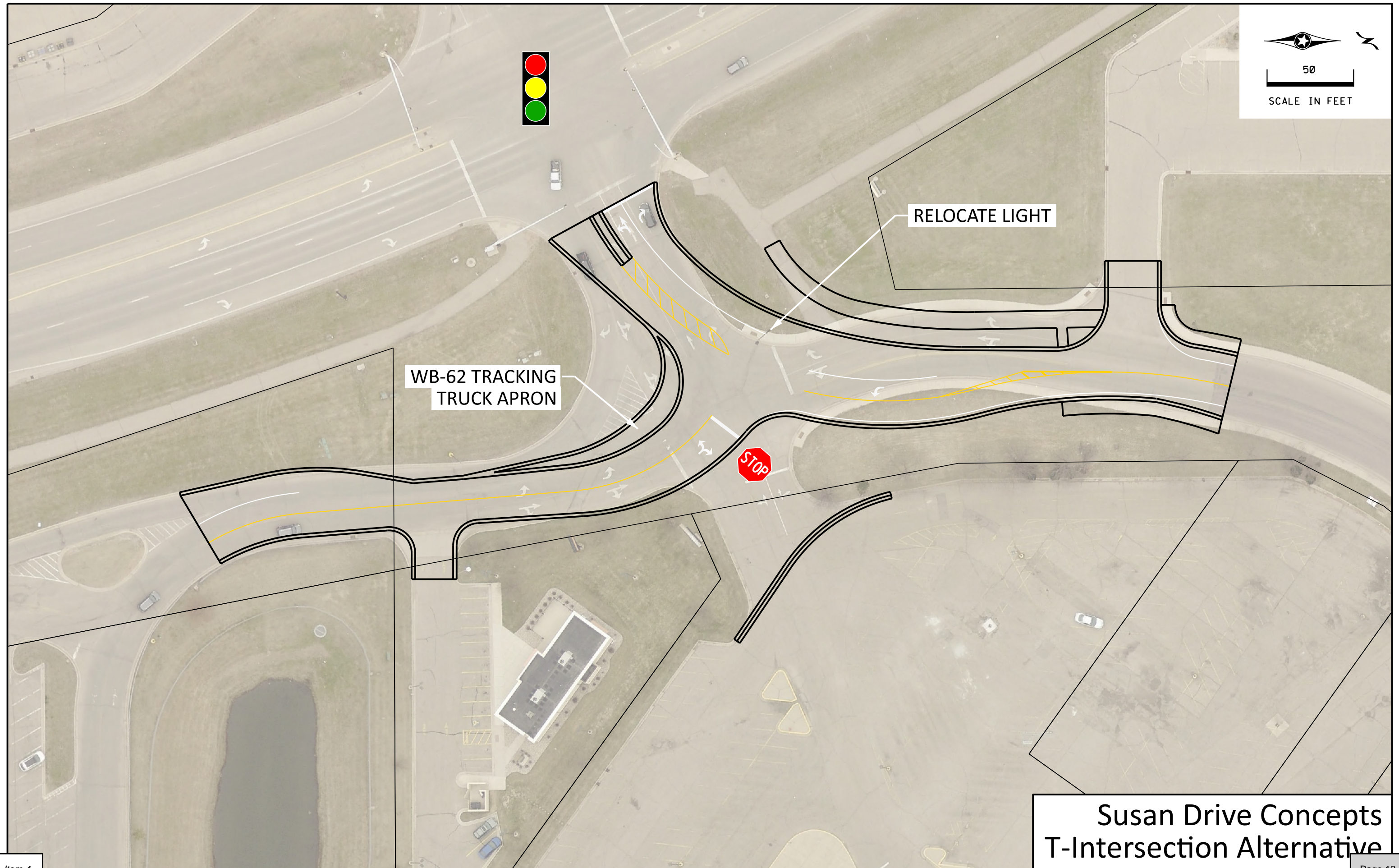
Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 28, 2023
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	No Parking on W Saratoga Street (near S 6th Street Intersection)
Background Information:	<p>West Saratoga Street and South 6th Street are frequently used for a detour route for downtown 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.</p> <p>In addition to the area being constrained during detours, we also have received complaints from drivers in this area about the parked vehicles blocking sight lines.</p> <p>Staff is proposing to sign “No Parking” around this intersection as identified in the included exhibit.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Public Improvement/Transportation Committee recommend to Council the installation of “No Parking” signs as shown at a future date.



CITY OF MARSHALL PI/T - AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, November 28, 2023
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Project ST-034: Intersection Control Evaluation (ICE) for Intersection of Susan Drive and US 59 Frontage Road - LRIP Grant Application Authorization
Background Information:	<p>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.</p> <p>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.</p> <p>Notable alterations:</p> <ul style="list-style-type: none"> - 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. <p>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.</p>

	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.
Fiscal Impact:	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.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Public Improvement/Transportation Committee recommend to Council to authorize City staff to submit LRIP Grant Application for the project.



WB-62 TRACKING
TRUCK APRON

RELOCATE LIGHT

STOP

Susan Drive Concepts
T-Intersection Alternative



**BOLTON
& MENK**

Real People. Real Solutions.

ENGINEER'S PRELIMINARY COST ESTIMATE

Susan Drive & US 59 Intersection Improvements

Concrete Pavement

Marshall, Minnesota

11/13/2023

Item	Item	Unit	Unit Price	Estimated Quantity	Amount
1	MOBILIZATION	LS	\$100,000.00	1	\$100,000.00
2	TRAFFIC CONTROL	LS	\$20,000.00	1	\$20,000.00
3	REMOVE CURB & GUTTER	LF	\$5.00	1662	\$8,310.00
4	REMOVE SIDEWALK & DRIVEWAY	SF	\$4.00	3797	\$15,188.00
5	REMOVE PAVEMENT	SY	\$4.50	4430	\$19,935.00
6	COMMON EXCAVATION	CY	\$16.00	2008	\$32,128.00
7	SELECT GRANULAR BORROW (CV) (P)	CY	\$26.00	1338	\$34,788.00
8	AGGREGATE BASE CLASS 5 (CV) (P)	CY	\$45.00	687	\$30,915.00
9	TYPE 9.5 WEARING COURSE MIX (TRAIL)	TON	\$165.00	36	\$5,940.00
10	CONCRETE CURB & GUTTER DESIGN B618	LF	\$30.00	1645	\$49,350.00
11	4" CONCRETE SIDEWALK	SF	\$9.00	1613	\$14,517.00
12	PEDESTRIAN RAMP	EACH	\$5,000.00	4	\$20,000.00
13	7" CONCRETE PAVEMENT	SY	\$90.00	3387	\$304,830.00
14	GEOTEXTILE FABRIC	SY	\$4.00	3189	\$12,756.00
15	PERFORATED DRAIN TILE	LF	\$15.00	1645	\$24,675.00
16	STORM SEWER PIPE	LF	\$100.00	500	\$50,000.00
17	STORM MANHOLE/CATCH BASIN	EACH	\$5,000.00	9	\$45,000.00
18	STORM CASTING	EACH	\$1,200.00	9	\$10,800.00
19	CONNECT TO EXISTING STORM SEWER	EACH	\$1,100.00	3	\$3,300.00
20	EROSION & SEDIMENT CONTROL	LS	\$25,000.00	1	\$25,000.00
21	TURF ESTABLISHMENT	LS	\$35,000.00	1	\$35,000.00
22	LIGHTING SYSTEM	LS	\$75,000.00	1	\$75,000.00

Subtotal	\$937,432.00
20% Contingency	\$187,490.00
Total Estimated Construction Cost	\$1,124,922.00
Design, Administration and Construction Engineering	\$224,980.00
Total Estimated Project Cost	\$1,349,902.00