

- UNAPPROVED -

**MINUTES
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
NOVEMBER 25, 2025
3:30 PM**

MEMBERS PRESENT: Craig Schafer (Zoom), James Lozinski, John Alcorn (Zoom)

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

Call to Order

Schafer called the meeting to order at 3:35 pm. The 5-Year CIP item was moved to the end of the agenda as #7.

1. Approval of Minutes

MOTION MADE BY LOZINSKI to approve the minutes of the October 2, 2025 meeting as presented, SECOND BY SCHAFFER. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

The 5-Year CIP item was moved to Item 7.

2. Project ST-020: S 5th Street (Saratoga to Main) Reconstruction Project

This project consists of the following work: compete street reconstruction of S. 5th Street from approximately 300-FT west of W. Main Street to W. Saratoga Street. Reconstruction includes the intersection of W. Saratoga Street and S. 5th Street, and work items include: curb and gutter, driveway approaches, and sidewalks. Underground utility work includes sanitary sewer main and services, water main and services, and storm sewer replacement.

The street section will be a typical Marshall residential street design with 4" of bituminous surfacing over 12" Class 5 aggregate base, with geotextile fabric separation between the gravel base and the subgrade, and drain tile behind both sides of the curb to ensure a well-drained street section. Sidewalk is located on both sides of the existing street, and the project proposes to replace on both sides with 5-FT wide sidewalk.

The existing street width is 43.5-FT as measured from back of curb to back of curb. The proposed street width is 38-FT as measured from back of curb to back of curb. Because we are starting "mid-block" with this reconstruction project, the narrowing of the street will begin just west of the alley and will occur along the south curbline to ensure that snowplows are able to follow the curb taper with their direction of travel. At the end of the curb taper (heading west toward Saratoga), the street alignment will shift slightly to the south to align S. 5th Street to the center of the right of way by the time the street reaches its intersection with W. Saratoga Street.

Anderson presented the item. This is the third year this project has been shown on the CIP and is shown for 2026 construction. The big drivers of the project is the drainage issues and the 4" watermain. The project would replace the 4" iron pipe with the new standard 6" PVC, sewer and storm sewer. The project will provide drainage improvements with new pipe installation with more intakes and setting up in Saratoga intersection to travel back towards river to MMU with much bigger pipe as it is an undersized system. Schafer inquired regarding detour routes on this street. Anderson replied that detour route would be to the north on 6th Street and 5th Street would not be an issue. Lozinski inquired on drainage in the alley between 5th and 6th Street and does the street design take into consideration for fixing the alley in the future. Anderson indicated street grade would be reviewed and review options to lower the apron to ensure favorable grade coming out of the alley for a future project, but options may be limited. If Council budget goes forward with project, Anderson indicated it is an assessment project, so a public

informational meeting should be held soon as there are lengthy steps in the assessment process and want a bid opening early spring. Schafer indicated there is a need for this project even if not a reconstruct and would not be a candidate for a mill and overlay. Lozinski inquired about the tapering of the alley and the assessments for driveways. Anderson indicated each property would be paying for their share of the driveway and the current assessment policy pays for 12 feet width of driveway.

MOTION MADE BY LOZINSKI for Committee concurrence with the project considerations identified, SECOND BY ALCORN. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

3. Transportation Alternatives (TA) 2030 Grant Program Trails -- 1) TH 59 (TH 23 to Boyer); 2) Country Club Drive (Southview Drive to S 4th Street)

The Transportation Alternatives grant program is a reliable source of federal funding for bike trail projects. The program is administered by MnDOT District 8 Area Transportation Partnership (ATP), and there is often around \$1M available within our MnDOT District. The City of Marshall has had good success with accessing these grants in recent years, and we intend to continue to pursue these funds. The grant allows for up to 80% cost participation and the funds are typically not available until 5 years from the application date. City staff has identified two trail segments that we'd like to submit for this competitive grant round for 2030 TA dollars.

TH 59 (TH 23 to Boyer)

Much of this trail segment has been in place for over twenty years. Staff has not found good records from the original install between TH 23 and Susan Drive, but it was in place in 2003 on an aerial image. The segment from Susan Drive to Boyer Drive appears to have been installed when Walmart was constructed, as it is shown in a 2006 aerial image. This trail has served its useful life, and would like to secure grant funds to resurface the trail.

Preliminary cost estimate for this project is as follows:

Total	\$384,241.00
Fed Request	\$307,392.80
Local Dollars	\$76,848.20
Engineering	\$61,478.56

Country Club (Southview Drive to S 4th Street)

By 2030, this trail will be 21 years old. The trail was constructed as part of local Project Y51 in 2009. Staff has identified this segment as being a good candidate for funding a resurfacing project in 2030.

Preliminary cost estimate for this project is as follows:

Total	\$358,796.88
Fed Request	\$287,037.50
Local Dollars	\$71,759.38
Engineering	\$57,407.50

Anderson presented the item. Over the past few years, City staff has attempted to apply every year for the TA Grant solicitation. Anderson indicated that the program now prioritizes replacement of existing trails and not just new construction, which is a substantial benefit, and the focus can also be on the expensive network of existing trails.

TH 59 - Anderson believes State Aid dollars could be used for the 20% local match and will explore that option as it is in a trunk highway right-of-way, which would then have no impact on the general fund.

Country Club Drive – Anderson believes State Aid dollars could also be used for the local cost share and not general tax levy because it is on a State Aid route.

The State Aid budget is really taxed, so City staff is doing a good job of finding AT dollars and as the project gets closer to 2028-2029 applications will be submitted to cover the local cost share to help protect the City's State Aid fund balance so necessary work can be done on the State Aid streets.

Lozinski inquired if the TH 59 trail was the same location where MnDOT had just completed replacing panels. Anderson replied MnDOT completed this work to meet ADA accessibility requirements. Eric Hanson indicated the panels in this area are bituminous and not concrete and will be repaved. Lozinski commented resurfacing is significantly less expensive than remove and replace. Anderson commented that relating to bike trails that resurfacing of blacktop bike trails is not a very cost effective proposition due to working in small areas with only light loads as there is no section to carry the load of material coming in. Lozinski inquired regarding advertising of these projects and are we reaching the correct market. Anderson noted historical processes. Eric Hanson said project is labeled as a “rehabilitation” rather than maintenance. Anderson commented on bike trail review panels.

MOTION MADE BY LOZINSKI, SECOND BY ALCORN for Committee recommends to City Council that staff submit for TA grants for the resurfacing of these two bike trail segments: the trail that parallels US 59 between MN 23 and Boyer Drive and the trail that parallels Country Club Drive between S 4th Street and W Southview Drive. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

4. Project ST-025-2025: S 4th Street Culvert Crossing Fence Replacement Project

PI/T Committee members approached City staff regarding a desire to replace existing chain link fencing that is in place at the N 4th Street culvert crossing, just northeast of W Marshall Street. The existing fencing is not attractive and is generally in poor condition. Following a review, City staff identified the S 4th Street culvert crossing near W. College Drive as being similar in condition and age.

Last summer, the fencing at the N 4th Street crossing was replaced with new, black chain link fencing. Now that the W. College Drive construction work is completed in the area, City staff is proposing the same improvement at the S 4th Street crossing, near W. College Drive.

City staff will utilize Municipal State Aid Street (MSAS) funds for this fencing because the fence location is along a State Aid street. To utilize State Aid funds, MnDOT will require engineering plans and a bid or quote process based off approved plans. Staff is seeking PI/T Committee concurrence for this improvement plan. Last year’s project cost the MSAS account \$14,295, including reimbursing engineering expenses.

MOTION MADE BY LOZINSKI, SECOND BY ALCORN to proceed with project design for a replacement chain link fence at this location. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

5. Project ST-039: Adult Community Center/Partial Whitney Parking Lot Reconstruction

Adult Community Center staff receive complaints regarding the condition of the pavement near their facility. The winter months are especially difficult, with significant ice build-up in the area.

The project proposed here is a partial reconstruction of the parking lot to address areas that are in poor condition and that do not drain properly. City staff believe that this is the smallest project that can be done in this area that will address the concerns. Staff have this project identified in the 2026 CIP as an estimated \$125,000 project. This cost includes engineering costs.

Anderson presented the item. Lozinski expressed concern with cutting too much of the project out that even though still useful that it is not as useful as it could be. Schafer replied that this area is probably the most dangerous part of the parking lot and where the patrons park and transverse across the lot to get into the Center that it is valid. Anderson commented on the grade. Anderson indicated this project may not stay in the budget and may be moved to a later year.

MOTION MADE BY LOZINSKI to approve of the scope of this project concurrent to budget approval of the Council, SECOND BY ALCORN. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

6. Proposed Change in Parking on Marvin Schwan Memorial Drive between W College Drive and S 1st Street

Marvin Schwan Memorial Drive has historically been signed for “No Parking” on both sides of the street between W. College Drive and S. 1st Street. Additionally, the “south” or “west” curblin is signed for “No Parking” from S. 1st

Street to approximately 125-FT to the “south” or “east”. The “No Parking” signs along Marvin Schwan Memorial Drive between W. College Drive and S. 1st Street were temporarily removed to assist with business parking during the College Drive Reconstruction Project this year. City staff has received a request for this condition to remain, and for parking to be allowed on both sides of the road of Marvin Schwan Memorial Drive. City staff has been unable to locate any Council action approving the installation of these “No Parking” signs. The only item resulting from the search is the minutes of the 01/16/2007 City Council meeting indicating a concern with the parking along Marvin Schwan Memorial Drive during the day and there not being room for customers to park. It is staff’s opinion that the street is wide enough for parking on both sides of the street, and that Council should consider allowing for on-street parking on both sides of Marvin Schwan Drive. The only consideration that staff requires is no parking on the street in the overnight hours. Snow removal operations on the block of Marvin Schwan Memorial Drive between W. College Drive and S. 1st Street consist of pulling snow into the center of the street and using our snow blower to load trucks to haul snow off-site. To effectively complete snow removal on this block, we need all vehicles removed from the street. With the above paragraph in mind, it is recommended that all “no parking” signs be removed on Marvin Schwan Memorial Drive, and that between W. College Drive and S. 1st Street the street shall be signed for “No parking between 1 am and 7 am between November 1 and April 1”. Ordinance 74-130 (a) would be amended to include this segment of street as “no parking between 1 am and 7 am).

Anderson presented the item. It is the opinion of City staff that there is no reason this needs to be no parking in this area as the street is wide enough to accommodate parking, Schwan’s has ample parking space, and provided that snow removal can occur overnight in the winter months, the restriction could be removed. If the Committee would like to consider 1st to College along Memorial Park separate from along Taylor’s building that is an option as well. Lozinski commented on removing the restriction. Entrances/access to Memorial Park were discussed and the ADA accesses on the corners. Discussion was held regarding parties requesting this no parking. Lozinski indicated there are City ordinances in place regarding no smoking on public sidewalks. Schafer commented the street easily accommodates parking. The categories of no parking timelines were discussed.

MOTION MADE BY LOZINSKI, SECOND BY ALCORN to recommend allowing parking on Marvin Schwan Memorial Drive with parking restrictions between W College Drive and S 1st Street restricting parking between 1 am and 7 am between November 1st and April 1st of every year. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.

7. 5-Year CIP

Current CIP was provided to Committee members. Review and discussion was held on 5-year CIP. LRIP resolutions will be brought to the 12/9/2025 meeting state aid project, no local dollars, all utility dollars, or state aid, but looking to find additional funding to offset the balance impact on our State Aid account. Lozinski inquired on 2027 E College Drive sanitary sewer crossing project and project scope crossing of the highway and it goes back behind the businesses on the north side, and pipe is in extremely poor condition. Schafer inquired on 2027 WW-012 N 7th Wastewater Outfall Improvement Project and the project location. Anderson defined the location. Lozinski inquired on the status of the discussions with local property owners and City staff regarding drainage, tiling, and drainage ditch off of MERIT Center site. Discussion was held on Helena property.

Information only-no formal voting action taken on this item.

Other Business

There was no further business.

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 4:20 pm.

Respectfully submitted,
Lona Rae Konold, Administrative Assistant