

**TECHNICAL ASSISTANCE CONTRACT BETWEEN THE
SOUTHWEST REGIONAL DEVELOPMENT COMMISSION AND THE CITY OF MARSHALL**

This Agreement is entered into by and between the Southwest Regional Development Commission hereinafter referred to as the “Commission” and the City of Marshall.

1. Contract Agreement

- a. The work program shall be as outlined in the attached agreement:
 - i. The Commission will provide up to 380 hours of technical assistance, to be completed between January 1, 2025, and December 31, 2025.
- b. Work elements specified in this contract shall be completed before December 31, 2025, unless the contract period is extended by mutual agreement between the parties.

2. Financial Participation

- a. The Commission shall make available planners and a Communications Specialist of competent training and experience to accomplish the assigned tasks and projects. Professional services are provided at \$100 an hour. These hourly rates include normal support costs. Other charges directly reimbursable to the Commission by the city of Marshall include meeting expenses, printing, mileage, translation services, landscape architecture rendering and cost estimate services, and applicable technologies/software necessary to complete the contract at the SRDC's established rate of reimbursement.
- b. The total contract cost for the project will not exceed \$40,000 unless modified by mutual agreement. The total project cost includes technical assistance ($380 * \$100 = \$38,000$) and an estimated \$2,000 for mileage and expenses related to public engagement events, survey outreach and printing the final plan.
 - i. Any architectural or design work desired as the project progresses may be handled through a contract addendum or directly with a contracting third party.

3. Payment for Services Performed

- a. Payment of funds to the Commission by the City of Marshall. Services performed shall be made following submission by the Commission of a quarterly invoice requesting funds for costs incurred.

4. Records and Documentation

- a. Reports: The Commission shall provide quarterly progress reports to the City of Marshall along with invoices. Reports and invoices will be due by the 15th of the month that follows the reporting period. Any written, visual, audio, or electronic publications or press releases related to this project shall credit both the Commission and the City of Marshall
- b. Hold Harmless: The City of Marshall to indemnify and hold harmless the Commission against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

5. Miscellaneous

- a. The City of Marshall reviews all reports for compliance with its guidelines and requirements.
- b. The contract shall be subject to all pertinent state statutes and regulations.
- c. The contract shall be subject to modification at any time provided there is a mutual agreement between the Commission and the City of Marshall on the nature of the modification.
- d. Any portion of this contract deemed invalid by a court of competent jurisdiction shall be held severable and shall not affect the remaining portions.

IN WITNESS, THEREOF, THE Commission has caused this contract to be duly executed on its behalf and the City of Marshall has caused the same to be duly executed on its behalf.

**SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION**

CITY OF MARSHALL

Authorized Official

Authorized Official

Attested By

Attested By

Date: _____

Date: _____

City of Marshall: Master Park Plan

Work elements for the City of Marshall Master Park Plan are outlined as deliverables below. Date ranges are provided as a tentative guideline but are subject to change.

1. Research: Incorporate relevant data, background, maps, goals and history from existing plans and proposals (Jan 2025 – July 2025)

Marshall has multiple plans, resources and documents that will be resource material for the parks master plan. Key documents SRDC will incorporate include the *Marshall 2040 Comprehensive Plan*, the *Marshall Parks & Trails Active Transportation Action Plan* (2023), the *City of Marshall Indoor Recreation Study* (2022), recent grant applications to the DNR for park projects, as well as files from the parks and recreation department and the Lyon County Museum. SRDC will conduct additional research as needed to create a high-quality plan.

2. Document City of Marshall decisions regarding green space in the city that are publicly owned, but surrounded by private owners with little or no public access.

City of Marshall staff expressed an interest in having their decisions regarding these green spaces clearly documented in this plan.

3. Complete a comprehensive inventory of the Marshall parks system (May 2025 – Aug 2025)

SRDC will travel to all the parks/green spaces that the City of Marshall staff determine should be in the scope of this master plan. At each site staff will take photographs and make a detailed inventory of the parks that will supplement any documentation that the city currently has in its records. Photos will also be used for final document design.

4. Conduct Public Engagement Sessions (March 2025 – Sept 2025)

SRDC will facilitate up to four public engagement activities that could include, but are not limited to, gathering feedback about parks in Marshall at:

- **The Marshall Home Show**, March 29th (9 AM – 4 PM) & 30th (11 AM – 3 PM) 2025 – Red Baron Arena
- **The Farmer's Market** – two dates (TBD) during the summer of 2025
- **National Night Out** at Independence Park August (date TBD) 4 PM – 7 PM
- **Welcoming Week** at Justice Park in September 2025 (date TBD) from 5 PM – 7 PM

When feasible, staff will provide materials and the ability to offer feedback in other

languages such as Spanish, Hmong and Somali.

5. Conduct interviews and focus groups (March 2025 – June 2025)

SRDC will work with the City of Marshall staff to identify between 10 – 20 key individuals to interview in-depth about their vision for parks in Marshall. These individuals will represent a diverse mix of stakeholders in the Marshall area.

SRDC will also work with City of Marshall staff to identify key stakeholder groups and then will conduct focus groups on what projects they would like to see for parks and trails and Marshall.

6. Conduct survey to prioritize park projects (Sept 2025 – Oct 2025)

Using results from public engagement activities, interviews and focus groups, SRDC will develop, distribute, and analyze a survey that helps prioritize project ideas and strategies to implement to master plan.

7. Coordinate Planning efforts with a landscape designer/engineer for renderings and cost estimates for park projects

SRDC does not have the software or expertise to provide detailed renderings or project cost estimates for park projects. A third party will need to provide those services, then SRDC will include them in the final master plan document.

8. Completion of Master Plan (Sept 2025 – Dec 2025)

SRDC will write and design a draft of the master plan and submit it for review and editing to the City of Marshall staff and key stakeholders before finalizing the document and presenting it.

9. Presentation of Work Done on the Final Master Plan (December 2025)

Upon completion of the final master plan, staff will present their planning process, findings, and recommendations to city staff.