

# BEMIDJI CITY COUNCIL AGENDA

Monday, November 19, 2018

Council Chambers  
City Hall – 317 4<sup>th</sup> Street NW  
6:00 P.M.



- ROLL CALL
- PLEDGE OF ALLEGIANCE TO THE FLAG
- PROCLAMATION: November 24, 2018 as “Small Business Saturday”
- AMENDMENTS TO AGENDA

## MINUTES

- |                   |                   |
|-------------------|-------------------|
| 1) Work Session:  | October 22, 2018  |
| Work Session:     | October 29, 2018  |
| Council Meeting:  | November 5, 2018  |
| Canvassing Board: | November 13, 2018 |

## 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.*

- 2) Claims Submitted by Finance Officer in the amount of \$857,833.29
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$35,715.74
- 4) Business Licenses for 2019
- 5) Miscellaneous Temporary Liquor License 2018
- 6) Liquor, Sunday Liquor and Wine License Renewals for 2019
- 7) First Reading of On and Off Sale Beer License Renewals for 2019

## 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.**

## REPORT(S)

- Bemidji Youth Advisory Commission
- GreenCorps Introduction/Report – Henry Pan

## NEW BUSINESS

- 8) Consider Resolution Approving the Agreement between the City and the Firefighter Union - Local 2302 (2019-2021)
- 9) Consider Resolution Approving the Agreement between the City and Law Enforcement Labor Services Representing Police Patrol – Local 126 (2019-2021)

*Bemidji—Regional Center Amenities with Small Town Character*

- 10) Consider Resolution Approving the Agreement between the City and Law Enforcement Labor Services Representing Sergeants Local 227 Employee Bargaining Unit (2019-2021)
- 11) Consider Resolution Approving the Agreement between the City and UFCW Local 1189 Representing the Liquor Store Employee Bargaining Unit (2019-2021)
- 12) Consider Resolution Approving the Agreement between the City and IUOE, Local 49 Representing the Public Works, Parks, Streets and Utility Employee Bargaining Unit (2019-2021)
  - Approve Participation Agreement with Local 49ers
- 13) Rail Corridor Port Consulting Proposal Review

**ORDINANCES**

- 14) First Reading of an Ordinance Amending Chapter 20 of the Bemidji City Code Entitled, “Streets, Sidewalks and Other Public Places” by Adding Section Relating to Permitting of “Special Events”
- 15) First Reading of an Ordinance Amending Chapter 14, Article II, Section 35 of the Bemidji City Code Entitled, “Rules and Regulations Governing Public Parks”
- 16) Final Reading of an Ordinance Amending the Fee Schedule for 2019
  - Motion Accepting Changes from 2<sup>nd</sup> Reading
  - Authorization to Publish a Summary of Said Ordinance

• **UPCOMING MEETINGS**

- Monday, December 3      6:00 p.m.      Council Meeting & TNT Hearing
- Thursday, December 13      5:30 p.m.      Sp. Work Session (Sanford Center CIP)
- Monday, December 17      6:00 p.m.      Council Meeting

• **MAYOR AND COUNCIL REPORTS**

- Please limit your committee updates/reports to 4 minutes

• **ADJOURN**

# Proclamation

**WHEREAS**, the government of Bemidji, Minnesota, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

**WHEREAS**, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

**WHEREAS**, 90% of all consumers in the United States say Small Business Saturday has had a positive impact on their community; and

**WHEREAS**, 89% of all consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

**WHEREAS**, 73% of all consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

**WHEREAS**, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and

**WHEREAS**, Bemidji, Minnesota supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

**WHEREAS**, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE**, I, Rita Albrecht, Mayor of Bemidji, Minnesota do hereby proclaim, November 24, 2018, as:

## ***SMALL BUSINESS SATURDAY***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL.**

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Rita C. Albrecht, Mayor of Bemidji

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Work Session – Monday, October 22, 2018**

Pursuant to due call and notice, a special work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, October 22, 2018, at 5:30 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson, Larson. Absent: None.

Staff Present: City Manager Nate Mathews, City Attorney Al Felix, Public Works Director/Engineer Craig Gray,

Mayor Albrecht stated the purpose of the work session was to discuss an Ottertail Power 40kw solar array project and community visioning discussion.

**Ottertail Power 40kw Solar Array Project**

Mathews stated that over the past few months he has been discussing possible sites with Roger Garton of Ottertail Power for a 40kw solar array project to be constructed and owned by Ottertail Power. Additionally, the City has an opportunity to construct a publicly owned 40kw solar project on the same property which Ottertail would pay up to 50% of project costs. The two potential feasible sites is near the Sanford Center on 1<sup>st</sup> Street E and one is west of Paul Bunyan Drive, south of the Candlewood Inn and Suites. Ottertail Power would be seeking a low cost land purchase or lease arrangement for the chosen site. The list price on the South Shore property is \$282,000. They hope to construct the project in 2019 with a 25 year project life. If the City chooses to construct their own solar array, it would own and maintain it and if located near the Sanford Center, Ottertail Power would net meter it to the Sanford Center for approximate utility savings of \$3,600 per year. The cost to the City would be \$57,750 plus the value of the land. Felix stated that BEDA would need to transfer title to the City if council decides they would like to partner with Ottertail. More information is needed before the City can make any decisions. Felix suggested having a BEDA meeting with the broker to discuss the value of land on 1<sup>st</sup> Street East.

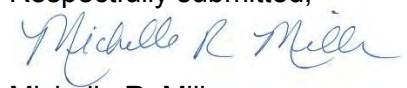
**Community Visioning Discussion**

As a follow up to the Bemidji Alliance presentation made on October 1 and the council retreat on October 3; it was suggested to have a larger community discussion regarding a comprehensive Bemidji Visioning and Community Engagement initiative. Hellquist and Meehlhause stated that the city has some major decisions to make in the near future but sees the importance in a community visioning discussion to engage the community on the issues the city is facing and how to move forward. The benefit of a “Bemidji Alliance” could help with engagement and getting the word out to the community. Albrecht suggested that the City might take the lead on conducting a community visioning/strategic plan process.

**Adjourn**

There being no further business, motion by Lehmann, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is written in a cursive style with a large initial "M".

Michelle R. Miller  
City Clerk

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Work Session – Monday, October 29, 2018**

Pursuant to due call and notice, a special work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, October 29, 2018, at 5:30 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson. Absent: Johnson, Larson

Staff Present: City Manager Nate Mathews, City Attorney Al Felix, Public Works Director/Engineer Craig Gray, Finance Director Ron Eischens, Utility Superintendent Todd Anderson

Others: Denise Koenigsberg, WSN; Brian Lemon Barr Engineering

Mayor Albrecht stated the purpose of the work session was to discuss the Alternate Well Siting Study and the Carnegie Update/Change Order.

Motion by Lehmann, seconded by Hellquist to amend the order of the agenda. Motion carried.

**Carnegie Update/Change Order**

Gray presented Changer Order No. 1 for the Carnegie Reconstruction Project 18-07 which includes tuck pointing and repair of loose brick as well as chimney demo work to avoid collapse. The chimney repair will be done next spring. The total change order results in a net deduct of \$9,751.10; however, there are issues that will be contract additions for future council consideration. The original project bid award included \$86,000 contingency funds. The change order will result in increasing that amount to \$95,750. Council and staff discussed briefly the anticipated additional costs to the project.

**Motion by Meehlhause, seconded by Erickson to approve change order number one for the Carnegie Library Reconstruction – City Project 18-07 of a net deduct amount of \$9,751.10. Motion carried by the following vote: Ayes: Meehlhause, Hellquist, Lehmann, Erickson, Albrecht. Absent: Johnson, Larson**

**Review of Alternate Well Siting Study**

Brian Lemon from Barr Engineering provided a presentation and recommendation for a short term solution in response to the contamination issues of the current wells. There are currently two wells being used at this time. They looked at several possible sites for a new well; three being on or near the airport property, one near the high school and one near the middle school. The high school and middle school sites were eliminated due to the high cost of connecting to the other wells. The recommended new well site is located just north of the existing wells and away from the potential contaminated watershed area. The estimated cost of the project is \$2,150,000. The new well could be online by August of 2019. Funding for the new well will come from the water reserves fund. Council and staff discussed long term well solutions and the possible need to treat iron and manganese, due

to MDH guidelines or water quality complaints of citizens. The city will need to start planning for a possible \$8 million iron and manganese treatment plant. Water main extensions currently in the CIP will need to be put on hold until the water quality issues are compliant.

**Motion by Hellquist, seconded by Meehlhause to authorize the professional services agreement with Barr Engineering for design, development, and construction of a new well located north of the existing wells at the airport property. Motion carried.**

**Adjourn**

There being no further business, motion by Meehlhause, seconded by Lehmann, to adjourn the meeting. Motion carried. Meeting adjourned at 7:08 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk

# CITY COUNCIL PROCEEDINGS

## BEMIDJI, MINNESOTA

### Regular Meeting – November 5, 2018

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, November 5, 2018 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson. Absent: Larson.

Staff Present: City Manager Nate Mathews, Finance Director Ron Eischens, City Attorney Alan Felix, Public Works Director/City Engineer Craig Gray, Parks and Recreation Director Marcia Larson, Recreation Coordinator Jamie Anderson, City Clerk Michelle Miller

#### **AMENDMENTS TO AGENDA**

Mayor Albrecht called for any amendments to the agenda. **Motion by Johnson, seconded by Meehlhause, to approve the agenda as presented. Motion carried by unanimous vote.**

#### **MINUTES**

The following minutes were presented for approval:

Regular Council: October 15, 2018

**Motion by Meehlhause, seconded by Erickson, to approve the minutes as presented. Motion carried by unanimous vote.**

#### **CONSENT AGENDA**

Staff requested to add the reappointment of John Knorr to the Airport Authority Board. The following Consent Agenda items were presented for approval. **Motion by Hellquist, seconded by Johnson, to approve the Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the amount of \$1,375,189.91
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$114,921.45
3. Business Licenses for 2019
4. **RESOLUTION NO. 6184:** Approving a Minnesota Premises Permit for Lawful Gambling for Ralph Gracie, American Legion Post 14 at 1230 23<sup>rd</sup> Street NW
5. **RESOLUTION NO. 6185:** Adopting Assessment Roll for Water/Sewer Deferred Assessment Fees (Connections Completed in 2018)
6. Approve Purchase of Security System and Shelving for New Liquor Store
7. Approve Roof Repairs for the Rako Street Training Facility
8. Appointment of Ara Gallo to the Heritage Preservation Commission
9. Approve Purchase of Chairs for Library
10. Reappointment of John Knorr to the Airport Authority Board

**Motion carried by unanimous vote.**



**CITIZENS NOT ON AGENDA**

John Knorr, Chair of the Airport Authority Board, thanked the council for reappointing him to the airport authority. He reported that airport ridership is continuing to increase and is excited about the growth at the airport.

**REPORTS**

Bemidji Youth Advisory Commission – Mia Haugen reported that they are currently working on amending their Bylaws. She stated that while there are only three members on the youth advisory commission they have been busy volunteering in the community including working at the general election on November 6. Commission members continue to work on member recruitment.

Recreation Update – Jamie Anderson, Recreation Coordinator, presented an update on recreation activities over the year. Recreation numbers continue to grow, especially with the Kids in Motion summer day camps which has a waiting list for all ten weeks. Staff is reviewing how to increase the number of programming to bring those kids into camps. They are building partnerships with BSU and other organizations and businesses in the community to offer a wide range of activities and experiences.

**ORDINANCE**

**Motion by Meehlhause, seconded by Hellquist accepting the revised Fee Schedule Ordinance pertaining to water rates, holiday field use fee and stormwater administrative fine violations. Motion carried unanimously.**

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Amending Fee Schedule for 2019. Mayor Albrecht opened the Public Hearing at 6:33 p.m.

- Andrew Erholtz, 422 4<sup>th</sup> Street SE, President of the Headwaters Landlord Association, proposed a revised fee schedule as it relates to rental permit fees on a per unit scale, providing more separation between the smaller rentals and the larger rentals.
- Harry Aylesworth, also spoke about the rental permit fee and supports the proposal from the Headwaters Landlord Association.

Hearing no other comments, Mayor Albrecht closed the Public Hearing at 6:41 p.m.

**AN ORDINANCE** Amending Fee Schedule for 2019 was given a second reading.

**UPCOMING COUNCIL MEETINGS**

- **Tuesday, November 13** 5:15 p.m. Canvassing Board
- **Tuesday, November 13** 5:30 p.m. Work Session (JPB Budget)
- Monday, November 19 6:00 p.m. Council Meeting

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.
- Mathews provided an update on the Ottertail Power Solar Array Project. He spoke with broker, Bob Kiewatt, and he rates the proposed lot as a “C-” lot and feels it is priced high. Mathews stated that Ottertail Power is still interested in the lot and stated that Ottertail Power usually budgets \$500 a year for these leases.

**ADJOURN**

There being no further business, motion by Lehmann, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 7:09 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is written in a cursive style with a large initial "M".

Michelle R. Miller  
City Clerk

**CANVASSING BOARD  
PROCEEDINGS  
BEMIDJI, MINNESOTA  
November 13, 2018**

Pursuant to due call and notice, the Bemidji City Council met as a Canvassing Board on Tuesday, November 13, 2018, at 5:20 p.m. in the Chambers at City Hall with Mayor Albrecht presiding.

Upon roll call, the following Canvassing Board members were declared present: Albrecht, Lehmann, Erickson, Larson. Absent: Meehlhause, Hellquist, Johnson

Staff Present: City Attorney Alan Felix, City Clerk Michelle Miller

Mayor Albrecht stated that the purpose of the meeting was to canvass the returns of the November 6, 2018 General Election for the City positions of Mayor, Ward 2, Ward 4 and At Large and to certify the results.

**Motion by Larson, seconded by Erickson to accept the results of the November 6, 2018 General Election. Motion carried unanimously.**

The City Clerk was directed to certify the results of the Election to the County Auditor (election results attached).

**ADJOURN**

There being no further business, motion by Erickson, seconded by Lehmann, to adjourn the meeting. Motion carried. Meeting adjourned at 5:25 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk

# Bill List Summary

November 19th, 2018

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
ACH	Wells Fargo Bank	500.00
25887 - 25887	See Attached List	<u>857,333.29</u>
		\$ 857,833.29
	<b>TOTAL</b>	<b>\$ 857,833.29</b>

# Accounts Payable

## Blanket Voucher Approval Document

User: denisea  
Printed: 11/15/2018 - 12:53PM  
Warrant Request Date: 11/20/2018  
DAC Fund:



### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Accela, Inc. #774375	000000000	868.00
2	Acme Tools-Bemidji	000025887	655.00
3	Adams, Denise	000000000	58.04
4	Alerus Retirement and Benefits	000000000	90.00
5	Ameripride	000000000	1,028.68
6	Amity Graphics	000025888	131.35
7	Artisan Beer Company	000025889	788.85
8	Bahr, Charles	000000000	367.99
9	Baratto Brothers Construction	000025890	352,185.43
10	Barr Engineering Company	000025891	7,220.58
11	Bellboy Corporation	000000000	1,149.59
12	Beltrami County Auditor/Treasurer	000025892	1,085.66
13	Beltrami County Dare Advisory	000025893	251.95
14	Beltrami County Recorder	000025894	322.00
15	Beltrami County Solid Waste	000025895	1,813.01
16	Beltrami Electric Coop	000025896	970.18
17	Bemidji Brewing	000025897	1,345.50
18	Bemidji Coca-Cola Bottling Co, Inc	000025898	455.35
19	Bemidji Coop Ass'n, Inc.	000025899	1,217.65
20	Bemidji Curling Club	000025900	4,060.36
21	Bemidji Paper Sales, Inc.	000000000	1,762.72
22	Bemidji Radio, Inc.	000025901	3,500.00
23	Bemidji State University	000025902	1,813.50
24	Bernick's	000000000	18,521.74
25	Bessler Wiebolt Electric	000025903	697.50
26	Beverage Wholesalers	000025904	315.70
27	Bluefin Payment Systems	000000000	1,568.71
28	Bolton & Menk, Inc.	000025905	2,750.00
29	Bowman & Sons Inc	000025906	9,109.00
30	Braun Intertec Corporation	000000000	3,206.50
31	Breakthru Beverage Minnesota Wine & Spirits, LLC	000025907	9,543.04
32	Brogren, Robert	000000000	46.00
33	Brumback, Sherilyn	000025908	282.66
34	BW Distributing	000025909	85.00
35	Carlos Creek Winery	000025910	588.00
36	Carquest Service Center	000025911	1,425.50
37	Chris Ellis Towing & Recovery	000025912	125.00
38	City of Bemidji	000000000	159.00
39	City of Saint Paul	000025913	1,420.00
40	Core & Main	000025914	7,056.95
41	Crazy About Cleaning	000000000	745.00
42	Culligan	000025915	381.10
43	D & D Beverage, LLC	000000000	1,011.30
44	D & L Cleaning & Restoration Spec.Inc.	000025916	1,100.00
45	D-S Beverages	000025917	33,122.28

Page Total: \$476,401.37

Line	Claimant	Voucher No.	Amount
46	Dakota Supply Group, Inc.	000000000	889.01
47	DEMCO	000000000	219.57
48	Department of Public Safety	000025918	11.00
49	DSGW Architects	000025919	6,795.02
50	Earl F. Andersen, Inc.	000025920	2,140.93
51	Electric Pump, Inc	000000000	15,413.75
52	Express Fire Protection Services Inc	000025921	395.00
53	Fed Ex	000025922	555.02
54	Felix, Al	000000000	353.70
55	Fenner, Kevin	000000000	58.32
56	First Data Global Leasing	000000000	39.95
57	FleetPride, Inc.	000025923	60.48
58	Flint Trading ,Inc.	000025924	821.55
59	Forum Communications Company	000000000	1,787.90
60	Freightliner of St. Cloud	000025925	35.27
61	Gaslin Garage Door	000025926	432.00
62	Gopher State One-Call	000000000	831.25
63	Government Finance Officers Assn.	000025927	190.00
64	Grainger	000025928	93.00
65	Graybar	000025929	98.00
66	Hawkins, Inc.	000000000	9,511.67
67	HBI Radio Bemidji	000025930	130.00
68	Heimkes, Paul R.	000025931	1,458.00
69	Hillyard/Hutchinson	000025932	39.55
70	HRP Small Engine & Powersport Repair	000025933	49.94
71	Image Photography & Camera Corner	000025934	984.00
72	Ink Spot Press	000025935	39.56
73	Innovative Office Solutions, LLC	000025936	188.10
74	Intoximeters, Inc.	000025937	118.10
75	Ironhide Equipment, Inc.	000000000	98.43
76	Iverson Corner Drug, Inc.	000025938	35.90
77	Jim Hirt Trucking, Inc	000025939	1,824.01
78	JOBSHQ	000025940	939.50
79	Johnson Bros., Inc.	000025941	35,231.78
80	L & M Supply, Inc.	000025942	422.31
81	Lakeland Public Television	000025943	1,548.00
82	Larson Environmental Consulting	000025944	1,525.00
83	Lawson Products, Inc.	000025945	148.79
84	League of MN Cities	000025946	13,673.00
85	League of MN Insurance Trust	000025947	1,898.79
86	Luekens Village Foods South	000025948	78.57
87	Macqueen Emergency Group	000025949	1,002.65
88	Macqueen Equipment, Inc.	000000000	369.12
89	Mai, Casey	000000000	42.51
90	MailFinance	000025950	179.22
91	Maney Int'l of Alexandria, Inc.	000025951	170.88
92	McCoy Construction & Forestry	000025952	38.14
93	McKinnon Co., Inc.	000025953	14,670.47
94	McMaster-Carr Supply Co.	000000000	81.06
95	Menards-Bemidji	000000000	269.38
96	Mesabi Bituminous Inc	000025954	4,110.52
97	Mike Cleven Construction	000025955	4,500.00
98	Miller, Michelle	000000000	37.60
99	MN Dept of Labor & Industry	000025956	110.00
100	MN Treasury Division., Finance	000025957	23.80
101	MN Valley Testing Lab, Inc.	000000000	100.00
102	NAPA Auto Parts	000000000	1,014.14

Page Total: \$127,883.21

Line	Claimant	Voucher No.	Amount
103	Nature's Edge Garden Center	000025958	520.00
104	Naylor Heating & Refrigeration, LLC	000000000	1,278.82
105	Nei Bottling, Inc.	000025959	378.91
106	Neopost-ACH	000000000	2,958.00
107	Nordlum, Eric	000000000	23.00
108	North Country Electrical Services, Inc.	000025960	1,095.86
109	Northwoods Ice, Inc.	000025961	169.80
110	NW Tire, Incorporated	000025962	40.00
111	Oshki Manidoo Center	000025963	500.00
112	Paustis & Sons	000025964	3,567.50
113	Pederson, Jake	000000000	204.98
114	Phillips Wine & Spirits	000025965	14,214.07
115	Port-Able John Rental & Service, Inc.	000000000	165.00
116	Port-O-Wild Security, Inc.	000000000	816.00
117	Quality Flow Systems, Inc.	000000000	13,984.89
118	RecDesk Software	000025966	3,900.00
119	RMB Environmental Laboratories, Inc.	000025967	424.00
120	Roger's Two Way Radio, Inc.	000025968	198.65
121	Sadeks Repair & Welding, Inc.	000025969	483.32
122	Southern Glazer's of MN	000025970	25,575.52
123	Southside Tow & Rec, Inc	000025971	275.79
124	Spartz, Ron	000025972	15.00
125	Staples Advantage	000025973	1,354.84
126	TDS Metrocom-MN	000000000	986.17
127	Tim Orton Properties, Inc.	000025974	2,000.00
128	Timberline Sports	000025975	115.84
129	Tires Plus of Bemidji	000025976	764.63
130	TransUnion Risk and Alternative	000025977	25.00
131	UPS Store	000025978	133.87
132	US Bank Merchant Billing	000000000	6,628.76
133	Valvoline Instant Oil Change	000025979	35.18
134	Verizon Wireless	000025980	140.04
135	Vinocopia, Inc.	000000000	6,287.00
136	Visu-Sewer, Inc.	000025981	121,245.50
137	Waste Management of WI-MN	000025982	4,681.14
138	Wells Fargo-ACH	000000000	22,504.85
139	Widseth, Smith & Nolting	000025983	4,845.80
140	Wine Merchants	000025984	340.00
141	Worldpay Integrated Payments	000000000	123.84
142	WW Thompson Concrete Products	000025985	9,429.12
143	Zep Manufacturing Company	000025986	378.02
144	Zothman, Michael	000000000	240.00
		Page Total:	\$253,048.71
		Grand Total:	\$857,333.29

# Sanford Center Unpaid Bills Detail All Transactions

	<u>Open Balance</u>
<b>AmeriPride Services</b>	
	112.85
	112.85
	1,267.08
Total AmeriPride Services	<u>1,492.78</u>
<b>Bemidji Coca-Cola Company</b>	
	8.00
	1,579.58
	39.00
	99.45
Total Bemidji Coca-Cola Company	<u>1,726.03</u>
<b>Bemidji State University-Int. Media</b>	
	1,800.00
Total Bemidji State University-Int. Media	<u>1,800.00</u>
<b>Bemidji Welders Supply, Inc.</b>	
	147.52
	230.31
Total Bemidji Welders Supply, Inc.	<u>377.83</u>
<b>BSU - Club Hockey</b>	
	250.00
Total BSU - Club Hockey	<u>250.00</u>
<b>BSU Athletic Dept - Nonprofit Groups</b>	
	250.00
	250.00
Total BSU Athletic Dept - Nonprofit Groups	<u>500.00</u>
<b>City of Bemidji - Parks &amp; Recreation Dept</b>	
	867.00
	774.75
Total City of Bemidji - Parks & Recreation Dept	<u>1,641.75</u>
<b>City of Bemidji MN</b>	
	2,071.32
Total City of Bemidji MN	<u>2,071.32</u>
<b>Delta Theta Kappa</b>	
	197.50
Total Delta Theta Kappa	<u>197.50</u>
<b>Forum Communications Company</b>	
	660.00
Total Forum Communications Company	<u>660.00</u>



# Sanford Center Unpaid Bills Detail All Transactions

	<u>Open Balance</u>
<b>Great River Rescue</b>	
	250.00
Total Great River Rescue	250.00
<b>Guardian Pest Solutions, Inc.</b>	
	260.18
Total Guardian Pest Solutions, Inc.	260.18
<b>HBI Radio Bemidji</b>	
	400.00
Total HBI Radio Bemidji	400.00
<b>Ken-Rich Enterprises, Inc.</b>	
	646.60
Total Ken-Rich Enterprises, Inc.	646.60
<b>Lueken's - North</b>	
	199.63
Total Lueken's - North	199.63
<b>Luekens - South</b>	
	395.72
Total Luekens - South	395.72
<b>Mail Finance</b>	
	309.96
Total Mail Finance	309.96
<b>Network Services Company</b>	
	-89.82
	1,372.14
	58.89
Total Network Services Company	1,341.21
<b>NLFX Professional</b>	
	1,147.50
	150.00
	745.00
	1,045.00
Total NLFX Professional	3,087.50
<b>Sandstrom's</b>	
	189.73
Total Sandstrom's	189.73

## Sanford Center Unpaid Bills Detail All Transactions

	<u>Open Balance</u>
<b>VenuWorks, Inc.</b>	
Reimburse Travel & Microsoft License Fees	592.95
Reimburse credit card charges*	2,442.87
	<hr/>
Total VenuWorks, Inc.	3,035.82
<b>Waste Management</b>	
	462.11
	<hr/>
Total Waste Management	462.11
<b>Manual Checks &amp; Deposits</b>	
Merchant Services	907.43
Johnson Brothers Liquor	154.16
US Foods	3,965.04
BridgePay	180.96
McKinnon Company	520.50
City of Bemidji	4,255.00
Johnson Brothers Liquor	1,074.95
D-S Beverages	1,490.75
US Foods	888.08
Bemidji Brewing	378.00
NovaTime	357.70
McKinnon Company	247.50
	<hr/>
Total Manual Checks & Deposits	14,420.07
	<hr/>
<b>TOTAL</b>	<b><u><u>35,715.74</u></u></b>

\*Credit Card Charges:

- Suite Upgrades
- Operations Department
- Marketing Department
- Administration
- Event Marketing
- Total

Reviewed by Sanford Center Finance Subcommittee via email on 11/14/18

# GENERAL BUSINESS LICENSES - 2019

Type of License	Business Name	Business Location	Fee Paid
<b>Billiards/Pool</b>			
	BEMIDJI BOWL	3455 LAUREL DRIVE NW 3 tables	\$60.00
	CORNER BAR	602 2ND STREET SE 1 table	\$20.00
	KEG N'CORK	310 BELTRAMI AVE NW 2 tables	\$40.00
<b>Billiards/Pool (per table)</b>			
	HARD TIMES	119 3RD STREET NW 1 table	\$20.00
	SLIMS BAR & GRILL	142 ANNE STREET NW 1 table	\$20.00
	THE GARDEN GRILL & PUB	111 CENTRAL AVE SE 1 table	\$20.00
<b>Bowling Alley</b>			
	BEMIDJI BOWL	3455 LAUREL DRIVE NW 24 lanes	\$480.00
<b>Cigarette/Tobacco Products</b>			
	CORNER BAR	602 2ND STREET SE	\$85.00
	HOLIDAY STATIONSTORE #104	1106 PAUL BUNYAN DR S	\$85.00
	HOLIDAY STATIONSTORE #460	414 PAUL BUNYAN DR SE	\$85.00
	PETRO SERVE USA #057	2470 PAUL BUNYAN DR NW	\$85.00
	SLIMS BAR & GRILL	142 ANNE STREET NW	\$85.00
	WALMART SUPERCENTER #3233	2025 PAUL BUNYAN DR NW	\$85.00

## Dances

Type of License	Business Name	Business Location	Fee Paid
	SANFORD CENTER	1111 EVENT CENTER DRIVE NE	\$240.00
<b>Dances (lounge)</b>			
	ELKS LODGE BPOE #1052	114 4TH ST NW	\$240.00
	HARD TIMES	119 3RD STREET NW	\$240.00
	KEG N'CORK	310 BELTRAMI AVE NW Downstairs	\$240.00
<b>Gas Station (per pump)</b>			
	HOLIDAY STATIONSTORE #104	1106 PAUL BUNYAN DR S 12 multi pumps	\$420.00
	HOLIDAY STATIONSTORE #460	414 PAUL BUNYAN DR SE 10 multi/1 single	\$350.00
	KENNY'S CLARK & GOODYEAR	423 BEMIDJI AVE N 4 multi pumps	\$140.00
	PETRO SERVE USA #057	2470 PAUL BUNYAN DR NW 16 multi pumps	\$560.00
<b>Hotel/Motel</b>			
	DOUBLETREE HOTEL	115 LAKE SHORE DRIVE NE	\$65.00
	HAMPTON INN & SUITES	1019 PAUL BUNYAN DR S	\$65.00
<b>Massage Establishment</b>			
	RONALD TUCK THERAPEUTIC MASSAGE	522 BELTRAMI AVE NW, SUITE 108	\$120.00
<b>Massage Therapist</b>			
	RONALD CALVIN TUCK	WITHIN BEMIDJI CITY LIMITS Ron Tuck Massage	\$85.00
<b>Pawnbroker</b>			
	GAMESTOP #2907	2219 PAUL BUNYAN DR NW SUITE	\$185.00
<b>Photographer</b>			

Type of License	Business Name	Business Location	Fee Paid
	IMAGE PHOTOGRAPHY & FRAMING, INC.	WITHIN BEMIDJI CITY LIMITS	\$40.00
	PURRINGTON PHOTOGRAPHY	WITHIN BEMIDJI CITY LIMITS	\$40.00
<b>Plumber</b>	LUNDEEN PLUMBING	WITHIN BEMIDJI CITY LIMITS 006292PM	\$95.00
<b>Restaurant/Food Service</b>	APPLEBEE'S NEIGHBORHOOD GRILL&B	1909 PAUL BUNYAN DR NW	\$35.00
	BAR 209	217 MINNESOTA AVENUE NW	\$35.00
	BEMIDJI BOWL	3455 LAUREL DRIVE NW	\$35.00
	BEMIDJI BREWING COMPANY	211 AMERICA AVE NW	\$35.00
	CORNER BAR	602 2ND STREET SE	\$35.00
	CULVER'S OF BEMIDJI	2200 PAUL BUNYAN DR NW	\$35.00
	DOUBLETREE HOTEL	115 LAKE SHORE DRIVE NE	\$35.00
	GIOVANNI'S PIZZA	104 1ST STREET W	\$35.00
	GREEN MILL	1025 PAUL BUNYAN DR S	\$35.00
	HARD TIMES	119 3RD STREET NW	\$35.00
	HOLIDAY STATIONSTORE #104	1106 PAUL BUNYAN DR S	\$35.00
	HOLIDAY STATIONSTORE #460	414 PAUL BUNYAN DR SE	\$35.00

Type of License	Business Name	Business Location	Fee Paid
	KEG N'CORK	310 BELTRAMI AVE NW	\$35.00
	KEITH'S PIZZA	110 PAUL BUNYAN DR SE	\$35.00
	KEITH'S PIZZA -	1425 PAUL BUNYAN DR NW	\$35.00
	KENTUCKY FRIED CHICKEN	1210 PAUL BUNYAN DR NE	\$35.00
	LUCKY DOGS, LLC	201 BELTRAMI AVE NW	\$35.00
	PAUL BUNYAN SUBSHOP	119 2ND STREET NW	\$35.00
	PETRO SERVE USA #057	2470 PAUL BUNYAN DR NW	\$35.00
	RAPHAEL'S BAKERY	319 Minnesota Avenue W	\$35.00
	RUZY'S BAR & GRILL, INC.	801 WASHINGTON AVE S	\$35.00
	SANFORD CENTER	1111 EVENT CENTER DRIVE NE	\$35.00
	SLIMS BAR & GRILL	142 ANNE STREET NW	\$35.00
	SLURP RAMEN	414 BELTRAMI AVE NW	\$35.00
	SPARKLING WATERS	824 PAUL BUNYAN DR S	\$35.00
	TARA BEMIDJI	401 BELTRAMI AVE N, SUITE A	\$35.00
	TAVERN ON SOUTH SHORE	929 LAKE SHORE DRIVE NE	\$35.00
	THE GARDEN GRILL & PUB	111 CENTRAL AVE SE	\$35.00

Type of License	Business Name	Business Location	Fee Paid
	TUTTO BENE	300 BELTRAMI AVE NW	\$35.00
	WALMART SUPERCENTER #3233	2025 PAUL BUNYAN DR NW	\$35.00
	WASABI SUSHI	419 BELTRAMI AVE NW SUITE 3	\$35.00
	WILD HARE BISTRO & COFFEEHOUSE	523 MINNESOTA AVE NW	\$35.00
<b>Taxicab Service</b>			
	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS 3rd Vehicle	\$35.00
	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS 4th Vehicle	\$35.00
<b>Tree Service</b>			
	LOFGREN LANDSCAPING & TREE SERVI	WITHIN BEMIDJI CITY LIMITS	\$65.00
<b>Used Car Lots</b>			
	BEMIDJI CHRYSLER CENTER	755 PAUL BUNYAN DR NW	\$65.00
	BOB LOWTH FORD	3010 BEMIDJI AVENUE N	\$65.00
	CHESTER BERG TOYOTA	705 PAUL BUNYAN DR NW	\$65.00



## Miscellaneous Liquor License(s) - 2018

BusinessName	Type	Misc	FeePaid
WATERMARK ART CENTER	1 Day Temporary C&D Permit	December 9, 2018	\$15.00



# Liquor, Wine and Club License Renewals - 2019

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
APPLEBEE'S NEIGHBORHOOD GRILL&BAR	APPLE MINNESOTA LLC		Liquor	\$3,780.00
APPLEBEE'S NEIGHBORHOOD GRILL&BAR	APPLE MINNESOTA LLC		Sunday Liquor	\$200.00
BAR 209	THREE LESS ONE, INC.		Liquor	\$3,780.00
BAR 209	THREE LESS ONE, INC.		Sunday Liquor	\$200.00
BEMIDJI BOWL	BEMIDJI BOWL, INC.	& PATIO AREA	Liquor	\$3,780.00
BEMIDJI BOWL	BEMIDJI BOWL, INC.	& PATIO AREA	Sunday Liquor	\$200.00
BUFFALO WILD WINGS	NORTHWOODS BUFFALO WILD WINGS, INC.	& PATIO AREA	Sunday Liquor	\$200.00
BUFFALO WILD WINGS	NORTHWOODS BUFFALO WILD WINGS, INC.	& PATIO AREA	Liquor	\$3,780.00
CORNER BAR	STUBTAYA, INC.	& PATIO AREA	Sunday Liquor	\$200.00
CORNER BAR	STUBTAYA, INC.	& PATIO AREA	Liquor	\$4,255.00
COUNTRY KITCHEN	POXLEITNER HOSPITALITY LLC		Wine	\$585.00
DAVE'S PIZZA	PETER T. FENSON		Wine	\$585.00
DOUBLETREE HOTEL	SCGM, LLC	& PATIO AREA	Wine	\$585.00
ELKS LODGE BPOE #1052	BPOE LODGE #1052		Club/Sunday	\$700.00
GIOVANNI'S PIZZA	GIOVANNI'S PIZZA		Wine	\$585.00
GREEN MILL	EDGEWATER GROUP	& PATIO AREA	Sunday Liquor	\$200.00
GREEN MILL	EDGEWATER GROUP	& PATIO AREA	Liquor	\$3,780.00
HARD TIMES	HARD TIMES, INC.		Liquor	\$4,255.00
HARD TIMES	HARD TIMES, INC.		Sunday Liquor	\$200.00
KEG N'CORK	RAUTIO INDUSTRIES, INC.		Liquor	\$4,255.00
KEITH'S PIZZA	KEITH'S PIZZA INC.		Wine	\$585.00
KEITH'S PIZZA -	KEITH'S PIZZA INC.		Wine	\$585.00
NORTHERN LIQUOR OFF SALE	HANSON'S NORTHERN SALES INC.		Off Sale Liquor	\$460.00

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
PIZZA HUT #030198	MUY PIZZA MINNESOTA LLC		Wine	\$585.00
RUZY'S BAR & GRILL, INC.	RUZY'S BAR & GRILL, INC.	& COURTYARD	Liquor	\$3,780.00
RUZY'S BAR & GRILL, INC.	RUZY'S BAR & GRILL, INC.	& COURTYARD	Sunday Liquor	\$200.00
SANFORD CENTER	VENUWORKS OF BEMIDJI, LLC	& PATIO AREAS	Liquor	\$3,780.00
SANFORD CENTER	VENUWORKS OF BEMIDJI, LLC	& PATIO AREAS	Sunday Liquor	\$200.00
SLIMS BAR & GRILL	BEAVER POND INC.	& PATIO AREA	Sunday Liquor	\$200.00
SLIMS BAR & GRILL	BEAVER POND INC.	& PATIO AREA	Liquor	\$3,780.00
SLURP RAMEN SPARKLING	TARA BEMIDJI LLC		Wine	\$585.00
SPARKLING WATERS	SPARKLING WATERS BY THE BAY INC. & OUTDOOR		Liquor	\$3,780.00
TARA BEMIDJI	TARA BEMIDJI LLC		<b>WINE</b>	\$585.00
TAVERN ON SOUTH SHORE	BEMIDJI TAVERN, LLC	& PATIO AREA	Sunday Liquor	\$200.00
TAVERN ON SOUTH SHORE	BEMIDJI TAVERN, LLC	& PATIO AREA	Liquor	\$3,780.00
THE GARDEN GRILL & PUB	ROCKWOOD CANYON LLC	& PATIO AREAS	Sunday Liquor	\$200.00
THE GARDEN GRILL & PUB	ROCKWOOD CANYON LLC	& PATIO AREAS	Liquor	\$3,780.00
TUTTO BENE	TARTUFFI LLC	& COURTYARD	Liquor	\$3,780.00
TUTTO BENE	TARTUFFI LLC	& COURTYARD	Sunday Liquor	\$200.00
WASABI SUSHI	TARA BEMIDJI LLC		Liquor	\$3,780.00

# Beer License Renewals - 2019

First Reading of beer licenses per City Code Sec. 4-44(a).

Business Name	Business Owner	Alcohol	Fee Paid
4TH STREET TESORO	TOOL RENTAL, INC.	Beer - Off Sale	\$95.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Small Brewer	\$240.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Taproom On Sale	\$200.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Taproom On Sale	\$400.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Off Sale Brew Pub	\$200.00
BEMIDJI CURLING CLUB	BEMIDJI CURLING CLUB	Beer - On Sale	\$295.00
C.K. DUDLEY'S EXPRESS	C.K. DUDLEY'S INC.	Beer - On Sale	\$295.00
C.K. DUDLEY'S EXPRESS	C.K. DUDLEY'S INC.	Beer - Off Sale	\$95.00
COUNTRY KITCHEN	POXLEITNER HOSPITALITY LLC D	Beer - On Sale	\$295.00
DAVE'S PIZZA	PETER T. FENSON	Beer - On Sale	\$295.00
DOUBLETREE HOTEL	SCGM, LLC	Beer - On Sale	\$295.00
GIOVANNI'S PIZZA	GIOVANNI'S PIZZA	Beer - On Sale	\$295.00
HOLIDAY STATIONSTORE #104	HOLIDAY STATIONSTORES, LLC	Beer - Off Sale	\$95.00
HOLIDAY STATIONSTORE #460	HOLIDAY STATIONSTORES, LLC	Beer - Off Sale	\$95.00
KEITH'S PIZZA	KEITH'S PIZZA INC.	Beer - On Sale	\$295.00
KEITH'S PIZZA -	KEITH'S PIZZA INC.	Beer - On Sale	\$295.00
LUCKY DOGS, LLC	JULIE M. BRANDT	Beer - On Sale	\$295.00
LUEKEN'S VILLAGE FOODS - NORTH	LUEKEN'S VILLAGE FOODS	Beer - Off Sale	\$95.00
LUEKEN'S VILLAGE FOODS - SOUTH	LUEKEN'S VILLAGE FOODS	Beer - Off Sale	\$95.00
MARKETPLACE FOODS	JOHANNESON'S, INC.	Beer - Off Sale	\$95.00
PIZZA HUT #030198	MUY PIZZA MINNESOTA LLC	Beer - On Sale	\$295.00
SIMONSON MARKET	SIMONSON STATION STORES, INC.	Beer - Off Sale	\$95.00
SLURP RAMEN	TARA BEMIDJI LLC	Beer - On Sale	\$295.00
TARA BEMIDJI	TARA BEMIDJI LLC	Beer - On Sale	\$295.00
WALMART SUPERCENTER #3233	WALMART STORES, INC.	Beer - Off Sale	\$95.00

# **COUNCIL AGENDA ITEM**



RETURN TO AGENDA

**Meeting Date: November 19, 2018**

**Action Requested: Approve Union Contracts for 2019 to 2021**

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

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## **Background**

The City currently has five (5) three-year union contracts that are set to expire December 31, 2018. As you may recall, our Springsted job study was completed as planned in early July and a work session was held August 7<sup>th</sup> to review the study, the related implementation options, and to discuss Council direction. In August Council agreed to implement the study results, and after this decision was made staff began meeting with unions stewards and business agents. Staff understood the cost to implement job study results were significant and therefore wanted to minimize COLA increases and reduce benefit costs.

Over the last year, an insurance committee consisting of each union and the non-union group has been discussing the city benefit system, often referred to as the cafeteria plan. Established in 2000 based on Beltrami County's plan, the structure paid equal dollars to purchase various benefits including insurance, medical reimbursement accounts, deferred and/or taxable compensation and day care costs. After much discussion, there was consensus amongst employees to change the contribution structure to encourage more families and dependent participation in the insurance pool. Doing so results in employees with dependent or family health insurance receiving a higher City contribution. This change resulted in \$21,000 of annual savings to the City and added more families and dependents to the insurance pool.

In addition to benefits and the 2018 job study results, wage adjustments include a cost of living (COLA) component. Data from sixty-five other settled contracts for 2019 indicate COLA amounts ranging from 2.6% to 2.8%. The twenty-eight settled contracts for 2020 ranged from 2.8% to 3.1%.

After initial union meetings staff felt the City was in a good negotiating position, primarily because the Council decision to implement the job study was well received and appreciated. All unions agreed to implement the job study, accepted lower than average COLA's and the change in benefit structure. The package deal wasn't an easy sell, but in the end when both sides compromise, it normally indicates a fair negotiation result for both sides.

All contracts have been negotiated and approved by unions and include the following terms:

- Accepted job study results and implementation.
- COLA increases of **2.25%** in 2019, **2.5%** in 2020 and **2.75%** in 2021.
- Change in cafeteria plan structure, which reduced annual benefit costs \$21,000. City contribution based on level of health insurance, single health coverage employees receive \$900/month, employee with dependents receive \$1,200/month, family coverage employees receive \$1,300/month and Local 49er's receive \$1,150/month. For contract years 2020 and 2021 each contribution level increases \$100.
- Changes for items such as clothing allowance, shift differential and field training pay were made with no significant budget impact.

The 2019 budget includes funding to accommodate these contract settlement terms.

Copies of the updated union contracts are available for review in the City clerk's office.

**RECOMMENDATION:**

Approve 2019 to 2021 union contracts for Firefighters, Police Patrol, Police Supervisors, Liquor Store and Local 49er's which include wage, benefit adjustments and language changes as stated above.

NEXT ITEM

# RESOLUTION NO.

## A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND BEMIDJI UNIFORMED FIREFIGHTERS ASSOCIATION, LOCAL 2302 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS FOR THE CALENDAR YEAR 2019-2021

**WHEREAS**, representatives of the City and representatives of Bemidji Uniformed Firefighters Association, Local 2302 of the International Association of Firefighters representing the employees in the Bemidji Fire Department have negotiated a three year labor agreement for the term January 1, 2019, through December 31, 2021; and,

**WHEREAS**, said agreement is on file in the City Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT ITEM

# RESOLUTION NO.

## A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND LAW ENFORCEMENT LABOR SERVICES, INC., POLICE DEPARTMENT LOCAL NO. 126 EMPLOYEE BARGAINING UNIT FOR 2019-2021

**WHEREAS**, representatives of the City and representatives of Law Enforcement Labor Services, Inc. representing the employees in the police department bargaining unit have negotiated a three year labor agreement for the term January 1, 2019, through December 31, 2021; and,

**WHEREAS**, said agreement is on file in the City Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the tentative agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT ITEM

# RESOLUTION NO.

## A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND LAW ENFORCEMENT LABOR SERVICES, INC., SERGEANTS LOCAL NO. 227 EMPLOYEE BARGAINING UNIT FOR 2019-2021

**WHEREAS**, representatives of the City and representatives of Law Enforcement Labor Services, Inc. representing the employees in the Bemidji Police Department - sergeants bargaining unit have negotiated a three year labor agreement for the term January 1, 2019, through December 31, 2021; and,

**WHEREAS**, said agreement is on file in the City Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT ITEM



# RESOLUTION NO.

## A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND UFCW LOCAL #1189 REPRESENTING THE LIQUOR STORE EMPLOYEE BARGAINING UNIT FOR 2019-2021

**WHEREAS**, representatives of the City and representatives of UFCW Local 1116 representing the employees in the liquor store bargaining unit have negotiated a three year labor agreement for the term January 1, 2019, through December 31, 2021; and,

**WHEREAS**, said agreement is on file in the City Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the tentative agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT ITEM

# RESOLUTION NO.

## A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND IUOE, LOCAL 49 REPRESENTING THE PUBLIC WORKS, PARKS, STREETS AND UTILITY EMPLOYEE BARGAINING UNIT FOR 2019-2021

**WHEREAS**, representatives of the City and representatives of IUOE Local 49 representing the employees in the public works, parks, streets and utility bargaining unit have negotiated a three year labor agreement for the term January 1, 2019, through December 31, 2021; and,

**WHEREAS**, said agreement is on file in the City Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the tentative agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT ITEM

RETURN TO AGENDA



City Manager's Office

**TO:** Honorable Mayor Albrecht and City Council  
**FROM:** Nate Mathews, City Manager  
**DATE:** November 15, 2018  
**RE:** Rail Corridor Port Consulting Proposal review *Nate*

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At our September 4, 2018 Regular Council meeting, the City Council requested the St. Paul Port Authority/Port Consulting to submit a Rail Corridor professional services proposal containing estimated tasks and costs needed to submit the corridor redevelopment project for State grant applications and construction. As you recall, earlier this year Port Consulting completed Technical memorandum I (March 2018) and Technical memorandum II (September 2018). This work consisted of a very thorough market study, soils analysis, redevelopment scenarios based on soil conditions with related contamination/remediation strategies, preliminary cost analysis and estimates for remediation and public infrastructure, preliminary tax analysis, preliminary conversations with MPCA staff, and other work.

This next stage of required professional services are identified as Implementation Services, which as you can see are divided into three separate phases and tied to grants that the City will be eligible to apply for (MN DEED Redevelopment Grant, MN DEED Contamination Cleanup Grant). The scope of the tasks and costs contained in this Implementation Services proposal were identified and discussed in the previous two Port Consulting Technical Memorandums. As a related note, please be aware that in September of this year I enrolled the Rail Corridor into the MPCA's Voluntary Investigation and Cleanup (VIC) program.

Total fees for the Implementation services phase total \$320,070, of which, \$118,280 are eligible for grant reimbursement. City Engineer Gray and I have reviewed the scope of services and fees and feel they are reasonable based on the work required and accurately reflect the complexity of issues that need to be consecutively managed on a site such as this. As a side note, I have shared this proposal with some Board members and the Director of Greater Bemidji and have asked if they might discuss financially assisting us in this next phase of the project.

Because this proposal is directly related to the State grant timelines, staff are looking for direction from the City Council on how you wish to proceed on this project.

NEXT ITEM

October 30, 2018

**Nate Mathews, City Administrator**

Port Consulting and Team,  
Barr—Environmental Review  
Streamline—Cultural Resources Review  
Loucks—Civil Engineering and Site Planning  
Braun—Geotechnical  
Stoel Rives LLP/Parkway Law—Legal Analysis  
Maxfield Research—Marketing Analysis

**Bemidji Rail Corridor Redevelopment Site— Proposal: Grants to Construction**

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On September 4, 2018, the Bemidji City Council requested that Port Consulting prepare a proposal which outlines the scope and estimated costs to complete the tasks to submit for grant applications and construction. In preparing our proposal, we broke down the tasks into Implementation Phases and provided an estimated cost for each of the tasks and Phases. The Implementation Phases are summarized in the attached project schedule and include the following:

**Services needed for Implementation Phase 1 (inc. Redevelopment Grant)**

- **October 30, 2018 to February 1, 2019**

**Services needed for Implementation Phase 2 (inc. Cleanup Grant)**

- **February 1, 2018 to May 1, 2019**

**Services needed for Implementation Phase 3 (inc. Construction)**

- **May 1, 2019 to Fall of 2019**

**Meetings**

- **October 2018 to Fall of 2019**

The Tasks outlined below are the culmination of the data gap noted throughout our review, and we are addressing tasks which were addressed in previous Technical Memos. This proposal simply places recommended tasks in chronological order to meet specific grant application submittal dates and a potential 2019 Fall development start.

Our proposal takes into account the sensitivity of the potential archaeological remains on the site. We are recommending consultation and coordination with Tribal leaders, or a Tribal representative, prior to and during any soil investigation and construction on the site. Although monitoring may not be required for soil borings, since the boring holes will create minimal impact with minimal soil removal, we are proposing outreach to a Tribal leader or representative to ask whether monitoring is desired. Our archaeological

consultant, Streamline Associates, will provide archaeological monitors during development construction and will coordinate with Tribal representatives to ensure that Tribal monitors are also invited to be present.

Our team's value-added approach includes careful coordination of consultant schedules during onsite research efforts to facilitate the sharing of resources and information. We want to ensure our team members work on the site at the same time to minimize costs on mobilization and monitoring. The breakdown of our consultants' scope is found below:

## **Streamline Associates—Cultural Resources Review**

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Streamline will continue consultation with the Office of the State Archaeologist (OSA) and the Minnesota Indian Affairs Council (MIAC), which began earlier this summer. The consultation will consist of telephone calls, written correspondence, and an on-site meeting prior to any subsurface testing. In addition, Streamline will consult with the State Historical Preservation Office (SHPO) regarding potential effects to the Great Northern Depot and the Nymore Bridge, both of which are listed in the national Register of Historic Places.

The Phase I survey will consist of systematic pedestrian reconnaissance survey, manual soil borings, bucket auger borings, and sub-surface shovel testing. If archaeological artifacts are encountered, the approximate boundaries of the site and its nature will be further explored. Streamline will also provide archaeological monitoring during construction and will coordinate with Tribal representatives to ensure Tribal monitors are invited to be present. Streamline has provided a formal cost estimate for their services.

## **Barr—Environmental Review**

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Barr will continue the contaminated soils investigation following the information gathered from the MPCA. Barr discovered that a Phase 1, environmental site assessment (ESA) is not required, as the previous Phase 1 report was acceptable to enter the MPCA's Brownfield program. Barr's scope in this proposal is to prepare a Phase II Work Plan followed by a Phase II Report and Response Action Plan (RAP). Because of the many past investigations and reports regarding the property, the MPCA will likely need a comprehensive summary of the borings and analytical data to ensure that existing data gaps are covered in the Phase II. The RAP will provide specific protocol for how our construction team will handle environmental hazards on the site. The Phase II Work Plan, Report and RAP are needed to apply for any contamination grants and may be required for the redevelopment grant, or at a minimum, as part of the process.

Barr will conduct field implementation work that includes soil, groundwater, and soil vapor sampling. For example, investigation has not yet been completed below property buildings and soil gas samples have not been collected across the property, per current MPCA requirements. Barr will coordinate on-site work with the other team consultants in order to minimize costs and maximize the sharing of information.



## **Braun—Geotechnical Testing**

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Port Consulting has engaged Braun Intertec Corporation, Hibbing Office (Braun) to provide additional geotechnical evaluation to further characterize geologic conditions and evaluate their impacts on the Scenario B design. Braun joined our team as a result of their previous work on the site, and subsequent knowledge obtained from soil testing previously conducted when the City of Bemidji was exploring the idea of a community center on the site. Braun proposes to drill eleven (11) additional test borings in the intended building areas, and nine (9) additional test borings in the proposed parking, roadway, landscape, park and stormwater treatment areas. Soil samples will be returned to the Braun laboratory to be classified and logged. A report will be prepared using data obtained from the previous and proposed borings and lab tests to evaluate the subsurface profiles and groundwater conditions. The report will provide analysis needed by the engineering consultants, with recommendations for construction and building design. Braun has provided a formal cost estimate for their services.

## **Loucks—Civil Engineering**

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Loucks will continue to finalize the design of the site, based on Scenario B, and will prepare construction documents necessary for grant applications and construction/building permits. The construction documents will be prepared at specific stages of completion to allow the team and City an opportunity to evaluate the plan as it moves through the grant and permitting process. The plan will be provided at 30 and 100 percent completion. Construction plans will include a grading plan, soil management, street design, storm sewer, sanitary and water services, landscape, soil and water protection (SWPPP) and construction specifications. Loucks has provided a breakdown of preliminary and final construction scope and estimated costs.

## **Stoel Rives LLP/Parkway Law—Legal Analysis**

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The environmental liability and legal oversight will be conducted by Stoel Rives LLP and Parkway Law, in coordination with the City's legal office. Their expertise in environmental law and contamination clean-up grant applications will prove extremely beneficial as the project moves forward. Their services will be provided on an as-needed basis for oversight of the Phase II plan, RAP and grant applications. As it is impossible to predict legal implications which may be encountered, we have provided a summary of their potential services and estimated costs. Please see Exhibit B.

## **Port Consulting – Grant Development & Project Management**

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Grant application strategy and development will be coordinated by Port Consulting across the multi-disciplinary team. Overall project management and team coordination will also be by Port Consulting. It is necessary to recruit developer(s) and/or end user(s) to the site at this time in order to qualify for grant funding. This will be accomplished through the Enhanced Brokerage Services of Port Consulting via a listing agreement.



# Port Consulting

## Proposal Schedule and Cost

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We prepared a project schedule to outline which tasks will occur during the preparation of the grants and site construction. Several of the tasks overlap into one or all of the Target Sections, however some tasks may be completed in one section. Timelines are subject to shared mobilization and archeological monitoring. For tasks that overlap service timelines, we divided the cost between the Target Sections.

The estimated project cost for the proposed Target Sections are as follows:

<b>Implementation Phase 1 (inc. Redevelopment Grant)</b>	\$131,670
<b>Implementation Phase 2 (inc. Cleanup Grant)</b>	\$104,070
<b>Implementation Phase 3 (inc. Construction)</b>	\$74,330
<b>Meetings</b>	<u>\$10,000</u>
	TOTAL
	\$320,070

The estimated fees include grant eligible reimbursements which allows the City of Bemidji to reclaim up to \$118,280 from the \$320,070 estimated above. The potential eligible reimbursements are highlighted in yellow in the Exhibit A Cost Schedule.

The estimated fees do not include archeological construction monitoring. These fees will be based on specific project needs and requests of the Tribal leaders or their representatives.

We are excited to see the project moving forward as we continue partnering with the City of Bemidji to create solutions and momentum for the development of a contaminated site. The City is taking important, necessary steps to create favorable conditions for development and successfully position the site for state and federal funding. We look forward to continue working with the City of Bemidji on this exciting development opportunity!

Sincerely,

Port Consulting

Monte Hilleman  
Senior Vice President, Real Estate Development

# EXHIBIT A — COST SCHEDULE\*

\*Items highlighted in yellow may be Grant Eligible for Reimbursement

## IMPLEMENTATION PHASE 1 | OCT 1, 2018 – FEB 1, 2019

(includes MN DEED Redevelopment Grant Application)

### PORT CONSULTING

Broker agreement with the City to market site, advise and coordinate negotiations...Commission Based at Closing	
Overall Project Management & Coordination .....	\$9,360
Coordinate Redevelopment Grant & Analysis / Writing / Review .....	\$3,000

### STREAMLINE

Tribal and Agency Consultation .....	\$3,250
Phase 1 Archaeology.....	\$9,630
Boring Monitoring \$.....	100-\$120/hour
<ul style="list-style-type: none"> <li>• Not required, but if requested estimate five (5) hours</li> </ul>	

### BARR

Field Implementation .....	\$7,500
Begin Phase II Work Plan .....	\$7,600
Begin Response Action Plan (RAP).....	\$8,150
<ul style="list-style-type: none"> <li>• Estimated three (3) months for MPCA approval</li> </ul>	
MPCA Coordination .....	\$1,200

### BRAUN

Begin geotechnical field investigation work   Soil Borings, Lab Testing & Reporting.....	\$20,940
<ul style="list-style-type: none"> <li>• 20 days once on site, dependent on Archeological/Tribal Monitoring</li> </ul>	

### LOUCKS

Preliminary Grading and Drainage Documents.....	\$48,540
<ul style="list-style-type: none"> <li>• 30% Complete CD Plans</li> </ul>	

### STOEL RIVES/PARKWAY LAW

Grant Application Coordination & Writing (Exhibit B Item D).....	12,500
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TOTAL FOR FIRST TASKS	\$131,670
SUBTOTAL POTENTIAL GRANT ELIGIBLE ITEMS	(\$24,450)

## IMPLEMENTATION PHASE 2 | FEB 1, 2019 – MAY 1, 2019

(includes MN DEED Contamination Cleanup Grant Application)

### PORT CONSULTING

Overall Project Management & Coordination .....	\$9,360
Coordinate DEED Clean-Up Grant & Analysis / Writing / Review .....	\$3,000

### STREAMLINE

Continue Tribal and Agency Consultation* .....	\$3,250
Complete Phase 1 Archaeology .....	\$9,630
Continue Boring Monitoring (If requested) .....	\$100-\$120/hour

### BARR

Complete Field Implementation .....	\$7,500
Complete Phase II Work Plan.....	\$7,600



Complete/Submit/Secure Approval of Response Action Plan (RAP) .....\$8,150

**LOUCKS**

Preliminary Grading and Drainage Documents.....\$33,080  
• 60% Complete CD Plans

**STOEL RIVES/PARKWAY LAW**

Grant Application (Exhibit B Item D).....\$12,500  
Liability Analysis (Exhibit B Item A).....\$ 2,500  
• Necessary to develop a grant application strategy and liability protection / minimization strategy  
RAP Development (Exhibit B Item B).....\$ 7,500

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TOTAL FOR SECOND TASKS \$104,070  
SUBTOTAL POTENTIAL GRANT ELIGIBLE ITEMS (\$63,830)

**IMPLEMENTATION PHASE 3 | MAY 1, 2019 – FALL 2019**  
**(includes Construction of Site Improvements and Remediation)**

**PORT AUTHORITY**

Overall Project Management & Coordination .....\$5,000  
Complete Development Agreement with a Developer ..... Commission Based at Closing

**STREAMLINE**

Tribal and Agency Consultation .....\$3,250  
Construction Monitoring (determined at time of construction) \$100-\$200/hour

**LOUCKS**

Final Grading and Drainage Documents .....\$33,080  
• 100% Complete CD Plans

**STOEL RIVES/PARKWAY LAW**

Grant Management and Reimbursements (Redevelopment and Contamination Grants) (EXHIBIT B ITEM E) ...\$18,000  
Liability Strategy Implementation (EXHIBIT B ITEM C).....\$ 5,000  
RAP Implementation Environmental Legal Oversight (EXHIBIT B ITEM F) .....\$10,000

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TOTAL FOR THIRD TASKS \$74,330  
SUBTOTAL POTENTIAL GRANT ELIGIBLE ITEMS (\$30,000)

**MEETINGS | OCTOBER 1, 2018 – FALL 2019**

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Team Meetings | Estimated Five (5) Conference Call Meetings.....\$5,000  
Council Meetings | Estimated Two (2) Meetings.....\$5,000

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TOTAL FOR MEETINGS \$10,000

GRAND TOTAL FOR TASKS AND MEETINGS\* \$320,070  
SUBTOTAL POTENTIAL GRANT ELIGIBLE ITEMS (\$118,280)

\* Does not include archaeological construction monitoring fee, which will be determined during the preconstruction meeting.

# EXHIBIT B — STOEL RIVES/PARKWAY LAW

## DETAIL OF SERVICES

### Item A

**Liability Analysis:** Necessary to come up with a grant application strategy and a liability protection/minimization strategy [with most, if not all, information provided to us].

### Item B

**RAP Development:** to maximize grant eligible costs and limit liability exposure, and provide project experience input [Communication/Consultation with Barr and MPCA regarding RAP concepts, and reviewing and revising RAP]

### Item C

**Liability Strategy implementation:** Secure liability protections and/or minimize future liability exposure.

### Item D

**Supplemental Phase II ESA work:** Redevelopment Grant application and Contamination Cleanup Grant application: meetings, conference calls, other communications, and grant writing.

### Item E

**Grant Management During Grant Periods:** Preparing grant disbursement requests and reporting required by grant agreements [Assumes two year grant period and two grant disbursement requests for the Redevelopment Grant and three year grant period and five disbursement requests for the Contamination Cleanup Grant].

### Item F

**RAP Implementation Environmental Legal Oversight:** Addressing unanticipated environmental issues during RAP implementation; reviewing RAP Amendments, Addendums, and Implementation Report; assist with securing final environmental assurance(s)

# PROPOSED SCHEDULE: GRANT APPLICATIONS TO CONSTRUCTION

SERVICES AND TASKS	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019
<b>KEY DATES</b>	●				◆			★				○		
<b>Port Consulting</b>														
Broker Agreement with City / Site Marketing														
● Prepare Redevelopment Grant x 15 hours														
● Prepare DEED Clean Up Grant x 15 hours														
Complete Development Agreement w/developer x 25 hours														
<b>Streamline</b>														
Tribal & Agency Consultation														
Phase 1 Archaeology														
Boring Monitoring   NOT REQUIRED, however, if requested, est. five (5) hours														
Construction Monitoring – determined at time of construction														
<b>Barr</b>														
Phase II Work Plan														
Begin Response Action Plan (RAP) (Est. three months for MPCA approval)														
MPCA Coordination														
<b>Braun</b>														
Begin field investigation work: soil borings, lab testing & reporting (20 days once on-site, dependent on archeological and tribal monitoring														
<b>Loucks</b>														
Grading & Drainage Documents														
● 30% Completed CD Plans														
● 60% Completed CD Plans														
● 100% Complete CD Plans														
<b>Stoel Rives/Parkway Law</b>														
Liability Analysis: necessary to come up with a grant application strategy and liability protection/minimization strategy														
Liability Strategy Implementation: Secure liability protections and/or minimize future liability exposure														
Legal Services as needed														
<b>MEETINGS</b>														
Team Meetings   Est. 5 Conference Calls @ 7.5 hours				X		X								
Council Meetings   Est. 2 @ 8 hours travel and meetings				X			X							

**KEY DATES** | ● City Council Authorization | October 22, 2018 | ◆ Redevelopment Grant Application | February 1, 2019 | ★ Clean-Up Grant Application | May 1, 2019 | ○ Construction Meetings | Fall 2019

# CITY OF BEMIDJI

## ORDINANCE NO. , 3<sup>RD</sup> SERIES

AN ORDINANCE AMENDING CHAPTER 20 OF THE BEMIDJI CITY CODE ENTITLED, "STREETS, SIDEWALKS AND OTHER PUBLIC PLACES" BY ADDING SECTION RELATING TO PERMITTING OF "SPECIAL EVENTS"

THE CITY OF BEMIDJI DOES ORDAIN:

**SECTION 1.** Bemidji City Code, Chapter 20, entitled, "Streets, Sidewalks and Other Public Places" is hereby amended by adding the following Section relating to "Special Events":

Sec. 20.8 - Special Events

(a) **Definitions:**

"**Special event**" means an event held in the City in which one or more of the following occurs:

- (1) a temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the Council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to Sec. 4-97(b);
- (2) a street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) use of a City park or public way which exceeds 300 attendees;
- (4) amplified sound is to be used in connection with a gathering, see City Code Chapter 14, Article IV (Noise); or
- (5) the event will adversely impact a considerable number of members of the public or City resources.

"**Person**" means an individual, partnership, corporation, or any association of individuals, partnerships or corporations.

(b) **Purpose and Intent.**

The City finds that in the interest of public health, safety and welfare, citizens have the right to be assured that events occurring within the City are operated in a safe and healthy manner that minimizes the potential adverse impacts to the citizens. At the same time, the City recognizes the desire of many of the City's citizens, individually and in gatherings, to fully enjoy outdoor related events. Therefore, the Council's objective herein is to preserve, protect and promote the City's citizens' health, safety, welfare and quality of life, through reasonable, regulation, control and planning of special events.

(c) **Permit Required.**

No person shall conduct, maintain, or operate a special event as defined herein on public property unless such person shall first obtain a permit issued under this Ordinance. Permit applications will be considered by the City Council in the manner hereinafter prescribed, and such person shall comply with the provisions of this section, and the terms and conditions prescribed in such permit.

NEXT ITEM

(d) **Application for Permit.**

Each applicant for a permit shall file an application on a prescribed form with the City Clerk. Such application must be received by the City Clerk according to the following schedule:

- 30 days prior to the event for events planned for under 300 participants;
- 120 days prior to the event for events planned for over 300 and less than 1,000 participants; or
- 180 days prior to the event for events planned for over 1,000 participants.

The City may waive the filing deadline upon: 1) the applicant's showing of good cause or reasonable excuse for the late filing; 2) the absence of any prejudice to the public's health, safety and welfare; and, 3) the City Council's ability to hold a public hearing concerning the application prior to the scheduled event. The application must contain the following information:

- (1) The location(s) for which the permit is sought;
- (2) The dates and times of the event for which the permit is sought;
- (3) The name, address and telephone number of the Applicant and the contact person named by the Applicant to implement the permit and to be on site during the event. The contact person must be responsible for permit's compliance with the laws of this section and any terms or conditions imposed upon the approval of the permit;
- (4) A description of the facilities and arrangements that are in place for the handling of food, medical needs, sanitation, fire services, garbage disposal, and adequate security and police protection for the event including crowd control, traffic control and police protection for adjacent property owners;
- (5) Statement or identification on the site plan of compliance with the American with Disabilities Act for access to facilities and services (including sanitation).
- (6) A description or identification on the site plan for compliance with local and state storm water rules and regulations, including proper disposal of grey water and food vendor byproducts/grease and protection of storm water inlets and basins.
- (7) A sketch, site plan, stage plot or other description of the land and premises to be used for the event for which the permit is sought;
- (8) A description of the entertainment intended to be provided, including the type of entertainment, the location where it is to be staged or provided, the dates and time frames during which entertainment is to be provided, a statement as to the maximum number of persons who will be permitted to be in attendance on any particular day and a description of the means by which attendance will be limited to such number of persons;
- (9) A description of the means and methods proposed by the Applicant to prevent noise from the event unreasonably disturbing those persons who live or work in the vicinity of the event;
- (10) Applicant shall notify affected property owners 14 days prior to a street closure. If businesses are affected, applicant shall submit to the city the Street Closure Consent/Objection forms with 75% in favor of the event. Applicant is responsible for setup and removal of barricades. Barricades are available by written request from the street department.
- (11) Applicant is responsible for supplying and posting "No Parking" signs. No parking signs must include the day and time of closure and must be posted 24 hours before street closure. Signs must be laminated. Signs must be stapled to wood lathes and inserted into traffic cones. At six (6) signs per street side are required for posting. Traffic cones are available by written request from the street department.
- (12) Applicant must notify dispatch if any vehicles are requested to be towed.

- (13) A statement from the Applicant indicating the applicant has obtained a copy of this section, has read and does understand the regulations found within this section, and does intend to comply with the regulations found within this section and any conditions of approval imposed upon the permit that might be granted in response to his application;
- (14) Such other information that the city may need in order to carry out the purposes of this section, or that may be required pursuant to any special event policy that may be approved by the city council from time to time.

(e) **Meeting Prior to Issuance.**

Applicant and/or their representative may be required to meet with City staff and other government units within 10 days of receipt of application.

(f) **Issuance of Permit.**

(1) Terms. The city must consider each application for a special event permit in light of the all of the following criteria:

- a. The day of the week, time of day and duration of the special event;
- b. The character and nature of land uses underlying and adjacent to the special event;
- c. The proximity and compatibility of the special event to residential, religious or medical facilities, or the general public;
- d. The volume, frequency and type of sound to be generated (compliance check with City Code Chapter 14, Article IV (Noise Regulations)); and
- e. The sufficiency of the arrangement made to provide adequate security, garbage disposal, restrooms, crowd control, traffic control and parking control.

(2) The City will not issue a special event permit to any person who has, during the past 12 months, failed to observe the terms and conditions of any previously issued special event permit or who has had his or her right to apply for and receive a permit suspended or revoked under section (f). The City will not issue a special event permit for any location where, during the past 12 months, there has been an incident involving the failure to observe the terms and conditions of any previously issued special event permit.

(3) The City may impose conditions upon its issuance of any permit that are reasonably related to the satisfaction of the provisions or the furtherance of the objectives of this section including the criteria listed in Paragraph (e) of this section. Those conditions may include a time restriction on the special event permit issued pursuant to section (1)a.

(4) The City may require a meeting with key staff which may include other governmental units prior to event.

(5) The applicant/permittee shall keep the special event permit in possession at all times at the location of the special event under the authority of the permit, and shall present the permit upon demand by a law enforcement officer.

(g) **Suspension or Revocation of Permit.**

(1) A special event permit issued by the City may be suspended or revoked upon a finding that the permittee, during the term of the permit, failed to comply with any provision of this section, any directive or order issued by a law enforcement officer, any condition imposed upon the issuance of the permit, any term or provision stated upon the permit, or any

applicable federal or state statute, administrative rule, or city or county ordinance.

- (2) A person's right to apply for and receive a special event permit may be suspended or revoked upon a finding that the person has failed to comply with any provision of this section, any directive or order issued by a law enforcement officer, any condition imposed upon the issuance of the permit, any term or provision stated upon the permit, or any other applicable federal or state statute, administrative rule, or city or county ordinance.
- (3) Any suspension or revocation of a permit may occur only after a public hearing has occurred before the City Council with notice and an opportunity to be heard provided to the permittee or person who is the subject of the hearing.
- (4) A law enforcement officer may order cessation of a special event when the permittee violates any directive or order issued by the law enforcement officer relating to compliance with a condition of the permit.

(h) **Permittee's Presence On Location.** The permittee or their contact person, as required to be named in the application form pursuant to section (d), must be physically on location during the time the permit is effective or must have made some other arrangement with and satisfactory to a law enforcement officer.

(i) **Penalties.** Any person who violates any provision of this section, or who violates any directive or order issued by a law enforcement officer in the implementation of this section, or fails to abide by any condition imposed upon the issuance of the permit, or any term or provision stated upon the permit shall be guilty of a misdemeanor.

Upon a finding that a permittee or person has violated any provision of this section, any directive or order issued by a law enforcement officer in the implementation of this section, any condition imposed upon the issuance of the permit, or any term or provision stated upon the permit, the City Council may suspend or revoke the permit or the person's ability to obtain a permit pursuant to this Ordinance.

**SECTION 2.** 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:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

# CITY OF BEMIDJI

RETURN TO AGENDA

## ORDINANCE NO. , 3<sup>RD</sup> SERIES

### AN ORDINANCE AMENDING CHAPTER 14, ARTICLE II, SECTION 35 OF THE BEMIDJI CITY CODE ENTITLED “RULES AND REGULATIONS GOVERNING PUBLIC PARKS”

#### THE CITY OF BEMIDJI DOES ORDAIN:

**SECTION 1.** Bemidji City Code, Chapter 14-35, entitled, “Rules and regulations governing public parks” is hereby amended as follows:

#### **Sec. 14-35. - Rules and regulations governing public parks.**

A. Definitions. The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

1. “Director” means the City’s Parks & Recreation Director or their designee.
2. “Land adjacent to the park” means all public alleys, streets, highways or any other public lands which border the park.
3. “Park” means a park, trail, playground, beach, pavilion/shelter or any other area in the City owned or used by the City and devoted to active or passive recreation.
4. “Special Event” means an event in the City as defined under Bemidji City Code Section 20.1(a).
5. “Trail” means an off road area that may be used for walking, bicycling, running, inline skating, skateboarding or other general recreational activities, and which surface may be constructed from a variety of surfacing materials.
6. “Vehicle” is any conveyance on wheels or tracks, whether motor powered, animal drawn or self-propelled. The term will include any trailer of any kind or description.

B. Rules and Regulations; Adoption and Administration. The council may, upon the recommendation of the Director, by resolution adopt, and from time to time amend, rules and regulations governing public parks.

The Director may establish reasonable rules and regulations for the use of park and recreation facilities and for obtaining permits. Such rules and regulations will be based on a due regard for the purpose for which the facility is established, the safety of those using the facility, the need for supervisory personnel and the maximum number of persons who can safely use the facilities at one time. Park and Recreation facilities may be used by members of the general public for recreational and athletic purposes consistent with the nature of the facility and the safety of the public and property, subject to permit requirements. It is unlawful to violate such rules and regulations as are conspicuously sign-posted in such parks.

NEXT ITEM



1. *Park Hours and Open Dates.* Parks shall be open to the public daily from 6:00 a.m. until 10:00 p.m. It shall be unlawful for any person to enter or remain in a park at any other time without a permit, participation in city led program and activity or except when the park area of facility is otherwise designated for use outside of normal park hours by direction of the Director.

The Director is authorized to close any park or portion thereof at any time for the protection of park property or for the health, safety, or welfare of the public.

2. *Changes in Regular Park Hours.* The Director may establish temporary park operation hours.
3. *Park Buildings and pavilions.* Summer park facilities will be available for rental between 8:00 a.m. to 10:00 p.m. daily from May through September.

4. *Park Permit and Special Event Permit Required:*

- (a) Park Permit. A permit shall be required for the exclusive or special use of a portions of a park area, and/or building or for use of park areas and facilities when they are closed to public use.

- (b) Special Event Permit. A special event permit will be required as defined under and in accordance with Bemidji City Code Sec. 20-1(c), for special events not conducted or sponsored by the City). Special events may include but not be limited to public assembly, parades, picnics or other events involving more than 300 people.

5. *Application.* A person seeking a permit under Sec.(4) must file an application with the Parks and Recreation Department. The application will state the following required information:

- (a) Name and Address of the Applicant;

- (b) Name of the address of the person(s), corporation, or association sponsoring the activity;

- (c) Day, hour and year for which the permit is desired;

- (d) Park, trail, portion of the park or facility for which the permit is desired;

- (e) Estimated attendance;

- (f) Detailed description of the activity; and

- (g) Other information requested by the Parks and Recreation Director that is reasonably necessary to determine whether or not the permit is issued.

6. *Fee for Use of Park Facilities.* A person seeking a permit under Sec. (4) must pay the required permit fee at the time of application. It will be unlawful for any person to use without payment, and facility for which a fee is charged, excluding picnic pavilions when not otherwise reserved. Fees for all park permits, deposits, and other fees are in accordance with the schedule of fees and charges adopted from time to time by the city council.

7. *Indemnification and Reimbursement.* No application for permit will be granted unless the application has signed an agreement in which the applicant will promise to bear all costs of policing, cleaning up and restoring the park upon conclusion of the event or activity; to reimburse the city for any such costs incurred by the city and to indemnify the city and

hold the city harmless from an liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law.

8. *Security Deposit.* The Parks and Recreation Department reserves the right to access a security deposit in accordance with the schedule of fees and charges approved by the city council. The amount of the security deposit will be equal to estimated cost of cleaning up and restoring the park upon conclusion of the activity. Promptly after the conclusion of a permit activity, the city will inspect the premises and equipment used by the permit holder.

If it has been determined there has been no damage to City property or equipment and after the building key is returned, the security deposit will be refunded in full within 30 days.

The Parks and Recreation Department will give written notice of the assessment of damages and retention of the security deposit to the permit holder. Any assessment of damages in excess of the security deposit will be paid to the city within 10 days after notice of such assessment of damages.

9. *Insurance.* The amount and type of insurance required for using the park property will be determined by the City based on the nature and risk of the activity. The permit applicant is required to obtain the required insurance coverage. Prior to the applicant's use of the park property, the applicant must provide an insurance certificate listing the City as additional insured party.

10. *Processing of Park Permit Applications.*

- (a) Order. Applications for permits will be processed in order of receipt; upon receipt of a completed application and payment.
- (b) Denial and Grounds for Denial. Applicants will be notified of the denial of a permit application and given the grounds upon which the permit was denied. Where an application or permit has been denied because of a prior application for same time and place has been received, the Parks and Recreation Department will propose an alternative place, if available for the same or alternate time.

To the extent permitted by law, the City may deny a permit application if the application or the person on whose behalf the application for permit was made has on prior occasion made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior permits issued to or on behalf of the applicant. The City may also deny a permit application of the following grounds:

- (c) The permit application (including any required attachments and submissions) is not fully complete;
- (d) The permit application contains a material falsehood or misrepresentation;
- (e) The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged park property and has not paid in full of such damage, or has other outstanding and unpaid debts to the City;

- (f) A fully executed prior application for permit for the same time and place has been received and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonable permit multiple occupancy of a particular park or part thereof;
- (g) The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place;
- (h) The proposed use or activity is prohibited by or inconsistent with the uses of the park;
- (i) The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the park, of City employees or of the public; or
- (j) The use of activity intended by the applicant is prohibited by law or by the regulations of the Parks and Recreation Department.

11. *Effect of Permit and Revocation.* A permit holder will be bound by all park rules and regulations and all applicable ordinances. All permits must be made available for inspections(s) during the activity for which it was issues. The Parks and Recreation Department will have the authority to revoke any permit upon a violation of rule or ordinance or good cause.

## **SECTION 2. Sec. 14-36 - Regulation of general conduct – personal behavior**

Prohibited Activities or Destruction of park property. No person will do any of the following acts in a park:

- (a) *Protection of Trees, Plants and Structures.* No person shall do the any of the following within a park or upon a trail:
  - (1) Climb any trees, or pluck any flowers or fruit, whether wild or cultivated;
  - (2) Fasten any animal or attach any rope, sign, handbill, hammock, slack line or other things to any tree, shrub or to any protective device around any tree, or shrub growing in the park.
  - (3) Cut, break or in any way injure, deface, destroy or plant, shrub, flowerbed, fence, monument, sculpture, or other structure or property.
  - (4) Write on any building, structure, statue, fence bench, rock or stone or other structure within the park.
  - (5) Stack or arrange picnic tables in such a manner as to disrupt overall park use.
  - (6) Allow any animal to injure any tree, plant shrub, lawn or grass plot in a manner whatsoever.
  - (7) Deface, destroy, cover or otherwise make unreadable any sign or symbol on park property.
  - (8) Intentionally make dirty or unsanitary the restrooms.
  - (9) Give or offer to any animal or bird any type of food or poisonous or otherwise harmful substance in any city park.
- (b) *Traffic.* It shall be unlawful for any person to:

- (1) Operate or drive any automobile or vehicle of any kind in a park in such a manner to cause collisions and damage any park property or appurtenance of any kind.
  - (2) Drive into, remain in, or leave a parked vehicle in a public parking area within or immediate adjacent to a public parks during the hours when such park is closed in accordance with this Sec. 14.35, except as authorized by permit or the Bemidji Police Department.
  - (3) Operate or park any motorized vehicle in any public park or recreation area except on roads or in designated parking areas unless authorized by a permit.
  - (4) Operate a motorized vehicle within a park at a speed in excess of the posted speed limit.
- (c) *Commercial Use.* It shall be unlawful for any person to:
- (1) Solicit, sell or otherwise peddle any good, wares, merchandise, services, liquids or edibles in a park except by authorized concessions or written permission granted by permit.
  - (2) Expose, distribute, or place any sign, advertisement, notice, poster or display in a park without the written permission granted by permit.
- (d) *Fireworks.* No person shall bring into or discharge any fireworks in any city park without the written permission of the city and without a permit from the Fire Chief.
- (e) *Fires.* It shall be unlawful for any person to:
- (1) Start a fire in a park, except in a designated area, and then only in fire rings, portable stoves or grills or any other use exclusively by permit;
  - (2) Leave a fire unattended or fail to fully extinguish a fire; or
  - (3) Scatter or leave unattended lighted matches or other combustible materials.
- (f) *Roller Skating/In-line Skating/Skateboarding.* Use of bicycles, skateboard, longboards, roller skates, roller skis, and roller blades or inline skates within city parks is allowable on trails and pathways pursuant to Chapter 24 of this code.
- (g) *Camping.* Overnight camping is prohibited in city parks unless permitted in connection with a Statewide Bicycle Event cosponsored by the City's Parks and Recreation Department.
- (h) *Horses.* The riding of any horse on any, path or trail is prohibited unless permitted in connection with a special event. The Director may charge a reasonable application fee for such permit and may adopt reasonable rules and regulations governing the permitted activity.
- (i) Hunting is not allowed in parks except by approval of the City Manager per ordinance 18-103 (c)(3)
- Nuisance and disorderly conduct.* No person shall commit any nuisance as defined by Article IV of this code.
- (i) *Rubbish.* No person shall do the any of the following within a park or upon a trail:
- (1) Deposit, scatter, drop, disposed or abandon in a park: bottles, cans, broken glass, hot coals, ashes, sewage, waste or other material, except in receptacles provided for such purpose.

(2) Dispose of any of any household or yard waste or commercial waste in any park, except at community garden compost sites in accordance with site rules and regulations.

(j) *Unlawful Occupancy.* It shall unlawful for any person to enter any building, installation or area that may be under construction, locked or closed to public use; to enter or be upon any building, installation, or area after the posted closing time, before the posted opening time or contrary to posted notice in any park without a permit.

(k) *Alcoholic Beverages in Parks.* It is unlawful for any person to consume or possess in an unsealed container beer, wine or liquor, as those terms are defined in chapter 4 of this code, on any streets or other public property except city parks and other public property when and where permission has been specifically granted by the city manager or licensed by the council.

(l) **Animals. Subdivision 1.** No person shall take, ride, drive, or conduct into a park, any quadruped or other animal except the following:

- A. Dogs that are under control of a responsible person in compliance with the requirements of subdivisions 2 and 3 of this section;
- B. Horses that are being used in conjunction with a special event pursuant to a permit issued by the Director under the provisions of this code; and,
- C. Such other animals as shall be permitted under the direction of the director.

**Subdivision 2.** Dogs while in City parks. Except for City dog parks, shall be kept on a leash not longer than ten feet when they are:

- a. Within 25 feet of locations where special events, concerts, or organized sporting events are being held, except for organized events where dogs are the participants;
- b. Within 25 feet of playgrounds, built structures, paved areas, picnic shelters, or sports fields during such time when others are present at any of these facilities;
- c. Within a 25-foot trail corridor centered on any maintained trail;
- d. Upon any public sidewalk.

**Subdivision 3.** At all other locations within the parks, dogs must at all times be under the control of a responsible person by command, leash, chain, cable or kennel. Dogs under control of a responsible person by command must remain within sight of the person and be adequately trained to return to the person when called. The responsible person must control the dog by command or leash when others approach.

**Sec. 14-37 – Enforcement; Penalty, Misdemeanor and/or Administrative Fine**

(a) Any person, firm, or corporation that violates any provision of this section shall be guilty

of a misdemeanor, and upon conviction, shall be punished by such penalties and fines as are provided by law.

- (b) A separate offense shall be deemed committed each day during which a violation occurs or continues.
- (c) Upon conviction of a misdemeanor, the costs of prosecution may be added.
- (d) In addition to any criminal penalties that may be imposed by a court of Law, any violation of this ordinance shall also be cause for imposition of an administrative fine and/or permit suspension.

**Sec. 14-38 – Severability**

Should any part or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part held to be invalid.

**SECTION 3.** 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:

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Michelle R. Miller, City Clerk

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Rita C. Albrecht, Mayor

**CITY OF BEMIDJI** RETURN TO AGENDA

**ORDINANCE NO. \_\_\_\_, 3<sup>rd</sup> SERIES**

**AN ORDINANCE AMENDING THE BEMIDJI CITY CODE,  
ADOPTING AN AMENDED FEE SCHEDULE FOR 2019**

THE CITY OF BEMIDJI DOES ORDAIN:

**Section 1. Amended Fee Schedule.** The collection of fees shall be in accordance with the attached fee schedule effective January 1, 2019.

**Section 2. Publication of Ordinance.** This Ordinance shall become effective 30 days after its passage and due publication thereof.

Ayes:  
Nays:  
Absent:

First Reading:      October 15, 2018  
Second Reading:   November 5, 2018  
Final Reading:     November 19, 2018

ATTEST:

APPROVED:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

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

NEXT PAGE

# 2019 FEE SCHEDULE

NEXT ITEM

As of January 1, 2019

DESCRIPTION	CURRENT FEE	2019 FEE Note: new or increased fee is in <b>BOLD print</b>
<b>BUILDING DEPARTMENT</b>		
<b>Building/Mechanical Permits:</b> Industrial, Commercial, Multi-family Residential, Single-family and additions	ATTACHED FEE SCHEDULE plus 65% plan review fee (valuation based on current state of MN building valuation data) plus State Surcharge Fee	ATTACHED FEE SCHEDULE plus 65% plan review fee (valuation based on current state of MN building valuation data) plus State Surcharge Fee
Demolition Building Permit – Residential	\$50.00	\$50.00/each
Demolition Building Permit - Commercial	\$100.00	\$100.00/each
Temporary Structure Permit (180 days)	\$50.00/each	\$50.00/each
<b>RENTAL PROPERTY BUSINESS LICENSE/PERMIT</b>		
1 unit residential	\$100.00/annual	\$100.00/annual
Duplex residential (2 units)	<del>\$125.00/annual</del>	<b>\$150.00/annual</b>
Multi-Unit Residential Buildings:		
<del>3-12 units</del>	\$150.00 per bldg/annual	<b>\$200.00 per bldg/annual</b>
<b>3-6 units</b>	N/A	<b>\$300.00 per bldg/annual</b>
<b>7-10 units</b>	N/A	<b>\$360.00 per bldg/annual</b>
<b>11-12 units</b>	N/A	<b>\$500.00 per bldg/annual</b>
13-24 units	<del>\$200.00 per bldg/annual</del>	<b>\$700.00 per bldg/annual</b>
25 units & Up	<del>\$300.00 per bldg/annual</del>	
Re-inspection fee for Third & each additional inspection required for compliance	\$100.00/each	\$100.00/each
Complaint-based inspection (with validated violation)	\$100.00/each	\$100.00/each
Late Rental Registration Penalty	\$100.00/each	\$100.00/each
Reinstatement Fee of Suspended Rental License	\$500.00/each	\$500.00/each
First-time Rental Registration Fee <b>(Rental Initiation Fee)</b>	<del>\$500.00/each</del>	<b>\$400.00/each not including first year registration</b>
Failure to Transfer Ownership Penalty	\$100.00/each	\$100.00/each
Operating without a License Penalty	\$500.00/each	\$500.00/each
Rental Appeal	\$200.00/each	\$200.00/each
<b>Failure to Designate a Local Manager</b>	N/A	<b>\$100.00/each</b>
<b>CITY CLERK BUSINESS LICENSE FEES</b>		
Adult Entertainment/Investigation Fee	\$75.00/first time	\$75.00/first time
Adult Entertainment Establishment	\$230.00/year	\$230.00/year
Adult Entertainment Establishment (late fee)	\$30.00/each	\$30.00/each
Amusement Devices	\$30.00/each	\$30.00/each
Amusement Rides	\$55.00/year	\$55.00/year
Billiards/Pool/Card Tables (per table)	\$20.00/year	\$20.00/year
Bowling Alley (per lane)	\$20.00/year	\$20.00/year
Carnival/Circus	\$240.00/year	\$240.00/year
Christmas Tree Lot	\$35.00/year	\$35.00/year
Cigarette/Tobacco Sales/E-Cigarette Sales	\$85.00/year	\$85.00/year



Dancer (Adult)	\$30.00/year	\$30.00/year
Dances (in lounge)	\$240.00/year	\$240.00/year
Dances (other)	\$95.00/year	\$95.00/year
Delivery Service	\$40.00/year	\$40.00/year
Fairs (Artisan, Craft)	\$75.00/year	\$75.00/year
Fireworks (Exclusive)	\$350.00/year (Set by State)	\$350.00/year (Set by State)
Fireworks (Non-Exclusive)	\$100.00/year (Set by State)	\$100.00/year (Set by State)
Fuel Plant/Bulk Storage (>25,000 gallons)	\$95.00/year	\$95.00/year
Fuel Plant/Bulk Storage (<25,000 gallons)	\$35.00/year	\$35.00/year
Gas Station (per pump)	\$35.00/year	\$35.00/year
Horse Drawn Carriage/Livery Service	\$65.00/year	\$65.00/year
Hotel/Motel	\$65.00/year	\$65.00/year
Massage Establishment	\$120.00/year	\$120.00/year
Massage Therapist	\$120.00/year	\$120.00/year
Massage Therapist (with Board Certification)	\$85.00/year	\$85.00/year
Pawnbroker	\$185.00/year	\$185.00/year
Peddler/Solicitor/Transient Merchant	\$280.00/60 days	\$280.00/60 days
Photographer	\$40.00/year	\$40.00/year
Plumber	\$95.00/year	\$95.00/year
Restaurant/Food Service	\$35.00/year	\$35.00/year
Roller Rink	\$50.00/year	\$50.00/year
Secondhand Goods/Junk Dealers	\$95.00/year	\$95.00/year
Shows/Exhibitions/Demonstrations	\$55.00/day- \$20.00/each add'l day	\$55.00/day- \$20.00/each add'l day
Taxicab/Limousine Driver	\$20.00/year	\$20.00/year
Taxicab/Limousine Service – First Vehicle	\$95.00/year	\$95.00/year
Taxicab/Limousine Service – Add'l Vehicles	\$35.00/year	\$35.00/year
Theater/Movie	\$175.00/year	\$175.00/year
Tree Removal Service	\$65.00/year	\$65.00/year
Used Car Lots	\$65.00/year	\$65.00/year
Transfer Business License	\$25.00/each	\$25.00/each
Duplicate Business License	\$10.00/each	\$10.00/each
Alcohol in Park Permit	\$50.00/each	\$50.00/each
Archery Application Fee – Deer hunt	\$10.00/hunting area	\$10.00/hunting area
<b>Liquor License Fees</b>		
Retail License Fee (existing businesses) *Reduced by \$100 if meet Statute requirements §340A.408, Subd. 3(c)	\$560.00*	\$560.00*
<b>Club</b> – Membership 200 or less; Club fees are set by State according to membership	\$300.00/year	\$300.00/year
Club – Membership 201-500	\$500.00/year	\$500.00/year
Club - Membership 501-1,000	\$650.00/year	\$650.00/year
Club – Membership 1,001–2,000	\$800.00/year	\$800.00/year
Club – Membership 2,001-4,000	\$1,000.00/year	\$1,000.00/year
Club – Membership 4,001-6,000	\$2,000.00/year	\$2,000.00/year
Club – Membership 6,000 or more	\$3,000.00/year	\$3,000.00/year
<b>Intoxicating On Sale:</b>		
35% food sales (Effective 2004)	\$3,780.00/year	\$3,780.00/year
Establishments that do not meet minimum food requirements	\$4,255.00/year	\$4,255.00/year
<b>Intoxicating On Sale – Sunday</b>		
Liquor License Investigative Fee	\$100.00/each	\$100.00/each
Liquor License Transfer Fee	\$60.00/each	\$60.00/each
Liquor (1-4 day)	\$120.00/each	\$120.00/each
<b>Taproom License</b>	\$400.00/each	\$400.00 each
<b>Small Brewer</b>	\$240.00/each	\$240.00/each

<b>On Sale Sunday Taproom</b>	\$200.00/each	\$200.00/each
Off Sale Growler License (Sunday)	\$200.00/year	\$200.00/each
Wine	\$585.00/year	\$585.00/year
3.2% Beer Off Sale	\$95.00/year	\$95.00/year
3.2% Beer On Sale	\$295.00/year	\$295.00/year
Temp. On Sale Beer (3 months)	\$55.00/month	\$55.00/month
Consumption & Display Permit	\$65.00/year	\$65.00/year
Consumption & Display Permit (1 day only)	\$15.00	\$15.00
<b>Annexation Fees</b>		
State Fee	Actual Cost	Actual Cost
Publication Fees	Actual Cost	Actual Cost
Mailing Costs	Actual Cost	Actual Cost
Filing Fees (Recording)	Actual Cost	Actual Cost
<b>Bonds</b>		
Bonds totaling less than \$1 million	Fee \$3,000 plus out of pocket cost	Fee \$3,000 plus out of pocket cost
Bonds totaling \$1 million to \$5 million	Fee \$5,000 plus out of pocket cost	Fee \$5,000 plus out of pocket cost
Bonds exceeding \$5 million	Fee \$10,000 plus out of pocket	Fee \$10,000 plus out of pocket
<b>Miscellaneous Fees</b>		
City Hall Rental – Evenings	\$40.00	\$40.00
Video Technician (Channel 2)	Actual Cost	Actual Cost
Assessment Search (written <b>or verbal</b> request)	\$25.00/each	\$25.00/each
Copy of DVD Meetings	Actual Cost	Actual Cost
Copy(ies) – Black/White	\$.25/page	\$.25/page
Copy(ies) - Color	\$.50/page	\$.50/page
City Charter	\$2.00/each	\$2.00/each
Comprehensive Plan	\$20.00/each	\$20.00/each
DATA REQUEST – Staff time	Actual Cost	Actual Cost
Non-Sufficient Funds (NSF) Charge	\$30.00/each	\$30.00/each
Property Maintenance Code	\$3.00/each	\$3.00/each
FLAG – CITY	Actual Cost	Actual Cost
<b>Delinquent Accounts Receivable Bills Charge – Not paid by the 21<sup>st</sup> of the month.</b>	10% annually or .833% monthly	10% annually or .833% monthly
<b>FRANCHISE FEES</b>		
Electric Franchise Fees:	5.0% monthly gross revenues	5.0% monthly gross revenues
Gas Franchise Fees:	5.0% monthly gross revenues	5.0% monthly gross revenues
<b>Parkland Dedication</b>		
Residential (1 acre)	\$20,000.00	\$20,000.00
Non-Residential (1 acre)	\$50,000.00	\$50,000.00
<b>Public Education Government (PEG)</b>	\$0.50 month	\$0.50 month
<b>Tax Increment Financing</b>	\$7,500.00 application fee \$2,500 non-refundable	\$7,500.00 application fee \$2,500 non-refundable
<b>FIRE DEPARTMENT</b>		
<b>Operational Inspections/Permits:</b> (Under 2015 Mn State Fire Code Sec. 105.6)		
Child Care and Foster Care License	\$50.00/first two visits	\$50.00/first two visits

	\$50.00/per add'l visit	\$50.00/per add'l visit
Commercial Property Fire Inspection	\$50.00/per visit All inspections	\$50.00/per visit All inspections
Open Burning	No Charge	No Charge
Pyrotechnics (Retail & Display)	\$50.00/per add'l visit	\$50.00/per add'l visit
Required Construction Permits/Inspections: (Under 2015 Mn State Fire Code 105.7)	Includes Plan Review & All Field Inspections	Includes Plan Review & All Field Inspections
Automated Fire Extinguishing Systems: - Sprinkler Systems	\$100 plus \$1 per head	\$100 plus \$1 per head
- Kitchen Hood	\$100 plus \$3 per head	\$100 plus \$3 per head
- Clean Agent	\$150.00	\$150.00
- Other	\$150.00	\$150.00
Standpipe	\$75.00	\$75.00
Fire Alarm and Detection Systems	\$75 plus \$1 per detection device	\$75 plus \$1 per detection device
Fire Pump	\$75.00	\$75.00
Flammable & Combustible Liquids (commercial dispensing and/or bulk storage)	\$75.00	\$75.00
Hazardous Materials (commercial dispensing and/or bulk storage)	\$75.00	\$75.00
LP Gas (commercial dispensing and/or bulk storage)	\$75.00	\$75.00
<b>Fire Equipment:</b>		
Engine (Type 1 – 4 person crew)	\$137.50 Standby \$275.00 Operating	\$137.50 Standby \$275.00 Operating
Engine (Type 6 - 2 person crew)	\$62.50 Standby \$125.00 Operating	\$62.50 Standby \$125.00 Operating
Tactical Tender (Type 1 – 2 person crew)	\$115.00 Standby \$230.00 Operating	\$115.00 Standby \$230.00 Operating
Aerial Truck (Type 1 – 4 person crew)	\$150.00 Standby \$300.00 Operating	\$150.00 Standby \$300.00 Operating
Heavy Rescue (2 person crew)	\$75.00 Standby \$150.00 Operating	\$75.00 Standby \$150.00 Operating
Water Rescue Equipment (Hovercraft or Boat)	\$50.00 Standby \$100.00 Operating	\$50.00 Standby \$100.00 Operating
Command Vehicle	\$28.00 Standby \$28.00 Operating	\$28.00 Standby \$28.00 Operating
Firefighter	\$45.00 Standby \$45.00 Operating	\$45.00 Standby \$45.00 Operating
Airport Standby ARFF Coverage	\$70.00 per flight	\$70.00 per flight
<b>G.I.S. DEPARTMENT</b>		
As-built Escrow – Commercial Property *Amount determined by G.I.S. Coordinator	\$500.00/min*	\$500.00/min*
Assigning New Address	\$50.00/each	\$50.00/each
2009 6" Resolution Color Aerial Photography covering the City limits & 5 year annexation areas	\$100.00/each	\$100.00/each
2007 6" Resolution Color Aerial Photography covering the City limits & 5 year annexation areas	\$100.00/each	\$100.00/each
2005 4" Resolution digital Ortho-Photography In Mr. SID Format ¼ Section	\$100.00/each	\$100.00/each
2005 1 ft. Resolution digital Ortho-Photography – Northern & Bemidji Townships	\$500.00/each	\$500.00/each

Aerial Photos, ½ Sections, Plats	\$2.00/each	\$2.00/each
City Street, Zoning or Ward Maps		
8 ½ x 11 (more than 1 page)	\$1.00/each	\$1.00/each
11 x 17	\$2.50/each	\$2.50/each
17 X 22	\$3.00/each	\$3.00/each
22 x 34	\$5.00/each	\$5.00/each
36 x 36	\$8.00/each	\$8.00/each
Custom Mapping	\$25.00/hour	\$25.00/hour
<b>PARKS &amp; RECREATION DEPARTMENT</b>		
Park Usage - Deposit (refundable)	\$250.00 (minimum)	\$250.00 (minimum)
<b>City Park</b>		
City Park Building Rental	\$200.00	\$200.00
- Deposit (refundable)	\$300.00	\$300.00
Softball Field Rental	\$25/field/game	\$25/field/game
- <b>Holiday Field Use Fee</b>	N/A	<b>\$50.00/day</b>
<b>Tournament Fees:</b>		
*Includes use of Main Building & Complex		
-Weekend/2 day	\$350.00	\$350.00
-1 day	\$200.00	\$200.00
- <b>Tournament Field Rate</b>	N/A	<b>\$ 45.00/Field/Day</b>
- <b>Dragging Fee</b>	N/A	<b>\$ 2.00/time</b>
- <b>Chalking Fee</b>	N/A	<b>\$ 2.00/time</b>
- <b>Concession Fee (Daily Gross Sales)</b>	N/A	<b>5%-10%</b>
- Deposit (refundable)	\$200.00	\$200.00
<b>North Country Park</b>		
Baseball Field Rental	\$35.00 per field/per day	\$35.00 per field/per day
<b>Diamond Point Park</b>		
Main Building Rental	\$200.00	\$200.00
- Deposit (refundable)	\$300.00	\$300.00
Pavilion Rental	\$100.00	\$100.00
- Deposit (refundable)	\$200.00	\$200.00
<b>South Shore Park Building Rental</b>		
- Deposit (refundable)	\$300.00	\$300.00
<b>Neilson-Reise Arena</b>		
	SEE ATTACHED 2018 RATES	SEE ATTACHED <b>2019</b> RATES
<b>Nymore Park:</b>		
Warming House Rental	\$50.00	\$50.00
- Deposit (refundable)	\$100.00	\$100.00
Fish House Impoundment Fee (left in Park)	\$75.00	\$75.00
<b>Community Garden Plot:</b>		
15 x 15 garden plot	\$20.00/each	\$20.00/each
10 x 15 garden plot	\$15.00/each	\$15.00/each
<b>POLICE DEPARTMENT</b>		
ADMINISTRATIVE FINES (See attached list for offenses)	\$60/EACH	\$60/each unless otherwise noted
<b>False Alarms:</b>		
Fire/Security – First 3 Alarms	\$0	\$0
4 <sup>th</sup> – 10 <sup>th</sup> Alarm	\$50.00/each	\$50.00/each
11 <sup>th</sup> – 15 <sup>th</sup> Alarm	\$100.00/each	\$100.00/each
16 <sup>th</sup> plus each successive alarm	\$150.00/each	\$150.00/each
<b>Dog &amp; Cat License:</b>		

Dog or Cat - Not spayed/Neutered	\$25.00/year	\$25.00/year
Dog or Cat – Spayed/Neutered	\$10.00/year	\$10.00/year
Dog or Cat- Impound	\$40.00/each + daily care	\$40.00/each + daily care
Daily Care	\$10.00/per day	\$10.00/per day
Replacement Dog/Cat License	\$.50/each	\$.50/each
Impound Vehicles – At City Yard	\$10.00/per day	\$10.00/per day
Billable Transaction Fees for Pawnbrokers and Secondhand & Precious Metal Dealers	\$1.00/per billable transaction	\$1.00/per billable transaction
Security	\$85.00/per hour	\$85.00/per hour
Immobilization Device Removal	\$5,000.00	\$5,000.00
Crime-Free Multi-housing Educational Course	\$40.00/each	\$40.00/each
Parking Tickets – Paid within 72 hours	\$15.00/each	\$15.00/each
Parking Tickets – Paid After 72 hours	\$30.00/each	\$30.00/each
Parking Permits (LAKE BLVD Residents ONLY)	\$15.00/3 years	\$15.00/3 years
<b>PUBLIC WORKS DEPARTMENT</b>		
EROSION & SEDIMENT CONTROL ESCROW *Amount may be higher based on determination by the City Engineer. After completion of project, escrow is refunded.	\$250.00*	\$250.00*
<b>Refuse Rates</b>		
Residential Rates:		
One 65 gallon can per week	<del>\$13.57</del> /month	<b>\$15.00</b> /month
One 95 gallon can per week	<del>\$13.57</del> /month	<b>\$15.00</b> /month
Refuse Bag System (no new customers)	\$2.00/each plus \$1.00 can rental/month	\$2.00/each plus \$1.00 can rental/month
Job Lot/Recycling Pickup	<del>\$100</del> /Non-scheduled <del>\$75</del> /Scheduled	<b>\$105</b> /Non-scheduled <b>\$80</b> /Scheduled
Start or Stop Refuse Service	\$20.00/each event	\$20.00/each event
Refuse Pickup After the Fact (customer failed to have refuse can out in time)	\$5.00/each event	\$5.00/each event
Delinquent Refuse Charge: Applied to the bill if not paid by the 21 <sup>st</sup> of the month.	10%	10%
<b>STORMWATER UTILITY CHARGES</b>		
Single Family Household (owner occupied)	1.0 ERU*	1.0 ERU*
Rental Units – Non-homestead	1.0+.5 ERU per unit	1.0+.5 ERU per unit
Business/Industrial	1.0 ERU per 3,700 sq. ft.	1.0 ERU per 3,700 sq. ft.
Medical Office	1.0 ERU per 6,700 sq. ft.	1.0 ERU per 6,700 sq. ft.
University	1.0 ERU per 6,700 sq. ft.	1.0 ERU per 6,700 sq. ft.
Agriculture/Open/Vacant Lot	1.0 ERU per 10 acres	1.0 ERU per 10 acres
Minimum Charge (2.5 acres or less)	\$1.59 per month	\$1.59 per month
Basic System Rate	\$6.44 per month	\$6.44 per month
Parcels located outside a stormwater drainage district	\$3.22 per ERU	\$3.22 per ERU
Delinquent Stormwater Utility Charge – Applied to the bill if not paid by the 21 <sup>st</sup> of the month.  *Equivalent Residential Unit (ERU)	10%	10%
<b>STORMWATER RELATED VIOLATIONS</b>		
Street Sweeping	ATTACHED FINE SCHEDULE \$250/hour	ATTACHED FINE SCHEDULE \$250/hour
<b>WATER - TIER RATES</b>		
0 to 10,000 gallons	<del>\$3.66</del> per thousand gallons of water used Plus fixed base rate*	<b>\$3.84</b> per thousand gallons of water used Plus fixed base rate*
10,001 to 50,000 gallons	<del>\$4.20</del> per thousand gallons of water used	<b>\$4.41</b> per thousand gallons of water used

	Plus fixed base rate*	Plus fixed base rate*
Over 50,000 gallons	\$5.04 per thousand gallons of water used Plus fixed base rate*	\$5.29 per thousand gallons of water used Plus fixed base rate*
<b>SEWER RATES</b>		
Sewer	\$6.67 per thousand gallons of water used Plus fixed base rate*	\$6.80 per thousand gallons of water used Plus fixed base rate*
Sewer only	\$37.00 per month (regardless of the number of people at the residence)	\$37.74 per month (regardless of the number of people at the residence)
<b>FIXED BASE RATE BASED ON METER SIZE:</b>		
5/8" to 3/4" Meter	Water \$ 5.38 Sewer \$10.93 Total \$16.31	Water \$ 5.65 Sewer \$11.15 Total \$16.80
1" Meter	Water \$ 7.53 Sewer \$15.30 Total \$22.83	Water \$ 7.91 Sewer \$15.61 Total \$23.52
1.5" Meter	Water \$ 9.68 Sewer \$19.68 Total \$29.36	Water \$10.16 Sewer \$20.07 Total \$30.23
2" Meter	Water \$15.60 Sewer \$31.67 Total \$47.27	Water \$16.38 Sewer \$32.30 Total \$48.68
3" Meter	Water \$ 59.13 Sewer \$120.05 Total \$179.18	Water \$ 62.09 Sewer \$122.45 Total \$184.54
4" Meter	Water \$ 75.31 Sewer \$152.91 Total \$228.22	Water \$ 79.08 Sewer \$155.97 Total \$235.05
6" Meter	Water \$112.98 Sewer \$229.35 Total \$342.34	Water \$118.63 Sewer \$233.94 Total \$352.57
*Fixed/Base fee is charged regardless of water consumption.		
Sprinkling Meter	Water usage rate only. No base rate.	Water usage rate only. No base rate.
Bulk Water/Hydrant Meter	Flat Fee \$10.00 + water rate per thousand gallons of water used	Flat Fee \$10.00 + water rate per thousand gallons of water used
<u>Delinquent Utility Charge</u> – Applied to the utility bill if not paid by the 21 <sup>st</sup> of the month.	10%	10%
Reconnection Fee (Water)/Shutoff Fee	\$50.00	\$50.00
<b>Misc. Water Fees</b>		
Tapping Fee –1"	\$50.00/each	\$50.00/each
Tapping Fee - 1 1/2"	\$50.00/each	\$50.00/each
Tapping Fee - 2"	\$50.00/each	\$50.00/each
Hydrostatic Fee – Water Line	\$60.00/each	\$60.00/each
Plumbing Inspections (water & sewer)	\$30.00/each	\$30.00/each
Digging Permits	\$50.00/each	\$50.00/each
Bituminous Replacement (4' x 8')	\$250.00/each*	\$250.00/each*
*Approx. Oct. 21-May 15	*\$100.00 add'l fee if hot mix not available	*\$100.00 add'l fee if hot mix not available

<b>WATER METER:</b>		
<b>Domestic Use</b>		
3/4" S	\$340.00/each	<b>\$360.00/each</b>
3/4" Full	\$370.00/each	<b>\$380.00/each</b>
1" Meter	\$500.00/each	<b>\$520.00/each</b>
1 1/2" Meter	\$1,420.00/each	<b>\$1,480.00/each</b>
2" Meter	\$1,611.00/each	<b>\$1,670.00/each</b>
3" Meter	\$1,987.00/each	<b>\$2,020.00/each</b>
4" Meter	\$2,976.00/each	<b>\$3,000.00/each</b>
6" Meter	\$5,087.00/each	<b>\$5,200.00/each</b>
<b>Irrigation Only</b>		
5/8" x 3/4" Meter	\$340.00/each	<b>\$360.00/each</b>
3/4" Meter	\$370.00/each	<b>\$380.00/each</b>
1" Meter	\$500.00/each	<b>\$520.00/each</b>
1 1/2" Meter	\$950.00/each	<b>\$1,000.00/each</b>
2" Meter	\$1,120.00/each	<b>\$1,200.00/each</b>
3" Meter	\$1,360.00/each	<b>\$1,400.00/each</b>
4" Meter	\$2,400.00/each	<b>\$2,450.00/each</b>
6" Meter	\$4,300.00/each	<b>\$4,400.00/each</b>
Water Meter Repair and Testing	Actual Cost	Actual Cost
<b>WATER ACCESS CHARGE</b>	SEE ATTACHED CHART	SEE ATTACHED CHART
<b>SEWER ACCESS CHARGE</b>	SEE ATTACHED CHART	SEE ATTACHED CHART
Birchmont Drive Municipal Utility System Facilities Connection Charge (due and payable prior to connection to said Facilities of a connection unit not otherwise the subject of a levied special assessment):		
Connection to both Water and Sanitary Sewer (single family residential building)	\$20,315.00	\$20,315.00
Connection to Sanitary Sewer Only (where premises are already connected to municipal water)	\$13,990.00	\$13,990.00
Connection to both Water and Sanitary Sewer (individual dwelling unit in multi-unit residential building or development)	\$18,815.00	\$18,815.00
Division Street Connection Charge – Municipal Water & Sanitary Sewer	\$12,000.00	\$12,000.00
Anne Street Connection Charge - Municipal Sanitary Sewer		\$12,000.00

**\*7.875% state sales tax (includes City and County taxes) required on copies and maps.**

# NEILSON REISE ICE ARENA

## 2019 Rates

### Ice Rental Rates

Group	Rate / Hour	
	CURRENT	NEW
ALL GROUPS* – January - December	\$114	<b>\$120.00</b>
* BYHA YOUTH Rate (October 17 to March 21 <sup>st</sup> )	\$99	<b>\$105.00</b>

### Annual Rate (by written agreement/contract)

Group	Rate / Annually	
Non-profit youth groups renting 400 Hours of Ice Time per Calendar Year (January-December).	\$35,757	<b>\$38,157</b>

### General Skate/Open Hockey/Skate Sharpening

General Skate/Open Hockey	\$4.00/person
General Skate/Open Hockey Punchcard	\$35.00/10 punches
Skate Sharpening	\$4.00/pair
Skate Sharpening Punchcard	\$20.00/6 punches



## WATER & SEWER ACCESS CHARGES

Water Connection Fees\*:

Meter Size	AWWA Rated Capacity (GPM)	HE Ratio	Connection Fee (lesser of 2 x sq root ratio or HE Ratio)
3/4 inch S	20	1.00	\$845
3/4 inch Full	30	1.50	\$1,268
1 inch	50	2.50	\$2,113
1.5 inch	100	5.00	\$3,780
2.0 inch	160	8.00	\$4,780
3.0 inch	320	16.00	\$6,760
4.0 inch	500	25.00	\$8,450
6.0 inch & Larger	1,000	50.00	\$11,950

Sewer Connection Fees For Customers Connected to Both Water and Sewer:

Meter size	AWWA Rated Capacity (GPM)	HE Ratio	Proposed Connection Fee (lesser of 2 X Square Root Ratio or HE Ratio)
5/8 inch	20	1.00	\$ 1,830
3/4 inch	30	1.50	\$ 2,745
1 inch	50	2.50	\$ 4,575
1.5 inch	100	5.00	\$ 8,185
2.0 inch	160	8.00	\$ 10,350
3.0 inch	320	16.00	\$ 14,640
4.0 inch	500	25.00	\$ 18,300
6.0 inch and larger	1,000	50.00	\$ 25,880

Sewer Connection Fees For Customers Connected to Only the Sewer:

Pipe Diameter inches	Flow gpm at minimum slope	AWWA Meter Size With Comparable Flow	AWWA Rated Capacity (GPM)	Proposed Sewer Connection Fee
4 inch (Minimum allowed)	78		N/A	\$ 1,830
6 inch	176	2.0 inch	160	\$ 10,350
8 inch	313	3.0 inch	320	\$ 14,640
10 inch	490	4.0 inch	500	\$ 18,300
12 inch	705			\$ 21,960
15 inch and larger	1,102	6.0 inch	1,000	\$ 25,880

**\*NOTE: Water Access Connection fees for non-residential (commercial or business) use are subject to applicable state and local sales taxes.**

See also: SAC/WAC Policy

# BUILDING PERMIT FEE SCHEDULE

(1997 UBC) (July 15, 2003)

<b><u>VALUATION</u></b>	<b><u>FEES</u></b>
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001 to \$50,000	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001 to \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001 to \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001 to \$1 million	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
\$1,000,001 and up *	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

## **ADD:**

**State Surcharge** (Valuation < \$1 million) = ½ mil or .0005 X project amount  
(Valuation > \$1 million) = Refer to chart

**Plan Review** Commercial = 65% of applicable building permit fee  
Residential = 32.5% of applicable building permit fee (minimum \$150)

## **NOTES:**

Owner and/or contractor may be subject to an administrative penalty fee in addition to applicable permit fee if work commences prior to securing building permit.

- Permit application made prior to project completion:  
Permit + Penalty Fee = 2 X permit fee
- Permit application not made prior to project completion:  
Permit + Penalty Fee = 3 X permit fee

# ADMINISTRATIVE FINES

## CITY CODE VIOLATIONS

## CODE

### TRAFFIC - \$60.00

Speed /unreasonable acceleration (1-10 mph)	Sec. 24-1
U-turns	Sec. 24-41
Exhibition Driving	Sec. 24-43
Drive through private property	Sec. 24-45

### Non-Traffic - ~~\$60.00~~ \$100.00

Careless bicycle operation	Sec. 24-47
Skateboards downtown	Sec. 24-52
Snowmobiles downtown/speed	Sec. 24-79
Unattended vehicle (w/keys)	Sec. 24-132

### ANIMALS - \$60.00

Dog to run at large	Sec. 6-32
No license	Sec. 6-33
Dangerous dog	Sec. 6-37(2)
Habitual barking dog	Sec. 6-37(4)
Dog vaccination required	Sec 6-37(5)

### NOISE - ~~\$60.00~~ \$100.00

General	Sec. 14-105
Radios/CD player	Sec. 14-106
Exhaust	Sec. 14-107
Animals	Sec. 14-108

### MISCELLANEOUS - ~~\$60.00~~ \$100.00

Disorderly conduct	Sec. 18-31
Littering	Sec. 18-31(9)
Tampering w/ a motor vehicle	Sec. 18-31(10)
Trespass	Sec. 18-31(11)
Disorderly house	Sec. 18-32
Consume in public	Sec. 18-33
Consume in a private parking lot	Sec. 18-34
Obstruction of a public officer	Sec. 18-71
Inhale glue or paint	Sec. 18-101
Discharge gun/fireworks	Sec. 18-103
Obstructions in street	Sec. 20-2
Regulating grass, weeds & trees	Sec. 20-4
Sidewalk maintenance, repair & snow removal	Sec. 20-6
Maintenance of private property	Sec. 14.32
Junk cars (unlicensed vehicle), household furniture & appliances stored outdoors	Sec. 14.34
Unauthorized Use of Fire Hydrant	Sec. 26-118

### Miscellaneous - \$60.00

Curfew during school 2200-0600 hrs	Sec. 18-151
Curfew non-school 2300-0600 hrs	Sec. 18-151

## BUILDING & HOUSING VIOLATIONS

Failure to License Rental	Sec. 10-46 .....	\$500.00
Failure to Transfer Rental	Sec. 10-48 .....	\$100.00
Fire prevention violations (Smoke/CO Detectors)	PM-705.5 .....	<del>\$ 25.00</del> <b>\$50.00</b>
Building Code Violations	Chapter 10 .....	\$100.00
Housing Code Violations	Chapter 10 .....	\$100.00
House number missing	PM 304.3 .....	<del>\$35.00</del> <b>\$50.00</b>

# STORMWATER ADMINISTRATIVE FINE SCHEDULE

## Erosion and Sediment Control Violations (Chapter 14, Article VII), Specifically:

Failed to perform proper maintenance of temporary/structural Stormwater BMP:	
Minor Violations.....	\$50.00 <b>\$60.00</b>
Major Violations.....	\$100.00 <b>\$150.00</b>
Removal and/or alterations to a structural Stormwater <b>BMP</b> :	
Minor Violations.....	\$500.00
Major Violations.....	\$1,000.00
Failure to submit required easement and/or maintenance agreement.....	\$250.00
Failure to submit maintenance records.....	\$100.00

## Illicit Discharges and Connections (Chapter 14, Article VIII)

Illicit Discharge:	
Major Violations.....	\$1,000.00
Minor Violations.....	\$250.00
Illicit Connection to Stormwater System:	
Major Violations .....	\$1,000.00
Minor Violations .....	\$500.00
Failure to Provide Adequate Preventative Measures to Prevent an Illicit Discharge:	
Major Violations.....	\$100.00
Minor Violations.....	\$50.00
Failure to Report a Spill.....	\$250.00
Failure to Cleanup a Spill.....	\$250.00
Failure to Respond to a Notice of Violation .....	\$100.00

### CONSIDERATIONS FOR MAJOR VIOLATIONS

- Potentially critical impact on public health or the environment
  - Potentially dangerous to human life or safety
  - Continuing nature of the violation\*
  - Cost of restitution. repair or remediation exceeds \$1,000
- ❖ **Any violation not listed above or failure to come into compliance with the Ordinance requirements is an automatic Level 2 violation.**
  - ❖ **Fines will be in addition to any remediation, restoration, repair done by a designated governmental agency or contractor if need per Sec. 14-206.**

### REPEAT VIOLATIONS: DOUBLE

Second or more offenses within one year - double the amount of the scheduled fine for the previous violation, up to a maximum of \$2,000.

### CONTINUING VIOLATIONS: FINE FOR EACH DAY

A fine for more than one day of a continuing violation may be imposed if (1) the violation caused a serious threat of harm to public health, safety, or welfare, or (2) the violator intentionally and unreasonably refused to comply with the City Code requirements.

## **GBAJPB ADMINISTRATIVE FINE SCHEDULE**

**2019**

The fine amount is based on the Greater Bemidji Area Joint Planning Board (GBAJPB) Zoning & Subdivision Ordinance that is violated. There are three (3) levels of fines.

**Level 1 -- \$60.00**

**Level 2 -- \$125.00**

**Level 3 -- \$300.00**

### **PLANNING & ZONING VIOLATIONS**

<b>Level 1</b>	
Parking on the Grass	Section 1009 – Parking Standards
Temporary Signage without Permit	Article VII – Sign Regulations
Outdoor Storage - Residential	Section 1002 – Exterior Storage
<b>Level 2</b>	
Outdoor Storage Commercial / Industrial	Section 1002 – Exterior Storage & Outdoor Display of Merchandise
Landscaping Requirement Violations	Section 1006 – Landscaping Requirements
Exterior Lighting Violations	Section 1008 – Lighting
Abandoned or Inoperable Vehicles	Section 102 – Intent and Purpose
<b>Level 3</b>	
Septic Installation without Permit	Article VIII – Sanitation Standards
Shoreland Alterations without Permit	Article IX – Shoreland Regulations
Removal of Trees without Permit	Section 1007 – Tree Preservation
Unlawful Land Use	Article III – District Regulations

- ❖ **Any violation not listed above or failure to come into compliance with the Ordinance requirements is an automatic Level 2 violation.**

### **REPEAT VIOLATIONS: DOUBLE**

Second or additional offenses within one year - double the amount of the scheduled fine for the previous violation, up to a maximum of \$2,000. For example, if there were four occurrences of a Level One Violation, the fine for the fourth occurrence would be \$960 (first: \$120; second: \$240; third: \$480; fourth: \$960).

### **CONTINUING VIOLATIONS: FINE FOR EACH DAY**

A fine for more than one day of a continuing violation may be imposed if (1) the violation caused a serious threat of harm to public health, safety, or welfare, or (2) the violator intentionally and unreasonably refused to comply with the Ordinance requirements.

# **COUNCIL AGENDA ITEM**



**Meeting Date: November 19, 2018**

**Action Requested: Authorization to Publish a Summary of an Ordinance**

**Prepared By: Michelle R. Miller, City Clerk**

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

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I am respectfully requesting to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

***LEGAL ADVERTISEMENT***

**ORDINANCE NO. 155, 3<sup>rd</sup> SERIES:** "An Ordinance Amending the Fee Schedule for 2019".  
A complete copy of the Ordinance is available by contacting the City Clerk, 317 4<sup>th</sup> Street NW, Bemidji, MN 56601 (218-759-3570).

**Recommendation:**

Authorize publication of Ordinance summary.

RETURN TO AGENDA