



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, November 24, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of a Request for Proposal for the new City of Marshall Comprehensive Plan.
<b>Background Information:</b>	<p>Staff is requesting Council approval to proceed with a Request for Proposal to write a new City of Marshall Comprehensive Plan. An approval by the Council would not require a commitment to hiring a consultant or any additional funds. If approved, staff will bring proposals back to the Council at a future meeting for project consideration and award allowing Council to make a decision on proceeding and hiring a consultant at that time. According to Annette Storm, Director of Administrative Services, there is no budget or revenue source for this item nor there will be because it will be paid for from the reserve.</p> <p>According to the League of Minnesota Cities, a comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. It is an important tool to guide future development of land to ensure a safe, pleasant, and prosperous environment. The process of its adoption also creates an extensive opportunity for residents to participate in guiding community's future.</p> <p>The last complete City of Marshall Comprehensive Plan was done in 1996. It was partially updated in 2004 and has not been reviewed nor modified since that date. General recommendation is to update the Comprehensive Plan every 10 to 15 years, and the current plan is over 16 years old. Out of all comparable cities, Marshall appears to have the oldest Comprehensive Plan. It is becoming increasingly difficult to conduct zoning operations, development, and enforcement, considering how conditions in the City have greatly changed since 1996 and even since 2004.</p> <p>If the Council approves this RFP, staff propose the following schedule:</p> <ul style="list-style-type: none"> <li>▪ Issuance of Request for Proposal.....November 25, 2020</li> <li>▪ Proposals Due .....January 6, 2021, by 4:00 pm</li> <li>▪ Review of proposals/Interview selected consultant... ..Jan. 7 – Feb. 16, 2021</li> <li>▪ Recommendations to City Council .....February 17, 2021</li> <li>▪ Notice to proceed .....February 23, 2021</li> <li>▪ Draft report submittal.....July 27, 2021</li> <li>▪ Project completion/Final report submittal.....October 19, 2021</li> </ul> <p>The RFP draft is attached for review and consideration.</p>
<b>Fiscal Impact:</b>	None for the Request for Proposal. Estimated price for the study to produce the Comprehensive Plan is between \$50,000 and \$60,000. Project costs would be financed through General Fund reserves.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendation:</b>	that the Council approve a Request for Proposal for the new City of Marshall Comprehensive Plan and direct staff to distribute it to all interested parties.