

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** B 367-15

**Department Source:** Parks and Recreation

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** 12/7/2015

**Re:** American Legion Park Archery Range Improvements

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibits to Resolution/Ordinance

**Supporting documentation includes:** Plats and Plans, Images

## Executive Summary

The Parks & Recreation Department is requesting an ordinance to approve the project for improvements to the archery range at American Legion Park, execute a grant agreement with Easton Foundation, and appropriate the grant funds. Improvements to the archery range will include increasing the target distances, improving ADA accessibility and adding an elevated shooting tower. The total project budget is \$35,000, with \$15,000 funded by the Easton Foundation grant and \$20,000 funded by the 2010 Park Sales Tax. The project will be bid through the City's Purchasing Department and will be completed using a combination of contract and force account labor. Contract labor will be used to complete all grading at the site. Park staff will complete all other aspects of the project including concrete flatwork and construction of the elevated shooting tower. Improvements to the archery range are scheduled to begin winter 2016 with an anticipated completion date of late summer 2016.

## Discussion

American Legion Park, located at 602 South Legion Lane, is a 16.6 acre community park with features including two athletic fields, concession/restroom facility, reservable shelter, playground and an archery range available for public use.

The Parks and Recreation Department is requesting Council to approve the project for improvements to the archery range located within park. The improvements will improve ADA accessibility, increase the length of the range and create an elevated shooting platform. The Department is also requesting Council approval to execute an agreement with the Easton Foundation to accept a \$15,000 grant and appropriate the grant funds for the project.

In October 2014, park staff, including planners and construction staff, met to discuss potential improvements to the archery range located within the park. The discussion among staff focused on creating a more accessible range, the addition of an elevated shooting tower and increasing the length of shot and number of targets at the range. After a final review of the proposed plans, park staff estimated the total cost of the improvements would be in the range of \$30,000. With only \$20,000 in available Park Sales Tax funding, staff applied for a grant from the Easton Archery

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Company to supplement the available funds from the Park Sales Tax. Park staff received confirmation from the Easton Foundation in August 2015 that the department would be awarded grant funds totalling \$15,000 for the project. With funding totalling \$35,000, staff finalized the plans for the improvements and held an interested parties meeting on November 4, 2015. After the completion of the interested parties meeting and online survey, park staff made adjustments to the proposed plans based on public comment and presented the potential improvements to the Park Commission on November 19, 2015. After discussion of the project, the Commissioners voted to recommend the proposed improvements to the park. After considering all citizen comments and the P&R Commission recommendation, staff believes that proposed improvements to the archery range at American Legion Park represents a consensus of park users and staff.

The improvements to the archery range at American Legion park will include the following:

1. Contract labor will be used to regrade the entire site and increase the total available distance at the range to accommodate archery targets up to 80 yards. The work done by the contractor will include moving the existing berm on the east side of the range back 20 yards and setting necessary grades for ADA accessible walkways and the elevated shooting tower. Extending the length of the archery range was requested by long-distance competition archers from mid-Missouri during the public input process.
2. Park construction staff will complete all necessary concrete flatwork to create a 10 foot by 120 foot shooting pad that will extend across the front of the range for all targets. Staff will also install four foot concrete walkways extending from the shooting pad out to all targets to provide ADA accessibility to archers to retrieve their arrows from the targets on the range. Additional 5 foot concrete walkways will be installed leading from the parking lot to the archery range and elevated shooting tower.
3. Park staff will construct a 10' elevated shooting platform on the north side of the archery range to create a different shot angle for archers that mimics angles used during archery hunting from an elevated tree stand. The ADA accessible tower will accommodate two shooters at any time with available targets ranging from 10 yards to 40 yards. Access to the elevated platform will be available by utilizing an ADA ramp on the north side of the platform or stairs on the south of the shooting deck. The wooden structure will be similar in design to the elevated platform located at Busch Conservation Area archery range in St. Louis, Missouri.
4. After the completion of the concrete shooting pad and walkways, staff will install 16 new targets on the archery range at various distances ranging from 10 yards to 80 yards. The new range will have four targets set at 20 yards, as that is the most popular distance for archery practice by hunters and beginners. The plan to include four targets at 20 yards was incorporated after staff completed the public input process.
5. Staff will complete the improvements at the archery range by adding new fencing around the archery range, bow racks, arrow holders, and new rules signs throughout the archery range.

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The improvements to the archery range at American Legion Park was included in the City's FY-14 capital improvement budget and was put on hold until staff could secure additional funding for the project. The total project budget is \$35,000 with funding provided by the 2010 Park Sales Tax (\$20,000) and a grant from the Easton Foundation (\$15,000). With the additional grant funding, staff is now able to proceed with the project and will begin construction in winter 2016 with an anticipated completion date of late summer 2016. The work will be bid through the City's Purchasing Department and will be completed using a combination of contract and force account labor.

## Fiscal Impact

**Short-Term Impact:** The total project budget is \$35,000 and is funded by the 2010 Park Sales Tax (\$20,000) and a Easton Foundation grant (\$15,000).

**Long-Term Impact:** No anticipated increase in annual maintenance expenses, as park staff is already maintaining the existing park and amenities.

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Parks, Recreation and Greenways

Strategic Plan Impact: Not Applicable

Comprehensive Plan Impact: Livable & Sustainable Communities

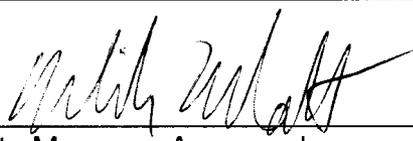
## Suggested Council Action

Approve the ordinance authorizing the project to proceed, the execution of the grant agreement with Easton Foundation, and the appropriation of the grant funds.

## Legislative History

None

  
Department Approved

  
City Manager Approved

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 367-15

**AN ORDINANCE**

determining it is in the public interest to construct improvements to the archery range at American Legion Park; approving and adopting plans and specifications; determining that a portion of the work shall be done by contract; calling for bids through the Purchasing Division; determining that a portion of the project shall be done by city employees; providing for payment for the improvement; authorizing acceptance of a grant from the Easton Sports Development Foundation II; appropriating funds; authorizing the City Manager to obtain, execute and record all documents necessary for the improvement; providing for compliance with the prevailing wage law and state-mandated construction safety training; and fixing the time when this ordinance shall become effective.

WHEREAS, the City Council adopted a resolution declaring the necessity of constructing improvements to the archery range at American Legion Park; and

WHEREAS, the notice of a public hearing on this project was published in a daily newspaper of general circulation in the city; and

WHEREAS, the City Council has held a public hearing on construction of the improvement.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The Council finds that the construction of improvements to the archery range at American Legion Park in the City of Columbia, Missouri, is necessary for the welfare and improvement of the city and that it is in the public interest that such improvements be made. Specific improvements include the following:

- Regrading the entire site to increase the total available distance at the range to accommodate archery targets of up to 80 yards.
- Construction of a 10-foot by 120-foot concrete shooting pad to extend across the front of the range for all targets.

- Construction of four-foot concrete walkways extending from the shooting pad to targets on the range, and the construction of five-foot walkways from the parking lot to the archery range and elevated shooting platform.
- Construction of a 10-foot elevated ADA accessible shooting platform on the north side of the archery range.
- Installation of 16 new targets on the range varying from distances of 10 yards to 80 yards.
- Installation of new fencing around the archery range, bow racks and arrow holders.
- Installation of new signage.

SECTION 2. The plans and specifications for this improvement, as prepared by the Director of Parks and Recreation, are hereby approved.

SECTION 3. A portion of the construction of the improvement shall be done by contract in accordance with the plans and specifications, the laws of the State of Missouri, and the Charter and Ordinances of the City of Columbia, Missouri.

SECTION 4. The Purchasing Agent is hereby authorized to call for bids and execute a contract for all site grading. As deemed advisable by the City Manager, city employees shall be used to construct all other improvements.

SECTION 5. Payment for this improvement shall be made from a \$15,000.00 grant received from the Easton Sports Development Foundation II, parks sales tax funds and such other funds as may be lawfully appropriated.

SECTION 6. The City Manager is hereby authorized to accept a grant from the Easton Sports Development Foundation II in the amount of \$15,000.00 for construction of improvements to the archery range at American Legion Park. The form and content of the Acceptance of Grant shall be substantially as set forth in "Exhibit A" attached hereto. The City Manager, or the Manager's designee, is authorized to sign any other documents required in connection with acceptance of the grant.

SECTION 7. The sum of \$15,000.00 is hereby appropriated from the Miscellaneous Revenues – American Legion Archery Improv Project Account No. 440-0000-480.10-00 C00555 to the American Legion Archery Improv Project Account No. 440-8800-548.49-90 C00555.

SECTION 8. The City Manager is authorized to obtain, execute and have recorded all licenses, easements, deeds and any other conveyances or instruments necessary for the City to complete this improvement.

SECTION 9. The contract for the improvement shall provide that not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under the contract. The contractor's bond shall guarantee the faithful performance of the prevailing hourly wage clause in the contract.

SECTION 10. The bid specifications and contract for the improvement shall provide that the contractor and any subcontractor shall provide a ten-hour Occupational Safety and Health Administration construction safety program (or a similar program approved by the Missouri Department of Labor and Industrial Relations) for all employees working on-site. All employees working on the site of the improvement are required to complete the safety program within 60 days of beginning work on the improvement project.

SECTION 11. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

CERTIFICATION: I certify there are sufficient funds available in the Miscellaneous Revenues – American Legion Archery Improv Project Account No. 440-0000-480.10-00 C00555 to cover the above appropriation.

\_\_\_\_\_  
Director of Finance

## Acceptance of Grant

In Acceptance of a donation from Easton Sports Development Foundation II the Recipient agrees to the following:

The Recipient is (1) exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC) and is not a private foundation as defined in IRC Section 509(a) or (2) is an appropriate government entity. The Recipient will inform the Foundation immediately as to any change in its status.

The Recipient shall not cause any reciprocal benefit to be accrued to the Foundation or to any individual within the Foundation as a result of this donation.

The donation is to be used solely for the purpose as approved by the Easton Foundations Grant Committee.

The donation is not earmarked to be used in any attempt to influence legislation within the meaning of IRC Section 4945(e), or to engage in any other activity that, if conducted directly by the Foundation, would result in the imposition of any tax on the Foundation under IRC Chapter 42.

The Recipient shall not use any portion of the donation to influence the outcome of any specific election for candidates to public office, or to carry on any voter registration drive except as provided in IRC Section 4945(f).

The Recipient shall not use any portion of the donation to induce or encourage violations of law or public policy, to be used to support terrorism or any terrorist organization or group, or to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with IRC Section 501(c)(3).

The Recipient hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Recipient, its employees, or agents in applying for or accepting the donation, in expending or applying the funds or in carrying out any project or program to be supported by this donation, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Foundation, its officers, directors, trustees, employees, or agents.

The Foundation may release information concerning this donation to the press and to other news media, at such time or times as it shall deem appropriate. In the event that the Recipient shall desire to release any such information, copies of all proposed releases and other published material will be submitted to the Foundation and distribution of the same will be conditional upon its approval.

This agreement applies to the grant approved by the Easton Foundations Grant Committee and supersedes any prior oral or written understanding or communication between the parties.

### City of Columbia Parks and Recreation Department

Print Name:	ESDF Request #:	GR2014-068
Signature:	Payment Amount:	\$15,000.00
Title:	Payment Date:	9/2/2015
Dated	Payment Type:	Funds



# ARCHERY GRANT APPLICATION

*F=10  
10/17/14  
11/6/14*

For Internal Use Only: GRANT #: \_\_\_\_\_ Received Date: \_\_\_\_\_

<b>SECTION 1 – ORGANIZATION EXEMPTION STATUS (MUST INCLUDE A COPY OF RULING)</b>			
IS YOUR ORGANIZATION AN IRS QUALIFIED PUBLIC 501(C)(3) OR AN ACCREDITED K-12 SCHOOL, COLLEGE, UNIVERSITY OR GOVERNMENT ENTITY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE YOUR 9 DIGIT FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN#) OR TAX IDENTIFICATION NUMBER (TIN#): <b>43-6000810</b> IF NO, PLEASE STOP. YOU DO NOT QUALIFY FOR A GRANT.			
<b>SECTION 2 – ORGANIZATION INFORMATION</b>			
ORGANIZATION LEGAL NAME: <b>City of Columbia Parks and Recreation Department</b>			
ADDRESS: <b>1 South 7th Street</b>			
CITY: <b>Columbia</b>	STATE: <b>MO</b>	ZIP: <b>65201</b>	COUNTRY: <b>USA</b>
PHONE: <b>573-874-7202</b>	FAX: <b>573-874-7460</b>	WEBSITE: <b>gocolumbiamo.com</b>	
<b>SECTION 3 – CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE</b>			
REQUESTOR'S NAME: <b>Gabe Huffington</b>		TITLE: <b>Park Services Manager</b>	
ADDRESS: <b>1507 Business Loop 70 West</b>			
CITY: <b>Columbia</b>	STATE: <b>MO</b>	ZIP: <b>65202</b>	COUNTRY: <b>USA</b>
PHONE: <b>573-874-7202</b>	CELL PHONE: <b>573-353-0161</b>	E-MAIL: <b>gehuffin@gocolumbiamo.com</b>	
<b>SECTION 4 - ORGANIZATION FUNDING REQUEST AMOUNT</b>			
WHAT IS THE AMOUNT REQUESTED: <b>\$15,000.00</b> PLEASE INCLUDE AN ITEMIZED PROJECT BUDGET ON A SEPARATE SHEET.			
MY ORGANIZATION IS REQUESTING FUNDING FOR (CHECK ALL THAT APPLY):			
<input type="checkbox"/> FUNDING FOR ARCHERY PROGRAMS	<input checked="" type="checkbox"/> FUNDING FOR ARCHERY FACILITIES	<input type="checkbox"/> ARCHERY EQUIPMENT	
<b>SECTION 5 - USE OF FUNDS (Please use extra sheets if needed)</b>			
Please see attached sheet for description of use of funds.  The Columbia Parks and Recreation Department is requesting grant funding of \$15,000 to supplement dedicated park sales tax funding of \$20,000 to create a \$35,000 archery improvement project.			
<b>SECTION 6 - SIGNATURE</b>			
		<b>Park Services Manager</b>	<b>8/30/14</b>
SIGNATURE OF AUTHORIZED REPRESENTATIVE		TITLE	DATE

Thank you for your application. Please review the application to confirm it is complete and review the instructions/checklist to be sure you have included all the required documents. By signing this application you acknowledge that you have read and understand all the requirements listed herein.

The grant funds are to be used solely for the purposes stated in this grant application. The Recipient hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Recipient, its employees, or agents in applying for or accepting the grant, in expending or applying the grant funds or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Foundation, its officers, directors, trustees, employees, or agents.

The Foundation may release information concerning this grant to the press and to other news media, at such time or times as it shall deem appropriate. In the event that the Recipient shall desire to release any such information, copies of all proposed releases and other published material will be submitted to the Foundation and distribution of the same will be conditional upon its approval.



## CITY OF COLUMBIA, MISSOURI

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OFFICE OF CITY MANAGER

November 7, 2014

Idida Briones  
Easton Foundations  
15026 Oxnard Street  
Van Nuys, CA 91411

Dear Ms. Briones:

The City of Columbia, Missouri, is fully a subdivision of government, part of Boone County, State of Missouri, USA. We are a tax-exempt entity under IRS rules and regulations.

The Columbia Parks and Recreation Department is a department of the City of Columbia, entrusted with maintaining and expanding our City parks offerings to our citizens and visitors.

The Parks and Recreation Director is Mike Griggs. Gabe Huffington, with whom you have had correspondence, is a City of Columbia employee reporting to Mr. Griggs.

The City of Columbia's EIN is 12487708.

Thank you for your help with the archery grant proposal.

Sincerely,

Mike Matthes  
City Manager

The City of Columbia has experienced tremendous growth over the past 10 years, and the impact has been felt throughout the community including participation in outdoor sports. The Parks and Recreation Department has had an expanding archery program over the past 5 years due to the increased popularity of the sport and community support for outdoor activities. Our current facilities are not adequate for instructional needs and do not accommodate the skill level of archers in our community. We believe that improved facilities will allow us to gain additional interest in the sport and increase our current level of instruction to beginner and skilled archers. In an effort to meet the needs of all archers, the Parks and Recreation Department identified the need for major renovations to the archery range at American Legion Park. The proposed changes to the 20 year old facility include site improvements for access to the archery range, increasing the length of the range for longer shooting distances and increasing the number of range targets for increased participation.

The Parks and Recreation Department has dedicated funding of \$20,000 towards the renovation project and estimates a total renovation cost for the archery range of \$35,000. The following items will be improved or added during the proposed renovation if grant funding is given to our Department for the project:

- Increase the total length of shooting distance from 60 yards to 80 yards to accommodate for improvements in equipment technology and increase difficulty for long-range shooting.
- Increase the total number of shooting targets from 9 targets to 13 targets at varying distances from 10 yards to 80 yards to increase the total number of users of the archery range at any given time and accommodate potential large groups or tournaments.
- Replacement of all perimeter fencing around the archery range due to age and condition.
- Addition of a concrete shooting pad to improve ADA accessibility and allow for shooting in all types of weather conditions. Improvements will also include stands for hanging equipment during arrow retrieval. The current shooting pad is a mixture of gravel and soil and is not usable during wet conditions.
- Addition of a 15 ft wide X 60 ft long X 8 ft tall elevated shooting deck to offer different shooting angles and add an additional shooting component to the archery range.
- Site grading and necessary concrete walkway additions from parking lots to improve ADA accessibility and access to the range.

These improvements are a benefit for our internal Parks and Recreation programs and will also benefit the following organizations in Columbia that use the facility:

University of Missouri Archery Club

Columbia Area Archery Club

Hartsburg 4-H Club

Boone County 4-H Club

Citizens of Columbia, MO

Due to the size of the City of Columbia's annual financial statements, all information needed by Easton Foundations for the grant application can be found at the following links:

2013 Annual Financial Reports:

[http://www.gocolumbiamo.com/Finance/Services/Financial\\_Reports/FY2013\\_CAFR/index.php](http://www.gocolumbiamo.com/Finance/Services/Financial_Reports/FY2013_CAFR/index.php)

General link to all City of Columbia Financial Reports:

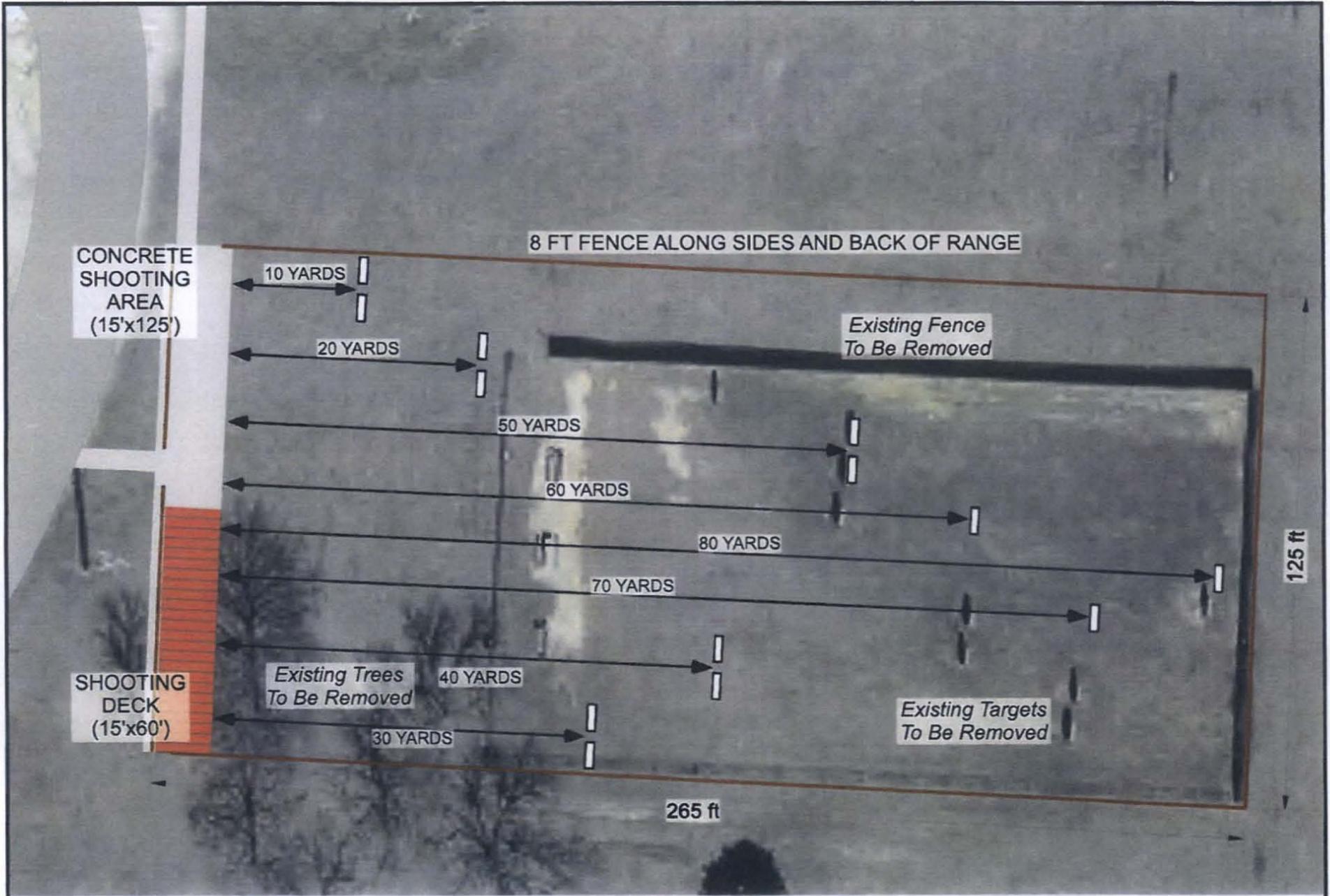
[http://www.gocolumbiamo.com/Finance/Services/Financial\\_Reports/index.php](http://www.gocolumbiamo.com/Finance/Services/Financial_Reports/index.php)

I have also included a copy of our W-9 in case you need it for any verification. I have not included a copy of a government exemption letter due to the unavailability of this letter. I was instructed by our Comptroller that determination letters are not issued to government agencies.

Thank you

<b>American Legion Archery Range Improvements</b>						
August 30, 2014						
<b>Item</b>	<b>Unit</b>	<b>Cost/Unit</b>	<b>Unit #</b>			<b>Notes</b>
Grading	LS	\$9,000.00	1	\$9,000.00	Contractor	Term and Supply Contract
8' Tall Wood Fence (640')	LS	\$10,000.00	1	\$10,000.00	Contractor	Replace Existing Fence
Shooting Deck (15'w x 60'l x 8'h)	LS	\$5,000.00	1	\$5,000.00	FAL	
Estate Fence	LF	\$10.00	120	\$1,200.00	FAL	Parking Lot Entry
Concrete Shooting Pad (15' x 125')	SF	\$3.00	1875	\$5,625.00	FAL	
Walks (5' wide)	SF	\$3.00	420	\$1,260.00	FAL	
Bow Racks	EA	\$300.00	3	\$900.00	Contractor	Ahrens Steel Design
Targets	EA	\$150.00	9	\$1,350.00	FAL	MDC Specifications
Seed/ Straw	LS	\$500.00	1	\$500.00	FAL	Horticulture Staff
<b>Total:</b>				<b>\$34,835.00</b>		

\*Easton Grant funding will be used as part of the total project cost. City of Columbia currently has \$20,000 in dedicated funding for the project. Additional grant funding will allow the Parks and Recreation Department to complete entire project.



**Proposed Archery Range Improvements**  
**American Legion Park**

Columbia Parks and Recreation  
 May 14, 2014





## SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Plats and Plans, Images

# American Legion Park Archery Range Improvements

December 7, 2015



American Legion Park 100 scale N



Archery Range Improvements 20 scale N



# American Legion Park Archery Range Improvements

December 7, 2015



**Targets ranging from 10 yards to 40 yards**  
*Busch Memorial Conservation Area Shooting Range*



**Targets from deck**  
*Busch Memorial Conservation Area Shooting Range*



**Deck for practicing elevated target shooting**  
*Busch Memorial Conservation Area Shooting Range*