

- UNAPPROVED -

**MINUTES  
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING  
APRIL 14, 2026  
4:30 PM**

**MEMBERS PRESENT:** Craig Schafer, James Lozinski, John Alcorn

**MEMBERS ABSENT:**

**STAFF PRESENT:** Jason Anderson, Director of Public Works/City Engineer; Eric Hanson, Asst. City Engineer; E.J. Moberg, Director of Administrative Services; James Marshall, Director of Public Safety Jim Marshall; Ryan Hoffmann, Police Captain; Preston Stensrud, Park & Rec Supt.

**OTHERS PRESENT:** None

**Call to Order**

Schafer called the meeting to order at 4:32 pm.

**1. Approval of Minutes**

MOTION MADE BY LOZINSKI to approve the minutes of the March 10, 2026, meeting as presented, SECOND BY ALCORN. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

**2. MERIT Center-Phase III – Firearms Training**

In 2023, the MERIT Center received \$2.25 million dollars from the State of Minnesota Management and Budget Office to aid in the construction of Phase III of the MERIT Center project. The funding received at that time was not enough to complete all aspects of the Phase III of the project which included the completion of the firearms training range and live burn room. A recommendation from the State of Minnesota Management and Budget Office was to return to the legislature and change the language in the original bill to allow for the completion of the firearms training range with the awarded \$2.25 million dollars. In 2025, the original legislative bill was amended and approved. At the 2/10/2026 City Council meeting, the City Council recommended approval of a construction grant agreement for the MERIT Training Center Project. The purpose of the project will be to complete the firing range that is to be located on the MERIT training site, just north of the existing storage building on the track site. The project will include a building and associated range materials. Architectural and engineering services are included as eligible expenses with this grant. To assist with the design of this project, City staff requested to send out a request for proposals (RFP) to full-service firms that can provide architectural and engineering services for this work. Because this project includes a building, staff will need to hire an architect to design the building for compliance with the State Building Code. Additionally, there may be some civil site design work that is required. Once proposals are solicited, staff recommends that the PI/T Committee review and grade proposals, along with a contingent of City staff. City has a \$2.25M grant to complete design and construction. It is the intent of staff to work within this budget to complete the project.

Director of Public Safety Marshall presented the item providing historical project information and State of Minnesota Management and Budget Office recommendations. Anderson commented on sending to full-service firms that can provide both architectural and engineering services. Discussion was held at the Committee meeting regarding the make-up of the proposal review committee to include P/IT Committee, law enforcement and engineering staff. Schafer provided comments and discussion was held on lead and backstop bank design. Lozinski inquired on funding from State legislature, and DPS Marshall provided historical information on the funding process and MMBO comments. Discussion was held on RFP solicitation. Anderson indicated City staff intends to seek proposals from Bolton & Menk and SEH.

MOTION MADE BY LOZINSKI, SECOND BY ALCORN to approve the proposed process for advertising the RFP and establish the make-up of the proposal review committee. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

## **2. Post Office ADA Parking**

Following the completion of the N 3rd/W Lyon construction project in 2023, City Council members brought forward concerns from the Post Office regarding the “loss” of an ADA stall that used to be located right by their ADA ramp on E Lyon Street. The N 3rd/W Lyon construction project placed 2 ADA stalls a little further to the west on the block, more centered between the church and the Post Office. The purpose was to include some ADA stalls to serve both buildings, without losing too much parking on the block. ADA stalls require hatched stall next to them, and every 1 ADA stall eliminates 2 stalls for use by everyone. Due to significant concern for loss of parking during the N 3rd/W Lyon project design and scoping, staff was very concerned with taking away more parking stalls. Following a November 28, 2023 PI/T discussion, the City Council on December 12, 2023 added an ADA stall on the NW corner of W Lyon/N 3rd intersection in a parallel parking stall. Recently, Administrator Sharon Hanson has received a phone call from a concerned resident and Post Office patron, demanding an ADA stall be placed in the diagonal parking stall that is near the Post Office. Administrator Hanson requested that the PI/T Committee consider this request.

Anderson presented the item. Multiple meetings were hosted regarding the design of N 3<sup>rd</sup> Street project and loss of parking concerns in the downtown were discussed at these meetings. Efforts were made to maintain as much parking as possible understanding some parking was taken away with this design. Lozinski clarified that the complaint came from a patron and not the Post Office. Alternate locations were discussed and the pros and cons, including egress into street traffic, inability to go over curb, as well as the cost to put a cutout in the curb and maintain ADA compliance. Lack of USPS attendance at the multiple planning meetings was mentioned.

MOTION MADE BY LOZINSKI, SECOND BY SCHAFER to retain signage as it currently exists. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

## **3. Small Concrete Quantities Quotes**

City Public Works staff first quoted small concrete quantity work in 2025. Because the total cost of the work was below \$25,000, we did not bring the quote forward to City Council for consideration of award. The work was awarded to Hess Concrete for 2025, and the process proved to be successful. The purpose of this quote is to have a concrete contractor available to complete miscellaneous concrete work at some point throughout the summer. The city provides the truck and the disposal of the removed concrete, and the contractor is responsible for placing the concrete. This helps our teams be more productive in other areas, while allowing the more efficient concrete contractors to complete the placing work. While we still complete some concrete work “in house”, this contract gives us flexibility to hire and to do it in a “fair” manner by giving all companies the opportunity to quote the work. For 2026, our estimated work exceeded \$25,000. For this reason, we are proposing to bring this work to City Council for award. Prior to bringing to Council, staff would like to review the quotes and the process with the PI/T Committee. On March 26, 2026, quotes were received for the above-referenced project. Three quotes were received as shown on the attached quote tabulation. The low quote was from Musch Construction of Pipestone, Minnesota, in the amount of \$56,070.00. The engineer’s estimate was \$56,260.00.

Anderson presented the item. Discussed the distribution of request. Stensrud gave a summary of many projects Hess donate his work to Parks projects. Anderson held discussions with City Attorney on the proposal. Street Department and Parks Department line item budgets contain funding for this type of work. The Streets budget has funding for some replacement of sidewalk, sidewalk ramps, and curb and gutter. The Parks budget has funding for some bike trail replacement. Actual work completed on this contract may be more or less than the contract amount, depending on City staff’s identified work and budget. There is no requirement to spend the full allotment through this contract. Anderson stated end result is the ability to have someone to be on call as needed.

MOTION BY LOZINSKI, SECOND BY SCHAFER, that PI/T recommends awarding the quote for Small Concrete Quantities to Musch Construction of Pipestone, Minnesota, in the amount of \$56,070.00. After discussion, ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

## **Other Business**

Discussion was held on the agenda items on the upcoming City Council meeting following this meeting.

## **Adjourn**

Being no further business, MOTION MADE BY LOZINSKI to adjourn the meeting, SECOND BY ALCORN. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0. Meeting adjourned at 5:10 pm.

Respectfully submitted,  
Lona Rae Konold, Administrative Assistant