

City of Brookings

Special City Council

MEETING AGENDA

Monday, November 23, 2015, 4:30 PM

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Staff Reports

1. Authorization to pay Salmon Run Golf Course for project expenses. [Interim City Manager, pg. 2]
 - a. Council Agenda Report dated November 9, 2015 and attachments (includes the July 27, 2015 CAR). [pg. 4]

E. Remarks from Mayor and Councilors

F. Adjournment


*This is a Special City Council Meeting and public comments will be heard only on the agenda item included above. Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, and at City Hall. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 23, 2015


Signature (submitted by)

Originating Dept: Finance & HR

City Manager Approval

Subject:

Salmon Run Golf Course Invoice.

Recommended Motion:

- A. Authorize payment to Salmon Run Golf Course for all documented, approved, out-of-pocket expenditures, less the August 2015 lease amount of \$20,000, up to a maximum of \$8,984.78.

OR

- B. Authorize payment to Salmon Run Golf Course for the invoice as submitted, including costs that are not out-of-pocket, less the August 2015 lease amount of \$20,000, up to a maximum of \$8,984.78.

Financial Impact:

Up to \$28,984.78, from current and prior year lease payments.

Background/Discussion:

In July 2015, Salmon Run requested to do a project they referred to as "irrigation bypass line" (see July 27, 2015 Council Agenda Report and attachment for project details). They requested to be reimbursed when complete; \$20,000 of that project would be credited against the lease payment due August 2015, and the remainder would be paid to them once completed and invoiced. On July 27, 2015, Council approved the irrigation bypass line and to allow current lease payment of \$20,000 to be diverted for this project and allow additional \$8,984.78 to be taken out of lease payment fund. By prior Council action, the lease payment fund is to be used exclusively for the development of a permanent water source for the golf course.

On November 9, 2015, the Council addressed Salmon Run's invoice, and requested that the agenda item be brought back to Council after the requested information had been submitted.

On November 20, Salmon Run provided detailed payroll information from the irrigation bypass project. The documentation submitted totals \$5,480.80 of payroll and related payroll costs for this project. Materials invoices already provided prior to the November 9th meeting totaled \$13,304.04.

The amount included under Equipment is not an actual out-of-pocket cost. There is no backup documentation because equipment was not rented. They are seeking reimbursement for using equipment that they already own.

Staff is not comfortable processing this request for payment without City Council review and approval. The proposed motion "A" would only pay documented, out-of-pocket costs. If the City Council is satisfied with the invoice as presented, staff requests the City Council approve the proposed motion "B".

Attachments:

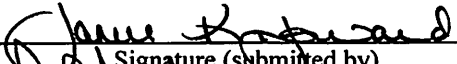
- a. November 9, 2015 Council Agenda Report and attachments

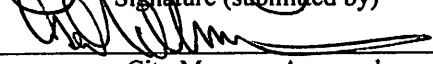
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 9, 2015

Originating Dept: Finance & HR



Signature (submitted by)


City Manager Approval

Subject:

Salmon Run Golf Course Invoice.

Recommended Motion:

Authorize payment to Salmon Run Golf Course for all documented, approved, out-of-pocket expenditures, less the 2014-15 lease amount of \$20,000, up to a maximum of \$8,984.78.

Financial Impact:

Up to \$28,984.78, from current and prior year lease payments.

Background/Discussion:

In July 2015, Salmon Run requested to do a project they referred to as "irrigation bypass line" (see July 27, 2015 Council Agenda Report and attachment for project details). They requested to be reimbursed when complete; \$20,000 of that project would be credited against the lease payment due August 2015, and the remainder would be paid to them once completed and invoiced. On July 27, 2015, Council approved the irrigation bypass line and to allow current lease payment of \$20,000 to be diverted for this project and allow additional \$8,984.78 to be taken out of lease payment fund. By prior Council action, the lease payment fund is to be used exclusively for the development of a permanent water source for the golf course.

Wild Rivers Golf Management sent the City an invoice September 17, 2015 that was summarized as "Irrigation System" with a balance of \$8,984.78. As the City needs documentation for all expenditures, we requested more information. We then received the letter dated October 27, 2015 with final costs including invoices from Ewing Irrigation, Labor, and Equipment. Again, we needed actual backup documentation. Wild Rivers Golf Management has satisfied our documentation requirements for the materials portion from Ewing.

There are two other sections included in the October 27, 2015 letter – Labor and Equipment. On Labor, there are issues on what was submitted so far, and we also need detailed payroll records. Salmon Run management originally estimated 500-600 hours at \$12/hour. On the October 27th letter, it states a rate of pay of \$15 and 18 per hour. This is a large difference in only two months time. Also, there are questions regarding the number of hours listed. Again, detailed hours have not been submitted. The amount included under Equipment is not an actual out-of-

pocket cost. There is no backup documentation because equipment was not rented. They are seeking reimbursement for using equipment that they already own.

Staff is not comfortable processing this request for payment without City Council review and approval. The proposed motion would require additional documentation. If the City Council is satisfied with the invoice as presented, staff requests a motion to pay that invoice.

Attachments:



- a. July 27, 2015 Council Agenda Report and attachments
- b. September 17, 2015 Wild Rivers Golf Management Invoice
- c. October 27, 2015 Salmon Run letter

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 27, 2015

Originating Dept: PW/DS


Public Works Development Services Director

City Manager Approval

Subject: Approval of irrigation bypass line to be installed at Salmon Run Golf Course and consideration of request to apply 2015-16 lease payment to project.

Recommended Motion:

1. Authorize the City Manager to execute a letter of approval for the irrigation by pass line.
2. If the Council finds that this request is consistent with the intended use of lease payment revenue, authorize the City Manager to execute a letter of agreement for application of the lease payment of \$20,000 to be applied to the project.

Financial Impact: Negligible, as the property owner the material (\$12,000) becomes City property once installed.

Background/Discussion: The current layout of the irrigation system at Salmon Run requires isolating and depressurizing the system, sometimes as often as weekly. This results in a complete drain of the higher elevations of the system subjecting pumps and fittings to excessive wear on the 6-8 inch valves. According to the Design Engineer this will be the first step in creating a permanent water system. The lease agreement approved by the City Council on July 24, 2014 provides a \$20,000 annual lease payment by the Salmon Run Golf Course Operator due August 15. The operator has made one payment to date on August 11, 2014. The lease agreement provides that these funds will be deposited into a fund dedicated to golf course water source development.

Policy Considerations: None

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Attachment(s):

- a. Letter of request
- b. Map

SALMON RUN

Instinct Will Bring You Back!

July 1, 2015

City of Brookings
898 Elk Dr.
Brookings, Oregon 97415

COPY

Lake fill Proposal

The purpose of this project is to install a fill line from the entrance of the golf course to irrigation pond at #9. This would alleviate wear and tear on the irrigation system caused by the frequent use of the main line to fill the pond and create a more efficient watering system.

The current system requires isolating and depressurizing the front half of the irrigation system before the main pump at Freeman's can pump water to the pond at #9. This is not a normal occurrence to a system of this type and size. Much of the higher elevations are drained of water completely, causing excessive wear to heads, valves, and piping when the system is brought back online. During the summer months, this process can occur on a weekly basis. There are 5 large valves (6" to 8") that are turned on and off during this process, something that they were not designed to do. They are starting to wear out, due to this over-use.

A line going from near #4 pond to #9 pond would eliminate large valve over-use, excessive water hammer, and large variations in pressure caused by the current set up, leading to a longer lasting irrigation system. It would also eliminate the need to adjust the watering schedule, leading to better turf quality and a more efficient operation.

This would also be the first step to creating the permanent water system. Any variation of that system that has been discussed in the past would use this fill line.

The pipe itself would be located to the side of 5, 6, 8 and 9 fairways. There would be two bridges that the pipe would follow the irrigation main line across. We anticipate minimal crossover with the current irrigation system, but there may be some areas that will be pre-marked to reduce repairs. The majority of the digging will be done with a trencher. We anticipate the project taking 3-4 weeks.

SALMON RUN

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Total line length: 4.969 ft.

Fill Pipeline Project Estimate

Pipe – 6" PVC	11,484.78
Fittings, repairs	550
Labor – 500-600 hrs @ \$12	7,200
Equipment – 150 hrs @ \$64	9,750
 Total Cost	 28,984.78

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Thank you,



Ed Murdock
Salmon Run Golf Course
GM

Wild Rivers Golf Managment LLC

99040 South Bank Chetco River Rd.
Brookings, OR 97415
(541)469-4888
edm@salmonrun.net

INVOICE

BILL TO
City of Brookings.
City of Brookings.
898 Elk Dr.
Brookings, OR 97415

INVOICE # 1822
DATE 09/17/2015
DUE DATE 10/17/2015
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Irrigation System	1	8,984.78	8,984.78
Balance of Fill Line Project- total cost \$28,984.78			

BALANCE DUE **\$8,984.78**

City of Brookings
Approved for Payment
Date 10-15-15 By [Signature]
Acct # 2021-7011 Amt. 8984.78
Acct # _____ Amt. _____

COPY

SALMON RUN

Instinct Will Bring You Back!

Oct. 27, 2015

City of Brookings
898 Elk Dr.
Brookings, Oregon 97415

Lake fill line – final costs

Invoices from Ewing Irrigation:	8/7/15	11,025. 7 ⁴¹
	8/24/15	1,252.93
	9/1/15	1,025.70
Labor –	Boyd: 207.45 @ \$18	3,734.10
	Kraig: 130.6 @ \$15	1,959.00
	Dean: 56.5 @ \$15	847.5
Equipment –	Gehl excavator 122 hrs @ \$64	
	Case Skidsteer 28 hrs @ \$64	
	Case Loader 19 hrs @ \$64	<u>10,816.00</u>
Total Cost		30,660.93
Subtract 2015 lease payment		(20,000)
Total Due		10,660.93

The original estimate was a total of 28,984.78. We would accept the difference in that and the 2015 payment, as approved by the city council: \$8,984.78