



CITY OF MARSHALL
Public Improvement & Transportation
Committee
Agenda
Thursday, January 23, 2025 at 3:00 PM
344 W. Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes of the October 7, 2024 Meeting

NEW BUSINESS

- [2.](#) Request for City Funding on Streambank Restoration Project

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.

- UNAPPROVED -

**MINUTES
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
OCTOBER 7, 2024
3:00 PM**

MEMBERS PRESENT: Craig Schafer, James Lozinski, John Alcorn

MEMBERS ABSENT: None

STAFF PRESENT: Jason Anderson, Director of Public Works/City Engineer;
Eric Hanson, Assistant City Engineer;
Sharon Hanson, City Administrator;
E.J. Moberg, Director of Administrative Services

OTHERS PRESENT:

Call to Order

Lozinski called the meeting to order at 3:00 pm. Schafer attending via Zoom.

1. Approval of Minutes

MOTION MADE BY ALCORN to approve the minutes of the September 17, 2024 meeting as presented, SECOND BY SCHAFFER. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

2. ST-015: College Drive Reconstruction Project - Assessments

The 2025-2026 College Drive Reconstruction project bid opening date is set for December 6, 2024. With construction expected to begin in Spring 2025, City staff would like to confirm our proposed plan for project special assessments.

Local costs on the 2025-2026 project is estimated at roughly \$8.3M. Costs will be shared by Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility, and the Marshall Municipal State Aid funds. In addition, City staff has secured Local Road and Bridge Program grant funding in the amount of roughly \$1.3M, and MnDOT is sharing over \$1M in RAISE grant funds for this project.

Costs that are typically assessed on local projects include sanitary sewer service lines, private sidewalk walk-ups, driveway costs in excess of 12-FT width, and street costs remaining following utility participation in street costs. With this project, MnDOT is paying for all highway costs, driveway costs, and private walk-up costs. Costs that would be eligible for assessment to property owners include sanitary sewer service lines and local costs for parking lanes on the State highway. MnDOT is charging the City of Marshall 10% of parking lane costs, in accordance with their cost participation policy.

City staff is proposing to special assess all costs associated with sanitary sewer service lines on this project. City staff is not proposing to assess the local share of parking lane costs because the local share is estimated in our current cooperative agreement at less than \$2,000.

Anderson reviewed City and local utilities' cost participation, as well as State Aid funds and federal grant and RAISE funding and local road & bridge funding. Costs that are typically assessed are covered by MnDOT under this project. The only street costs the City will incur on this project are local legs at signalized intersections and local legs at the roundabout and 20-30 parking stalls on the project. 10% of the parking costs will be City responsibility. City staff proposing to special assess sanitary sewer service lines. Feasibility report will be forthcoming. Lozinski inquired on location of sewer service lines and equitable assessment participation. Anderson explained assessment procedure.

MOTION MADE BY ALCORN, SECOND BY LOZINSKI to special assess sanitary sewer service lines to each benefitting property. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

3. Alley Reconstruction Methodology and Cost Split

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.

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 born entirely by benefitting property owners. The cost of covering this improvement is most often a deterrent to getting an alley project completed.

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.

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. The fiscal impact would be dependent upon a petitioned alley improvement project in a given year.

Current policy for alleys is 100% of costs funded by the property owners and 0% City funding, which is the one area of the policy with no City participation. City staff requesting consideration and conversation to participate at proposed 50/50 if petitioned by property owners. Maintenance has been by Street Department. Anderson recommended concrete surface be required for longer lasting and better defined drainage with drainage transmission to nearest storm sewer intake. Various locations were noted within the city. Lozinski inquired about cost sharing and indicated pavement is more cost-effective. Anderson indicated City staff is open to other surfacing and discussed fixed form flatwork. Lozinski additionally inquired about equipment. Surfacing options in other cities were discussed. Schafer commented on driveways are typically surfacing. Lozinski commented on lack of local concrete companies in the area. Discussion was held on concrete/pavement comparison. Lozinski additionally inquired about selection process and how to make determination. Administrator Hanson indicated to use caution in this area due to tax levy impact. Anderson indicated selection based on petitioned project. Administrator Hanson inquired regarding inclusion in budget. Schafer commented on equity in the neighborhoods and various cost participation scenarios. Lozinski indicated possibility of tying into a project. Anderson suggested separate street cap and alley cap. Schafer commented that if property owners aren't participating, it is 100% City. Anderson commented on the alternative of participation within commercial zones. Lozinski would like to also look at policies of other cities and effects of garbage truck traffic.

MOTION MADE BY LOZINSKI, SECOND BY SCHAFER to do an analysis to determine participation split with some City participation and move this item to the Legislative & Ordinance Committee. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

Schafer joined in person at 3:28 pm

4. Skunk Hollow Road

City Public Works staff frequently receive complaints from the residents that live along North Bruce Street (Skunk Hollow Road) between County Road 35 and the City bike trail crossing north of Emerald Court. The residents complain about the dust, the "wash boarding" of the street surface, and the general lack of maintenance in their view. The residents believe that the road should be paved, and the City has been unwilling to pay the cost necessary to pave this street because the land on both sides of Skunk Hollow Road is located entirely in a designated floodway. Land located in a floodway is undevelopable, beyond temporary land uses with no structures or obstructions to flood flow allowed.

At this time, city staff is looking for discussion regarding PI/T Committee thoughts about severing the connection of Skunk Hollow Road to the City, either on the south end near a point just north of the bike trail crossing or on the north end near the connection to County Road 35.

By cutting the connection of Skunk Hollow Road to town, the traffic on the route will be drastically reduced as the route becomes a local road for the five homes along the route. A further discussion can be held regarding de-annexation of the land north of the levee. The property is undevelopable, and perhaps the land should be taken out of our city limits. At that point, we could discuss relinquishing the road to the Fairview Township.

Pros: No longer need to frequently blade.
No longer need to spend on dust control.
Residents may be pleased with reduced traffic and dust.

Cons: No longer have connectivity here between CR 33 and MN19/College Drive and US 59/Main Street.
No longer receive Municipal State Aid funding for Bruce Street from E Fairview Street to CR 35 because this route was a County State Aid turnback route; loss of roughly \$25,000/year in MSAS funding (current annual funding is roughly \$970,000/year).

No final decisions need to be made at this time. Staff is looking for PI/T Committee guidance on this topic. If PI/T Committee and staff agree, staff may reach out to property owners, Lyon County, and/or the Fairview Township to hold further discussions.

Anderson presented the item. Discussion was held on the importance of the route or lack thereof, as well as de-annexation scenarios and Committee recommended action of City staff. Lozinski inquired on historical gravel project and plowing of road. Anderson provided detachment process and removal from State Aid network and if de-annex could be turned back to the Township and would be a Fairview Township road. Anderson indicated there are some funds remaining from 1996 when County gave to us, which could be used to fund detachment and improvements. Moberg inquired on location of de-annexation line. Lozinski commented about owners who don't want to be annexed but want City services. Moberg inquired on services. Anderson indicated no city services.

LOZINSKI MADE A MOTION to deannex on the south and turn road over to Township allowing Anderson to proceed with discussions. SECOND BY SCHAFFER adding to talk to property owners, Fairview Township, get their input, and disclose the amount of remaining funds remaining and further to bring this item back to PI/T Committee after receipt of feedback for formal motion and recommendation to City Council. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

4. Downtown Planter Box Project

City staff is periodically asked by members of the Downtown Business Association about the possibility of a Main Street sidewalk/planter project that would remove the raised planter boxes and replace them with at-grade planting zones, like 3rd Street. In addition, the sidewalk has settled in numerous places on Main Street.

We do not currently have a project identified in our Capital Improvement Plan for downtown sidewalk or planter work. Staff is bringing this to Committee for Council feedback on this input and general discussion regarding the necessity of a future project.

Schafer inquired on options. Anderson indicated planters they don't like and chipped settled. Sharon inquired on how to get electrical in them. Lozinski asked about any ways to "rehab" them-coat paint, etc. Schafer inquired on pump jacking and handicap accessible. Anderson indicated about potential MnDOT ADA participation and cooperative construction agreement.

Information only. No voting on this item.

Other Business

AT Grant Project CR 7, ALDI Windstar & Boyer, A Street & 59. Feedback is anticipated in the near future with bidding likely in January 2025. Alcorn asked about Lyon. Eric Hanson indicated it is a 2026 project and currently working on Letter of Intent.

Project ST-012-2025 S Hill/S Minnesota/Charles: on CIP as proposed - upcoming Informational Meeting to be held on 11/21/2024.

Moberg conducted current CIP/tax levy/debt service discussion. Projects discussed were apron reconstruction, fuel farm, fire aerial truck, Legion Field restroom, Independence restroom, Liberty Park bandshell, Whitney Lot (Adult Community Center), Hill/Charles/Minnesota, TH19 Project, Legion Field Stormwater-Phase III.

Adjourn

Being no further business, MOTION BY SCHAFFER, SECOND BY ALCORN to adjourn. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 4:23 pm.

Respectfully submitted,
Lona Rae Konold, Administrative Assistant

Presenter:	Jason Anderson
Meeting Date:	Thursday, January 23, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Request for City Funding on Streambank Restoration Project
Background Information:	<p>On December 17, 2024, Kerry Netzke and Ron Halgerson presented to the Lyon County Commissioners to request funding for a “pilot project” for a riverbank stabilization project at 112 Park Avenue in Marshall. Kerry and Ron were presenting as representatives of the Redwood Riverbank Workgroup. The property at 112 Park Avenue is a single-family residential property that is located along the Redwood River and is experiencing erosion and loss of property due to the failure of an existing, in-place slope protection management practice. Essentially, there is an old retaining wall that has failed, and a project must be completed to keep the river from advancing further into the property.</p> <p>The memo from the Commissioner’s meeting is included in the PI/T packet. Also included in the packet is a memo from the Redwood Riverbank Workgroup to the PI/T Committee. The request for funding the \$40,800 project from Lyon County would utilize buffer enforcement dollars that Lyon County receives annually from the State of Minnesota. At the meeting, the Lyon County Commission motioned to fund 40% of the project cost, up to \$16,320, contingent upon the City of Marshall also funding 40% of the project costs. The proposed cost split is \$16,320 from both the City and Lyon County, and an \$8,160 cost share from the property owner at 112 Park Avenue.</p> <p>Should the City elect to participate in funding this riverbank stabilization project, funding would likely come from the Surface Water Management Utility (SWMU). Each property within the city limits of Marshall contributes funding to the SWMU in an amount that is proportional to the runoff quantity and water quality impact of each property. Because commercial and industrial land uses are typically more intensely developed, those types of properties contribute more runoff and therefore they contribute more funding into the SWMU.</p> <p>The SWMU is established under the authority of Minnesota Statute 444.075. The Statute allows for the expenditure of funds as needed to build, obtain, repair, reconstruct, improve, or enlarge all facilities. In addition to being a public waterway, the Redwood River may be considered part of the city’s drainage facilities because it plays a key role in surface water drainage for the City of Marshall. Additionally, one of the missions of the SWMU is to protect environmental diversity, and preventing sediments from being washed into the river would help to protect the Redwood River and its environmental diversity.</p> <p>The SWMU is used by the City of Marshall to cover costs associated with the following actions:</p> <ul style="list-style-type: none"> - Maintenance and repairs of existing drainage system; pipes, intakes, manholes, ponds - Operation of existing system (i.e., pumping costs for existing stormwater lift pumps) - Maintenance of federal flood control project

	<ul style="list-style-type: none"> - City street sweeping program - City staff time to administer Municipal Separate Storm Sewer System (MS4) permit and requirements - City staff costs to administer the SWMU - City costs for feasibility studies, engineering design, system modeling, other drainage system reviews - City costs for Lyon County ditch assessments - City capital costs for drainage improvements, repairs, and replacements; projects may include storm water pipe, intakes, manholes, ponds, etc. <p>If the city desires to fund improvements that stabilize shoreline along the Redwood River through Marshall, city staff would have the following concerns that would deserve some attention:</p> <ul style="list-style-type: none"> - We should consider creating a framework for funding private improvement projects; how would projects be prioritized? - What types of projects qualify? Only repairs of existing infrastructure? All river slope failures? - What level of review and design should be required? - Who determines that the project has been satisfactorily completed? - Is there a maximum city cost participation? Is there a competitive grant with limited dollars available annually? <p>If the Council moves to fund river slope repair projects, city staff believe it would be prudent to create a program that is approved by the City Council. The program could have a specific annual budget that is allocated annually, and project submittals could be reviewed for consideration of funding. It is worth noting that all projects are required to receive a MnDNR permit for working along a public water. If this is the desire, city staff could bring forward a proposed program for future consideration.</p>
Fiscal Impact:	If the request is granted, the SWMU would pay 40% of the \$40,800 project cost at 112 Park Avenue. The maximum obligation would be \$16,320.
Alternative/ Variations:	<p>To grant funding to the project at 112 Park Avenue for an amount not to exceed \$16,320. Another alternative would be to fund the project at a different level.</p> <p>To deny the funding request at 112 Park Avenue, with the basis that the city does not have a program to fund riverbank improvements that do not directly protect public infrastructure.</p>
Recommendations:	City staff recommends the PI/T to consider the creation of a riverbank restoration program that is funded through the SWMU.

DATE: January 13, 2025
TO: City of Marshall Public Improvement/Transportation Committee
FROM: Redwood Riverbank Workgroup
RE: Request for Cost-Share on Pilot Streambank Restoration Project
112 Park Avenue, Marshall MN

Beginning in September 2023, a group of interested parties began meeting to discuss the condition of the Redwood River through the City of Marshall, and the deterioration that is occurring. This group consists of citizens, City and County officials, and DNR representatives. Group discussions have involved the history of the river along with a 1930's era WPA project that placed much of the riprap/armoring that is in the river. DNR and SWCD staff kayaked the stretch of river within the city limits and documented areas of concern. Severe erosion has occurred as shown in the photo below.



Some of the long-range goals are:

- 1) to remove unneeded low-head dams in the river (ex. golf course) and replace with rock structures that allow fish passage
- 2) design and implement streambank restorations along several adjacent properties to eliminate the vertical drops and increasing erosion caused by flooding and Spring ice break-up
- 3) Promotion of the BWSR *Lawns to Legumes* program, reminders to not place lawn clippings in the river, Marshall's water softener rebate program, and other educational programs/events.

A pilot restoration project has been identified at 112 Park Avenue, the Dan and Paula Giles residence. The location below (circled in red) shows the erosion and illustrates the difficulty to access the project site.



DNR is willing to waive the \$1,200 permit fee for the pilot project. The City of Marshall has granted permission to access the site along the river on the Liberty Park site. DNR staff designed the restoration which the Owners obtained a quote from D&G Excavating for the work.

The quote is \$40,800 for the work including: remove the existing rock wall structure, haul and place fill on riverbank, place geotextile fabric and riprap, repair any tracks through the park, and reseed. The riverbank area is approximately 100 feet in length; and it is the difficulty in accessing the site and the need to haul all the materials stockpiled at Marshall Street that impacts the cost.

In order to get this pilot project moving forward and for it to become the “showcase” project to encourage other landowners to be proactive, we need to identify a source for cost-share. The Lyon County Commissioners were approached on December 17, 2024 with a request for 90% cost-share.

The consensus of the commissioners is that this project is very viable and worthy, however City involvement is needed in addition to the County to truly make it a pilot project. Lyon County proposed the following:

- 1) 80/20 cost-share with the landowner providing 20% of the cost
- 2) Lyon County would provide 40% cost-share (not to exceed \$16,320) contingent upon the City of Marshall doing the same.

The Workgroup understands that this is an unusual request to the City of Marshall and that the City welcomes the educational opportunity regarding the river through city limits.

On behalf of the Redwood River Workgroup, the Public Improvement/Transportation Committee's consideration of this worthy project is appreciated, and we look forward to meeting with the Committee on January 23rd to provide information about this project, as well as the condition of the Redwood River as a whole.

DATE: December 11, 2024
TO: Lyon County Commissioners
FROM: Redwood Riverbank Workgroup
RE: Request for Cost-Share on Pilot Streambank Restoration Project
112 Park Avenue, Marshall MN

Beginning in September 2023, a group of interested parties began meeting to discuss the condition of the Redwood River through the City of Marshall, and the deterioration that is occurring. Severe erosion has occurred as illustrated in the photo below.



This group consists of citizens, city and county officials, and DNR representatives. Group discussions have involved the history of the river, along with a WPA project that placed much of the riprap/armoring that is in the river. DNR and SWCD staff kayaked the stretch of river and documented all areas of concern.

Some of the long-range goals are:

- 1) to remove unneeded low-head dams in the river (ex. golf course) and replace with rock structures that allow fish passage
- 2) design and implement streambank restorations along several adjacent properties to eliminate the vertical drops and increasing erosion caused by flooding
- 3) Promotion of the BWSR *Lawns to Legumes* program, reminders to not place lawn clippings in the river, Marshall's water softener rebate program, and other educational programs/events.

Two property owners have joined together on a pilot restoration project at 112 Park Avenue. The location below (circled in red) shows the erosion and the difficulty to access the project site.



DNR is willing to waive the \$1,200 permit fee for the pilot project. The City of Marshall has granted permission to access the site along the river on the park site. DNR staff designed the restoration which the owners obtained a quote from D&G Excavating for the work.

The quote is \$40,800 for the work including: removing wall structure, haul and place fill on riverbank, place geotextile fabric and riprap, repair any tracks through the park, and seed. The area is approximately 100 feet in length; however, it is the difficulty in accessing the site and need to haul all the materials stockpiled by the street that impacts the cost.

In order to get this pilot project moving forward and for it to become the “showcase” project to encourage other landowners to be proactive, we need to ask Lyon County for financial assistance. This is the ONLY project that will request funding as others will apply for grant funding for implementation. No other funding sources have been identified.

Please consider participation in this project by providing 90% cost-share (\$36,720) from the County’s Buffer Enforcement funds.

On behalf of the Redwood River Workgroup, I thank you for your consideration of this worthy project and to consider the promotion capabilities that this project can provide to others with similar impacts.