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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** June 18, 2024

**TOPIC** Lumber Yard – Parking and Drive Material

### **BACKGROUND BRIEF:**

In order to protect the western access portions of the site, begin to offer temporary parking, and to balance the environmental safeguarding of allowing public on the site, this office sought quotes on service and material to place an overlay of crushed concrete and stone on the property.

This work required heavy equipment, knowledge of environmental management, and the ability to remove non-contaminated and surplus debris without additional tip fees and transfer issues. Those factors, combined with the timing and availability of the material at a cost that would allow the expense to remain under \$10,000, the project was unable to be supported by three independent quotes.

The new purchasing policy for lumber yard related projects gives the Executive Director authority up to \$10,000, with board approval of a single source quote. The DDA Board chair was consulted on the timing of the project, the desire to have the site and parking secure prior to the Jubilee activity in the downtown, and the long term need for the material to access the site. Mutual consent was made between the director and the chair to move forward with the quote of K&D Phillips Contracting, applying all purpose and intent of the purchasing policy (including local business weight), in the amount of \$9,500 and this is now submitted for ratification and payment.

### **FINANCIAL IMPACT:**

The reports and studies for the preparatory work on site balancing all require this service. The expense was expected and budgeted.

### **RECOMMENDED MOTION:**

Motion to ratify and approve the single source quote for services and material to clean, secure and balance the westerly areas inside the existing lumber yard fencing, allowing safe, temporary parking prior to and through visitor heavy summer event schedules, applying such expense to GL 301-901-950-000