



STAFF REPORT

Meeting Type: City Council
Meeting Date: January 20, 2026
From: Tiana Rundell, Interim Parks and Recreation Director
Subject: Purchase Authorization: Pavilions for Meinig Park Renovation

DECISION TO BE MADE:

Whether to authorize the City Manager to execute a purchase order for three pavilions required to complete the approved renovations at Meinig Park. Authorization will allow the vendor to finalize design details and begin the fabrication process in order to meet the established project timeline.

APPLICABLE COUNCIL GOAL:

- **Goal 5.1.1:** Complete Deer Pointe Park construction, Meinig Park renovations, and Tickle Creek Trail restoration.

BACKGROUND / CONTEXT:

In alignment with Council direction, Sandy Parks and Recreation is implementing phased improvements to Meinig Park. On [November 3, 2025](#), City Council reviewed and approved the proposed renovation plans for the park. The project is currently undergoing land use review with the City's Development Services Department.

The department has received authorization from Development Services to proceed with the replacement of three existing pavilions located directly behind City Hall. The pavilions are planned as an owner-provided and installed component of the overall project. This approach allows the city to procure the structures directly, avoiding contractor markup that would otherwise be applied if the pavilions were included in a future general contractor's scope of work.

Due to vendor production schedules and lead times, the pavilions must be ordered promptly to ensure fabrication and delivery align with the overall project timeline.

KEY CONSIDERATIONS / ANALYSIS:

Staff recommends approval of the pavilion purchase for the following reasons:

- The purchase is consistent with Council-approved Meinig Park renovation plans and supports the phased implementation strategy adopted on November 3, 2025.

- Multiple shelter options were researched and evaluated for quality, durability, maintenance needs, and lifecycle cost. The selected pavilions were determined to provide the best overall value and long-term performance for the city.
- The pavilion design is consistent with recent park development projects, supporting a cohesive and high-quality aesthetic across City parks.
- Procuring the pavilions as an owner-provided and installed component avoids contractor markup, resulting in a more cost-effective use of project funds.
- Immediate ordering is required to meet fabrication lead times and maintain the established project schedule, reducing the risk of construction delays.

BUDGET IMPACT:

The Parks and Recreation Department has allocated **\$1,000,000 in Parks SDC funds** in the 2025–2027 budget for Meinig Park improvements. In addition, the department secured **\$791,146 in grant funding** from Travel Oregon and the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program. During the budget process, an additional **\$800,000** was allocated from the Sandy Urban Renewal Agency, resulting in a total project budget of **\$2,591,146**.

Preliminary “turnkey” pavilion cost estimates are as follows:

- Pavilion #1 (10' x 20'): \$155,315
- Pavilion #2 (10' x 14'): \$116,345
- Pavilion #3 (10' x 14'): \$129,314

During Phase Two cost estimating, the three pavilions were projected at approximately **\$450,000**. With refined scope and pricing, the anticipated total cost has been **reduced to \$400,974**. All costs are within the approved project budget.

GRAPHIC EXAMPLE:

Shelters and Restroom Building



RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to execute a purchase order for three pavilions for the Meinig Park renovation project, in an amount not to exceed **\$400,974**, to be provided and installed by the owner, consistent with the approved renovation plans and available project funding.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to execute a purchase order for three owner-provided and installed pavilions for the Meinig Park renovation project, in an amount not to exceed \$400,974, as included in the meeting packet."

LIST OF ATTACHMENTS / EXHIBITS:

- Pavilion vendor proposal and cost estimates