



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor, Park and Rec Superintendent, City Administrator									
Meeting Date:	Tuesday, December 16, 2025									
Category:	NEW BUSINESS									
Type:	INFO/ACTION									
Subject:	Authorize the Establishment of the Bandshell Advisory Committee									
Background Information:	<p>City of Marshall was recently notified of receiving a grant award from Commemorative Statues, Memorials, and Historic Preservation (CSMHP) Grant Program in the amount of \$498,000.</p> <p>The timeline in the MNHS Grant application and based on the project timeline stated below:</p> <p>December 2025-Receive Notification of Grant Award January 2026-RFP for Consulting Engineering Firm March 2026-Consulting Engineering Firm Selected July 2026-Begin Pre-Engineering and Plans September 2026-Engineering and Plans Finalized January 2027-Project Specs Completed February 2027-Project Out for Bid for Phase April 2027-Bids Close, Bids Awarded May 2027-Construction Begins July 2027-Demolition, site grading is completed September 2027-Construction Completed June 2028-Grand Opening/Ribbon Cutting of New Facility</p> <p>The city opted for the 2027 grant funding cycle as per MNHS grant guidelines:</p> <p>Project Timeline</p> <p>The funding allocation is distributed over two fiscal years, so applicants may receive funding for one or both years. Please note that all funds must be utilized by the end of their designated budget periods.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Fiscal Year</th> <th style="width: 35%;">Earliest Project Start Date</th> <th style="width: 35%;">Latest Project End Date</th> </tr> </thead> <tbody> <tr> <td>2026</td> <td>January 1, 2026*</td> <td>June 30, 2027</td> </tr> <tr> <td>2027</td> <td>July 1, 2026*</td> <td>June 30, 2028</td> </tr> </tbody> </table> <p>*The project start date is subject to review under the Minnesota Historic Sites Act and the Minnesota Field Archaeology Act, which may delay the project start date stated above or listed in the grant agreement.</p> <p>Based on the timeline, the city wishes to take the next step in the process by authorizing staff to prepare a Request for Proposals for the Bandshell project and authorize staff to select an architectural/civil engineering firm, contingent upon City Council approval and agreement reviewed by City Attorney.</p>	Fiscal Year	Earliest Project Start Date	Latest Project End Date	2026	January 1, 2026*	June 30, 2027	2027	July 1, 2026*	June 30, 2028
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2026	January 1, 2026*	June 30, 2027								
2027	July 1, 2026*	June 30, 2028								
Fiscal Impact:	\$498,000 MN Historical Society Grant Capital Improvement Funding and donations in the amount of approximately \$510,000									
Alternative/Variations:	Do not authorize RFP or Committee establishment									

Recommendations:

- 1) Authorizing staff to prepare a Request for Proposals (RFP) for the Bandshell project and following an approved City of Marshall and MN Historical Society Grant Agreement, authorize staff to recommend to City Council an architectural/civil engineering firm to conduct the work specified in the RFP, contingent upon City Attorney review of the services agreement and City Council approval.
- 2) Establish a Bandshell Advisory Committee for the purpose providing input to the City in meeting the overarching goal to design a community-based bandshell with new design that enhances acoustics, while new landscaping syncs the design of the stage and surrounding environment; to ensure that future generations can continue to enjoy and benefit from this iconic community destination with a bandshell design that is not only practical, but forward-looking so that the bandshell's future use can extend well beyond traditional concerts and performances

Bandshell Advisory Members to comprise of the following:

# of Representatives	Organization
2	City Councilmembers
1	MAFAC-Marshall Area Fine Arts Council
1 (with alternates)	City Band Director (s)
1	SMSU Music Program
1	SMSU Theatre
1	MASC-Marshall Area Stage Company
1	Neighborhood Resident