



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: April 1, 2024

ITEM TITLE: Complex Turf Engineering Contract

DISCUSSION:

Staff has requested that Crawford Engineering present information to the Council regarding the Ballfield Turf Project. The project was approved for a Not to Exceed of \$88,000, but has gone over that cost due to Construction Staking which was not included in the original contract. Staff has asked Crawford to provide the following items:

1. An hour breakdown for each task organized into sections outlined in the contract and then broken into tasks as outlined in each section of the contract, including but not limited to invoices that have been submitted and paid.
2. Reports for any geotechnical work or materials testing that was performed as part of the project.
3. A breakdown of the staking that was performed, including hours worked on that, the number of stakes installed, etc. including the days staking was performed.
4. A narrative for the staking process, how does that process work – is it a call, a form that is filled out, an e-mail, etc.

Crawford will be in attendance to present the information to the Council and discuss this project.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.