

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sharon Hanson/Preston Stensrud
Meeting Date:	Tuesday, May 13, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Approve Park Planning Services with Southwest Regional Development Commission
Background Information:	<p>The city of Marshall updated the Comprehensive Plan in December of 2022 which is a guiding document for the city's growth for the next twenty years.</p> <p>The city also participated in an Active Transportation Plan in April of 2023 that identified priority routes and the next steps to strengthen the active transportation network within the city of Marshall.</p> <p>The city also completed an Indoor Recreation Study in May of 2023 to explore the need for indoor recreation space and facilities needed for that recreation.</p> <p>Finally, the city has a park dedication ordinance and corresponding fee. While we are meeting the requirements by Mn Statutes, a master park plan furthers the connection between the parkland fee and the need for parkland dedication.</p> <p>A Master Park Plan is a road map for planning and completing park improvements and guiding capital investments to ensure the park system serves the needs of the community today and in the future. The Plan incorporates:</p> <ul style="list-style-type: none"> • Local and state recreation trends • Community demographics • Facility needs • Current and future programming needs • Maintenance • Long term sustainability • Information gathered from the community <p>In the end, a Master Park Plan is the foundation for future decision-making, program planning, budgeting and park system investments.</p> <p>Recently the city was accepted into the Empowering Small Minnesota Communities program operated through the University of MN Design Center. The Minnesota Design Center (MDC), a teaching, research and outreach center in the College of Design (CDES) at the University of Minnesota. The MDC has a number of senior research fellows and affiliate professionals as well as graduate and undergraduate students working in the center.</p> <p>Southwest Regional Development Commission (SRDC) was sought out for these services for the following reasons:</p> <ul style="list-style-type: none"> • Experience with other park planning process, including and most recently, the Southwest Minnesota Regional Trail Plan • Their experience working with the U of MN Design Center. • Their low-to-moderate costs for completing this Plan. <p>SRDC and MDC would collaboratively work together on this Master Park Plan thereby ensuring a cost that is reduced in comparison to a typical master park planning process that can average \$100,000 or more for a city of comparable size.</p>

	The total contract cost for the project will not exceed \$40,000 unless modified by mutual agreement. Staff have identified \$40,000 of unspent funds from the 2024 Community Services budget and are recommending that the cost for these services be taken from the General Fund based on 2024 Community Services actual budget expenditures.
Fiscal Impact:	The total contract cost for the project will not exceed \$40,000 unless modified by mutual agreement. Staff have identified \$40,000 of unspent funds from the 2024 Community Services budget (General Fund).
Alternative/ Variations:	Do not approve the contract with the Southwest Regional Development Commission for technical services regarding Master Park planning services.
Recommendations:	Approve the contract between Southwest Regional Development Commission for technical services regarding Master Park planning services, in an amount not to exceed \$40,000.