

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large		
Mayor		
Terry F. Harris, District 1, Mayor Pro Tem		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

Regular Meeting of Monday, February 12, 2018
 5:00 p.m.

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|---|
| <ol style="list-style-type: none"> 1. <u>Call to Order.</u> (Mayor) 2. <u>Pledge of Allegiance.</u> (Mayor) |
|---|

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
3. <u>Minutes of the Special City Council Meeting of January 19, 2018 and the Regular City Council Meeting of January 22, 2018.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	5
5. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director)	APPROVE	6
6. <u>Consideration of a Waiver of Right of First Refusal Related to Acquisition of Kmart Site.</u> (City Manager, City Attorney, Airport Office Manager)	WAIVE RIGHT OF FIRST REFUSAL UNLESS PRICE DROPS TO LESS THAN \$3.6 MILLION	7

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

NEW BUSINESS		
7. <u>Discussion of Recreation Park Phase I Improvements and Contract Amendment with Skillings Connolly, Inc., for 100% Design Documents.</u> (City Manager, Community Development Director, Recreation Manager)	APPROVE INCREASE IN NOT TO EXCEED BUDGET TO \$171,165 WITH SKILLINGS CONNOLLY AS BUDGETED	9

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

ADMINISTRATION AND CITY COUNCIL REPORTS		
8. <u>Administration Reports.</u>		
a. City Manager update. (City Manager)	INFORMATION ONLY	- - -
9. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
 NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, FEBRUARY 26, 2018.

January 19, 2018

The Chehalis city council met in special session on Friday, January 19, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 8:30 am with the following council members present: Terry Harris, Daryl Lund, Dr. Isaac Pope, and Chad Taylor. Councilors Tony Ketchum and Bob Spahr were absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Melody Guenther, Court Administrator; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Chun Saul, Finance Director, Judy Schave, HR/Risk Manager; Glenn Schaffer, Police Chief; Don Schmitt, Street Superintendent; Dave Vasilauskas, Water Superintendent; Lilly Wall, Recreation Manager; and Patrick Wiltzius, Wastewater Superintendent. No members of the media or public were present.

1. **Strategic Planning Session.** Mayor Dawes welcomed everyone and stated the purpose of the special meeting was to hold a strategic planning session.

City Manager Anderson stated the purpose of the meeting was to develop a strategic plan so that limited resources continue to be directed toward the city's highest priorities consistent with its mission and responsibility as a municipal government. She welcomed Marilyn Snider, a strategic planning facilitator with Snider and Associates, and Gail Tsuboi, a graphic recorder with Tsuboi Design.

A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis was conducted. From that, participants developed a mission statement and three-year goals and six-month objectives. Monthly updates will be provided to the council and new objectives will be set every six months.

There being no further business to come before the council, the meeting was adjourned at 3:30 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

January 22, 2018

The Chehalis city council met in regular session on Monday, January 22, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Councilor Daryl Lund arrived at 5:11 pm. Councilor Terry Harris was absent (excused). Staff present included: Jill Anderson, City Manager; Betty Brooks, Payroll Accountant; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Dave Vasilauskas, Water Superintendent; Lilly Wall, Recreation Manager; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Natalie Johnson from *The Chronicle*.

1. **Council Committee/Board Appointments**. Mayor Dawes noted that Councilor Lund would like to be replaced on the Southwest Washington Regional Transportation Planning Organization Board. Councilor Taylor stated he would take on that committee, and Councilor Ketchum agreed to remain as the alternate.

2. **Citizens Business**. J. Vander Stoep and Commissioner Edna Fund provided an update on Chehalis Basin Strategy activities. Mr. Vander Stoep stated the state legislature adopted its capital budget, which opened up \$50 million in state funds and \$10 million in federal funds for basin projects. He stated the latest forecast for salmon runs in the Chehalis basin over the next 50 and 100 years is bad if no action is taken; however, the runs would be increased with significant investments in aquatic species enhancement/habitat work.

On the flood side, Mr. Vander Stoep stated studies have shown that floods are getting worse and the five highest peak flows have occurred since 1986, with the highest being 2007. He recalled that it was about 10 years ago that he and Dr. John Henricksen came before the council on this topic, and that the Chehalis council passed the first resolution saying the ship needed to be turned from the Army of Corps of Engineers' levee plan to solve flooding. Slowly, people in the basin came along and followed suit. Mr. Vander Stoep stated the forecast for taking no action could generate \$3.5 billion in local economic damage over 100 years under current conditions.

Mr. Vander Stoep showed a map of Centralia in the 2007 flood, showing the properties that were flooded. He stated that about one-third of the town would not have flooded if a dam had been in place. Mr. Vander Stoep stated the Office of the Chehalis Basin was formed by the legislature a year-and-a-half ago and is made up of Edna Fund and J. Vander Stoep (representing Lewis County); two tribal members; two members from Grays Harbor County; and one environmental representative from Seattle.

Commissioner Fund stated there are several different organizations working on flooding issues and it can be confusing. She stated the Office of the Chehalis Basin is located out of the Department of Ecology. The Flood Authority is another group and Chehalis is represented by Trent Loughheed, the city's Community Development Director. She stated they were somewhat handcuffed until passage of the Capital Budget. Many small projects were put on hold, but can now move forward. The Flood Zone District for the Chehalis River is yet another group, which is made up of the Lewis County commissioners and an advisory committee with a major goal of permitting a water retention facility. She stated a lot of progress is being made.

Mr. Vander Stoep stated there have been over 30 projects completed in the basin over the last ten years, including the airport levee widening. He stated that when you apply for a permit that requires an EIS (Environmental Impact Statement) somebody has to be the permit applicant. In this case, the most logical applicant was the Lewis County Flood Zone District. He stated the commissioners and the county engineer have done a tremendous job taking the lead on the project. Next steps for the permitting process include both NEPA (federal) and SEPA (state) processes, which are expected to take about two years.

3. **Consent Calendar**. Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of January 8, 2018;
- b. January 12, 2018 Claim Vouchers No. 121321-121432 and Electronic Funds Transfer Nos. 122017 and 1220171 in the amount of \$338,126.50; and January 12, 2018 Claim Vouchers No. 121433-121472 in the amount of \$507,823.81;
- c. Accept Prindle Force Main Emergency Repair Project as complete and release retainage to Sterling Breen Crushing, Inc., after all statutory requirements have been met; and
- d. Appoint Recreation Manager to Chehalis Foundation ball field endowment committee.

January 22, 2018

The motion was seconded by Councilor Lund and carried unanimously.

4. **Key to the City to Orin Smith.** It was determined that the Smith Family had previously been presented with a key to the city during a Chehalis Community Renaissance Team meeting a couple years ago.

5. **Strategic Planning Update.** City Manager Anderson thanked the council for participating in the strategic planning session on January 19. She stated the first step of the process was to do a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, noting 48 items were identified as strengths. A number of threats were identified that the city needs to be aware of. As we look at what the city is facing, the biggest thing is what does the city exist to do and who do we do it for, which is the city's mission. She stated the council and staff developed the following mission statement: *"While honoring the past and preparing for the future, the City of Chehalis provides municipal services and programs for the benefit of residents, businesses and visitors in our community."* The process then consisted of developing three-year goals that included in no priority order: improve and maintain infrastructure; enhance and modernize technology; increase and optimize staffing levels; and maintain and enhance financial stability. City Manager Anderson stated the council will receive monthly updates on the goals and six-month objectives. Another retreat is scheduled for August 30 to more thoroughly assess progress on the goals and strategic objectives; identify core values for the city; and develop objectives for the next six months.

6. **Administration Reports.**

a. **Finance Report.** Chun Saul recognized Payroll Accountant Betty Brooks, who played a significant role in preparing today's report. Ms. Saul stated the report covered the city's financial position ending November 30, 2017.

General Fund 2017 Budget to Actual Overview

- YTD 11 months target (91.7% = 11/12)
- Total YTD revenues 92.9% of total budget
- Total YTD expenditures 83.6% of total budget
- Overall total revenues and expenditures were within projections; revenues slightly higher than the 11 month projected/target; expenditures slightly lower than the 11 months projected

General Fund 2017 Budget to Actual by Major Revenue Sources

- Property taxes 82.2% of 2017 budget; slightly higher than actual final tax levy in 2017 and 2018; will be reviewed for an amended 2018 budget reduction
- Sales/use tax 92.9% of 2017 budget, showing an increase from the prior year of just over \$500,000; does not include Transportation Benefit District funds
- Transportation Benefit District
- B&O revenues on target

Ms. Saul stated that major revenue sources of the General Fund come from sales and use taxes (46%); utility B&O taxes (17%); and property taxes (16%). Overall, revenues increased in property taxes, sales/use taxes, and intergovernmental grants/entitlements (one-time revenues). General Fund expenditures were right where they should be as projected at 83.6% of the 2017 budget. With regard to Enterprise Funds, Ms. Saul stated operating expenses were within projections. Net revenues over total expenditures were \$625,354 for the Wastewater Fund; \$1,988,486 for the Water Fund; and \$307,982 for the Storm/Surface Fund. The Airport Fund had net revenues under expenses due to the \$1,547,741 G.O. Bond payoff, which was funded by the beginning fund balance.

Mayor Dawes asked if the Transportation Benefit District fund would be highlighted under Enterprise Funds. Ms. Saul stated that fund would be shown as a dedicated/restricted fund, shown separately from the General Fund.

b. **City Manager Update.** City Manager Anderson congratulated the Discover! Children's Museum Board on receiving \$1,030,000 in the Capital Budget for construction of a new museum. She noted the new city manager's administrative assistant starts this week.

January 22, 2018

7. Councilor Reports/Committee Updates.

- a. Councilor Spahr stated his family received a new member today, a great grandson.
- b. Councilor Lund attended the annual chamber banquet, which was a well put-on program.
- c. Mayor Dawes attended the following: meeting on the draft interlocal agreement for permitting in the county's urban growth area; chamber banquet; and city goal-setting session.

8. **Executive Session.** At 5:50 pm, Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) -- Sale/Lease of Real Estate not to exceed 6:15 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:52 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 6:15 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: February 12, 2018

SUBJECT: Vouchers and Transfers – Accounts Payable

ISSUE

City Council approval is requested for Vouchers and Transfers dated January 31, 2018.

DISCUSSION

The January 31, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 121473-121604 in the amount of \$181,971.76 dated January 31, 2018, which includes the payments of

- \$106,845.85 from the General Fund
- \$2,849.54 from the Dedicated Street Fund – 4% Sales Tax
- \$300.00 from the G.O. Bond Fund
- \$1,518.75 from the Public Facilities Reserve Fund
- \$31,164.25 from the Wastewater Fund
- \$7,022.17 from the Water Fund
- \$2,040.51 from the Storm & Surface Water Utility Fund
- \$29,348.54 from the Airport Fund
- \$882.15 from the Firemen’s Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the January 31, 2018 Claim Vouchers No. 121473-121604 in the amount of \$181,971.76.

SUGGESTED MOTION

I move that the City Council approve the January 31, 2018 Claim Vouchers No. 121473-121604 in the amount of \$181,971.76.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Betty Brooks, Payroll Accountant

MEETING OF: February 12, 2018

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated January 31, 2018.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 40071-40113, Direct Deposit Payroll Vouchers No. 9107-9205, and Electronic Federal Tax Payment No. 180 dated January 31, 2018 in the amount of \$720,295.47, which include the payment of:

- \$492,847.22 from the General Fund
- \$2,794.04 from the Arterial Street Fund
- \$85,200.12 from the Wastewater Fund
- \$95,392.82 from the Water Fund
- \$20,831.30 from the Storm & Surface Water Utility Fund
- \$21,335.05 from the Airport Fund
- \$1,894.92 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the January 31, 2018 Payroll Vouchers No. 40071-40113, Direct Deposit Payroll Vouchers No. 9107-9205, and Electronic Federal Tax Payment No. 180 in the amount of \$720,295.47.

SUGGESTED MOTION

I move that the City Council approve the January 31, 2018, Payroll Vouchers No. 40071-40113, Direct Deposit Payroll Vouchers No. 9107-9205, and Electronic Federal Tax Payment No. 180 in the amount of \$720,295.47.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Office Manager

MEETING DATE: February 12, 2018

SUBJECT: Consideration of a Waiver of the Right of First Refusal Related to the Acquisition of the Kmart Site

ISSUE

The City has recently been informed of Tuffree Enterprises's desire to sell approximately 6.75 acres of property where Kmart is currently located. The City has the right of first refusal to purchase the site as part of a lease for a small strip of property owned by the Chehalis-Centralia Airport adjacent to the site.

BACKGROUND

The Chehalis-Centralia Airport currently leases a portion of land to Tuffree Enterprises (Lewis County Tax Parcel Number 5665-110-003). Per the lease agreement for this parcel the Chehalis-Centralia Airport must receive written notice of the intent to sell the adjacent 6.75 acre site, which is currently the location of a Kmart store. As the Landlord, the Airport has one hundred twenty (120) days to respond in writing to the Tenant to either accept, reject or to make a counter offer to purchase the property. The Airport has received official notice of the intent to sell, as well as the related terms and conditions. The Lease further states:

"If Landlord rejects said offer, or fails to respond in said one hundred twenty (120) day period, Tenant shall have no further obligation to present another right of first refusal and Tenant's obligations thereunder shall terminate as to the specific parcel or portion thereof identified in the offer."

The Kmart site abuts the Chehalis-Centralia Airport property and is located along the east edge of the airfield on NW Louisiana Avenue along Interstate 5 (I-5) corridor. The lease that Tuffree Enterprises has with Kmart expires in approximately 20 months and the store is scheduled to close in April 2018. Tuffree has listed the property for \$4 million and private interest in the site has been very positive. However, the City has the right of first refusal, so the effort to sell the property will be hindered until the City makes a decision on whether or not to exercise its right to purchase the property

COST OF ACQUISITION

While the site has potential long-term value to the Airport for expansion, as well as retail development in the short-term, the costs and risks of acquisition are incredibly high in consideration

of the limited resources of the Airport, which is operated as an enterprise fund of the City. Based on a \$4 million purchase price, the Airport would need to have a down payment of approximately \$1 million and be able to make payments on a \$3 million loan for 20 years, which are estimated to be \$258,000 a year. While there would eventually be lease revenues, it is uncertain whether the lease payments could fully offset the cost of the loan. Therefore, the Airport would need to be able to maintain the loan payments with or without a tenant and potentially make significant investments in the property to secure a tenant. For perspective on the financial impact of purchase, the 2018 Adopted Budget projects an ending fund balance of just under \$371,000 for the Airport and just over \$1 million for the City's General Fund, which is the fund used to provide essential municipal services, including police and fire protection.

Furthermore, it is very unlikely that resources will be available for airport expansion in the foreseeable future. While owning the property would allow the Airport/City to control future expansion or development, securing the land for that purpose would be an expensive investment with very uncertain returns. Private control of the property would allow investors to make the necessary improvements to the property to meet market demand and manage the property in the coming years with the flexibility to adjust to changing market conditions.

CONDITIONAL WAIVER OF FIRST RIGHT OF REFUSAL

In consideration of the limited financial resources available to the Airport and the City, the costs associated with purchase and redevelopment of the property, as well as the changing nature of retail, purchase of the site is very risky. However, if the cost of the property drops significantly, it would be good to preserve the City's right to reconsider. Therefore, it is proposed that the City would have the right to reconsider purchase if the price of the property dropped to below 90% of the current asking price of \$4 million, which would be \$3.6 million. In other words, the City waives its right to purchase the property unless the price is reduced to \$3.6 million.

FISCAL IMPACT

There is no direct fiscal impact to the budget associated with conditionally waiving the right of first refusal. If the Kmart property is sold to a private owner, the property will continue to generate sales tax revenue for the City if it remains a retail enterprise, which is likely.

RECOMMENDATION

In consideration of the limited financial reserves in the Airport Enterprise Fund and the City General Fund, and the risks associated with purchasing a property for development, it is recommended that the City Council waive the right of first refusal to purchase the 6.75 acre site currently occupied by Kmart unless the price of the property is reduced to less than 90% of the current asking price of \$4 million.

SUGGESTED MOTION

I move that the City waive its right of first refusal to purchase the 6.75 acre Kmart site from Tuffree Enterprises unless the price drops to less than \$3.6 million.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent J. Lougheed, P.E., Community Development Director
Lilly Wall, Recreation Manager

MEETING OF: February 12, 2018

SUBJECT: Contract Amendment with Skillings & Connolly, Inc., for 100% Design Documents for the Recreation Park Phase I Improvements Project

ISSUE

On February 27, 2017, the City Council authorized execution of a contract with Skillings Connolly, Inc., for 30% level design documents for Recreation Park Phase I Improvements. The recommended action would authorize the City Manager to execute a contract amendment for 100% design documents of the revised Phase I project.

BACKGROUND

Based on a facilities condition assessment report and a series of interviews with City officials, Parks and Recreation personnel, user groups, and the public, a Recreation Park Comprehensive Plan was developed. This plan details proposed park improvements with the purpose of meeting the City Council's vision of a "first class facility." This Master Plan identifies the components of the park that would need to be improved. These components include overall site drainage improvements, improvements to existing parking areas, an additional parking area, improvements to the ball fields, a new Penny Playground, new community buildings, new restroom facilities, new picnic shelters, and improved lighting and site landscaping.

RECENT DEVELOPMENTS

The City has been verbally informed by BNFS of the inability to utilize the railroad right of way adjacent to the park for park access and parking.

These recent developments have resulted in modifications to the overall scope of improvements to prevent encroaching on the existing improvements at the Spray Park and to maintain as much "green space" as possible, it is recommended that the connector road and parking along the railroad track right-of-way to be moved to a later phase until the need arises.

In order to secure parking for the foreseeable future, staff has been working to obtain an extension to the current Green Hill parking lot lease to a 100-year lease (10-year with nine 10-year renewal options) with the Washington State Department of Social and Health Services. This

was looking extremely positive, until the City received news from DSHS that there are proposed bills in the State Legislature that propose the extension of the age range for the Juvenile Court jurisdiction which would increase the population at the facility if the proposed legislation becomes law.

While this is unfortunate, in order to keep the project moving, the recommendation is to move forward with the Phase 1 improvements and assess the need for additional parking once the situation at Green Hill has been resolved.

Recommended Project Phasing

The overall project goals for the Recreation Park Improvement Project include the following elements based on the recommended phasing of the project:

Phase I:

- Improve ball fields, keeping all four in the same size and configuration as the existing fields.
- New Penny Playground in the same location, with a new drainage system and an all-weather play surfacing, better lighting and visibility, and a larger structure that is ADA accessible and will accommodate a wider range of ages. When feasible, a design/build community process will be implemented.
- Drainage/irrigation improvements for the entire park.
- New parking area in the existing Green Hill School parking lot. In order for this parking to be utilized, the city will be responsible for constructing a 6' security fence with vehicle access gates. The proposed shared facility will consist of 99 parking spaces (this item has been implemented through local efforts, and will not be a part of the design as it moves forward).
- Hardscape promenade between baseball fields and path between Green Hill parking lot and Shaw Aquatics Center. Also to include other pathway improvements throughout the park and around the new playground area.
- Other park features include more park lighting, ADA accessible pedestrian access, and new picnic shelters

Phase II – Projected Long-Term Projects That Can Be Completed in Smaller Separate Phases

These improvements can be completed as part of a single phase, or a multi-phase approach could be implemented. For example, the new parking lot at Williams Avenue could be completed as part of the same phase as the community building, to ensure that there is adequate parking for the new building, while the landscaping and frontage improvements could be included in a future phase.

- New parking lot along the park access road adjacent to the railroad track. Also recommended a connector drive from the new parking area along the park access road to the existing parking lot.
- New, 4,200 square feet combined multi-purpose building, with restrooms that have outside access, to eliminate the need for the existing stand-alone restroom building. In order to preserve some of the history of the existing buildings, it was suggested that the

names of VR Lee and Fred Hess be somehow incorporated into the new building. The Council also requested that there was some parking provided close to the front of the building.

- New parking lot along Williams Avenue, with the “buffer” concept to improve safety.
- Frontage improvements along 13th Street.
- Closing off the road at Mills and 13th, and including new crosswalks with crossing beacons and lights.

FISCAL IMPACT

The cost to complete the 100% bid-ready plans generated from 30% plans (for revised Phase 1 improvements) is \$86,165. The funds to complete the design are included in the adopted 2018 Budget. The cost associated with the 30% design was \$85,000 and was included in the 2017 Budget.

SUMMARY

Phase 1 of the project will include the new playground area, drainage and irrigation improvements around the perimeter of the park, grading, drainage and irrigation improvements to the ball fields, new promenade and path system, minor renovations to the existing restrooms, improved lighting, four (4) new picnic shelters, improved accessibility, and a new parking area in the existing Green Hill parking lot (this item has been implemented through local efforts, and will not be a part of the design as it moves forward). Phase 1 of the Recreation Park Improvement project would address the highest priority needs at Recreation Park: safer parking, better drainage, a new playground, and improved ball fields.

The playground would be completed as part of a community lead design and fundraising effort. An informal group has been working on design concepts but a fundraising chair has not been identified to take the lead on the project.

If the 100% design is approved, the Skillings Connolly design team will produce a grading plan and a connection point for the new Penny Playground drainage system to connect to the proposed drainage for the rest of the park, but will not be involved in the design or construction of the playground itself. The City will work with a playground vendor and the community to design and construct the new playground facility.

RECOMMENDATION

It is recommended that the City Council approve an amendment to the professional services contract with Skillings Connolly, Inc, increasing the total “Not-to-Exceed” budget by \$86,165 to \$171,165, consistent with the adopted 2018 Budget to complete the 100% design documents.

SUGGESTED MOTION

I move that the City Council approve an amendment to the professional services contract to Skillings Connolly, Inc., increasing the total “Not-to-Exceed” budget to \$171,165 for completion of bid documents and bid phase services for Phase I of the Recreation Park Project.