

# **BEMIDJI CITY COUNCIL**

## **Work Session Agenda**

**Monday, May 9, 2016**

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



1. CALL TO ORDER / ROLL CALL
  
2. SOUTH SHORE MARINA DOCK LEASING & MANAGEMENT PLAN
  
3. 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:** May 9, 2016

**Action Requested:** Discuss South Shore Marina Dock Leasing and Management Plan

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

**Reviewed By:** Nate Mathews, City Manager *Nate*

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## **Background**

A permit for the South Shore Marina was issued by the DNR on May 27, 2014. While not a “marina” in the traditional sense of the word (providing gas, bait, sailboat moorings, etc.) the DNR marina permit allows for an 80 dock/boat slip marina to be installed with a first phase to include 20 slips. In 2015, a 20 dock system was purchased for approximately \$45,000 and installed. In 2015, all 20 slips were utilized as “day docks” and usage was minimal in part due to the fact the South Shore Cleanup project was underway last summer.

As the City develops the South Shore Marina Dock Leasing and Management Plan there are generally two uses for consideration: day docks and seasonal dock rental (or combination thereof).

### **Day Docks –**

- Docks would be available to use on an hourly/daily basis for free of charge.
- Same dock construction as a marina – different operations/maintenance.
- Overnight versus day usage and enforcement would have to be determined.
- Costs of installation/removal paid out of city budget.

### **Seasonal Rental –**

- Slips are rented for a seasonal fee.
- Fees are allocated toward the cost of installation and removal of dock system.
- Private lifts would be installed by City with additional charges would apply for renters.
- A Management Plan (draft attached) would lay out Bemidji’s rental policies/procedures.

A combination of day docks with seasonal slip rentals would provide general public boat access to the South Shore businesses/restaurants/amenities, while also providing rental revenue to pay for the City’s South Shore Marina costs, such as dock installation/removal, daily/seasonal maintenance, and future marina expansion.

The Plan outlines eligibility, terms, insurance etc. Based research both locally and regionally and consideration for the operational costs, a fee of \$1500 per season for slip rental is recommended. The fee breaks down to \$1,100 for the slip and an additional \$400 for a lift. Private lifts would be installed and removed by the City.

The South Shore Marina docks were installed during the week of May 2, 2016 and it is possible for the Parks Department to commence renting slips this spring/summer.

**Recommendation:**

Review South Shore Dock Leasing and Management Plan and provide feedback and comments to staff as we prepare for Council approval, potentially May 16.

**City of Bemidji**  
**South Shore Marina Dock Leasing and Management Plan**

*DRAFT*

**Adopted (May/June xx, 2016)**

**Purpose**

Overnight docking at the South Shore Marina of Lake Bemidji is designed to accommodate seasonal docking of boats for Bemidji residents and South Shore businesses. South Shore Marina boat slips are available on a first come first served basis with the intention that additional slips will be added as demand increases.

**Eligibility and Application**

Boat slips will be leased to City of Bemidji residents and South Shore business owners. For residents, one application per resident will be accepted, the City of Bemidji must be their principle place of residence, and they must reside at the address listed on their application. For South Shore businesses, registration of the boat moored in the slip must also match the name and address of the applicant to whom the slip is leased. South Shore Businesses seeking to rent multiple dock slips must receive approval by the City Council.

Applications for slip rental are available from the City of Bemidji's Parks and Recreation department starting the first of each year. 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.

**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**

The City of Bemidji's Parks and Recreation Department will rent slips and provide assistance within normal working hours Monday through Friday from 8:00 am to 4:00 pm.

**Rental Term**

Slips are rented for the normal operating season which is anticipated to be May 15 to October 1. Applications will be available the first of each year on the city's website and at the Park & Recreation Department.

**Insurance**

All who rent a slip for their boat and or their lifts are responsible to cover the boat, any personal property left in or on the boat, and their lifts for Physical damage coverage as the City of Bemidji will not be responsible for any loss or damage to your property. The City of Bemidji will require that those who rent slips will provide the City of Bemidji a certificate of insurance for watercraft

Liability and Excess liability or Umbrella liability in an amount of at least \$1,000,000 in total limits of coverage.

### **Fees**

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

### **The City will**

- At the start of each year post on the Parks and Recreation website the slips available for the year. In the same location a downloadable application will be available for those wishing to apply for a slip.
- Provide slips approximately 10' x 20' feet in size, capable of accommodating a boat lift.
- Install and remove the dock system and all boat lifts 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.
- Provide at least one garbage receptacle near the dock entrance.

### **Boat Lifts**

The City will be responsible for installing and removing tenant boat lifts. Providing the boat lift is the responsibility of the tenant and must be reviewed/approved by the City. Per State Law, all boat lifts will be decontaminated using best practices by the City and/or its dock/lift contractor.

### **Access**

The South Shore Marina docks are accessible by foot from the Paul Bunyan State Trail or from the Marina trail (east of the Country Inn and Suites) that connects to the Sanford Center Parking lot. Vehicles must be parked in the Sanford Center parking lot.

### **Restrictions/Operations**

- The City reserves 25% of total South Shore Marina docks slips to serve as public day docks.
- The Marina area is a no wake area within 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.