

# **BEMIDJI CITY COUNCIL**

## **Special Work Session Agenda**

**Monday, April 28, 2014**

**CITY PARK  
Multi-Use Building  
1224 23<sup>rd</sup> Street NW**



**5:30 P.M.**

1. CALL TO ORDER / ROLL CALL
  
2. TOUR ARENA / DISCUSS ARENA FUTURE
  
3. MARINA AT SOUTH SHORE
  
4. ADJOURNMENT

***NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.***

## COUNCIL AGENDA ITEM



Meeting Date: April 28, 2014

Action Requested: Discuss Neilson Reise Arena/Review Consulting Services Proposal

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

Reviewed By: John Chattin, City Manager *JC*

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### **Background**

The Neilson Reise Arena is a community asset that is home to the Bemidji Figure Skaters and is also utilized by a variety of youth hockey organizations for games, practices, camps and tournaments. The facility also serves adult hockey and BSU Club and intermural programs, among many others. The facility hours are 6am to 12am and when not rented provides general skate, open hockey and pre-school parent skate. The majority of rentals/usage take place between 3:30pm and 11:30pm. In 2013 approximately 64 different groups rented a total of approximately 2535 hours of ice at the Arena (including general skate/open hockey). Ice rental ranges from several hours to over 400 annually. Attached is a summary of usage by customer types for 2013. The most scheduled/rented groups:

General Skate/Open Hockey	909 hours
BFSC	430 hours
Bemidji Youth Hockey	186 hours
Private Rental (Figure Skater)	107 hours
BSU Intramurals	70 hours

The Neilson Reise Arena is the only year round ice arena in the Area – it is highly used and the single sheet of ice is needed by the community to continue to provide the current level of service.

The Arena has an aging plant and floor – a direct R-22 System – as well as the original building and other infrastructure. As the Council is aware R-22 is being phased out with a proposed phase out date of 2020. Due to the age and condition of the Arena, now is the time to discuss and plan for the future of the Arena. Going forward, an increase in operations and maintenance costs can be expected due to the age of the facility. The infrastructure – parking lots, lighting etc. at the Arena was upgraded with the City Park Project in 2010. Due to the facilities age and condition, increased repair and maintenance costs can be expected going forward

As there are many options and unknowns and the Arena is well established in its current location, I have solicited a proposal from Stevens Engineers for an Evaluation Study of the Arena. The proposal which outlines the proposed services, project team members, and cost is attached. Stevens will evaluate options for improvements to the building, replacements or improvement options for the plant, floor, and dasher system as well as HVAC and dehumidification. This would be the first step in determining the improvements, longevity, and options for the facility. The cost of the evaluation is \$9,300.

Ice Arena's across the state are dealing with the R-22 Refrigeration phase out and environmental concerns in a variety of ways, depending on the age and condition of their facilities. Some arenas are not doing anything and continuing to operate as is for as long as they can, some have started replacement of plants/and or floors, and others are reviewing replacement options and funding. There are also options to partner with other organizations/facilities to build a new sheet of ice in another location.

**CITY OF BEMIDJI  
NEILSON ARENA SUMMARY**

Description	ACTUAL										Budget 2014
	2006	2007	2008	2009	2010	2011	2012	2013			
<b>REVENUE</b>											
Rent	131,500	120,689	101,359	130,919	147,984	142,365	154,787	155,661			145,000
Other	1,313	5,714	5,894	7,616	6,339	5,118	6,329	5,603			6,400
Total Revenue	132,813	126,403	107,253	138,535	154,323	147,483	161,116	161,264			151,400
<b>EXPENSES</b>											
Personnel Services	95,419	95,160	73,801	77,540	85,545	82,110	88,752	94,001			94,430
Supplies & Maintenance	34,094	33,484	27,919	28,651	32,883	50,519	45,309	53,295			54,600
Other Services & Charges	72,912	69,175	75,543	65,196	74,761	76,290	76,081	78,396			92,200
Administrative Allocation	14,333	12,061	10,139	14,907	14,220	14,220	13,848	13,853			13,853
Total Expenses	216,758	209,881	187,402	186,294	207,409	223,139	223,990	239,545			255,083
<b>Operating Loss</b>	<b>(83,945)</b>	<b>(83,478)</b>	<b>(80,149)</b>	<b>(47,759)</b>	<b>(53,086)</b>	<b>(75,656)</b>	<b>(62,874)</b>	<b>(78,281)</b>			<b>(103,683)</b>
Transfer in From Gen Fund	118,330	218,330	118,330	118,330	88,330	88,330	88,330	112,810			127,810

# City of Bemidji - Parks and Recreation Department

## Usage Statistics by Customer Type - Summary

1/1/2013 to 12/31/2013 / Sun, Mon, Tues, Wed, Thurs, Fri, Sat / 12:00 AM to 12:00 AM / w/Int Cust

Facilities: Neilson-Reise Arena

Customer Type	--- Hours Adjusted for Time Range ---			----- Full Hours for Events in the Time Range -----							
	Hours	% Total	Facility Rev. % Total	Hours	% Total	Facility Rev. % Total	Other Chgs	Tax	Tot Revenue	% Total	
Adult Hockey League	391.0	15.41%	\$39,712.50	35.81%	391.0	15.41%	\$39,712.50	\$0.00	\$1,457.41	\$41,169.91	35.62%
BSU Hockey Teams	113.0	4.45%	\$6,697.75	6.04%	113.0	4.45%	\$6,697.75	\$0.00	\$494.13	\$7,191.88	6.22%
Figure Skating Club	430.0	16.95%	\$0.00	0.00%	430.0	16.95%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Hockey Associations	218.25	8.60%	\$19,373.75	17.47%	218.25	8.60%	\$19,373.75	\$0.00	\$48.67	\$19,422.42	16.81%
Internal	925.25	36.47%	\$0.00	0.00%	925.25	36.47%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Private	146.75	5.78%	\$14,291.25	12.89%	146.75	5.78%	\$14,291.25	\$0.00	\$1,061.78	\$15,353.03	13.29%
Schools	42.25	1.67%	\$4,125.00	3.72%	42.25	1.67%	\$4,125.00	\$0.00	\$82.98	\$4,207.98	3.64%
Youth Hockey	270.25	10.65%	\$26,700.00	24.08%	270.25	10.65%	\$26,700.00	\$0.00	\$1,521.28	\$28,221.28	24.42%
<b>Grand Total:</b>	<b>2536.75</b>		<b>\$110,900.25</b>		<b>2536.75</b>		<b>\$110,900.25</b>	<b>\$0.00</b>	<b>\$4,666.25</b>	<b>\$115,566.50</b>	

End of Listing

April 11, 2014

Ms. Marcia Larson  
Parks & Recreation Director  
City of Bemidji  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56601

Re: **Professional Engineering and Consulting Services Proposal  
Neilson Reise Arena Evaluation Study**

Dear Ms. Larson:

It was a pleasure meeting you at the MIAMA meeting in Virginia and visiting with you about the Neilson Reise Arena. We are pleased to offer our services to evaluate the existing facility. We have the in-depth, specialty experience, especially in the evaluation of community based ice arenas, required to successfully complete this project for you and the City of Bemidji.

## **PROJECT UNDERSTANDING**

As a continued effort to improve the operations and financial success of Neilson Reise Arena and address concerns over the aging facility and systems, the City of Bemidji is seeking proposals for an evaluation study, including professional and technical services. The majority of the mechanical and building systems in the pre-engineered metal building are original. One main concern is the refrigeration system. The existing refrigeration system was manufactured by Holmsten Ice Rinks in 1972 (42 years-old) and was installed in the facility around 1987 and has well exceeded its 25-year expected life. Improvements to the refrigeration system were performed in 2005 when the sand-based ice rink floor was replaced. Stevens assisted the City with this project. The dasher board system was also manufactured and installed by Holmsten Ice Rinks and has exceeded to expected life.

In addition, the ice system uses R-22 refrigerant which is scheduled to be phased out by 2020 due to its adverse environmental affects. As the phase-out date approaches, the cost of R-22 increases. A key part of this study will be evaluating possible refrigerant options and finding the best fit for this facility and the City. For example, CO<sub>2</sub> has a long history as a refrigerant but not until 2000 has it gained momentum and popularity in the ice rink industry as a natural, environmentally friendly, alternative refrigerant. The analysis of the existing refrigeration room (both size and building material construction) will also be a key component of the study.

This facility is a great asset to the community. An evaluation of the existing ice arena facility will provide valuable information in assessing the condition of the facility's systems and assisting in planning for facility improvements and repairs. More specifically, the information can be used to: identify the needed improvements to the facility; develop a scope of work; generate cost estimates to use for budgeting; and develop a project schedule according to priorities.

The City would like to have this report completed by June 30, 2014.

## SCOPE OF SERVICES

Using a proven, well-defined, step-by-step approach, based on discussions with City staff, we will work closely with the City, facility personnel and other stakeholders throughout the duration of the project.

The Stevens Team will be lead by Mr. Scott Ward who has extensive knowledge in ice arena facilities and associated feasibility and evaluation studies, project development, funding applications, and the design and construction processes. Scott also has very in-depth knowledge of the Neilson Reise Arena after completing the ice rink floor replacement project in 2005. All meetings and discussions will be documented and meeting minutes will be distributed in a timely manner. The Proposed Work Plan is presented below.

### STEP 1: Project Kick-off Meeting (MEETING 1)

Introductory meeting with the City, facility personnel, and other stakeholders to discuss the following:

- Meet with you and any other interested parties to discuss the evaluation and your facility including introductions, project goals, and project schedule.
- Walk through the facility with you and the facility's staff;
- Perform on-site visual investigation of the facility and the systems to be evaluated;
- Collect information on the facility and systems being evaluated;
- Conduct photographic documentation of conditions;
- Discuss what has been done to the facility and systems being evaluated since the flood and problems encountered;
- Discuss history of problems with the facility and systems being evaluated;
- Discuss desired improvements (if any) to the facility and systems being evaluated;
- Identify and recommend sampling and material testing that would be necessary to further evaluate the systems. If this is recommended, we would: provide scope of work and direction to sampling and testing agency; request proposals for this work; and review results of sampling and testing provided by agency. If additional site visits are required to observe the additional tests, we would provide those visits as additional services to the proposed costs presented in this proposal;
- Identify problem areas, areas of concern or areas for repairs or improvements;
- Introductory discussion on ice system replacement options;
- Introductory discussion on mechanical (HVAC and dehumidification) system options;

### STEP 2: Analysis and Evaluation of Existing Facility, Systems and Alternatives

During this step the Stevens Team will:

- Evaluate options discussed for improvements to the building systems.
- Evaluate options discussed for replacing or improving the ice system including refrigeration system, ice rink floor, dasher board and waste heat recovery systems and uses.
- Evaluate options discussed for replacing or improvement HVAC and dehumidification systems.
- Evaluate options on energy use, cost, and life safety.
- Determine the existing facility's ability to support proposed refrigeration and mechanical systems especially with the limited space in the exiting refrigeration room
- Summarize the findings in a detailed draft report.

**STEP 3: Summarize Findings in a Report**

During this step the Stevens Team will:

- Summarize the information in a letter report including and discussing the following:
  - Brief description of existing facility or systems;
  - Information collected during the site visit;
  - Evaluation of existing facility or systems;
  - Recommendations for facility or systems repairs and/or replacement;
  - Include photograph documentation for references where needed;
  - Estimate of probable construction costs and project costs for recommended repairs and/or replacement;
  - Project schedule for improvements;
  - Eight (8) copies of the draft report;

**STEP 4: Presentation or Discussion of Report**

During this step the Stevens Team will:

- Teleconference call with you and other interested parties to review a draft of the report. We can meet in person if desired. The cost of an in-person meeting would be in addition to the fee provided in this proposal.
- Incorporate changes and comments that were discussed at the meeting into the report and finalize;
- Provide Eight (8) copies of the final report; and
- Present the plan. We can meet with you and other interested parties to present the final plan if needed. The cost of this meeting would be in addition to the fee provided in this proposal.

**ADDITIONAL UNDERSTANDING**

For purposes of defining the scope of work, Stevens will assume the following;

- Prior to starting the work we request the following information:
  - Record plans for the facility and any modifications and/or additions that have been performed;
  - Shopdrawings of all the systems;
  - Daily logs on the ice system operation and other mechanical systems;
  - Records or information on any improvements that have been performed on the facility or its systems; and
  - Soil information from original construction, if available.
- The City shall provide the Stevens Team with full information regarding your requirements and the City's requirements including any special or extraordinary considerations for the Project or special services needed.
- The City shall also make available all pertinent existing data.
- Modifications to the Scope of Work or additional design or drafting resulting from revisions after commencement of our services will be billed as additional services on an hourly basis. Additional work will not proceed without a signed contract amendment.
- We are relying on CAD files and topographic surveys completed and prepared by others. Stevens assumes no liability for the accuracy of such drawings or surveys.
- If additional site visits or meetings are requested, we will provide those services on an hourly basis in accordance with our standard fee schedule.

- In preparing this proposal, certain items have been excluded from the scope of services that may or may not be required. Should these services become necessary, we can provide them as additional services and shall be approved in writing. The following services have been excluded from this proposal:
  - Site and soil conditions in or near the building;
  - Sampling and material testing services;
  - Rebates, grants or other funding applications;
  - Permit applications;
  - Concept drawings of improvements to the facility;
  - Preliminary and final construction drawings and specifications and bid documents;
  - Environmental reviews, reports or permits; and
  - Project advocacy beyond the normal standard of care.

## PROJECT TEAM MEMBERS

Stevens proposes a project team composed of talented designers, engineers and architects developed through a collaborative process and longstanding partnerships to deliver a successful project to the City of Bemidji. The consultants you will work on this team are among the most experienced and knowledgeable ice arena design and renovation specialists in the nation with well over 160 different ice rink projects completed collectively. With this letter proposal, we have included a complete Statement of Qualifications for Stevens for your review and can provide one for 292 Design Group and Nelson Rudie Associates at your request.

**Stevens** will be the lead ice rink consultant for this project. Principal and Vice President, Scott Ward, will serve as the project manager and contact for you and the City of Bemidji. He will also be project engineer for the ice system evaluation.

Scott has over 19 years experience in civil and mechanical engineering fields. His education and engineering experience uniquely qualifies him for the specialized design requirements of ice systems. He has been involved in over 140 ice rink projects since 1997, including professional practice facilities including the Sanford Center. Scott is integrally involved in each ice rink project.

In addition to Scott's professional expertise, he is also an avid coach, hockey player and supporter of youth hockey. He is able to apply his practical insight to ensure each facility is designed to meet your needs, operate successfully and be a gathering place for the community.

### Education

Master of Science in Mechanical Engineering, University of Minnesota, 2000  
Bachelor of Civil Engineering, University of Minnesota, 1995

### Registration

Registered Professional Engineer in AK, AZ, CO, IL, MA, MI, MN, ND, NE, NY, SD, TX, WI, WY

### Professional Affiliations

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)  
Minnesota Ice Arena Managers Association (MIAMA), Green Committee - MIAMA  
Wisconsin Ice Arena Managers Association (WIAMA)  
Ice Skating Institute (ISI)  
Serving the American Rinks (STAR)



**Examples of Ice Arena Projects:**

See Stevens Ice Rink Statement of Qualifications for more information.

**292 Design Group** will be the building consultant and architect on this project and will be represented by Partner Tom Betti, AIA, NCARB. Tom knows ice. When it comes to the intrinsic and intricate components of ice arena design, there are none better – particularly when those ice sheets help create community recreation hubs. As director of 292's ice studio, Tom has proven himself as an ice expert on the national level. His ice arena for the Ice Den – a “community friendly” NHL practice arena for the Phoenix Coyotes, was listed by *Forbes* magazine as one of the country's top six figure skating facilities. Tom has just completed the design and construction follow up on a new third sheet ice addition to the Ice Den, the third sheet will help the Ice Den expand the coolest game in the desert. At the St. Louis Mills mall, Tom's design for the St. Louis Blues practice arena is the focal point for the “iceZONE.”. Here visitors can skate or watch their favorite NHL players hone their skills. Other representative projects include the Maple Grove Ice Arena, Plymouth Ice Arena, Ridder Arena and many others. One of seven judges selecting “Facilities of Merit” at the 2007 *Athletic Business* national conference, Tom has published and presented on recreation related topics at the regional and national level. Tom has helped public-funded entities, community groups and private organizations create efficient, attractive and popular ice venues. These projects apply “sustainable design” elements such as geothermal systems, energy recovery systems, thermally-efficient roofing, and recycled building materials.

**Education**

Bachelor of Architecture, College of Architecture and Landscape Architecture, University of Minnesota, 1995

Associate of Applied Science, Ferris State University, 1985

**Awards/Recognition**

College of Architecture and Landscape Architecture Thesis Award for design excellence, University of Minnesota

Published in Works 9, an architectural design publication at the University of Minnesota

Albert Kahn Foundation Award Winner, Ferris State University, National Judge, *Athletic Business* “Facilities of Merit”, 2007

**Professional Affiliations**

AIA

**Registrations**

Register Architect –MN Reg. 44897, Arizona - Reg. 46171, NCARB – Reg. 62,504

**Examples of Ice Arena Projects:**

See 292 Design Group's Ice Rink Statement of Qualifications for more information.

**Nelson-Rudie & Associates, Inc. (NRA)** will be the HVAC and dehumidification systems consultant on the project. Stevens has worked with NRA on many ice rink projects. NRA is a multi-disiplined consulting engineering firm providing structural, mechanical and electrical engineering services since 1976 on a wide range of project types. Mike Woehrle will be the principal in charge on this project. Mike has been involved in many ice rink projects.

**Education**

Bachelor of Mechanical Engineering, University of Minnesota, 1984

**Registration**

Registered Professional Engineer in MN, LA, MA, MS, NH, NM, NY, and VA

**Professional Affiliations**

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)  
American Society of Plumbing Engineers

**Representative Ice Arena Projects:**

Maple Grove Ice Arena Expansion, Maple Grove, MN  
Rogers Activity Center, Rogers, MN  
Lakeville Ice Arena, Lakeville, MN  
Saint Louis Mills and Blues Ice Arena, MO  
Ice Den, Scottsdale, AZ  
Ice Skating Center, Pasadena, CA  
St. Louis Park, MN – evaluation study  
New Hope, MN – evaluation study and design

**COST OF SERVICES**

We propose the following fixed fee for the services outlined in this proposal:

EVALUATION STUDY (STEPS 1-4)	\$9,300
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**Conditions of Proposed Fee:**

1. Reimbursable expenses will be invoiced in addition to the fixed fee services.
2. The City will pay for all costs of testing services such as ground penetrating radar, soil borings, half cell testing, pressure testing, etc. in addition to the fixed fee services.
3. The City will pay for all review agency or other applicable fees (e.g. review, permit applications, etc.) in addition to the fixed fee services.
4. We will invoice monthly for services based on a percentage of the fixed fee work completed at the time of invoicing.
5. Finance charges will be applied to all payments not received within 30-days of invoicing.
6. We will provide additional services, pre-approved by the City, on an hourly basis in accordance with our current fee schedule.
7. Taxes not included in fee.
8. The attached professional services fee schedule is valid through December 31, 2014. Any services furnished after December 31, 2014 will be charged in accordance with our 2015 fee schedule. We will not increase any item on the fee schedule by more than 5% for work performed in 2015. The fixed fee will remain unchanged for 2015.
9. Once improvements are identified, we will provide you with a separate proposal for any pre-design, final design or construction administration phase work that may be requested.
10. Once improvements are identified, we will provide you with a separate proposal for any pre-design, final design or construction administration phase work that may be requested.

## THE STEVENS TEAM IS THE **BEST VALUE** FOR THE CITY OF BEMIDJI

The consultants you will work with on this team are among the most experienced and knowledgeable ice arena design specialists in the nation with well over 160 different ice rink projects completed collectively. In addition we bring:

- extensive ice rink renovation experience providing a clear understanding of what works and what doesn't work and aids in accurate modeling of energy use in these unique facilities.
- experience with codes, regulations, statutes and ordinances applicable to indoor ice arena facilities.
- responsiveness and personal attention. The primary team members selected for this project are Owners of their respective firms. This project will be a priority for the Stevens Team.

Experience and passion fosters innovation. Stevens was the first in the ice rink industry to:

- design an ice system that regenerates a desiccant system using waste heat recovered from the refrigeration system in place of natural gas. (Northfield Ice Arena, 2007)
- design a conversion (direct to indirect) of an existing Holmsten Ice Rink's direct refrigeration system that uses the existing equipment to minimize costs with little or no loss in operating efficiency. This provides the Park District with the widest range of options for replacing or renovating the existing ice system in the North Arena. (Lund Arena - Gustavus Adolphus College, 2008)
- design a geothermal based ice system that uses industrial grade refrigeration technology for a long life span and ammonia refrigerant to maximize efficiency and reduce green house gas emissions. (Burnsville Ice Center, 2009)
- design a geothermal based ice system without a well field and using a city water source; maximizing waste heat recovery and providing superior efficiency and reliability without losing performance. Most likely the first in the national of its kind. (Brooklyn Park Activity Center, 2009)
- design of first CO<sub>2</sub> based ice system in the United States. The facility will open in the fall of 2014. (McDonald Center, Eagle River, AK, 2014)

We continue to design some of the most energy efficient, high performing, ice systems in the industry and would appreciate the opportunity to work with you, and the City of Bemidji on this project. If you need additional copies of our Ice Rink Statement of Qualifications, or if you have any questions regarding this proposal, please feel free to call me anytime. Our office number is 800.822.7670 or my mobile is 651.492.1376. We look forward to working with you on this project.

Sincerely,  
STEVENS



Scott A. Ward, P.E.  
Principal/Vice President

Enclosure: 2014 Professional Services Fee Schedule, Stevens Ice Rink Statement of Qualifications

## APPENDIX B



### 2014 Professional Services Fee Schedule

Period: January 1, 2014 through December 31, 2014

#### HOURLY FEE SCHEDULE

**Personnel:**

Principal Engineer/Project Manager	\$110- \$185
Specialist	\$170-\$185
Project Engineer	\$90-\$135
Planner	\$70-\$85
Graduate Engineer	\$70-\$90
Technician/ /Inspector	\$45-\$95
Administrative	\$45-\$55
Survey Crew (1 person with GPS or Robot)	\$145
Survey Crew (2 persons with GPS or Robot)	\$155-\$165

#### REIMBURSABLE EXPENSES

Reimbursable expenses include, but are not limited to the following:

- Transportation cost at IRS allowable rate. For survey vehicles, \$0.15 per mile will be added to the IRS rate.
- Parking fees.
- Cost of out-of-town travel, lodging and electronic communication in connection with the project.
- Reproductions, plots, and standard form documents.

Item	Size	Black & White	Color
Photocopies/Printing	8 ½ x 11	\$0.13	\$0.80
	8 ½ x 14	\$0.15	\$0.90
	11 x 17	\$0.20	\$1.50
Plots/Scans	22 x 34	\$2.60	\$5.00
	24 x 36	\$2.85	\$5.50
	28 x 42 or larger	\$4.20	\$6.00
Binding plans sets (per set larger than 11 x17)	\$5.00 each		
Specification and Report Assembly (Binder, Cover)	\$8.00 each		
Laminated Report Covers with Binder	\$17.00 each		
3-Ring Binder	\$10.00 each		
Survey Wood Lath	\$0.60 each		
Survey Wood Hubs	\$0.30 each		
Metal Fence Posts	\$8.00 each		
Paint (per can)	\$6.00 each		
Field/Survey Book (hard cover)	\$18.00 each		
Field/Survey Book (soft cover)	\$8.00 each		

- Project photography, postage, long-distance and mobile telephone calls, and facsimiles.
- Materials required to assemble reports.
- Survey and construction administrative materials and
- Subconsultants.
- Other similar direct project-related expenditures.

**Reimbursable expenses are billable at 10% over cost.**

Stevens' typical invoicing process; monthly billing, due net 30 days.

## COUNCIL AGENDA ITEM



Meeting Date: April 28, 2014

Action Requested: Discuss South Shore Marina

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

Reviewed By: John Chattin, City Manager *JC*

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### **Background**

City Staff met with the Department of Natural Resources on April 11<sup>th</sup> – in part to discuss the marina permit/application. Based on that discussion, an amended marina application was resubmitted last week. The application is attached. As noted, the application amends the request to one site for a marina/dock to accommodate 80 slips in four phases.

It is proposed that the first phase include 20 slips – that would be rented for seasonal usage in accordance with the attached draft of the Dock Management Plan. Components of the Management Plan include: Eligibility and Application process, hours and season of operation, terms of rental, and responsibilities of the City and renters. Currently, the plan does not address day slip availability, the Council could allocate slips for day usage, but would not collect a rental fee for those slips.

Design and budget considerations for the marina include the 20 dock slip systems, security and lighting, a paved trail/boardwalk from the Sanford Center parking lot to the water's edge, signage, receptacles and installation, removal and storage. The City will contract for dock installation in the spring and removal in the fall. There will be additional daily maintenance – inspection/garbage/clean-up required that will be done by the Parks Department Staff.

### **Budget/Estimated Costs**

There is \$100,000 set aside in reserves for the Marina. Based on a dock design and construction materials, the estimated cost range is between \$40,000 and \$60,000 for approximately 24 slips (this should include delivery and installation). The City would need to construct a bituminous trail connecting the existing parking lot/sidewalk to the marina at the estimated cost of \$35,000- \$40,000. In addition, there will be costs for signage, security, and lighting.

In terms of operations and maintenance, based on the current estimates the contracted cost to install and remove the docks in spring and fall is approximately \$3,000. If the dock system needs to be transported off-site additional costs would be incurred \$2,000/year. Other considerations when determining annual costs is the removal and installation of private lifts – additional charges would be incurred by the City to remove/install those and again some daily, weekly and monthly maintenance costs would be incurred by the Parks Department above contracted install/removal.

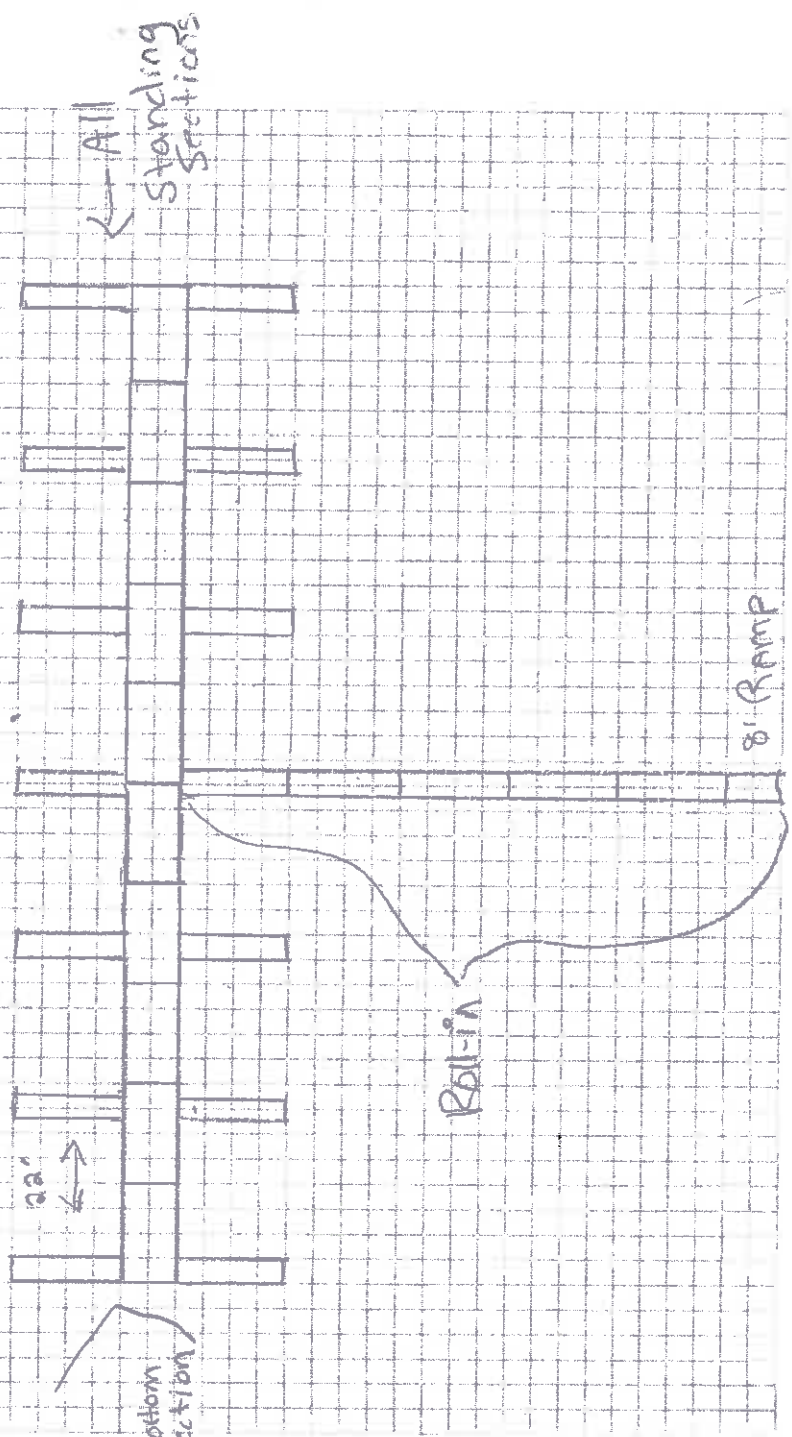
The seasonal rental rates could be based on operations and maintenance, recovery of capital costs of the marina, and/or comparative market rates.

12 double slips - 22' width

All 4x16 dock sections

56 Vertical Bumpers

Depth 10' from bottom of lake to bottom of dock section



# Minnesota Local/State/Federal Application Form for Water/Wetland Projects

For Internal Use Only			
Application No.	Field Office Code	Date Initial Application Received	Date initial Application Deemed Complete

## PART I: BASIC APPLICATION

"See HELP" directs you to important additional information and assistance in Instructions, Page 1.

### 1. LANDOWNER/APPLICANT CONTACT INFORMATION (See Help 1)

Name: Bemidji Economic Development Authority Phone: (218) 759-3565 E-mail: jchattin@ci.bemidji.mn.us  
 Complete mailing address: 317 4<sup>th</sup> Street NW, Bemidji, MN 56601

### 1A. AUTHORIZED AGENT (See Help 1A) (Only if applicable; an agent is not required)

Name: Phone: E-mail:  
 Complete mailing address:

### 2. NAME, TYPE AND SIZE OF PUBLIC WATERS or WETLANDS IMPACTED (Attach Additional Project Area sheets if needed)

Name or I.D. # of Waters Impacted (if applicable; if known): Lake Bemidji Inv. #04013002

(Check all that apply):  Lake  River  Circular 39 Wetland type:  1,  1L,  2,  3,  4,  5,  6,  7,  8

Wetland plant community type<sup>1</sup>:  shallow open water,  deep marsh,  shallow marsh,  sedge meadow,  fresh meadow,  wet to wet-mesic prairie,  calcareous fen,  open bog or coniferous bog,  shrub-carr/alder thicket,  hardwood swamp or coniferous swamp,  floodplain forest,  seasonally flooded basin

Indicate size of entire lake or wetland (check one):  Less than 10 acres (indicate size: )  10 to 40 acres  Greater than 40 acres

### 3. PROJECT LOCATION (Information can be found on property tax statement, property title or title insurance):

Project street address: Lake Shore Drive NE Bemidji Fire #: NA City (if applicable):

¼ Section: Section: Township #: Range #: County: Beltrami  
 Lot #: Park 1 Block: Subdivision: Watershed (name or #) UTM location: N E

Attach a simple site locator map. If needed, include on the map written directions to the site from a known location or landmark, and provide distances from known locations. Label the sheet *SITE LOCATOR MAP*.

### 4. TYPE OF PROJECT: Describe the type of proposed work. Attach TYPE OF PROJECT sheet if needed.

The completed project would include one marina accommodating up to 80 slips in four phases. See attached sheet.

### 5. PROJECT PURPOSE, DESCRIPTION AND DIMENSIONS: Describe what you plan to do and why it is needed, how you plan to construct the project with dimensions (length, width, depth), area of impact, and when you propose to construct the project. This is the most important part of your application. See HELP 5 before completing this section; see What To Include on Plans (Instructions, page 1). Attach PROJECT DESCRIPTION sheet.

See attached sheet.

Footprint of project: acres or square feet drained, filled or excavated.

### 6. PROJECT ALTERNATIVES: What alternatives to this proposed project have you considered that would avoid or minimize impacts to wetlands or waters? List at least TWO additional alternatives to your project in Section 5 that avoid wetlands (one of which may be "no build" or "do nothing"), and explain why you chose to pursue the option described in this application over these alternatives. Attach PROJECT ALTERNATIVES sheet if needed.

See attached sheet.

### 7. ADJOINING PROPERTY OWNERS: For projects that impact more than 10,000 square feet of water or wetlands, list the complete mailing addresses of adjacent property owners on an attached separate sheet. (See HELP 7)

### 8. PORTION OF WORK COMPLETED: Is any portion of the work in wetland or water areas already completed? Yes No. If yes, describe the completed work on a separate sheet of paper labeled WORK ALREADY COMPLETED. (See HELP 8)

### 9. STATUS OF OTHER APPROVALS: List any other permits, reviews or approvals related to this proposed project that are either pending or have already been approved or denied on a separate attached sheet. See HELP 9.

### 10. I am applying for state and local authorization to conduct the work described in this application. I am familiar with the information contained in this application. To the best of my knowledge and belief, all information in Part I is true, complete, and accurate. I possess the authority to undertake the work described, or I am acting as the duly authorized agent of the applicant.

\_\_\_\_\_  
 Signature of applicant (Landowner)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of agent (if applicable)

\_\_\_\_\_  
 Date

This block must be signed by the person who desires to undertake the proposed activity and has the necessary property rights to do so. If only the Agent has signed, please attach a separate sheet signed by the landowner, giving necessary authorization to the Agent.

<sup>1</sup>See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.



## Project Description Sheet

### Bemidji Economic Development Authority Application Form

4. Type of Project:

The Bemidji Economic Development Authority (BEDA) purchased the property on the south shore of Lake Bemidji for the construction of the Sanford Center, to provide a route for the Paul Bunyan State Trail, and accommodate the development of lots along the south shore. It is anticipated that hotels and other mixed use development will take place there that will likely include residential units. There are already plans for 30 residential units just east of the Sanford Center with several of those units currently under construction or occupied. The DNR also recently completed the reconstruction of a boat launch facility at the west end of the property.

Overnight boat dockage has been planned since this project was first conceived to accommodate use by hotels and their guests, residents of the south shore, and potentially other city residents. The project would include a maximum of 80 boat slips that would be installed in phases, as needed.

There would be pedestrian access only to the marina via the Paul Bunyan Trail or by a connecting trail running south of the marina to the Sanford Center parking lot. No motorized vehicles would be allowed on either of the trails except when the City would use the parking lot connecting trail for maintenance and dock and boat lift installation and removal.

5. Project purpose, description and dimensions:

The purpose is to provide dockage for City residents, hotels, and other south shore businesses. We anticipate that the primary use will be by south shore residents.

The project would be built out in phases, as needed, starting in the spring of 2014. The first phase would be the installation of 20 boat slips as shown on the attached map. As we do not know yet how many slips the hotel may require and how quickly the 30 housing units east of the Sanford Center will be constructed, it is hard to say when additional slips may be needed. If housing is constructed on any of the lots between Lake Shore Drive NE and the Paul Bunyan State Trail in the future, additional slips will likely be needed. A floating breakwater may be needed in the future to protect the docks from the prevailing northwest winds.

As a practical matter, the first 20 slips will probably meet the demand for at least the first two years. Additional demand could be created as the south shore is built out over the next several years.

Dimensions of the dock facilities will be similar to what is portrayed on the attached Proposed Marina map. Although the south shore is relatively shallow, the fully phased docks could extend approximately 300 feet into the lake. The slips would be a standard 10 feet wide. The main dock would be 6' to 8' wide with side docks at 4' and access ramps at 2' to 4'. They would be free standing docks that would be removed seasonally and stored off site. Although the manufacturer has not yet been selected, we will be accepting proposals for maintenance free aluminum docks.

6. Project Alternatives:

The only other alternatives would be to use day docks only or do nothing. Neither of these alternatives satisfies the projected need for overnight dockage to accommodate hotel, business, and residential needs. The original concept for the south shore development hinged upon mixed use development wherein residential units would be constructed for residents who would want access to the lake, trails, and other amenities that will be built. Without overnight dockage, access would be denied. Additionally, hotels would be unable to provide overnight dockage for guests or offer boat/pontoon rentals.

9. Status of Other Approvals:

- U.S. Army Corps of Engineers – In a January 29, 2014 letter the Corps of Engineers stated that an Army permit would not be required to do this work.
- Conditional Use Permit – The Greater Bemidji Area Joint Planning Board approved a Conditional Use Permit for the marina facility by resolution and said CUP has been recorded.
- The required EAW is satisfied by the existing AUAR for the South Shore Development.

# Proposed Marina



## **Dock Management Plan**

### **Purpose:**

The overnight dockage on the south shore of Lake Bemidji is designed to accommodate seasonal dockage of boats for city residents and south shore hotels and businesses. These slips are available on a first come first served basis with the intention that slips will be added as needed.

### **Eligibility and Application:**

Boat slips will be leased to South Shore businesses and City of Bemidji residents only. One application per resident will be accepted. Multiple applications may be considered from South Shore businesses. For residents, the City of Bemidji must be their principle place of residence and they must reside at the address listed on their application. Registration of the boat moored in the slip must also match the name and address of the applicant to whom the slip is leased.

Applications for slip rental are available from the City of Bemidji's Parks and Recreation department. Applications should be submitted with the seasonal fee and will be accepted on a first come, first served basis. If no more slips are available for the season, residents and South Shore businesses may apply to be added to a waiting list. The first person on the waiting list will be the first person contacted as slips are added or become available. Slips will be added only at the direction of the City Council.

### **Operating Season:**

The normal operating season is anticipated to be May 15<sup>th</sup> to October 1<sup>st</sup> but may vary due to weather and/or ice conditions.

### **Hours of Operation:**

Access is available 24/7. If assistance is needed, call 333-1850 and City staff will respond as time permits.

### **Rental Term:**

Slips are rented for the normal operating season. Current renters have the option to renew their leases for the following season, provided they still qualify, before those slips become available to other applicants. Renewal applications will be mailed in February and must be returned by April 15<sup>th</sup>, with the annual fee, to guarantee a slip.

### **Insurance:**

All boats must be covered by a policy of General Liability Insurance in the amount of \$300,000 or more. A certificate of insurance must accompany all applications.

### **Fees:**

Rental fees will be established by the Bemidji City Council on an annual basis.

### **The City will:**

- Post available slips on the City's Parks and Recreation website along with the application form.

- Provide slips approximately 10 feet by 20 feet in size, capable of accommodating a boat lift
- Install and remove the dock system and all boat lifts, as provided by the renter, and store them either on or off site
- Notify renters of installation and removal dates by mail, email, or other means
- Provide maintenance of the dock system only
- Install at least one security light near the entrance to the docks
- Provide at least one garbage receptacle near the dock entrance

**Access:**

Access to the docks is by foot on either the Paul Bunyan State Trail or from the south on the path connecting to the Sanford Center Parking lot.

**Restrictions/Operations:**

The marina area is a no wake area with 100 feet of the docks.

Renters are responsible for both their conduct and that of their guests. Loud and/or aggressive conduct will not be tolerated. Violations may result in the termination of your rental agreement.

Dock boxes are not allowed and no equipment may be attached to the docks.

Slips are for the exclusive use of the renter and may not be shared with other parties.

The City is not responsible for loss or damage to boats or property.

Except for South Shore business use, boats moored are for personal use only.

All applicable City park regulations and City ordinances will be enforced.

Renters shall conduct themselves so as not to unreasonably annoy, bother, or interfere with the rights and privileges of other renters.

No swimming is permitted within 100 feet of the docks.

Slips may not be sublet or used by boats other than the one registered for that slip.

Slip locations will be assigned by the Parks and Recreation department.