

**-UNAPPROVED-**

**MINUTES  
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING  
January 24, 2023  
11:00 AM**

**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, Parks Superintendent Preston Stensrud

**OTHERS PRESENT:** None

**Call to Order.**

Schafer called the meeting to order at 11:01 am.

**1. Approval of the Minutes.**

MOTION BY LOZINSKI, SECONDED BY SCHAFFER to approve the minutes of the November 7, 2022 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**Election of Chairperson.**

MOTION BY LOZINSKI, SECONDED BY ALCORN to nominate Craig Schafer as Chairperson of the Committee. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

**2. Project ST-009: N. 3<sup>rd</sup>/W. Lyon Reconstruction Project – Review 90% Engineering Plans.**

Staff and PI/T Committee members have spent considerable time working with Bolton & Menk staff and the Downtown Business Association (DBA) regarding the reconstruction of N. 3<sup>rd</sup> Street and W. Lyon Street for 2023. 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.

At the last PI/T meeting on 11/7/22, the PI/T Committee offered concurrence with City staff's recommendation to move forward with the streetscaping plan as was crafted by Bolton & Menk, with input from the DBA. The PI/T Committee wanted more discussion regarding the string lighting over N. 3<sup>rd</sup> Street, but were open to ensuring that the proper footings were installed to accommodate string lighting later if the City Council elected to leave that out of the project. Further, the PI/T Committee offered concurrence with City staff's proposal to offer an 80-20 cost share for streetscaping costs on the project, with the City covering 80% of the costs. This cost share is the same that was approved for the Main Street Project in 2007.

Since the last PI/T meeting, Bolton & Menk and City staff have been moving forward with project design. Included in the packet for consideration are landscaping and electrical plan sheets for the project. City staff would like the PI/T Committee to review and consider the plans as they've been developed for any final input. We are nearing plan completion and staff would like some input and guidance from the Committee regarding the streetscaping.

String lighting is shown on this plan. City staff has discussed removing the street light poles from the construction contract and working with Marshall Municipal Utilities (MMU) regarding the purchase and installation of the light poles. MMU has typically purchased and installed lighting for city streets in accordance with our cooperative agreement, and City staff would propose to do the same for this project area. Removing street lighting costs from the project will reduce the streetscaping cost on the project and move those costs to the City to be handled in the same manner as all other street lighting.

Staff is supportive of the streetscaping plan that is being proposed by Bolton & Menk. The plan has been provided to Brad Meulebroeck as well for his review and consideration, as Brad is the majority property owner on the block of N. 3<sup>rd</sup> Street that is receiving the most streetscaping treatment. City staff believe that Brad and his team are supportive of the project. Current construction cost is estimated at \$3,000,000. The total cost, including 10% contingency and 16% engineering and administrative costs is \$3,828,000. Current streetscaping costs are included with this number and are still estimated at roughly \$302,000; this is the same cost that was shared with PI/T on 11/7/2022. City staff is currently working with Bolton & Menk to update this cost estimate.

NO VOTING ACTION was taken on this item at this time. Anderson indicated Council action tonight is to authorize preparation of plans and specifications. Upon receipt of final plans from consultant, it is the intent to have the Committee meet again prior to 02/14/2023 City Council with anticipated action of approving plans and specifications and authorize advertisement for bids.

### **3. Review 2023 Construction Projects.**

Anderson presented information relating to the following proposed 2023 projects.

- ST-001-2023: Chip Seal Project - Annual chip seal project. The estimated total project cost is approximately \$169,126.78. The Street Department budget includes a \$170,000 line item for seal coating city streets in 2023.
- ST-002-2023: Mill & Overlay Project - Annual mill and overlay project. Current project estimate for mill and overlay and ADA sidewalk ramp work is \$859,247. Proposed funding for the project is as follows:
  - 2023 Street Department budget includes \$625,000.
  - 2023 Wastewater budget includes approximately \$149,500.
  - ADM per MOU dated 12/27/2022 provides for approximately \$115,065. (Per MOU, actual project quantities and costs will be utilized for determination of costs to be billed to and paid by ADM.)
- ST-008 / SAP 139-121-004: Channel Parkway Resurfacing Project - Replacement of existing bituminous pavement with mill and overlay, replacement of curb and gutter, and ADA pedestrian ramps along Channel Parkway. The estimated cost is \$1,631,941.40. This cost includes 5% contingency. Engineering fees may be billed to our Municipal State Aid account in addition to the above construction cost.
- SWM-002: Legion Field Stormwater Improvements-Phase II - 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 years, 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. The estimated total project cost is approximately \$939,000. This cost includes project contingency and engineering fees.
- ST-010: Lyon Circle Reconstruction - 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.
- MMU-001: MN 23 Watermain Crossings Project - Install a 24" Casing pipe (Jack and Bore or Directional Drilled) with a 16" Watermain Crossing T.H.23 approximately 225' East of the intersection of T.H. 23 & Travis Road mile marker 72. Watermain Crossing, Install a 12" Casing pipe (Jack and Bore or Directional Drilled) with a 8" Watermain Crossing T.H.23 approximately 300' East of the intersection of T.H. 23 & Saratoga Street mile marker 73. The estimated total project cost is approximately \$578,700.00 to be funded by MMU. This cost includes project contingency and engineering fees. This project has no direct cost for the City of Marshall. The project is a "water-only" project and the water utility is managed by

the Marshall Municipal Utilities Commission. The City is serving as the engineer for the project and will design, inspect, and administer this construction project in the same manner that we typically do for other city capital infrastructure projects. The City will charge a 16% fee for engineering services rendered on the project, which is the same fee that we typically charge that is outlined in our cooperative agreement with MMU. The MMU Commission will be the authority regarding the award of this bid. Once bids are received and if the MMU Commission elects to award the project, City staff will inform the City Council for their reference and understanding.

- WW-005: MN 23 Lift Station Improvements - This project is identified in the City Capital Improvement Plan (CIP) for 2023 at an estimated cost of \$350,000. The MN 23 lift station is one of the four lift stations for our community that pump wastewater directly to our Wastewater Treatment Facility. The MN 23 Lift Station was installed in 1993. Most of the equipment is original and has reached the end of its useful life. This project will replace the pumps, 2 VFDs, generator switchgear, and miscellaneous electrical conduits and other piping as required. Further, the project will include the installation of a liner to the wet well to protect and extend the life of the wet well structure.
- ST-009: N. 3<sup>rd</sup>/W Lyon Downtown Reconstruction Project (separate agenda item)
- Park Projects: Stensrud reviewed Parks projects. Discussion followed on sales tax utilization and bonding. Moberg reviewed revenue from food, beverage, lodging tax and expenses.

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 12:25 pm.

Respectfully submitted,  
Lona Rae Konold, Administrative Assistant