

# BEMIDJI CITY COUNCIL AGENDA

Monday, January 7, 2013

Council Chambers  
City Hall – 317 4<sup>th</sup> Street NW  
7:00 P.M.



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ AMENDMENTS TO AGENDA

I. MINUTES

- 1) Regular Council: December 17, 2012

II. VACANCY

- 2) Resolution Declaring Council Vacancy - Ward 4

III. OATH OF OFFICE/RESEATING OF COUNCIL

- Re-elected Official: Ron Johnson, Ward 3 Council
- Newly Elected Officials: Rita Albrecht, Mayor  
Michael Meehlhause, Ward 1 Council  
Nancy Erickson, Ward 5 Council
- Reseating of the Council

IV. CONSENT AGENDA

*Items in the Consent Agenda are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.*

- 3) Claims Submitted by Finance Officer in the amount of \$1,186,514.90
- 4) General Business Licenses Renewals for 2013
- 5) 1 Day Temporary Consumption & Display Permit for January 24 – Arts Council
- 6) Temporary On-Sale Liquor License – January 24 at Sanford Center – Chamber
- 7) Designate Mayor Pro-tem – Hellquist
- 8) Councilmember Commission Appointments for 2013
- 9) Designate Official Newspaper of Publication for City
- 10) Resolution Designating Depositories for City Funds in 2013
- 11) Accept "Shared Fire and Rescue Services" Grant
- 12) Accept "Assistance to Firefighters Grant" in the amount of \$56,763
- 13) Declare Surplus Equipment – 2008 Chevy Impala – Police Department
- 14) Resolution Requesting Conveyance of Tax-Forfeited Lands
- 15) Travel Authorization – Bemidji Day at the Capitol – Feb. 6 – Albrecht, Thompson
- 16) Travel Authorization – Coalition of Greater Mn Cities – Feb. 6-7 - Johnson

*Bemidji—Regional Center Amenities with Small Town Character*

**V. CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA**

**Public Comment** – Please give your name, address and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is **not** already on the agenda. Each person will have **3 minutes** to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. **PLEASE BE ADVISED THAT THE COUNCIL WILL TAKE NO ACTION AT THIS TIME.**

**VI. PRESENTATION**

- Minnesota Toward Zero Death Enforcement Program – New Radar Unit for the Police Department - Tom Kummrow

**VII. PUBLIC HEARING**

- 17) Hold Public Hearing for 2013 Street Renewal Project
- Resolution Ordering Improvement, Designating Project Engineer, Calling for Preparation of Plans and Specifications, and Authorizing Advertisement for Bids on Improvement – City Project 13-01

**VIII. REPORT(S)**

- Bemidji Youth Advisory Commission
- Bemidji University Student Senate
- Librarian's Report – Paul Ericsson, Branch Manager

**IX. NEW BUSINESS**

- 18) Discuss Ward 4 Vacancy

**X. ORDINANCE(S)**

- 19) First Reading of an Ordinance Amending Chapter 2 (Administration), Chapter 4 (Alcoholic Beverages) and Chapter 12 (Business and Licensing) of the Bemidji City Code by Adding Criminal History Background Requirements for City Employment and Certain City License Applicants

**XI. UPCOMING MEETINGS**

- |                               |           |                        |
|-------------------------------|-----------|------------------------|
| • Monday, January 14          | 5:30 p.m. | Work Session – TBD     |
| • <u>Tuesday</u> , January 22 | 5:30 p.m. | Public Works Committee |
| • <u>Tuesday</u> , January 22 | 7:00 p.m. | Council Meeting        |

**XII. MAYOR AND COUNCIL REPORTS**

- Please limit your committee reports to 4 minutes

**XIII. ADJOURN**

**RECONVENE AS  
BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY (BEDA)  
FOR THE ANNUAL MEETING**

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Regular Meeting – December 17, 2012**

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, December 17, 2012 at 7:00 p.m. in the Council Chambers of City Hall, Mayor Larson presiding.

Upon roll call, the following Councilmembers were declared present: Larson, Waldhausen, Johnson, Albrecht, Negard, Thompson Absent: Hellquist

Staff Present: City Manager John Chattin, Public Works Director/City Engineer Craig Gray, Finance Director Ron Eischens, City Clerk Kay Murphy

**AMENDMENTS TO AGENDA**

Mayor Larson called for any amendments to the agenda. City Clerk Murphy requested the addition of claims from VenuWorks in the amount of \$132,326.77 for the Sanford Center. **Motion by Johnson, seconded by Thompson, to approve the agenda as amended. Motion carried by unanimous vote.**

**MINUTES**

Minutes of the December 3, 2012 regular meeting and December 10, 2012 work session were presented for approval. **Motion by Waldhausen, seconded by Negard, to approve the minutes as prepared. Motion carried by unanimous vote.**

**CONSENT AGENDA**

The following Consent Agenda items were presented for approval. **Motion by Waldhausen, seconded by Thompson, to approve the Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the amount of \$343,101.23
2. Claims Submitted by VenuWorks in the amount of \$82,340.96 and \$132,326.77
3. General Business Licenses Renewals for 2013
4. Liquor License Renewal for 2013
5. **RESOLUTION NO. 5805:** Establishing Municipal State Aid Streets (Extension of 5<sup>th</sup> Street – Jefferson Ave SW to Park Ave NW and Extension of Irvine Ave NW – 30<sup>th</sup> St NW to Anne St NW)
6. **RESOLUTION NO. 5806:** Revoking Municipal State Aid Streets (15<sup>th</sup> Street to Norton Ave NW, Bemidji Ave N to 30<sup>th</sup> St NW and Paul Bunyan Drive - Old East City Limits to TH 197)
7. Relocation Expenses for Sanford Center Executive Director (Curtis Webb)
8. Nominated Bruce Brady for Reappointment to the Joint Planning Commission
9. Travel Authorization – LMC Leadership Conference, Brooklyn Center, Feb. 1-2 - Meehlhause

**Motion carried by unanimous vote.**

**CITIZENS NOT ON AGENDA**

No one appeared.

### **COMMITTEE REPORTS**

Bemidji Youth Advisory Commission – Hannah Sorenson, BYA representative, stated that she attends Trek North and is a first year commission member. She reported on recent and upcoming activities of the Commission noting that approximately 75 students made 200 holiday cards for military members. Planning of future listening lunches and the June 7 youth event are ongoing.

### **OLD BUSINESS**

#### Continuation of Public Hearing

Chattin stated that at their December 3 meeting, the Council continued the public hearing regarding consideration of a Revolving Loan Fund Loan/Business Subsidy/Business Subsidy Agreement for Wayzata Bemidji Hospitality Associates. Since the financing and conveyance did not occur, staff is recommending that the public hearing be concluded with no action taken. At such time as financial terms are final, staff will re-advertise the public hearing notice.

**Motion by Negard, seconded by Johnson, to conclude the public hearing and take no action at this time. Motion carried unanimously.**

### **NEW BUSINESS**

#### Greater Bemidji Services

Dave Hengel, Executive Director Greater Bemidji, reviewed the results of the Greater Bemidji 2012 work program. He stated that 2012 was a year of change as Greater Bemidji developed a clear strategic plan, deepened relationships with key stakeholders, created metrics to measure the organizations' and regions' progress in economic development, and coordinated with city personnel on potential commercial and residential developers in the City. He stated that Greater Bemidji serves as the City's economic development arm.

Discussion continued regarding development of city-owned property and the rail corridor. Hengel stated that Greater Bemidji is working on 1) branding the region; 2) creating a training facility in Bemidji with businesses like Team Industries and Norbord; 3) working with aviation companies regarding hangar needs; and 4) developing a single source for the marketing of land in Bemidji.

Albrecht suggested that Hengel provide quarterly reports at Council meetings.

**Motion by Albrecht, seconded by Thompson, approving Greater Bemidji's work program and a contract in the amount of \$25,000 for 2013. Motion carried unanimously.**

#### Health Insurance Refund

Eischens stated that the City received a refund of employee health insurance premiums paid in 2011 from the NW Minnesota Service Cooperative. The City's Labor Management Committee (LMC) unanimously recommended that the refund be paid to employee health reimbursement accounts prorated based on insurance premiums paid for current and retired employees. In addition, the LMC recommended that the refund for those that had left city employment for other positions be used towards the City's wellness activities.

**Motion by Albrecht, seconded by Negard, approving the refund of 2011 health insurance premiums to current and retired employees health reimbursement**

**accounts with \$3,486.51 to be used for wellness activities. Motion carried unanimously.**

Transfer of Funds

Eischens stated that in order to meet the 2013 bond obligations, the City is required to have \$587,092 in debt service fund cash by the end of 2012 or authorize a 2013 property tax levy for this amount. Since the hotel was expected to close before the end of the year, the City did not propose a tax levy. Despite the \$100,000 hotel down payment received, the delayed closing and required interest payments creates a deficit of \$191,352 in the debt service fund. Eischens recommended that the City transfer \$778,444 to the debt service fund from the Sanford Center contingency fund.

Council members discussed their desire to replace the funds or designate them for the southshore development after the hotel closes on their land purchase.

**Motion by Albrecht, seconded by Johnson, approving the transfer of \$778,444 from the Sanford Center contingency fund (Fund 604) to debt service fund (Fund 307) including related budget adjustments. Motion carried unanimously.**

Councilor Thompson left meeting at 7:42 p.m.

Final 2012 Tax Levy Collectible in 2013

**RESOLUTION NO. 5807: Establishing the Final 2012 Tax Levy Collectible in 2013 in the amount of \$4,176,998 was offered by Councilmember Waldhausen who moved its adoption, and upon due second by Councilmember Johnson was passed by the following vote: Ayes: Larson, Waldhausen, Negard, Albrecht, Johnson. Absent: Hellquist, Thompson.**

2013 Final Budget

**RESOLUTION NO. 5808: Approving the 2013 Final Budget was offered by Councilmember Negard who moved its adoption, and upon due second by Councilmember Waldhausen by the following vote: Ayes: Larson, Waldhausen, Negard, Albrecht, Johnson. Absent: Hellquist, Thompson.**

Councilor Thompson returned to the meeting at 7:50 p.m.

Capital Improvement Plan

Pursuant to published notice a public hearing was held regarding input on the 2013 to 2017 Capital Improvement Plan. Mayor Larson opened the Public Hearing at 7:50 p.m., hearing no comments the public hearing was closed.

**RESOLUTION NO. 5809: Adopting the 2013 to 2017 Capital Improvement Plan was offered by Councilmember Waldhausen who moved its adoption, and upon due second by Councilmember Albrecht was passed by unanimous vote.**

Welcome to Bemidji/Trail Sign

Council reviewed various renditions of Bemidji welcome signs prepared by Meyers Sign Source of Bemidji and Ross Lewis Sign Co. It was noted that the sign will be placed on both sides of the trail.

Chattin stated that after the Council selects a sign he will get the final cost for the sign and installation. Council suggested that the words for Paul Bunyan Trail be enhanced.

**Motion by Waldhausen, seconded by Negard, selecting Option #3 with the “Bemidji font”. Motion carried unanimously.**

**UPCOMING COUNCIL MEETINGS**

- Monday, January 7, 2013 7:00 p.m. Council Meeting
- Monday, January 14 5:30 p.m. Work Session - TBD

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.

**ADJOURN**

There being no further business, motion by Negard, seconded by Thompson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Kay M. Murphy  
City Clerk

# RESOLUTION NO.

## A RESOLUTION DECLARING A VACANCY ON THE CITY COUNCIL

(Ward 4 Council Seat)

**WHEREAS**, a vacancy on the City Council has occurred due to the election of 4<sup>th</sup> Ward Councilmember Rita Albrecht to the office of Mayor for the City of Bemidji effective January 7, 2013; and

**WHEREAS**, Councilmember Albrecht has submitted in writing her resignation from the Ward 4 Council position, a copy of said letter resignation is attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA**, that the Council hereby declares that a vacancy exists in the elected office of Ward 4 Councilmember due to the resignation of Councilperson Rita Albrecht.

**BE IT FURTHER RESOLVED**, that if the City Council fails to fill the Ward 4 vacancy by appointment of an eligible person within 30 days following this declaration of vacancy, the city clerk shall call for a special election to be held not sooner than 90 days and not more than 120 days following the declaration of the vacancy.

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:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
David A. Larson, Mayor

December 26, 2012

John Chattin, City Manager  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56601

Re: Resignation as Ward 4 city council representative

Dear John,

Please accept my resignation as the Ward 4 city council representative, effective January 7, 2012.

I have enjoyed representing Ward 4 on the council and look forward to being sworn in and assuming the role of mayor at the first council meeting of the year.

Sincerely,

A handwritten signature in cursive script that reads "Rita C. Albrecht". The signature is written in black ink and is positioned below the word "Sincerely,".

Rita C. Albrecht



# Bill List Summary

January 7, 2013

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
10007-10137	See Attached List	<u>1,186,514.90</u>
		1,186,514.90
	TOTAL	\$1,186,514.90

# Accounts Payable

## Blanket Voucher Approval Document

User: monicae  
Printed: 01/02/2013 - 11:19AM  
Warrant Request Date: 01/08/2013  
DAC Fund:



### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000010007	414.20
2	Advanced Eng.& Environ.Serv., Inc.	000010008	5,250.00
3	Alltech Engineering Corp	000010009	2,870.00
4	Ameripride	000000000	4,095.54
5	Anderson, Todd	000000000	150.00
6	AT & T Subpoena Center	000010010	40.00
7	BAAI Training Assoc.	000010011	500.00
8	Baker & Taylor	000010012	2,440.44
9	Bellboy Corporation	000010013	4,229.74
10	Beltrami County Auditor/Treasurer	000010014	823.03
11	Beltrami Electric Coop	000010015	395.82
12	Beltrami Industrial Service, Inc.	000010016	80.16
13	Bemidji Certified Auto Center	000010017	665.88
14	Bemidji Paper Sales, Inc.	000000000	1,719.67
15	Bemidji Regional Airport	000010018	22,409.00
16	Bemidji Steel Company	000000000	30.14
17	Bemidji Welders Supply, Inc.	000010019	117.22
18	Bergerson-Caswell, Inc.	000010020	6,550.00
19	Bernick's	000000000	25,336.72
20	Bert's Truck Equipment of MHD Inc.	000010021	133.59
21	Bessler Brother's Electric, LLC	000000000	895.66
22	BNSF Railway Company	000010022	85.12
23	Bobcat of Bemidji	000000000	1,811.53
24	Bolton & Menk, Inc.	000010023	9,545.07
25	Books N More	000010024	13.00
26	Bound Tree Medical, LLC	000010025	94.32
27	Burr, Jared	000000000	124.99
28	BW Distributing	000010026	216.13
29	Carquest Auto Parts-Bemidji	000010027	48.84
30	Cenex Fleetcard	000010028	15,980.09
31	CGMC Treasurer	000010029	23,295.00
32	Chader Business Equipment	000010030	469.18
33	City of Bemidji	000010031	7,865.72
34	City of Minneapolis	000010032	934.80
35	Clarey's Safety Equipment, Inc	000010033	362.81
36	Commissioner of Transportation	000010034	307.73
37	Coons, Josh	000000000	30.00
38	CopQuest.Inc.	000010035	84.28
39	COTTAGE PARK	000010036	61.11
40	Crazy About Cleaning	000000000	582.47
41	Culligan	000000000	220.84
42	Dakota Supply Group	000010037	1,669.47
43	Detail Plus	000010038	53.43
44	DLT Solutions, Inc.	000010039	945.29
45	Eagle Construction Co., Inc.	000010040	470,498.97

Page Total: \$614,447.00

Line	Claimant	Voucher No.	Amount
46	Earl F. Andersen, Inc.	000010041	3,004.83
47	Ehrhorn, Wendy	000000000	150.00
48	Eklund, Monica	000000000	150.00
49	Electric Pump, Inc	000010042	13,192.76
50	Emblem Enterprises, Inc	000010043	335.98
51	Era Laboratories, Inc.	000000000	802.00
52	Fenner, Kevin	000000000	251.14
53	Ferguson Enterprises #3093	000000000	6.27
54	Ferguson Waterworks #2516	000010044	2,940.96
55	Flagship Recreation, LLC	000010045	13,236.47
56	FleetPride, Inc.	000010046	169.10
57	Forestedge Winery	000010047	664.80
58	Freeberg & Grund, Inc.	000010048	9,725.00
59	Frontier Electric of Bemidji, Inc.	000010049	78.40
60	G & K Services Inc	000010050	88.20
61	Glass Doctor	000010051	324.71
62	GMRPT Coalition	000010052	225.00
63	Grand Forks Fire Equipment LLC	000000000	891.40
64	Grape Beginnings, Inc.	000010053	233.00
65	Guardian Pest Control, Inc	000010054	160.64
66	H & H Sales Inc	000010055	160.31
67	Hadrava, Larry	000000000	269.99
68	Hanson, Teresa	000000000	150.00
69	Hawkins, Inc.	000000000	17,862.85
70	Headwaters Regional Development Commission	000010056	500.00
71	Henry's Waterworks, Inc.	000010057	1,446.40
72	Hoefer, David	000000000	18.00
73	HRA	000010058	14,206.00
74	Huerd, Keith	000000000	119.99
75	Hydro Tech Service	000010059	5,825.00
76	Image Photography & Camera Corner	000010060	300.00
77	Ink Spot Press	000010061	2,011.07
78	Johnson Bros., Inc.	000010062	44,870.01
79	Ken K. Thompson Jewelry	000010063	153.10
80	Kitchigami Regional Library	000010064	35.94
81	Lang, Roy	000000000	125.00
82	Lauderbaugh, Carol	000000000	150.00
83	League of MN Cities	000010065	3,000.00
84	League of MN Insurance Trust	000010066	4,805.00
85	Leech Lake Brewing Company	000010067	243.00
86	Linke, Jerry	000000000	40.00
87	Maid In Bemidji, Inc.	000000000	362.30
88	Marcotte, James	000000000	7.00
89	Martens, Sharon	000010068	50.00
90	Mathison Company, Inc	000010069	283.52
91	McKinnon Co., Inc.	000010070	11,887.50
92	Med Compass	000010071	3,985.00
93	Menards-Bemidji	000010072	497.51
94	Meyer, Danae	000010073	10.00
95	Mid-American Research Chemical	000010074	492.13
96	Midwest Playscapes Inc.	000010075	6,117.77
97	Miller, Michelle	000000000	142.48
98	Miller, Mike	000000000	20.00
99	MN Counties Intergovernmental Trust	000010076	2,632.00
100	MN Dept of Health	000010077	90.00
101	MN Dept of Health-	000010078	46.00
102	MN Dept of Revenue ACH	000000000	46,459.00

Page Total: \$216,004.53

Line	Claimant	Voucher No.	Amount
103	MN DNR Eco-Waters	000010079	60.32
104	MN Energy Resources	000000000	11,829.73
105	MN Ice Arena Manager's Assn.	000010080	145.00
106	MN Municipal Utilities Assn	000010081	398.00
107	MN Pollution Control Agency	000010082	55.00
108	MN Valley Testing Lab, Inc.	000000000	169.00
109	MPH Industries, Inc.	000010083	4,059.11
110	MRPA	000010084	416.00
111	Murray Surveying, Inc.	000010085	2,070.00
112	NAPA Auto Parts	000010086	176.18
113	North Country Business Product	000000000	2,541.68
114	North Country Electrical Services, Inc.	000010087	24,902.31
115	Northwest Minnesota Foundation	000010088	505.00
116	Otter Tail Power Company	000010089	62,117.03
117	Paul Bunyan Communication	000010090	1,773.06
118	Paustis & Sons	000010091	1,468.02
119	Petro Serve	000010092	347.17
120	Phillips Wine & Spirits	000010093	29,337.30
121	Pioneer	000010094	96.00
122	Postmaster	000010095	2,039.44
123	PowerPlan OIB	000010096	55.16
124	Public Financial Mgmt., Inc.	000010097	7,000.00
125	Quill Corporation	000010098	1,378.87
126	Rapids Process Equipment, Inc.	000010099	8,088.78
127	Recorded Books, LLC	000010100	200.01
128	Richards Publishing Company	000010101	823.31
129	Road Runner Delivery	000010102	150.00
130	Roger's Two Way Radio, Inc.	000010103	46,035.41
131	Rohlfing of Brainerd, Inc.	000000000	1,547.00
132	Sadeks Repair & Welding, Inc.	000010104	117.64
133	Safety Kleen Systems, Inc.	000010105	283.60
134	Sanford-Fargo	000010106	875.00
135	SCHMIDT, TAYLOR	000010107	19.90
136	Seaberg, Daniel	000000000	11.00
137	Select Account	000010108	124.44
138	Sky Ventures LLC	000010109	295.00
139	Snopl, Shon	000000000	30.00
140	Southern Wine & Spirits of Minnesota	000010110	20,623.31
141	Southside Tow & Rec, Inc	000010111	5,597.26
142	Spartz, Ron	000010112	13.89
143	Spee-Dee Delivery Service, Inc.	000010113	142.08
144	Springbrook Software, Inc.	000010114	21,585.76
145	Stewart-Miyake, Landgren	000000000	169.50
146	Strandlien, Gregg	000000000	119.99
147	Streicher's	000010115	6,718.82
148	Stull, Jared	000000000	119.99
149	Sunny Hill Distr., Inc.	000010116	22,196.57
150	SVL Service Corporation	000010117	8,546.50
151	Swanson, Seri E.	000010118	4.16
152	Synergy Graphics, Inc.	000010119	711.36
153	T/C Lighting Supplies & Recycling	000010120	123.18
154	TDS Metrocom-MN	000000000	826.20
155	Team Laboratory Chemical Corp.	000010121	2,600.27
156	The Wine Company	000010122	960.00
157	Tires Plus of Bemidji	000010123	586.00
158	Town of Grant Valley	000010124	240.00
159	Uniforms Unlimited, Inc	000010125	485.98

Page Total: \$303,911.29

Line	Claimant	Voucher No.	Amount
160	University Products, Inc.	000010126	109.76
161	USA Bluebook	000010127	377.81
162	Varitech Industries, Inc	000010128	9.65
163	Verizon Wireless	000010129	113.24
164	Viking Industrial Center	000010130	63.36
165	VisitBemidji	000000000	17,167.11
166	Waste Management of WI-MN	000010131	768.89
167	Water Environ. Fed (Memberships)	000010132	113.00
168	Wells Fargo Bank	000010133	350.00
169	Wes Plumbing & Heating	000010134	49.39
170	Wine Merchants	000010135	1,590.50
171	Wirtz Beverage Minnesota Wine & Spirits, Inc	000010136	29,932.32
172	Young Fence	000010137	1,380.00
173	Zee	000000000	127.05
Page Total:			\$52,152.08
Grand Total:			\$1,186,514.90

# GENERAL BUSINESS LICENSES - 2013

Type of License	Business Name	Business Location	Fee Paid
<b>Massage Establishment</b>			
	HEALING HANDS MASSAGE & MOBILE	1819 BEMIDJI AVE N, Suite 111	\$120.00
<b>Massage Therapist</b>			
	ERJA WILTSE	1819 BEMIDJI AVE NW, SUITE 111	\$120.00
	MEAGAN KETRA ERICKSON	WITHIN CITY LIMITS	\$120.00
	SARAH JANE ARTHUR	1819 BEMIDJI AVE N, Suite 111	\$120.00
<b>Plumber</b>			
	A+ PLUMBING BEMIDJI LLC	WITHIN BEMIDJI CITY LIMITS 058541PM	\$95.00
<b>Restaurant/Food Service</b>			
	LITTLE CAESARS PIZZA	1506 PAUL BUNYAN DR NW	\$35.00
<b>Taxicab Driver</b>			
	ABIGAIL LAUREN CONNLY	WITHIN BEMIDJI CITY LIMITS M363142902512	\$20.00
	BRANDEN DEAN SMITH	WITHIN BEMIDJI CITY LIMITS P366129942815	\$20.00
	CHRISTOPHER GREGORY GAGNER	WITHIN BEMIDJI CITY LIMITS M753132451215	\$20.00
<b>Taxicab Service</b>			
	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS 1st Vehicle	\$95.00
	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS 2nd Vehicle	\$35.00



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TEMPORARY CONSUMPTION AND DISPLAY PERMIT**

(City or county may not issue more than 10 permits in any one year)

Name of organization Bemidji Community Arts Council, INC		Date organized Jan 1, 1982	Tax exempt number #26561
Address 426 Bemidji Ave N	City Bemidji	State Minnesota	Zip Code 56601
Name of person making application Lori Forshee-Donnay	Business phone 218-444-7570	Home phone 218-586-3295	
Date set ups will be sold January 24th, 2013	Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		

	Organization officer's name	City	State	Zip
X	Lorie Yourd - President	Bemidji	Minnesota	56601
X	Paula Engen - Vice President	Bemidji	Minnesota	56601
X	Patricia Kelly - Secretary	Bemidji	Minnesota	56601

Add New Officer

Location where permit will be used. If an outdoor area, describe.  
 Permit to be used in Art Center located at 426 Bemidji Ave N.  
 Event will be hosted in Main Gallery on Thurs Jan. 24th, 2013 from 5:30 to 8:30pm.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Bemidji  
 City/County

\$15.00  
 City Fee Amount

12-26-12  
 Date Fee Paid

\_\_\_\_\_  
 Date Approved

\_\_\_\_\_  
 Permit Date

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
444 Cedar Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Bemidji Area Chamber of Commerce		Date organized 1907	Tax exempt number
Address 300 Bemidji Ave.		City Bemidji	State Minnesota
		Zip Code 56601	
Name of person making application Denise Anderson		Business phone 218-441-3541	Home phone 218-407-7140
Date(s) of event January 24, 2013		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit	
Organization officer's name X Lori Paris		City Bemidji	State Minnesota
		Zip 56601	
<input type="button" value="Add New Officer"/>			

Location where permit will be used. If an outdoor area, describe. The Sanford Center, 1111 Event Center Dr, Bemidji, mn 56601

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
No

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Bemidji
City/County
\$120.00
City Fee Amount
12-27-12
Date Fee Paid

_____
Date Approved
_____
Permit Date

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



## **COUNCIL AGENDA ITEM**



City Manager's Office

**Meeting Date:** January 7, 2013

**Action Requested:** Designation of Mayor Pro-tem

**Prepared By:** Kay M. Murphy, City Clerk 

**Reviewed By:** John M. Chattin, City Manager

---

At the annual meeting of the City Council, the Mayor designates a Councilor to act as Mayor when he is absent. Mayor Albrecht recommends that Councilor Roger Hellquist act as Mayor Pro-tem.

**Recommendation:**

Designate Councilor Roger Hellquist as Mayor Pro-tem.

## **COUNCIL AGENDA ITEM**



**Meeting Date: January 7, 2013**

**Action Requested: 2013 Council Appointments**

**Prepared By: Kay M. Murphy, City Clerk** *Kay*

**Reviewed By: John M. Chattin, City Manager**

---

Mayor Albrecht has met with each Council member and has made the attached recommendations for the 2013 Council appointments.

### **RECOMMENDATION**

Approve Council appointments for 2013.

# 2013 Council Appointments

	COUNCIL MEMBER	COMMISSION/COMMITTEE
Appoint	Ward 4	Arts Commission
Appoint	Albrecht	Bemidji Regional Airport Authority
Reappoint	Hellquist	Bemidji Regional Airport Authority
Reappoint	Johnson	Bemidji Regional Airport Authority
Reappoint	Chattin	Coalition of Greater Mn Cities
Appoint	Albrecht	Coalition of Greater Mn Cities
Reappoint	Johnson	Coalition of Greater Mn Cities
Appoint	Ward 4	DDA Liaison
Appoint	Erickson	DWI Court
Reappoint	Hellquist	Fire Relief Association
Reappoint	Eischens	Fire Relief Association
Appoint	Albrecht	Greater Bemidji (JEDC)
Reappoint	Erickson	Greater Bemidji Joint Planning Board
Reappoint	Thompson	Greater Bemidji Joint Planning Board
Reappoint	Johnson	Greater Bemidji Joint Planning Board
Appoint	Albrecht	Greater Bemidji Joint Planning Board
Reappoint	Johnson	Headwaters Regional Devel. Commission
Reappoint	Thompson	Heritage Preservation Commission
Reappoint	Hellquist	Housing & Redevelopment Authority
Appoint	Ward 4	Housing Appeals Board
Appoint	Ward 4	Jaycees Water Carnival Planning
Appoint	Erickson	Joint Powers Law Enforcement Committee
Reappoint	Thompson	Joint Powers Law Enforcement Committee
Appoint	Meehlhause	Library Board/KRL Board
Appoint	Albrecht	Library Board/KRL Board
Appoint	Albrecht	Old Fairgrounds Land Use

	COUNCIL MEMBER	COMMISSION/COMMITTEE
Appoint	Erickson	Old Fairgrounds Land Use
Appoint	Meehlhause	Parks & Trails Commission
Appoint	Meehlhause	Public Affairs Committee
Reappoint	Johnson	Public Affairs Committee
Appoint	Ward 4	Public Affairs Committee
Appoint	Erickson	Public Works Committee
Reappoint	Thompson	Public Works Committee
Reappoint	Hellquist	Public Works Committee
Reappoint	Chattin	Race Relations Task Force
Appoint	Albrecht	Revolving Loan Fund Task Force
Reappoint	Johnson	Sanford Center Advisory Board
Appoint	Albrecht	Sanford Center Advisory Board
Reappoint	Albrecht	South Shore Design Review
Reappoint	Erickson	South Shore Design Review
Appoint	Meehlhause	Student Senate Committee
Appoint	Meehlhause	Sustainability Committee
Reappoint	Hellquist	Transit - Joint Powers Board
Reappoint	Thompson	Transit - Joint Powers Board
Reappoint	Albrecht	VisitBemidji Advisory Board
Appoint	Meehlhause	Youth Advisory Commission

## **COUNCIL AGENDA ITEM**



**Meeting Date:** January 7, 2013

**Action Requested:** Official Newspaper of Publication

**Prepared By:** Kay M. Murphy, City Clerk 

**Reviewed By:** John M. Chattin, City Manager

---

---

The City Charter provides that the Council shall annually, at its first meeting of the year, designate a legal newspaper of general circulation in the City as its official newspaper. Law establishes the qualifications for an official newspaper, and only a newspaper that qualifies may be selected.

The Bemidji Pioneer is the only local newspaper that meets these qualifications. Therefore, I recommend designation of the Pioneer as the City's official newspaper of publication for the year 2013.

**Recommendation:**

Designate the Pioneer as the City's official newspaper of publication for the year 2013.

# RESOLUTION NO.

## A RESOLUTION DESIGNATING DEPOSITORIES FOR CITY FUNDS IN 2013

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Bemidji, Minnesota that the following institutions are designated as depositories of City funds in 2013:

Wells Fargo Bank  
210 3<sup>rd</sup> Street, Bemidji

First National Bank  
1600 Paul Bunyan Drive NW, Bemidji

Security Bank, USA  
1025 Paul Bunyan Drive NW, Bemidji

Riverwood Bank  
214 5<sup>th</sup> Street, Bemidji

Deerwood Bank  
1350 Paul Bunyan Drive NW, Bemidji

Citizens State Bank Midwest  
1060 Paul Bunyan Drive NW, Bemidji

Wells Fargo Advisors  
Minneapolis, MN

Bank Forward  
716 Paul Bunyan Drive NW, Bemidji

PMA – 4M Fund  
6551 Jansen Avenue  
Albertville, MN 55301

**BE IT FURTHER RESOLVED**, that changes to these depositories or closing of accounts may be authorized during the course of the year by appropriate written action of the City Manager.

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:

ATTEST:

APPROVED:

# COUNCIL AGENDA ITEM



**Meeting Date:** January 7, 2013

**Action Requested:** Accept "Shared Fire and Rescue Services" grant.

**Prepared By:** David Hoefer, Fire Chief *DAH*

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

---

---

## **Background:**

The City of Bemidji and Bemidji Rural Fire Association have informally discussed the establishment of a joint fire protection agency for the Bemidji area for several years. The city and rural fire association established a research committee to explore the option(s) and feasibility of establishing this proposed joint fire protection agency. The research committee presented a recommendation to the city and rural fire association for creating the Bemidji Area Fire District.

The Bemidji Fire Department on behalf of the City of Bemidji and Bemidji Rural Fire Association recently applied for a grant from the Minnesota Department of Public Safety to assist in coordination and implementation of the proposed fire district. The grant would allow the hiring of professional services to assist the committee.

The fire department was recently notified that the grant has been awarded for the amount of \$10,721 with a local match of \$1,191.

## **Recommendation:**

Accept the Shared Fire and Rescue Services grant for the amount of \$10,721 with a local match of \$1,191. The local match will be shared equally between the City of Bemidji and the Bemidji Rural Fire Association.

**STATE OF MINNESOTA  
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, State Fire Marshal, 445 Minnesota Street, Suite 145, St. Paul, MN 55101-5145 ("State") and City of Bemidji, 318 5<sup>th</sup> St NW, Bemidji, MN 56601 ("Grantee").

**Recitals**

- 1 Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract.
- 2 State funds for this grant contract were provided under Laws of Minnesota 2010, Chapter 215, Article 11, Section 10, subdivision 4 for fire safety purposes.
- 3 The State is in need of benefit studies attendant to different models for shared fire and rescue service delivery and to explore a shared services model for multiple fire services.
- 4 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

**Grant Contract**

**1 Term of Grant Contract**

- 1.1 **Effective date:** January 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** June 30, 2013, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will:

- 2.1 Contract with an independent, third party consultant to perform a feasibility study and prepare a written report on sharing fire and rescue services for the following entities: the Cities of Bemidji, Wilton and Turtle River and the Townships of Durand, Liberty, Turtle Lake, Port Hope, Deckles, Northern, Turtle River, Grant Valley, Bemidji, Frown, Fern, Rockwood, Helga, Lake Hattie and Schoolcraft.

The study should identify the steps needed for the creation of a Joint Powers Entity (JPE), Bemidji Area Fire District, through a joint powers agreement between all local units of government (LGU) currently being served by the Bemidji Fire Department.

Proposed components of the JPE: Responsibilities and Structure

1. The JPE would have the authority to operate a Fire/Rescue Department, the responsibilities of which would include, but not be limited to:
  - Establishing an administrative structure
  - Establishing operating and capital improvement budgets
  - Receiving and disbursing funds
  - Entering into contracts
  - Hiring/terminating employees
  - Owning and operating equipment, vehicles and facilities
  - Other functions necessary for protection of the public



2. The JPE shall have a “Governing” board that approves budgets and major policies. The governing board shall meet quarterly or as needed.
  - All governmental units that are parties to the agreement shall have representation on the governing board for the JPE.
  - The number of representatives from each LGU shall be determined by population of the LGU with one representative per 300 people (0-3000=1 rep, 3001-6000 = 2 reps, 6001-9000= 3 reps, etc.
  - The representative(s) of the local governmental unit shall be an elected official from that local governmental unit and shall be appointed by the LGU being represented.
  
3. The JPE shall have a “Board of Directors” that oversees the operations of the Fire Department that includes supervision of the Fire Chief, approval of all expenditures, establishes budgets and policies, etc. The Board of Directors shall meet monthly, or as needed.
  - The Board of Directors shall have 5 members appointed by the JPE Governing board.
  - All directors shall have equal authority on the board of directors.
    - One director shall be an elected official from the City of Bemidji and shall have a two year term.
    - The maximum number of elected officials from any one LGU on the Board of Directors shall be two.
    - One director shall be from the public at large, who is residing within the fire department service area, and appointed by the governing board for a two year term. The governing board shall establish a process to allow the public an opportunity to serve in this position. The At Large director shall be the Chairperson of the Board of Directors. This director shall not be an employee of the Fire District or immediate relative.
    - The Fire Chief shall be a staff position to the board with administrative responsibilities of the career and paid on call staff.
  
- 2.2 The purpose of the feasibility study performed by the consultant must include ways to increase efficiency, effectiveness and/or cost saving methods through voluntary and cooperative shared services. The report must include possible alternatives for the entities to share fire and rescue services.
  
- 2.3 Manage this project, oversee contract with the consultant and deliver the written report to the State by the Expiration date of this grant contract.
  
- 2.4 No travel reimbursement is allowed or will be made to the Grantee for Grantee’s travel and subsistence expenses related to this project.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

### 4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:

- (1) **Compensation.** The Grantee will be reimbursed an amount not to exceed \$10,721.00 for contracting for consultant services for the feasibility study and written report.
- (2) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$1,191.00.
- (3) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$10,721.00

#### 4.2 Payment

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:  
Itemized invoices will be filed in arrears at least quarterly, but not more often than monthly, and within 30

days of the period covered by the invoice for services satisfactorily performed. Final invoice must be received no later than 30 days after the Expiration date of this grant contract.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30.

## 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 Authorized Representative

The State's Authorized Representative is Jerry Rosendahl, State Fire Marshal, 445 Minnesota Street, Suite 145, St. Paul, MN 55101-5145, (651) 215-0541, [Jerry.Rosendahl@state.mn.us](mailto:Jerry.Rosendahl@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is David Hoefer Fire Chief 318 5<sup>th</sup> St NW, Bemidji, MN 56601 218-751-8001, fax 218-751-7075 [david.hoefer@ci.bemidji.mn.us](mailto:david.hoefer@ci.bemidji.mn.us). If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## 7 Assignment, Amendments, Waiver, and Grant Contract Complete

**7.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.

**7.2 Amendments.** Any amendment to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

**7.3 Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.

**7.4 Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## 8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

## 9 State Audits

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract.

## 10 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected,

received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

## **11 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

14.1 **Termination by the State.** The State may cancel this grant contract at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

## **15 Data Disclosure**

Under Minn. Stat. § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT PO# 3-16494 \_\_\_\_\_

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_

(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

DPS/FAS  
Grantee  
State's Authorized Representative

# COUNCIL AGENDA ITEM



**Meeting Date:** January 7, 2013

**Action Requested:** Accept "Assistance to Firefighters Grant" for the amount of \$56,763.

**Prepared By:** David Hoefer, Fire Chief *DAH*

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

---

---

## **Background:**

The Bemidji Fire Department has been awarded an Assistance to Firefighters Grant (AFG) from the United States Fire Administration (USFA). The grant has two components:

1. Purchase heavy hydraulic extrication tools that are used in vehicle accidents.
2. Purchase a breathing air compressor for filling of Self Contained Breathing Apparatus (SCBA) cylinders used in environments where respiratory protection is needed.

The federal grant awarded was for \$56,763 (90%) with the local share of \$6,307 (10%).

## **Recommendation:**

Accept the Assistance to Firefighters grant from the United States Fire Administration for \$56,763.

U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Mr. David Hoefler  
Bemidji Fire Department  
318 5th Street NW  
Bemidji, Minnesota 56601-3022

Re: Grant No.EMW-2012-FO-02150

Dear Mr. Hoefler:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2012 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$63,070.00. The Federal share is 90 percent or \$56,763.00 of the approved amount and your share of the costs is 10 percent or \$6,307.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you formally receive the award through the AFG online system.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning  
Deputy Administrator for National Preparedness and Protection

## Agreement Articles



# FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20472

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

**GRANTEE:** Bemidji Fire Department

**PROGRAM:** Operations and Safety

**AGREEMENT NUMBER:** EMW-2012-FO-02150

**AMENDMENT NUMBER:**

## TABLE OF CONTENTS

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Financial Guidelines
Article VI	Prohibition on Using Federal Funds
Article VII	GPD Allocations
Article VIII	Financial Reporting
Article IX	FEMA Officials
Article X	Central Contractor Registration (CCR)

### Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

### Article II - Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. Grantees agree that they will use the funds provided through the Fiscal Year 2012 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2012 Assistance to Firefighters Grant program guidance. All documents

submitted as part of the application are made a part of this agreement by reference.

### **Article III - Period of Performance**

The period of performance shall be from **19-DEC-12 to 18-DEC-13**.

### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for the Award attached to these articles. Following are the budgeted estimates for each object class of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$62,495.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$575.00
Indirect Charges	\$0.00
Total	\$63,070.00

### **NEGOTIATION COMMENTS IF APPLICABLE**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist Martin Rosier at [Martin.Rosier@dhs.gov](mailto:Martin.Rosier@dhs.gov).

### **Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

#### *A. Administrative Requirements*

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

#### *B. Cost Principles*

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

#### *C. Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations



**Article VI - Prohibition on Using Federal Funds**

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

**Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2012 Assistance to Firefighters Grant Program guidance and application kit.

**Article VIII - Financial Reporting**

Recipients of any Assistance to Firefighters Grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

**Article IX - FEMA Officials**

**Program Officer:** Catherine Patterson is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Katrice Hagan is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Article X - Central Contractor Registration (CCR)**

Recipients of an AFG grant are required Central Contractor Registration (CCR) in the SAM.gov system. Active registration in the Central Contractor Registry ensures grantees are compliant with Federal regulations under Federal Financial Accountability and Transparency Act (FFATA). CCR registration is free, and may take up to 5 to 10 business days to process. For help with registering in the CCR, please visit SAM.gov for more information.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2012-FO-02150	2. AMENDMENT NO. 0	3. RECIPIENT NO. 41-6004972	4. TYPE OF ACTION AWARD	5. CONTROL NO. W279230N
6. RECIPIENT NAME AND ADDRESS Bemidji Fire Department 318 5th Street NW Bemidji Minnesota, 56601-3022	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Katrice Hagan	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER David Hoefler	PHONE NO. 2187518001	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 19-DEC-12	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:19-DEC-12 To:18-DEC-13	

Budget Period  
From:01-NOV-12 To:30-SEP-13

15. DESCRIPTION OF ACTION  
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2013-1C-C111-P4000000- 4101-D	\$0.00	\$56,763.00	\$56,763.00	\$6,307.00
TOTALS			\$0.00	\$56,763.00	\$56,763.00	\$6,307.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Katrice Hagan

DATE  
18-DEC-12

Go Back

# **COUNCIL AGENDA ITEM**



**Meeting Date: January 7, 2013**

**Action Requested: Surplus Equipment**

**Prepared By: Mike Mastin, Police Chief**

**Reviewed By: John M. Chattin, City Manager**

---

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

The Police Department recommends that the following be declared surplus:

2008 Chevy Impala  
VIN# 2G1WS553981335111

Repairs on this vehicle will exceed its current value.

## **Recommendation:**

Staff recommends that the City Council declare the 2008 Chevy Impala as surplus and authorize the City Manager to dispose of said property.

# RESOLUTION NO.

## A RESOLUTION REQUESTING CONVEYANCE OF TAX-FORFEITED LANDS

**WHEREAS**, Beltrami County has formally notified the City in writing of three (3) parcels of land that have tax-forfeited as of October 1, 1947, November 1, 1965, and December 1, 1988, respectively, in order that the City can evaluate whether any of the parcels are appropriate for acquisition or public use by the City; and

**WHEREAS**, City staff have determined that three (3) of the parcels are suitable and desired for fee acquisition for intended public use(s), which parcels are identified as follows:

1. Tax Parcel No. 80.00057.00 (Brinkman Park in holding)
2. Tax Parcel No. 80.00227.00 (Wetland/Storm-water)
3. Tax parcel No. 80.00298.00 (Wetland/Storm-water)

Said parcels are legally described on Exhibit A attached hereto, as well as depicted on the aerial photos marked as Exhibit B which is also attached hereto; and

**WHEREAS**, acquisition of the parcels will enable: 1) control and management of storm-water system resources pursuant to the City's Storm-water Management Plan; and, 2) consolidation, control and management of the City's Brinkman Park property; and

**WHEREAS**, fee conveyance(s) of the parcels to the City requires submission of an Application(s), supported by Council Resolution. In turn, Beltrami County, as agent for the State of Minnesota, Department of Revenue, must determine market value to be paid for the parcels and approve such Application(s) with recommendation to the Department for conveyance by Tax-Forfeited Deed.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council requests that Beltrami County approve the City's Application(s) for Conveyance of the three (3) tax-forfeited parcels, identified above and legally described in Exhibit A attached.

**BE IT FURTHER RESOLVED**, that City Staff are directed to undertake the actions necessary to accomplish conveyance of the requested parcels, including submission of the appropriate applications and associated documentation and, to reimburse Beltrami County for the market value, costs and fees required for the three (3) fee conveyances to the City from the Minnesota Department of Revenue.

The foregoing resolution was offered by Councilmember \_\_\_\_\_, and upon due second by Councilmember \_\_\_\_\_, was passed by the following vote:

Ayes:  
Nays:  
Absent:

Passed:

ATTEST:

APPROVED:

EXHIBIT A

PARCEL 80.00057.00

The North 50 feet of the West 50 feet of the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$  of SE $\frac{1}{4}$ ), Section Two (2), Township One Hundred Forty-six (146), Range Thirty-three (33), Beltrami County, Minnesota.

PARCEL 80.00227.00

The North 139 feet of the West 400 feet of the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$  of SE $\frac{1}{4}$ ), Section Eight (8), Township One Hundred Forty-six (146), Range Thirty-three (33), Beltrami County, Minnesota.

PARCEL 80.00298.00

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$  of SW $\frac{1}{4}$ , less deeded tracts, Section Fifteen (15), Township One Hundred Forty-six (146), Range Thirty-three (33), Beltrami County, Minnesota.

EXHIBIT B



# COUNCIL AGENDA ITEM



**Meeting Date:** January 7, 2013

**Action Requested:** 2013 Street Renewal Project – Public Hearing & Consider Resolution Authorizing Plans & Specifications City Project 13-01

**Prepared By:** Craig J. Gray, P.E.  
Director of Public Works/City Engineer *CGA*

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

---

---

Background:

On December 3, 2012 the City Council passed a resolution approving the feasibility report for the reconstruction of various streets as part of our 2013 Street Renewal Project. Using a combination of street tax levy, utility funds and assessments this project will reconstruct approximately 1.2 miles of city streets. The streets included within the proposed project are shown on the attached Exhibit A and include:

- 5<sup>th</sup> Street SE (Lake Avenue to West end)
- Richards Avenue SE (5<sup>th</sup> Street SE to 4<sup>th</sup> Street SE)
- Stoner Avenue SE (5<sup>th</sup> Street SE to 4<sup>th</sup> Street SE)
- 2<sup>nd</sup> Street SE (Wood Ave to Central Avenue)
- Wood Avenue SE (3<sup>rd</sup> Street SE to 1<sup>st</sup> Street SE)
- Lincoln Avenue SE (3<sup>rd</sup> Street SE to 2<sup>nd</sup> Street SE)
- 9<sup>th</sup> Street NE (Bemidji Avenue to Lake Boulevard)
- 20<sup>th</sup> Street NW (Park Avenue to Irvine Avenue)
- Pine Ridge Avenue & Trail (23<sup>rd</sup> Street NW to 24<sup>th</sup> Street NW)
- 28<sup>th</sup> Street (Hannah Avenue to Pine Ridge Avenue)

Of the ten streets recommended for improvement, 50% are currently rural gravel surfaced roads. The other 50% of the streets are older bituminous pavement with various storm sewer, drainage and utility needs.

The feasibility report recommended the following improvements:

5<sup>th</sup> Street, Richards, Stoner and Lincoln Avenue: These gravel streets would be paved with concrete curb and gutter to a width of 24-feet. Storm sewer systems will also be installed, where possible, that will take runoff to 4<sup>th</sup> Street and/or Lake Avenue. A total of .6 miles of gravel roads would be paved.

Wood, 2<sup>nd</sup> Street, 9<sup>th</sup> Street: These streets are currently paved and will be completely reconstructed. Existing deficient sidewalks will be also be replaced. Sanitary sewer and water mains that are deficient will be replaced with new utilities. Trees will be planted in the vacated 2<sup>nd</sup> Street/Wood Avenue right-of-way to improve the appearance of the area.

20<sup>th</sup> Street: This street is currently paved, but has no curb and gutter, resulting in local drainage problems. The feasibility report called for this street to be reconstructed to its existing width of 24 feet but also to add curb and gutter and storm sewer.

Pine Ridge Avenue: This roadway will be reconstructed to a width of 28 feet. The new Trek North school will be located at the north end of the project and staff has meet with the owners and they have agreed to partner with the city to construct a new sidewalk on the east side of Pine Ridge Avenue as part of the project.

28<sup>th</sup> Street: This is a wide gravel road segment that runs from Hannah Avenue to Pine Ridge Avenue behind the Paul Bunyan mall and other businesses. It is proposed to pave the roadway to a width of 34 feet which will allow for a 5.5' bike/pedestrian lane on each side.

The feasibility report was approved and a public hearing for the project was set by the city council for January 7, 2013.

### Neighborhood Meeting

A neighborhood meeting for the project was held on Thursday, December 13. There were 11 residents that attended. Staff explained that the city has 80 miles of streets and if we reconstruct one mile per year it would take 80 years to complete the system. Streets are currently designed for a 40-50 year life. We must reconstruct some streets each year to prevent falling further behind. It was also noted that the proposed assessment rates, of \$38/front foot, are the same as what was paid in 2009 - 2012 by the affected homeowners.

### Public Hearing Issues

28<sup>th</sup> Street NW: There were a couple of business owners that are proposed to be assessed for 28<sup>th</sup> Street that did not appear to be in favor of paving the roadway who indicated they would attend the hearing. Discussion centered on the need for paving. It is staff's opinion that this road should be paved due to the connection to paved roads at Pine Ridge Avenue and at Hannah Avenue.

20<sup>th</sup> Street NW: The residents at the neighborhood meeting stated that some on-street parking is needed, so the width of the street has been increased to 28 feet which would



allow for calendar parking. At the city council meeting on December 3 it was asked whether a sidewalk could be added. There is enough right-of-way and a sidewalk could be added to the north side of the street which would connect with the existing sidewalk on Irvine Avenue. The north edge of a new sidewalk would be 11 feet closer to the homes than the existing pavement edge.

Finances:

The estimated cost of the street reconstruction project is \$1,219,000. The total estimated costs are broken down within the feasibility report as follows:

Street Reconstruction	\$ 887,000
Storm Sewer	\$ 112,000
Sanitary Sewer	\$ 74,000
Water Main	<u>\$ 146,000</u>
	\$ 1,219,000

Funding sources have been identified in the Capital Improvement Plan as follows:

Street Assessments	\$ 264,000
Sewer Utility Fund	\$ 125,000
Water Utility Fund	\$ 130,000
Storm Water Utility Fund	\$ 350,000
City Tax Levy	<u>\$ 350,000</u>
	\$ 1,219,000

Assessments

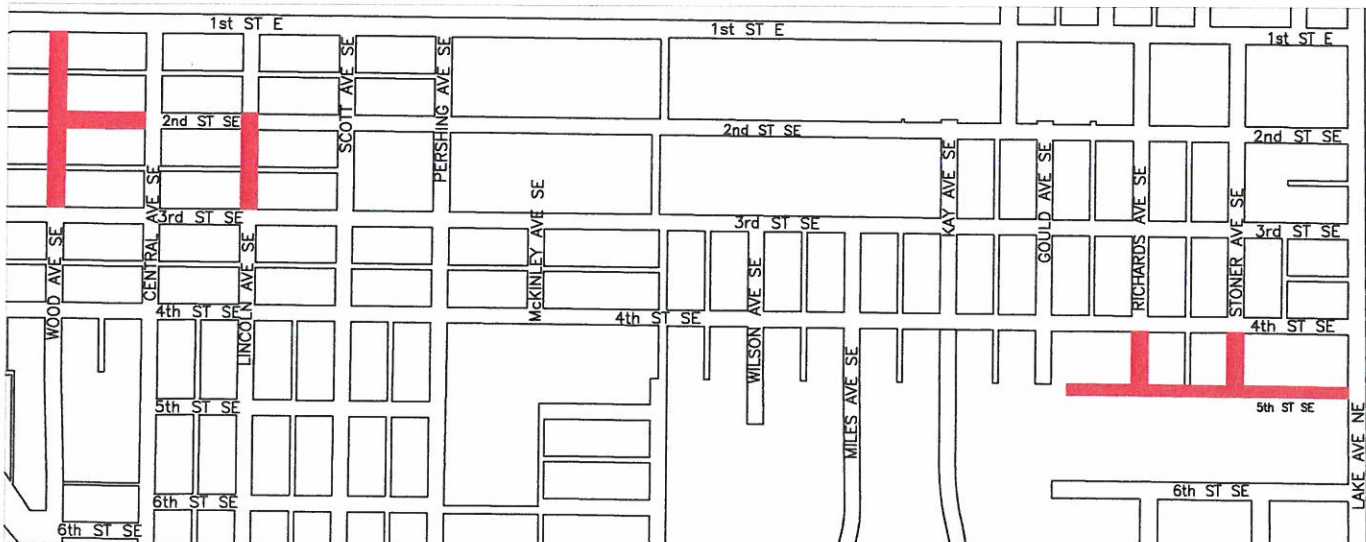
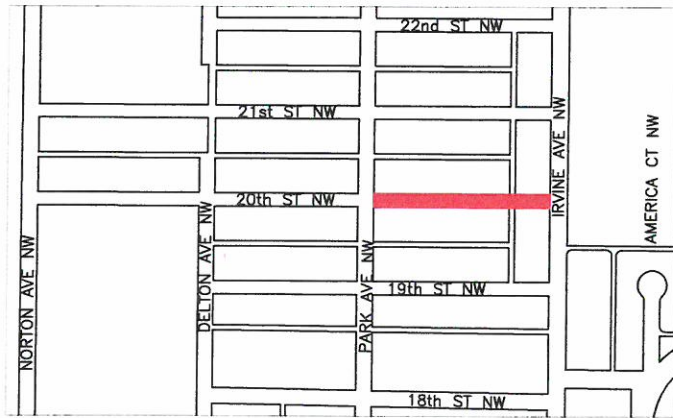
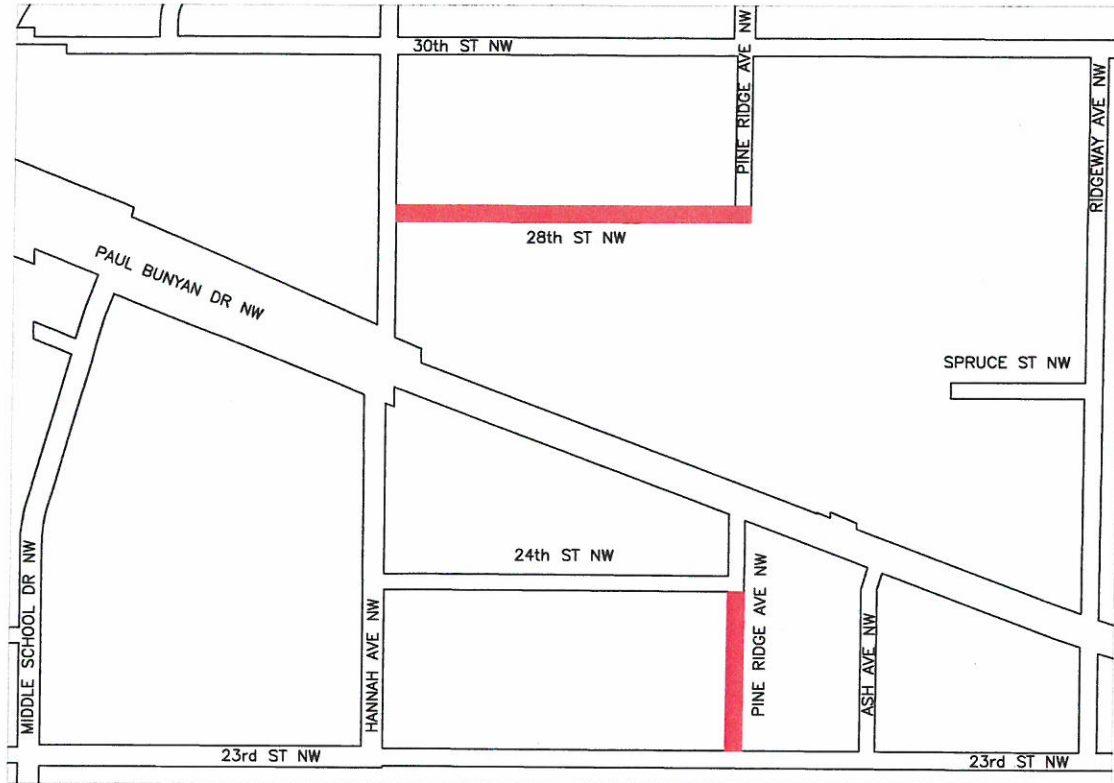
Assessments are proposed to each benefiting property within the project area. The street assessments are proposed at \$38.00/front foot and anyone receiving a new utility service(s) would be assessed an additional \$1,070 for each service line that was received. Both of these amounts are the same as the 2009-2012 projects. Corner lots are assessed at 50% of their frontage when each street is reconstructed.

Total assessments for the project are estimated at \$264,000. This is 22% of the total project cost that will be paid by the affected property owners. The remainder will be paid for with a variety of city funds. A preliminary assessment roll is attached.

Recommendation:

At the conclusion of the public hearing it is recommended that the city council adopt the attached resolution ordering the project and authorizing the preparation of engineering plans and specifications.

# EXHIBIT A



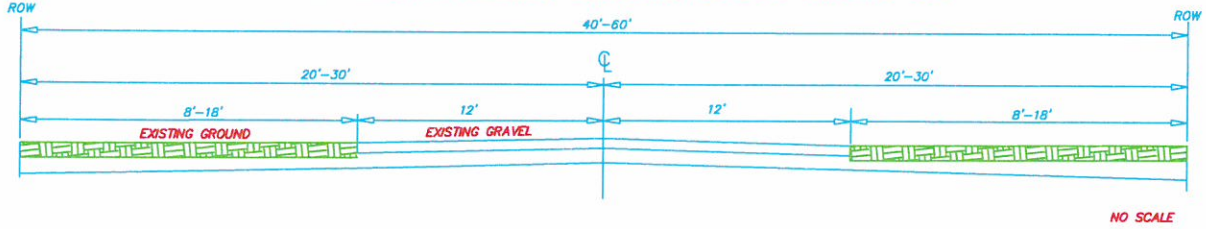
## 2013 STREET RENEWAL PROJECT



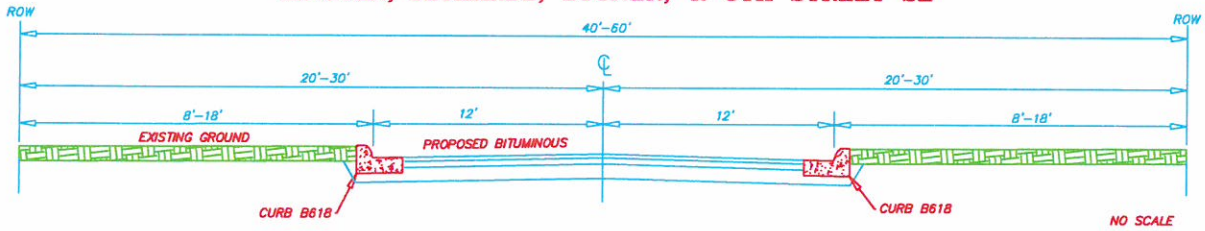
# EXHIBIT B

## TYPICAL SECTIONS

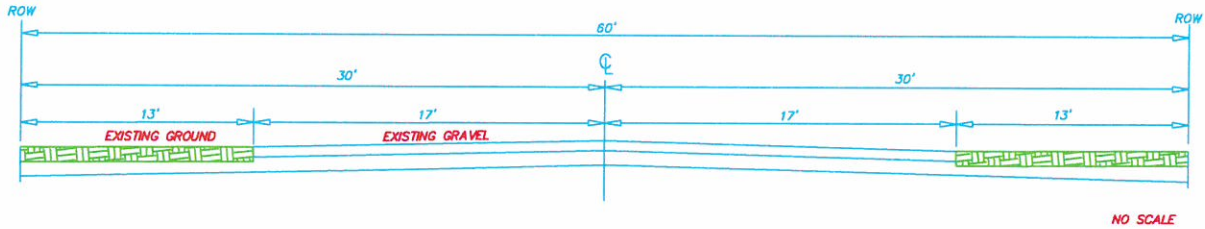
### EXISTING LINCOLN, RICHARDS, STONER, & 5TH STREET SE



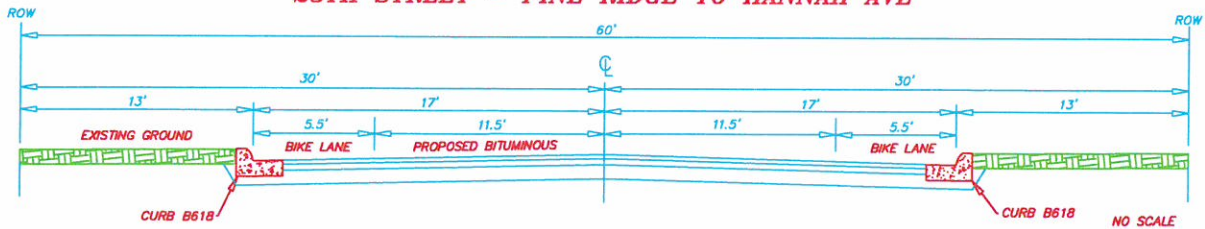
### PROPOSED LINCOLN, RICHARDS, STONER, & 5TH STREET SE



### EXISTING 28TH STREET - PINE RIDGE TO HANNAH AVE



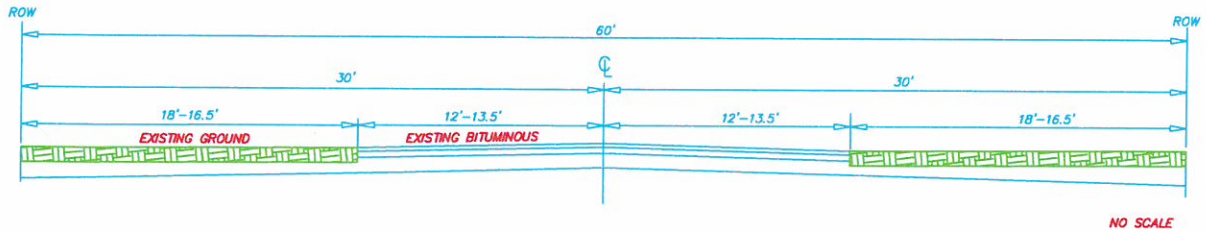
### PROPOSED 28TH STREET - PINE RIDGE TO HANNAH AVE



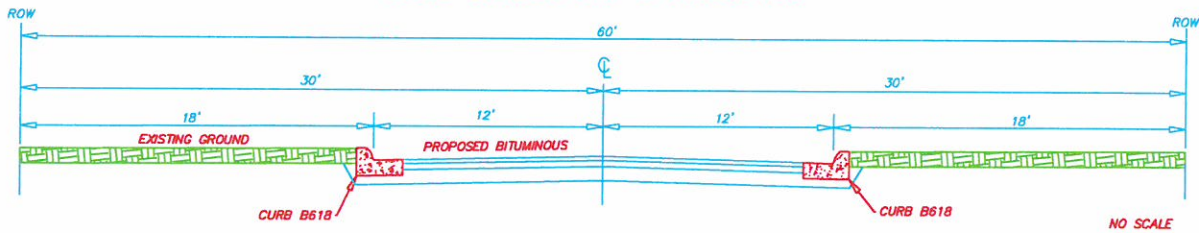
# EXHIBIT B-1

## TYPICAL SECTIONS

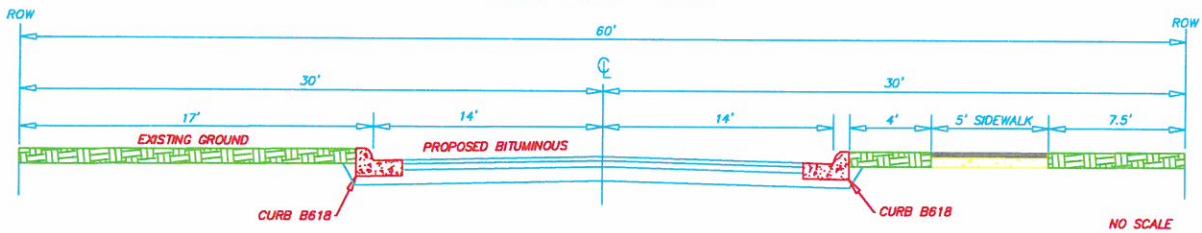
### EXISTING 20TH STREET NW, WOOD AVE & PINE RIDGE AVE



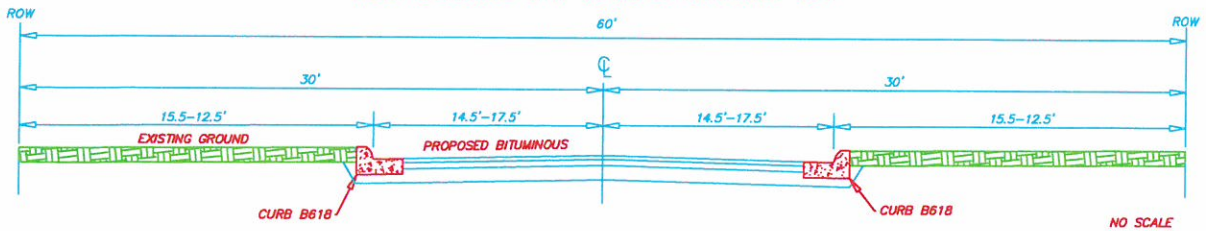
### PROPOSED 20TH STREET NW & WOOD AVE



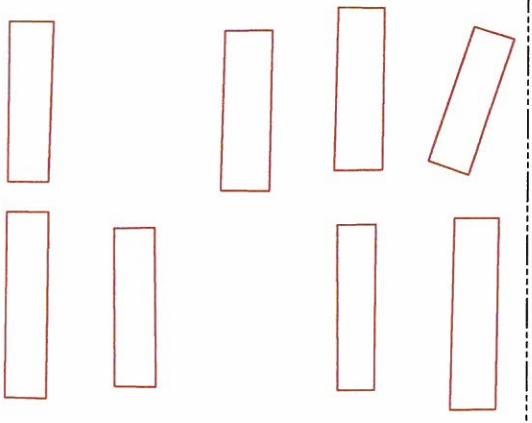
### PROPOSED PINE RIDGE AVE



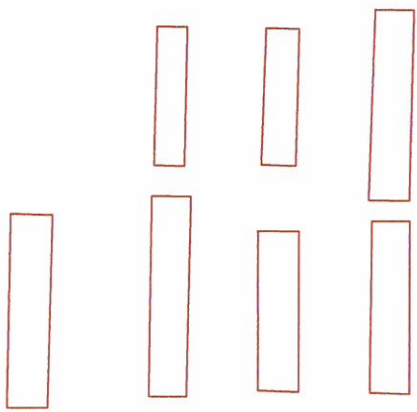
### EXISTING & PROPOSED 9TH STREET NW & 2ND STREET SE



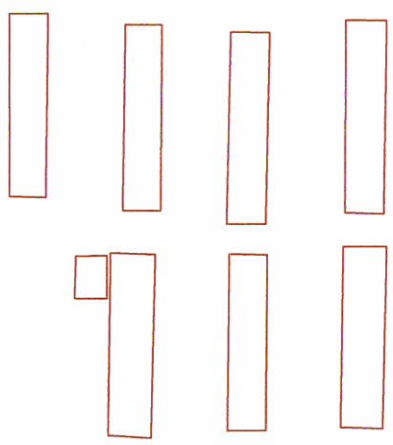
**24TH STREET NW**



**WESTWOOD ACRES**



**WESTWOOD ACRES**



313.00'

**PINE RIDGE AVENUE NW**

625.00'

**PROPOSED TREK NORTH HIGH SCHOOL  
(EXISTING BUILDING)**

**PROPOSED PAVED  
PARKING AREA**

**PROPOSED SIDEWALK**

207.25'

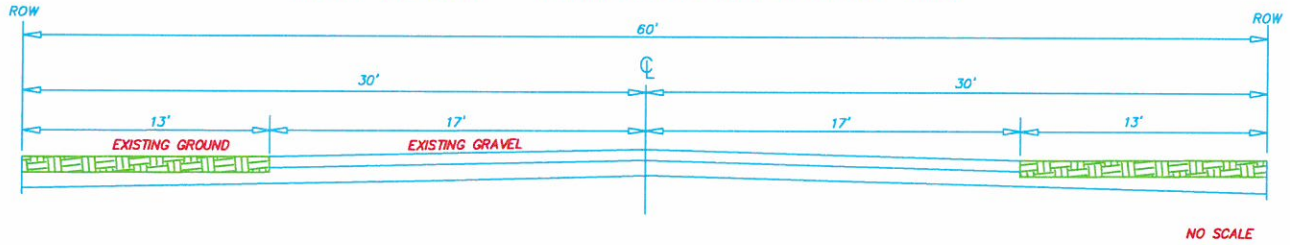
314.00'

**23RD STREET NW**

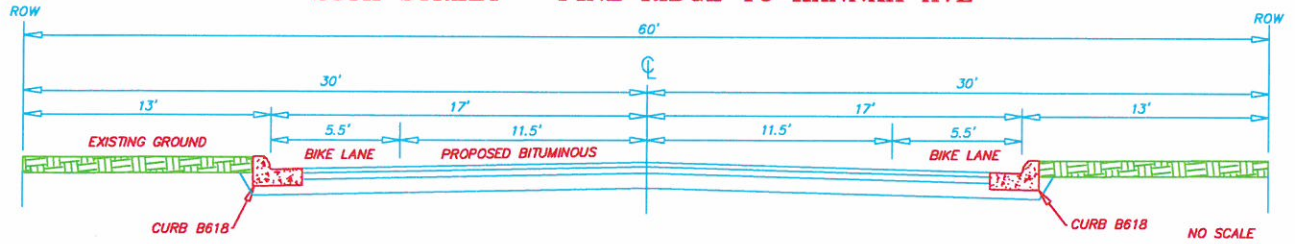
# 28TH STREET NW

## TYPICAL SECTIONS

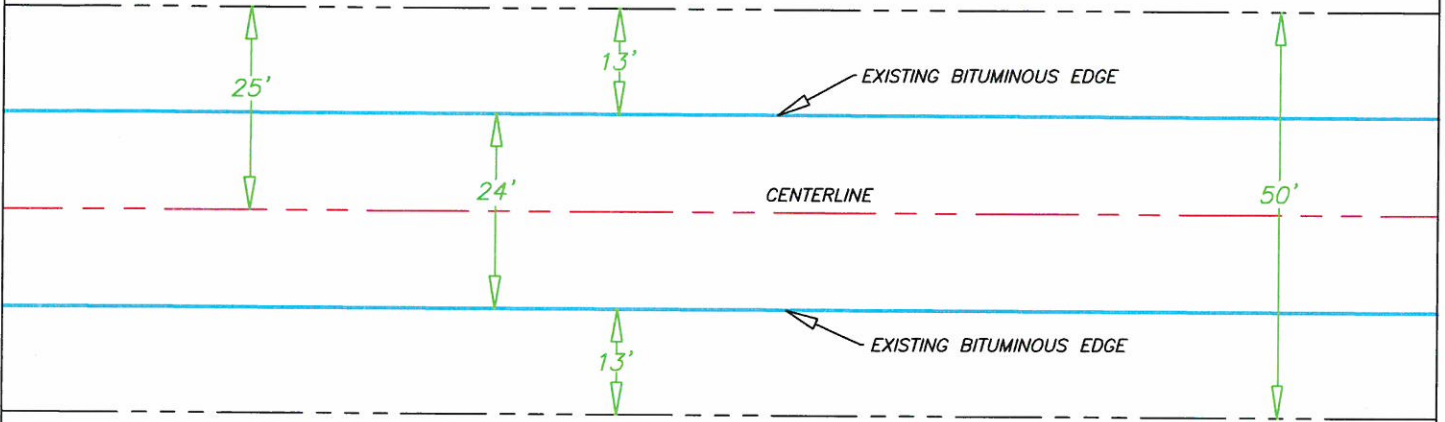
### EXISTING 28TH STREET - PINE RIDGE TO HANNAH AVE



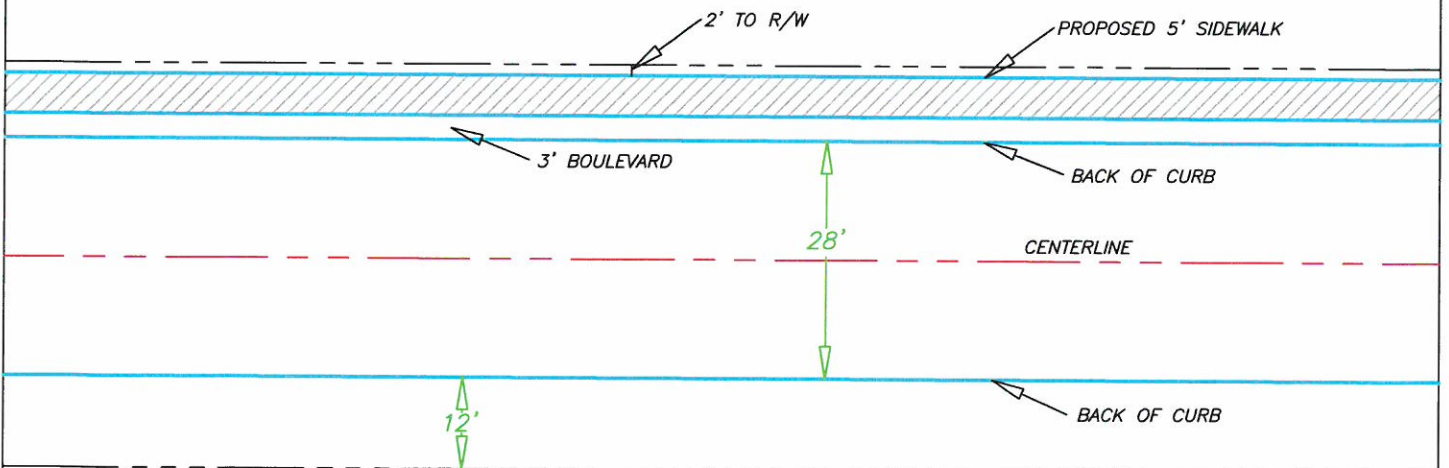
### PROPOSED 28TH STREET - PINE RIDGE TO HANNAH AVE



# EXISTING 20TH STREET



# PROPOSED 20TH STREET



**2013 STREET RENEWAL PROJECT**



# 20<sup>th</sup> Street NW Photos









# Assessment Roll

**CITY OF BEMIDJI  
FINAL ASSESSMENT ROLL  
2013 STREET RENEWAL PROJECT  
CITY PROJECT #13-01**

DATE: DECEMBER 13, 2012  
CORNER LOTS - C

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				ASSESSABLE UNIT (STREET)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)			
1526 5TH STREET SE	80.05606.00	KVANDE, GARY 35896 211 AVE BAGLEY, MN 56621	RATE TOTAL	150.00 \$38.00 \$5,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,700.00	
1526 5TH STREET SE	80.05605.00	NELSON, LEON J 1526 5TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	150.00 \$38.00 \$5,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,700.00	
1612 5TH STREET SE	80.05571.00	MCCLELLAN, BRIAN S 1612 5TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	230.00 \$38.00 \$8,740.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$8,740.00	
1620 5TH STREET SE	80.05609.00	WISEHART, CYNTHIA J 1620 5TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00	
1704 5TH STREET SE	80.05608.00	FAIRBANKS, FRANK CHARLES 1704 5TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	200.00 \$38.00 \$7,600.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$7,600.00	
1722 5TH STREET SE C	80.05607.00	FRIESEN, ROCHELLE M BATCHELDER 3090 GOLF VIEW DR NE BEMIDJI, MN 56601	RATE TOTAL	129.00 \$38.00 \$4,902.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,902.00	
1611 5TH STREET SE	80.03896.00	NEEDHAM, AUSTIN 1611 5TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00	
1704 4TH STREET SE C	80.03900.00	EDWARDS, GEORGE F 1704 4TH STREET SE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00	
406 RICHARDS AVE SE C	80.03896.01	KESLER, MARTIN ANDREW 406 RICHARDS AVE SE BEMIDJI, MN 56601	RATE TOTAL	85.00 \$38.00 \$3,230.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,230.00	
401 RICHARDS AVE SE C	80.03894.00	CARLSON, NORMAN M 401 RICHARDS AVE SE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00	
400 RICHARDS AVE SE C	80.03897.00	HELDT, GERALD D 400 RICHARDS AVE SE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT			TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)	(WATER SERVICE)	
465 STONER AVE SE C	80.03899.00	REBISCHKE, GARY H 843 37TH STREET SE BUFFALO, MN 55313	RATE	107.50	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$4,085.00	\$0.00	\$0.00	\$4,085.00
1624 4TH STREET SE C	80.03898.00	STANG, STACEY L 148 WINDWARD DRIVE BELLINGHAM, WA 98229	RATE	62.50	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$2,375.00	\$0.00	\$0.00	\$2,375.00
507 3RD STREET SE C	80.03548.00	EHLI, ROBERT M 507 3RD STREET SE BEMIDJI, MN 56601	RATE	70.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$2,660.00	\$0.00	\$0.00	\$2,660.00
200 WOOD AVE SE C	80.03541.00	BORGMAN, CRAIG T 200 WOOD AVE SE BEMIDJI, MN 56601	RATE	107.50	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$4,085.00	\$0.00	\$0.00	\$4,085.00
VACANT LOT C	80.03493.00	TOBEY, GARY A 2298 ROOSEVELT RD SE BEMIDJI, MN 56601	RATE	70.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$2,660.00	\$0.00	\$0.00	\$2,660.00
507 2ND STREET SE C	80.03497.00	C DONAT LLC 2606 MADISON AVE SW BEMIDJI, MN 56601	RATE	107.50	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$4,085.00	\$0.00	\$0.00	\$4,085.00
509 2ND STREET SE	80.03499.00	MOLITOR, DAVID A 989 JONES TOWNHALL RD SW SOLWAY, MN 56678	RATE	50.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$2,970.00
509 2ND STREET SE	80.03500.00	MOLITOR, DAVID A 989 JONES TOWNHALL RD SW SOLWAY, MN 56678	RATE	25.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$950.00	\$0.00	\$0.00	\$950.00
509 2ND STREET SE	80.03501.00	MOLITOR, DAVID A 989 JONES TOWNHALL RD SW SOLWAY, MN 56678	RATE	25.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$950.00	\$0.00	\$0.00	\$2,020.00
513 2ND STREET SE	80.03502.00	BALCER, LESLIE 513 2ND STREET SE BEMIDJI, MN 56601	RATE	50.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$1,900.00
111 CENTRAL AVE SE	80.03503.00	NAASZ, JEFFREY J 507 SCOTT AVE SE BEMIDJI, MN 56601	RATE	50.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$2,970.00
VACANT LOT C	80.03505.00	NAASZ, JEFFREY J 507 SCOTT AVE SE BEMIDJI, MN 56601	RATE	12.50	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$475.00	\$0.00	\$0.00	\$475.00
506 2ND STREET SE	80.03542.00	DOWNING, BRIAN D 506A 2ND ST SE BEMIDJI, MN 56601	RATE	50.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$1,900.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	
506A 2ND STREET SE	80.03543.00	DOWNING, BRIAN D 506A 2ND ST SE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00	
VACANT LOT	80.03544.00	TOBEY, GARY A 2298 ROOSEVELT RD SE BEMIDJI, MN 56601	RATE TOTAL	40.00 \$38.00 \$1,520.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$2,590.00	
518 2ND STREET SE	80.03545.00	TOBEY, GARY A 2298 ROOSEVELT RD SE BEMIDJI, MN 56601	RATE TOTAL	10.00 \$38.00 \$380.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$380.00	
518 2ND STREET SE	80.0.3546.00	TOBEY, GARY A 2298 ROOSEVELT RD SE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$2,970.00	
518 2ND STREET SE C	80.3547.00	TOBEY, GARY A 2298 ROOSEVELT RD SE BEMIDJI, MN 56601	RATE TOTAL	12.50 \$38.00 \$475.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$475.00	
621 3RD STREET SE C	80.03566.00	FISHER, DIRK ALLEN 621 3RD STREET SE BEMIDJI, MN 56601	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00	
618 2ND STREET SE C	80.03559.00	VAIL, SYLVIA ANN 618 2ND STREET SE BEMIDJI, MN 56601	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00	
703 3RD STREET SE C	80.03569.00	HAMILTON, CHRISTOPHER B 47761 COUNTY ROAD 3 BECIDA, MN 56678	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00	
704 2ND STREET SE C	80.03567.00	MILLER, TODD J A 704 2ND STREET SE BEMIDJI, MN 56601	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00	
900 BEMIDJI AVE N C	80.01255.00	FIRST LUTHERAN CHURCH BEMIDJI 900 BEMIDJI AVE N BEMIDJI, MN 56601	RATE TOTAL	150.00 \$38.00 \$5,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,700.00	
901 LAKE BLVD NE C	80.01266.00	MUNSON, MICHAEL J 901 LAKE BLVD NE BEMIDJI, MN 56601	RATE TOTAL	57.50 \$38.00 \$2,185.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,185.00	
VACANT LOT C	80.01176.00	SANFORD HEALTH OF NORTHERN MN 1300 ANNE ST NW BEMIDJI, MN 56601	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,850.00	
800 BEMIDJI AVE N C	80.01169.00	SANFORD HEALTH OF NORTHERN MN 1300 ANNE ST NW BEMIDJI, MN 56601	RATE TOTAL	152.50 \$38.00 \$5,795.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,795.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
625 20TH STREET NW C	80.02745.00	EVEREST INVESTMENTS LLC PO BOX 1591 BEMIDJI, MN 56619	RATE	30.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,140.00	\$0.00	\$1,070.00	\$2,210.00
617 20TH STREET NW	80.02744.00	DUHAMEL, DWIGHT L 2196 WILTON HILL RD NW BEMIDJI, MN 56601	RATE	100.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$3,800.00	\$0.00	\$1,070.00	\$4,870.00
611 20TH STREET NW	80.02743.01	LARSON, WILLIAM M 3638 QUINCY DR SW BEMIDJI, MN 56601	RATE	50.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$1,900.00
607 20TH STREET NW	80.02741.00	LARSON, WILLIAM M 3638 QUINCY DR SW BEMIDJI, MN 56601	RATE	25.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$950.00	\$0.00	\$0.00	\$950.00
607 20TH STREET NW	80.02741.00	GUTHRIE, AARON DEAN 607 20TH STREET NW BEMIDJI, MN 56601	RATE	75.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$2,850.00	\$0.00	\$1,070.00	\$3,920.00
521 20TH STREET NW	80.02740.00	DUHAMEL, DWIGHT L 2196 WILTON HILL RD NW BEMIDJI, MN 56601	RATE	100.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$3,800.00	\$0.00	\$1,070.00	\$4,870.00
VACANT LOT	80.02739.00	ZORMAN, CORINDA L 515 20TH STREET NW BEMIDJI, MN 56601	RATE	50.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$1,900.00
515 20TH STREET NW	80.02738.00	ZORMAN, CORINDA L 515 20TH STREET NW BEMIDJI, MN 56601	RATE	50.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$1,070.00	\$2,970.00
2003 IRVINE AVE NW C	80.02737.00	HARTMAN, DEBRA L 2003 IRVINE AVE NW BEMIDJI, MN 56619	RATE	65.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$2,470.00	\$0.00	\$0.00	\$2,470.00
VACANT LOT C	80.02767.00	SLUSAR, BRITT M PO BOX 152 HALLOCK, MN 56728	RATE	30.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,140.00	\$0.00	\$0.00	\$1,140.00
616 20TH STREET NW	80.02768.00	SLUSAR, BRITT M PO BOX 152 HALLOCK, MN 56728	RATE	50.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$1,070.00	\$2,970.00
612 20TH STREET NW	80.02769.00	BECK, GARY A 612 20TH STREET NW BEMIDJI, MN 56601	RATE	50.00	0	0	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$0.00	\$1,900.00
610 20TH STREET NW	80.02770.00	HARMON, ANGIE LYNN 304 CENTER AVE W DILWORTH, MN 56529	RATE	50.00	0	1	
			TOTAL	\$38.00	\$1,070.00	\$1,070.00	
				\$1,900.00	\$0.00	\$1,070.00	\$2,970.00



PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
608 20TH STREET NW	80.02771.00	EDMAN, DONALD C 608 20TH STREET NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$2,970.00
524 20TH STREET NW	80.02772.00	BERG, JOSHUA 524 20TH STREET NW BEMIDJI, MN 56601	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$3,920.00
522 20TH STREET NW	80.02773.00	LENTZ, GERALD J 289 BRUNNER RD COLUMBIA FALLS, MT 59912	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,850.00
516 20TH STREET NW	80.02774.00	LINDSEY, DUANE G 8860 LADY BUG DR SW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00
510 20TH STREET NW	80.02775.00	BLACKWOOD, COOPER B 510 20TH STREET NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$2,970.00
1921 IRVINE AVE NW C	80.02754.00	WATSON, ROBERT 1921 IRVINE AVE NW BEMIDJI, MN 56601	RATE TOTAL	65.00 \$38.00 \$2,470.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,470.00
1600 23RD STREET NW C	80.03022.00	WESTWOOD ACRES LLC PO BOX 946 BEMIDJI, MN 56619	RATE TOTAL	300.00 \$38.00 \$11,400.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$11,400.00
1430 PAUL BUNYAN DR NW C	80.03031.00	NAYLOR PROPERTY MANAGEMENT LLC 1430 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	300.00 \$38.00 \$11,400.00	0 Sidewalk \$8,000.00	0 \$1,070.00 \$0.00	\$19,400.00
VACANT LOT C	80.02999.00	CLUBB, ERNIE, TRUSTEE 624 21ST STREET NW BEMIDJI, MN 56601	RATE TOTAL	158.00 \$38.00 \$6,004.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,004.00
VACANT LOT	80.02997.00	CLUTON INC 622 21ST STREET NW BEMIDJI, MN 56601	RATE TOTAL	316.00 \$38.00 \$12,008.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$12,008.00
1526 30TH STREET NW	80.02996.00	WILDGEN & WILIMEK INC 1526 30TH STREET NW BEMIDJI, MN 56601	RATE TOTAL	316.00 \$38.00 \$12,008.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$12,008.00
2835 PINE RIDGE AVE NW C	80.02994.00	APARTMENTS OF BEMIDJI LLC 4926 NEBISH RD NE TENSTRIKE, MN 56683	RATE TOTAL	158.00 \$38.00 \$6,004.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,004.00
2728 HANNAH AVE NW C	80.03008.01	SUPER EIGHT PARTNERSHIP 1815 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	134.00 \$38.00 \$5,092.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,092.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)	(WATER SERVICE)	
2700 HANNAH AVE NW	80.03008.00	SUPER EIGHT PARTNERSHIP 1815 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	132.00 \$38.00 \$5,016.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,016.00
1709 PAUL BUNYAN DR NW	80.03007.00	GAZELKA, MARK E 10003 TIMBER CREEK TRL NE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1685 PAUL BUNYAN DR NW	80.03006.00	BOOKCRAFT INC PO BOX 1074 BEMIDJI, MN 56619	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1635 PAUL BUNYAN DR NW	80.03005.00	LN REAL ESTATE LLC 1635 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1635 PAUL BUNYAN DR NW	80.03004.00	LN REAL ESTATE LLC 1635 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1605 PAUL BUNYAN DR NW	80.03003.00	PEDERSON, ROSS D 5204 BIRCHMONT DR NE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1555 PAUL BUNYAN DR NW	80.03002.00	FIRST BAPTIST OF BEMIDJI 1555 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1555 PAUL BUNYAN DR NW	80.03001.00	FIRST BAPTIST OF BEMIDJI 1555 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
<b>TOTALS</b>				<b>\$252,054.00</b>	<b>\$16,050.00</b>	<b>\$16,050.00</b>	<b>\$276,104.00</b>

**CORNER LOTS - C  
16 - CORNER LOTS**

STREET TOTAL	FOOTAGE TOTAL
\$252,054.00	6,633.00
\$8,000.00	0
\$16,050.00	15
<b>\$276,104.00</b>	

# RESOLUTION NO.

## A RESOLUTION ORDERING IMPROVEMENT, DESIGNATING PROJECT ENGINEER, CALLING FOR PREPARATION OF PLANS AND SPECIFICATIONS, AND AUTHORIZING ADVERTISEMENT FOR BIDS ON IMPROVEMENT

(CITY PROJECT NO. 13-01)

**WHEREAS**, the Bemidji City Council by Resolution No. 5804, on the 3rd day of December, 2012, accepted a feasibility report on City Project No. 13-01 for street improvements along:

5th Street SE (Lake Avenue to West end)  
Richards Avenue SE (5th Street SE to 4th Street SE)  
Stoner Avenue SE (5th Street SE to 4th Street SE)  
2nd Street SE (Wood Ave to Central Avenue)  
Wood Avenue SE (3rd Street SE to 1st Street SE)  
Lincoln Avenue SE (3rd Street SE to 2nd Street SE)  
9th Street NE (Bemidji Avenue to Lake Boulevard)  
20th Street NW (Park Avenue to Irvine Avenue)  
Pine Ridge Avenue & Trail (23rd Street NW to 24th Street NW)  
28th Street (Hannah Avenue to Pine Ridge Avenue)

and

**WHEREAS**, ten days mailed notice and two weeks published notice of the hearing was given and the hearing was held thereon on the 7th day of January, 2013, at which time all persons present were given an opportunity to be heard thereon.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA;**

1. The Project is hereby ordered.
2. The City Engineer is hereby designated as project engineer for this improvement and is directed to prepare plans and specifications for the making of such improvement.
3. Authorization is given to call for bids on such improvement.

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:

ATTEST:

APPROVED:

# COUNCIL AGENDA ITEM



**Meeting Date:** January 7, 2013

**Action Requested:** Ward 4 Council Seat Vacancy

**Prepared By:** Kay M. Murphy, City Clerk 

**Reviewed By:** John M. Chattin, City Manager

---

---

By resolution enacted earlier in the meeting, the Council accepted the resignation of Councilmember Albrecht and declared a vacancy in the Ward 4 council seat. In response to that declaration, and pursuant to Section 2.05 of the Bemidji City Charter, entitled "Vacancies", the Council must decide how it is going to fill that vacancy, be it by appointment or by calling for a special election. The text of Section 2.05 reads verbatim as follows:

**Section 2.05 VACANCIES.** An elective office becomes vacant when the person elected or appointed, or the incumbent thereto, dies before taking office or fails to qualify, resigns in writing filed with the city clerk, is convicted of a felony, ceases to reside in the city or ward from which elected, is absent from three consecutive regular council meetings except for excused absences as defined by a five-sevenths vote of the council, or is adjudged incompetent by a court of competent jurisdiction. In each such case the council shall by resolution declare the vacancy to exist. The council shall forthwith appoint an eligible person to fill the vacancy until the next regular municipal election. In the event of a tie, the council shall determine the result by lot from those having the greatest number of votes.

If the council fails to fill the vacancy within 30 days following the declaration of a vacancy, the city clerk shall call for a special election to be held not sooner than 90 days and not later than 120 days following the declaration of the vacancy.

Staff seek the decision and/or direction of Council respecting the matter of how to fill the Ward 4 vacancy.

## **COUNCIL AGENDA ITEM**



**Meeting Date:** January 7, 2013

**Action Requested:** Ordinance Authorizing BCA Background Checks

**Prepared By:** Alan R. Felix, City Attorney *ARF*

**Reviewed By:** John M. Chattin, City Manager

---

The attached letter from the Department of Public Safety, Bureau of Criminal Apprehension (BCA) explains the need for the City to enact an ordinance authorizing the City to utilize the BCA to conduct local background checks on individuals seeking employment with the city or certain business licenses from the city (i.e., liquor licenses, massage establishments, etc.).

The BCA has been conducting local background checks per the City's request; however, as explained in the above-referenced letter, the City's ability to continue the use of that service is premised on the authorization granted by the attached proposed ordinance.

### **RECOMMENDATION**

Staff recommends the City Council hold a first reading of an Ordinance amending Chapter 2 entitled "Administration", Chapter 4 entitled "Alcoholic Beverages", and Chapter 12 entitled "Businesses and Licensing" of the Bemidji City Code by adding Criminal Background Check Requirements for City Employment and certain City License Applications.

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol &  
Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver and  
Vehicle Services

Emergency  
Communication  
Networks

Fiscal &  
Administrative  
Services

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of Pipeline  
Safety

Office of  
Traffic Safety

State Fire  
Marshal

## Bureau of Criminal Apprehension

1430 Maryland Avenue E., St. Paul, Minnesota 55106  
Phone: 651/793-7000 FAX: 651/793-7001  
Website: [bca.dps.mn.gov](http://bca.dps.mn.gov)

January 2, 2013

To: Agencies Conducting Local Criminal Background Checks

Since 2008, law enforcement agencies have been permitted to conduct Minnesota criminal history background checks for employment and licensing purposes if an ordinance had been enacted requiring that the background check be conducted. The Bureau of Criminal Apprehension (BCA) worked with the League of Minnesota Cities (LMC) to identify specific requirements for an ordinance authorizing the checks. Those requirements are available on the LMC website (Item 53 at <http://www.lmc.org/page/1/resource-library.jsp?keywords=Models&Models=on&alpha=true>). However, Minnesota Justice Information Services (MNJIS) auditors conducting triennial audits are continuing to find cities and counties conducting criminal history background checks by authority of a resolution rather than an ordinance or whose ordinance does not meet the agreed on requirements.

Effective January 1, 2015, a city or county using a resolution as the basis for a local background check or whose ordinance does not meet the minimum requirements established with the LMC will receive a sanction as part of the audit process. This includes the requirement to stop running local checks until an acceptable ordinance is in place. MNJIS is providing advance notice of this change to give cities and counties wishing to convert from a resolution to an ordinance or needing to update an ordinance ample time to do so.

### If you run local checks based on a resolution

While both resolutions and ordinances have the same legal effect, ordinances must be published – providing public notice of its existence – while resolutions are kept as meeting minutes. Because of this and other issues, MNJIS management in 2012 determined that the BCA will only accept ordinances as the basis for Minnesota criminal history checks. This will ensure the public has notice when a criminal history check will be required.

### If you run local checks based on an ordinance

In addition to finding resolution-based checks, MNJIS auditors have found ordinances that do not meet the minimum requirements established with LMC. Ordinances that do not meet the minimum requirements by January 1, 2015, will also result in an audit sanction.

### Resources available

MNJIS is available to do an informal review of proposed ordinances. This informal review will be conducted using the LMC requirements as the standard. A checklist has



EQUAL OPPORTUNITY EMPLOYER

been created to notify a city or county submitting a draft ordinance of potential problems so that they can be corrected prior to enactment and publication. The checklist is available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/Ordinance%20Checklist.pdf> to assist with development and internal review.

For questions about this change, contact the MNJIS Trainer/Auditor assigned to your agency. For questions about ordinance content, contact Human Resources at the League of Minnesota Cities at 1-800-925-1122, 651-281-1200 or [hrbenefits@lmc.org](mailto:hrbenefits@lmc.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Gotz". The signature is fluid and cursive, with the first name "Dana" and last name "Gotz" clearly distinguishable.

Dana Gotz, Executive Director  
Minnesota Justice Information Services

# CITY OF BEMIDJI

## ORDINANCE NO. \_\_, 3<sup>rd</sup> Series

### AN ORDINANCE AMENDING CHAPTER 2 ENTITLED “ADMINISTRATION”, CHAPTER 4 ENTITLED “ALCOHOLIC BEVERAGES” AND CHAPTER 12 ENTITLED “BUSINESSES AND LICENSING” OF THE BEMIDJI CITY CODE BY ADDING CRIMINAL HISTORY BACKGROUND REQUIREMENTS FOR CITY EMPLOYMENT AND CERTAIN CITY LICENSE APPLICANTS

#### THE CITY OF BEMIDJI ORDAINS:

**SECTION 1.** Chapter 2 of the Bemidji City Code, entitled “Administration” is hereby amended to add, Sec. 2-86, as follows:

Sec. 2-86. - Employment background checks.

(a) Purpose.

The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota’s Computerized Criminal History information for specified non-criminal purposes of employment background checks for all positions within the City of Bemidji and Bemidji Area Community Center.

(b) Criminal history employment background investigations.

The Bemidji Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for positions within the City unless the City Manager concludes that a background investigation is not needed. Employment positions include all regular part-time and full-time employees of the City of Bemidji and other positions that work with children or vulnerable adults.

In conducting the criminal history background investigation in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the hiring authority, including the City Council, the City Manager or other city staff involved in the hiring process.

Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the city will not reject an applicant for employment on the basis of the applicant’s prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a



felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant request on this basis, the City shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.
- (3) The earliest date the applicant may reapply for employment.
- (4) That all competent evidence of rehabilitation will be considered upon reapplication.

**SECTION 2.** Chapter 4 the Bemidji City Code, entitled "Alcoholic Beverages" is hereby amended to add Section 4-9 as follows:

Sec. 4-9. – Applicants for city licenses.

(a) Purpose.

The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of licensing background checks.

(b) Criminal history employment background investigations.

The Bemidji Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following licenses within the City:

- (1) On sale liquor related licenses;
- (2) Off sale liquor related licenses.

In conducting the criminal history background investigation in order to screen license applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the licensing authority, including the City Council, the City Manager or other city staff involved in the license approval process.

Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.

- (2) The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.
- (3) The earliest date the applicant may reapply for the license.
- (4) That all competent evidence of rehabilitation will be considered upon reapplication.

**SECTION 3.** Chapter 12 the Bemidji City Code, entitled "Businesses and Licensing" is hereby amended to add Section 12-13 as follows:

Sec. 12-13. – Applicants for city licenses.

(a) Purpose.

The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of licensing background checks.

(b) Criminal history employment background investigations.

The Bemidji Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following licenses within the City:

- (1) Adult oriented establishments;
- (2) Massage establishments;
- (3) Peddlers, solicitors and transient merchants;
- (4) Pawnbrokers, secondhand and precious metal dealers.

In conducting the criminal history background investigation in order to screen license applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the licensing authority, including the City Council, the City Manager or other city staff involved in the license approval process.

Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.
- (3) The earliest date the applicant may reapply for the license.

(4) That all competent evidence of rehabilitation will be considered upon reapplication.

**SECTION 4.** This Ordinance shall become effective thirty (30) days after its passage and publication according to law.

Ayes:  
Nays:  
Absent:

First Reading:  
Second Reading:  
Final Reading:

ATTEST:

APPROVED:

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

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