

# **BEMIDJI CITY COUNCIL**

## **Special Meeting Agenda**

**Monday, September 28, 2015**

**City Hall  
Council Chambers  
6:00 P.M.**



**Meeting will be Televised on Channel 2**

1. CALL TO ORDER / ROLL CALL
  
2. DISCUSSION: SOUTH SHORE PARK
  
3. CONSIDER A RESOLUTION APPROVING PRELIMINARY 2015 TAX LEVY COLLECTIBLE IN 2016 AND SETTING THE TRUTH IN TAXATION HEARING DATE
  
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: September 28, 2015

Action Requested: Review Construction Cost Estimates for South Shore Park

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

Reviewed By: Nate Matthews, City Manager

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## **Background**

A Master Plan for South Shore Park was developed in 2011 after extensive public input and discussion. The Master Plan has been refined over the last several years, based on budget and desired amenities.

At the budget work session on August 10, 2015, the City Council authorized staff to update cost estimates for park development including an architectural review/feasibility study of the existing beach house. WSN conducted architectural and structural site visits, determined the beach house is structurally sound, provided a floor plan and cost estimate for the renovation of the building.

The Parks and Trails reviewed the floorplan at their meeting on September 8<sup>th</sup> and those recommendations were incorporated into the final floorplan for the beach house. The floorplan and preliminary construction cost budget is attached. The construction costs include design and construction.

The Park Development Master Plan was reviewed and updated by WSB with the goal of providing access to the beach, basic amenities, minimal landscaping and ensuring the initial concept plans/costs do not duplicate work currently being completed through the Lakebed Clean-up project. The JPB reviewed the initial concept to ensure development meets planning and zoning requirements. The plan for the park and associated preliminary construction cost estimate is attached and the costs include design and construction.

## **Budget Information**

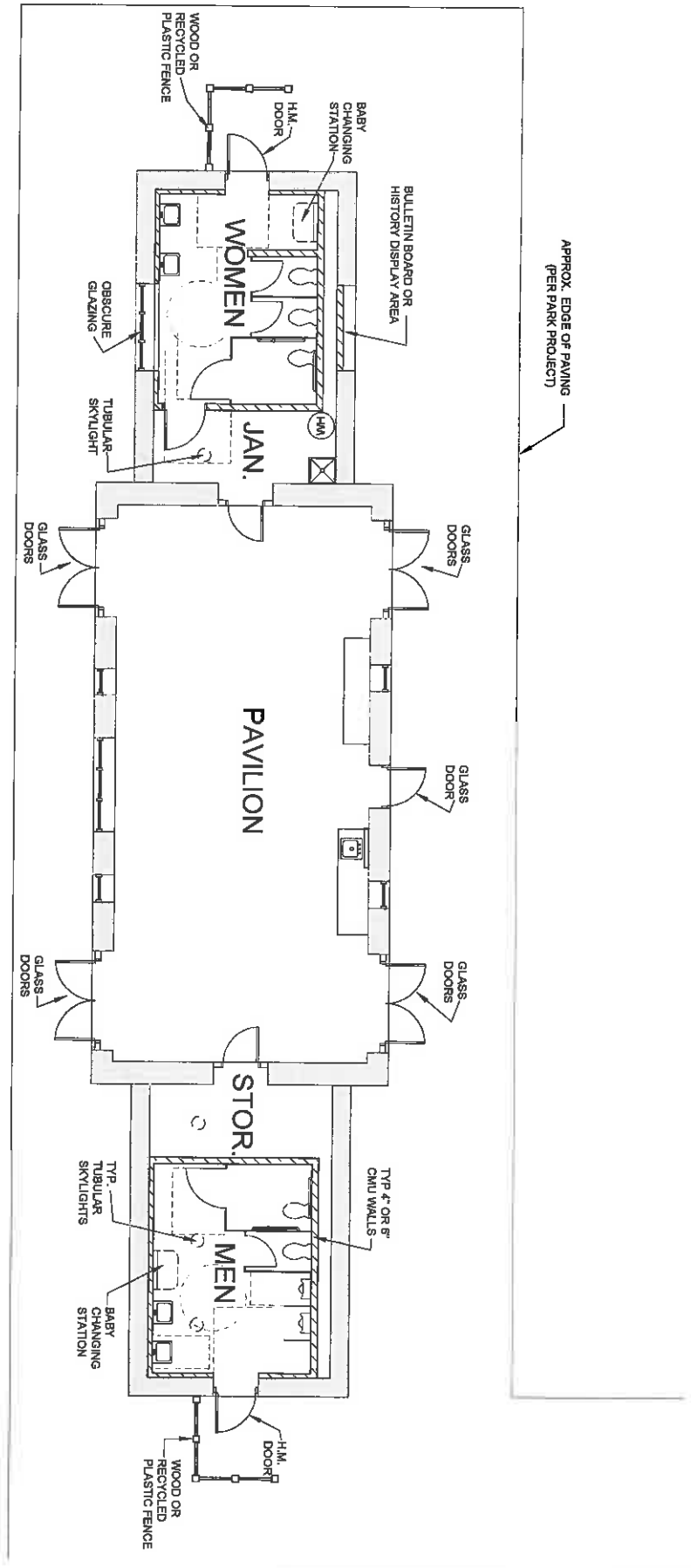
Detailed construction cost estimates are attached. A summary of costs is listed below:

Beach house Rennovation	\$305,800
Park Development	\$293,570

Total Preliminary Construction Costs: \$599,370

As previously discussed at the September 14<sup>th</sup> work session, the finance director recommends utilizing liquor and refuse reserves to pay for this project. Currently the liquor store has cash of \$1.2 million while refuse has \$715,000. The final allocations can be determined when 2015 year-end financial results are discussed.

If the Council would like to move forward with the project in 2016, the next step would be to authorize a Request for Proposals for Professional Services for the design and construction of South Shore Park.



1 PROPOSED FLOOR PLAN  
SCALE: 1/8" = 1'-0"



10/20/2011 10:58:11 AM C:\Users\j\Documents\Projects\South Shore Beach House Feasibility Study\Drawings\Proposed Floor Plan.dwg Plot Date: 10/20/2011 10:58:11 AM Plot Path: C:\Users\j\Documents\Projects\South Shore Beach House Feasibility Study\Drawings\Proposed Floor Plan.dwg Plot Scale: 1/8" = 1'-0" Plot Size: 11.0000 x 17.0000 inches Plot Orientation: Landscape Plot Color: Black Plot Lineweight: 0.0000 Plot Linetype: Solid Plot Font: Arial Plot Font Size: 10.0000 Plot Font Color: Black Plot Font Style: Normal Plot Font Weight: Normal Plot Font Orientation: Horizontal Plot Font Angle: 0.0000 Plot Font Color: Black Plot Font Style: Normal Plot Font Weight: Normal Plot Font Orientation: Horizontal Plot Font Angle: 0.0000

SOUTH SHORE BEACH HOUSE FEASIBILITY STUDY CITY OF BEMIDJI BEMIDJI, MINNESOTA PROPOSED FLOOR PLAN		DATE: SEPTEMBER 14, 2011 SCALE: AS SHOWN DRAWING: 1.14 CHECKED BY: D.S.L. JOB NUMBER: 0680,10160,100	DATE: _____ REVISION: _____ DESCRIPTION: _____ BY: _____	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly Licensed Architect under the laws of the STATE OF MINNESOTA. SIGNATURE: _____ DATE: _____ LIC. NO. 47389
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# Lake Bemidji Beach House Restroom Renovation



Date: 9/14/2015  
 WSN Job #: 0880J0160.100  
 Client: City of Bemidji

Item	Quantity	Unit	Unit price	Total
<b>Division 2 - Existing Conditions (Demolition)</b>				
Demolition: interior gutting, windows/doors, chimney, furnace/ductwork, plumbing/sand point well, ceilings, carpet/raised floor framing, roofing, etc.	1	LS	\$6,000.00	\$6,000
Graffiti removal	1	LS	\$2,500.00	\$2,500
Structural improvements:				
Pavilion roof	1	LS	\$14,000.00	\$14,000
Restroom roofs	1	LS	\$4,500.00	\$4,500
Slab cutting for plumbing	250	SF	\$15.68	\$3,920
<b>Division 3 - Concrete</b>				
Concrete floor infill for plumbing	4	CY	\$242.00	\$968
Concrete floor topping	1424	SF	\$3.00	\$4,272
<b>Division 4 - Masonry</b>				
Concrete block partition walls, 6"	1167	SF	\$10.00	\$11,670
Tuckpointing repairs	1	LS	\$4,000.00	\$4,000
<b>Division 5 - Metals</b>				
Non identified				
<b>Division 6 - Wood and Plastics</b>				
Misc. framing	1	LS	\$1,000.00	\$1,000
<b>Division 7 - Thermal and Moisture Protection</b>				
New shingle roofing system	2290	SF	\$5.00	\$11,450
Door and window sealants	240	LF	\$4.00	\$960
General sealants	1	LS	\$1,000.00	\$1,000
Gable end siding	182	SF	\$4.00	\$728
<i>No insulation (seasonal use)</i>				
<b>Division 8 - Doors and Windows</b>				
Hollow metal 3'0x7'0 doors/frames, insulated, half glass or flush	5	EA	\$1,200.00	\$6,000
Hollow metal 6'0x7'0 doors/frames, insulated, half glass or flush	5	EA	\$2,400.00	\$12,000
Add for custom frame adjustments at arch top or corbeled lintel	8	EA	\$500.00	\$4,000
Door hardware packages, single, average	6	EA	\$1,200.00	\$7,200
Door hardware packages, double, average	5	EA	\$2,400.00	\$12,000
Windows, large, Aluminum	1	EA	\$1,000.00	\$1,000
Windows, large, Aluminum, w/ obscure glass	1	EA	\$1,100.00	\$1,100
Windows, small, Aluminum	4	EA	\$300.00	\$1,200
Skylights, small tube type	6	EA	\$450.00	\$2,700

# Lake Bemidji Beach House Restroom Renovation

Date: 9/14/2015  
 WSN Job #: 0880J0160.100  
 Client: City of Bemidji



Item	Quantity	Unit	Unit price	Total
<b>Division 9 - Finishes</b>				
Painting pedestrian doors, single	6	EA	\$90.00	\$540
Painting pedestrian doors, double	5	EA	\$120.00	\$600
Painting concrete block walls	1,530	SF	\$1.50	\$2,295
Painting interior roof structure in toilet rooms	614	SF	\$3.00	\$1,842
Painting exterior soffits and rafter tails	500	SF	\$3.00	\$1,500
Pavilion exposed roof structure - cleaning and staining new members to match existing.	810	SF	\$2.50	\$2,025
Epoxy non-slip floor coating thru-out (create cove base at restroom	1,424	SF	\$8.00	\$11,392
<b>Division 10 - Specialties</b>				
Toilet partitions (solid phenolic)	1	LS	\$8,000.00	\$8,000
Grab bar sets	2	EA	\$150.00	\$300
Mirrors	4	EA	\$160.00	\$640
Electric hand driers	2	EA	\$1,270.00	\$2,540
Diaper changing station	2	EA	\$310.00	\$620
<b>Division 11 - Equipment</b>				
Stainless steel counter/tables	2	EA	\$1,800.00	\$3,600
<b>Division 22 - Plumbing</b>				
Piping, water heater, wall hung toilets with flush valves, lavatories, faucets, mop sink, drop-in sink, floor drains	1	LS	\$35,000.00	\$35,000
<b>Division 23 - HVAC</b>				
Exhaust fans, gable end louvers, ductwork	1	LS	\$10,000.00	\$10,000
<b>Division 26 - Electrical</b>				
New service, panel, outlets, lighting, exhaust fans	1	LS	\$14,000.00	\$14,000
<b>Division 31 - Earthwork</b>				
Water and sewer from building to existing City utilities	1	LS	\$2,500.00	\$2,500
<i>All other grading and site work in Park budget</i>				
<b>Division 32 - Exterior Improvements</b>				
Fencing (cedar)	168	SF	\$21.00	\$3,528
Fence posts	10	EA	\$52.00	\$520
<i>Paving around building to be in Park budget</i>				

# Lake Bemidji Beach House Restroom Renovation

Date: 9/14/2015  
WSN Job #: 0880J0160.100  
Client: City of Bemidji



Item	Quantity	Unit	Unit price	Total
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**Subtotal** \$216,000

**Contractor Administrative, Bonding, Insurance, and Mobilization (10%)** \$22,000

**Estimating Contingency (15%)** \$32,000

**Total Estimated Construction Cost =** \$270,000

**Inflation (3%) for 2016 Construction =** \$8,000

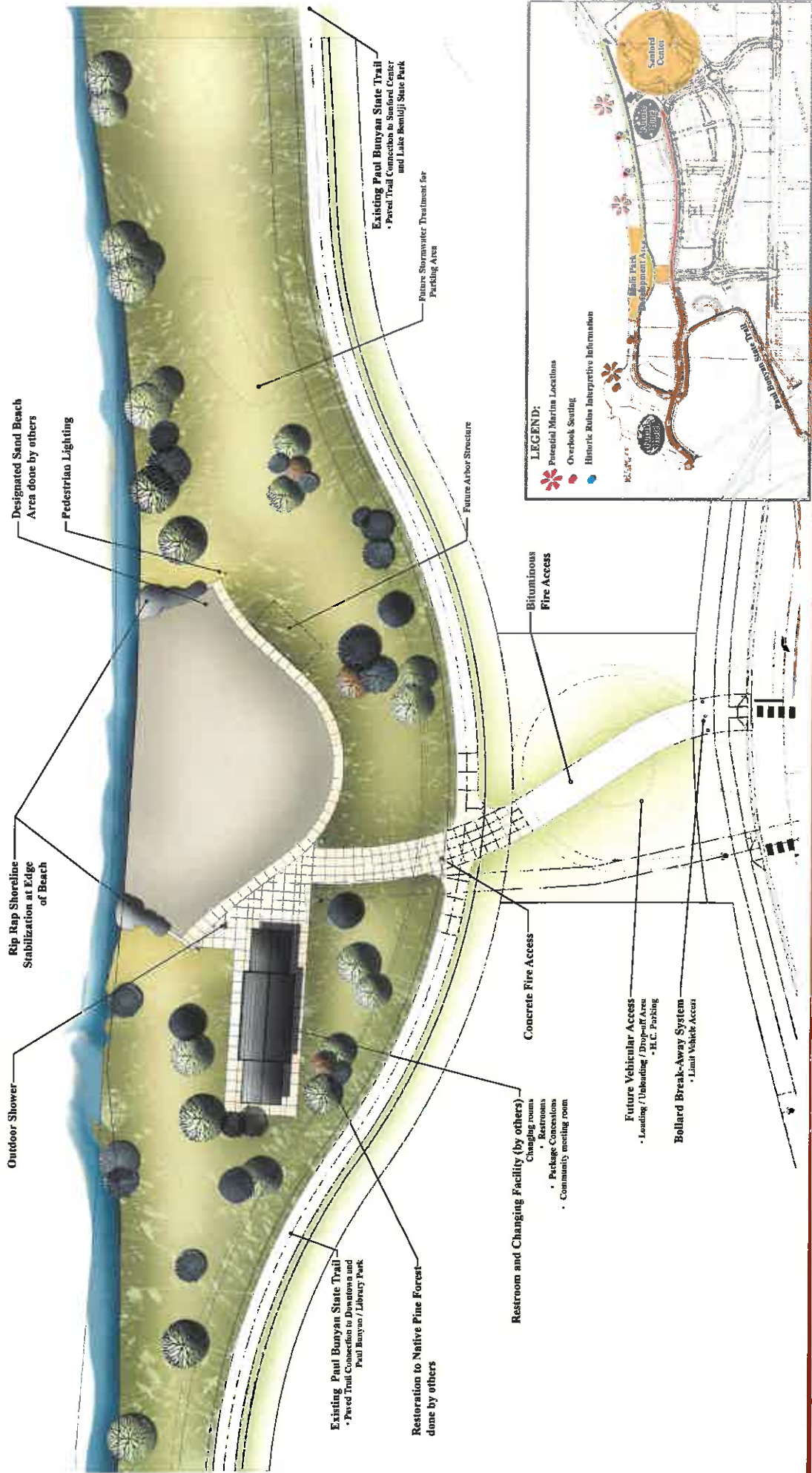
**\$278,000**

**Owner Contingency for unforeseen conditions (10%) =** \$27,800

**Professional Design Services (10%) =** \$27,800

# South Shore Park Master Plan

City of Bemidji, Minnesota



City of Bemidji, Minnesota  
 1000 1st Avenue S.W.  
 Bemidji, MN 56601  
 Phone: 218.752.1234  
 Fax: 218.752.1235



# Preliminary Master Plan Cost Estimate

## South Shore Park - Alternate Design Implementation

WSB & Associates, Inc.  
Project #02125-070

15-Sep-15

This cost estimate defines the estimated costs associated with each component of the master plan for South Shore Park. It is based on a combination of site-specific development requirements and projects of similar size and complexity. These estimated costs are also based on having the work completed by private contractors and specialists. It does not take into consideration work that could be performed by City staff, volunteer groups, or by other means. **Please note this does not include costs associated with the building improvements or beach cleanup / sand.**

The cost figures are based on master plan level evaluation, which brings with it inherent limitations. The cost figures are meant for general budgeting purposes, project phasing, and comparing the relative cost of one item to that of another. The costs are in 2015 dollars. Although intended to be conservative, actual costs will vary depending on the year that each aspect of the master plan is implemented, implementation parameters, economic conditions affecting bidding, and unexpected site conditions found in the field during construction.

<b>Phase 1 Park Improvement Site Development:</b>		<b>Estimated Cost</b>
<b>#</b>	<b>1 - Removals, Earthwork and Surveying</b>	
1.01	Removals	3,090.63
1.02	Earthwork operations (including erosion control)	15,453.13
1.03	Construction staking	8,499.22
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$27,042.97</b>
<b>#</b>	<b>2 - Utilities and Lighting Improvements</b>	
2.01	Electrical pedestrian lighting adjacent to beach (budget)	54,085.94
2.02	Misc. utility adjustments - adjust fire hydrant location	7,726.56
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$61,812.50</b>
<b>#</b>	<b>3 - Misc. Pavement and Surfacing</b>	
3.01	12" wide x 9" deep concrete beach border	4,056.45
3.02	Bituminous access pavement (3" bit over 6" class 5 aggregate base)	18,118.79
3.03	Hand placed rip rap	15,453.13
3.04	6" thick concrete pavement	61,078.48
3.05	4" thick concrete pavement	38,169.22
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$136,876.05</b>
<b>#</b>	<b>4 - Misc. Site Amenities</b>	
4.01	Trash receptacle	5,601.76
4.02	Bike rack	2,317.97
4.03	Drinking fountain	8,499.22
4.04	Shower tower	10,044.53
4.05	Security bollards	6,026.72
4.06	Picnic table seating	9,271.88
4.07	Park ID entrance monument	10,817.19
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$52,579.26</b>



#	<b>5 - Landscaping / Restoration</b>	
5.01	Seed restoration	7,533.40
5.02	Tree and shrub plantings	7,726.56
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$15,259.96</b>
<b>Total Estimated Cost for Phase 1 Development: \$293,570.74</b>		

<b>Potential Identified Add-on Items</b>		<b>Estimated Cost</b>
<b>A</b>	<b>Arbor Structure</b>	
A.1	Arbor structure	46,359.38
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$46,359.38</b>
<b>B</b>	<b>Vehicular drop-off / pick-up area</b>	
B.1	Parking lot / driveway (including concrete curbing, signage and striping)	49,450.00
B.2	Earthwork related to vehicular drop-off / pick-up area	7,726.56
B.3	4" thick concrete pavement sidewalks adjacent to parking area	17,384.77
B.4	Storm water pond / raingarden for parking lot (budget)	7,726.56
B.5	Turf restoration / establishment associated with vehicular drop-off / pick up area	7,340.23
B.6	Tree and shrub plantings associated with vehicular drop-off / pick up area	3,863.28
<b>Estimated Subtotal (includes 10% contingency and 15% testing, cd's, and surveying fees)</b>		<b>\$93,491.41</b>
<b>Estimated total - Potential Identified Add-on Items</b>		<b>\$139,850.78</b>

# **COUNCIL AGENDA ITEM**



**Meeting Date:** September 28, 2015

**Action Requested:** Approve Preliminary 2016 Tax Levy

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

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

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As directed by Council at the August 10, 2015 work session, the 2016 preliminary tax levy is set at \$4,826,915, or \$296,279 (6.5%) higher than 2015. Due to the value of new construction and increased property value, the effective tax increase will be approximately 2.9%.

The levy increase is attributable to a number of items summarized below:

- Staff cost of living increases and related payroll tax increases totaling \$233,000
- Increases to non-personnel related line items totaling \$52,000
- Police department overtime increase of \$20,000
- Additions to the capital improvement plan including Sanford Center and police department radios totaling \$105,000
- Various other line items were adjusted, including auto theft grant, street department overtime, contract increases with County, totaling \$4,300.
- Revenue items were adjusted to reflect historical trends including gas/electric/cable franchise fees, parking tickets, state aids and fire calls resulting in revenue increase of \$118,000

Once the preliminary levy is approved it can only be decreased when the final levy is approved on December 7th.

## **Recommendation:**

Approve resolution establishing the preliminary 2015 tax levy collectible in 2016 of \$4,826,915 and authorize certification to the County Auditor. In addition, the resolution sets the Truth in Taxation date for December 7, 2015 at approximately 6:00 pm.

# RESOLUTION NO. \_\_\_\_\_

## A RESOLUTION APPROVING PRELIMINARY 2015 TAX LEVY COLLECTIBLE IN 2016 AND SETTING THE TRUTH IN TAXATION HEARING DATE

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, COUNTY OF BELTRAMI, MINNESOTA, that the following sums of money be levied for the current year, collectible in 2016, upon the taxable property in the said City of Bemidji, for the following purposes:

General Fund	\$3,652,716
Sanford Center Capital Replacement	\$180,000
Street Improvements	375,000
2011 Sales Tax Bonds	208,292
South Shore Land Bonds	115,385
2007 G.O. Bonds Public Works Facility	<u>295,522</u>
Total All Levies	<u>\$4,826,915</u>

BE IT FURTHER RESOLVED that the Bemidji City Council set the Truth in Taxation public hearing date on Monday, December 7, 2015 at 6:00 p.m.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Beltrami County, Minnesota.

The foregoing resolution was offered by Councilmember \_\_\_\_\_ who moved its adoption, and on due second by Councilmember \_\_\_\_\_ was passed by the following vote:

Ayes:  
Nays:  
Absent:

Passed: September 28, 2015

ATTEST:

APPROVED:

\_\_\_\_\_  
Kay M. Murphy, City Clerk

\_\_\_\_\_  
Rita C. Albrecht, Mayor

### CERTIFICATION

State of Minnesota }  
                                  }  
County of Beltrami }

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on September 2, 2014.

STATE OF MINNESOTA)  
 (SS  
 CITY OF BEMIDJI )

I, Kay M. Murphy, City Clerk of the City of Bemidji, do hereby certify that the date for the 2015 Truth in Taxation Public Hearing is:

Truth in Taxation Public Hearing date: December 7, 2015  
 Truth in Taxation Public Hearing time: 6:00 p.m.  
 Truth in Taxation Public Hearing place: Bemidji City Hall

I, Kay M. Murphy, City Clerk of the City of Bemidji, do further certify that the PROPOSED property tax levy for taxes payable in 2015 is as follows:

NOTE BELOW: General Obligation Debt is an EXCEPTION from the JOB ZONE EXEMPTION

FUND NAME	LEVY:	DEBT? YES/NO	If debt, is it G.O. DEBT? YES/NO
FUND <u>101-General</u>	\$ <u>3,652,716</u>	YES ___ / NO <u>X</u>	YES ___ / NO ___
<u>226-Permanent</u>			
FUND <u>Improvement</u>	\$ <u>375,000</u>	YES ___ / NO <u>X</u>	YES ___ / NO ___
<u>306-Public Works</u>			
FUND <u>Bond Fund</u>	\$ <u>295,522</u>	YES <u>X</u> / NO ___	YES <u>X</u> / NO ___
<u>307-</u>			
FUND <u>South Shore Bonds</u>	\$ <u>115,385</u>	YES <u>X</u> / NO ___	YES <u>X</u> / NO ___
<u>604-</u>			
FUND <u>Sales Tax Bonds</u>	\$ <u>208,292</u>	YES <u>X</u> / NO ___	YES ___ / NO <u>X</u>
<u>604-</u>			
FUND <u>Sanford Center</u>	\$ <u>180,000</u>	YES ___ / NO <u>X</u>	YES ___ / NO ___
<b>TOTAL LEVY:</b>	<b>\$ <u>4,826,915</u></b>		

Dated this 28<sup>th</sup> day of September, 2015

\_\_\_\_\_  
 City Clerk, City of Bemidji

Pursuant to Minnesota Statute 275.05:  
 If a city fails to certify its levy by September 30<sup>th</sup>, its levy shall be the amount levied by it for the preceding year.