



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 26, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Establishment of Comprehensive Plan Proposal Review Committee.
Background Information:	<p>The City is currently advertising a request for proposals (RFP) for an update to the City Comprehensive Plan. The “Comp Plan” is a planning guide that the City primarily uses to provide a consistent set of goals and policies that guide decisions regarding land use. The Comp Plan update process will be very public, and the City and its selected consultant will plan to do a lot of outreach and we will plan to solicit a lot of input.</p> <p>Before we get to that step, the City will need to receive proposals and select our desired consultant. To do this, we are planning to establish a Proposal Review Committee that will meet a few times to grade, interview, and select the consultant.</p> <p>We are proposing a committee consisting of:</p> <ul style="list-style-type: none"> 2-City Council members: Don Edblom (liason to the Planning Commission) and Dr. Meister <i>or</i> John DeCramer (liasons to the EDA) 1-Planning Commission member: Amanda Schroeder 1-EDA Board member: Dan Herrmann 2-City Staff (likely Ilya Gutman and Lauren Deutz) 1-Chamber member <p>Proposals are due by Wednesday, February 3, 2021. Staff would expect that the Proposal Review Committee would meet a few times in February and early March to rate proposals and select a number of consultants to interview. Following the interview and final grading, the committee would select their preferred consultant for recommendation to the City Council.</p>
Fiscal Impact:	No fiscal impact at this time. Cost estimate for our Comprehensive Plan update was presented as \$50,000-\$60,000 at the November 24, 2020 Council meeting. Current belief is that the update may cost \$60,000-\$80,000, depending on level of consultant involvement in the public participation portion of the plan.
Alternative/ Variations:	
Recommendation:	that the Council authorize the establishment of the Comprehensive Plan Proposal Review Committee for the purpose of completing a thorough review of Comprehensive Plan RFP’s and seeking consensus on the preferred consultant to be recommended to the City Council.