

BEMIDJI CITY COUNCIL

Work Session Agenda

Monday, March 14, 2011

**City Hall
Conference Room
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
2. REVIEW NORTH COUNTRY PARK PLANS
3. LAW ENFORCEMENT CENTER (LEC) SOFTWARE UPGRADES
4. CITY COUNCIL & STAFF UPDATES/QUESTIONS
- Discussion only.
5. ADJOURNMENT

COUNCIL AGENDA ITEM



Meeting Date: March 14, 2011

Action Requested: Consider Approval of Final Plan for North Country Park and Approval of Plans and Specifications and Authorize Advertisement for Bids for Phase I.

Prepared By: Marcia Larson, Parks and Recreation Director *ml*

Reviewed By: John Chattin, City Manager *JMC*

Background

The Parks and Trails Commission met in a work session on February 23rd and reviewed and approved the Final Concept Plan for North Country Park Development and the plans for Phase I Construction. The site plan for North Country Park is attached and includes a baseball field, basketball courts, tennis courts, walking trails, picnic area and amenities, playground, restroom/storage facility, open play area, and parking areas with lighting.

Phase I is identified on the site plan by green coloring, meaning anything that is white is a future amenity (timeframe dependent upon funding). Phase I includes the main parking lot with lighting, a bituminous trail from 30th Street connecting to the play area and grass walking trail, one basketball court, baseball field (irrigation, fencing, foul poles, grading and seeding). The playground is included in Phase I, but will be bid through my office for a cost savings - similar to the City Park project. The Parks and Trails felt the restroom/storage facility was an important feature, but due to the budget decided to alternate bid the building.

The North Country Park estimated cost for Phase I is \$775,550. Phase I should be complete by October 31st. The total construction costs for the project based on the site plan are \$1,400,000 (plus engineering). The funding for this project is through the sales tax funds. The City Council allocated \$250,000 for North Country Park and up to \$350,000 for a baseball field. The parkland dedication fund has a balance of \$68,000 – the majority of the parkland dedication was collected from the Vista North Development. The total amount of city funds available/dedicated to phase I is \$668,000. A detailed cost estimate for phase I is also attached. The estimate is broken into 3 components – base bid or general park amenities (\$309,405), On-site Trails (\$4,000), and baseball field (\$275,745) which equals the subtotal of \$589,150 plus contingency and engineering/architectural for a total of \$775,550.

The Parks and Trails Commission is recommending bidding the building - \$100,000 as a alternative bid and removing the playground at a cost of \$30,000 from the bid package.

The final plans represent a cost effective plan that will create needed infrastructure and amenities to facilitate a positive park experience for the park users. We have worked hard to ensure costs are kept within the budget through site plan efficiencies and decreasing amenities and paved walking areas, as well as utilizing internal resources. We hope to utilize Sentence to Serve to clear the walking trails this spring, with some assistance from the Parks staff, as mentioned above the playground units will be bid through my office to maximize the amount of play elements for the cost and utilize volunteer labor to

assist with the install. The Parks and Trails have also decreased the size of the building – focusing on providing only restrooms and a maintenance storage area.

The public process for the design of the park began in 2009 and included several public meetings and a site walk through with adjacent land owners and other interested parties. The Baseball Association has been involved in the design of the ball field. Discussion has been held on contributions by the baseball association to the new field, but there is no commitment by the baseball association as of yet.

Recommendation:

It is recommended that the City Council pass a motion approving final concept plan for North Country Park and approve the plans and specifications and authorizing the advertisement for bids for phase I.

Phase I Engineers Estimate- Revised Feb 14, 2011

	Spec No.	Item	Unit	ESTIMATED QUANTITY	UNIT PRICE	ENGINEERS ESTIMATE
BASE BID- PHASE I						
	2021.501	Mobilization (3.5% of Subtotal)	Lump Sum	1.0	10,460.00	10,460.00
	2101.501	Clearing Phase I-parking/fields	Acre	1.5	1,500.00	2,250.00
	2101.506	Grubbing Phase I-parking/fields	Acre	1.5	1,500.00	2,250.00
	2104.501	Remove Curb and Gutter	Lin. Ft.	120.0	4.00	480.00
	2104.505	Remove Concrete Pavement	Sq Yd	50.0	5.00	250.00
	2105.501	Common Excavation (P)	Cu Yd	10,500.0	4.25	44,625.00
	2211.501	Aggregate Base Class 5-Phase I	Ton	1,200.0	11.00	13,200.00
	2511.501	Rip Rap, Class II	Cu Yd	300.0	47.00	14,100.00
	2531.507	6" Concrete Driveway Pavement-Phase I	Sq Yd	80.0	50.00	4,000.00
	2563.601	Traffic Control	Lump Sum	1.0	2,000.00	2,000.00
	2573.502	Silt Fence	Lin Ft	1,500.0	2.00	3,000.00
	2573.513	Misc Erosion Control	Lump Sum	1.0	1,000.00	1,000.00
	2573.602	Temporary Rock Construction Entrance	Each	1.0	1,500.00	1,500.00
	2575.501	Seeding-Phase I	Acre	2.4	1,600.00	3,840.00
	2575.511	Mulch, Type 1-Phase I	Ton	1.8	1,000.00	1,800.00
	2575.523	Erosion Control Blanket	Sq Yd	700.0	1.50	1,050.00
	2105.522	Select Granular Borrow	Cu Yd	500.0	7.00	3,500.00
	2357.502	Bituminous Material for Tack Coat-Phase I	Gallon	370.0	2.00	740.00
	2360.501	Bituminous Wear Course-Phase I	Ton	300.0	65.00	19,500.00
	2360.502	Bituminous Non Wear Course-Phase I	Ton	400.0	65.00	26,000.00
	2465.531	Sign Panels Type C (SF)	Sq Ft	50.0	65.00	3,250.00
	2521.501	4" Concrete Walk	Sq Ft	1,700.0	4.50	7,650.00
	2531.501	Concrete Curb & Gutter Design B612	Lin Ft	330.0	17.00	5,610.00
	2531.603	Play Structure Curbing	Lin Ft	350.0	20.00	7,000.00
	2573.530	Storm Drain Inlet Protection	Each	2.0	125.00	250.00
	2582.501	Pavement Marking-Phase I	Each	1.0	7,500.00	7,500.00
	LES-1	Street Lighting-Phase I	EA Fixture	6.0	4,000.00	24,000.00
	129323-1	Trash Receptacles-Phase I	Each	8.0	600.00	4,800.00
		Benches-Phase I	Each	6.0	1,000.00	6,000.00
		Basketball Court Complete	Each	1.0	28,000.00	28,000.00
	2511.602	Provide and Place Boulders	Each	20.0	200.00	4,000.00
	2571.502	Coniferous Tree 10' HT B&B	Tree	25.0	300.00	7,500.00
	2571.502	Deciduous Tree 2" CAL CONT	Tree	20.0	300.00	6,000.00
	2571.502	Deciduous Tree 8' HT B&B	Tree	35.0	320.00	11,200.00
	2571.507	Perennial	Plant	50.0	22.00	1,100.00
		Playground Equipment	Lump Sum	1.0	30,000.00	30,000.00
		SUBTOTAL				309,405.00
		ON-SITE TRAILS				
	2101.501	Clearing (On site trails)	Acre	1.0	2,000.00	2,000.00
	2101.506	Grubbing (on site trails)	Acre	1.0	2,000.00	2,000.00
		SUBTOTAL				4,000.00

		BASEBALL FIELD				
	2021.501	Mobilization (3.5% of Subtotal)	Lump Sum	1.0	9,325.00	9,325.00
	2105.501	Common Excavation (P)	Cu Yd	1,000.0	4.00	4,000.00
	2105.525	Select Topsoil Borrow (LV)	Cu Yd	400.0	22.00	8,800.00
	2105.618	Fine Grading for Ball Fields (P)	Sq Yd	7,400.0	0.75	5,550.00
	2211.607	Furnish and Install AG Lime	Ton	300.0	60.00	18,000.00
	2504.601	Irrigation System	Lump Sum	1.0	35,000.00	35,000.00
	2575.501	Seeding- Baseball field	Acre	3.0	2,500.00	7,500.00
	2575.511	Mulch, Type 1-Baseball field	Ton	2.2	4,000.00	8,800.00
	OE-2	Foul Pole and Footing	Each	2.0	3,000.00	6,000.00
	323113-1	Baseball Field Fencing/Backstop	Each	1.0	25,000.00	25,000.00
		Restrooms/Concession/Storage Bldg	Each	1.0	100,000.00	100,000.00
		Clay Raised Pitching Mound	Each	1.0	500.00	500.00
	2104.505	Remove Bituminous Pavement	Sq Yd	450.0	3.00	1,350.00
	2503.511	4" PVC Pipe Sewer (SDR 35)	Lin Ft	40.0	25.00	1,000.00
	2503.511	8" PVC Pipe Sewer (SDR 35)	Lin Ft	250.0	38.00	9,500.00
	2503.602	Connect to Existing Sanitary Sewer	Each	1.0	1,500.00	1,500.00
	2506.502	Construct Sanitary Manhole (48" DIA)	Each	1.0	3,500.00	3,500.00
	2504.602	6" Gate Valve and Box	Each	1.0	1,800.00	1,800.00
	2504.602	8" Gate Valve and Box	Each	1.0	2,000.00	2,000.00
	2504.602	Connect to Existing Watermain	Each	1.0	1,500.00	1,500.00
	2504.602	Hydrant Assembly	Each	1.0	3,500.00	3,500.00
	2504.603	1" Water Service	Lin Ft	40.0	28.00	1,120.00
	2504.603	6" DIP Watermain CL 52	Lin Ft	20.0	33.00	660.00
	2504.603	8" DIP Watermain CL 52	Lin Ft	320.0	37.00	11,840.00
	2504.604	Watermain Insulation	Sq Yd	20.0	25.00	500.00
	2504.608	Ductile Iron Fittings (Compact)	Pound	1,500.0	3.00	4,500.00
	224713-1	Drinking Fountain	Each	1.0	3,000.00	3,000.00
		SUBTOTAL				275,745.00
		SUBTOTAL (CITY)				589,150.00
		CONTINGENCY 15%				59,000.00
		Engineering/Architectural				127,400.00
		TOTAL ESTIMATED COST				775,550.00

**PARKS AND TRAILS MEETING
SPECIAL WORK SESSION – FEBRUARY 23, 2011**

MEMBERS PRESENT: Brian Freeberg, Karen Rivard, Darlene Dorr, Mary Auger, Kevin Waldhausen and Greg Negard

CITY STAFF AND OTHERS: Brian Grund (FGI), Wade Martin (FGI), and Marcia Larson

Marcia Larson called the work session to review the final design and budget for phase I of North Country Park.

Marcia and Brian Grund provided an overview of the changes to the park design based on the Commissions discussion at the February 8th meeting. Eliminated from the design were the concession area and the press box, some sidewalks, landscaping and some stormwater piping.

The building was moved to the south east in order to ensure enough room near the ballfield for future development. A bituminous trail was added to the west of the driveway in order to provide safe walking/biking access into the park.

Discussion was held on the cost estimate and ensuring the project that is bid meets the budget of \$668,000. The Commission discussed various bid alternates, the importance of a restroom facility, walking trails, playground, signage and promoting the trails.

Brian Grund reported there will be a savings in construction inspection of approximately \$20,000 based on the reduction in scope and length of the project. Discussion was held on removing the playground from the bid documents, but keeping it in the budget. Cost savings can be realized if the City orders the playground directly and volunteers (the Rotary Club) installs it.

Motion was made by Auger, seconded by Freeburg to recommend the base bid for phase I including trail development and the baseball field of \$776,095, with the building estimated at \$100,000 as a bid alternate and to remove the playground from the bid documents (\$30,000), but not from the cost estimate/budget. Motion carried.

MINUTES

PARKS AND TRAILS COMMISSION MEETING

FEBRUARY 8, 2011

MEMBERS PRESENT: Brian Freeberg, Dave Smith, Don Heinonen, Karen Rivard, Tom Anderson, and Mary Auger

MEMBERS ABSENT: Darlene Dorr

COUNCIL & BOARD REPRESENTATIVE: Kevin Waldhausen and Greg Negard

CITY STAFF & OTHERS: Marcia Larson and Lolly Randall

CALL TO ORDER:

Dave Smith called the meeting to order at 4:30 p.m.

APPROVAL OF JANUARY 11, 2011 MINUTES:

Motion by Auger, seconded by Rivard, to approve the January 11, 2011 Meeting Minutes as written. Motion carried.

MASTER PARK PLAN

Marcia reported that the Selection Committee met and rated the five consultant proposals. They are recommending hiring Brauer and Associates to update the Master Parks, Trails and Open Spaces Plan. The range of costs for the project was \$48,000 to \$60,000. Cost was not the only factor the Selection Committee took into account in making their selection. Brauer and Associates has considerable experience in master park and trail planning. This is the firm that put together the 2001 Park Plan for Bemidji.

Marcia submitted a grant application for \$20,000 to the Northwest Minnesota Foundation to help with the cost of the update to the Master Park Plan.

Marcia gave the following list of the recommended members for the steering committee:

All of the Parks & Trails Commissioners; City Councilors Kevin Waldhausen and Greg Negard; Active Living Members Matthew Drydahl, Murial Gilman, and Tony Walzer; and Marcia Larson.

Motion by Rivard, seconded by Heinonen, to approve the recommended Steering Committee as listed with the addition of Andrew Sherf of the BYAC and with the option to add more members if determined appropriate in the future. Motion carried.

NORTH COUNTRY PARK

Brian Grund reviewed a phased Site Plan of North County Park. The current phasing was based on priorities identified by the Commission. The park design was in part dictated by the location of significant existing trees. Jerry Stensing is conducting a tree inventory and analysis of the park. Marcia submitted a letter requesting funding and a site plan to Warren Larson of the Sanford Health. A copy of her letter was shared with the Commissioners.

The Commissioners reviewed the engineer cost estimate for each amenity and phase of the project and discussion was held on options for reducing cost. One cost saving in phase 1 would be to delay paving the parking lots until phase 2. The park will be developed in a way that will make it easy for the addition on an indoor tennis facility should an agreement with BATA and the city come together at some point. It was agreed however, that if BATA should ever want to put a building up in this park, they would need to pay all expenses to put the building on this site.

Phase 1 costs of \$477,130 are only construction costs. The baseball field costs are \$409,245; this includes the amenities the city has agreed to provide for a baseball field that would replace Carrington field located at City Park. The other items that total approximately \$92,400 are items that the Baseball Association was originally willing to do. The total cost for the baseball field is \$550,000 which includes some contingency. This also includes the cost for the building that houses the restrooms, concessions, and storage. Marcia stressed the importance of having the restrooms and storage for park maintenance. Phase 2 includes the picnic area which costs are approximately \$96,000 and future phases costing approximately \$161,540.

The question was raised as to how much money the Baseball Association was going to contribute towards the expense of the baseball field. Marcia stated they had originally agreed to contribute \$150,000 towards the development of the baseball field. Recently they have said they have no money to contribute towards the development of the baseball field. An email from Tom Welle was distributed.

Kevin Waldhausen explained that the Baseball Association has stated they have no money to contribute because they want to do their "portion" of the baseball field on their own after the city has built the park. They believe they can build the amenities they want for the baseball field, such as dugouts, for a lot less money. Marcia stated that there are specific amenities they want, such as a press box, which must be built by the city. Therefore if the Baseball Association wants these specific items, they would need to make a cash donation to the city.

Discussed building a ball field that would replace only what was at the Carrington Field using the \$350,000 but this would mean other significant items would need to be moved to Phase 2 because currently the only financing that is available for park amenities is \$250,000 from City Sales Tax Funds and \$68,000 from parkland dedication. With the current financial situation Marcia is not comfortable asking the city council for permission to move forward with this project other than approving the concept plan. Marcia would rather wait to see if any other funding sources or reducing the budget to the funds that are currently available before taking the financial budget for this park to the City Council for approval.

Marcia and Brian Grund will review the suggestions and financial outlook. The physical phases need to have a matching financial plan to go along with it. Phase 1 includes a grass trail only.

Discussed possibly holding a Parks & Trails Commission work session to work out the planning and budget for the park.

DIRECTOR UPDATE

Marcia handed out financial information about the Neilson Reise Arena. The report shows significant improvement in the finances at the arena. Increased rates as well as selling more ice time have contributed to the improvement.

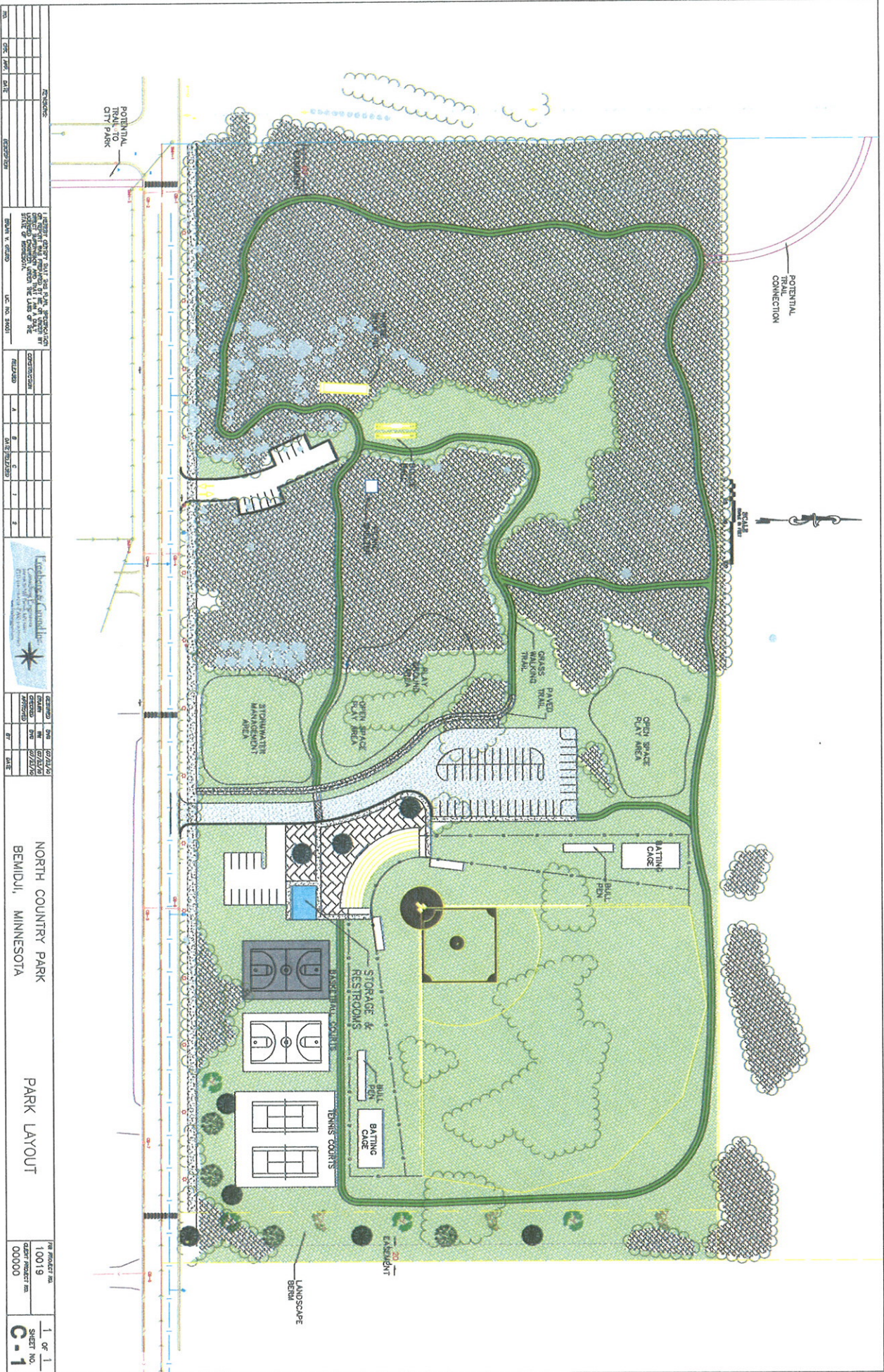
Marcia reported on the daily attendance for the warming houses at Nymore Park and City Park. There were about 1,100 skaters at the City Park outdoor rinks in the month of December and about 900 at the Nymore outdoor rinks.

ADJOURNMENT

Motion by Heinonen, seconded by Auger, to adjourn the meeting at 6:30 p.m. Motion carried.

Respectfully submitted,

Lolly Randall
Administrative Assistant



Bemidji/ Beltrami County Law Enforcement Center

LETG Project

Software Costs (taken from "Exhibit A- Pricing list)

<u>Description</u>	<u>County</u>	<u>City</u>	<u>911 Grant</u>	<u>Total</u>
CAD (Computer Aided Dispatch)	\$0	\$0	\$129,000.00	\$129,000.00
RMS (Records Management System)	\$37,500.00	\$37,500.00		\$75,000.00
Mobile	\$15,000.00	\$5,000.00		\$20,000.00
Field Reporting	\$5,000.00	\$5,000.00		\$10,000.00
Jail	\$10,000.00	\$0		\$10,000.00
Civil/ Warrants	\$5,000.00	\$0		\$5,000.00
Optional Software				
Inmate Bracelet Software	\$1500.00	\$0		\$1500.00
Barcode Scanning Software	\$300.00	\$0		\$300.00
Crystal Reports	\$600.00	\$600.00		\$1200.00
Crime Reports	\$0	\$0		\$0
Services	\$17,500.00	\$17,500.00		\$35,000.00
<u>Pre-Paid Maintenance</u>	<u>\$20,000.00</u>	<u>\$20,000.00</u>		<u>\$40,000.00</u>
Total Cost (w/o tax)	\$112,400.00	\$85,600	\$129,000.00	\$327,000.00

MEMBERS PRESENT: H Schultz, P Hodapp, G Johnson, J Chattin, J Vene, T Murphy, R Pula, M Bakke, P Naughton, M Bakke, P Naughton, B Wernberg, S Wherley

Welcome- meeting called to order at 1533 hrs. Sheriff Phil Hodapp introduced and described the issue involving the need for new and improved software for the Law Enforcement Center to include all divisions and departments. We are in the process of looking for both a RMS (Records Management System) and CAD (Computer Aided Dispatch) as well as additional components that can accomplish and address all needs, such as ease of citizen access, E-Charging and E-Citations, report writing, crime mapping and others.

A historical review included the history of the present system, Cody software. In 2004, a decision was made to move to CODY. Deployed in April of 2005. Cody is based out of Pennsylvania. Cody has been labor intensive for MIS as well as our staff. The programs consume major storage space and require proprietary software. Cody was never able to deliver on the interfaces with State of Minnesota systems that are required to reduce staff time spent entering data two or three times in order to deliver needed data to the State system.

In April of 2009 Wernberg and Swanson attended training in Pennsylvania. Wernberg talked to the Vice President of Cody and expressed our concern over the many issues that we had not been able to resolve and explained that Cody needed to come to Bemidji, with staff and Vice President in order to find some answers. Swanson reiterated the same to the software technicians. In addition, numerous LEC Cody Team members (LEC Cody team members include MIS, Dispatch, Records, Field Ops, Bemidji PD, Police Office, Corrections, Sheriff and Chief Deputy) conferenced often with Cody representatives in order to find a way to solve problems. We tried to work with them one more time, especially in the area of interfaces with the State of Minnesota but no movement was forthcoming from Cody.

We then pulled the contract information from our Cody files, polled our Cody team members as well as other employees for their wants and needs and proceeded to look at several systems. We hosted several demonstrations here in our LEC (other counties and tribal agencies were also invited to each in order to promote partnerships) and looked at the current higher rated systems in the LE software world (currently used or planning to be used in Minnesota) to include CIS/ProPhoenix/LETG and NEMESIS.

LETG, Woodbury, MN and has all state interfaces with Minnesota; ProPhoenix, New Jersey and Arizona with no interfaces; NEMESIS, a combination of 9 different programs, St Louis County and some of their surrounding counties with most interfaces; CIS, Illinois and does not have the interfaces with the State of Minnesota.

After the decision was made to focus on LETG and ProPhoenix by our employees, representatives from each of our Divisions in the Sheriff's Office and Bemidji PD embarked on field trips to locations to actually see the software in action. Time was spent with dispatchers, Corrections, deputies and others who gave their honest opinions and showed us how the programs actually work.

Our goals are to increase efficiency, productivity, integration and access and to foster partnerships. Presently Leech Lake Tribal has been using LETG for quite some time. They allowed our deputy to use that same software during our trial deployment of laptops (2 for the Sheriff's Office and 2 for the Police Department). Our Deputy is extremely happy with the product.

Our Cody Team Members met and voted on which software to recommend. LETG was unanimous. After this vote, Sheriff Hodapp has been meeting with LETG and negotiating prices. So far, maintenance costs have been negotiated down to \$29,000.00 (much less than usual first time costs). LETG willing to work with us and has proven that by their willingness to negotiate.

After more discussion and input from Board members, Chair Schulz made a motion to approve the purchase of LETG as designed and to further explain and recommend this software to the City Council and County Board for approval. No second at this time.

More discussion ensued. It was decided that we need to break out the costs to determine what entity will pay for what. County Administrator Murphy recommended using the split currently on the building, determine net dollars each would owe, and assure that the software is of equal benefit to both the City and the County. Finance and how to pay for this was an issue with discussion of current grants and other monies available discussed. Break out the modules and determine costs for each and determine exact costs so we can move ahead. Tony advises we just need to figure out the percentages of costs and then give this information to the City and County Boards to determine direction.

The date of conversion of the existing databases was discussed. We will not be converting the data as we can continue to keep Cody running. Ron Pula recommended we find a project leader for this project and have the costs put together and give to this board. The PD and SO are discussing a project manager to take concerns to vendors so vendor can deal with it.

Once again a motion was brought by Tony Murphy who made a motion that, based on the recommendation of the LEC and MIS staff that favors LETG, and contingent upon the City Manager, County Administrator, Chief of Police and Sheriff determining and delivering a cost share proposal, the Joint LEC Board hereby advocates in favor of LETG and moves that a recommendation from the Joint LEC Board be offered to the City Council and County Board for consideration. Seconded by Schultz.

Vene, Chattin, Hodapp and G. Johnson voted unanimously in favor of LETG and moving forward with the proposals. Vene made a motion to adjourn and G. Johnson second.

Respectfully, B Wernberg