



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 4, 2026		<b>Subject: Resolution No. 3251</b> Authorizing the City Manager to Execute a Construction Contract with Paul Brothers Inc. for the Memorial Park Ballfield Safety Improvements Project (CIP #9185)  <b>Staff Member:</b> Ethan Rogers, Civil Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2015 Memorial Park Master Plan: Phase 2 Project List 2018 Parks & Recreation Comprehensive Master Plan – Project #1.1.a	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving the public bid process, accepting the lowest responsible bidder, and awarding a construction contract to Paul Brothers, Inc. in the amount of \$736,718.50 for the Memorial Park Ballfields Safety Improvements Project (Capital Improvement Project (CIP) #9185).

**EXECUTIVE SUMMARY:**

Construction of the Memorial Park Ballfields Safety Improvements Project (Project) includes installation of new backstops and safety netting at Fields 1, 2, 3, and 4 at Memorial Park. The project will also provide new prefabricated dugouts at Fields 1 through 3, and a new prefabricated Picnic Shelter in the central plaza. The fencing along the left side of Field 4 will also be extended, protecting the adjacent playground structure from stray balls. These improvements will improve the safety of spectators and adjacent park users from activities in the ballfields.



The City received two (2) bids by the April 9, 2026, 2:00 pm deadline (Attachment 2), of which Paul Brothers Inc. submitted the lowest responsive and responsible bid of \$736,818.50.

**EXPECTED RESULTS:**

After construction – the new backstops, poles and netting, dugouts, and picnic shelter will be installed and available for use before the spring 2027 baseball and softball seasons.

**TIMELINE:**

Due to anticipated long lead time for material procurement of the backstop netting and poles, construction is anticipated to begin in late-August of this year, 2026, with a substantial completion date of October 23, 2026.

**CURRENT YEAR BUDGET IMPACTS:**

The amended budget for Fiscal Year 2025-26 (FY 26) includes funding from the General Fund and Parks System Development Charges (SDC) for construction, contract administration, and overhead for the Project as follows:

<b>CIP No.</b>	<b>Project Name</b>	<b>Funding Source</b>	<b>Adopted FY26 Budget</b>	<b>Contract Amount</b>
9185	Memorial Park Ballfield Safety Improvements	General Fund & Parks SDC	\$ 691,283	\$ 736,718.50

This Project is included in the City’s five-year capital improvement plan (CIP), including additional funding for Project construction in the next fiscal year. The construction contract is within the anticipated budget amount, which will span multiple budget years.

**COMMUNITY INVOLVEMENT PROCESS:**

Updated backstops, dugouts, and foul ball protection are identified as Phase 2, high priority safety improvements in the Memorial Park Master Plan Update (2015), which included an extensive community involvement process. Staff will coordinate construction timing with the regular users of the ballfields to schedule construction activities to minimize impacts to ballfield operations.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The community benefits include improved spectator and player safety from foul and wayward balls during ballfield use for baseball or softball games, with installation of a new central shelter and ballfield backstops, safety netting, and dugouts.

**ALTERNATIVES:**

The project team considered different alternatives for backstop systems to replace the current structures. A netting and pole system was determined to be the most cost-effective option over its lifecycle to accomplish the goals of the project.

Council could direct staff to reject all bids and re-solicit the Invitation to Bid, or to reject all bids and cancel the project outright. Neither alternative is recommended as it will delay the needed ballfield safety improvements.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Vicinity Map
2. Bid Summary
3. Resolution No. 3251
  - A. Memorial Park Ballfield Safety Improvements Construction Contract