

# **BEMIDJI CITY COUNCIL**

## **Work Session Agenda**

**Monday, February 8, 2010**

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



1. CALL TO ORDER / ROLL CALL
  
2. LIQUOR STORE IMPROVEMENTS
  
3. PARK AND TRAIL PROJECT PRIORITIZATION
  
4. ADJOURNMENT

# COUNCIL AGENDA ITEM



**Meeting Date:** February 8, 2010

**Action Requested:** Approve Liquor Store Improvements

**Prepared By:** Ron Eischens, Finance Director *Ron*

**Reviewed By:** John Chattin, City Manager *JC*

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It has been several years since improvements have been made to City liquor stores. They are in need of repair including flooring, countertops, restroom facilities and other miscellaneous items. The senior liquor clerk at each store provided recommendations for items to be upgraded.

The City building department assisted liquor staff in selecting the type, color and style of replacement items so bids were on the same quality of item. Bids were solicited from three general contractors summarized below:

Hesch Construction	\$33,039
Lundmark Construction	\$38,951
Christiansen Construction	\$48,883

The 2010 liquor store budgets include \$30,000 for store improvements. The south liquor store recently spent \$12,000 replacing glass entrance doors that were not repairable. This leaves a budget balance of \$18,000 to spend on other improvements.

Liquor store sales grew by 8% or \$380,000 in 2009 while reducing operating expenses by \$25,000 for an operating profit of \$498,000. Cash reserves at the end of the year were \$661,000. The shortfall of \$15,000 (\$33,039 less \$18,000) could be funded with current liquor store reserves.

Staff feels completing all improvements at this time will provide a much needed facelift and improve store aesthetics. Contractors will work with liquor store staff to minimize store interruptions and customer inconvenience.

## **Recommendation:**

Award the liquor store improvement bid to low bidder, Hesch Construction, for \$33,039. Funding will be from budgeted amounts of \$18,000 with the remaining balance funded by liquor store reserves. A budget adjustment will be made to reflect building improvements in excess of current budget amounts.

# COUNCIL AGENDA ITEM



**Meeting Date:** February 8, 2010

**Action Requested:** Adopt Park and Trail Project Prioritization

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

**Reviewed By:** John Chattin, City Manager *JC*

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## Background

The Park, Trails and Open Spaces Plan identifies priorities for park and trail development. The Parks and Trails Commission continue to review and re-prioritize the park and trail projects to ensure the sales tax funds are utilized in the most efficient and beneficial manner to the community. Successfully completed park and trail projects utilizing Sales Tax Funding include:

1. Diamond Point Park – complete renovation
2. East-West Trail
3. West Shore Trail
4. Nymore Warming House
5. Parkland Acquisition (South Shore)

Parks Funds were also used to complete two studies:

1. Carnegie Study
2. Midway Trail Bridge Study (In process)

In October of 2008, the Council approved a Park and Trail Priority List recommended by the Parks and Trails Commission. Since that time, additional projects have been allocated sales funds, generating the need to re-evaluate the prioritization of the sales tax allocation to ensure the goals and intent of the Master Plan and needs of the community are met.

The Parks and Trails Commission held a work session on February 2<sup>nd</sup> to re-prioritize the use of the remaining sales tax funds. The minutes of the Parks and Trails Commission meeting, Sales Tax Summary and Trail and Park Priorities as approved in 2008 are attached.

It is evident that not all projects in the Parks, Trails and Open Spaces Plan will be completed using sales tax funds as needs are greater than funding available. The Parks and Trails Commission recommend the City Council allocate the remaining sales tax funding as follows:

<u>Park/Trail Project</u>	<u>Sales Tax Allocation</u>
1. Ridgeway/30 <sup>th</sup> Street Park	\$250,000
2. On-Street Stripping/Signage	\$27,478
• 15 <sup>th</sup> Street On-Street Bikeway	
• Irvine Avenue Route	
• Lake Irvine Bike Route	
• Other on-street Bike Routes	
3. Paul Bunyan/Library Park	\$650,000
4. Cameron Park	\$50,000
5. Nymore Park	\$50,000
<b>Total Sales Tax Allocation</b>	<b>\$1,027,478</b>

The Parks and Trails Commission has also identified Park and Trails Projects currently unfunded, yet are important to the growth and development of the Park and Trail System. This Unmet Needs List includes:

- Southshore/Nymore Beach Development
- City Park Interlink Trail
- Middle School Trail
- East Lake Bemidji Preserve Trail Development
- Dog Park
- Brinkman Park Development
- Anne Street Trail Route
- Algoma Park

Grant funds can be sought for projects, as in the Middle School Trail Project and the City Park Interlink Trail, but local matching funds will need committed to the projects. Potential sources of local match, according to the Finance Director, could be the Liquor Reserves.

**Recommendation:**

The Parks and Trails Commission recommends the City Council adopt the above Project Prioritization.

**City of Bemidji**  
**Sales Tax and Project Summary**  
**From Inception to 12/31/09**

Description	Time Period Ended				Total
	12/31/2006	12/31/2007	12/31/2008	12/31/2009	
<b>Revenue</b>					
Tax Collected	1,222,729	1,529,371	1,699,607	1,733,782	6,185,489
Interest	1,898	33,177	(12,917)	24,344	46,502
Total	1,224,627	1,562,548	1,686,690	1,758,126	6,231,991
<b>Project Expenses</b>					
Diamond Point Park	281,727	2,980,236	74,328		3,336,291
Parkland Acquisitions		429,787	229,800		659,587
Carnegie Study			5,000		5,000
Midway Trail Bridge - Study				36,000	36,000
Midway East/West Trail			117,400		117,400
City Park			16,925	442,993	459,918
Nymore Warming House		182,472	11,973		194,445
Total	281,727	3,592,495	455,426	478,993	4,808,641
<b>Cash Balance</b>	<b>1,050,999</b>	<b>(1,002,168)</b>	<b>152,967</b>	<b>1,468,515</b>	<b>1,468,515</b>

<b>Sales Tax Funds Authorized</b>	<b>\$ 9,826,050</b>									
Funds spent per above	(4,808,641)									
<b>Future commitments by Council Action</b>										
Paul Bunyan Trail Bridge - Design and construction oversight	(200,000)									
Lake Bemidji West Shore Trail	(220,774)									
Skate and Bike Park	(150,000)									
	<table border="1"> <thead> <tr> <th></th> <th>Allocation</th> <th>Amount Spent</th> </tr> </thead> <tbody> <tr> <td>Carrington Baseball Field</td> <td style="text-align: right;">350,000</td> <td style="text-align: right;">(350,000)</td> </tr> <tr> <td>City Park</td> <td style="text-align: right;">3,429,075</td> <td style="text-align: right;">(459,918)</td> </tr> </tbody> </table>		Allocation	Amount Spent	Carrington Baseball Field	350,000	(350,000)	City Park	3,429,075	(459,918)
	Allocation	Amount Spent								
Carrington Baseball Field	350,000	(350,000)								
City Park	3,429,075	(459,918)								
Clausen Ave Trail	(100,000)									
<b>Remaining funds to allocate</b>	<b>\$ 1,027,478</b>									

<b>Proposed Projects</b>	
Ridgeway Park - Recommended by Parks & Trails Committee	120,000
Paul Bunyan/Library Park - Design and construction	1,107,600
Brinkman Park	52,000
Various Trail Projects from Oct 20, 2008 council priority list	468,910
Various Neighborhood Parks from Oct 20, 2008 council priority list	929,500
Midway Drive Bridge - Not supported by Parks & Trails Committee	350,000
<b>Total Proposed Projects</b>	<b>3,028,010</b>

# PARKS AND TRAILS COMMISSION WORK SESSION

## February 2, 2010

PRESENT: Brian Freeberg, Darlene Dorr, Dave Smith, Karen Rivard, Mary Auger, Tom Anderson,  
Jerry Downs, Kevin Waldhausen, Marcia Larson, and Lolly Randall

Marcia Larson stated that the purpose of the work session was to prioritize the park projects and allocate the remaining \$1,027,478 sales tax funds accordingly. Marcia will present the prioritized list to the City Council at their Monday, February 8<sup>th</sup> work session for approval.

After much discussion, the Parks & Trails Commission agreed to the following Parks & Trail project prioritization and sales tax allocation:

PRIORITY	PARK SITE/TRAIL LOCATION	TOTAL PROJECT COST	SALES TAX ALLOCATED
1	Ridgeway/30 <sup>th</sup> Street Park	\$1,164,260	\$250,000
2	15 <sup>th</sup> Street On-Street Bikeway Irvine Avenue Route Lake Irvine Bike Route	\$2,800 \$7,800 \$1,820	\$ 27,478
3	Paul Bunyan/Library Park	\$650,000	\$650,000
4	Cameron Park – Boat Landing	\$150,000 DNR=\$100,000	\$ 50,000
5	Nymore Park	\$200,000	\$ 50,000

The Commissioners also agreed to eliminate the Nymore Beach project from the list as the parcel has been sold.

Parks & Trails Commission discussed the need for more signage and striping of on-street bike/ trail routes throughout the city and using sales tax dollars for these projects as well as working with other departments to accomplish this.

Discussion was held on the Ridgeway/30<sup>th</sup> Street Park project that the total cost includes relocation of Carrington Field. There has been \$350,000 of sales tax dollars previously allocated from the City Park project budget to relocate the baseball field at Ridgeway/30<sup>th</sup> Street Park. An additional \$250,000 of sales tax has been allocated toward the neighborhood park amenities as identified in the Parks & Trails master plan.

With no further business the meeting adjourned.

Respectfully submitted,

Lolly Randall  
Administrative Assistant

### Trail Development Priorities

Priority	Trail Segment	Development Overview	Sales Tax Allocation	Grant/Alt. Funding	Approx. Costs
1	West Shore Trail	1.46 miles of trail from Paul Bunyan Park through Diamond Point Park. The only section included in the cost estimate is the section through the BSU campus. The other sections are either complete or included under the development costs for each of the parks. The cost for the BSU segment includes the trail and some grading and site development in the steep slope area. It does not include the cost for removing buildings and site features that are owned by BSU.	200,000	300,000	500,000
	South Shore Trail	1.25 miles of trail adjacent to the lake. Costs are based on building the trail along the edge of the lake and based on the assumption that the land is relatively level and soil are stable, with limited grading and preparation.		165,000 (part of South Shore development)	165,000
2	Claussen Avenue Trail (Paul Bunyan/Midway Trail and Washington Avenue Trail)	1.66 miles of trail. Much of this trail is already scheduled for construction. The only section included in the cost estimate is the one FROM GOING FROM THE "Y" AREA (1ST STREET SOUTH AND T.H. 197) TO THE CORNER OF RAKO STREET AND CLAUSSEN AVENUE. THE NEW ROUTE FOR THE STATE TRAIL WOULD BE FROM THE "Y" ALONG CLAUSSEN AVENUE TO RAKO STREET.	100,000	450,000 DNR	550,000
3	City Park Interlink Trail	1.25 miles. Costs are based on building the trail on high ground and the assumption that the land is relatively level and soils are stable enough for the trail. The estimate also includes a nominal amount for simple	185,000		185,000
4	15th Street On-Street Bikeway and Sidewalk	.094 miles bikeway. Costs are for striping pavement and adding signage.	2,800		2,800
5	5th Street On-Street Bikeway and Sidewalk	2.3 miles of bikeway. Costs are for striping pavement and adding signage.	5,500		5,500
6	Irvine Ave. Route	2.47 miles of bikeway. Costs are striping pavement and adding signage.	6,000		6,000
7	Lake Irving Bike Route	3.21 miles of bikeway. Costs are for adding signage. Costs for adding a new shoulder to some roads are not included.	1,400		1,400
8	Anne Street Route	1.69 miles of bikeway and connector trail. Costs are based building the trail on high ground and the assumption that the land is relatively level and soils are stable enough for the trail.	160,000		160,000
		<b>Overall Cost for Trail Development</b>	<b>500,700</b>	<b>915,000</b>	<b>1,415,700</b>
		Contingency and Professional Fees (30%)	415,500		424,710
		Grand Total Cost Projection for Trail Development	916,200	915,000	1,840,410

## Park Development Priorities

CORNERSTONE PARKS			
PRIORIT	PARK SITE	DEVELOPMENT OVERVIEW	APPROX. COST
1	Bemidji City	Development of the community park components, upgrading of the athletic facilities, expansion of trail system, and developing the entrance drive and parking lots. Does not include improvements to the ice area structure.	3,800,000
2	Paul Bunyan/Library	General upgrading as per the development program.	852,000
3	Brinkman	Limited to developing the parking lot.	40,000
NEIGHBORHOOD PARKS			
1	Nymore Beach	Budget figure for improvements as part of overall development package for the south shore development area.	280,000
2	Cameron	General upgrading. In particular, adding a skating rink and warming house, relocation the parking to edge of the park, and improving the play area.	200,000
3	Nymore	General upgrading as per the development program. <b>Warming House Updated \$200,000</b>	200,000
	Ralph Gracie Memorial	Limited site amenity development including irrigation.	15,000
	East Lake Bemidji Preserve	Nature trail development with sitting areas and benches.	15,000
	Gordon Falls	Budget figure for the addition of tables and landscaping only.	5,000
	Roger Lehman		0
	North Lake Irving		0
	Otto Schmunk		0
	Lake Irving/Irvine Ave.		0
SPECIALIZED PARKS			
1	City Park	Skate and Bike Plaza	150,000

Overall Cost Projection for Park Development  
Engineering and Contingency (30%)  
**Total Cost Projection for Park Development**

5,557,000  
1,667,100  
**7,224,100**