



Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: April 15, 2024

Re: Community Welcome Center Construction – Clary-Shy Community Park

## Executive Summary

The Parks and Recreation Department is requesting City Council approval of an ordinance authorizing the construction of the Community Welcome Center and a 52-car parking lot at Clary-Shy Community Park. In addition to project approval, staff is requesting City Council approval of an appropriation of funds, totaling \$5,019,932, to fund the capital improvement project. The funding comes from donations, totaling \$3,519,932, currently in the City's account with the Missouri Development Finance Board (MDFB) and \$1,500,000 in funding awarded to the Columbia Center for Urban Agriculture (CCUA) from Boone County's State and Local Fiscal Recovery Fund ARPA allocation. The Community Welcome Center will be constructed adjacent to the MU Health Care Pavilion and CCUA schoolhouse at the park. The facility will include office space, resource library, community conference room, production kitchen, event space, catering kitchen, storage and restrooms. The construction project will be bid through the City's Purchasing Department and the proposed improvements will be completed using contract labor. The project is scheduled to begin fall 2024, with an anticipated completion date of spring 2026.

## Discussion

Clary-Shy Community Park, located at 1701 W. Ash Street, is a 20-acre park acquired from Ron and Vicki Shy in 1994 by a combination purchase and donation. The Activity & Recreation Center (ARC) has been located at the park since 2001, and the park property has served as the home of the Columbia Farmers Market since 1980. On Nov. 16, 2017, City Council approved an updated master plan for Clary-Shy Community Park and the first phase of improvements at the park to begin the construction of an agriculture park. Phased construction has continued at the park including completion of the MU Health Care Pavilion, CCUA schoolhouse, CCUA maintenance building, temporary office space, playground, walking trail, demonstration gardens, arbor, greenhouse and parking. The MU Health Care Pavilion serves as the home for the Columbia Farmers Market and is used as a reservable pavilion for the general public when available.

The Parks and Recreation Department is requesting approval of an ordinance authorizing the construction of the Community Welcome Center and a 52-car parking lot at Clary-Shy Community Park and an appropriation of funds, totaling \$5,019,932, to pay for the capital improvement project at the park.

Park staff held a public input meeting on Feb. 27, 2024 at the MU Health Care Pavilion to discuss the capital improvement project with citizens and gain feedback about the project.



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The public had an additional opportunity to provide comments about the proposed project via BeHeardComo from Feb. 8, 2024 to April 4, 2024.

Park staff introduced the proposed construction of the Community Welcome Center and parking lot at Clary-Shy Community Park to the Parks and Recreation Commission on March 21, 2024. After discussion of the project, the commissioners voted to endorse the proposed construction project at the park and recommended that Council approve the plans as presented. After considering all citizen comments and the P&R Commission recommendation, staff believes the proposed construction of the Community Welcome Center and 52-car parking lot represents a consensus of park users and staff.

The agriculture park at Clary-Shy Community Park is a public-private partnership that has created a regional destination to connect Missourians to local agriculture. The proposed construction of the 11,000 square foot Community Welcome Center at Clary-Shy Community Park will create a multi-use indoor facility to support the operations of the agriculture park and provide community space at the park. The proposed plans for the facility include the following spaces:

1. The facility will include more than 3,000 square feet of dedicated office space for staff with the Columbia Center for Urban Agriculture and Columbia Farmers Market (CFM). Neither of these organizations have permanent office space for their administrative and operations staff. Currently, CCUA utilizes a temporary trailer at the park to house their 25 staff members. With the construction of this building, the trailer will be removed from the property and the space will be repurposed by CCUA staff for ag-related expansion. Permanent office space in the park's Community Welcome Center will ensure that the daily operations of the agriculture park and weekly farmers market continue to effectively operate at Clary-Shy Community Park. The responsibilities associated with the management of the building are outlined in a separate agreement with the Columbia Center for Urban Agriculture. This includes payment for rent and utilities, operational guidelines, space responsibility and facility reservations.
2. The Resource Center, totaling 1,051 square feet, will provide a public-facing space for CCUA staff and volunteers to greet park visitors, help community members make the most of the park and program services and manage a community tool library. A visitor to this space will have the opportunity to check out books related to farming and agriculture, speak with CCUA staff about gardening opportunities and challenges and receive directions related to volunteering at the agriculture park.
3. The production kitchen included in the Community Welcome Center will be a vital tool for CCUA staff and CFM vendors to assist with food production and disbursement. The space will enable CCUA to better meet local needs using produce that is already grown on-site. In 2023, more than 31,000 pounds of produce was grown and harvested through CCUA's Planting for the Pantry program for local hunger relief. Currently this produce is all donated as whole and uncut, which requires consumers to clean, cut, and prepare it. The production kitchen will add a new opportunity to prepare and cook the produce grown



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onsite into ready-to-eat meals and meal kits that will be distributed through the existing Central Pantry partnership. This will enable CCUA and The Food Bank to reach more people and provide a greater volume of healthy food options. CFM vendors will have the opportunity to utilize the production kitchen for the preparation of food to be sold at the weekly farmers market as well. This facility will allow existing vendors to prepare samples and potentially expand their current market offerings. The production kitchen will also be utilized as a tool for new CFM vendors. Community members will be able to utilize the production kitchen to kick-start new food-service businesses with lower start-up costs. The production kitchen will be managed by a kitchen manager employed by the Columbia Center for Urban Agriculture and all reservations for this space will be coordinated by the kitchen manager. This ensures that the space is managed correctly, food safety guidelines are followed by all users and facility cleanliness is addressed daily.

4. A small community conference room, totaling 391 square feet, is included within the Community Welcome Center. This space will allow for CCUA, CFM and community members to coordinate small meetings and gatherings at the park. CCUA staff will manage the scheduling of this room as part of the resource center and office space.
5. The final portion of the building will be a multi-use event space that includes restrooms, bride's room, catering kitchen and storage. The 2,348 square foot space provides an open floor plan that can be utilized for a variety of events by CCUA, CFM, City of Columbia and local citizens. The space will be utilized by CCUA and CFM for fundraising events, summer camps, board meetings and staff meetings. When not in use by these two organizations, the space will be available to the public as a rental space managed by the Columbia Parks and Recreation Department. The event space is designed to have multiple entrances and access will be dependent on type of rental and time of the day. This allows this space to be utilized outside of normal CCUA business hours. Renters of the facility will have access to restrooms, a bride's room, storage with tables and chairs and a small catering kitchen. The small catering kitchen can be divided from the larger production kitchen depending on the type of rental event. Reservations for this space in the building will be coordinated by the Parks and Recreation Department due to the extended availability of this space and due to the department already coordinating rentals of the MU Health Care Pavilion. This will minimize the number of overlapping events and the department will collect all revenue associated with the rental of this space. Staff anticipates the management of the event space will be very similar to the management of Riechmann Pavilion at Stephens Lake Park.

In addition to the Community Welcome Center, staff is proposing to construct a 52-car parking lot at Clary-Shy Community Park. The new parking lot is adjacent to an existing parking lot and was shown in the revised park master plan. Staff did not construct the parking lot as part of phase I of the park development due to budget constraints and questions about the need for both parking lots at the time of phase I construction. Due to the development of the park, patron usage and programming at the Activity & Recreation Center and popularity of the weekly farmers market, staff is requesting to construct this parking lot as part of the project. The Community Welcome Center will bring additional



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patrons to the park and additional parking is needed to handle existing parking needs and future park usage with the completion of the new building.

The total estimated cost for the construction of the Community Welcome Center and 52-car parking lot is \$5,019,932. The funding for the construction project comes from donations, totaling \$3,519,932, currently in the City's account with the Missouri Development Finance Board (MDFB). On Nov. 18, 2019, City Council authorized the City Manager to sign an agreement with the Missouri Development Finance Board to accept \$2 million in tax credits that were used to generate donations for the completion of multiple phases of the project. The remaining funds for the capital improvement project are from a \$1,500,000 funding award to the Columbia Center for Urban Agriculture (CCUA) from Boone County's State and Local Fiscal Recovery Fund ARPA allocation.

The construction project will be bid through the City's Purchasing Department, and the proposed improvements will be completed using contract labor. The construction of the Community Welcome Center and parking lot are scheduled to begin fall 2024, with an anticipated completion date of spring 2026. The Columbia Farmers Market will continue to operate each Saturday at Clary-Shy Community Park throughout this construction project. Park staff, the selected construction contractor and Columbia Farmers Market manager will coordinate staging for the construction project, traffic flow for vehicles and pedestrians, and safety precautions at the site.

## Fiscal Impact

**Short-Term Impact:** The total project cost is estimated at \$5,019,932. The funding comes from donations, totaling \$3,519,932, currently in the City of Columbia's account with the Missouri Development Finance Board and \$1,500,000 in funding awarded to CCUA from Boone County's State and Local Fiscal Recovery Fund ARPA allocation.

**Long-Term Impact:** Parks and Recreation will establish a facility management agreement with CCUA that outlines expenses associated with the facility. CCUA will be responsible for a \$500 monthly rent payment to the City and will pay all utility expenses associated with the facility. The Parks and Recreation Department will be responsible for all major building components, such as the HVAC system, exterior building products and electrical components, and the maintenance of the parking lot.

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Reliable and Sustainable Infrastructure, Secondary Impact: Inclusive and Equitable Community, Tertiary Impact: Resilient Economy

### Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Livable & Sustainable Communities, Tertiary Impact: Economic Development



## Legislative History

Date	Action
05/16/22	<p>B142-22: Authorizing construction of the Clary-Shy Community Park - Agriculture Park - Phase II improvement project to include construction of the east and west sections of the MU Health Care Pavilion steel structure; calling for bids for the project through the Purchasing Division; authorizing a financial assistance award agreement with the United States Department of Commerce - Economic Development Administration; amending the FY 2022 Annual Budget by appropriating funds.</p> <p><a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=5650219&amp;GUID=7E5B3881-DA72-4CFD-B456-499808091758&amp;Options=&amp;Search=">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=5650219&amp;GUID=7E5B3881-DA72-4CFD-B456-499808091758&amp;Options=&amp;Search=</a></p>
08/03/20	<p>B183-20: Authorizing an amendment to the agreement with Columbia Center for Urban Agriculture, Inc. for the development and operation of an agriculture park at Clary-Shy Community Park to allow the installation of a temporary office on the west side of the park property.</p> <p><a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=4594158&amp;GUID=57F02FE0-1162-4641-A426-2057F04FC571&amp;Options=&amp;Search=">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=4594158&amp;GUID=57F02FE0-1162-4641-A426-2057F04FC571&amp;Options=&amp;Search=</a></p>
11/18/19	<p>B339-19: Authorizing a tax credit agreement with the Missouri Development Finance Board and Columbia Center for Urban Agriculture relating to construction of the Clary-Shy Community Park - Agriculture Park - Phase II improvement project.</p> <p><a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=4212113&amp;GUID=B94836F6-358D-431F-BE40-816B1AD836C1&amp;Options=&amp;Search=">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=4212113&amp;GUID=B94836F6-358D-431F-BE40-816B1AD836C1&amp;Options=&amp;Search=</a></p>
11/05/18	<p>B268-16: Authorizing construction of a playground, fitness trail, second outdoor classroom and amphitheater at the Clary-Shy Community Park; calling for bids for a portion of the project through the Purchasing Division; authorizing a financial assistance agreement with the Missouri Department of Natural Resources; appropriating funds.</p> <p><a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=3700389&amp;GUID=9A1C70B9-670D-48E2-8373-B2C344B5A34E&amp;Options=&amp;Search=">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=3700389&amp;GUID=9A1C70B9-670D-48E2-8373-B2C344B5A34E&amp;Options=&amp;Search=</a></p>
11/06/17	<p>B319-17: Approving the Clary-Shy Community Park - Agriculture Park Master Plan; authorizing construction of the Clary-Shy Community Park - Agriculture Park - Phase I improvement project; calling for bids through the Purchasing Division; appropriating funds.</p> <p><a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=3187346&amp;GUID=10E7F2CB-FBDC-4C52-8EF9-8CFB3B3E277A&amp;Options=&amp;Search=">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=3187346&amp;GUID=10E7F2CB-FBDC-4C52-8EF9-8CFB3B3E277A&amp;Options=&amp;Search=</a></p>

## Suggested Council Action

Approve the ordinance authorizing the construction of the Community Welcome Center and 52-car parking lot at Clary-Shy Community Park and appropriate funds for the project.