



## CITY OF MARSHALL AGENDA ITEM REPORT

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| <b>Presenter:</b>              | Jason Anderson   |
| <b>Meeting Date:</b>           | Tuesday, January 14, 2025  |
| <b>Category:</b>               | PUBLIC HEARING   |
| <b>Type:</b>                   | ACTION   |
| <b>Subject:</b>                | Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids  |
| <b>Background Information:</b> | <p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on January 14, 2025. A public presentation will be made followed by any discussion.</p> <p>This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>This reconstruction project has been discussed at multiple meetings of the PI/T Committee. In addition, City staff invited all property owners in the project area to a project informational meeting that was held on November 21, 2024 in the City Council Chambers.</p> <p>If the City Council decides to proceed, the attached resolution has been prepared ordering the improvement and the preparation of project plans. At a future City Council meeting, the City Council will be asked to pass a resolution that approves construction plans and specifications and authorizes staff to advertise for bids.</p> <p>To proceed with this project, adoption of the resolution ordering improvement requires a “super-majority” vote, meaning the Council can only adopt the resolution by a four-fifths vote of all members of the Council.</p> <p>The plans and specifications have been prepared by City staff for the above-referenced project. If the City Council decides to proceed with this project, a resolution has been prepared approving the plans and specifications and ordering advertisement for bids.</p> |
| <b>Fiscal Impact:</b>          | <p>The engineer’s estimate for the construction portion of the project is \$1,146,600. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,463,100.</p> <p>All improvements will be assessed according to the current Special Assessment Policy, including, but not limited to, participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of each project must include determination of funding sources.</p>  |
| <b>Alternative/Variations:</b> | No alternative actions recommended.  |

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| <b>Recommendations:</b> | <p>Recommendation No. 1:<br/>that the Council close the public hearing on improvement for Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project.</p> <p>Recommendation No. 2:<br/>that the Council adopt RESOLUTION NUMBER 25-005, which is the “Resolution Ordering Improvement and Preparation of Plans” for the above-referenced project.</p> <p>Recommendation No. 3<br/>that the Council adopt the Resolution 25-006, which is the “Resolution Approving Plans and Specifications and Ordering Advertisement for Bids” for the above-referenced project.</p> |
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**RESOLUTION NO. 25-005**

**RESOLUTION ORDERING IMPROVEMENT  
AND PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council adopted the 10<sup>th</sup> day of December, 2024, fixed a date for a Council hearing for proposed improvements under the following project:

**PROJECT ST-012-2025: S HILL STREET / S MINNESOTA STREET / CHARLES AVENUE RECONSTRUCTION PROJECT** -- This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 14<sup>th</sup> day of January, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF MARSHALL, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 10<sup>th</sup> day of December, 2024.
3. Jason R. Anderson, P.E. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed and adopted by the Council this 14<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Clerk

This Instrument Drafted by:  
Jason R. Anderson, P.E.; Director of Public Works/City Engineer

**RESOLUTION NUMBER 25-006**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the council on January 14, 2025, the City Engineer has prepared plans and specifications under the following project in the following location and has presented such plans and specifications to the Council for approval.

**PROJECT ST-012-2025: S HILL STREET / S MINNESOTA STREET / CHARLES AVENUE RECONSTRUCTION PROJECT** -- This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official newspaper, the Marshall Independent, in Finance & Commerce, on the City of Marshall website, eGram, and on the Mn/DOT eAdvert website, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published two times in the Marshall Independent, one time in Finance & Commerce, and continuously on the City of Marshall website, eGram and the Mn/DOT eAdvert website until the date of bid opening, shall specify the work to be done, shall state the date, time and place that the bids will be received by the City Clerk, which time they will be publicly opened by the City Clerk and Director of Public Works/City Engineer, will then be tabulated, and will indicate the date, time and place time that the bids will be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for 10 percent of the amount of such bid.

Passed and adopted by the Council this 14<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Clerk

This Instrument Drafted by: Director of Public Works/City Jason R. Anderson, P.E.