

BEMIDJI CITY COUNCIL AGENDA

Monday, December 3, 2018

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



- ROLL CALL
- PLEDGE OF ALLEGIANCE TO THE FLAG
- AMENDMENTS TO AGENDA

MINUTES

- 1) Work Session: November 13, 2018
- Council Meeting: November 19, 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 \$477,192.43
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$59,471.94
- 4) Business Licenses for 2019
- 5) Liquor, Sunday Liquor and Wine License Renewals for 2019
- 6) Final Reading of On and Off Sale Beer License Renewals for 2019
- 7) Nominate Joint Planning Commission Member for Reappointment – Jeremy Berg
- 8) Nominate Joint Planning Commission Member for Reappointment – Tim Faver
- 9) Resolution Approving 2019 City Pay Scale and Change to City Benefit Contribution
- 10) Approve 2018 Budget Modification #3
- 11) Resolution Approving State of Minnesota JPA with the City of Bemidji on Behalf of its City Attorney and Police Department

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

TRUTH-IN-TAXATION HEARING

- 12) Conduct Truth-In-Taxation Public Hearing - 2019 Budget and Tax Levy

NEW BUSINESS

- 13) Consider Resolution Approving Feasibility Report and Calling for Public Hearing for 2019 Street Renewal – City Project 19-01

Bemidji—Regional Center Amenities with Small Town Character

- 14) Consider Professional Services for New Well Access Road & Airport Investigation – City Project 19-08

ORDINANCES

- 15) 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”
- 16) First Reading of an Ordinance Amending Chapter 14, Article II, Section 35 of the Bemidji City Code Entitled, “Rules and Regulations Governing Public Parks”

• **UPCOMING MEETINGS**

- **Thursday, December 13 5:30 p.m.** Sp. Work Session (Sanford Center CIP)
- Monday, December 17 5:30 p.m. Open House - Outgoing Council
- Monday, December 17 6:00 p.m. Council Meeting
- Monday, January 7 6:00 p.m. Council Meeting – Oath & Seating of Council

• **MAYOR AND COUNCIL REPORTS**

- Please limit your committee updates/reports to 4 minutes

• **ADJOURN**

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – Tuesday, November 13, 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 Tuesday, November 13, 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, Lehmann, Erickson, Larson. Absent: Meehlhause, Hellquist, Johnson

Staff Present: City Attorney Al Felix, Finance Director Ron Eischens, Planning Director Casey Mai

Mayor Albrecht stated the purpose of the work session was to discuss the Greater Bemidji Joint Planning 2019 Budget.

Greater Bemidji Joint Planning 2019 Budget

Mai presented the 2019 Budget and 2020 Preliminary Budget. The 2019 budget currently has a deficit of (\$9,010.00). The enforcement position is still in the budget of approximately \$15,000 as a part time position. The board stated they would like to retain that position. Mai stated that revenue estimates are down because there is less land to build on. Mai also tends to estimate revenue on the lower side and expenses on the higher side. Northern Township has approved the budget and that recommendation will go before the Board together with the City's recommendation. Consensus of the council was to move forward with the proposed budget.

Adjourn

There being no further business, motion by Erickson, seconded by Lehmann, to adjourn the meeting. Motion carried. Meeting adjourned at 5:59 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – November 19, 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 19, 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, Lehmann, Erickson, Larson. Absent: Hellquist, Johnson

Staff Present: City Manager Nate Mathews, Finance Director Ron Eischens, City Attorney Alan Felix, Parks and Recreation Director Marcia Larson, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. The motion in item 12 was asked to be removed as it was not relevant for this contract. **Motion by Meehlhause, seconded by Erickson, to approve the agenda as amended. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Work Session:	October 22, 2018
Work Session:	October 29, 2018
Council Meeting:	November 5, 2018
Canvassing Board:	November 13, 2018

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

CONSENT AGENDA

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

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

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

No one appeared.

REPORTS

Bemidji Youth Advisory Commission – No appearance.

GreensCorps Introduction/Report – Henry Pan, Minnesota GreenCorps Member, introduced himself and presented the projects he will be working on for the next nine months. In particular his work will focus biking and transportation issues.

NEW BUSINESS

Union Contracts

Mathews stated that all union contracts have been successfully negotiated and approved by union stewards and business agents within the parameters set by the City Council including:

- Cost of living increases of 2.25% in 2019, 2.5% in 2020 and 2.75% in 2021. Additionally, all of the contracts accepted the job study results and implementation.
- Change in cafeteria plan structure, which reduced annual benefit costs of \$21,000. The contribution was changed 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.

RESOLUTION NO. 6186: Approving the Agreement between the City and the Firefighter Union - Local 2302 (2019-2021) was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Meehlhause, was passed by unanimous vote.

RESOLUTION NO. 6187: Consider Resolution Approving the Agreement between the City and Law Enforcement Labor Services Representing Police Patrol – Local 126 (2019-2021) was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Erickson, was passed by unanimous vote.

RESOLUTION NO. 6188: Consider Resolution Approving the Agreement between the City and Law Enforcement Labor Services Representing Sergeants Local 227 Employee Bargaining Unit (2019-2021) was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Lehmann, was passed by unanimous vote.

RESOLUTION NO. 6189: Consider Resolution Approving the Agreement between the City and UFCW Local 1189 Representing the Liquor Store Employee Bargaining Unit (2019-2021) was offered by Councilmember Lehmann, who moved its adoption, and upon due second by Councilmember Meehlhause, was passed by unanimous vote.

RESOLUTION NO. 6190: 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) was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Lehmann, was passed by unanimous vote.

Rail Corridor Port Consulting Proposal Review

Mathews stated that the city has received a proposal from the St. Paul Port Authority regarding estimated tasks and costs needed to submit the corridor redevelopment project for state grant applications and construction. Total fees for the implementation services phase totals \$320,070 of which \$118,280 are eligible for grant reimbursement. There are two grants that the city would be eligible to apply for (1) redevelopment grant and (2) contamination cleanup grant. Those grant deadlines are in February so if the city would like to move forward with this project now it

would need to make a decision to apply for those grants. Mathews stated that he shared this proposal with some board members and the director of Greater Bemidji and have asked if they might discuss financially assisting the city in this next phase. Staff is seeking direction on how to proceed with this project.

Council discussed the following:

- Albrecht stated that there are not many greater Minnesota cities that apply for these grants so it might be beneficial for the city if it applied.
- Lehmann stated that he has not received a lot of feedback from the community to proceed with this project. Lehmann inquired about where the funds will come from to pay for the grant costs and if those funds will be reimbursed.
- Revolving loan fund could be used to help fund the project. Construction reserves has also been identified as a potential funding source.
- Concerns were raised about other projects for the city that are more critical, including the well issue and waste water treatment capacity.
- There is no firm commitment from Greater Bemidji to help financially.
- It is important to expand the tax base.

Mathews stated that some of the information that would be obtained from applying for these grants would help determine what additional costs might be needed to continue with the project.

No action was taken by council on this issue.

ORDINANCE

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” **Motion by Meehlhause, seconded by Erickson to table the first reading of said ordinance until December 3, 2018. Motion carried.** Lehmann inquired about language regarding charging a fee for an event for a non-profit purpose.

First Reading of an Ordinance Amending Chapter 14, Article II, Section 35 of the Bemidji City Code Entitled, “Rules and Regulations Governing Public Parks” **Motion by Meehlhause, seconded by Erickson, to table the first reading of said ordinance until December 3, 2018. Motion carried.**

ORDINANCE Amending Fee Schedule for 2019. Mathews explained the revised annual rental permit structure as recommended by staff and the Landlords Association. **Motion by Erickson, seconded by Larson accepting the revised Ordinance. Motion carried by unanimous vote.**

ORDINANCE NO. 155, 3RD SERIES, AN ORDINANCE Amending Fee Schedule for 2019 was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Lehmann, approving publication of a summary of Ordinance No. 155, 3rd Series. Motion carried unanimously.

UPCOMING COUNCIL 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 |

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.
- Albrecht and Erickson will attend the Airport Authority meeting in Hellquist's absence and possibly Johnson's absence.
- Mathews stated that the chambers will need some construction and advised council that the county could be a possible temporary location for council meetings during construction.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Larson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

DRAFT

Bill List Summary

December 3rd, 2018

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
25990 - 26054	See Attached List	<u>477,192.43</u>
		\$ 477,192.43
	TOTAL	\$ 477,192.43

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 11/29/2018 - 9:52AM
Warrant Request Date: 12/04/2018
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000025990	340.00
2	Albrecht, Rita	000000000	148.24
3	Alltech Engineering Corp	000025991	4,178.00
4	Ameripride	000000000	762.11
5	Artisan Beer Company	000025992	982.40
6	Bassing, Brent	000025993	100.00
7	Bellboy Corporation	000000000	228.90
8	Beltrami County Auditor/Treasurer	000025994	61,430.02
9	Beltrami County Solid Waste	000025995	142.25
10	Bemidji Area Chamber Of Commerce	000025996	142.25
11	Bemidji Brewing	000025997	926.90
12	Bemidji Coca-Cola Bottling Co, Inc	000025998	300.40
13	Bemidji Downtown Alliance Board	000025999	101.00
14	Bemidji Paper Sales, Inc.	000000000	673.98
15	Bemidji Woolen Mills	000026000	115.00
16	Bernick's	000000000	16,511.18
17	Bessler Wiebolt Electric	000026001	6,307.86
18	Beverage Wholesalers	000026002	209.30
19	Bob Lowth Ford, Inc.	000026003	569.53
20	Bob's Towing	000026004	125.00
21	Bonded Lock & Key of Bemidji	000026005	73.94
22	Breakthru Beverage Minnesota Wine & Spirits, LLC	000026006	15,238.47
23	Core & Main	000026007	6,182.91
24	D & D Beverage, LLC	000000000	1,255.00
25	D-S Beverages	000026008	25,468.47
26	Dakota Supply Group, Inc.	000000000	1,975.41
27	DSGW Architects	000026009	3,336.96
28	Earl F. Andersen, Inc.	000026010	1,710.81
29	Eischens, Ron	000000000	150.00
30	Electric Pump, Inc	000000000	5,916.09
31	Fenner, Kevin	000000000	78.97
32	Ferguson Waterworks #2516	000026011	42.84
33	FleetPride, Inc.	000026012	28.34
34	Forestedge Winery	000026013	468.00
35	Forum Communications Company	000000000	135.00
36	Gray, Plant, Mooty	000026014	389.00
37	Gray, Craig	000000000	274.90
38	Hach Company	000026015	1,192.00
39	Hawkins, Inc.	000000000	15,950.67
40	Houston Engineering, Inc	000000000	4,429.00
41	Image Photography & Camera Corner	000026016	492.00
42	Ink Spot Press	000026017	48.60
43	Innovative Office Solutions, LLC	000026018	7,090.76
44	Jim Hirt Trucking, Inc	000026019	1,579.97
45	Joe's Northwoods Pest Control	000026020	107.50

Page Total: \$187,909.93

Line	Claimant	Voucher No.	Amount
46	Johnson Bros., Inc.	000026021	39,552.70
47	Larson Environmental Consulting	000026022	2,100.00
48	LaZella, Dave	000000000	46.00
49	League of MN Insurance Trust	000026023	808.63
50	Legend Technical Serv.,Inc	000026024	250.00
51	Macqueen Equipment, Inc.	000000000	942.18
52	Maid In Bemidji, Inc.	000000000	309.00
53	Marco, Inc.	000000000	741.26
54	Markert, David	000000000	46.00
55	McKinnon Co., Inc.	000026025	11,042.00
56	McMaster-Carr Supply Co.	000000000	564.48
57	Menards-Bemidji	000000000	44.88
58	MN Dept of Health	000026026	6,081.00
59	MN Dept of Revenue ACH	000000000	54,956.00
60	MN Energy Resources	000000000	6,686.29
61	MN Valley Testing Lab, Inc.	000000000	205.00
62	NAPA Auto Parts	000000000	283.93
63	Nei Bottling, Inc.	000026027	250.43
64	NEOGOV	000026028	4,275.90
65	Northern Technologies, LLC	000000000	3,035.00
66	Northern Township	000026029	36,695.50
67	Northland Fire Protection	000026030	1,138.00
68	Northwoods Ice, Inc.	000026031	151.20
69	Otter Tail Power Company	000026032	49,546.44
70	Phillips Wine & Spirits	000026033	14,381.15
71	Portable Welding	000026034	375.00
72	Postmaster	000026035	381.51
73	Quality Flow Systems, Inc.	000000000	36.94
74	RITE	000026036	10,343.26
75	RMB Environmental Laboratories, Inc.	000026037	818.00
76	Roger's Two Way Radio, Inc.	000026038	184.45
77	Rongstad, Charlotte	000026039	15.00
78	Sadeks Repair & Welding, Inc.	000026040	484.81
79	Schmitt, Tim	000000000	119.99
80	Short Elliott Hendrickson, Inc.	000026041	5,775.00
81	Skumavc, Kori	000000000	63.66
82	Small Lot MN	000026042	3,420.00
83	Southern Glazer's of MN	000026043	19,487.44
84	Southside Tow & Rec, Inc	000026044	573.53
85	Springsted Incorporated	000026045	2,153.00
86	Streicher's	000026046	257.97
87	Sturk, Timothy	000000000	50.68
88	T & K Outdoors, Inc.	000026047	130.39
89	Uline	000026048	55.16
90	UPS Store	000026049	235.51
91	Verizon Wireless	000026050	140.04
92	Vinocopia, Inc.	000000000	523.00
93	Wagner Signs	000026051	785.00
94	Wes Plumbing & Heating	000026052	644.70
95	Widseth, Smith & Nolting	000026053	7,296.50
96	Wine Merchants	000026054	448.00
97	Ziegler, Inc.	000000000	350.99

Page Total: \$289,282.50

Grand Total: \$477,192.43

Sanford Center Unpaid Bills Detail All Transactions

	<u>Open Balance</u>
Always There Staffing-Bemidji	
	661.50
	1,055.25
	194.25
	<u>1,212.75</u>
Total Always There Staffing-Bemidji	3,123.75
AmeriPride Services	
	112.85
	<u>112.85</u>
Total AmeriPride Services	225.70
Beltrami County Solid Waste	
	1,030.95
Total Beltrami County Solid Waste	<u>1,030.95</u>
Bemidji Coca-Cola Company	
	916.24
	432.66
	<u>81.57</u>
Total Bemidji Coca-Cola Company	1,430.47
Bemidji State University-Int. Media	
	900.00
Total Bemidji State University-Int. Media	<u>900.00</u>
Bemidji Welders Supply, Inc.	
	83.76
Total Bemidji Welders Supply, Inc.	<u>83.76</u>
Bethel Lutheran Church	
	250.00
Total Bethel Lutheran Church	<u>250.00</u>
Big River Scoop Ice Cream	
	98.00
Total Big River Scoop Ice Cream	<u>98.00</u>
ColePapers	
	609.49
Total ColePapers	<u>609.49</u>
Culinex	
	294.51
Total Culinex	<u>294.51</u>
Granite City Armored Car, Inc.	
	42.41
Total Granite City Armored Car, Inc.	<u>42.41</u>
Great River Rescue	
	250.00
Total Great River Rescue	<u>250.00</u>
Higgins Heating, INC	
	331.00

Sanford Center Unpaid Bills Detail All Transactions

	<u>Open Balance</u>
	419.00
Total Higgins Heating, INC	750.00
Jackie Meixner	
	119.97
Total Jackie Meixner	119.97
NAPA	
	30.74
Total NAPA	30.74
NLFX Professional	
	-745.00
	745.00
	3,915.00
Total NLFX Professional	3,915.00
Sandstrom's	
	226.35
	143.31
Total Sandstrom's	369.66
The Party Store	
	1,148.75
Total The Party Store	1,148.75
Ticketmaster LLC	
	488.57
	999.52
Total Ticketmaster LLC	1,488.09
Manual Checks & Debits	
City of Bemidji	3,258.75
Johnson Brothers Liquor	1,543.99
US Foods	9,806.63
Minnesota Department of Revenue	23,668.00
Verizon	67.03
McKinnon Company	395.00
US Foods	2,990.38
Johnson Brothers Liquor	781.92
Bemidji Brewing	258.00
D-S Beverages	99.80
Marco	441.19
Total Manual Checks & Debits	43,310.69
TOTAL	<u><u>59,471.94</u></u>

GENERAL BUSINESS LICENSES - 2019

Type of License	Business Name	Business Location	Fee Paid
Billiards/Pool			
	EAGLES CLUB	1270 NEILSON AVENUE S E 1 table	\$20.00
Cigarette/Tobacco Products			
	4TH STREET ARCO	405 BEMIDJI AVE N	\$85.00
Dances (lounge)			
	EAGLES CLUB	1270 NEILSON AVENUE S E	\$240.00
Gas Station (per pump)			
	4TH STREET ARCO	405 BEMIDJI AVE N 3 multi pumps	\$105.00
Hotel/Motel			
	QUALITY INN	3500 MOBERG DRIVE NW	\$65.00
Massage Therapist			
	MICHELLE BRENDA KAISER	WITHIN BEMIDJI CITY LIMITS	\$120.00
Plumber			
	CLAYPOOL'S PLUMBING & HEATING	WITHIN BEMIDJI CITY LIMITS PM058398	\$95.00
	FLUTO PLUMBING	WITHIN BEMIDJI CITY LIMITS 060998PM	\$95.00
	WES' PLUMBING & HEATING	WITHIN BEMIDJI CITY LIMITS 002830PM	\$95.00
Restaurant/Food Service			
	4TH STREET ARCO	405 BEMIDJI AVE N	\$35.00
	ARAMARK (Hobson)	BSU-HOBSON STUDENT UNION	\$35.00
	ARAMARK (NW Technical)	NORTHWEST TECHNICAL COLLEG	\$35.00

Type of License	Business Name	Business Location	Fee Paid
	ARAMARK (Walnut)	BSU - WALNUT HALL	\$35.00
	BIG APPLE BAGELS	1710 PAUL BUNYAN DR NW	\$35.00
	BRIGID'S PUB	317 BELTRAMI AVE NW	\$35.00
	BUFFALO WILD WINGS	225 PAUL BUNYAN DR NW	\$35.00
	EAGLES CLUB	1270 NEILSON AVENUE S E	\$35.00
	SUBWAY OF BEMIDJI I	1317 PAUL BUNYAN DR NW	\$35.00
	SUBWAY OF BEMIDJI II	120 PAUL BUNYAN DR S	\$35.00
	SUBWAY OF BEMIDJI III	2025 PAUL BUNYAN DR NW	\$35.00

Liquor, Wine and Club License Renewals - 2019

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
BRIGID'S PUB	317 ENTERPRISES INC.	& COURTYARD	Sunday Liquor	\$200.00
BRIGID'S PUB	317 ENTERPRISES INC.	& COURTYARD	Liquor	\$3,780.00
EAGLES CLUB	EAGLES AERIE 351	& COURTYARD	Liquor	\$3,780.00
EAGLES CLUB	EAGLES AERIE 351	& COURTYARD	Sunday Liquor	\$200.00

Beer License Renewals - 2019

Final 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	Taproom On Sale	\$400.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Small Brewer	\$240.00
BEMIDJI BREWING COMPANY	BEMIDJI BREWING COMPANY, LLC	Taproom On Sale	\$200.00
BEMIDJI 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	Beer - On Sale	\$295.00
DAROOS PIZZA OF BEMIDJI	DAROOS PIZZA OF BAGLEY, INC.	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



Meeting Date: December 3, 2018

Action Requested: Nominate Joint Planning Commission Member for Reappointment

Prepared By: Michelle R. Miller, City Clerk

Reviewed By: Nate Mathews, City Manager

Jeremy Berg's term ends December 31, 2018 and has indicated that he is willing to continue to serve on the Joint Planning Commission. The City Council nominates members for reappointment or appointment by the Joint Planning Board.

Recommendation:

Nominate Jeremy Berg to the Planning Commission for reappointment by the Joint Planning Board (term ending 12/31/21).

COUNCIL AGENDA ITEM



Meeting Date: December 3, 2018

Action Requested: Nominate Joint Planning Commission Member for Reappointment

Prepared By: Michelle R. Miller, City Clerk

Reviewed By: Nate Mathews, City Manager

Tim Faver's term ends December 31, 2018 and has indicated that he is willing to continue to serve on the Joint Planning Commission. The City Council nominates members for reappointment or appointment by the Joint Planning Board.

Recommendation:

Nominate Tim Faver to the Planning Commission for reappointment by the Joint Planning Board (term ending 12/31/21).

COUNCIL AGENDA ITEM



Meeting Date: December 3, 2018

Action Requested: Approve 2019 City Pay Scale and change to City Benefit Contribution

Prepared By: Ron Eischens, Finance Director *ron*

Reviewed By: Nate Mathews, City Manager *nate*

The City job study was presented to Council in early July with implementation options discussed in August. At the November 19th Council meeting all five union contracts were approved for a three year period (2019 to 2021). Contract terms included the adoption of the attached pay scale for each union. This pay scale also applies to non-union employees and therefore needs adoption by Council.

Union contract terms also included changes to the City benefit payments, referred to as the cafeteria plan contribution. In 2019, the City contribution is based on the level of employee health insurance selection as follows:

- Single health coverage employees will receive \$900/month
- Employee with dependents receive \$1,200/month
- Family coverage receive \$1,300/month
- Local 49er's receive \$1,150/month

Recommendation:

Approve resolution adopting the 2019 pay scale for City employees and the change in City benefit contribution amount.

RESOLUTION NO.

A RESOLUTION ADOPTING 2019 PAY SCALE AND CITY BENEFIT CONTRIBUTION LEVEL

WHEREAS, Section 2.07 of the Council-Manager Charter for the City of Bemidji provides for employees to be compensated according to wages or salaries established annually by the City Council; and

WHEREAS, the City Council by Resolution No. 3360 dated July 2, 1984, established provisions for salaries and benefits for all City employees not included in a collective bargaining agreement; and

WHEREAS, a revised pay plan was completed in 2018 in order to ensure uniformity, consistency and compliance with internal and/or external comparables as well as the State Local Government Pay Equity Act.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bemidji:

1. Subdivision 2.6. Salary Ranges. Resolution No. 3360 is hereby amended to provide a two and one-quarter percent (2.25%) cost of living adjustment effective January 1, 2019.
2. Section 3. Adopt the attached 2019 Wage Scale.
3. Cafeteria Plan Contribution:
 - \$900/month for single health coverage
 - \$1200/month for employee with dependent coverage
 - \$1300/month for family coverage
 - \$1150/month for Local 49's coverage

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: December 3, 2018

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Rita C. Albrecht, Mayor

2019 PAY SCALE (2.25% COLA)

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	31,728.59	32,680.45	33,660.87	34,670.69	35,710.81	36,782.14	37,885.60	39,022.17	40,192.83
2	33,790.95	34,804.68	35,848.82	36,924.29	38,032.02	39,172.98	40,348.17	41,558.61	42,805.37
3	35,987.36	37,066.99	38,179.00	39,324.37	40,504.10	41,719.22	42,970.80	44,259.92	45,587.72
4	38,326.54	39,476.34	40,660.63	41,880.45	43,136.86	44,430.97	45,763.90	47,136.81	48,550.92
5	40,817.77	42,042.30	43,303.57	44,602.68	45,940.76	47,318.98	48,738.55	50,200.71	51,706.73
6	43,470.92	44,775.05	46,118.30	47,501.85	48,926.91	50,394.72	51,906.56	53,463.75	55,067.67
7	46,296.53	47,685.43	49,115.99	50,589.47	52,107.16	53,670.37	55,280.48	56,938.90	58,647.06
8	49,305.81	50,784.98	52,308.53	53,877.79	55,494.12	57,158.95	58,873.71	60,639.93	62,459.12
9	52,510.69	54,086.01	55,708.59	57,379.84	59,101.24	60,874.28	62,700.51	64,581.52	66,518.97
10	55,923.88	57,601.60	59,329.65	61,109.53	62,942.82	64,831.11	66,776.04	68,779.32	70,842.70
11	59,558.93	61,345.70	63,186.07	65,081.65	67,034.10	69,045.13	71,116.48	73,249.98	75,447.47
12	63,430.26	65,333.17	67,293.17	69,311.96	71,391.32	73,533.06	75,739.05	78,011.22	80,351.56
13	67,553.23	69,579.83	71,667.22	73,817.24	76,031.76	78,312.71	80,662.09	83,081.95	85,574.41
14	71,944.19	74,102.52	76,325.59	78,615.36	80,973.82	83,403.04	85,905.13	88,482.28	91,136.75
15	76,620.56	78,919.18	81,286.76	83,725.36	86,237.12	88,824.23	91,488.96	94,233.63	97,060.64
16	81,600.90	84,048.93	86,570.39	89,167.51	91,842.53	94,597.81	97,435.74	100,358.81	103,369.58
17	86,904.96	89,512.11	92,197.47	94,963.39	97,812.30	100,746.67	103,769.07	106,882.14	110,088.60
18	92,553.78	95,330.39	98,190.31	101,136.02	104,170.10	107,295.20	110,514.05	113,829.48	117,244.36
19	98,569.78	101,526.87	104,572.68	107,709.86	110,941.15	114,269.39	117,697.47	121,228.39	124,865.24
20	104,976.81	108,126.12	111,369.90	114,711.00	118,152.33	121,696.90	125,347.80	129,108.24	132,981.48
21	111,800.30	115,154.31	118,608.94	122,167.21	125,832.23	129,607.20	133,495.41	137,500.27	141,625.28
22	119,067.32	122,639.34	126,318.52	130,108.08	134,011.32	138,031.66	142,172.61	146,437.79	150,830.92
23	126,806.70	130,610.90	134,529.23	138,565.11	142,722.06	147,003.72	151,413.83	155,956.25	160,634.93
24	135,049.14	139,100.61	143,273.63	147,571.84	151,998.99	156,558.96	161,255.73	166,093.40	171,076.21
25	143,827.33	148,142.15	152,586.41	157,164.01	161,878.93	166,735.30	171,737.35	176,889.47	182,196.16

COUNCIL AGENDA ITEM



Meeting Date: December 3, 2018

Action Requested: Approve 2018 budget amendment # 3

Prepared By: Ron Eischens, Finance Director *Ron*

Reviewed By: Nate Mathews, City Manager *Nate*

Attached is budget amendment # 3, which is an annual occurrence adjusting budgets to accurately reflect projected year-end revenue and expenses. The majority of the adjustments move dollars between line items, increasing some while decreasing others.

General Fund – Adjustments for revenue increased \$118,000 for various line items. Budgeted expenses increased \$347,000 primarily due to the \$316,000 down payment on the 2019 ladder truck previously approved by Council. Expense adjustments also include transferring \$100,000 of General Fund reserves for the Carnegie project to the Carnegie construction fund.

All Other Funds – Adjustments for remaining City funds reflect projected actual amounts through year-end, including both revenue and expense adjustments.

Overall adjustments decreased revenue by approximately \$1.9 million while expenses increased by \$1.4 million.

Recommendation:

Approve budget amendment # 3 to adjust 2018 budget amounts to reflect projected year end results.

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
Revenue				
101-00000-31011	Township Revenue Sharing	3,000		
101-00000-31850	Administrative Fines	(1,000)		
101-00000-33418	MSA Maintenance	35,000		
101-00000-33421	Police Town Aid	10,000		
101-00000-33632	School Resource Officer	8,000		
101-00000-34790	Summer Registration Fees	(4,000)		
101-00000-34954	Other	3,000		
101-00000-34956	Rural Fire Calls	(2,000)		
101-00000-35101	County Court	(2,000)		
101-00000-35102	Parking Tickets - Yellow	(20,000)		
101-00000-35103	Parking Tickets - Green	60,000		
101-00000-35104	Parking Tickets - Red	(37,000)		
101-00000-36210	Interest	12,000		
101-00000-39101	Sale of Assets	3,000		
101-00000-39207	Eng Admin	50,000		
Council				
101-41100-40104	FICA		1,000	
101-41100-40433	Dues		6,300	
101-41100-40301	Professional Services		1,400	
101-41100-40331	Travel		(1,000)	7,700
Administration				
101-41400-40301	Prof Services		1,000	
101-41400-40361	Liability Insurance		(1,000)	-
Election				
101-41410-40104	Temp Employees		(1,900)	(1,900)
Finance				
101-41500-40361	Liability Insurance		(2,000)	
101-41500-40351	Legal Publishing		2,000	-
Legal				
101-41610-40101	Full time employees		18,000	
101-41610-40121	PERA		1,500	
101-41610-40122	FICA		1,500	
101-41610-40131	Fringe Benefits		3,000	
101-41610-40301	Prof Services		1,000	
101-41610-40322	Postage		(1,000)	
101-41610-40351	Legal Publishing		500	
101-41610-40580	Equipment		8,000	32,500
Technology & Aseessing				
101-41920-40301	Prof Services		(1,000)	
101-41550-40301	Prof Services		1,000	-
Police				
101-42100-40103	Contracted Overtime		(10,000)	
101-42100-40101	Full Time Employees		(140,000)	
101-42100-40102	Overtime		45,000	
101-42100-40106	Contracted Employees		20,000	
101-42100-40107	OT Reimbursement		(10,000)	
101-42100-40104	Temp Employees		7,000	

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
101-42100-40105	FAA Reimb		5,000	
101-42100-40112	Clothing Allowance		20,000	
101-42100-40121	PERA		(25,000)	
101-42100-40151	Workers Comp		8,000	
101-42100-40301	Prof Services		4,500	
101-42100-40331	Travel		(5,500)	
101-42100-40580	Equipment		(3,000)	
101-42100-40412	Rent		4,000	
101-42116-40106	Contractual Employees		20,000	
101-42116-40499	Grant Revenue		(20,000)	
101-42118-40101	Full Time Employees		12,000	
101-42118-40499	Grant Revenue		(12,000)	
101-42126-40101	Contractual Employees		80,000	-
Fire				
101-42200-40107	Personnel Reimb		10,000	
101-42200-40101	Full Time Employees		(11,000)	
101-42200-40121	PERA		(3,000)	
101-42200-40151	Workers Comp		4,000	
101-42200-40211	Operating Supplies		8,000	
101-42200-40212	Motor Fuels		(1,000)	
101-42200-40221	Equipment Repair		8,000	
101-42200-40301	Prof Serv		4,500	
101-42200-40331	Travel		(6,000)	
101-42200-40361	Liab Insurance		(4,000)	
101-42200-40362	Prop Insurance		(3,000)	
101-42200-40381	Electricity		1,000	
101-42200-40382	Water Sewer		(3,000)	
101-42200-40412	Rent		2,000	
101-42200-40580	Equipment		315,700	
101-42201-40580	Equipment		1,500	323,700
Street				
101-43100-40361	Liability Insurance		(11,000)	
101-43100-40580	Equipment		(8,000)	(19,000)
Engineering				
101-43500-40102	Overtime		11,000	
101-43500-40151	Workers Comp		2,000	
101-43500-40201	Office Supplies		(2,200)	
101-43500-40211	Operating Supplies		(1,300)	
101-43500-40301	Prof Services		(5,477)	
101-43500-40580	Equipment		(18,000)	(13,977)
GIS				
101-43600-40101	Full Time Employee		(2,000)	
101-43600-40102	Temporary Employee		1,200	
101-43600-40301	Prof Services		(2,400)	
101-43600-40321	Telephone		1,000	
101-43600-40331	Travel		2,200	
101-43600-40580	Equipment		(4,000)	(4,000)
Parks & Recreation				
101-45100-40103	Sponsorships		(10,000)	

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
101-45100-40104	Temporary Employees		2,000	
101-45100-40105	Recreation Fees		(18,000)	
101-45100-40211	Operating Supplies		3,000	
101-45100-40221	Equipment Repair		1,250	
101-45100-40261	Credit Card Fees		4,000	
101-45100-40301	Prof Services		3,000	
101-45100-40331	Travel		1,000	
101-45100-40351	Publishing		(1,000)	
101-45100-40361	Liab Insurance		1,000	
101-45100-40412	Rent		12,000	
101-45200-40151	Workers Comp		(2,000)	
101-45200-40201	Office Supplies		2,500	
101-45200-40211	Operating Supplies		4,000	
101-45200-40216	Chemicals		(3,000)	
101-45200-40221	Equipment Repair		2,000	
101-45200-40223	Building Maint		5,000	
101-45200-40301	Prof Services		(5,000)	
101-45200-40321	Telephone		3,000	
101-45200-40331	Travel		(1,000)	
101-45200-40362	Property Insurance		6,000	
101-45200-40580	Equipment		(70,000)	
101-45206-40211	Operating Supplies		3,000	
101-45206-40228	Structure Maint		7,000	
101-45206-40331	Travel		250	(50,000)
Library				
101-45500-40211	Operating Supplies		(3,000)	
101-45500-40223	Building Maint		6,000	
101-45500-40361	Liab Insurance		(1,000)	
101-45500-40580	Buildings & Structures		(4,000)	
101-45500-40201	Office Supplies		3,000	
101-45500-40386	Heating		(1,000)	-
Contingencies & Other				
101-47400-40301	Prof Services		(10,200)	(10,200)
101-49800-40301	Prof Services		(5,000)	(5,000)
101-49319-40710	Transfer Out		102,011	102,011
101-49001-40229	Misc		(15,000)	(15,000)
TOTAL GENERAL FUND		118,000	346,834	346,834
Building & Rental				
103-00000-32211	Building Plan Reviews	40,000		
103-00000-32210	Bldg Permits	(50,000)		
103-00000-32212	Mechanical Permits	(7,000)		
103-00000-36210	Interest			
103-47300-40211	Operating Supplies		(5,000)	
103-47300-40223	Public Building Maintenance		(15,000)	
103-47300-40261	Credit Card Charges		2,000	
103-47300-40301	Prof Services		17,000	
103-47300-40321	Telephone		2,000	
103-47300-40331	Training		2,000	
103-47300-40580	Equipment		(3,000)	

Special Revenue Funds

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
202-00000-36210	Interest	600		
204-00000-36210	Interest	7,000		
205-00000-36210	Interest	1,000		
207-00000-33130	Grant Revenue	7,700		
207-46513-40229	Grant Expenses		7,700	
209-00000-35108	DUI Penalties	(20,000)		
209-46531-40229	Misc		(53,000)	
209-46531-40580	Equipment		49,000	
209-46537-40211	Supplies		4,000	
209-46538-40211	Supplies		5,000	
210-00000-39219	Transfer In	2,011		
214-46450-40580	PEG Expenses		2,000	
220-00000-36210	Interest	1,400		
222-00000-34954	Other - Carnegie Donations	44,000		
222-00000-36210	Interest	3,000		
222-00000-39219	Transfer In	100,000		
222-47104-40520	Building		50,000	
222-47104-40301	Operating Expenses		30,000	
224-00000-36210	Interest	2,000		
224-47312-40223	Bldg Maint		6,000	
225-00000-33420	2% Fire Revenue	4,000		
225-47102-40229	Misc		4,000	
226-00000-34954	Other	30,000		
226-00000-33419	MSA Construction	165,000		
226-00000-33425	Grant Revenue	165,000		
226-00000-36210	Interest	9,000		
226-48918-40520	Bldgs & Structures		70,000	
226-48923-40520	Bldgs & Structures		(90,000)	
226-48926-40520	Bldgs & Structures		4,000	
226-48930-40520	Bldgs & Structures		250,000	
226-48931-40520	Bldgs & Structures		600	
226-48939-40520	Bldgs & Structures		20,000	
226-49951-40520	Bldgs & Structures		375,000	
226-49953-40520	Bldgs & Structures		30,000	
226-49957-40520	Bldgs & Structures		22,000	
226-49961-40520	Bldgs & Structures		50,000	
226-49971-40223	Building Maintenance		20,000	
226-49990-40229	Misc		50,000	
227-49999-40301	Prof Services		22,800	
229-00000-33426	Grant Revenue	12,000		
229-00000-34954	Other Revenue	4,000		
229-47132-40228	Other Projects		4,000	
229-47138-40301	Lakebed Cleanup		12,000	
230-00000-36210	Interest	1,000		
231-47202-40498			(7,000)	
232-00000-32213	Septic Permit Fee	(1,500)		
232-00000-32214	Site Field Fees	(1,000)		
232-00000-32215	Variance - Commercial	1,500		
232-00000-32216	Variance - Residential	(4,500)		
232-00000-32217	Conditional Use Permits	(400)		
232-00000-32218	Lot Combo	(1,000)		
232-00000-32219	LU - Commercial	5,500		
232-00000-32220	LU - New Home	4,500		
232-00000-32221	LU - Other	1,000		
232-00000-32222	CICPUD	(1,750)		

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

<u>Account #</u>	<u>Account Name</u>	<u>Revenue Increase (Decrease)</u>	<u>Expenditure Increase (Decrease)</u>	<u>Sub-total by Department</u>
232-00000-34940	Planning and Zoning	(700)		
232-00000-34952	Sign Permits	1,500		
232-00000-34954	Other	(11,825)		
232-00000-36210	Interest	(200)		
232-47500-40101	Full Time Employees		(15,297)	
232-47500-40108	Per Diems		(5,000)	
232-47500-40111	PTO		400	
232-47500-40112	Footware		231	
232-47500-40113	Eyecare		50	
232-47500-40121	PERA		(1,500)	
232-47500-40122	FICA		(1,500)	
232-47500-40131	Fringe Benefits		(3,805)	
232-47500-40151	Workers Comp		(2,100)	
232-47500-40201	Office Supplies		7,000	
232-47500-40212	Motor Fuels		(700)	
232-47500-40221	Equipment Repair		463	
232-47500-40301	Professional Services		12,800	
232-47500-40321	Telephone		200	
232-47500-40322	Postage		(200)	
232-47500-40331	Travel/Training		1,500	
232-47500-40351	Legal Publishing		(1,900)	
232-47500-40361	Liability Insurance		1,000	
232-47500-40433	Dues		400	
232-47500-40580	Equipment		25,000	
				955,142
Debt Service				
307-00000-39101	Land Sale	(300,700)		
307-47116-40611	Interest		(70,000)	
512-00000-36210	Interest	3,000		
512-47101-40301	Prof Services		6,000	
520-47119-40710	Transfer Out		46,400	
				(17,600)
Public Utility Revenue				
601-00000-36101	Principal Collected	(15,000)		
601-00000-36107	Penalties & Interest	(20,000)		
601-00000-36150	Connection Charges	12,000		
601-00000-36210	Interest	(6,000)		
601-00000-37100	Water Fees	(11,000)		
601-00000-37101	WAC	(15,000)		
601-00000-37170	Water Meters	14,000		
601-00000-37200	Sewer Fees	(6,000)		
601-00000-37201	SAC	(32,000)		
601-00000-39219	Transfer In	46,400		
603-00000-37300	Residential Fees	30,000		
603-00000-37301	Commercial Fees	(4,000)		
Water				
601-49400-40101	Full time employees		(20,000)	
601-49400-40104	Temporary		(5,000)	
601-49400-40151	Workers Comp		3,000	
601-49400-40301	Prof Services		(100,000)	
601-49400-40321	Telephone		3,000	
601-49400-40322	Postage		7,000	

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
601-49400-40520	Buildings & Structures		(12,000)	
601-49400-40580	Equipment		(178,000)	(302,000)
601-49404-40520	Division Street Utilities		100,000	100,000
601-49409-40520	Anne St		160,000	160,000
601-49420-40520	PFC - Wellfield		250,000	250,000
Sewer Line				
601-49470-40101	Full time employees		(25,000)	
601-49470-40104	Temporary		(4,000)	
601-49470-40121	PERA		(3,000)	
601-49470-40122	FICA		(2,500)	
601-49470-40131	Fringe		(5,000)	
601-49470-40151	Workers comp		3,000	
601-49470-40221	Equipment Repair		10,000	
601-49470-40321	Telephone		1,000	
601-49470-40361	Liability Insurance		3,000	
601-49470-40580	Equipment		(40,000)	
601-49481-40520	Sewer Extension - Senger		(260,000)	(322,500)
WWTP				
601-49482-40212	Motor Fuels		3,000	
601-49482-40216	Chemicals		(10,000)	
601-49482-40361	Liab insurance		(3,000)	
601-49482-40362	Property insurance		(5,000)	
601-49482-40381	Electricity		(25,000)	
601-49482-40520	Buildings		20,000	(20,000)
Storm Water				
602-49600-40101	Full Time		(20,000)	
602-49600-40131	Fringe Benefits		(3,000)	
602-49600-40121	PERA		(1,000)	
602-49600-40122	FICA		(1,000)	
602-49600-40201	Office Supplies		2,000	
602-49600-40211	Operating Supplies		(1,000)	
602-49600-40221	Equipment Repair		(5,000)	
602-49600-40331	Training		1,000	
602-49600-40361	Liability Insurance		4,000	
602-49600-40520	Bldgs & Structures		(100,000)	(124,000)
Residential Refuse				
603-49700-40101	Full time employees		20,000	
603-49700-40121	PERA		1,000	
603-49700-40122	FICA		1,000	
603-49700-40151	Workers Comp		(10,000)	
603-49700-40131	Fringe Benefits		5,000	17,000
Sanford Center				
604-00000-34954	Other	21,000		
604-00000-39102	Insurance compensation	(8,000)		
604-49720-40223	Building Maintenance		10,000	
604-49720-40301	Professional Services		7,000	
604-49720-40601	Bond principal		710,000	
604-49720-40611	Interest		(1,197,054)	(470,054)

**CITY OF BEMIDJI
2018 BUDGET ADJUSTMENTS**

Account #	Account Name	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Sub-total by Department
Liquor				
609-00000-39310	Bond Proceeds	(2,300,000)		
609-49740-40101	Full Time Employee		(60,000)	
609-49740-40102	Overtime		8,000	
609-49740-40104	Part time employees		30,000	
609-49740-40131	Benefits		(2,000)	
609-49740-40151	Workers Compensation		(1,000)	
609-49740-40301	Prof Services		5,000	
609-49740-40351	Legal Publishing		14,000	
609-49740-40510	Land		288,000	
609-49740-40520	Buildings & Structures		(30,000)	
609-49740-40580	Equipment		6,000	
609-49750-40101	Full Time Employee		(20,000)	
609-49750-40102	Overtime		12,000	
609-49750-40104	Part time employees		(15,000)	
609-49750-40131	Fringe Benefits		2,000	
609-49750-40151	Workers Compensation		(1,000)	
609-49750-40301	Prof Services		10,000	
609-49750-40351	Legal Publishing		13,000	
609-49750-40510	Land		3,000	
609-49750-40520	Buildings & Structures		500,000	
609-49770-40229	Misc		28,000	790,000
Arena				
615-00000-38061	Rent	35,000		
615-00000-36210	Interest	1,500		
615-49850-40211	Operating Supplies		1,000	
615-49850-40331	Travel		1,000	
615-49850-40381	Electricity		(7,800)	
615-49850-40382	Water/Sewer		3,000	(2,800)
City Hall				
701-49950-40223	Building Maintenance		5,000	
701-49950-40381	Electricity		(5,000)	-
Public Works Building				
701-49960-40101	Full Time Employees		(9,000)	
701-49960-40122	FICA		(1,000)	
701-49960-40201	Office Supplies		1,000	
701-49960-40211	Operating Supplies		10,000	
701-49960-40223	Building Maintenance		20,000	
701-49960-40301	Professional Services		4,500	
701-49960-40322	Postage		1,000	
701-49960-40382	Water/Sewer		2,000	
701-49960-40381	Electricity		(4,000)	
701-49960-40520	Buildings & Structures		(11,000)	13,500
		<u>(1,923,964)</u>	<u>1,373,522</u>	<u>1,373,522</u>

RESOLUTION NO.

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF BEMIDJI ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Bemidji, on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bemidji, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Bemidji on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Michael Mastin, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State. To assist the Authorized Representative with the administration of the agreement, Captain David LaZella is appointed as the Authorized Representative's designee.
3. That the Assistant City Attorney, Katie Nolting, or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State. To assist the Authorized Representative with the administration of the agreement, City Attorney, Alan R. Felix is appointed as the Authorized Representative's designee.
4. That Rita C. Albrecht, Mayor for the City of Bemidji, and Nathan Mathews, City Manager, are authorized to sign the State of Minnesota Joint Powers Agreements.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and upon 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

Return to Agenda

COUNCIL AGENDA ITEM



Meeting Date: December 3rd, 2018

Action Requested: 2019 Street Renewal Project - Consider Resolution Approving Feasibility Report and Setting Public Hearing – City Project 19-01

Prepared By: Samuel C. Anderson, P.E. *sa*
Assistant City Engineer

Reviewed By: Craig J. Gray, P.E., DPW/City Engineer *CJG*
Nate Mathews, City Manager

Background:

A resolution was approved by the City Council on October 1st, 2018 authorizing the preparation of a feasibility report on the proposed 2019 Street Renewal Project. Using a combination of street tax levy funds, utility funds and assessments this project will reconstruct approximately 1.0 mile of city streets. City staff has completed the attached feasibility report for the project and the next step in the Chapter 429 assessment process is to have the Council accept the report and set the public hearing date.

Discussion

The feasibility report outlines the proposed improvements, estimated costs and recommended property assessments. The streets that are proposed to be included in the 2019 program are as follows:

- | | |
|---------------------------|--|
| Gemmel Avenue | Paul Bunyan Drive – Cul de Sac (end) |
| 8 th Street NE | Bemidji Avenue – Lake Blvd |
| Dewey Avenue | 8 th Street NE – 10 th Street NE |
| Pershing Avenue | 1 st Street E – 3 rd Street SE |
| 3 rd Street SE | Scott Avenue – Grant Avenue |
| McKinley Avenue | 3 rd Street SE – 4 th Street SE |

These streets are shown on attached Exhibit A.

The proposed project will include the following improvements:

Gemmel Avenue - This road will be completely reconstructed with new bituminous pavement, curb & gutter and driveway aprons. The existing segment of 1930's 6" cast iron water main and services will be replaced with a new 8" water main as well as replacing the existing 1950's clay sanitary sewer main and services with new PVC

sanitary sewer. The project will also include extending and upsizing our current force main system to match our latest sanitary sewer comprehensive plan for future demand.

The existing street has 2 roadway widths, 30 and 35 feet wide, along with 5 foot sidewalks on both sides of the street for majority of the roadway. The proposed project will narrow the road to a consistent 30 feet wide and only replace the sidewalk on the north side of the roadway (side closest to Lake Bemidji), which has the only existing sidewalk connection to Paul Bunyan Drive. This will require the roadway to be posted for "Calendar Parking" along this segment of roadway.

8th Street NE - This road will be completely reconstructed with new bituminous pavement, curb and gutter, driveway aprons, and sidewalks to its current dimensions. An existing segment of 1906 4" water main will be replaced with a new 8" water main as well as replacing the existing 1960's clay sanitary sewer with new PVC main.

Dewey Avenue - This road will be completely reconstructed with new bituminous pavement, curb and gutter, driveway aprons, and sidewalks to its current dimensions. An existing segment of 1906 4" water main, from 8th Street to 10th Street, will be replaced with a new 8" water main. The existing 1960's clay sanitary sewer, from 8th Street to 9th Street, with new PVC main.

Pershing Avenue - This road will be completely reconstructed with new bituminous pavement, curb and gutter and driveway aprons. The existing 1960's 12" cast iron water main, along with individual services, will be replaced. A sanitary sewer extension from 2nd Street and Pershing Avenue will provide sanitary services to 4 parcels (3 currently vacant) along 1st Street E that currently do not have access to sewer. Water services will also be provided to 3 of these 4 parcels as part of this project. Exhibit F in the attached feasibility report displays these 4 parcels north of the alley between 1st Street E and 2nd Street SE.

The project will narrow the road to 35 feet wide from the existing 40 feet roadway width and add a 5-foot concrete sidewalk directly behind the curb line on the east side of the street from 1st Street to 3rd Street. This will require the roadway to be posted for "Calendar Parking" along this segment of roadway.

3rd Street SE – This road will be completely reconstructed with new bituminous pavement, curb and gutter and driveway aprons. The existing water mains, along with individual services, are over 60 years old and will also be replaced. The existing storm sewer system will be extended from Pershing Avenue to connect to McKinley Avenue.

The project will narrow the road to 30 feet wide from the existing 40 feet roadway width and add a 5-foot concrete sidewalk with a 3 foot boulevard behind the curb line on the north side of the street from Scott Avenue to Grant Avenue. This will require the roadway to be posted for "Calendar Parking" along this segment of roadway.

McKinley Avenue – This is an existing gravel/dirt street that will be paved with a new bituminous surface with curb & gutter. The street will connect to the proposed storm sewer being extended from 3rd Street SE as part of this project.

There are photos in the feasibility report showing the existing conditions of the streets.

Finances:

The estimated cost of the 2019 street reconstruction project is \$1,973,628.

Funding sources are proposed to come from the following sources:

Assessments	\$ 283,805
Sanitary Sewer Utility Fund	\$ 305,475
Water Utility Fund	\$ 302,611
Storm Water Utility Fund	\$ 400,000
City Tax Levy	\$ 425,000
Construction Fund Reserves	<u>\$ 256,737</u>
	\$1,973,628

*These costs include 15% for engineering design, construction inspection, and administration services.

Assessments

Assessments are proposed to each benefiting property within the project area. All proposed street segments will be assessed per the city's current assessment policy of \$38/front foot and \$1,070 for each utility service that may be required.

For the additional 4 parcels, along 1st Street E, being provided sanitary sewer service, which currently do not have sewer access, staff is proposing a sanitary sewer assessment of \$7,000 per parcel, which matches what was established for the 2017 Division Street Utility Extension Project. The water services being added to 3 of these 4 parcels (1 parcel already has service) will be assessed per our standard \$1,070 per parcel amount since water main access is currently available.

An open house to explain the project to all affected residents is scheduled for Thursday, December 13th from 5:00 pm – 7:00 pm. This will allow them to ask questions and to hear about the project prior to the official public hearing on January 7th, 2019. A copy of the letter being sent to the residents is attached to this report.

Project Schedule

A public hearing will be held on January 7th by the city council. All of the residents that are proposed to be assessed will be mailed a separate notice informing them of the public hearing. Construction of the project would begin in May and is anticipated to be completed the end of September.

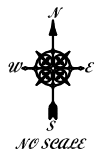
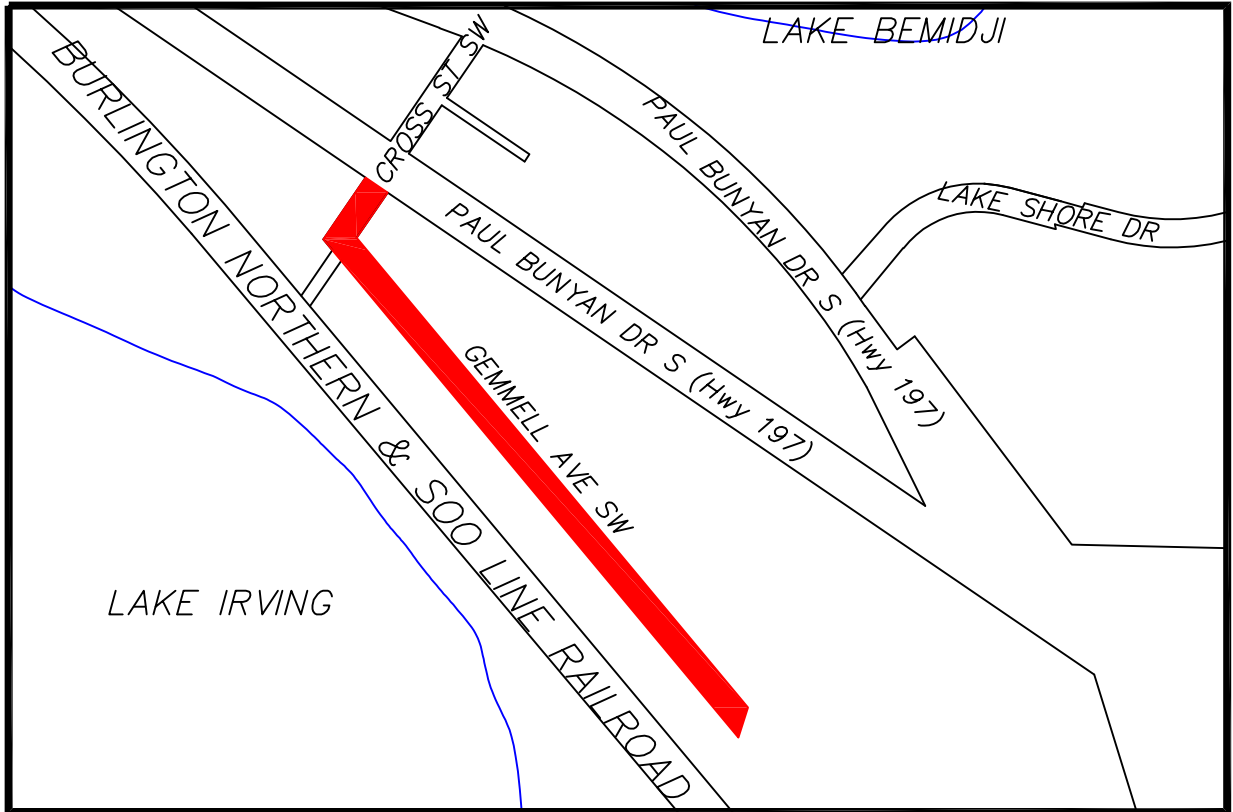
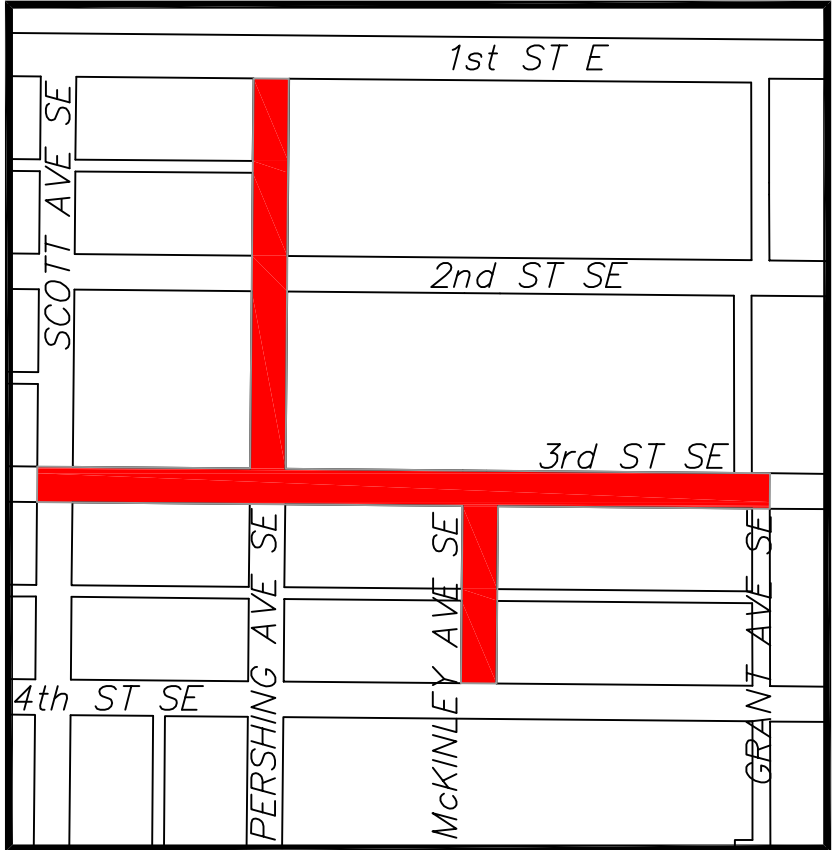
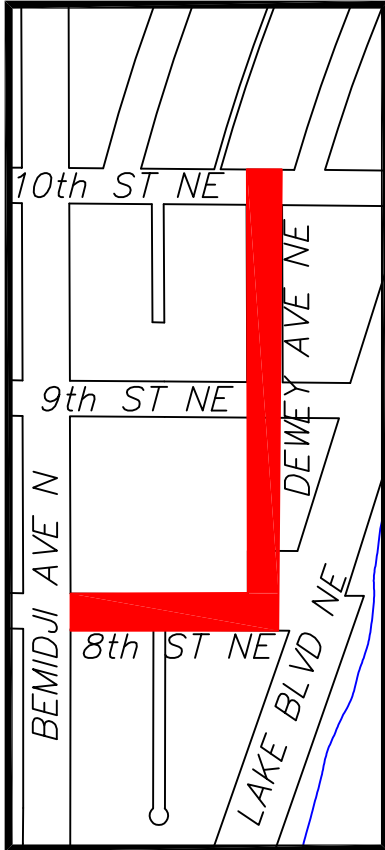
Recommendation:

It is recommended that the city council adopt the attached resolution approving the feasibility report and setting a public hearing for 6:00 p.m. on January 7th, 2019.

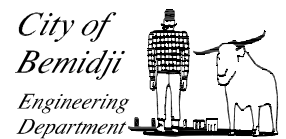
Resolution

EXHIBIT A

Return to CAI



2019 STREET RENEWAL PROJECT





CITY OF BEMIDJI

Public Works Facility - 1351 5th Street NW

Bemidji, Minnesota 56601-3116

Web Site: www.ci.bemidji.mn.us

November 30, 2018

Re: 2019 Street Renewal Project

Dear Resident:

The city is considering a street reconstruction project in 2019. This project would involve the reconstruction and paving of the following streets:

- + Gemmel Avenue SW (Paul Bunyan Drive to Cul-de-Sac)
- + 8th Street NE (Bemidji Avenue to Lake Blvd)
- + Dewey Avenue NE (8th Street NE to 10th Street NE)
- + Pershing Avenue SE (1st Street E to 3rd Street SE)
- + 3rd Street SE (Scott Avenue SE to Grant Avenue SE)
- + McKinley Avenue SE (3rd Street SE to 4th Street SE)

This letter is to invite you to a neighborhood Open House that will be held from **5:00 p.m. to 7:00 p.m. on Thursday, December 13, 2018**. The open house will be held in the 1st Floor Conference Room in the Bemidji Public Works, which is located at 1351 5th Street NW. The meeting will be held as an open house with no formal presentation. City staff will be on hand to answer questions about the proposed improvements, construction impacts and proposed assessments. Preliminary plan sheets will also be available so that each resident can see how their property will be affected by the project.

As part of the project there will be assessments to each benefiting property. The city's current estimated assessment for the proposed reconstruction project is \$38.00 per lineal foot for each parcel.

In addition to this notice you will also be receiving a future notice informing you of the public hearing that the City Council will be holding on **Monday, January 7, 2019**. If you have any questions, please attend the open house on Thursday, December 13, 2018. If you cannot attend and have questions, please feel free to give either Shon Snopl or myself a call in the City Engineering Department at 333-1852.

Sincerely,

Samuel C. Anderson, P.E.
Assistant City Engineer

Cc: Bemidji City Council

City of Bemidji
2019 Street Renewal Project
City Project #19-01

Feasibility Study and Report

Prepared by:
Engineering Department

November 28, 2018



CITY OF BEMIDJI
Public Works Facility

CITY OF BEMIDJI
FEASIBILITY REPORT
2019 Street Renewal Project
City Project #19-01

8th Street NE (Bemidji Ave N to Lake Blvd NE)

Dewey Ave NE (8th Street NE to 10th Street NE)

Gemmel Avenue SW (Paul Bunyan Dr S to the cul de sac)

Pershing Avenue SE (3rd Street SE to 1st Street E)

3rd Street SE (Scott Avenue SE to Grant Avenue SE)

McKinley Avenue SE (4th Street SE to 3rd Street SE)

The above streets are in need of improvements in 2019. McKinley Avenue is currently a rural gravel surfaced road. The other four streets are older deteriorated bituminous pavement with curb and gutter. The increasing traffic counts, residential recreation, and maintenance costs necessitate that permanent improvements be made to these segments, as much of them have exceeded their expected design life. Approximately 1.0 miles of street will be reconstructed as part of this project.

The recommended improvements are as follows:

Street Improvements

In the project area, the following criteria have been used to improve the streets.

- The existing bituminous streets will be removed and/or reclaimed (ground up) to be reused in aggregate base or new bituminous asphalt paving.
- The one existing gravel street, McKinley Ave, will be upgraded with additional gravel material and will be paved with a bituminous surface.
- The new city streets will have a total depth of 8 inches of aggregate base material and 3½ inches of bituminous pavement.
- Pershing Ave and 3rd Street will both be narrowed by 5 feet and 10 feet respectively from the current width. Gemmel Ave currently has 2 roadway widths, so the northerly part that is wider

will be narrowed by 5 feet to match the southerly part of the road. All three streets will be changed to calendar parking.

- There will be concrete work completed along all the streets and will include: concrete curb and gutter, concrete driveway aprons at all of the driveway entrances, and new ADA accessible ramps at all sidewalk crossings. New concrete curb and gutter will be added to McKinley Ave.

The streets proposed for improvements are shown on Exhibit A within the feasibility report. A typical section of the existing streets and proposed streets are shown on Exhibit B, Exhibit B-1, and Exhibit B-2.

Storm Sewer

The storm sewer pipe that exists in 8th Street and Pershing Ave is adequate and in mostly good condition, however a number of the storm sewer manholes and catch basins have deteriorated and will be replaced. The storm sewer in Dewey Ave and 3rd Street is old clay tile and will be replaced with reinforced concrete pipe. Two short sections of storm sewer in Gemmel Ave are deteriorated and will also be replaced. The storm sewer under 3rd Street will also be extended to provide drainage to McKinley Ave, which currently has no storm sewer. The proposed storm sewer improvements are shown on Exhibit C.

Sanitary Sewer System

The existing 55 - 62 year old clay tile sanitary sewer pipes in 8th Street, Dewey Ave, and Gemmel Ave will be replaced with new PVC pipe to eliminate routine sewer line maintenance and root problems. All of the existing sanitary service lines will be replaced with 4" PVC pipe and will include tracing wire and a 4" clean-out pipe at the property line, where it will be reconnected to the existing service line. The existing sanitary manholes will be replaced with new precast concrete. The existing sewer force main in Gemmel Ave will be upsized and extended to match the latest sanitary sewer comprehensive plan. The proposed sewer improvements are shown on Exhibit D.

The existing sewer in the 2nd Street and Pershing Ave intersection will be replaced and extended north and then west down the alley to serve 4 parcels that front 1st Street that currently do not have access to sanitary sewer. Exhibit F in the attached feasibility report displays these 4 parcels north of the alley between 1st Street E and 2nd Street SE.

Water System

The existing 112 year old cast iron water main in 8th Street and Dewey Ave, the 82 year old cast iron water main in Gemmel Ave, and the 58 year old cast iron water main in 3rd Street and Pershing Ave will be replaced along with all existing hydrants and valves. As part of this reconstruction project, all of the existing service lines connecting to new mains will be replaced with a new 1" copper line, new curb stand, and be reconnected to the existing service line. The proposed water improvements are shown on Exhibit E.

Sidewalks

Staff evaluated all streets as to the feasibility of adding sidewalks. Pershing Ave will be narrowed from 40 feet to 35 feet, allowing a 5 foot sidewalk on the east side right behind the back of curb. 3rd Street will be narrowed from 40 feet to 30 feet, allowing a 5 foot sidewalk and 3 foot boulevard on the north side. Gemmel Ave currently has sections of sidewalk on both sides. The sidewalk on the south and west side of the road that does not connect to sidewalk on either end will be removed. The existing sidewalks on 8th Street and Dewey Ave will be replaced with new concrete sidewalk and ADA accessible ramps.

Project Cost Estimate

Estimated costs of the various project components are as follows:

Street Reconstruction Costs

Streets	\$950,558
Storm Sewer	\$244,984
Sanitary Sewer	\$305,475
Water	<u>\$472,611</u>
Total Cost:	\$1,973,628

*These costs include 15% for engineering design, construction inspection, and administration services.

Special Assessments

Special assessments are proposed as part of the project. The improvements will be based on the actual work in front of each property using the following rates.

Street Front Footage	\$38 / Lineal Feet
Sanitary Sewer Service Line	\$1,070 / Each
Water Service Line	\$1,070 / Each

For the additional 4 parcels, along 1st Street E, being provided sanitary sewer service, which currently do not have sewer access, staff is proposing to establish a sanitary sewer assessment of \$7,000 per parcel, which matches what was established for the 2017 Division Street Utility Extension Project. The water services being added to 3 of these 4 parcels (1 parcel already has service) will be assessed per our standard \$1,070 per parcel amount since water main access is currently available.

A preliminary assessment role is included within this report.

Financing

The sources of funds for this project include the following:

Street Reconstruction Funding

Street Assessments	\$220,495
Sanitary Sewer Service Assessments	\$45,120
Water Service Assessments	\$18,190
Sewer Utility Fund	\$305,475
Water Utility Fund	\$302,611
Storm Sewer Fund	\$400,000
General Tax Levy	\$425,000
Construction Fund Reserves	<u>\$256,737</u>
Total:	\$1,973,628

Recommendation

The above described street renewal project is feasible, necessary and cost effective. It will benefit the affected properties. It can be accomplished as proposed and it is recommended that the project go to public hearing to meet the requirements of State Statute 429, as it applies to special assessments.

Respectfully submitted,



Samuel C. Anderson, P.E.
November 28, 2018

2019 Street Renewal Project

Exhibits

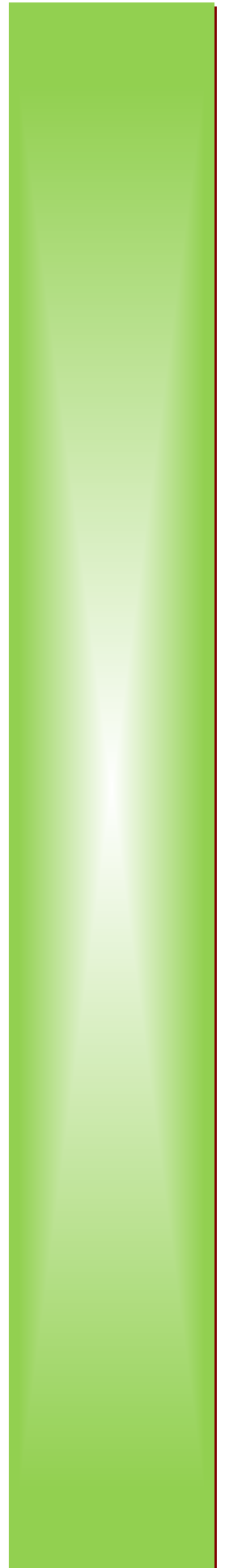
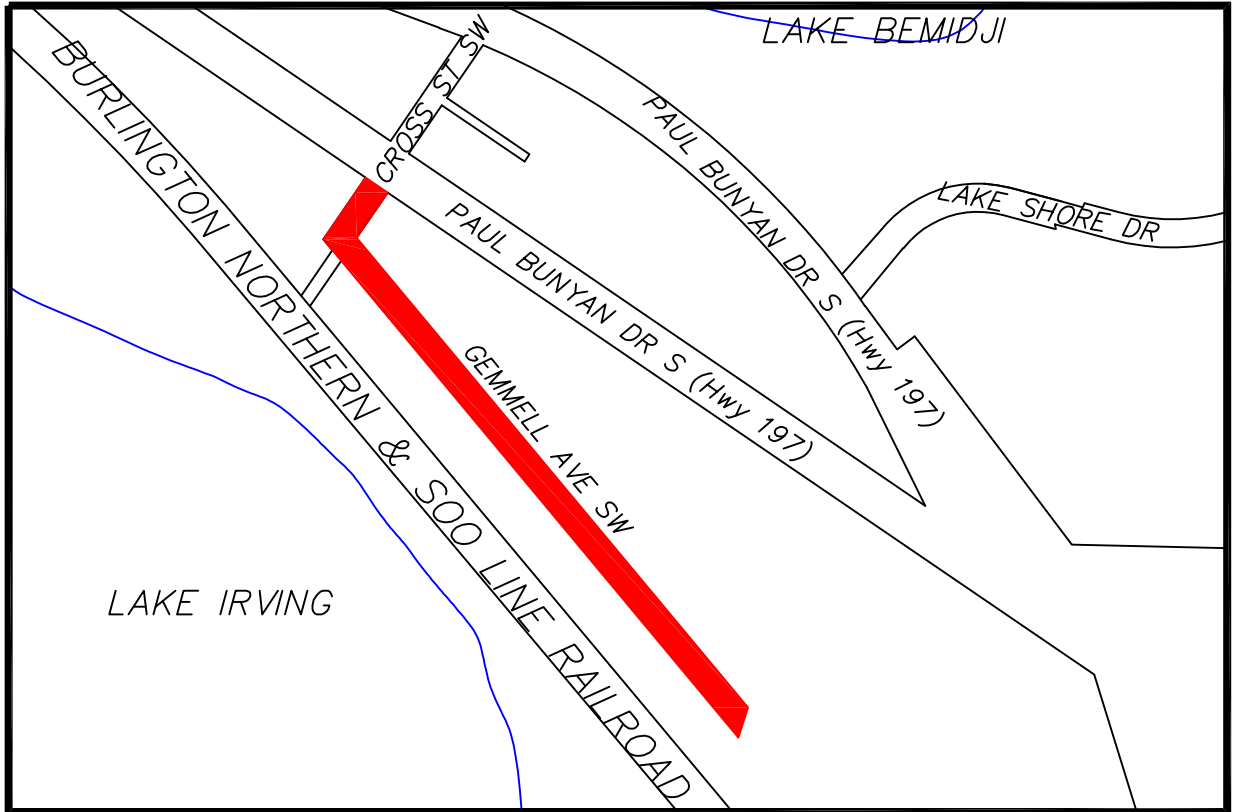
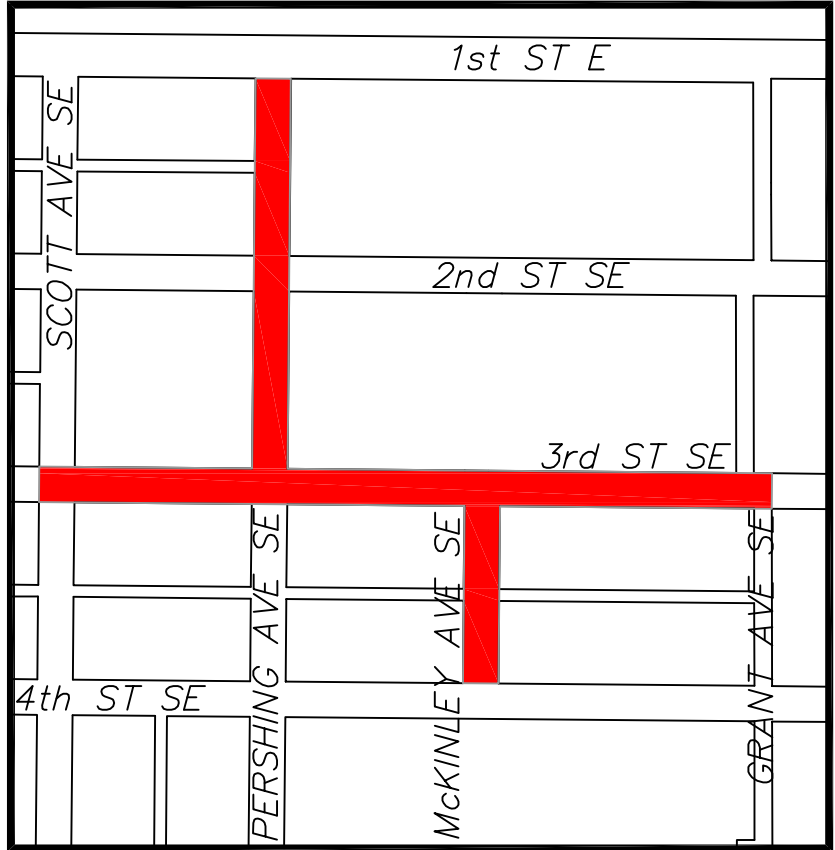


EXHIBIT A



2019 STREET RENEWAL PROJECT

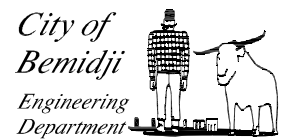
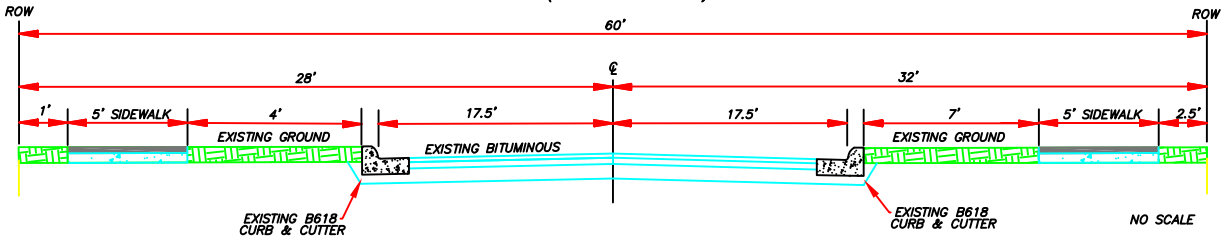


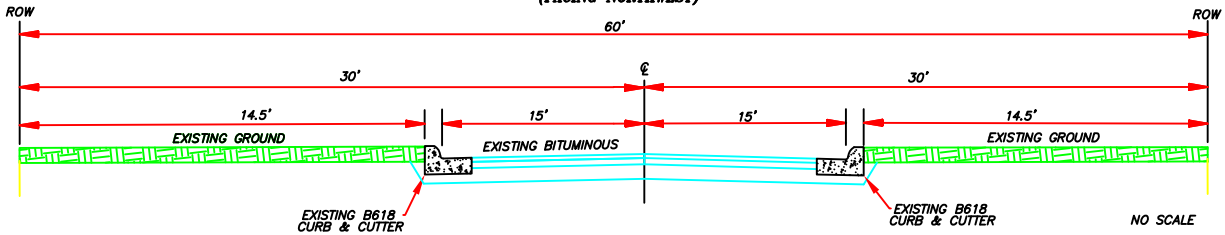
EXHIBIT B

TYPICAL SECTIONS

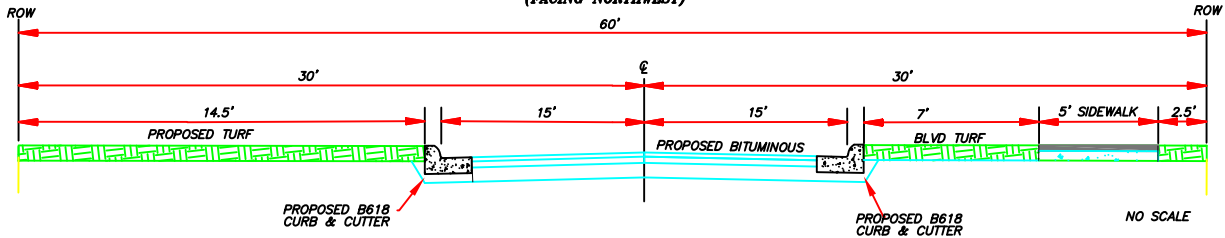
EXISTING GEMMEL AVE SIDEWALK PORTION (FACING NORTHWEST)



EXISTING GEMMEL AVE NON SIDEWALK PORTION (FACING NORTHWEST)



PROPOSED GEMMEL AVE (FACING NORTHWEST)

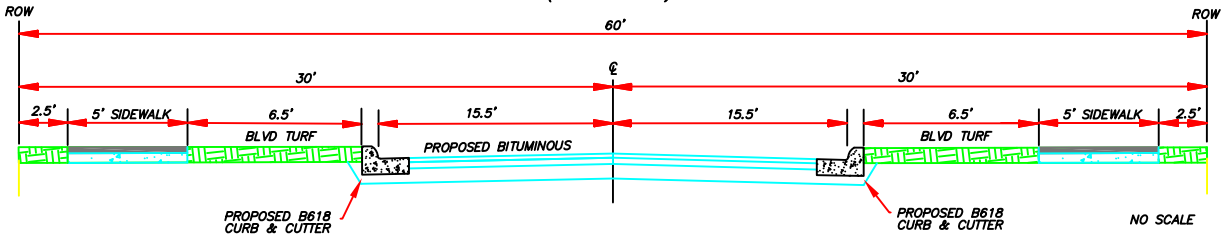


2019 STREET RENEWAL PROJECT

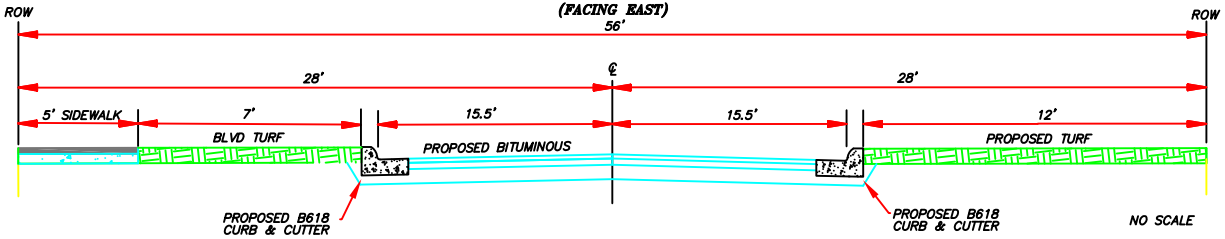
EXHIBIT B-1

TYPICAL SECTIONS

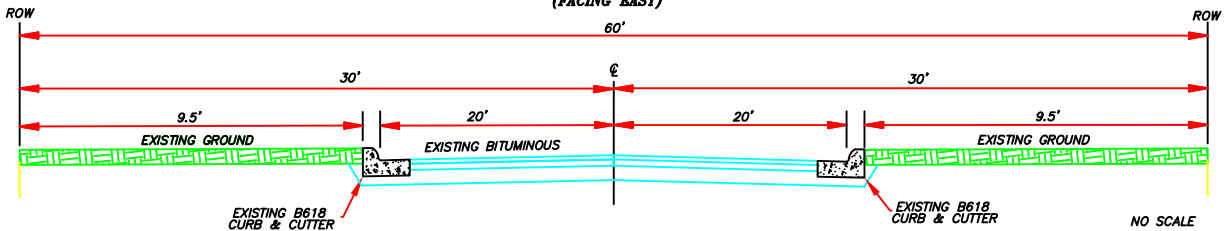
EXISTING & PROPOSED DEWEY AVE 8TH TO 10TH STREET NW (FACING NORTH)



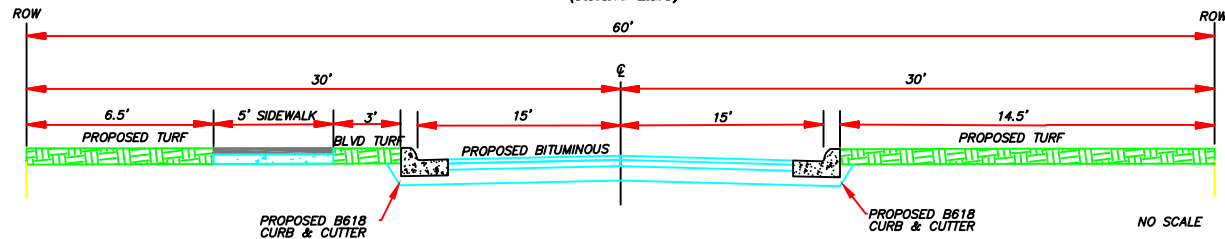
EXISTING & PROPOSED 8TH STREET NE BEMIDJI AVE TO LAKE BLVD (FACING EAST)



EXISTING 3RD STREET SE SCOTT TO GRANT AVE (FACING EAST)



PROPOSED 3RD STREET SE SCOTT TO GRANT AVE (FACING EAST)

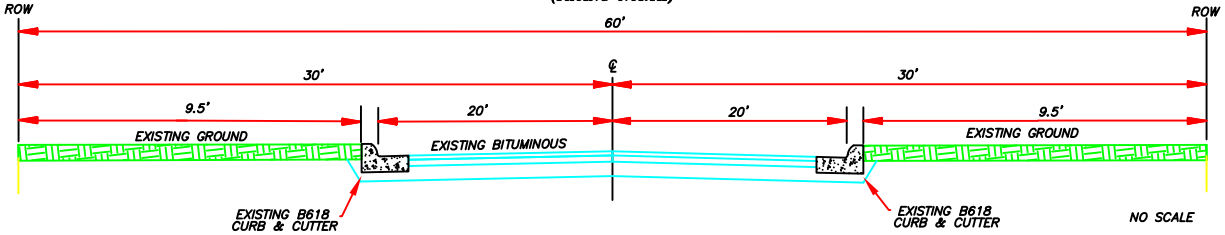


2019 STREET RENEWAL PROJECT

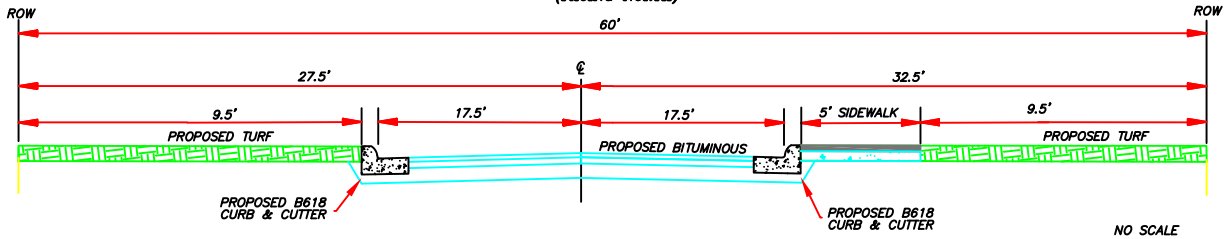
EXHIBIT B-2

TYPICAL SECTIONS

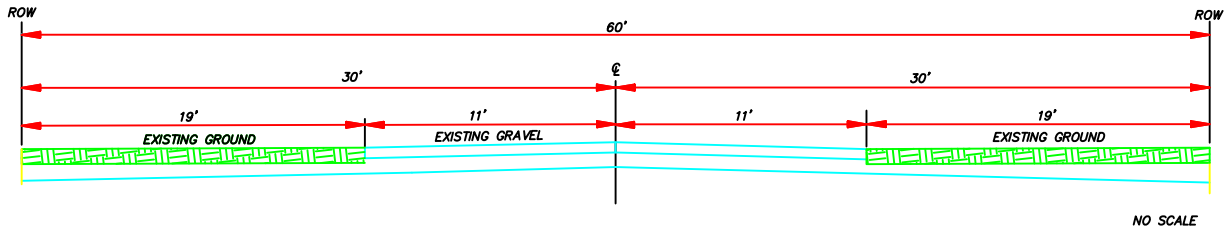
EXISTING PERSHING AVE SE 3RD STREET TO 1ST STREET SE (FACING NORTH)



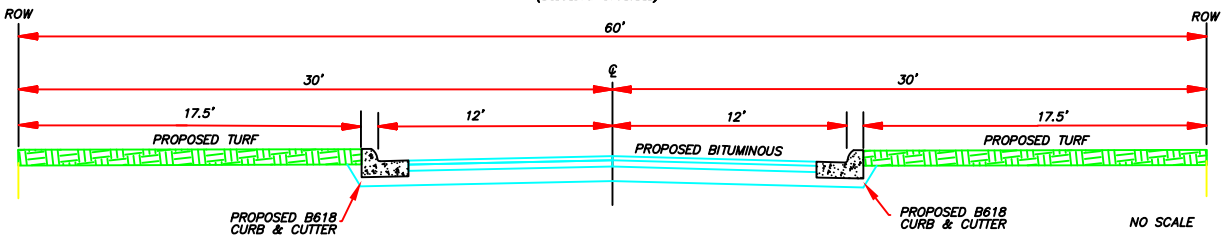
PROPOSED PERSHING AVE SE 3RD STREET TO 1ST STREET SE (FACING NORTH)



EXISTING MCKINLEY AVE 4TH STREET TO 3RD STREET SE (FACING NORTH)

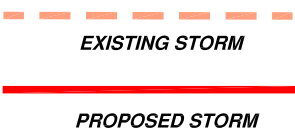
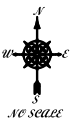
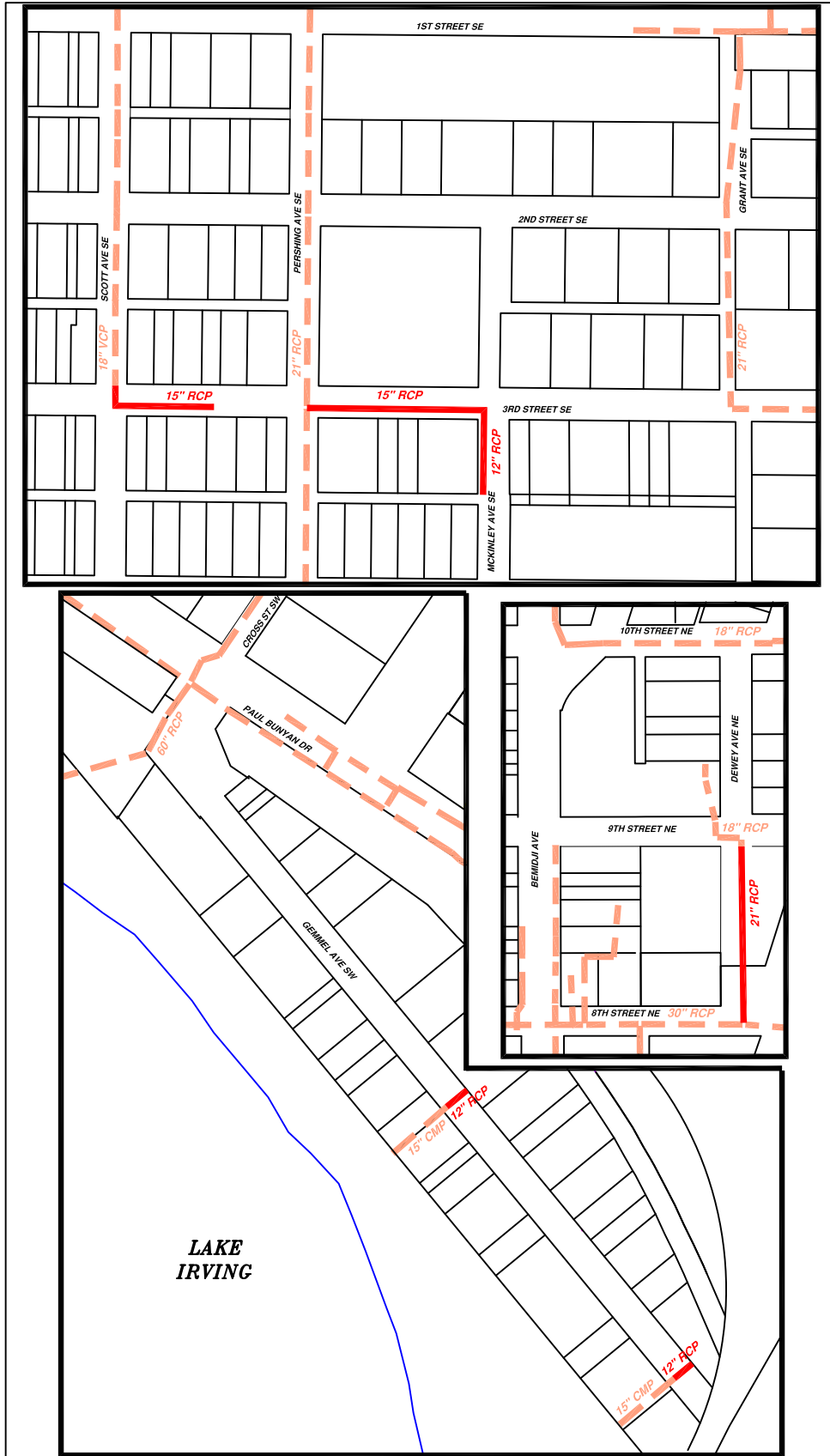


PROPOSED MCKINLEY AVE 4TH STREET TO 3RD STREET SE (FACING NORTH)

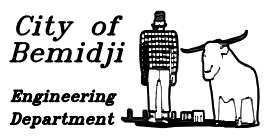


2019 STREET RENEWAL PROJECT

EXHIBIT C

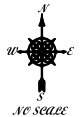
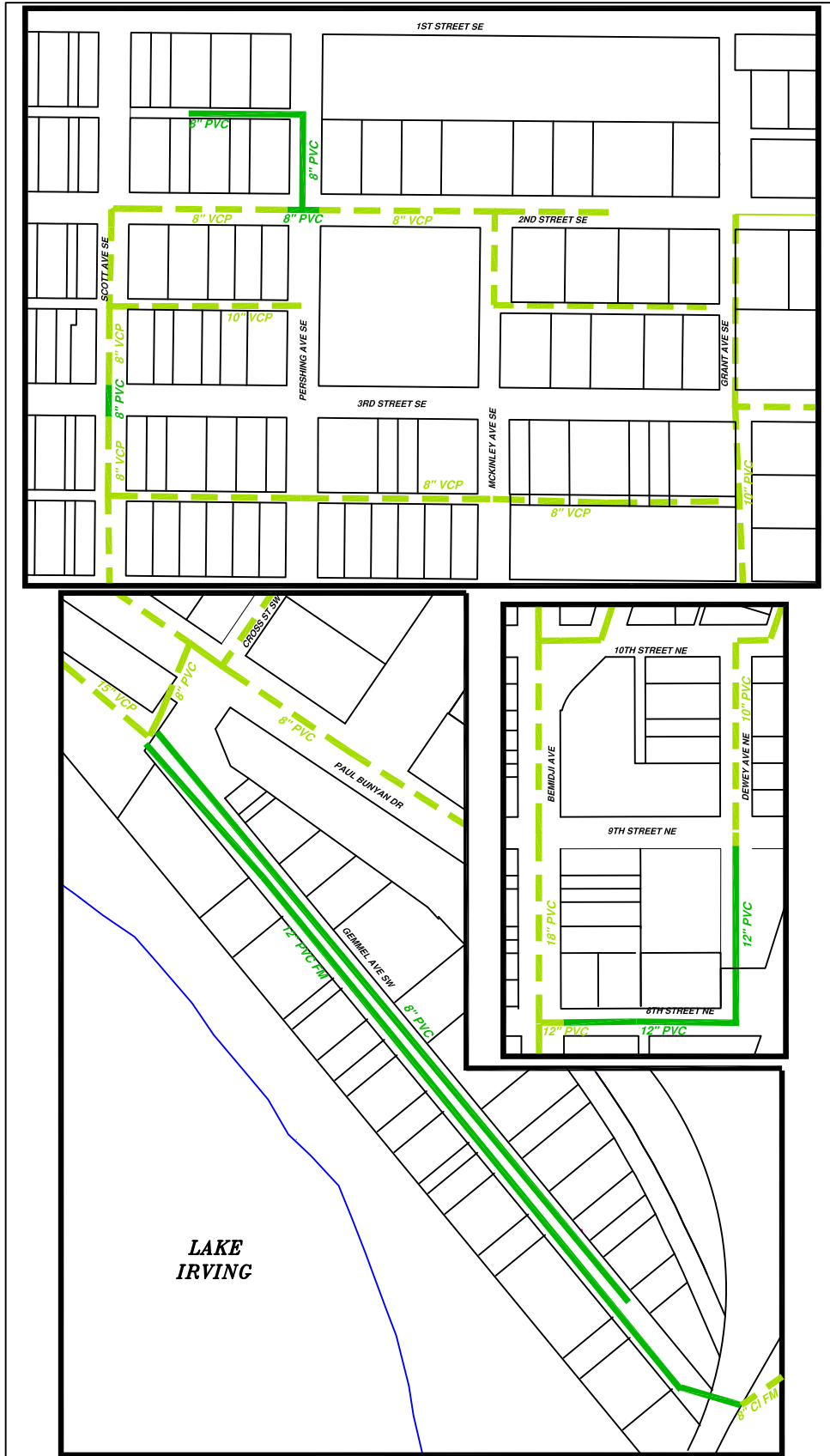


PROPOSED STORM SEWER 2019 STREET IMPROVEMENT PROGRAM CITY OF BEMIDJI



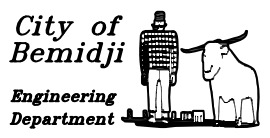
11-20-2018

EXHIBIT D



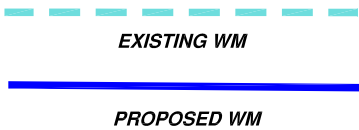
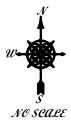
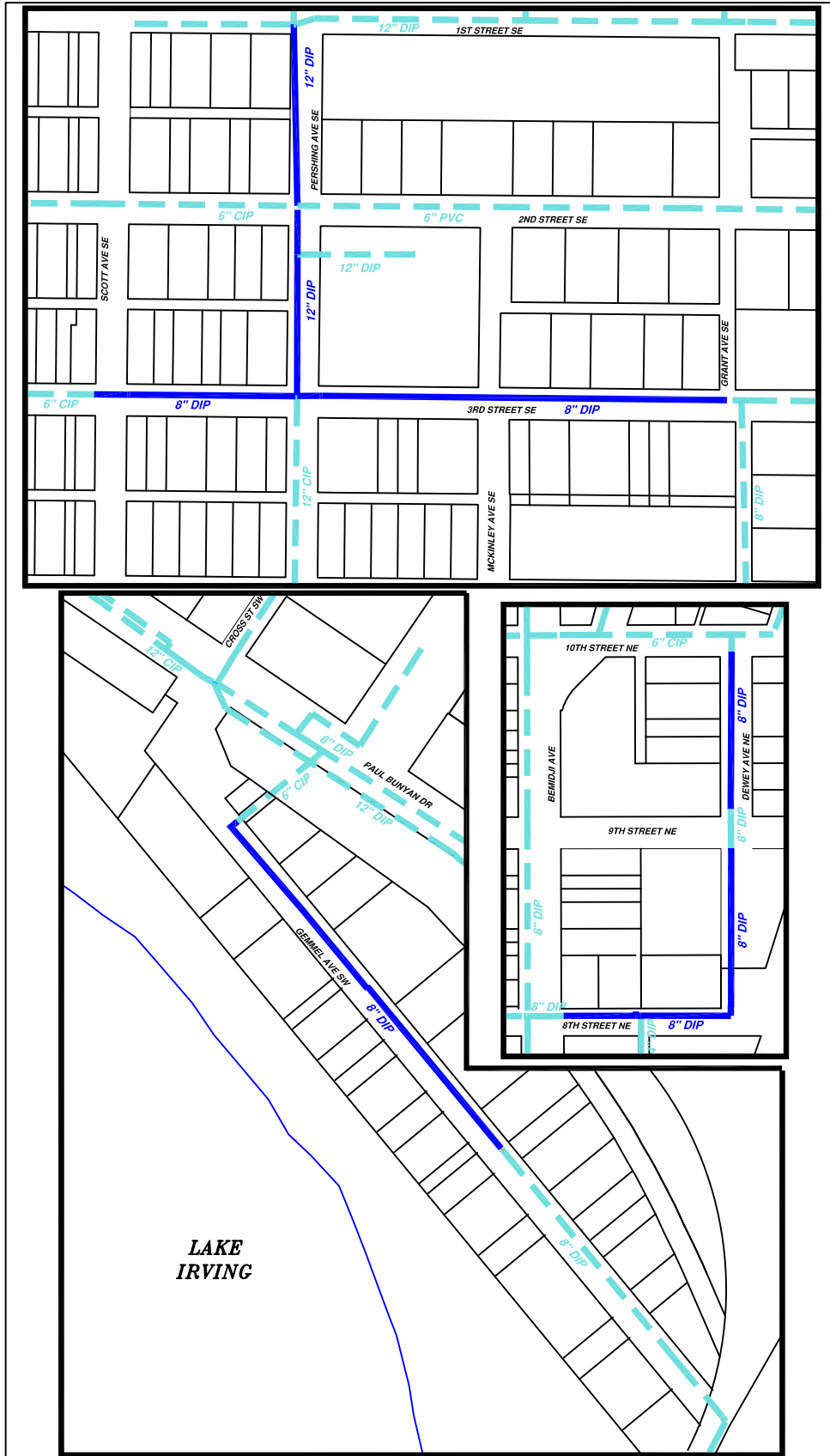
PROPOSED SANITARY SEWER

2019 STREET IMPROVEMENT PROGRAM
 CITY OF BEMIDJI

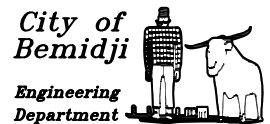


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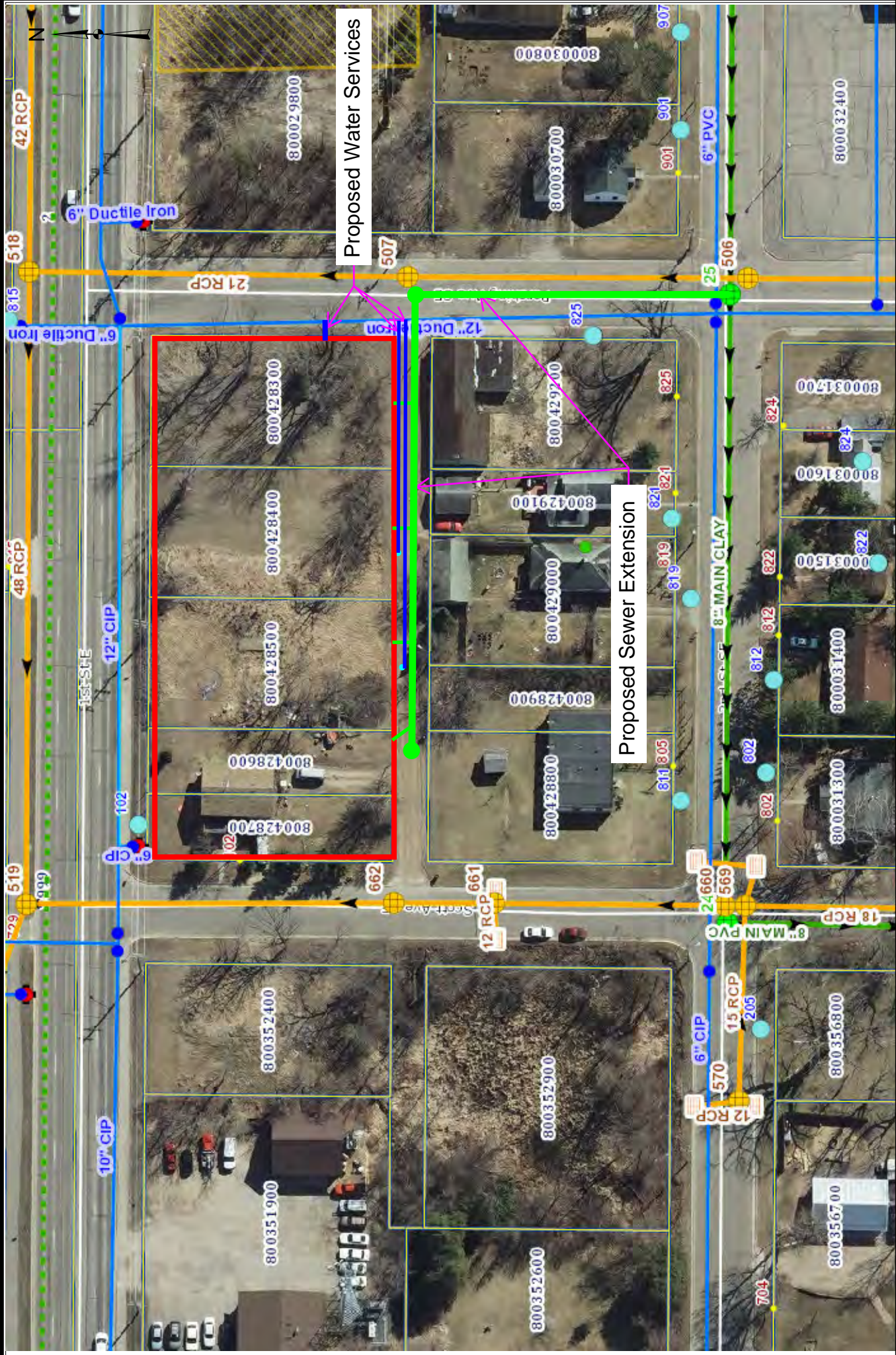
EXHIBIT E



PROPOSED WATER MAIN 2019 STREET IMPROVEMENT PROGRAM CITY OF BEMIDJI



11-20-2018



Proposed Water Services

Proposed Sewer Extension

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

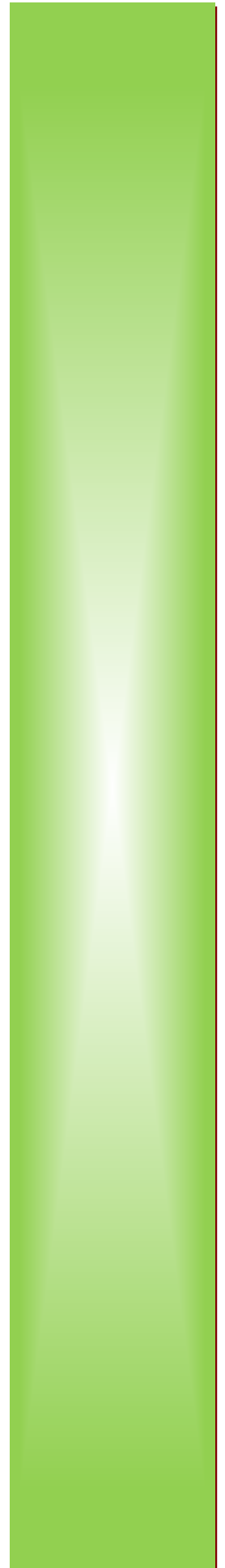
EXHIBIT F

Alley between 1st Street & 2nd Street



2019 Street Renewal Project

Assessment Roll



**CITY OF BEMIDJI
PRELIMINARY ASSESSMENT ROLL
2019 STREET RENEWAL PROJECT
CITY PROJECT #19-01**

DATE: NOVEMBER 10, 2018
CORNER LOTS - C = 1/2 FRONTAGE

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				ASSESSABLE UNIT (STREET)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)			
718 BEMIDJI AVE N C	80.01146.00	JAMES D AYLESWORTH PO BOX 1847 BEMIDJI, MN 56619	RATE TOTAL	70.00 \$38.00 \$2,660.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$3,730.00	
721 LAKE BLVD NE C	80.01141.00	JUDEEN S SOPER 721 LAKE BLVD NE BEMIDJI, MN 56601	RATE TOTAL	105.00 \$38.00 \$3,990.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$5,060.00	
800 BEMIDJI AVE N C	80.01170.00	SANFORD HEALTH OF NORTHERN MN 1300 ANNE ST NW BEMIDJI, MN 56601	RATE TOTAL	35.00 \$38.00 \$1,330.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$1,330.00	
800 BEMIDJI AVE N	80.01169.01	SANFORD HEALTH OF NORTHERN MN 1300 ANNE ST NW BEMIDJI, MN 56601	RATE TOTAL	230.00 \$38.00 \$8,740.00	0 \$1,070.00 \$0.00	2 \$1,070.00 \$2,140.00	0 \$1,070.00 \$0.00		\$10,880.00	
911 DEWEY AVE NE	80.01252.00	ELISABETH L MASONER 911 DEWEY AVE NE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$1,900.00	
915 DEWEY AVE NE	80.01251.00	FIRST LUTHERAN CHURCH BEMIDJI 900 BEMIDJI AVE N BEMIDJI, MN 56601	RATE TOTAL	33.00 \$38.00 \$1,254.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$1,254.00	
VACANT LOT C	80.01248.00	FIRST LUTHERAN CHURCH BEMIDJI 900 BEMIDJI AVE N BEMIDJI, MN 56601	RATE TOTAL	25.00 \$38.00 \$950.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$950.00	
922 DEWEY AVE NE C	80.01267.00	JACOB S KANGAS 6487 GRANGE RD NW BEMIDJI, MN 56601	RATE TOTAL	25.00 \$38.00 \$950.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00		\$950.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
VACANT LOT	80.02587.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	142.00 \$38.00 \$5,396.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,396.00
VACANT LOT	80.02588.00	MARK T THORSON 516 28TH ST NW BEMIDJI, MN 56601	RATE TOTAL	40.00 \$38.00 \$1,520.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$3,660.00
VACANT LOT	80.02589.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	20.00 \$38.00 \$760.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$760.00
125 GEMMEL AVE SW	80.02591.00	JOSEFSON IRREVOCABLE TRUST 16403 IRVINE AVE NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$5,940.00
129 GEMMEL AVE SW	80.02592.00	MELISSA ANN GELLER 129 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	80.00 \$38.00 \$3,040.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,040.00
131 GEMMEL AVE SW	80.02594.00	NAOMI M GELLER 131 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	80.00 \$38.00 \$3,040.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,040.00
143 GEMMEL AVE SW	80.02596.00	NOREEN D LEMMER 143 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	182.00 \$38.00 \$6,916.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,916.00
155 GEMMEL AVE SW	80.02599.00	LINDA L LEMMER 155 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	98.00 \$38.00 \$3,724.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$4,794.00
VACANT LOT	80.02601.00	JOHN J MALTAIS 2330 NE 86TH LN ANTHONY, FL 32617	RATE TOTAL	160.00 \$38.00 \$6,080.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$7,150.00
177 GEMMEL AVE SW	80.02603.00	IDA LOU STEIN 177 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	80.00 \$38.00 \$3,040.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$4,110.00
183 GEMMEL AVE SW	80.02604.00	PAUL S HOFLAND 4569 CARVER RD NE BEMIDJI, MN 56601	RATE TOTAL	40.00 \$38.00 \$1,520.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,520.00
185 GEMMEL AVE SW	80.02605.00	PAUL S HOFLAND 4569 CARVER RD NE BEMIDJI, MN 56601	RATE TOTAL	80.00 \$38.00 \$3,040.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$4,110.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
189 GEMMEL AVE SW	80.02606.00	ADAM STEELE PO BOX 1132 BEMIDJI, MN 56619	RATE TOTAL	70.00 \$38.00 \$2,660.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,660.00
203 GEMMEL AVE SW	80.02607.00	JOSEPH W LORENCE 203 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00
207 GEMMEL AVE SW	80.02608.00	LESTER H SKERIK 22756 DEBS RD NW SHEVLIN, MN 56676	RATE TOTAL	40.00 \$38.00 \$1,520.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,520.00
211 GEMMEL AVE SW	80.02609.00	GLORIA J BEIGHLEY 1805 30TH ST NW APT 204 BEMIDJI, MN 56601	RATE TOTAL	80.00 \$38.00 \$3,040.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$4,110.00
215 GEMMEL AVE SW	80.02610.00	GINA L TANNER 215 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	57.00 \$38.00 \$2,166.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$3,236.00
219 GEMMEL AVE SW	80.02611.00	CAROLYN JEANNE MATTSON 219 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	181.50 \$38.00 \$6,897.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,897.00
VACANT LOT	80.02616.00	MARK T THORSON 516 28TH ST NW BEMIDJI, MN 56601	RATE TOTAL	277.50 \$38.00 \$10,545.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$10,545.00
VACANT LOT	80.02618.00	LEO D SOUKUP 22082 510TH ST BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$4,870.00
VACANT LOT	80.02620.00	LINDA L LEMMER 155 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	150.00 \$38.00 \$5,700.00	2 \$1,070.00 \$2,140.00	2 \$1,070.00 \$2,140.00	\$9,980.00
144 GEMMEL AVE SW	80.02623.00	SHANAA RAE RAINEY 144 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	25.00 \$38.00 \$950.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$3,090.00
146 GEMMEL AVE SW	80.02624.00	THAMRONG DECHAWUTH 146 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$3,920.00
152 GEMMEL AVE SW	80.02626.00	DOUGLAS JACOB COUTLEE 152 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$2,970.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
156 GEMMEL AVE SW	80.02627.00	S.F.M. PROPERTIES LLC 602 BELTRAMI AVE NW BEMIDJI, MN 56601	RATE TOTAL	37.50 \$38.00 \$1,425.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,425.00
160 GEMMEL AVE SW	80.02629.00	IVAN LEE WEIR 160 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	87.50 \$38.00 \$3,325.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$4,395.00
GEMMEL AVE PARK	80.02631.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$4,040.00
VACANT LOT	80.02632.00	CHARLES S MERHAR 9960 KNAPPEN HILL RD NE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$5,940.00
VACANT LOT	80.02636.00	LINDA L LEMMER 155 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$4,870.00
200 GEMMEL AVE SW	80.02637.00	DANIEL J TRITCHLER 200 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
206 GEMMEL AVE SW	80.02639.00	DAYMOND K HALVERSON 206 GEMMEL AVE SW BEMIDJI, MN 56601	RATE TOTAL	200.00 \$38.00 \$7,600.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$7,600.00
VACANT LOT (lowland)	80.02641.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00
VACANT LOT (lowland)	80.02642.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	125.00 \$38.00 \$4,750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,750.00
232 GEMMEL AVE SW	80.02643.00	JODI ANN BUBAR SCHROEDER 51283 WAY BILL TRL BEMIDJI, MN 56601	RATE TOTAL	82.50 \$38.00 \$3,135.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,135.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
200 PERSHING AVE SE C	80.00324.00	IND SCHOOL DISTRICT #31 502 MINNESOTA AVE NW BEMIDJI, MN 56601	RATE	300.00	0	1	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$11,400.00	\$0.00	\$1,070.00	\$12,470.00
901 2ND ST SE C	80.00307.00	JBD MANAGEMENT LLC 9647 SUNNYVIEW CT NW BEMIDJI, MN 56601	RATE	70.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$2,660.00	\$0.00	\$0.00	\$2,660.00
VACANT LOT C	80.00298.00	STATE - IN - TRUST	RATE	80.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$3,040.00	\$0.00	\$0.00	\$3,040.00
VACANT LOT C	80.00317.00	GERALD M SARGENT 824 2ND ST SE BEMIDJI, MN 56601	RATE	70.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$2,660.00	\$0.00	\$0.00	\$2,660.00
825 2ND ST SE C	80.04292.00	THOMAS G PETERSON 2801 ARROWWOOD CIRCLE NW BEMIDJI, MN 56601	RATE	70.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$2,660.00	\$0.00	\$0.00	\$2,660.00
VACANT LOT C	80.04283.00	THOMAS G PETERSON 2801 ARROWWOOD CIRCLE NW BEMIDJI, MN 56601	RATE	70.00	1	1	
				\$38.00	\$7,000.00	\$1,070.00	
			TOTAL	\$2,660.00	\$7,000.00	\$1,070.00	\$10,730.00
VACANT LOT	80.04284.00	THOMAS G PETERSON 2801 ARROWWOOD CIRCLE NW BEMIDJI, MN 56601	RATE	0.00	1	1	
				\$38.00	\$7,000.00	\$1,070.00	
			TOTAL	\$0.00	\$7,000.00	\$1,070.00	\$8,070.00
VACANT LOT	80.04285.00	THOMAS G PETERSON 2801 ARROWWOOD CIRCLE NW BEMIDJI, MN 56601	RATE	0.00	1	1	
				\$38.00	\$7,000.00	\$1,070.00	
			TOTAL	\$0.00	\$7,000.00	\$1,070.00	\$8,070.00
102 SCOTT AVE SE C	80.04287.00	ROYCE W KINGBIRD 102 SCOTT AVE SE BEMIDJI, MN 56601	RATE	0.00	1	0	
				\$38.00	\$7,000.00	\$1,070.00	
			TOTAL	\$0.00	\$7,000.00	\$0.00	\$7,000.00
803 3RD ST SE C	80.00318.00	BI-COUNTY C A P INC PO BOX 579 BEMIDJI, MN 56619	RATE	25.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$950.00	\$0.00	\$0.00	\$950.00
805 3RD ST SE	80.00319.00	DENNIS A DOBBLESTEIN 7569 OLD LONG LAKE RD NW BEMIDJI, MN 56601	RATE	36.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$1,368.00	\$0.00	\$0.00	\$1,368.00
807 3RD ST SE	80.00320.00	ROBERT L LARSON TRUSTEE 807 3RD ST SE BEMIDJI, MN 56601	RATE	54.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
			TOTAL	\$2,052.00	\$0.00	\$0.00	\$2,052.00

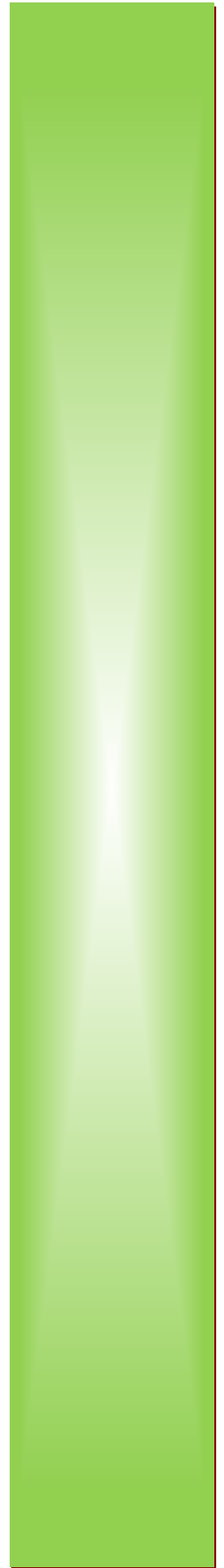
PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
VACANT LOT	80.00321.00	RANDY D TESDELL 811 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	35.00 \$38.00 \$1,330.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,330.00
811 3RD ST SE	80.00322.00	RANDY D TESDELL 811 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$38.00 \$1,900.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,900.00
821 3RD ST SE C	80.00323.00	RANDY D TESDELL 811 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	37.50 \$38.00 \$1,425.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,425.00
1003 3RD ST SE	80.00327.00	THOMAS SMITH TRUSTEE 1003 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	95.00 \$38.00 \$3,610.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,610.00
1007 3RD ST SE	80.00328.00	JASON DECKER 1007 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,850.00
1011 3RD ST SE	80.00299.00	JUDITH STAI 1011 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	100.00 \$38.00 \$3,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,800.00
1015 3RD ST SE	80.00306.00	KEVIN C FENNER 1015 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	72.50 \$38.00 \$2,755.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,755.00
1023 3RD ST SE C	80.00301.00	ANDREA J SAMSA 1023 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	35.25 \$38.00 \$1,339.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,339.50
800 3RD ST SE C	80.03668.00	CHRISTINE I BEAUCHENE - ADAMS 723 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	18.75 \$38.00 \$712.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$712.50
VACANT LOT	80.03667.00	CHRISTINE I BEAUCHENE - ADAMS 723 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	37.50 \$38.00 \$1,425.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,425.00
808 3RD ST SE	80.03666.00	WENDELL W GREGG JR PO BOX 2085 BEMIDJI, MN 56601	RATE TOTAL	75.00 \$38.00 \$2,850.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,850.00
814 3RD ST SE	80.03665.00	GRETA J STEEVER 17377 COUNTY RD 10 TRLR 12 DEERWOOD, MN 56444	RATE TOTAL	56.25 \$38.00 \$2,137.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,137.50

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)		
816 3RD ST SE	80.03664.00	PAT D O'MALLEY 816 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	56.25	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$2,137.50	\$0.00	\$0.00	\$2,137.50
820 3RD ST SE C	80.03663.00	LORI J MCCLELLAN 820 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	18.75	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$712.50	\$0.00	\$0.00	\$712.50
904 3RD ST SE C	80.03656.00	SUSAN L ICE 904 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	56.25	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$2,137.50	\$0.00	\$0.00	\$2,137.50
916 3RD ST SE	80.03655.01	GERALD D STRASSBURG 916 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	37.50	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$1,425.00	\$0.00	\$0.00	\$1,425.00
VACANT LOT	80.03655.00	GERALD D STRASSBURG 916 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	37.50	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$1,425.00	\$0.00	\$0.00	\$1,425.00
920 3RD ST SE C	80.03653.00	JOHN C GRAHEK JR 920 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	126.25	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$4,797.50	\$0.00	\$0.00	\$4,797.50
1000 3RD ST SE C	80.03652.00	DIANE F PLOEHN ENGEL 1000 3RD ST SE BEMIDJI, MN 56601	RATE TOTAL	98.75	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$3,752.50	\$0.00	\$0.00	\$3,752.50
1004 3RD ST SE	80.03651.00	FIRST ASSEMBLY OF GOD CHURCH 1015 4TH ST SE BEMIDJI, MN 56601	RATE TOTAL	75.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$2,850.00	\$0.00	\$0.00	\$2,850.00
917 4TH ST SE C	80.03662.00	SEAN M MCCROY 917 4TH ST SE BEMIDJI, MN 56601	RATE TOTAL	70.00	0	0	
				\$38.00	\$1,070.00	\$1,070.00	
				\$2,660.00	\$0.00	\$0.00	\$2,660.00
TOTALS				\$220,495.00	\$45,120.00	\$18,190.00	\$283,805.00

STREET TOTAL	\$220,495.00	FOOTAGE TOTAL	5,802.50
SEWER TOTAL	\$45,120.00	SEWER SERVICES	20
WATER TOTAL	\$18,190.00	WATER SERVICES	17
TOTAL ASSESSMENT	\$283,805.00		

2019 Street Renewal Project

Existing Condition Photos





8TH STREET NE



DEWEY AVENUE NE



GEMMEL AVENUE SW



PERSHING AVENUE SE



3RD STREET SE



RESOLUTION NO.

A RESOLUTION ACCEPTING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING ON 2019 STREET RENEWAL PROJECT (City Project #19-01)

WHEREAS, a report has been prepared by the City Engineer with reference to the following described improvement(s):

<u>Street</u>	<u>From/To</u>
Pershing Avenue	1st Street E – 3rd Street SE
8th Street NE	Bemidji Avenue – Lake Blvd
Dewey Avenue	8th Street NE – 10th Street NE
3rd Street SE	Scott Avenue – Grant Avenue
Gemmel Avenue	Paul Bunyan Drive – Cul de Sac (end)
McKinley Avenue	3rd Street SE – 4th Street SE

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

1. The Council will consider said Improvements of said street improvements in accordance with the feasibility report and assessment of abutting properties for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,973,628.
2. A public hearing shall be held on such proposed improvement on the 7th day of January, 2019, in the Council Chambers of City Hall at 6:00 p.m. or as soon thereafter as the matter can be heard, the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

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

Ayes:
Nays:
Absent:

Passed: December 3, 2018

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Rita C. Albrecht, Mayor

COUNCIL AGENDA ITEM



Meeting Date: December 3, 2018

Action Requested: Consider Professional Services for New Well Access Road & Airport Investigation – City Project 19-08

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

Reviewed By: Nate Mathews, City Manager *Nate*

Background:

On October 29, 2018 the city council authorized staff and Barr Engineering to begin design on the construction of a new city well. (Well No. 8). Estimated cost of the new well is about \$2.1 million. As we have gotten into our design and completed some field work we have determined that we need to do some additional drilling, sampling and testing work in three areas related to the new well project.

Two of the areas are to obtain soils and wetland information related to the construction of an access road to the new well. These areas are shown as Locations 3 & 4 on the attached Figure 1. The third is to test for PFAS substances in an area where we are considering installing two sentinel wells. Barr is recommending that the city considering installing two sentinel wells as part of the Well #8 project. Sentinel wells are smaller wells that would be installed up gradient of Well #8. These wells would serve to warn the city of possible contaminants migrating towards the new well. The cost of installing the sentinel wells is about \$30,000. The time of travel between the sentinel wells and the new well is estimated to be about 5-10 years. So if any future contaminants showed up in the sentinel wells the city would have those 5-10 years to react before the contaminants would show up in Well #8. Prior to installing the sentinel wells we want to test to the area to make sure it is free of any contaminants. The sentinel well area is shown as Location 1 on Figure 1.

In addition, we were also recently notified by airport staff that they had test sprayed AFFF on a bituminous pad at the airport as part of a FAA equipment test on August 31, 2018. As part of this test they mistakenly rinsed the foam off the pad onto the surrounding ground. Because of this the airport needs to have this area tested and sampled to characterize potential PFAS contamination that may be associated with this runoff from the equipment testing. We have asked Barr to include this work for the airport in this proposal. This testing area is shown as Location 2 on Figure 1.

Discussion

The proposal from Barr to assist us with the above described work is a not to exceed amount of \$33,500. This amount does not include the cost of the driller or the laboratory testing of the samples. Those two items will be direct contracts with the city. \$16,000 of the \$33,500 is related to the 8/31/18 AFFF issue at the airport that they

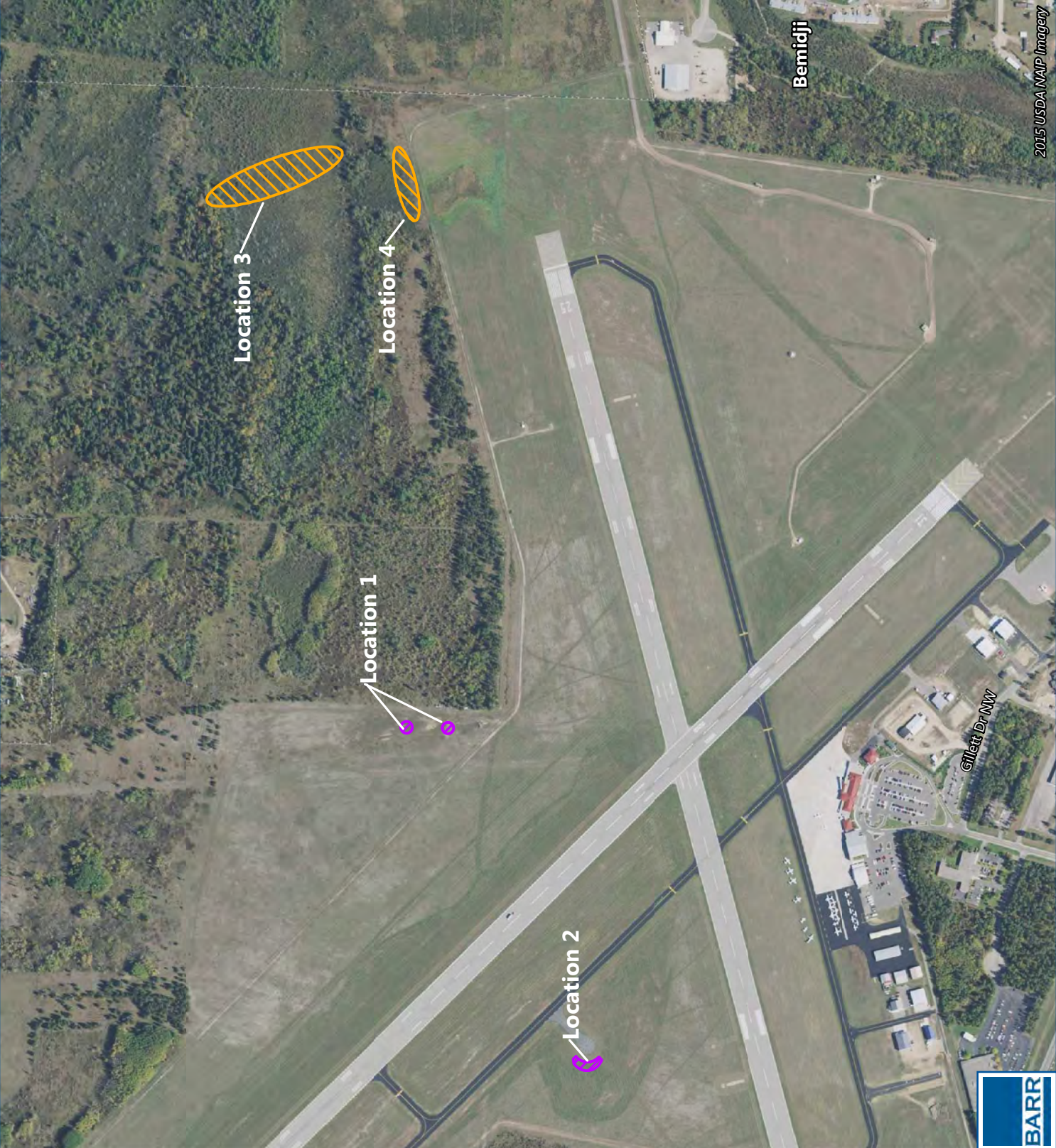
should be responsible for. This is to have Barr on-site taking the samples and setting up the required testing and contractors. It does not include any clean-up or soil remediation if that turns out to be necessary at Location 2.

Financing

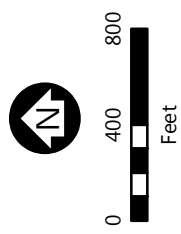
Financing for the city's portion of the work will be included as part of the overall city well project and will be funded with water utility funds.

Recommendation:

It is recommended that the city council pass a motion authorizing the city to enter into a professional services contract with Barr Engineering for a not to exceed cost of \$33,500. This is contingent upon the Airport Authority agreeing to reimburse the city for up to \$16,000 for their share of the professional services work related to Location 2.



- Direct-Push PFAS Investigation Areas
- Access Road Direct-Push Boring Areas
- Municipal Boundary



INVESTIGATION AND SOIL BORING AREAS
City of Bemidji
FIGURE 1



November 29, 2018

Craig Gray
City of Bemidji
Public Works Facility
1351 5th Street NW
Bemidji, MN 56601

Re: City of Bemidji—Direct-Push Drilling Investigation Assistance

Dear Craig;

Thank you for requesting this proposal from Barr Engineering Co. (Barr) for assistance with the investigation of soil and groundwater conditions at a location where fire suppression training activities utilizing aqueous film-forming foam (AFFF) previously occurred at the Bemidji regional airport. The fire suppression training location is generally up gradient of existing wells . This work will provide the City of Bemidji (City) with analytical data to show if perfluoroalkyl substances (PFAS) that may have been a constituent of the AFFF are present in the soil and/or groundwater at the fire training location. In addition, samples will be gathered from the proposed locations of two new sentinel wells. The sentinel wells themselves would be installed as part of the Well #8 project. This proposal consists of the following sections: Barr's Understanding of the Project, Work Plan, Project Team, Proposed Project Schedule, and Cost Proposal.

Barr's Understanding of the Project

This proposal is based on discussions with you during our conference call on November 12, 2018 with you and Alan Felix when you indicated that on August 31, 2018 the airport authority had test sprayed AFFF on the compass pad at the airport. The location of the AFFF testing is a paved cul-de-sac-like area south of the runway 13/31 taxiway called the compass pad where the fire fighting spray nozzles were tested. The location of the fire training is shown as Location 2 on attached Figure 1.

Barr also understands that the city is considering installation of two sentinel wells that would be located up gradient of Well #8. These wells would serve to provide the city approximately five to ten years of warning of possible contaminants migrating towards the well. The approximate locations of the sentinel wells are shown as Location 1 on Figure 1, final locations will be determined once this work is approved.

Barr and the City understand that the existing water supply wells at the airport are impacted by PFAS and a new well is needed to enable the City to blend water from the new well with water from the existing wells to stay below recommended PFAS health-based concentrations. Barr and the City understand that the PFAS concentrations in the existing City wells and the PFAS health-based concentrations are both subject to change as conditions in the groundwater and information from the Minnesota Department of Health evolve in the future.

Barr and the City understand that investigation of the two areas will help determine if there are additional PFAS or other contaminant sources at the airport. Other contaminants such as volatile organic compounds (VOCs) and semi-volatile organic compounds (SVOCs), which are commonly associated with petroleum fuels may also be present. The results of this investigation may also inform if an alternate location for proposed new water supply well #8 should be considered.

The City would like Barr's assistance to complete a project with the following primary objectives:

1. **Direct-Push Drilling Investigations:** - Develop a scope of work and specifications for completing a drilling investigation for the two locations previously discussed, obtain direct-push drilling cost quotes from contractors, provide field oversight of drilling contractor selected by and contracted directly with the City, and collect soil and groundwater samples on the City's behalf.
2. **Direct-Push Borings for Proposed Access Road:** - Complete soil borings in support of access road design to characterize subsurface materials along the potential access road alignments for new water supply Well #8, if the wetland areas are accessible by the direct-push rig. The locations of potential road alignments through low wetland areas are shown as Location 3 and Location 4 on attached Figure 1.

Work Plan

Planning and implementing the investigations will consist of the following tasks:

1. **Preparation of Drilling and Sampling Scope of Work – Sentinel Well Area:** Barr will develop a scope of work and sampling scheme to characterize potential for PFAS, VOC and SVOC contamination that may be up gradient of Well #8 near where proposed sentinel wells will be sited. Evaluation criteria will include characterizing soil and groundwater quality to determine if PFAS or other contamination is associated with this area. Though no fire training is believed to have occurred in this area the preemptive testing will provide the city greater assurance that the proposed site for Well #8 will be a long term compliant source of water.
2. **Preparation of Drilling and Sampling Scope of Work – Paved Area South of Runway 13/31 Taxiway:** Barr will develop a scope of work and sampling scheme to characterize potential PFAS contamination that may be associated with reported fire training exercises and associated with potential run off of the paved area during fire training and equipment testing. Evaluation criteria will include characterizing soil and groundwater quality to determine if this location is a potential source of PFAS contamination.

Task 1 and Task 2 will consist of:

- a. Preparation of a drilling and sampling scope of work for sentinel wells and the fire training locations.
- b. Identification of a direct-push contractor the City can contract with to perform the work.
- c. Identification of a certified laboratory to complete soil and groundwater sample analyses.
- d. Project kickoff call with City staff to review planned work scope and scheduling.

Deliverables:

- Identification of a direct-push contractor and analytical laboratory.

- Drilling scope of work the City can use to contract with the direct-push contractor and a sampling plan the City can use to contract with the analytical laboratory. (Barr will provide guidance to the city throughout the drilling and sampling.)

Assumptions:

- City will contract directly with the direct-push contractor.
- City will contract directly with the analytical laboratory.
- City will obtain FAA approval for direct-push field work.
- Direct-push rig will be approximately 16 feet in height.

3. Field Implementation, Data Evaluation and Reporting: Barr will provide field staff for contractor oversight and sample collection. Since the purpose of this investigation work is to determine if PFAS or other contaminants are present, Barr will prepare a site specific health and safety plan (HASP) for use by Barr's onsite field staff. This task consists of:

- a. Development of a site specific HASP
- b. Field oversight of direct-push drilling and sampling.
- c. Collecting soil and groundwater samples and shipping to laboratory.
- d. Review of drilling and sampling results.

Deliverables:

- Technical memorandum summarizing the results of the drilling and sampling of direct-push borings at the airport

Assumptions:

- Barr will have staff onsite during the direct-push drilling.
- Barr will collect soil and water samples and ship to laboratory.
- Drilling of direct-push borings will be completed within three days.
- City will obtain FAA permits and provide airport infrastructure as built information.
- The preliminary estimate for the Sentinel Well Area (Task 1) will be two direct-push borings to a depth of approximately 25 to 40 feet.
- The preliminary estimate for the Paved Area South of Runway 13/31 (Task 2) will be three direct-push borings to a depth of approximately 10 to 25 feet.

4. Proposed Access Road Direct-Push Borings: Barr will provide field staff for contractor oversight and sample collection if the wetland area of the proposed access road alignment is accessible by the direct-push rig. This task consists of:

- Overseeing a contractor complete 2 to 4 direct-push borings along the proposed access road alignment to characterize subsurface materials.

Deliverables:

- Boring logs and a brief memorandum summarizing the observations of soil types made while sampling of direct-push borings.

- Preliminary design assumptions for a road that would be constructed through the area.

Assumptions:

- The wetland area is accessible to the direct-push drill rig.
- All borings covered in this proposal to be completed during the same mobilization.
- Barr will have staff onsite during the direct-push drilling to log the samples.
- Drilling of direct-push borings and temporary wells will be completed within one day.
- No permits from the MDNR or USACE, and City will obtain needed FAA permits.
- If additional access road design data is needed, gathering of that data will be part of the Well #8 bid package.

Project Team

We have assembled an experienced team of engineers, scientists, and technicians for this project. Overall project quality control and management will be maintained by Brian LeMon, principal-in-charge. The project and will be managed by Jeff Ubl, with support from John Greer who helped on past well siting and wellhead protection work. Barr will bring in additional resources as needed to complete this work.

Proposed Project Schedule

The intention of this project is to have the scope of work for both areas and identification of a direct-push contractor and analytical laboratory completed in December 2018. It is anticipated that the field work will commence in late December 2018 or early January 2019. If direct-push contractor availability or airport or FAA restrictions affect this schedule we will notify the City and modify our approach accordingly.

Cost Proposal

For the services provided, you will pay us according to the attached Standard Terms. We will bill you approximately every four weeks. The cost of the services is estimated to be \$33,500 as shown below. We will not exceed this budget without approval by you. Costs to attend and present at future council meetings are not included in this estimate.

Task	Budget
Task 1: Preparation of Drilling and Sampling Scope of Work – Sentinel Well Area (City Cost)	\$2,100
Task 2: Preparation of Drilling and Sampling Scope of Work – Paved Area South of Runway 13/31 Taxiway (Airport cost)	\$2,100
Task 3a: Field Implementation, Data Evaluation and Reporting – Sentinel Well Area (City cost)	\$10,000
Task 3b: Field Implementation, Data Evaluation and Reporting – Paved Area South of Runway 13/31 Taxiway (Airport Cost)	\$13,900
Task 4: Proposed Access Road Direct-Push Borings (City cost)	\$5,400
Total	\$33,500

The start date of this project will be the date of acceptance of this proposal as indicated in the signature block below. If you have any questions or require additional information, please contact us. If this proposal is acceptable to the City, please sign in the space provided below and return a copy to Barr Engineering. We look forward to working with the City on this project.

Sincerely,

BARR ENGINEERING CO.



Brian LeMon, PE
Vice President

CITY OF BEMIDJI

Accepted this _____ day of _____, 2018

By _____ Its _____

Printed Name _____

Attachment

Standard Terms—Professional Services

CITY OF BEMIDJI

ORDINANCE NO. , 3RD 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 City 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, sound device or apparatus is to be used in connection with a gathering; 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.

"**Sound Device or Apparatus**" means any radio devise or apparatus for the amplification of any sounds from any radio, phonograph or other sound-making or sound producing device, or any devise or apparatus for the reproduction or amplification of the human voice or other sounds.

"**Background Music**" means subdued and unobtrusive music played: (a) no louder than 60 decibels or the ambient street level noise; and (b) as an accompaniment to, or for the purpose of creating a pleasant atmosphere for, an activity or a public place.

(b) **Purpose and Intent.**

The City Council 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

Council recognizes the desire of many of the City's citizens, individually and in gatherings, to fully enjoy outdoor related events. Therefore, the City 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) **Special Event 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 Special Event 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.

(d) **Application for Permit.**

Each applicant for a permit shall file an application on a prescribed form with the City Clerk for submission to the City Council. 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 and street closures; or
- 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 Council 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 shall be accompanied by permit of any permit fee established by the City Council and 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) 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;
- (6) Statement or identification on the site plan of compliance with the American with Disabilities Act for access to facilities and services (including sanitation).

- (7) 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.
- (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. Additionally, a statement from the applicant as to whether the applicant intends to use amplified sound, sound device or apparatus and complies with Section (g) below.
- (10) 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;
- (11) Such other information that the City Manager, City Attorney, City Clerk, Parks & Recreation Director, Police Chief, Fire Chief, Public Works Director, or their designees, 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.

(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 Council must consider each application for a permit in light 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, and the sufficiency of means and methods proposed by the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event; 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 Council will not issue a permit to any person who has, during the past 12 months, failed to observe the terms and conditions of any previously issued 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 Council may impose conditions upon its issuance of a 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 this Section.
- (4) The City Council may require a meeting with key staff which may include other governmental units prior to the Special 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.
- (6) Special Event permits involving closure of streets, sidewalks or other public ways shall not be issued for uses and activities which shall charge an admission, request a donation, or other items for sale unless the applicant is an organization which is a charitable, religious or nonprofit corporation and such applicant is the sponsor of such use and activity, or involves a use or activity sponsored by the City.

(g) **Sound Limitation and Restrictions.**

- (1) The limitations of amplified sound, sound devices or apparatus shall be in compliance with and as defined under Chapter 14. The maximum allowable sound level is **85(?)** decibels measured at the property line or venue boundary.
- (2) The City Council in issuing a Special Event Permit may waive the maximum allowable sound limits and replace it with a restriction requiring the amplified sound to terminate no later than **10:30 p.m.** on the day of each event covered by the permit. If granted by the City Council, no person shall allow the amplified sound to continue beyond **10:30 p.m.**
- (3) Exceptions. This Section shall not apply to the use or operation of any sound device or apparatus:
 - a. At a location that is not in, near, or adjacent to any public street, park, place, or near or adjacent to a residential area;
 - b. By any place of worship on or within its own premises, in connection with the religious rites or ceremonies of such place of worship;
 - c. By the police and fire departments of the city in the performance of their official duties;
 - d. By a public or private school on school grounds;
 - e. In musical presentations made or sponsored by the City;
 - f. By licensed auctioneers during the course of an auction event;
 - g. As background music no later than 10:00 p.m.; or
 - h. As specifically allowed under any other provision of this Code.

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

- (1) A Special Event permit issued by the City Council 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.

- (i) **Permittee's Presence on Location.** The permittee or their contact person, as required to be named in the application 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. , 3RD 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 20-8(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.

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. 20-8(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:

Michelle R. Miller, City Clerk

Rita C. Albrecht, Mayor