



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council Work Session

Monday, November 24, 2014

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, November 24, 2014 immediately following the Closed meeting in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

Discussion Items

1. [14-0967](#) Discuss Proposed 2015 CIP Funded Projects
Attachments: [Amended CIP Info](#)
2. **14-0789** Review Regular meeting agenda and other business as noted.

ADJOURN

Attest: Kimberly Gibeau, City Clerk



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 14-0967 **Version:** 1 **Name:**
Type: Agenda Item **Status:** CC Worksession
File created: 11/20/2014 **In control:** City Council Work Session
On agenda: 11/24/2014 **Final action:**
Title: Discuss Proposed 2015 CIP Funded Projects

Sponsors:

Indexes:

Code sections:

Attachments: [Amended CIP Info](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Discuss Proposed 2015 CIP Funded Projects

Background Information:

Attached are the proposed 2015 Capital Expenditures that will require CIP funds from the 2015 levy. It is important to note that the proposed 2015 Budget has \$97,994 with requests equaling \$219,335.

Staff Recommendation:

City staff is recommending the review of proposed expenditures with department heads and the prioritizing of all expenditures.

Requested City Council Action

Review CIP funded expenditures.

City of Grand Rapids, Minnesota
Amended Capital Improvement Plan
 2015 thru 2019

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
CIP Fund								
Airport Master Plan/eALP	2015/AP-1	2	12,500					12,500
Crack Sealing 16/34 & Taxiway	2015/AP-3	1	5,000					5,000
Roof Top - Unit 2 Replacement	2015/CH-1	1	50,000					50,000
City wide work flow and permit licensing	2015/City-1	2	50,000					50,000
TimeClock Plus Software	2015/FIN-1	2	12,835					12,835
Replace two virtual server host computers	2015/IT-1	1	20,000					20,000
Replace self check computer	2015/LIB-1	3	15,000					15,000
Remer/DeSchepper Park Development	2015/P&R-1	2	35,000					35,000
Dog Park Development	2015/P&R-2	3	19,000					19,000
Aerial Photograph Updates	2016/Aerial	3		13,657				13,657
Airport Zoning Update	2016/AP-1	2		2,500				2,500
General Aviation Ramp Replacement	2016/AP-2	2		12,500				12,500
AP74 Truck Replacement	2016/AP-3	2		10,000				10,000
Council Chambers Carpet Replacement	2016/CH-1	2		12,000				12,000
Blandin Beach Renovation-Phase I	2016/P&R-1	3		55,000				55,000
RWY 5/23 Slurry Seal	2017/AP-1	2			15,000			15,000
Blandin Beach Renovation-Phase 2	2017/P&R-3	3			50,000			50,000
RWY 16/34 - Resurface and Resolve L-O-S Issues	2018/AP-1	3				50,000		50,000
CIP Fund Total			219,335	105,657	65,000	50,000		439,992
GRAND TOTAL			219,335	105,657	65,000	50,000		439,992

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 *thru* 2019

Department Airport
 Contact Engineer
 Type Improvement
 Useful Life 20 years
 Category Airport Improvements
 Priority 2 Very Important

Project #	2015/AP-1
Project Name	Airport Master Plan/eALP

Description	Total Project Cost: \$250,000
<p>The Master Plan for GPZ was last updated in 1992. That plan anticipated larger aircraft to accommodate Mesaba and their recently developed relationship with Northwest Airlines. Given that GPZ no longer has scheduled air service, long term planning is needed to identify future runway length requirements.</p> <p>The planning process would also involve development of an electronic airport layout plan (eALP) to comply with current FAA criteria.</p>	

Justification
<p>The Master Plan is needed to make sure the City/County are making planned necessary improvements at the Airport.</p>

Expenditures	2015	2016	2017	2018	2019	Total
Professional Services	250,000					250,000
Total	250,000					250,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	12,500					12,500
FAA	225,000					225,000
Itasca County	12,500					12,500
Total	250,000					250,000

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 *thru* 2019

Department Airport
Contact Airport Manager
Type Maintenance
Useful Life 15 years
Category Airport Improvements
Priority 1 Critical

Project # 2015/AP-3
Project Name Crack Sealing 16/34 & Taxiway

Total Project Cost: \$200,000

Description

This project would consist of crack sealing the bituminous surface of Taxiway A.

Justification

If the taxiway is not crack sealed it will deteriorate faster reducing the useful life of the infrastructure.

Expenditures	2015	2016	2017	2018	2019	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	5,000					5,000
FAA	190,000					190,000
Itasca County	5,000					5,000
Total	200,000					200,000

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 *thru* 2019

Department Building Maintenance
 Contact Facility Maintenance
 Type Equipment
 Useful Life 20 years
 Category Buildings
 Priority 1 Critical

Project # **2015/CH-1**
 Project Name **Roof Top - Unit 2 Replacement**

Description **Total Project Cost: \$50,000**
 This project is the replacement of roof top HVAC Unit 2 at City Hall. This unit provides heating and cooling to the police department.

Justification
 The building needs to be heated and cooled and the unit is reaching its useful life.

Expenditures	2015	2016	2017	2018	2019	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 thru 2019

Department Administration
 Contact
 Type Equipment
 Useful Life
 Category Equipment
 Priority 2 Very Important

Project # 2015/City-1
 Project Name City wide work flow and permit licensing

Total Project Cost: \$128,000

Description

The purchase of an Enterprise License Agreement (ELA) from Azteca Systems Inc for Permitting, Land, Licensing (PLL) and Asset Management Systems (AMS) software to assist the City of Grand Rapids in managing and maintaining internal and external work flows.

Justification

The benefits of this software include efficient processing of Building and Zoning Permits, Airport Leases, Liquor Licenses, Public Works Work Orders, Engineering Permits, and many more. This software will additionally benefit our organization in supporting the integration of other organizational software such as Laserfiche, ESRI (GIS), & SQL based financial software. The PW Department currently uses individual desktop licenses of the AMS software to manage all the work orders. The ELA allows unlimited users to utilize a web browser based solution to create and manage permits, licenses, leases, work orders, and reports in all departments to efficiently manage workflow within each department or across multiple departments and eliminates the need for paper trails and duplicity of data storage in multiple databases.

Expenditures	2015	2016	2017	2018	2019	Total
Professional Svcs-AML Conversion for PW Records	5,000					5,000
Professional Svcs-Com Dev Installation	75,000					75,000
Professional Svcs-Crystal Reports Training	5,000					5,000
Professional Svcs-SWU & Other Depts Installation	15,000					15,000
Software-API Module (Laserfiche compatibility)	5,000					5,000
Software-CityWorks ELA	23,000					23,000
Total	128,000					128,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	50,000					50,000
Storm Water Utility	78,000					78,000
Total	128,000					128,000

Budget Impact/Other

Using a centralized software system eliminates multiple microsoft databases which reduces the IT demand of maintaining several different softwares. The processing of building and zoning, stormwater, and righ-of-way permits can be done electronically from the field, significantly reducing inspection times.

**Amended Capital Improvement Plan
City of Grand Rapids, Minnesota**

2015 *thru* 2019

Department Finance
Contact Finance Director
Type Equipment
Useful Life 7 years
Category Equipment
Priority 2 Very Important

Project #	2015/FIN-1
Project Name	TimeClock Plus Software

Description	Total Project Cost: \$12,835
Electronic time tracking system.	

Justification
We currently have an electronic time keeping system but it is older and does not allow remote sites to access to punch in and out via internet.

Expenditures	2015	2016	2017	2018	2019	Total
Equip/Vehicles/Furnishings	12,835					12,835
Total	12,835					12,835

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	12,835					12,835
Total	12,835					12,835

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 thru 2019

Department Management Information
Contact Information Technology
Type Equipment
Useful Life 5 years
Category Equipment
Priority 1 Critical

Project # 2015/IT-1
Project Name Replace two virtual server host computers

Description

Total Project Cost: \$20,000

Purchase two servers to replace our first two aging virtual host machines.

Justification

The host machines that run VMware are critical pieces of our infrastructure since they are now housing almost all of our production servers for the City. If one of these machines were to fail, it would mean system downtime and lost productivity. It is critical that these servers stay healthy and be replaced on a regular schedule.

Expenditures	2015	2016	2017	2018	2019	Total
Equip/Vehicles/Furnishings	20,000					20,000
Total	20,000					20,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	20,000					20,000
Total	20,000					20,000

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 thru 2019

Department Library
Contact Library Director
Type Equipment
Useful Life 7 years
Category Equipment
Priority 3 Important

Project # 2015/LIB-1
Project Name Replace self check computer

Description **Total Project Cost: \$15,000**
 Replace the Library's self check automation computer.

Justification
 The Library's self check computer is heavily used by the public and is now six years old. This is outside of the normal working lifecycle of this critical device. This piece of equipment checks out between 20 and 25% of library materials and reduces needed staff.

Expenditures	2015	2016	2017	2018	2019	Total
Equip/Vehicles/Furnishings	15,000					15,000
Total	15,000					15,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	15,000					15,000
Total	15,000					15,000

Budget Impact/Other

**Amended Capital Improvement Plan
City of Grand Rapids, Minnesota**

2015 *thru* 2019

Department Civic Ctr, Parks & Recreation
Contact Civic Center Director
Type Equipment
Useful Life 25 years
Category Park Improvements
Priority 2 Very Important

Project # 2015/P&R-1
Project Name Remer/DeSchepper Park Development

Description **Total Project Cost: \$35,000**
 Per the recommendation of the updated Parks & Trails Plan, we held a public meeting with residents in the Remer / DeSchepper annexed area to determine if they would like the City to develop a park in their neighborhood. More than 25 residents attended and were all in favor of a new park that would feature off-street parking, green space, picnic tables, and play equipment. Grand Rapids State Bank has offered to donate a parcel of property in this neighborhood to the City for the development of a park.

Justification
 Using the 2014 Park Plan as a basis, conducting neighborhood meetings in newly annexed areas to determine the need for park development was identified as a priority new action.

Expenditures	2015	2016	2017	2018	2019	Total
Construction/Maintenance	5,000					5,000
Equip/Vehicles/Furnishings	30,000					30,000
Total	35,000					35,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Amended Capital Improvement Plan
City of Grand Rapids, Minnesota

2015 *thru* 2019

Department Civic Ctr, Parks & Recreation
Contact Civic Center Director
Type Improvement
Useful Life 20 years
Category Park Improvements
Priority 3 Important

Project # 2015/P&R-2
Project Name Dog Park Development

Description **Total Project Cost: \$19,000**
 One of the priority action items identified in the updated Park Plan was the establishment of a Dog Park. Staff has identified the easterly portion of Veteran's Park as the best place to construct the new facility. Plans include installing a decorative perimeter fence around a 40,000 square foot area and place several benches throughout the park.

Justification
 Using the 2014 Park Plan as the basis, the development of a Dog Park was identified as a priority new action.

Expenditures	2015	2016	2017	2018	2019	Total
Equip/Vehicles/Furnishings	19,000					19,000
Total	19,000					19,000

Funding Sources	2015	2016	2017	2018	2019	Total
CIP Fund	19,000					19,000
Total	19,000					19,000

Budget Impact/Other