



**CITY OF MARSHALL**  
**Public Improvement & Transportation**  
**A g e n d a**  
**Wednesday, March 29, 2023 at 11:00 AM**  
**344 W. Main St., City Hall**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Consider Approval of the Minutes

**NEW BUSINESS**

2. Review Expenditures for Current 2023 and 2024
3. Project ST-009 North 3rd Street & West Lyon Street Reconstruction Project - Bolton & Menk Request for Additional Payment
4. Consider Request from Ralco for ADA Parking Stalls and Marshall Tobacco Shop for 10-minute Parking

**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

<b>Presenter:</b>	Chair
<b>Meeting Date:</b>	Wednesday, March 29, 2023
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes
<b>Background Information:</b>	Enclosed are the minutes from the previous meeting.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the meeting held on February 14, 2023, be approved as filed with each member and that the reading of the same be waived.

**MINUTES  
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING  
February 14, 2023  
2:00 PM**

**MEMBERS PRESENT:** Schafer, Lozinski, Alcorn

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Director of Public Works/City Engineer Jason Anderson, Senior Engineering Specialist Geoffrey Stelter, City Administrator Sharon Hanson, Director of Administrative Services E.J. Moberg, Public Ways Superintendent Dean Coudron, City Special Counsel Dennis Simpson

**OTHERS PRESENT:** None

**Call to Order.**

Schafer called the meeting to order at 2:05 pm.

**1. Approval of the Minutes.**

MOTION BY LOZINSKI, SECONDED BY SCHAFFER to approve the minutes of the January 24, 2023 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 2:0.

Alcorn joined the meeting at 2:08 pm.

**2. Project ST-009: N. 3<sup>rd</sup>/W. Lyon Reconstruction Project.**

This project consists of: reconstruction and utility replacement on West Lyon Street from East College Drive to North 5<sup>th</sup> Street and North 3<sup>rd</sup> Street from West Main Street to West Redwood Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on West Lyon and North 3<sup>rd</sup> Streets. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work. Also included with this project will include reconstruction of the Addison Parking Lot adjacent to West Lyon Street and East College Drive. Reconstruction of the parking lot will include pavement removal, grading, aggregate base, and concrete surfacing. This reconstruction project has been discussed at multiple meetings of the PI/T Committee and Downtown Business Association (DBA), with meetings including Bolton & Menk and City staff. Numerous topics have been discussed, including: parking, lane widths, sidewalk and ADA standards, streetscaping, Main/3<sup>rd</sup> traffic signal, dedicated pedestrian signal (HAWK system), and many other more detailed topics. Most recently, the PI/T met on 01/24/2023. At the PI/T meeting on 01/24/2023, no voting action was taken on this item at that time with the intent to meet again upon receipt of final plans from consultant and prior to the 02/14/2023 City Council with anticipated Council action of approving plans and specifications and authorize advertisement for bids.

Anderson presented current plan sheets to the Committee, which were also provided to DBA last week, as well as review of project support, comments and concerns from property owners and business owners, including but not limited to crosswalk, traffic study, landscaping, MnDOT lighting and traffic control, parking stalls and product inventory delivery. Project timeline discussed with anticipated bid opening on March 9 and award on March 14. Schafer commented on discussions with DBA last week and delays could impose on critical bidding timeline and with bidding as proposed, historically has provided more favorable bids. In addition, with present supply chain issues, Schafer expressed the importance to let this project bid as early as possible in order to get in on the front end of the demand on supply chain in order to avoid supply issues that would delay the project if project were to be bid later in the spring and that it is an advantage to be bidding early on this project. Alcorn inquired on project completion dates. Schafer indicated DBA concerns on Addison Lot construction under this project. Alternative completion dates were noted for the Addison Lot

tion of the project. Communication media plans reviewed regarding potential weekly electronic

notifications to affected business/property owners, as well as weekly in-person construction meetings for affected business/property owners with City staff and contractor. Email list will be complete and in place prior to commencement of construction. Discussion was held regarding relocation of drive-through mailboxes from N 3<sup>rd</sup> Street to rear alley of Post Office.

MOTION BY LOZINSKI, SECONDED BY ALCORN that the Committee recommend the design plans as presented to City Council and recommend adoption of the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project at their meeting on 02/14/2023. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

### **3. Project ST-010: Lyon Circle Reconstruction Project.**

Lyon Circle has been included in the 2023 CIP for complete reconstruction. 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. The project is identified in our 2023 CIP at a total cost of \$178,951. The project will be assessed in accordance with our current special assessment policy.

NO VOTING ACTION was taken on this item. This agenda item is informational only.

### **4. Project AP-003: Airport Snow Removal Equipment (SRE) Building.**

The City of Marshall desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan. The Project has been identified on the Airport CIP since FFY2011.

The following is the most recent timeline received from TKDA, the City's consultant:

- February 21<sup>st</sup> – TKDA to provide Ad for Bids, Estimate, and Plans and Specifications (99%) to the city for the council packet.
- February 28<sup>th</sup> – City Council approves advertising for bids
- March 1<sup>st</sup> – Post Plans and Specifications (100%) to QuestCDN
- April 3<sup>rd</sup> – Bid Opening
- April 11<sup>th</sup> – City Council conditionally accepts bid, and approves applying for funding
- April 14<sup>th</sup> – Grant application to FAA and MnDOT Aeronautics
- August 1<sup>st</sup> – Award Construction Contract (120 days after bid opening)
- September – November 2023 – site improvements
- April 2024 – September 2024 – building construction (not to begin before April 1, 2024)
- October 2024 – final completion and occupancy

Most recent action on the project was on 10/20/2022 with the submission of 2023 Federal Grant Initiation Request to ensure eligible utilization of all Airport entitlements and indicating the project is planned to utilize both the airports AIP and AIG funding available in 2023. At the time of submission of Initiation Request, it was noted that the building design was just beginning, and the funding eligibility and prorates would be revisited prior to the grant application.

Project estimates provided in the Initiation Request are as follows and shown on the attached Project Cost Breakdown included in the Initiation Request:

- \$2,365,000 for SRE building construction, construction phase engineering, and administrative costs
- \$510,000 for facility site and utilities construction and construction phase engineering associated with the site work. Site work and utilities are planned to utilize FAA AIG Bipartisan Infrastructure Law (BIL) funding in FFY 2023.

NO VOTING ACTION was taken on this item. This agenda item is informational only.

**Helena Update.**

Dennis Simpson presented an update on the project. Upon the demolition of the storage building, an update was requested from the Department of Agriculture. Soil samples taken in December 2022 after demolition, and as of January 10 they are still frozen and haven't analyzed all the specialty chemicals yet. Per USDA representative, a third round of analysis or samples is not expected to be necessary. The next step is for the consultant, West Central, to provide summary to Dept of Agriculture a summary of soil inspections and to develop a corrective action plan for Department approval. Corrective action report is anticipated this spring. Schafer commented deslab will be done at a later point. Upon approval of correct action report, then there will be issuance of a no further corrective action necessary and subsequent and City can get into ownership. Schafer commented West Central will submit corrective action in March for approval, then those actions will have to take place and then the results will go back and then WC will apply for request for closure and may be not until summer. Simpson indicated if following the improvements of the corrective action report (different than plan) then the no further action necessary would be given and that time would be the purchase closure. Extension of spur line discussed and the requirement and necessity to stay off of BNSF right-of-way. Schafer commented would only be doing subgrade work and need to discuss ownership of switch. Schafer asked and discussion held that propane supplier has taken not any further action to relocate plant at this time. Anderson outlined runway protection zone (RPZ). Discussion was held regarding property ownership and infrastructure in the area. Moberg discussed funding for this project and potential bonding and 2024 levy impact. Discussion held on purchase options, including MnDOT-Aeronautics and FAA participation, and project scope.

NO VOTING ACTION was taken on this item. This agenda item is informational only.

**Other Business.**

No other business discussed.

**Adjourn.**

MOTION BY LOZINSKI, SECONDED BY ALCORN to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 3:17 pm.

Respectfully submitted,  
Lona Rae Konold, Administrative Assistant

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	
<b>Meeting Date:</b>	Wednesday, March 29, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO
<b>Subject:</b>	Review Expenditures for Current 2023 and 2024
<b>Background Information:</b>	Staff will discuss upcoming expenditures for 2023 and 2024
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

**PI/T COMMITTEE – 03/29/2023**  
**AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Wednesday, March 29, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project ST-009: North 3rd Street & West Lyon Street Reconstruction Project - Bolton & Menk Request for Additional Payment.
<b>Background Information:</b>	City staff would like to discuss the request of Bolton & Menk, Inc. for additional payment for engineering and landscape architect services related to design of the project.
<b>Fiscal Impact:</b>	BMI identifies numerous items where they believe cost fell outside of their original scope of work. Their actual sunk costs into the project work out to roughly \$261,000, which is about \$83,000 over budget. They are seeking an additional \$49,340 above contract amount to cover costs that they incurred that were outside of their original project scope.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	Staff would recommend to pay BMI for services rendered that were outside the scope of the original contract.

**PI/T COMMITTEE – 03/29/2023**  
**AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Wednesday, March 29, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Request from Ralco for ADA Parking Stalls and Marshall Tobacco Shop for 10-minute Parking.
<b>Background Information:</b>	<p>Ralco has requested City Administration to consider the addition of ADA parking stalls on W College Drive adjacent to their new downtown building. They are requesting 2-3 stalls and they indicate that this has been requested by their event space users. City staff believe that MnDOT would approve a request by the City to sign stalls in this manner.</p> <p>Marshall Tobacco Shop has been informed by MnDOT that they will be losing all parking on the block of E. College Drive next to their business when the reconstruction project is completed in 2025-2026. This is concerning for the tobacco shop because their patrons are typically in and out very quickly and the loss of these stalls near them is an issue for them. They requested 10- or 15-minute parking stalls in the Addison Parking Lot. City staff advised that we would discuss the request for dedicated short duration parking in the Addison Lot and/or a 10- or 15-minute parking stall on E. Main Street near their business.</p>
<b>Fiscal Impact:</b>	Costs related to signage, striping, and MnDOT permitting. Costs estimated at less than \$1,000.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	No specific recommendation from City staff.







