

REPORT / RECOMMENDATION



To: Park Board

Agenda Item #: VI.C.

From: Ann Kattreh
Parks & Recreation Director

Action

Discussion

Date: May 13, 2014

Information

Subject: Braemar Golf Course Master Plan Task Force

Action Requested:

Appoint two Park Board members to the Braemar Golf Course Master Plan Task Force

Information / Background:

At the March 18, 2014 City Council meeting, the City Council asked staff to present to the City Council a proposal for the Braemar Golf Course master planning process. Staff made a presentation to the City Council on April 22, 2014. The staff report is attached.

At the April 22 meeting, the City Council made the following motion:

Member Swenson made a motion, seconded by Member Brindle, approving a Braemar Golf Course Master Plan and Storm Water Master Plan process, utilizing staff suggested process 2., Task Force Selects Master Plan Consultant and Directs Process, subset a. to h., per selection of the Task Force as discussed.

Ayes: Bennett, Brindle, Sprague, Swenson, Hovland

Motion carried.

Staff recommended Option 2 is as follows:

2. Task force selects master plan consultant and directs process.
 - a. City Council appoints a five-member special ad hoc task force.
 - b. Park Board appoints two Park Board members to the special ad hoc task force.
 - c. City Council appoints chair of the special ad hoc task force.
 - d. Staff develops request for proposal with guidance of task force.
 - e. Staff and task force interview consultants and recommend consultant selection to City Council.
 - f. Staff sets contract scope.
 - g. City staff selects storm water master plan consultant.
 - h. Council approves MPC and SWMPC contracts.

- i. Task force facilitates public input process for MPC.
- j. Task force provides direction to MPC based on collective feedback.
- k. MPC prepares plan based on direction from task force.
- l. Staff review plan to make sure it is consistent with contract scope.
- m. MPC presents plan to task force for endorsement.
- n. Staff prepares a recommendation on proposed plan.
- o. Task force, MPC and staff present plan and recommendations to Park Board for Review & Recommendation.
- p. Task force, MPC and staff present plan to City Council for approval.

Staff is requesting that the Park Board self-appoint two members to participate in the Braemar Golf Course Task Force. The remaining five task force members will be selected by the City Council during an application and interview process. The application process is currently open to the public. The City Communications Department has advertised this task force, including a press release, social media and website advertising. A link to the application is located on several pages of the website. A link to the application is: www.braemargolf.com. The link to the application is on the right side of the page.

Task force applications will be open until May 21. City Council interviews will take place in June. If all goes as planned, the City Council will appoint the remainder of the task force on July 1, 2014. The task force will immediately begin work on a request for proposal for the golf course master planning consultant. The task force will interview and recommend consultant to the City Council. Anticipated additional duties of the task force are to report progress and feedback to and from the Park Board, assist with the public process, provide input to the master plan consultant, review and provide feedback to the master plan consultant, and eventually endorse a master plan. The task force will also assist with the Park Board and City Council approval process.

If you know anyone that might be interested in serving on the City Council appointed task force, please direct them to the Braemar Golf Course webpage to apply.

Attachments:

City Council Agenda Item #VIII.G. Braemar Golf Course Master Planning Process, April 22, 2014

REPORT / RECOMMENDATION



To: Mayor and City Council

Agenda Item #: VIII.G.

From: Ann Kattreh
Parks & Recreation Department

Action

Discussion

Information

Date: April 22, 2014

Subject: Braemar Golf Course Master Planning Process

Action Requested:

Approve a Braemar Golf Course master planning process.

Information / Background:

At the March 18, 2014 City Council meeting, the City Council made the following motions:

Member Swenson made a motion, seconded by Member Brindle, to immediately start the Master Plan for Braemar Golf Course with funding from the Braemar Memorial Fund.

The Council discussed the motion and use of Braemar Memorial Funds.

Ayes: Bennett, Brindle, Sprague, Swenson, Hovland

Motion carried.

Mayor Hovland made a motion, seconded by Member Swenson, to immediately begin work on extending the driving range and executive course projects, consistent with the existing concept plan.

Ayes: Bennett, Brindle, Sprague, Swenson, Hovland

Motion carried.

Staff has prepared three scenarios for City Council consideration for the Braemar Golf Course master planning process including the selection of a master plan consultant and the project planning and approval process. Due to the impact of the complicated nature of Nine Mile Creek Watershed District, staff also recommends completing a storm water master plan as a component of the master planning process. This should be done in conjunction with the Braemar Golf Course master plan and driving range and executive course renovation projects to ensure our ability to make the necessary renovations to the course based on the proposed master plan. Three potential scenarios are as follows:

1. City staff selects master plan consultant and directs process.
 - a. City staff selects master plan consultant (MPC) based on experience, knowledge and budget.
 - b. City staff selects storm water master plan consultant.
 - c. Council approves contract for MPC and storm water master plan consultant (SWMPC).

- d. MPC prepares plan based on input from SWMPC, user groups, Park Board, staff and City Council.
 - e. MPC presents plan to Park Board for Review & Recommendation.
 - f. MPC presents plan to City Council for approval.
2. Task force selects master plan consultant and directs process.
- a. City Council appoints a 5 member special ad hoc task force.
 - b. Park Board appoints 2 Park Board members to the special ad hoc task force.
 - c. City Council appoints a chair of the special ad hoc task force.
 - d. Staff develops request for proposal with guidance of task force.
 - e. Staff and task force interview consultants and recommend consultant selection to City Council.
 - f. Staff sets contract scope.
 - g. City staff selects storm water master plan consultant.
 - h. Council approves MPC and SWMPC contracts.
 - i. Task force facilitates public input process for MPC.
 - j. Task force provides direction to MPC based on collective feedback.
 - k. MPC prepares plan based on direction from task force.
 - l. Staff review plan to make sure it is consistent with contract scope.
 - m. MPC presents plan to task force for endorsement.
 - n. Staff prepares a recommendation on proposed plan.
 - o. Task force, MPC and staff present plan and recommendations to Park Board for Review & Recommendation.
 - p. Task force, MPC and staff present plan to City Council for approval.
3. Park Board/City Council selects master plan consultant and directs process.
- a. City staff prepares a Request for Proposals (RFP) for golf course architectural services.
 - b. RFPs are submitted by qualified consultants.
 - c. MPC is selected by the Park Board and City Council based on interview process arranged by city staff.
 - d. Staff negotiates contract scope after selection.
 - e. City staff selects storm water master plan consultant.
 - f. City Council awards design contract to MC and SWMPC.
 - g. MPC prepares master plan based on input from SWMPC, user groups, Park Board, staff and City Council.
 - h. MPC presents plan to Park Board for Review & Recommendation.
 - i. MPC presents plan to City Council for approval.

In all scenarios significant user input will be solicited. In Option 1 - City staff selects master plan consultant and directs process – the consultant selection and approval process will likely be the quickest, but otherwise the timeline for all three options will be similar. The Engineering Department will assist with the selection of a storm water master plan consultant and will oversee the storm water part of the project.

Staff anticipates the fee for a master plan consultant to be in the \$30,000 to \$100,000+ range. The storm water master plan will cost up to \$50,000 and will be partly paid for by 2014 CIP Project ENG-13-012, which has a \$50,000 budget for storm water work on the Braemar site and nearby. The master planning process will take 4 – 6 months to complete once a master plan consultant is selected. When a master plan has been approved, a timeline and budgeting process for course renovations would be determined and a golf course architect would be required to complete construction documents.

Recommendation

Staff recommends Option 2 - Task force selects master plan consultant and directs process. It strikes a balance between many interested parties including the golf course users, Park Board, City Council and staff. However, staff considers any of the three options, or combination, to be viable alternatives.