



STAFF REPORT

Meeting Date: November 2, 2015

Agenda Item #:9a

TO: Mayor and Town Council
FROM: Bonnie Schwerd, Finance Director
THRU: Susan Parker, Town Administrator
RE: Consideration of Phase II – Park Gazebo & Restroom Facilities
ATTACH: Capital Project Ordinance Amendment

Summary: There have been numerous questions regarding the grant requirements for the Town Park and the progress and projected funding for the remaining construction. The grant's contractual requirements, progress to date and remaining items to be addressed follow.

Background: Town Park construction to date has included: permeable paver accessible walking trails and wooden walkovers, permeable paver parking area, storm water and drainage elements, shoreline stabilization, directional signage, garbage and recycling receptacles, a bicycle rack, electrical hook-up, installation of the first of the benches and swings, rope fencing and dog bag stations.

Additional items yet to be completed include: water and sewer hook-ups, the construction of a restroom building (20' x 20'), the construction of a covered seating area, the relocation (and remodel for ADA) of the pier and floating dock, an observation deck and pathway, educational kiosks, access easement for Twin Lakes Restaurant, additional benches, and paver entryways to the covered seating and restroom areas.

Grant Information: The Town Park project includes the use of Parks and Recreation Trust Fund (PARTF) grant funding in the amount of \$418,500. The grant contract's provisions require at least a dollar-for-dollar match by the Town. The practical way that this match is applied requires the Town to expend the money first and then be reimbursed at 50 percent of the eligible expenditures.

The period covered by the grant is from September 1, 2013 through September 30, 2016. The project's scope, as recorded in the contract, is: "Development including a walking trail, observation deck, covered seating area, open play area, parking lot, parking amenities, signs, site preparation, utilities, renovating pier, landscaping, contingency and planning costs."

The Project Costs sheet is incorporated into the contract as an attachment and it contains additional details about the items to be included in the grant project. I have reviewed this sheet multiple times with our grantor's representative.

Financial Implications:

As of October 30, 2015, the park expenditures and encumbrances total \$788,146. The current Park Project Ordinance, approved in January of 2015, provides appropriations for a total of \$961,000, leaving an unencumbered balance of \$172,854.

The gazebo and restroom building estimates have been provided based upon the project engineer’s opinion of probable costs, as the structures are currently designed. The other items’ pricing is based on previous invoices and catalogs.

Estimated Cost of Outstanding Items:

Covered Seating Area (Gazebo)	\$ 75,000*
Restroom Building	\$ 90,000*
Education Kiosks (3)	\$ 12,000
Water/Sewer Hook-up	\$ 20,000
Access Easement (legal and Survey Work)	\$ 1,500
Paver Entryways Installation	\$ 5,000
Total	\$ 203,500* / \$183,500*
<u>Unknown costs</u>	
ADA Pier and Floating Dock	\$ Unknown
Additional Engineering for docks	\$ Unknown

**The engineer indicated that the gazebo and restroom building have been designed with a metal roof for durability. However, if the Town Council would instead prefer a design with asphalt shingles, (which have a shorter lifespan than the metal roof), the potential savings would be approximately \$20,000 from the prices indicated and this would bring the anticipated total down from the \$203,500 to \$183,500.*

Other financial notes:

The volunteers for the Veteran’s Memorial have been diligently installing the pavers and the granite for the memorial in the Park. This installation is not a part of the Town expenditures nor the grant funding package, but is instead being provided as a donation to the Town by the non-profit organization.

The Town’s new Memorial Donation Program has assisted with the Park’s construction by providing donor funding to offset the costs of 4 benches, 4 swings and a bicycle rack. This has provided over \$10,000 in donated assets from the community. *We have been advised that these donated assets can be counted toward the required items in the PARTF grant’s scope of work.*

Legal Implications: The grant contract that was executed on October 1, 2013 requires the Grantee (the Town) “to fulfill in a timely and proper manner the obligations under the contract.” The contract’s provisions for failure to comply with the grant provisions and conditions in the formal application include the “Department declaring the Grantee (Town) ineligible for further participation in PARTF, in addition to any other remedies provided by law...” The full contract has been forwarded to the Town Attorney for review.

Staff Recommendation: The Town Administrator has requested that the Town Council delegate authorization to proceed with contracting for the construction of (1) the gazebo and restroom building using the metal roof design, (2) utility hook-ups, and (3) the paver entryways installation.

Items not included in the request at this time are the educational kiosks, access easement, and relocation of the pier and floating dock. An additional appropriation of \$17,146 is requested in the form of a

Capital Project Ordinance Amendment to provide the needed amount of \$190,000 to move forward with the requested items.

Motion: I move that we approve the Capital Project Ordinance Amendment as presented and delegate authority to the Town Administrator to move forward with contracting for the construction of the gazebo and restroom building (using the metal roof design), the utility hook-ups, and the paver entryways installation.