

>>> 5:00 p.m. PUBLIC WORKS COMMITTEE MEETING

# BEMIDJI CITY COUNCIL AGENDA

Monday, May 21, 2018

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



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ AMENDMENTS TO AGENDA

## MINUTES

- 1) Regular Council: May 7, 2018
- Board of Review: May 7, 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 \$411,311.62
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$195,915.43
- 4) Miscellaneous Business Licenses for 2018
- 5) Miscellaneous Liquor Licenses for 2018
- 6) Approve Appointment of Debra Warren to the Housing & Redevelopment Commission
- 7) Purchase a 2018 Ford Interceptor SUV from Hibbing Ford (\$31,573.45)
- 8) Transfer of a Full Liquor of Three Less One, Inc., d/b/a Bar 209 from 209 Minnesota Avenue to 217 Minnesota Avenue NW
- 9) Award Quote for 2018 Sanitary Sewer Slip Lining Project to Visu-Sewer (\$96,337.50)
- 10) Resolution Approving Temporary Off-Premises Alcohol Permit and Street Closure for a Community/Customer Appreciation Event for Bar 209
- 11) Resolution Approving the Site and Alcohol for the 2018 Knights of Columbus Walleye Classic
- 12) Travel Authorization – Mississippi River Cities and Towns Initiative, June 4-5 – Albrecht
- 13) Travel Authorization – CGMC Summer Conference, July 24-27 – Johnson

## 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
- 14) Report from Tiffany Fettig – Revolving Loan Fund

*Bemidji—Regional Center Amenities with Small Town Character*

**NEW BUSINESS**

- 15) Consider Request of Fire Chief to Enter into a Lease for Fire Station 4 and add Eight Additional Paid-on-Call Firefighters
- 16) Resolution in Support of 33-Unit Supportive Housing Development and the Project Proponent's Housing Tax Credit Application Efforts (Headwaters Housing Development Corporation)

**ORDINANCE**

- 17) Public Hearing of an Ordinance Annexing Property Along Fifteenth Street NW to the Corporate Limits of the City of Bemidji (Hard Rock Investments, LLC)
  - Motion to Accept Changes to Ordinance since First Reading
  - Second Reading of Said Ordinance
- 18) Final Reading of an Ordinance Amending the Bemidji City Code, Adopting an Amended 2018 Fee Schedule
  - Authorization to Publish Summary of Said Ordinance

• **UPCOMING MEETINGS**

- **Tuesday, May 29**                      **5:30 p.m.**                      Work Session – BYAC discussion and preliminary discussion on upcoming strategic planning session
- Monday, June 4                      5:00 p.m.                      Public Affairs Committee (Liquor Store Financing Options)
- Monday, June 4                      6:00 p.m.                      Council Meeting

• **MAYOR AND COUNCIL REPORTS**

- Please limit your committee updates/reports to 4 minutes

• **ADJOURN**

# CITY COUNCIL PROCEEDINGS

## BEMIDJI, MINNESOTA

### Regular Meeting – May 7, 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, May 7, 2018 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding.

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

Staff Present: City Manager Nate Mathews, City Attorney Alan Felix, Finance Director Ron Eischens, Public Works Director/City Engineer Craig Gray, City Clerk Michelle Miller

#### **AMENDMENTS TO AGENDA**

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

#### **MINUTES**

The following minutes were presented for approval:

Work Session:	April 9, 2018
Regular Council:	April 16, 2018
Special Work Session:	April 23, 2018
Board of Review:	April 23, 2018

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

#### **CONSENT AGENDA**

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

1. Claims Submitted by Finance Officer in the amount of \$806,666.53
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$386,044.18
3. Miscellaneous Business Licenses for 2018
4. Miscellaneous Liquor Licenses for 2018
5. **RESOLUTION NO. 6152:** Adopting Performance Measures for 2017
6. Approving Membership in HGACBuy for Fire Department Purchase(s)
7. Award of Quote for Jefferson Avenue Culvert Replacement Project – City Project 18-09 to Gladen Construction (\$27,906.00)
8. Authorize Boiler Repair at Sanford Center and Award of Quote to Higgins Heating (\$23,543.73)
9. **RESOLUTION NO. 6153:** Approving the Site & Related Requests for the 74th Annual Jaycees Water Carnival
10. Award of Quote for Disposal of Street Sweepings to J.D. Hansen Construction (\$44.00/ton)
11. Award of Quote for Lift Station Refurbishment to Electric Pump Systems (\$27,368)
12. Travel Authorization – CGMC – May 9, 2017 - Johnson

**Motion carried by unanimous vote.**

**CITIZENS NOT ON AGENDA**

Linda Kingery spoke about the Citizens Climate Lobby initiative.

**COMMITTEE REPORTS**

Bemidji Youth Advisory Commission – Vanessa Petrich reported that they continue planning for the J7 event. The June 7 event will be held at City Park.

BSU Student Senate – No report.

**PUBLIC HEARING**

NPDES Permit – Storm Water Pollution Prevention Program

Gray reviewed the National Pollutant Discharged Elimination (NPDES) permit which requires an annual meeting to update the Council as well as allow the public to make oral and/or written comments on the adequacy of the City's Storm Water Prevention Program (SWPPP). He highlighted accomplishments in 2017 which included:

1. Completed 21 commercial site plan reviews within the city. Development and designs were reviewed for compliance with city and state runoff treatment and runoff requirements.
2. Articles were published in the city's newsletter about storm water management.
3. Updated storm water system map in the City of Bemidji.
4. Inspected the condition of 66 of the city's storm sewer outlets and 29 storm water ponds in 2017.
5. Erosion Control Residential & Commercial Site Inspections totaled 63 sites.
6. The Street Department used the city's rubber tired back hoe on storm water maintenance on the following:
  - Cleaning ends of culverts (outfalls)
  - Ditch dredging
  - Pond dredging (small ponds or swales)
  - Installing rip rap materials
7. 2,544 LF of storm water pipe cleaned.
8. 1,809 miles of street sweeping which collected 516 cubic yards of street sweepings.
9. 19 manholes and catch basins had minor repairs completed.
10. 43 cubic yards of material was removed from storm sewer outfalls in ditches.
11. Designed a formal Permanent Stormwater Facilities Agreement Document.

Gray noted that there are 178 storm sewer outlets and 29 stormwater ponds. Additionally, there are 105 private stormwater ponds that staff will need to work with developers in getting maintenance agreements for. Staff will continue to expand the required work and provisions that the City needs to do for the MS4 Permit.

Mayor Albrecht opened the hearing at 6:18 p.m. Linda Lemmer, 155 Gemmel Avenue, reported on an outlet in the area. Hearing no additional comments, Albrecht closed the hearing at 6:19 p.m.

**NEW BUSINESS**

Manager's Performance Review Summary

Mayor Albrecht stated that at an April 23, 2018 work session the Council reviewed the City Manager’s progress on his 2017 goals and provided feedback. Mathews presented proposed goals for 2018, which the Council approved. The Council observed that 2018 has been a busy and challenging year. Council provided feedback in areas of performance where Nate excels and areas where he can improve. Council expressed their appreciation for his work over the past year. The manager has a very complex job, which Nate has approached with enthusiasm and creativity. The Council expressed their full support for the City Manager.

Northern Dental Access Center Annual Report and Consideration of USDA Rural Development Certificate of Support

Jeanne Edevold Larson, Executive Director of Northern Dental Access Center, reported that they are serving 80-100 patients per day with 23,000 patient encounters in 2017. In order to serve more residents in the region, they are planning an expansion project at the current location. Due to higher than anticipated costs, they are seeking a loan above the \$300,000 currently raised. They will be applying to the USDA Rural Development Community Facilities loan program which requires local government support.

**Motion by Hellquist, seconded by Erickson to provide a Certificate of Support to Northern Dental Access Center for their application to the USDA Rural Development Community Facilities program. Motion carried unanimously.**

Consider Award of Bid for New City Liquor Store – City Project 17-13

Gray stated that bids were opened on May 3 for the construction of the new liquor store. They were very pleased with the bids results, coming in under the estimated cost of \$3,700,000. The following bids were received:

Baratto Brothers Construction	\$2,661,000
Bradbury Stamm Construction	\$2,824,495
Construction Engineers, Inc.	\$2,856,980
Community Contractors, Inc.	\$2,973,000

If the low bid and contingency fund is approved, Gray provided the following total costs of the project:

Baratto Brothers Bid	\$2,661,000
Change Order Contingency	\$ 133,050
DSGW Professional Services	\$ 205,500
Internal Engineering Charges	\$ 25,000
FFE/Shelving/Security	\$ 60,000
Land Purchase	<u>\$ 775,000</u>
	\$3,859,550

The anticipated completion date is November 2018; however, flexibility was given in the bid documents of a June 2019 completion date.

Larson expressed concern regarding the professional services amount paid to DSGW based on the premise of a 4.1 million dollar project.

**Motion by Meehlhause, seconded by Larson to award the low bid for the construction of the new city liquor store to Baratto Brothers Construction in the amount of**

**\$2,661,000 and establishing a contingency amount of \$133,050 for the project. Motion carried with the following vote: Ayes: Meehlhause, Johnson, Larson, Albrecht. Naves: Hellquist, Lehmann, Erickson**

Consider Award of Bid for Sanford Center Roof Repair

Eischens stated that the upper level roof membrane of the Sanford Center received damage during a strong wind event in July of 2017. An insurance claim was filed and approved. The following bids were opened on April 17:

Bidder	Base Bid	Alternate	Total
Berglund Heating & Roofing	\$ 111,240.00	\$ 4,547.00	\$ 115,787.00
A&R Roofing	\$ 127,720.00	\$ 8,440.00	\$ 136,160.00
Thelen Heating & Roofing	\$ 145,000.00	\$ 3,000.00	\$ 148,000.00
C.L. Linfoot Company	\$ 143,296.00	\$ 9,138.00	\$ 152,434.00

The alternate provides additional mechanical roof reinforcement. Eischens stated that this will help protect the roof from high winds coming from Lake Bemidji. Insurance will pay for all but the \$5,000 insurance deductible and the roof reinforcement.

**Motion by Erickson, seconded by Hellquist to award the Sanford Center roof repair to Berglund Heating, Sheet Metal and Roofing in the amount of \$111,240 as well as bid alternate no. 1 for \$4,547 for a total of \$115,787 with funding provided by insurance proceeds for all but \$9,547 which will be paid for with City reserves. Motion carried unanimously.**

Consider Award of Quote for 2018 Alley Paving

Gray stated that the 2018 Capital Improvement Plan includes \$30,000 for paving of various alleys within the City. The alleys being proposed are located west of Bemidji Avenue, north of 15<sup>th</sup> Street NW and south of Paul Bunyan Drive NW and a snowplow turn around area at the end of Woodland Avenue SW.

The following quotes were received:

Northern Paving, Inc.	\$ 87,000
Knife River Materials	\$ 89,000
Bemidji Bitminous, Inc.	\$101,250

The quote is only for the bituminous work; with the shaping, grading, prep work and class 5 gravel work to be done by the street department. Funding will be as follows: \$30,000 (CIP), \$30,000 from storm water maintenance and \$27,000 from construction reserves. After completion of this project, Gray stated there is about 2.5-3 miles of alley work remaining.

**Motion by Lehmann, seconded by Meehlhause, to award the alley paving quote to Northern Paving, Inc., in the amount of \$87,000. Motion carried unanimously.**

Consider Approval of Change Order #01 for the Anne Street Sewer Extension Project – City Project No. 18-05

Gray stated that staff received a request from 1217 Anne Street NW to provide future sanitary service to their property located roughly 200 feet east of the current project limit. They determined that the additional service could be extended. This would result in an

estimated \$20,000 increase under the current contract, but it will add two additional sanitary sewer service connections. Gray stated that the owner intends to connect either this year or next year.

**Motion by Meehlhause, seconded by Larson, to approve Change Order #01 to Reierson Construction, Inc. in the amount of \$20,000 for the Anne Street Sewer Extension Project – City Project 18-05. Motion carried unanimously.**

Consider Resolution Authorizing Release of City's Restriction on the use of the Nymore Arena Property and Execution of a Quit Claim Deed

Felix stated that Independent School District 31 has requested that a restriction of "construction of recreational facilities only" placed on the property in 1973 be removed by executing a Quit Claim Deed to ISD 31 releasing the use restriction of the Nymore Arena property. He further stated that with the building of the arena, that requirement has been satisfied.

**RESOLUTION NO. 6154: A Resolution Authorizing the Release of Deed Restriction on Use of Nymore Arena Property and Execution of Quit Claim Deed was offered by Councilor Erickson and upon due second by Councilor Johnson passed with the following vote: Ayes: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson, Larson**

Consider Resolution Accepting Petition to Annex Certain Property Along Fifteenth Street Northwest (Hard Rock Investments, LLC)

Felix stated that the City received a petition for annexation from Hard Rock Investments, LLC pursuant to Minnesota Statutes Section 414.033, Subd. 2(3) which allows the City to annex this property by ordinance. Before the ordinance can be given a first reading, the City Council must accept the petition by resolution. The owner of the property states that the property is currently vacant and zoned residential.

**RESOLUTION NO. 6155: A Resolution Accepting Petition to Annex Certain Property Along Fifteenth Street Northwest (Hard Rock Investments, LLC) was offered by Councilor Erickson and upon due second by Councilor Meehlhause passed with the following vote: Ayes: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson, Larson**

Delta Dental MIF Loan Forgiveness Request

Mathews stated that on March 19, 2018 the City Council approved an application to the Minnesota Department of Employment and Economic Development for grant loan funding with the Minnesota Investment Fund to Stratacor (Delta Dental). On April 13, 2018 the City received noticed that the State approved a loan of \$1,000,000 to Stratacor, of which the State has forgiven \$900,000 of that amount because of the project's economic impact. The City has two options to consider for the remaining \$100,000:

1. Forgive the remaining \$100,000.
2. Complete a loan to the company, and as the loan is repaid, the City is able to use it for revolving loans.

If the City does not forgive this amount, there are restrictions on the use of the money. Mathews stated that he has invited Tiffany Fettig to provide an update on our revolving loan fund program at a future meeting.

**Motion by Lehmann, seconded by Erickson to not forgive the \$100,000 Minnesota Investment Fund loan balance to Stratacor. Motion carried with the following vote: Ayes: Albrecht, Meehlhause, Johnson, Lehmann, Erickson, Larson. Nays: Hellquist**

Carnegie Library Update and Request

Mathews stated that over the past few weeks, the Save the Carnegie Committee members have met, conducted a survey and held public input sessions at City Hall. They have also reviewed with WSN the bids received in March in more detail with Winkelmann Building and Nor-Son Construction for the purpose of removing those costs associated with moving the building 15 feet from its location. From the public feedback received, the Carnegie Committee members have determined that they do not want to move the building or remove it from the National Register. Catherine Marchand, Treasurer of the Friends of the Carnegie Committee, also provided information to the Council for this request. By not moving the building, the project costs are significantly reduced, and it appears that many community members would support the project if the building is not moved. There is still a project shortfall, however, the committee is very committed to continue to raise money and seek donations to close that gap.

Council discussed the following:

- There is no clear use of the property when complete.
- Hellquist stated that the City's original support of the project was predicated on moving the building back 15 feet; therefore, he feels that the City's \$100,000 contribution is no longer valid and requires council action.
- The front entrance could be closed as a main entrance. Plans include moving the main entrance to the back of the building.
- The money held by the City could possibly be returned to the donors. Money held at the Northwest Minnesota Foundation cannot be returned.
- City officials are stewards of the Carnegie building and should do what we can to save it. Often times, the public sector needs to step up and do what the private sector cannot.

**Motion by Erickson, seconded by Meehlhause, to amend the Carnegie Library project by 1) not moving the building, 2) entering into a revised design contract with WSN, and 3) rebidding the project this year, under the condition that the State of Minnesota is agreeable to these changes, and the grants are still eligible to be received under a revised project. Motion carried with the following vote: Ayes: Erickson, Albrecht, Johnson, Meehlhause. Nays: Larson, Lehmann, Hellquist.**

**ORDINANCE**

**AN ORDINANCE** Annexing Property along Fifteenth Street NW to the Corporate Limits of the City of Bemidji (Hard Rock Investments, LLC) was given a first reading.

Pursuant to published notice, a Public Hearing was held to receive input regarding Amending the Bemidji City Code, Adopting an Amended 2018 Fee Schedule. Mayor Albrecht opened the Public Hearing at 8:06 p.m. William Hartwell objected to the amount of the fee of the Immobilization Device Removal. Hearing no additional comments, the public hearing was closed at 8:09 p.m.



**AN ORDINANCE**, Amending the Bemidji City Code, Adopting an Amended 2018 Fee Schedule was given a second reading.

**UPCOMING COUNCIL MEETINGS**

- Monday, May 21 5:00 p.m. Public Works Committee (Sanford Center CIP)
- Monday, May 21 6:00 p.m. Council Meeting
- **Tuesday, May 29 5:30 p.m.** Work Session – BYAC discussion and preliminary discussion on upcoming strategic planning session

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.

**ADJOURN**

There being no further business, motion by Lehmann, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:32 p.m.

Respectfully submitted,

Michelle R. Miller  
City Clerk

# **BEMIDJI CITY COUNCIL BOARD OF REVIEW May 7, 2018**

Pursuant to due call and published notice, the Board of Review of the City of Bemidji met to reconvene from the April 23, 2018 meeting, at City Hall at 5:00 p.m. on Monday, May 7, 2018, for the purpose of reviewing and correcting the assessment of properties within city limits of the City of Bemidji for the year of 2018 payable in 2019. Chair Rita Albrecht called the meeting to order at 5:00 p.m.

Upon roll call, the following Board Members were declared present: Albrecht, Meehlhause, Hellquist, Johnson, Lehmann, Erickson, Larson

City Staff: City Manager Nate Mathews, City Attorney Alan Felix, City Clerk Michelle Miller  
Beltrami County Assessor's Office: Joe Skerik, Steph Rockensock

## **PRESENTATION BY ASSESSOR**

County Assessor Joe Skerik stated that ratios are required to be between 90% and 105% which is estimated value compared to sale price. The following sales data reflects the timeframe of October 1, 2016 through September 30, 2017:

- In the City of Bemidji values increased 2.18% overall, resulting from new construction and market adjustments to Residential, Commercial and Apartments.
- The adjusted residential ratio is at 94.16% with 196 sales. Overall, there was not a lot of change in residential values.
- Commercial values are up with 13 commercial sales and a ratio of 95.66%. This is an increase of 10% due to under-values in the Industrial park and Downtown.
- Apartment values had one sale at 63.45% (values have been increasing almost 10%).
- New construction of taxable property was \$15,971,900. He noted that county-wide new construction was \$47,535,900.
- County-wide sales of residential and seasonal homes was 563 sales and a ratio of 95.38%.
- The market values of sales and volume of sales are both increasing.

## **PROPERTY OWNERS WISHING TO BE HEARD**

Chair Albrecht opened the public hearing at 5:23 p.m.; hearing no comments, closed the hearing at 5:23 p.m.

## **ASSESSOR'S RECOMMENDATIONS FOR ADJUSTMENTS FOR PROPERTY OWNERS WHO HAVE CONTACTED THE ASSESSOR DIRECTLY BY TELEPHONE OR WRITTEN COMMUNICATION**

Skerik recommended the Council approve the adjustments to the Estimated Market Value (EMV) for property owners who have contacted the Assessor's office on the following parcels:

<u>Parcel #</u>	<u>Changes to EMV</u>
1. 80.04316.00	-\$ 25,625
2. 80.04686.00	-\$ 5,725
3. 80.06648.00	-\$232,344
4. 80.05569.00	-\$ 14,960

**Motion by Erickson, seconded by Larson, accepting the 2018 adjustments as recommended by the County Assessor. Motion carried unanimously.**

Skarik advised the Board of a couple of tax court petitions that may affect the City in the future. If the petitioners are successful the City may have to pay back any taxes that were paid.

**ADJOURN**

Motion by Lehmann, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Michelle R. Miller  
City Clerk

# Bill List Summary

May 21st, 2018

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
24514	MN Dept Of Labor & Industry	3,934.25
24515 - 24597	See Attached List	<u>407,377.37</u>
		\$ 411,311.62
	<b>TOTAL</b>	<b>\$ 411,311.62</b>

# Accounts Payable

## Blanket Voucher Approval Document

User: denisea  
Printed: 05/15/2018 - 9:39AM  
Warrant Request Date: 05/22/2018  
DAC Fund:



### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000024515	141.10
2	Albrecht, Rita	000000000	237.99
3	Alerus Retirement and Benefits	000000000	50.00
4	Ameripride	000000000	815.54
5	Artisan Beer Company	000024516	979.00
6	Arvig	000024517	87.38
7	Bellboy Corporation	000000000	2,013.20
8	Beltrami County Auditor/Treasurer	000024518	80,099.17
9	Beltrami County Dare Advisory	000024519	113.29
10	Beltrami County Recorder	000024520	92.00
11	Beltrami Electric Coop	000024521	803.83
12	Bemidji Brewing	000024522	657.80
13	Bemidji Coca-Cola Bottling Co, Inc	000024523	633.25
14	Bemidji Coop Ass'n, Inc.	000024524	445.18
15	Bemidji Paper Sales, Inc.	000000000	1,419.71
16	Bemidji Steel Company	000000000	28.64
17	Bernick's	000000000	22,525.98
18	Bessler Wiebolt Electric	000024525	376.46
19	Beverage Wholesalers	000024526	140.00
20	Bluefin Payment Systems	000000000	1,509.10
21	Bob Lowih Ford, Inc.	000024527	85.06
22	Bob's Towing	000024528	125.00
23	Breakthru Beverage Minnesota Wine & Spirits, LLC	000024529	14,083.25
24	Brouse, Nathan	000000000	69.00
25	Buchanan, Jerome	000024530	60.00
26	Chris Ellis Towing & Recovery	000024531	170.00
27	City of Bemidji	000000000	203.00
28	Clarity Glass	000024532	5,570.00
29	CNA Surety	000024533	100.00
30	Core & Main	000024534	6,030.46
31	Crazy About Cleaning	000000000	705.00
32	D & D Beverage, LLC	000000000	1,025.60
33	D-S Beverages	000024535	16,814.80
34	Erickson, Justin	000000000	113.00
35	ESC Systems	000024536	294.00
36	Eurofins Eaton Analytical, LLC	000024537	6,405.00
37	Fastenal Company	000024538	57.36
38	Fenner, Kevin	000000000	49.05
39	Ferguson Waterworks #2516	000024539	190.59
40	FleetPride, Inc.	000024540	17.86
41	Forestedge Winery	000024541	1,260.00
42	Forum Communications Company	000000000	1,313.40
43	Further - City of Bemidji	000000000	259.60
44	Glass Smith Window Cleaning	000024542	250.00
45	Gray, Plant, Mooty	000024543	23,351.19

Page Total: \$191,770.84

Line	Claimant	Voucher No.	Amount
46	Guardian Pest Control, Inc	000024544	158.72
47	HBI Radio Bemidji	000024545	703.00
48	Higgins Heating, A/C , Inc.	000024546	1,597.50
49	Hill's Country Greenhouse	000024547	665.58
50	Imperial Supplies LLC	000024548	256.99
51	Ink Spot Press	000024549	69.11
52	Innovative Office Solutions, LLC	000024550	50.68
53	Jim Hirt Trucking, Inc	000024551	1,451.61
54	Johnson Bros., Inc.	000024552	26,262.20
55	Katzenmeyer, Martin	000000000	20.00
56	Kennedy & Graven Charter	000024553	1,321.00
57	L & M Supply, Inc.	000024554	516.44
58	Larry's Machine Shop	000024555	189.12
59	Lauderbaugh, Carol	000000000	150.00
60	Lawson Products, Inc.	000024556	526.94
61	League of MN Insurance Trust	000024557	206.58
62	Locators & Supplies, Inc.	000000000	29.47
63	Mark Sand & Gravel Co	000024558	6,000.00
64	Martin-McAllister	000024559	500.00
65	MCFOA	000024560	135.00
66	McKinnon Co., Inc.	000024561	12,305.25
67	MCMA	000024562	147.44
68	McMaster-Carr Supply Co.	000000000	780.70
69	Menards-Bemidji	000000000	135.79
70	Miller, Michelle	000000000	322.50
71	Mississippi River Cities and Towns Initiative	000024563	2,500.00
72	MoeCo Fire & Safety	000024564	28.00
73	Municipal Code Corporation	000024565	228.00
74	NAPA Auto Parts	000000000	964.78
75	Nei Bottling, Inc.	000024566	82.50
76	Northern Paving Inc.	000024567	1,311.50
77	Northwoods Ice, Inc.	000024568	302.40
78	NW Tire, Incorporated	000024569	937.97
79	Paul Bunyan Mini Storage	000024570	52.00
80	Paustis & Sons	000024571	1,717.18
81	Pederson, Jake	000000000	300.51
82	Phillips Wine & Spirits	000024572	19,270.23
83	Port-O-Wild Security, Inc.	000000000	756.00
84	Praxair Distribution Inc	000024573	106.93
85	Premier Impressions	000024574	559.95
86	Raphaels Bakery Cafe	000024575	198.00
87	Reierson Construction, Inc.	000024576	42,562.00
88	RESA High Voltage Service, LLC	000024577	15,460.00
89	RMB Environmental Laboratories, Inc.	000024578	424.00
90	RMC Truck Parts	000024579	1,216.82
91	Ross Lewis Sign Co.	000024580	1,114.00
92	Sadeks Repair & Welding, Inc.	000024581	902.58
93	Sanford Health Occupational Med.	000024582	166.00
94	Southern Glazer's of MN	000024583	8,234.30
95	Southside Tow & Rec, Inc	000024584	349.37
96	Spartz, Ron	000024585	15.00
97	Spee-Dee Delivery Service, Inc.	000024586	58.37
98	Staples Advantage	000024587	174.34
99	Stoll, Timothy M.	000024588	500.00
100	Streicher's	000024589	1,335.82
101	TDS Metrocom-MN	000000000	942.28
102	Thunderbird Graphics	000024590	254.88

Page Total: \$157,527.33

Line	Claimant	Voucher No.	Amount
103	Tires Plus of Bemidji	000024591	112.59
104	Trinity Creek Consulting	000000000	122.18
105	US Bank Merchant Billing	000000000	6,304.11
106	USA Bluebook	000024592	178.85
107	Valvoline Instant Oil Change	000024593	70.36
108	Vantiv Integrated Payments Solution	000000000	646.12
109	Vinocopia, Inc.	000000000	270.00
110	VisitBemidji	000000000	28,625.00
111	Waste Management of WI-MN	000024594	4,880.29
112	Wells Fargo-ACH	000000000	14,953.10
113	Wes Plumbing & Heating	000024595	1,184.70
114	Whichello, Nicholas	000000000	60.00
115	White Earth Reservation Tribal Council	000024596	500.00
116	Wine Merchants	000024597	137.82
117	Ziegler, Inc.	000000000	34.08
Page Total:			\$58,079.20
Grand Total:			\$407,377.37

VenuWorks of Bemidji, LLC  
**Unpaid Bills Detail**  
 As of May 17, 2018

	<u>Open Balance</u>
<b>AmeriPride Services</b>	
	192.62
	224.36
	224.36
Total AmeriPride Services	<u>641.34</u>
<b>Amy Thielen</b>	
	145.61
Total Amy Thielen	<u>145.61</u>
<b>ASSOCIATIONS NORTH</b>	
	485.00
Total ASSOCIATIONS NORTH	<u>485.00</u>
<b>Athletica</b>	
	1,255.69
Total Athletica	<u>1,255.69</u>
<b>Autumn Fire Design</b>	
	154.97
	64.13
Total Autumn Fire Design	<u>219.10</u>
<b>Beaver Sportswear/The Beaver Dam</b>	
	80.23
Total Beaver Sportswear/The Beaver Dam	<u>80.23</u>
<b>Beltrami County Solid Waste</b>	
	751.79
Total Beltrami County Solid Waste	<u>751.79</u>
<b>Bemidji Coca-Cola Company</b>	
	-364.80
	24.00
	163.14
	262.75
Total Bemidji Coca-Cola Company	<u>85.09</u>
<b>Bemidji Cooperative Association</b>	
	1,228.76
Total Bemidji Cooperative Association	<u>1,228.76</u>
<b>Bix Produce Co.</b>	
	558.20
Total Bix Produce Co.	<u>558.20</u>
<b>BMI</b>	
	217.07
Total BMI	<u>217.07</u>
<b>BSU Athletic Dept - Nonprofit Groups</b>	
	291.19
	241.63
Total BSU Athletic Dept - Nonprofit Groups	<u>532.82</u>
<b>BSU Dance Team</b>	
	610.52
Total BSU Dance Team	<u>610.52</u>



VenuWorks of Bemidji, LLC  
**Unpaid Bills Detail**  
As of May 17, 2018

	<u>Open Balance</u>
<b>City of Bemidji MN</b>	
	2,173.48
Total City of Bemidji MN	2,173.48
<b>Constellation NewEnergy-Gas Division, LLC</b>	
	3,484.75
Total Constellation NewEnergy-Gas Division, LLC	3,484.75
<b>Dennis Noska</b>	
	200.00
Total Dennis Noska	200.00
<b>Fremont Industries, Inc</b>	
	1,046.03
Total Fremont Industries, Inc	1,046.03
<b>Hands of Action, International</b>	
	274.00
Total Hands of Action, International	274.00
<b>Janis A. Donnaud &amp; Associates, Inc.</b>	
	500.00
Total Janis A. Donnaud & Associates, Inc.	500.00
<b>KKWB-FM Bemidji Radio, Inc.</b>	
	200.09
Total KKWB-FM Bemidji Radio, Inc.	200.09
<b>Leech Lake EMS</b>	
	148.00
Total Leech Lake EMS	148.00
<b>Leslie Cluff</b>	
	113.36
Total Leslie Cluff	113.36
<b>Lueken's - North</b>	
	250.22
Total Lueken's - North	250.22
<b>Luekens - South</b>	
	234.13
Total Luekens - South	234.13
<b>Marco</b>	
	414.08
Total Marco	414.08
<b>Meyers SignSource</b>	
	533.98
Total Meyers SignSource	533.98
<b>NAPA</b>	
	32.73
Total NAPA	32.73
<b>Network Services Company</b>	
	59.88
Total Network Services Company	59.88
<b>NLFX Professional</b>	

**VenuWorks of Bemidji, LLC**  
**Unpaid Bills Detail**  
As of May 17, 2018

	<u>Open Balance</u>
	1,270.00
	507.50
	395.00
Total NLFX Professional	<u>2,172.50</u>
<b>Office Depot</b>	
	20.45
Total Office Depot	<u>20.45</u>
<b>Paul Bunyan Television</b>	
	1,054.00
Total Paul Bunyan Television	<u>1,054.00</u>
<b>Paul Bunyan Transit.</b>	
	60.00
Total Paul Bunyan Transit.	<u>60.00</u>
<b>Pine to Prairie Broadcasting, Inc</b>	
	200.00
Total Pine to Prairie Broadcasting, Inc	<u>200.00</u>
<b>Pollstar</b>	
	2,299.00
Total Pollstar	<u>2,299.00</u>
<b>Robert Anderson</b>	
	99.97
	71.27
Total Robert Anderson	<u>171.24</u>
<b>Roger's Two Way Radio Inc</b>	
	260.00
Total Roger's Two Way Radio Inc	<u>260.00</u>
<b>SupplyWorks</b>	
	284.29
Total SupplyWorks	<u>284.29</u>
<b>United Way of Bemidji Area</b>	
	274.00
Total United Way of Bemidji Area	<u>274.00</u>
<b>VenuWorks, Inc.</b>	
Reimburse Credit Card Charges	4,707.53
Total VenuWorks, Inc.	<u>4,707.53</u>
<b>Waste Management</b>	
	456.12
Total Waste Management	<u>456.12</u>
<b>Manual Checks &amp; Debits</b>	
Johnson Brothers Liquor	661.93
Phillips Wine & Spirits	7,606.32
US Foods	3,426.96
NovaTime	458.30
US Foods	1,401.69
City of Bemidji	1,304.97
VenuWorks, Inc. (CoPro Settlement)	135,696.65

VenuWorks of Bemidji, LLC  
**Unpaid Bills Detail**  
As of May 17, 2018

	<u>Open Balance</u>
Plaid Paisley Entertainment	15,423.53
Gigi Marvin	<u>1,500.00</u>
Total Manual Checks & Debits	<u>167,480.35</u>
<b>TOTAL</b>	<b><u><u>195,915.43</u></u></b>

# GENERAL BUSINESS LICENSES - 2018

Type of License	Business Name	Business Location	Fee Paid
<b>Fireworks Non-exclusive</b>			
	DOLLAR TREE STORES, INC.	2026 PAUL BUNYAN DR NW	\$100.00
	TARGET STORE T657	2100 PAUL BUNYAN DR NW	\$100.00
	WALMART SUPERCENTER #3233	2025 PAUL BUNYAN DR NW	\$100.00
<b>Pawnbroker</b>			
	GAMESTOP #2907	2219 PAUL BUNYAN DR NW SUITE	\$185.00
<b>Plumber</b>			
	GRASS LAKE PLUMBING	WITHIN BEMIDJI CITY LIMITS 61687PM	\$95.00
<b>Taxicab Driver</b>			
	RICHARD LEE PAYNE JR.	WITHIN BEMIDJI CITY LIMITS Campus Taxi	\$20.00

# MISCELLANEOUS LIQUOR LICENSE(S) - 2018

BUSINESS NAME	LICENSE/PERMIT	MISC	FEE
WATERMARK ART CENTER	1 Day Temporary C&D Permit		\$15.00

# **COUNCIL AGENDA ITEM**



**Meeting Date:** May 21, 2018

**Action Requested:** Appointment to Housing & Redevelopment Authority

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

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

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Debra Warren, 3008 Golden Crest Ct NW, has applied for a vacancy on the Housing & Redevelopment Authority. Her application is attached for your review.

**Recommendation:**

Appoint Debra Warren to the Housing & Redevelopment Authority (term ends 1/31/2022).



CITY OF BEMIDJI  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56601

Phone: 218-759-3570 Fax: 218-759-3590

Website: [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us)

Date Received:

Received By:

## BOARD/COMMISSION APPLICATION

### APPLYING FOR (check only one):

- |   |  |
|---|--|
| <input type="checkbox"/> Charter Commission   | <input type="checkbox"/> City Library Board                        |
| <input type="checkbox"/> Heritage Preservation Commission                               | <input type="checkbox"/> Merit Hearing Board                       |
| <input checked="" type="checkbox"/> Housing & Redevelopment Commission                  | <input type="checkbox"/> Parks & Trails Commission                 |
| <input type="checkbox"/> Housing Appeals Board  | <input type="checkbox"/> Greater Bemidji Joint Planning Commission |
| <input type="checkbox"/> Public Arts Commission   | <input type="checkbox"/> South Shore Design Review Committee       |
| <input type="checkbox"/> Sanford Center Advisory Board At Large                         |  |
| <input type="checkbox"/> Sanford Center Subcommittee (Finance, Marketing or Facilities) |  |

NAME: Debra Warren

FULL ADDRESS: 3008 Golden Crest Ct. N.W., Bemidji, MN

PHONE (HOME): 218-556-8904

PHONE (WORK): 218-444-0732

EMAIL: Debw@rmcep.com

ARE YOU A RESIDENT OF THE CITY OF BEMIDJI?  YES  NO

DO YOU MEET THE QUALIFICATIONS TO SERVE ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING AS STIPULATED IN THE CITY'S POLICY ON APPOINTMENTS TO BOARDS & COMMISSIONS?  YES  NO

STATEMENT OF INTEREST, WHY YOU ARE INTERESTED IN SERVING ON THIS BOARD/COMMISSION:

I was asked to be on this board by Janice Brown. I have been serving on boards for the past 12 yrs. I have a lot of experience and I would be an asset to be on the HRA board. I am very dependable to attend the meetings.

PLEASE LIST YOUR QUALIFICATIONS, EXPERIENCE/EDUCATION THAT IS RELATIVE TO YOU SERVING ON THIS BOARD/COMMISSION:

I served on The Sexual Assault Program board for 10 yrs. I was vice-chair 2004-2005, and I was chair person 2005-2014. This program merged with the Support Within Reach Program in Grant Rapids, MN and became the largest Sexual Assault Program in the state. I am also a board member on the Anishinaabe Arts Initiative Council for 12 yrs. and I am still on that board.

AVAILABILITY: Are you able to meet as necessary to fulfill the responsibilities of appointment to this board/commission?  Yes  No

REFERENCES: (Optional)

Laura Seter - Executive Director - Region 2 Arts Council

23650 Otter Drive, Laporte, MN 56460 218-849-2996

Name Address Phone

Roger Hellquist - Supervisor - Rural MN CEP

P.O. Box 312, Bemidji, MN 56619 218-766-2269

Name Address Phone

Dr. Jane Ball - Anthropologist

21402 Cnty Hwy. 29, Rochert, MN 56578 218-847-3848

Name Address Phone

Incomplete applications will not be considered.

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

(For Office Use Only)

Was application submitted by due date?  Yes  No

The Applicant is:  A New Applicant  Applying for Reappointment

This appointment is for a:  Partial Term  Full Term

Date submitted to Council: \_\_\_\_\_ Council Action:  Not Appointed  Appointed (Exp: \_\_\_\_\_)



## **Debra Warren**

3008 Golden Crest Ct. N.W.  
Bemidji, MN 56601  
(218) 556-8904

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### **Experience:**

#### **Rural Minnesota CEP** **Bemidji, MN** **Dislocated Worker Job Counselor/Developer** **2013 to Present**

- Promote and develop employment and on-the-job training opportunities for the clients.
- Instruct applicants in resume writing, job search and interviewing techniques.
- Establish relationships with clients regarding their job search by helping to meet their needs by listening to their situation and helping them to get their barriers taken care of.
- Inform business, labor and public about training programs by meeting with employers and local agencies.
- Update job openings and post on Resource Room bulletin board weekly.
- Meet weekly in communities to take applications for the Dislocated Worker Program and facilitate workshops.

#### **Rural Minnesota CEP** **Bemidji, MN** **Diversionary Work Program Job Counselor** **2005 to 2013**

- Provide daily intake application appointments.
- Coordinate recruitment and placement of training program participants by facilitating a five day comprehensive job search workshop. Help clients get a resume done, how to fill out applications and did mock interviews.
- Monitor and evaluate training activities and program effectiveness.
- Kept case notes up to date on each individual client.
- Wrote specific employment plans to help clients maintain and improve job search.

#### **Rural Minnesota CEP** **Bemidji, MN** **Red Lake STEP Program Job Developer** **2001 to 2005**

- Present information and met with local businesses and agencies.
- Coordinate recruitment and placement of training program participants.
- Took applications and assess and document individual needs and barriers.
- Set up worksites throughout the reservation for clients to participate in work training programs and wrote wage subsidy contracts with employers.
- Develop alternative training methods when expected improvements were not seen.
- Check on worksites weekly to assess how work training is going for client.
- Set up quarterly gatherings/feasts to acknowledge the accomplishments of individuals.
- Kept case notes up to date on individual clients progress.

#### **You-nique Consignment** **Bemidji, MN** **Owner/Operator** **1999 to 2001**

- Managed consignment store and supervised employees.
- Supervised employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records and preparing daily record of transactions.
- Ensure compliance of employees with established security, sales and record keeping.
- Plan and prepare work schedules, assigning employees to specific tasks.
- Locked and secured store.

**Bemidji School District  
Ojibwe Art Instructor**

**Bemidji, MN  
1998 to 1999**

- Prepare objectives and outlines for courses of Ojibwe art, following curriculum guidelines and requirements of states and schools for grades K-6.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provide students with opportunities to observe, question, and investigate.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom were responsible.
- Prepare reports on students and activities as required by administration.

**Bemidji School District  
Attendance Academic Advisor**

**Bemidji, MN  
1996 to 1998**

- Investigate the continued absences of pupils from public school.
- Determine if pupil absences were lawful and known to parents.
- Address legal issues, such as child abuse and discipline, assisted with hearings and provided testimony to inform child neglect issues.
- Set up target lists of students that would require home visits.
- Monitored academics with students, teachers, and parents.
- Provided field trip at end of school year for students that successfully completed school year.

**Cass Lake/Bena School District  
Attendance Academic Advisor**

**Cass Lake, MN  
1994 to 1996**

- Investigate the continued absences of pupils from public school.
- Met with teacher and parents to discuss how to curb absenteeism.
- Determine if pupil absences were lawful and known to parents.
- Facilitate Parent Support Group with parents.
- Provide field trip at the end of school year to reward children for successfully completing school year.

**Education:**

**Detroit Lakes Technical College  
Small Business Management**

**Detroit Lake, MN  
1987**

**Accomplishments:**

**Anishinaabe Arts Initiative Council - Board Member 2005-Present  
Sexual Assault Program-Beltrami, Cass, Hubbard, and  
Clearwater Counties-Board Vice-Chairperson 2004-2005  
Board Chairperson 2005-2014**

**References:**

**Laura Seter-Executive Director Region 2 Arts Council**

23650 Otter Drive

Laporte, MN 56460

218-849-2996

**Roger Hellquist-Supervisor Rural MN CEP**

P.O. Box 312

Bemidji, MN 56619

218-766-2269

**Dr. Jane Ball-Online Communication Anthropology Faculty for Continuing  
Education Associate.com**

**University of North Dakota/Colorado State University/San Diego State  
University**

21402 County Hwy. 29

Rochert, MN 56578

218-847-3848

# **COUNCIL AGENDA ITEM**



**Meeting Date:** May 21, 2018

**Action Requested:** Approve Purchase of Replacement 2018 Police SUV

**Prepared By:** David LaZella, Captain

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

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The Bemidji Police Department is seeking to purchase immediately, a Ford Police Interceptor SUV for use as a police patrol vehicle. Funding will come from a combination of the current Police Department Equipment Fund 101-42100-40580 and Equipment Repair Fund 101-42100-40221. The Bemidji Police Department will purchase the SUV from Hibbing Ford at the cost of \$31,573.45 via the State of Minnesota Cooperative Purchasing Venture, contract #83064. This purchase is needed to replace a 2013 Ford Interceptor patrol sedan which was declared a total loss after a crash during a vehicle pursuit in April 2018.

**Recommendation:**

Staff recommends City Council authorize the purchase of a 2018 Ford Police Interceptor SUV from Hibbing Ford via the State of Minnesota Cooperative Purchasing Venture at a price of \$31,573.45. Additional police specific aftermarket equipment is not included in the price of the vehicle, which will be partially purchased with insurance claim money and will include recycling of most police equipment from the totaled vehicle. The estimate of cost to purchase equipment and outfit the new vehicle is estimated at \$7,500.

## **COUNCIL AGENDA ITEM**



**Meeting Date:** May 21, 2018

**Action Requested:** Approve Three Less One, Inc., d/b/a Bar 209 Liquor License Transfer to new location at 217 Minnesota Avenue NW

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

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

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Three Less One, Inc., d/b/a Bar 209 has applied to transfer its existing license at 209 Minnesota Avenue to its new location at 217 Minnesota Avenue NW.

Staff will be working with Three Less One, Inc. regarding the actual date of the liquor license transfer from the existing location to the new location sometime in early June.

**Recommendation:**

Staff recommends approval of the transfer of Three Less One, Inc., d/b/a Bar 209 liquor license to the new location at 217 Minnesota Avenue NW with the condition that the Department of Health and Building Office approve the building.

# COUNCIL AGENDA ITEM



**Meeting Date: May 21, 2018**

**Action Requested: Consider Award of Quote for 2018 Sanitary Sewer Slip Lining Project**

**Prepared By: Todd Anderson  
Water & Sewer Superintendent**

**Reviewed By: Craig Gray  
Director of Public Works / City Engineer**

A handwritten signature in black ink, appearing to read "CG", located to the right of the name "Craig Gray".

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## Background:

The Sanitary Sewer Capital Improvement Plan (CIP) includes an allotment of \$100,000 for slip lining various sections of old clay tile sanitary sewer. These existing city sewer mains run in between the back yards and narrow alleyways of houses and businesses and thus they cannot be dug up and replaced. Many of these mains also have no recorded utility easements in place for them. Because of these conditions they cannot be dug up and repaired or replaced and thus they must be "slip lined" in place. This process installs a flexible PVC liner in the old pipe which is then inflated and hardened to become a new in-place PVC pipe.

The proposed work for 2018 includes approximately 3,225 lineal feet of 8" sanitary sewer will be lined. We obtained three quotes from specialized vendors that perform this work. The quotes are:

Visu-Sewer	\$ 96,337.50
Insituform	\$ 98,525.00
Veit Contracting	\$ 108,625.00

## Financing

Financing for the project will come from the approved 2018 Sanitary Sewer Utility budget.

## Recommendation:

It is recommended that the city council pass a motion awarding the quote for the 2018 Sanitary Sewer Slip Lining Project to Visu-Sewer in the amount of \$96,337.50

# RESOLUTION NO.

## A RESOLUTION APPROVING TEMPORARY OFF-PREMISES ALCOHOL PERMIT AND STREET CLOSURE FOR A COMMUNITY/CUSTOMER APPRECIATION EVENT

**WHEREAS**, Bar 209, hereinafter the “Event Organizers”, are holding a Community/Customer Appreciation Event in the City of Bemidji on May 26, 2018; and

**WHEREAS**, the Event Organizers have requested that Minnesota Avenue NW between the Alley and 2<sup>nd</sup> Street NW be closed for the purpose of serving and consumption of alcohol; and

**WHEREAS**, the Event Organizers will provide the City with a Certificate of Liability Insurance naming the City as an “additional insured” for the duration of the special event; and

**WHEREAS**, the Event Organizers agree to observe all state and local laws relating to the sale of alcoholic beverages; and

**WHEREAS**, the Event Organizers agree to abide by all city rules and regulations in the use of the designated areas, to clean and restore the areas used to the satisfaction of Street Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

**NOW, THEREFORE**, be it resolved by the Bemidji City Council to authorize the closure of Minnesota Avenue NW between the Alley and 2<sup>nd</sup> Street NW from noon to 12:00 p.m. for event set-up, take down and holding of the event; and

**NOW, THEREFORE**, be it further resolved by the Bemidji City Council to authorize the Temporary Off-Premises Liquor Permit to Bar 209 from 7:00 p.m. to 11:00 p.m. within the designated area on May 26, 2018.

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

Ayes:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

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

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



209 Minnesota Ave | Bemidji, MN 56601

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Dear Bemidji City Council,

On Saturday, May 26<sup>th</sup>, Bar 209 would like to host a community/customer appreciation day for our guests and residents of Bemidji. The purpose of this event is to celebrate and thank the city of Bemidji, and all of our customers, for their support and patronage over the last 7.5 years, as well as celebrate the opening of our new location in early June.

For this event, we would like to close down a portion of Minnesota Avenue, from the north alley, adjacent to our bar, to 2<sup>nd</sup> Street. We plan on using this space to hold activities and games during the day, and for live music during the evening. We do plan on having alcohol available for purchase in this space from 7-11pm, and will have security on hand to ensure there are no underage persons attempting to purchase or consume alcohol. We have also been given approval by our neighboring businesses to have this event take place that day. At the conclusion of this event, cleanup will be done by our entire staff. ✓

We hope to get your approval to host this event, and will accommodate any requests on your end to make this happen. We have enjoyed serving this community for the last several years, and are excited to see what the future has in store for us.

Kind Regards,

**Anthony Kuefler**  
Bar Manager  
Bar 209



CANTABRIDGE

PARKING LOT

ONE SOURCE FLOORS

EVENT SPACE

EVENT SPACE

MN ENERGY

BAR 209

Bend's COMM

ALLEY

2nd Street

MINNESOTA AVENUE

# RESOLUTION NO.

## A RESOLUTION APPROVING THE SITE AND ALCOHOL FOR THE 2018 KNIGHTS OF COLUMBUS WALLEYE CLASSIC

**WHEREAS**, Knights of Columbus, hereinafter referred to as “Event Organizer”, are sponsoring an annual Walleye Fishing Tournament on June 9, 2018 (setup to begin on Wednesday, June 6 and clean-up on June 10) in the City of Bemidji; and

**WHEREAS**, this event is of economic and cultural benefit to the Bemidji area; and

**WHEREAS**, the area to be used during this event will be the waterfront area including the parking lots in the vicinity of Paul and Babe statues and parking area at the SE Lake Bemidji property; and

**WHEREAS**, Event Organizer agrees to abide by all city rules and regulations in the use of the designated areas, observe all state and local laws relating to the sale of alcoholic beverages, to clean and restore the areas used to the satisfaction of Parks Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

**WHEREAS**, the Event Organizer will provide the City with a Certificate of Insurance naming the City as an “additional insured” for the duration of the event.

**NOW, THEREFORE, BE IT RESOLVED** by the Bemidji City Council to authorize the use of the aforementioned area by the Event Organizer for the purpose of the Annual Knights of Columbus Walleye Classic.

**BE IT FURTHER RESOLVED** that the Event Organizer is allowed to serve alcohol using a licensed caterer in the designated area.

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:

Approved:

ATTEST:

APPROVED:

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

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



[www.kcwalleyeclassic.com](http://www.kcwalleyeclassic.com)



PO Box 1788 Bemidji, MN 56619

**KNIGHTS OF COLUMBUS WALLEYE CLASSIC  
SATURDAY, JUNE 9, 2018  
LAKE BEMIDJI WATERFRONT**

The **Knights of Columbus Walleye Classic**, a competitive, live-release walleye-fishing tournament will be held Saturday, June 9, 2018 on Lake Bemidji and Lake Irving. This tournament is a continuation of the proud 17-year tradition begun as the Kraus-Anderson Walleye Classic, which to date has raised over \$694,000 for local charities.

One hundred two-person teams will again compete for more than \$50,000 in cash and prizes. Anglers will start their engines at 7:00 a.m. at the Bemidji Waterfront. The *Knights of Columbus Walleye Classic* weigh-in starts at 3:30 p.m. First prize is \$12,500, with other cash prizes awarded to the top 15 teams.

Event highlights include the Tournament Rules Meeting at the Eagles on June 8, 2018, a growing Family Activities area, and a raffle for a Lund boat, Mercury outboard motor and Shoreland'r trailer package provided by Ray's Marine, plus cash prizes. The Knights of Columbus and Keg 'n Cork/Bernick's Beverages will be providing food and beverage during the event, in line with what has been done in the past. Set-up will officially begin on June 7, with clean up completed on June 11. Close cooperation with City staff, especially the Parks Department, will help ensure another successful event.

Sponsored by the Knights of Columbus and presented by Acme Tools/Milwaukee Tools/Honda Power Equipment, all proceeds from the *Walleye Classic* will benefit Bemidji Youth League Baseball, Wounded Warrior Guide Service, Bemidji Area Special Olympics, Fishing Has No Boundaries, Let's Go Fishing, Take A Kid Fishing, Bemidji Boy Scouts, the George Pelawa Foundation, All-Pro Dads, the local fisheries through DNR, and the Knights of Columbus.

For more information, contact tournament director Joe Czapiewski at (218) 556-3651, [j\\_czapiewski@yahoo.com](mailto:j_czapiewski@yahoo.com) or visit [www.kcwalleyeclassic.com](http://www.kcwalleyeclassic.com).



**BEAT  
PLASTIC  
POLLUTION**



**WORLD  
ENVIRONMENT  
DAY**

**UN**   
**environment**  
United Nations  
Environment Programme

**UN Environment World Environment Day Event  
New Orleans, Louisiana  
June 5<sup>th</sup>, 2018  
Information and Run-of-Show**

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## **Morning Program**

**What:** World Environment Day Official Event

**When:** Tuesday, June 5<sup>th</sup>, 2018

**Where:** The [Historic Carver Theater](#) – 2101 Orleans Avenue, New Orleans, LA, 70116

**Event Profile/Purpose:** World Environment Day is the United Nations' flagship day for promoting global awareness and action for the environment. This year's host country is India and the theme is **Beat Plastic Pollution** - a call to action for all of us around the world to come together and fight one of the great environmental challenges of our time, marine debris.

An invitation-only event will be held to launch the UN Environment global report on plastic pollution. At this event, commitments to tackle marine litter will be announced by policymakers, the private sector, organization, and citizens alike.

**Attendees (TBC):** Youth leaders from the Heroes Boot Camp, Mayor of New Orleans and other senior public officials, Mayors from the Mississippi River Corridor and state legislators, UN Environment North America Director, UN Goodwill Ambassador, Adrian Grenier, public and private sector representatives and local volunteer organizations,

### **Run-of-Show**

9:30 a.m. Registration and speakers arrive

10:00 a.m. Opening by First Nations Leader

10:05 a.m. Barbara Hendrie, Director UN Environment, provides welcoming remarks

10:10 a.m. New Orleans Mayor provides remarks and potential policy announcement regarding plastic in the city (invited)



10:15 a.m. Mayors and legislators from along the Mississippi pledge to address plastic pollution

10:35 a.m. Barbara Hendrie launches Global Plastics Report and provides key messages

10:50 a.m. Youth delegates highlight projects identified during Summit

11:00 a.m. Satellite link-up to the Canadian government for youth messages to the G7 leaders resulting from the Ocean Heroes Bootcamp (TBC)

11:20 a.m. Private sector and other organizations make commitments to Beat Plastic Pollution

11:45 a.m. UN Environment Goodwill Ambassador, Adrian Grenier provides closing remarks

11:50 p.m. Members of the Zulu Organization address the assembly and introduce a “second-line” band who will guide participants towards the World Environment Day urban clean-up

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## Afternoon Program

**What:** World Environment Day Program Urban Clean-up

**When:** Tuesday, June 5<sup>th</sup>, 2018 after the official morning event

**Where:** From the famous Zulu Hall to the top of Bayou St. John (maps to be provided)

**Event Profile/Purpose:** On June 5th, UN Environment will call on citizens, governments, companies and organizations to participate in coastal and riverbank cleanups with the objectives to:

- 1) To clean-up the planet
- 2) To raise awareness about what happens if we don't reduce or recycle our plastic habits
- 3) To collect data about the waste that is being found



Participants will use the innovative Litterati app to track the plastic waste that gets collected. The app can be downloaded at [www.litterati.org](http://www.litterati.org) so that whatever is gathered in New Orleans will be incorporated into a global total.

#### **Run-of-Show**

- 12:30 p.m. Participants arrive at the Zulu Hall and will be provided with lunch, gloves, collection bags and instructions for the Litterati App.
- 12:40 p.m. Photo opportunity with speakers and UN Goodwill Ambassador
- 12:45 p.m. Barbara Hendrie, Director, UN Environment, provides opening remarks
- 12:50 p.m. Mayor of New Orleans Remarks (invited)
- 12:55 p.m. UN Goodwill Ambassador Remarks
- 1:00 p.m. UN Director announces the beginning of the urban clean-up
- 2:30 p.m. All participants complete the clean-up at Bayou St. John
- 2:35 p.m. All litter will be gathered from the volunteers and given to the waste management facility (TBD)
- 2:40 p.m. Closing Remarks by New Orleans City Official
- 2:45 p.m. Media interviews and photo opportunities with speakers, celebrities and volunteers
- 3:00 p.m. World Environment Day urban clean-up event ends

**Parking and Directions:** Volunteers will be notified on where to park leading up to the event.

**Event Cancellation:** Only extreme weather conditions, i.e., hurricane, tornado, thunder storm, will lead to the cancellation of this event.

# Coalition of Greater Minnesota Cities Summer Conference 2018!

**July 25-27, 2018 at the  
Verizon Center in  
Mankato**

Co-hosted by the cities of:  
Mankato  
North Mankato  
Saint Peter

## Register today!

Register online at:  
[greatermncities.org/summer18](http://greatermncities.org/summer18)

## Venue Information

Unless otherwise indicated on the agenda,  
conference activities will be held at:  
Verizon Center  
1 Civic Center Plaza,  
Mankato, MN 56001

## Hotel

Hilton Garden Inn (next to Verizon Center)  
20 Civic Center Plaza  
Mankato, MN 56001  
Call: (507) 344-1111

\*Attendees are responsible for making their  
own hotel reservations. The CGMC has a  
block of rooms at a discounted rate of \$119  
(plus tax). The block closes July 4.

## Questions?

Contact Julie Liew at 651-259-1917 or  
[jlliew@flaherty-hood.com](mailto:jlliew@flaherty-hood.com)



**DISCOVER  
CONNECT  
GET INSPIRED**



Dedicated to a Strong Greater Minnesota

# CONFERENCE AGENDA

## Wednesday, July 25

**10 a.m.-12 p.m. – Registration at Verizon Center**

**10:30 a.m. – CGMC Board of Directors Meeting**

**12 p.m. – Conference Begins – Welcome Remarks from CGMC President Dave Smiglewski and Host Cities**

**12:05-1:30 p.m. – Lunch presentation: Legislative Session Update & 2018 Election Preview** CGMC Executive Director Bradley Peterson will provide a rundown on how Greater Minnesota priorities fared in the 2018 legislative session and how bills passed this year could impact your city. He will also preview some of the key races in the upcoming 2018 election, including the gubernatorial race and the fight for control of the Minnesota House.

**1:30-2 p.m. – Presentation: “Enhance Your Community with a Community Foundation”** Dayton Soby, a trustee with the J.A. Wedum Foundation, will explain why the foundation is eager to share its knowledge, efforts and money to help cities start their own community foundations.

**2-2:30 p.m. – BREAK**

**2:30 p.m. – Board bus for Saint Peter and learn about Saint Peter’s history and recovery from the 1998 tornado as we travel to the city**

**2:55-3:55 p.m. – Explore Innovative Child Care Partnerships at the Saint Peter Community Center** Learn about the city’s efforts to assist private businesses and individuals in providing more day care slots in the community and tour the child care centers currently operating out of the Community Center.

**4-4:45 p.m. – Housing, Health Care, Historic Sites: A Guided Bus tour of Saint Peter** Hop back on the bus for a short tour of Saint Peter including the hospital, development areas, historic sites and the city’s newest housing development – Traverse Green Subdivision. City staff will provide information on development of the “building better neighborhoods” design used for the subdivision. If available, a tour of one of the spec homes will be provided.

**4:45 – Enjoy Downtown Saint Peter** The bus will head to historical downtown Saint Peter for a tour of the local Arts Center and free time to partake of the one of a kind downtown shops offering everything from authentic Swedish products to upscale kitchen and home furnishings to locally sourced foods and refreshments.

**5:30 p.m. – Board bus at Art Center**





Dedicated to a Strong Greater Minnesota

# CONFERENCE AGENDA

**5:45-7 p.m. – Cities-sponsored Social Hour and Entertainment at Chankaska Creek Ranch & Winery** A toast to good food and wine! Networking social includes wine and spirits sampling, live entertainment from the Lost Walleye Orchestra, lawn games and a bonfire.

**7 p.m. – Cities-sponsored Dinner at Chankaska Creek Ranch & Winery** Enjoy dinner and conversation at the beautiful, brand-new events center.

**8 p.m. – Board bus and head back to hotel**

**8:30 p.m. – Downtown Mankato Walking Pub Crawl** *(optional)*

## **Thursday, July 26**

*\*Breakfast on own\**

**8:00-10:30 a.m. – City Tours**

- **Option 1: CityArt Walking Tour** – See and enjoy art out in the open on a guided CityArt Walking Sculpture Tour. The tour includes a stop-taste along the way at Tandem Bagels and Friesen's Family Bakery & Soup Bar.
- **Option 2: Mankato/North Mankato Bus Tour with "Echo the Eagle"** – This guided bus tour highlights North Mankato and Mankato renaissance redevelopment projects; sustainable projects that include solar energy, water quality wastewater treatment and economic development.
- **Option 3: Golf at North Links Golf Course** – Enjoy nine holes of golf at North Links Golf Course, 41553 520th Street, North Mankato. Cost is \$27, includes golf cart. *(Must provide your own transportation to the course; first tee time is 7:30 a.m.)*

**11 a.m.-noon – Exhibitor Break** Visit the more than two dozen businesses and organizations that will be showcasing their products and services.

**11 a.m.-noon – Greater Minnesota Partnership Membership Meeting** *(optional)*

**Noon-1 p.m. – Keynote Luncheon – Speaker TBD**

**1-2 p.m. – Panel Discussion: "Farm to (Water) Table: Agriculture's Role in Protecting Clean Water"** To find solutions to our state's water-quality woes, cities must work hand-in-hand with farmers, businesses, state agencies and other stakeholders. This panel discussion will touch on agriculture's role in water quality efforts and ways in which cities and farmers can find common ground and work together to address these issues. The discussion will be moderated by Ted Suss, a former state legislator and current member of the Minnesota River Congress Action Board.



Dedicated to a Strong Greater Minnesota

# CONFERENCE AGENDA

**2-2:30 p.m. – Exhibitor Break** Visit the more than two dozen businesses and organizations that will be showcasing their products and services.

**2:30-3:30 p.m. – Legislative Panel Discussion** Specific topics and legislator panelists TBD.

**3:30 p.m. – BREAK**

**4 p.m. – Cocktail Reception** Join legislators and your fellow community leaders for a cash bar and light hors d'oeuvre.

**5 p.m. – Legislative Awards Dinner** Enjoy a delicious meal as the CGMC honors the legislators and city officials who worked tirelessly to advance Greater Minnesota's interests over the past year.

**7:30 p.m. – Gubernatorial Candidate Forum** The CGMC, Greater Mankato Growth and the Greater Minnesota Partnership will co-host a gubernatorial candidate forum that focuses on the top issues that impact Greater Minnesota communities.

**9 p.m. – Post-debate Dessert and Discussion**

## **Friday, July 27**

**8 a.m. – Continental Breakfast**

**8:30-9:30 a.m. – Labor & Employee Relations Update** Brandon Fitzsimmons, a labor attorney with Flaherty & Hood P.A., will discuss the CGMC Labor and Employee Relations Committee's proposed work plan, budget and policies for 2018-19 and provide an update on labor laws and settlements.

**9:30 a.m. – Membership Meeting** The full CGMC membership will adopt the annual budget and assessments, elect officers and discuss other business as needed.

**11:15 a.m. – Adjourn**

*\*Please note that this is a tentative agenda. Agenda items and speakers may change.*

# **CITY OF BEMIDJI REVOLVING LOAN FUND**

## **SUMMARY**

**May 2018**

### **BACKGROUND**

In 2010 the City Council commissioned a task force led by HRDC to update the City's Revolving Loan Fund Policy and Procedures. The task force consisted of Roger Hellquist, John Chattin, Ron Eischens, Dave Landgrebe, Kari Howe, Phil Verchota, Dale Turner, Dave Hengel, Tim Flathers, and Tiffany Fettig. The group met several times over a two month period to hammer out policy and procedures to align with the requirements of the original funders and the overall economic development priorities of the Council. The end result was a new RLF policy, application process, and application form adopted by the City Council on July 12, 2012. Incorporated into the policy was acknowledgement of the development priorities identified by the Council at that time. Special loan terms for projects that fall within the two Priority Zones of the City were specifically outlined in the policy. The Priority Zones included the Railroad Corridor and South Shore Development Area.

Upon adoption of the RLF Policy, the City Council entered into a continual contract with Headwaters Regional Development Commission to provide the administrative services for management of the RLF. This takes on two forms one is a contract for the loan application review process. Here Tiffany Fettig works directly with the applicants and their primary lenders to gather necessary information to pull together a formal written review and recommendation to the loan committee. She presents to the loan committee and the council and works to close the loan upon final approval. The second contract is for the on-going monitoring of the portfolio. This includes requesting and reviewing annual financial statements, insurance verifications, UCC renewals, as well as, other on-going loan maintenance. The first contract is on an hourly basis for work performed while the second contract is a flat annual rate based on the number of loans in the portfolio.

### **POLICY HIGHLIGHTS**

Here are a few details taken directly from the RLF Policy:

The objectives of the Revolving Loan Fund are:

1. To create or retain permanent livable-wage jobs in the City by expanding the existing business base and attracting new businesses to the community.
2. To leverage private and other public investment to promote economic growth.
3. To encourage successful redevelopment in the City's priority development sites.
4. To increase the local tax base through building a diverse industry mix.
5. To enhance the quality of life within the community.

All businesses or individuals are eligible to apply for RLF funds; however, special preferences will be given, but not limited to, businesses and projects that:

1. are manufacturing or technology oriented;

2. are non-competitive with an existing business in relation to market demand;
3. have high growth potential;
4. are an existing business expansion;
5. fulfill an essential need in the community that is currently underserved; or
6. will enhance Bemidji's quality of place and its competitive advantage.

#### Use of Loan Funds

Acceptable uses of RLF funds include, but are not limited to:

- Purchase of equipment and other fixed asset.
- Purchase of real estate for business expansion
- New construction or renovations of business facility
- Start-up expenses for new ventures
- Working capital needs
- Interim/bridge financing

Other details:

Loan Amount - \$20,000 - \$150,000

Equity Contribution – 10% minimum

Interest Rate – typically below market rate

Job creation/retention – 1 job per \$25,000 lent

The Policy provides for more flexible terms in the two Priority Zones including but not limited to a larger maximum loan amount, lower interest rate, deferred payment and reduce fee potential, retail inclusion, and no job creation requirement.

## **LOAN COMMITTEE**

As outlined in the RLF Policy the JEDC's (now known as Greater Bemidji, Inc.) Investment Committee acts as the loan committee for the City RLF. Two members of the City Council were added to provide connection with the final decision-making body, as all recommendations for approval must be presented to the City Council for final consideration. The loan committee is currently made up of the following individuals:

Hugh Welle, First National Bank

Kurt Knott, Riverwood Bank

Lois Anderson, Security Bank USA

Phil Verchota, Deerwood Bank

Ben McNamara, Ultima Bank

Nancy Erickson, City Council

Rita Albrecht, City Council

The loan committee's role is to review the request from the lens of credit risk and overall compliance with policy. It is not charged with determining priorities for investment of RLF dollars, or other economic development strategies. This committee has no set meeting schedule and meets only as needed to review loan requests.

### **Where did the monies in the RLF come from?**

The RLF balances has grown over the years from various community and economic development projects in the City that receive grant dollars from state and federal programs. Programs like UDAG (Urban Development Action Grant) helped to fund the re-development of the Union Square Area in the 1980's. Minnesota Investment Fund (MIF) projects, like the North Central Door expansion and Telnet Systems, and soon to be Delta Dental are other examples of projects funded by State or Federal dollars of which a portion gets retained by the City for re-lending purposes. Other funding includes Small Cities Development Programs; however, this pool of funds is accounted for separately from the RLF due to its specific program uses and reporting requirements.

### **Noteworthy differences between Funding Sources –**

**UDAG** – the program is no longer active and no reporting requirements remain. Funds may be re-used for economic development purposes.

**MIF State** – Annual reporting to DEED. Restrictions on lending to retail/service businesses, strict wage requirements for each employee.

**MIF Fed** – Annual reporting to DEED. Requires LMI job goals and reporting, Davis Bacon wages for construction/renovation projects, may not be used for housing development.

**General** – Not tied to any specific funding source so no outside reporting requirements. Flexible uses.

### **Other Gap Sources**

Worth noting, we are fortunate in our region to have several gap loan options, in addition to the City RLF, for businesses to tap.

This includes:

- Headwaters Regional Finance Corporation
- Paul Bunyan Communications
- Northwest Minnesota Foundation
- Greater Bemidji, Inc.

Each has its own loan criteria, however, they have historically worked well together to meet the needs of the region's businesses.

### **QUESTIONS?**

It has been 8 years since the RLF Policy was adopted, is it time to revisit it and consider some modifications to policies, procedures, and goals?

Should we be doing more to market this resource to the community? What might that look like?

**CITY OF BEMIDJI REVOLVING LOAN FUND  
SUMMARY**

**Loan History**

Borrower	Purpose	Approval Date	Original Loan Amount	Current Loan Balance	Funding Source	Other Gap Participants
Project - Telnet Systems	To be repaid from future water/sewer hookups when old Fairgrounds is developed	n/a	n/a	\$238,000	MIF-Fed	-
Headwaters Housing Development Corp.	Infrastructure for the Lincoln South Housing Development	2004	\$400,000	14,810	UDAG	-
North Central Door	Expansion to industrial park	2006	300,000	0	General	NMF HRFC
Harmony Food Coop	Expansion to new DT location	March 2011	125,200	0	General	HRFC
Wayzata Bemidji Hospitality **	Build connector between Hotel and Event center	October 2012	400,000	332,417	UDAG	HRFC PBC
B&B Enterprises, LLC **	Infrastructure costs for housing development	March 2013	250,000	0	General	-
St. Michel Furniture **	Start-up costs for Bemidji location	May 2013	65,000	3,737	General	-
Specklebelly Properties **	Land purchase for new Downtown Meats	November 2014	55,000	32,115	General	PBC
<b>Total</b>			<b>\$1,433,200</b>	<b>\$621,079 *</b>		

\* Balances outstanding as of 4/30/2018

\*\* Borrower in a Priority Zone

**Cash Available to Lend – 4/30/18**

UDAG	\$181,109
General RLF	797,751
MIF- Federal	0
MIF – State	0
<b>Total cash balances</b>	<b>\$978,860</b>

# **City of Bemidji**

## **Revolving Loan Fund Policy**

Adopted by City Council on July 12, 2010.

The Revolving Loan Fund (RLF) is administered by the City of Bemidji and consists of a several pools of economic development funds originating from past State or Federal assistance. The Funds that are subject to Minnesota State Statute Sections 116J.993 through Section 116J.995 must meet requirements in the Small City Revolving Loan Fund Guidelines. Any procedural requirements in the Small City Revolving Loan Fund Guidelines shall take precedence over the procedures mentioned below if the funds are subject to Minnesota State Statute Sections 116J.993 through Section 116J.995.

This RLF along with other incentives and business subsidies comprise a package of tools at the disposal of the Bemidji City Council and Bemidji Economic Development Authority (BEDA) to advance the economic growth of the community.

### **Purpose**

The purpose of these guidelines is to establish policies and procedures for the regulation and coordination of the City's economic developments funds. These policies shall be used as a guide for evaluating loan applications and the administration of the portfolio. The policies are designed to allow the City to assume reasonable risk for the economic good of the community, as a whole.

### **Objectives**

The objectives of the Revolving Loan Fund are:

1. To create or retain permanent livable-wage jobs in the City by expanding the existing business base and attracting new businesses to the community.
2. To leverage private and other public investment to promote economic growth.
3. To encourage successful redevelopment in the City's priority development sites.
4. To increase the local tax base through building a diverse industry mix.
5. To enhance the quality of life within the community.

### **Guiding Principals**

Through its economic development policy the City of Bemidji is committed to the following principals:

- Retaining, expanding and attracting businesses that provide well-paying jobs, sustain investment and bring new wealth to the community.
- Maintaining a top-tier workforce through coordination among community institutions including: development organizations, employment agencies, colleges and universities, and the business community.
- Ensuring growth area continues to receive infrastructure improvements necessary to attract major new business investment.

- Strengthening the ability of older commercial and industrial areas to support additional business activity.
- Nurturing small and start-up businesses.
- Promoting the development of technology-based products and services.
- Promoting high quality and environmentally-friendly design in expansion and renovation of facilities.
- Fostering the successful redevelopment of vacant and underutilized commercial and industrial properties.
- Addressing housing needs of the community.

## **Lending Area**

Generally, the applicants must be located in the City limits of Bemidji. Consideration may be given to businesses in the greater Bemidji area given the economic impact is deemed significant.

## **Eligible Businesses or Projects**

All businesses or individuals are eligible to apply for RLF funds; however, special preferences will be given, but not limited to, businesses and projects that:

1. are manufacturing or technology oriented;
2. are non-competitive with an existing business in relation to market demand;
3. have high growth potential;
4. are an existing business expansion;
5. fulfill an essential need in the community that is currently underserved; or
6. will enhance Bemidji's quality of place and its competitive advantage.

In addition, non-profit organizations and some public entities may be eligible.

*Note: The City has identified two priority areas for RLF investment – the South Shore Redevelopment and the Soo Railroad Corridor. Specific loan criteria for applicants pursuing projects in these zones are detailed in Appendix A.*

## **Undesirable Loans**

The RLF is generally not established to accommodate the following:

1. Loans with inadequate equity investment.
2. Loans considered bankable by traditional lending institutions at reasonable terms.
3. Applicants seeking solely a lower interest rate.
4. Refinance of existing debt from other lenders.
5. Loans to retail businesses.
6. Loans to facilitate a purchase of an existing business without a positive economic impact to the community.

## **Use of Loan Funds**

Acceptable uses of RLF funds include, but are not limited to:

- Purchase of equipment and other fixed asset.
- Purchase of real estate for business expansion
- New construction or renovations of business facility
- Start-up expenses for new ventures



- Working capital needs
- Interim/bridge financing

### **Loan Amounts**

The City intends to make loans in the range of \$20,000 to \$150,000. The RLF may not exceed the maximum of \$200,000 in outstanding principal to any one borrower. Also governing the size of the loan is the City's desire to contribute no more than 1/4 of the total project costs, on average. It is the intention of this RLF to leverage all other private and public financing sources to the maximum extent possible.

### **Terms**

Typical loan terms will be based on the life of the assets being financed and borrowers' cash flow needs. Generally, loans that are amortized greater than five years will balloon, allowing for possibly refinance by traditional lenders, restructure, and interest rate adjustments.

### **Interest Rate**

Interest rates will be determined by market conditions and desirability of application and will generally be below traditional lender rates.

### **Collateral**

The loan shall be secured by adequate and appropriate collateral sufficient to protect the assets of the RLF. The RLF will make no unsecured loans; however, it will accept unconventional forms of security, including personal guarantees and may include liens on personal assets. Loans will typically be in a junior collateral position to the major source of project financing.

### **Equity Contribution**

To assure some level of borrower commitment, new businesses will typically be required to provide a minimum of 10% equity investment into the total project costs. The amount of equity required of established businesses will be determined individually dependent upon perceived risk and management ability of the owner. Some in-kind equity may be allowed.

### **Job Creation**

Generally, the City will not consider a loan which requires more than \$25,000 per job created, or does not pay at least 110% of the Federal Department of Health and Human Services poverty guideline for a family of four. Job retention may be used if job loss is imminent and demonstrable. Number of jobs and the timeline for creating them may be specified in the loan agreement.

### **Other Terms**

- Applicants must provide either a commitment letter from a participating lender stating loan terms and identifying the financing gap or a bank denial letter listing the requested loan terms.
- Personal guarantees will be required and assignments of life insurance may be requested.
- Loans used for construction or remodeling projects may require compliance with Davis Bacon wage rates.

- Generally, loan applicants are required to pay all related closing costs and fees at the time of closing including, but not limited to, a 1% origination fee, which may be financed as needed.
- No project may commence until the City has approved the loan. Any costs incurred before the loan application has been approved are not eligible expenditures.
- Borrower must abide by the terms of the Business Subsidy Agreement and/or Loan Agreement, Security Agreement, Promissory Note, and any other instrument signed at the time of closing and any amendments thereto.

### **Other Funding Options**

To simplify the financing structure of a project the City may choose to fund through a loan participation with other lenders. If more than one gap lender is involved in the financing one lender will become the lead lender to facilitate the administration of the loan with the borrower. Participations loans shall adhere to the same general terms as stated above.

## **Portfolio Targets**

The portfolio targets detailed below are designed to provide an assessment tool for the City to determine a desired allocation of RLF dollars among several identified investment areas.

	<u>Percentage of RLF asset base</u>
<i>Priority development zones (South Shore and Railroad Corridor)</i>	<i>50% or higher</i>
<i>Livable Wage Jobs – outside the priority zones</i>	<i>50% or less</i>
<i>Community development – outside the priority zones</i>	<i>25% or less</i>
<i>Loans outside City limits</i>	<i>10% or less</i>

Ideally, the City shall aim to have 75% of the total economic development dollars loaned out at any given time resulting in a target cash available to lend percentage of 25%. This measurement speaks to the City’s desire to have the economic development dollars invested in businesses and projects in community versus sitting idle in the bank.

The City shall review the portfolio targets periodically to determine whether the targets continue to meet the priorities identified by the City Council. Adjustments to the targets shall be done as needed to align with the City’s economic development priorities.

## **RLF Procedures & Administration**

The procedures outlined below are considered *interim* and shall be re-evaluated in six months to determine the most efficient and effective application process and administration of the RLF.

### **Application Process**

Parties interested in applying for a City RLF loan shall contact the City Manager or Finance Director at City Hall for a pre-application Eligibility Form. This form will determine project eligibility under the City's RLF Policy and provide a brief summary of the financing need and scope of the project. If deemed eligible, the applicant will be asked to submit a full loan application with supporting documentation.

The City will contract with Headwaters Regional Development Commission for the review of applications and due diligence work. HRDC staff will meet with applicants and gather pertinent information to prepare a thorough review and recommendation to the loan committee. The investment committee of the Joint Economic Development Commission will act as the loan committee to review the applications. The committee will forward its recommendation for approval to City Council, as well as, recommending the specific loan terms. HRDC staff will then present to Council a summary of the project and the recommended action for their final vote. The JEDC investment committee will maintain authority to deny applications without Council action to provide more confidentiality to applicants.

Decisions on application will be communicated via a phone call and formal letter to the applicant following the meeting. If approved, a commitment letter will be prepared detailing the loan terms and identifying any contingencies. The applicant will be asked to return a signed copy to the City to confirm agreement with the terms as presented. Upon receipt of the signed commitment letter the Finance Director shall reserve the approved loan amount as committed funds, pending loan closing.

For applications related to community development projects such as infrastructure improvements or housing, requests will typically go before the City Council for direct consideration and not be reviewed by HRDC staff and the JEDC investment committee unless otherwise requested.

### **Loan Closing**

HRDC staff will assure required documentation has been received and contingencies are met prior to scheduling a loan closing. The City shall enlist the services of a business law attorney for preparation of loan documents. The closing will whenever possible be coordinated with other lenders on the project. The borrower will be responsible for paying the origination fee and out-of-pocket expenses, such as filing fees and attorney fees at loan closing. Financing such fees may be made on an exception basis.

The City's authorized signors for loan documents are the Mayor and City Manager.

### **Portfolio Maintenance**

The City will maintain a loan file for each borrower. Original loan documents shall be kept in a fire safe cabinet. A tracking system for loan payments will be maintained by City staff. Payments shall be set up on ACH, when possible. To insure borrower compliance with loan covenants, a loan monitoring system shall be implemented to track submission/receipt of insurance, UCC filing statements, financial statements, jobs reports, etc. As deemed necessary, the City may contract with HRDC to perform annual reviews of borrowers in the portfolio.

Generally, requests for loan modifications shall be reviewed by HRDC staff and the JEDC investment committee for recommendation to City Council.

Upon pay off of a loan, City staff is responsible for closing out the loan file by ensuring that all documentation is properly prepared for the release of collateral.

### **Collection Efforts**

City staff will monitor payment status of borrowers. A letter of past due status should be sent after 15 days of the payment due date since it is typical for a 15 day grace period to be granted. City staff should follow this with a phone call to the borrower. If further collection action and/or legal remedies are required City staff shall pursue such matters as advised by the JEDC investment committee or legal counsel, keeping the City Council informed on such matters.

## **APPENDIX A**

### **South Shore and Railroad Corridor Redevelopment RLF Loan Criteria**

#### **Purpose**

The City has identified the South Shore area of Lake Bemidji, including the old MnDOT site, and the Soo Railroad Corridor adjacent to the downtown district as vital development projects for the community. The vision is for a mixed-use zone with market-rate (possibly up-scale) multi-family housing, commercial and retail businesses.

To attract development to these targeted areas the City has several incentives at its disposal. One such tool is the RLF. The guidelines outlined in the RLF Policy will govern loan requests within these defined development zones, with exception to the guidelines set forth below:

#### **Loan Amount**

The City will consider loan requests up to \$250,000 per project and allow for up to \$300,000 to be lent per borrower within these priority zones. This takes into consideration the City wants to maintain at a minimum a 1:3 leverage ratio contributing no more than 25% of project costs.

#### **Interest Rate**

To attract development to this area, the City will offer below-market interest rates, including short term rates as low as 0% to be determined based on the project's economic, as well as, quality of life impact to community.

#### **Deferred Payments**

To accommodate cash flow needs of a business or project, the City will consider payment deferrals up to 24 months in the initial term of the loan. Typically, interest would be collected at least quarterly, in such instances.

#### **Eligible Businesses or Projects**

In addition to the eligible businesses addresses in the General RLF Policy, traditional retail businesses may apply for loans if locating within these priority zones. Generally, the non-compete restriction will also be lifted. Financing requests for infrastructure improvements will also be considered in these zones.

### **Waived or Reduced Closing Costs**

The typical 1% origination fee will be waived for those locating in the priority zones. Other out-of-pocket closing costs such as attorney fees, filings fees, and mortgage registration tax may be waived, reduced, and/or financed to be determined on a case-by-case basis.

### **Job Creation**

Within the priority zones no requirements for job creation or wage levels will be set in the borrower's loan agreement.

### **Other Incentives**

The City may include the following incentives, as deemed appropriate, to encourage development in the priority zones:

- Tax Increment Financing
- Tax Abatement
- Utilities – deferred assessment/fees waived
- Land lease
- Equity investment
- New Market Tax Credits and other gap programs

# **COUNCIL AGENDA ITEM**



**Meeting Date:** May 21, 2018

**Action Requested:** Authorize Fire Chief to lease a building for a north side Fire Station (Station 4) and add eight additional Paid-on-Call Firefighters

**From:** Public Affairs committee

**Prepared By:** David Hoefler, Fire Chief

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## **Background:**

The City Of Bemidji and Bemidji Rural Fire Association have had a cooperative relationship to provide fire protection since 1967. Since 2002, the Bemidji Fire Department has been a jointly operated fire protection agency serving 35,000 people in a 522 square mile area. Operational and Capital improvement expenses are shared jointly with 18 local units of government based upon a funding formula. For the past 16 years, all 18 LGUs have shared in funding the operating expenses for the current fire stations.

The current cost sharing percentages are: City = 57.8%, Rural = 42.2%

The Long Range Planning committee for the fire department has identified a need for an additional fire station in the northern part of the fire department's service area. The committee has a target goal of having an operational north side fire station by early 2019. This additional fire station has the potential to reduce insurance premiums \$300,000 - \$400,000 annually.

The committee is recommending the following:

- Lease a building for a north side fire station (Fire Station 4) with an effective date of July 1, 2018.
- Recruit and train an additional eight paid-on-call firefighters to staff the new location (completed summer 2018 thru winter 2019).
- Relocate some current equipment to accommodate a four station department (no additional equipment will be needed at this time and relocation of current equipment will not negatively impact operations).

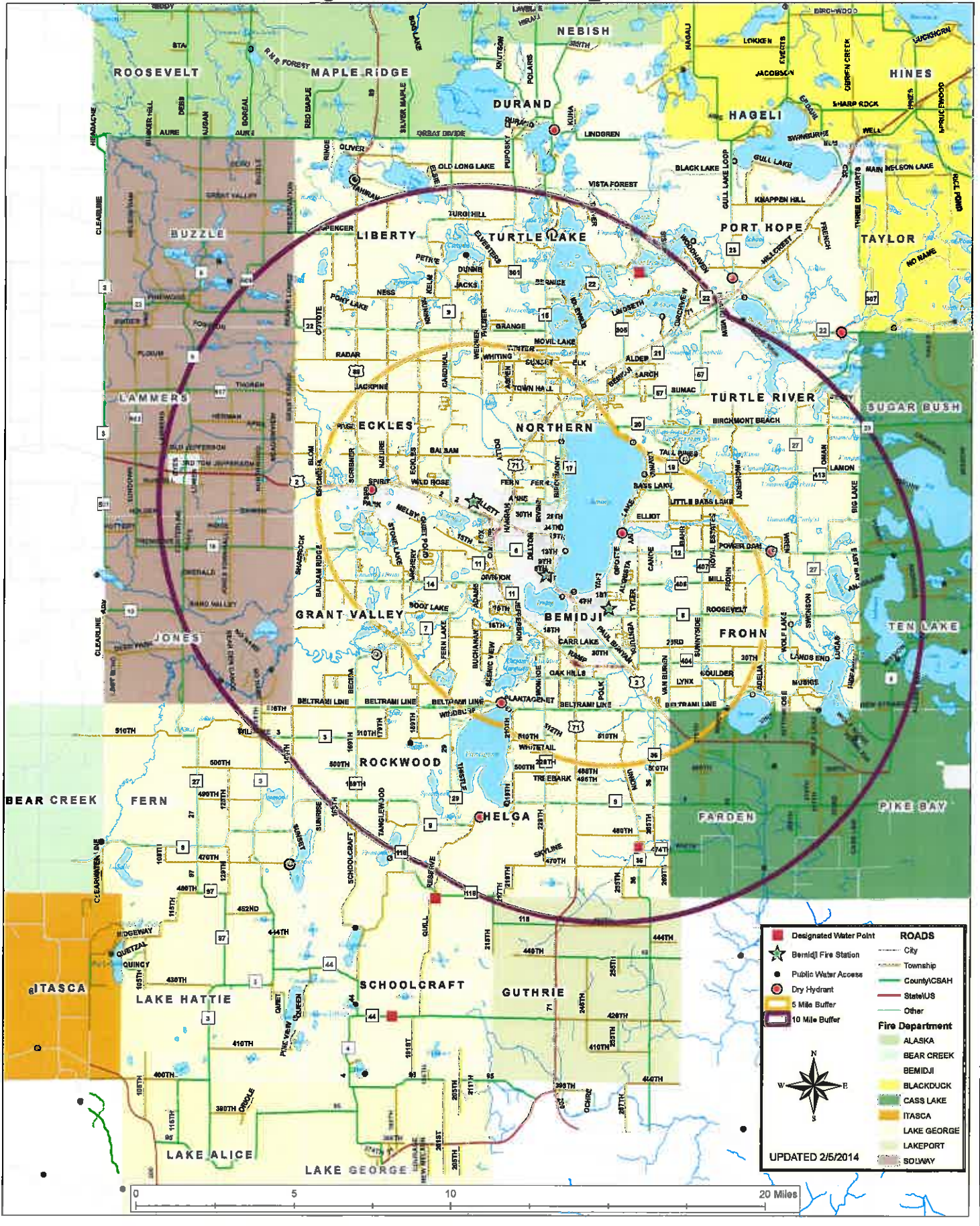
The Bemidji Rural Fire Association has agreed with the committee's recommendations and will provide additional financial support, based upon the most current funding formula percentage, for the additional fire station's operating expenses.

## **Recommendation:**

Authorize Fire Chief to lease a building/site for a north side fire station and recruit an additional 8 paid-on-call firefighters.



# Bemidji Area Fire Departments



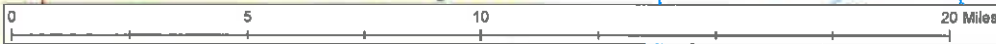
■ Designated Water Point  
★ Bemidji Fire Station  
● Public Water Access  
● Dry Hydrant  
 5 Mile Buffer  
 10 Mile Buffer

**ROADS**  
 City  
 Township  
 County/CSAH  
 State/US  
 Other

**Fire Department**  
 ALASKA  
 BEAR CREEK  
 BEMIDJI  
 BLACKDUCK  
 CASS LAKE  
 ITASCA  
 LAKE GEORGE  
 LAKEPORT  
 SOLWAY

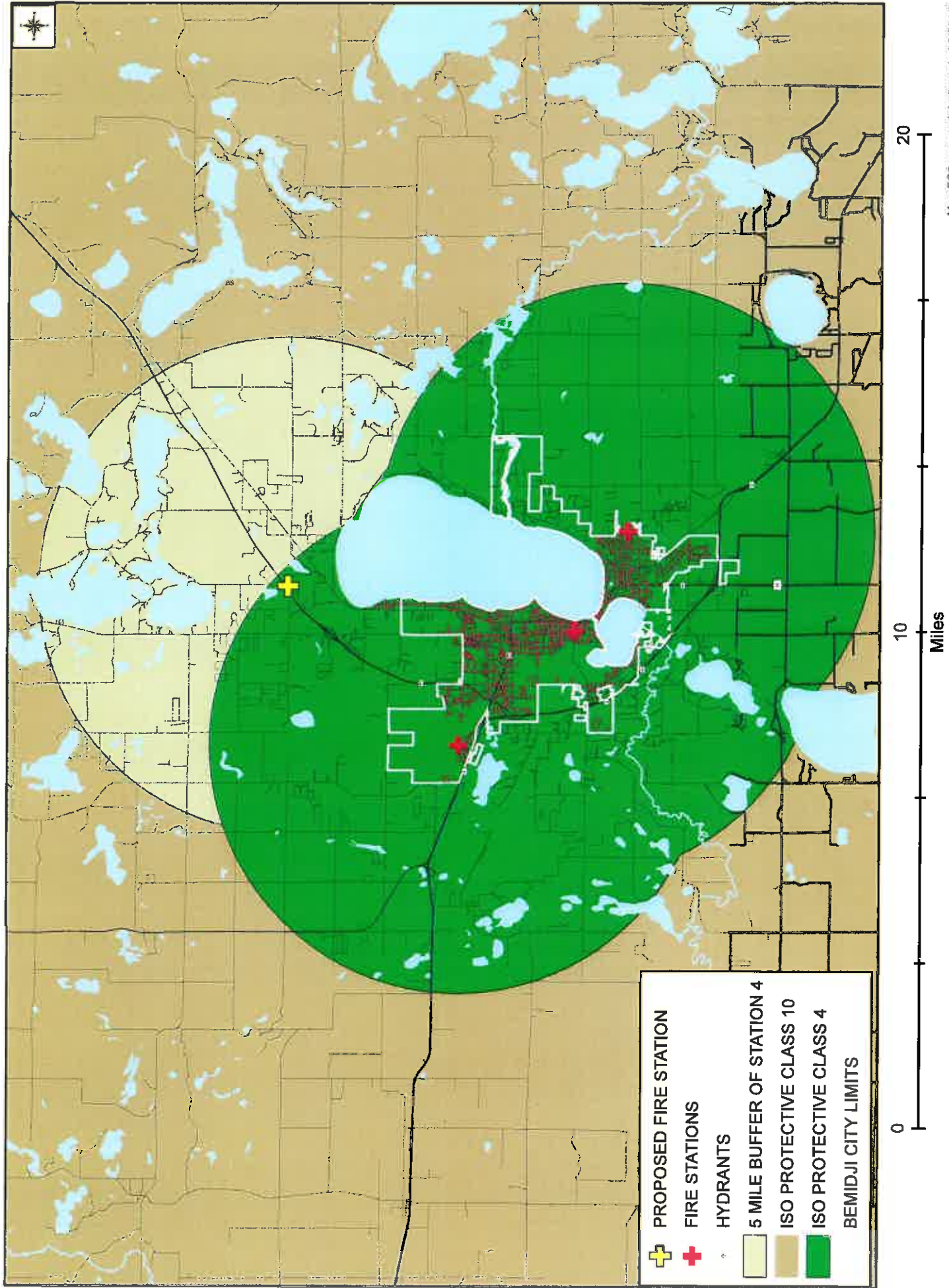
N  
W E S

UPDATED 2/5/2014





# ISO PPC - 2018 PROPOSED STATION 4



#### Potential Station 4 site:

- Good access to east-west roads and north-south roads.
- Proposed rental area is for the east side of building, owner will occupy west side for his business.
- Approximately 40' x 55'
  - Includes:
    - One overhead door on south side
    - One walk thru door on south side
    - 1825 Sq ft of bay floor space
    - Office area
    - Mezzanine with:
      - Small meeting room
      - Bathroom/shower
    - Hot and cold water, laundry tube on bay floor
    - Floor drain
    - Propane unit heater
- Rent: \$1,500
  - Includes:
    - Water
    - Sewer
    - Electricity
    - Garbage
    - Snow removal
    - Yard mowing
  - We are responsible for Propane





# CITY OF BEMIDJI/RURAL FIRE ASSOCIATION - STATION 4 LEASE OPTION ALLOCATION CALCULATION

## STATION 4 FUNDING SCENARIO

Operating Budget Increase (2019) 24,000  
 Total Costs to Allocate 24,000

Participants	5 yr fire runs 2011-2015*		Avg #		Estimated		Value of Bldgs	% of Bidg. value	Avg of all %'s	Funding Share
	2011-2015*	2011-2015*	of runs per year	% of # of runs	2015 Population	% of Population				
City of Bemidji	3,102	620	75.25%	15,377	44.61%	\$1,353,069,700	53.69%	57.85%	\$13,884	
Bemidji Township	181	36	4.39%	3,136	9.10%	\$177,466,100	7.04%	6.84%	\$1,642	
Durand Township	14	3	0.34%	228	0.66%	\$11,476,000	0.46%	0.49%	\$117	
Eckles Township	142	28	3.44%	1,632	4.73%	\$103,956,600	4.12%	4.10%	\$984	
Frohn Township	71	14	1.72%	1,465	4.25%	\$82,272,300	3.26%	3.08%	\$739	
Grant Valley Township	123	25	2.98%	2,082	6.04%	\$126,880,100	5.03%	4.69%	\$1,125	
Liberty Township	35	7	0.85%	737	2.14%	\$30,713,300	1.22%	1.40%	\$336	
Northern Township	253	51	6.14%	4,078	11.83%	\$232,609,200	9.23%	9.07%	\$2,176	
Port Hope Township	29	6	0.70%	669	1.94%	\$36,314,800	1.44%	1.36%	\$327	
Turtle Lake Township	36	7	0.87%	1,201	3.48%	\$99,760,400	3.96%	2.77%	\$665	
Turtle River Township	51	10	1.24%	1,117	3.24%	\$104,486,500	4.15%	2.87%	\$690	
City of Turtle River	5	1	0.12%	77	0.22%	\$4,636,600	0.18%	0.18%	\$42	
City of Wilton	9	2	0.22%	251	0.73%	\$11,369,500	0.45%	0.47%	\$112	
Fern Township	11	2	0.27%	262	0.76%	\$9,595,500	0.38%	0.47%	\$113	
Helga Township	44	9	1.07%	1,433	4.16%	\$91,510,400	3.63%	2.95%	\$708	
Lake Hattie Township	2	0	0.05%	202	0.59%	\$8,440,800	0.33%	0.32%	\$78	
Rockwood Township	14	3	0.34%	423	1.23%	\$29,304,500	1.16%	0.91%	\$218	
Schoolcraft Township	3	1	0.07%	103	0.30%	\$6,412,000	0.25%	0.21%	\$50	
<b>TOTAL</b>	<b>4,125</b>	<b>824</b>	<b>100.00%</b>	<b>34,473</b>	<b>100.00%</b>	<b>\$2,520,274,300</b>	<b>100.00%</b>	<b>100.02%</b>	<b>\$24,006</b>	

Rural Fire	1,023	205	24.82%	19,096	55.39%	\$1,167,204,600	46.31%	42.16%	\$10,122
City of Bemidji	3,102	620	75.25%	15,377	44.61%	\$1,353,069,700	53.69%	57.84%	\$13,884
<b>Total:</b>								<b>Total:</b>	<b>\$24,006</b>



# RESOLUTION NO.

## A RESOLUTION IN SUPPORT OF PROPOSED 33 UNIT SUPPORTIVE HOUSING DEVELOPMENT AND THE PROJECT PROPONENT'S HOUSING TAX CREDIT APPLICATION EFFORTS

(Headwaters Housing Development Corporation)

**WHEREAS**, Headwaters Housing Development Corporation has proposed to build a 33 unit supportive housing development in the City of Bemidji, and to seek tax credits to facilitate project construction financing; and

**WHEREAS**, the City Council believes the housing proposal meets the needs of the City of Bemidji to serve the homeless, long-term homeless and those at risk of homelessness, said housing needs being identified and supported in the results of the Needs Assessment of Homeless Persons in Bemidji completed on behalf of Center City Housing by Beech Consulting; and

**WHEREAS**, the success of a tax credit application for the housing project is predicated on local support of the proposal.

### NOW THEREFORE, BE IT RESOLVED:

1. That the City Council of the City of Bemidji hereby expresses its support of Headwaters Housing Development Corporation's 33 unit housing development that will serve homeless, long-term homeless and those at risk of long-term homelessness;

2. The proposed housing meets a locally identified housing need in the City of Bemidji and will benefit residents of Bemidji; and

3. That the City Council supports the anticipated tax credit application to be submitted by Headwaters Housing Development Corporation, or any application by Headwaters Housing Development Corporation for other similar funding through the State of Minnesota, Minnesota Housing Finance Agency or other agencies in the State of Minnesota.

**BE IT FURTHER RESOLVED** that the Bemidji City Council authorizes the City Manager and appropriate staff to execute a letter or letters to the MHFA and/or other agencies, as appropriate, to accompany this resolution in support of the Supportive Housing Project and any application for tax credit funding thereof.

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

Ayes:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

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

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

[Letterhead of Entity]

[Date]

Re: [Name and Location of Project]  
[Minnesota Housing HTC#]

Dear Sir/Madam:

At its meeting on [date], the [name of city] City Council reviewed and endorsed the [name of project] housing development proposal that proposes [specify unit count and type of construction] in the city of [proposal location]. This endorsement is based upon the findings that the project will meet locally identified housing needs and that the proposed housing is in short supply in the local housing market. This need is evidenced by [state sources and authors of credible data such as recent housing study, housing survey, etc.].

[Include the following if applicable]

As part of its endorsement, the city also proposes local financial assistance through the use of tax increment financing. The [name of city] City Council approved the allocation of \$[amount] in tax increment financing for a term of [number of years] years for the [name of project] proposal. This assistance will be in the form of [specify lump sum or aay-as-you go] tax increment financing.

The City Council endorsement is evidenced by the City Council's approval of Resolution [number], a copy of which is included with this letter.

Sincerely,

[Authorized City Representative]

# CITY OF BEMIDJI

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

### AN ORDINANCE ANNEXING PROPERTY ALONG FIFTEENTH STREET NW TO THE CORPORATE LIMITS OF THE CITY OF BEMIDJI (Hard Rock Investments, LLC)

~~WHEREAS~~, certain properties, described below, are not presently included in the corporate limits of any incorporated city, village, or borough; and

~~WHEREAS~~, pursuant to M.S. 414.033, Subd. 2(3) the owner(s) of said described property have petitioned for annexation of such property; and

~~WHEREAS~~, the property abuts upon the corporate limits of the City of Bemidji as defined by Minnesota Statutes Section 414.011, Subd. 6; and

~~WHEREAS~~, the property is vacant and totals 14 acres and is or about to become Commercial B2 Urban in character; and

~~WHEREAS~~, the request for annexation is being made by the owner; and

~~WHEREAS~~, certain property, legally described below and shown on the attached map, ("Property") is currently in Bemidji Township ("Township") and is not included in the corporate limits of any city; and

~~WHEREAS~~, pursuant to Minn. Stat. § 414.033, subd. 2(3), all of the owners of the Property petitioned the City of Bemidji ("City") to annex the Property into the City; and

~~WHEREAS~~, the City Council acted at its May 7, 2018 meeting by Resolution No. 6155 to accept the petition; and

~~WHEREAS~~, the Property abuts upon the corporate limits of the City as defined by Minn. Stat. § 414.011, subd. 6; and

~~WHEREAS~~, the Property is vacant, contains approximately 14 acres, is or is about to become urban or suburban in nature, is not presently served by public wastewater facilities and public wastewater facilities are not otherwise available, is not within a designated orderly annexation area, has no outstanding special assessments or debt attributable to it by the Township, and annexation is sought to receive the services of the City to facilitate development of the Property; and

~~WHEREAS~~, the provisions of Minn. Stat. § 414.033, subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the Property to the City; and

~~WHEREAS~~, the City Council held a hearing on May 21, 2018 regarding the proposed annexation of the Property, after having provided the notices required by Minn. Stat. § 414.033, subd. 2b; and

**WHEREAS**, the legal description of the Property is as follows:

That part of the Northeast Quarter of the Northwest Quarter, Section 7, Township 146, Range 33 West, and described as follows: Commencing at the intersection of the East right of way line of the Minneapolis, Red Lake and Manitoba Railway right of way with the North line of said Northeast Quarter of the Northwest Quarter; thence Southerly along the Easterly line of the Minneapolis, Red Lake and Manitoba Railway right of way to its intersection with the North right of way line of the Soo Line Railroad Co. thence Easterly on a line parallel to the North line of said Northeast Quarter of the Northwest Quarter to the intersection of the West right of way line of Trunk Highway No. 2; thence Northwesterly along the West right of way line of said Trunk Highway No. 2 to the North line of said Northeast Quarter of the Northwest Quarter; thence Westerly along the North line of said Northeast Quarter of the Northwest Quarter to the point of beginning.

AND,

The East 50 feet of the North 150 feet of the following described property:

That part of the Minneapolis, Red Lake and Manitoba Railway right of way which crosses the Northeast Quarter of the Northwest Quarter, Section 7, Township 146, Range 33 West, North of the Sioux Line Railway right of way, being approximately 800 feet by 100 feet, Less Parcel 6B, Minnesota Department of Transportation Right-of-Way Plat No. 04-3.

AND,

That part of the Northeast Quarter of the Northwest Quarter, Section 7, Township 146 North, Range 33 West, Beltrami County, Minnesota, lying East of the former Red Lake Railway, and lying westerly of Minnesota Department of Transportation Right of Way Plat No. 04-3, as recorded in the Office of the Beltrami County Recorder by Document No. 245376.

LESS AND EXCEPT, that part thereof described as follows: Commencing at the intersection of the east right of way line of Minneapolis, Red Lake and Manitoba Railway right of way with the north line of said Northeast Quarter of the Northwest Quarter; thence southerly along the easterly line of the Minneapolis, Red Lake and Manitoba Railway right of way to its intersection with the North right of way line of the Soo Line Railroad Co.; thence easterly on a line parallel to the north line of said Northeast Quarter of the Northwest Quarter to the intersection of the west right of way line of Trunk Highway #2; thence northwesterly along the west right of way line of said Trunk Highway #2 to the north line of said Northeast Quarter of the Northwest Quarter; thence westerly along the north line of the said Northeast Quarter of the Northwest Quarter to the point of beginning.

ALSO LESS AND EXCEPT, a 100 foot wide strip of land originally conveyed by Right of Way Deed recorded February 4, 1898 in Book 4 of Deeds on page 626, said strip being shown on said Minnesota Department of Transportation Right of Way Plat No. 04-3, as Burlington Northern Inc. Railroad Right-Of-Way.

ALSO LESS AND EXCEPT, a 100 foot wide strip of land originally conveyed by Right of Way Deed recorded May 11, 1910 in Book 18 of Deeds on page 207, said strip being shown on said Minnesota Department of Transportation Right of Way Plat No. 04-3, as Soo Line Railroad Right-Of-Way.

~~**NOW, THEREFORE**, the Council of the City of Bemidji hereby ordains that the corporate limits of the City of Bemidji are hereby extended to include land as described, and the same is hereby annexed and included within the City of Bemidji as effectively as if~~



it had originally been a part thereof.

~~\_\_\_\_\_ This Ordinance shall become effective thirty (30) days after its passage, due publication thereof, and approval by the Minnesota Department of Administration—Municipal Boundary Adjustments Board.~~

**NOW, THEREFORE**, the Council of the City of Bemidji hereby ordains, pursuant to its authority under Minn. Stat. § 414.033, subd. 2(3) and based on the above recitals and findings which are incorporated herein, as follows:

1. The corporate limits of the City of Bemidji are hereby extended to include the described Property, and the same is hereby annexed and included within the City of Bemidji as effectively as if it had originally been a part thereof.
2. Pursuant to requirements of Minn. Stat. § 414.036, the City shall pay the Township, as reimbursement for the property taxes, based on the property taxes collected by the Township in the last year it collected taxes on the annexed area, in a total amount equivalent to that payable under the former law, but adjusted to be paid in substantially equal payments over two to eight years in accordance with the 2006 amendments to Minn. Stat. §414.036.
3. The City Clerk is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Beltrami County Auditor, and the Township Clerk, and to take such actions and to provide such additional information as may be needed to achieve the purpose of this Ordinance.
4. This Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings and due publication thereof.

Ayes:

Nays:

Absent:

First Reading:            May 7, 2018

Second Reading:

Final Reading:

Attest:

Approved:

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

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

April 18, 2018

«Name»  
«Address»  
«CityStateZip»

## NOTICE OF PUBLIC HEARING

**PLEASE TAKE NOTICE**, that pursuant to Minnesota Statutes Section 414.033, Subd. 2(3), the Bemidji City Council will hold a Public Hearing on the Petition of and by the owners of property legally described below, requesting annexation of said property to the corporate limits of the City of Bemidji:

That part of the Northeast Quarter of the Northwest Quarter, Section 7, Township 146, Range 33 West, and described as follows: Commencing at the intersection of the East right of way line of the Minneapolis, Red Lake and Manitoba Railway right of way with the North line of said Northeast Quarter of the Northwest Quarter; thence Southerly along the Easterly line of the Minneapolis, Red Lake and Manitoba Railway right of way to its intersection with the North right of way line of the Soo Line Railroad Co. thence Easterly on a line parallel to the North line of said Northeast Quarter of the Northwest Quarter to the intersection of the West right of way line of Trunk Highway No. 2; thence Northwesterly along the West right of way line of said Trunk Highway No. 2 to the North line of said Northeast Quarter of the Northwest Quarter; thence Westerly along the North line of said Northeast Quarter of the Northwest Quarter to the point of beginning.

AND,

The East 50 feet of the North 150 feet of the following described property:

That part of the Minneapolis, Red Lake and Manitoba Railway right of way which crosses the Northeast Quarter of the Northwest Quarter, Section 7, Township 146, Range 33 West, North of the Sioux Line Railway right of way, being approximately 800 feet by 100 feet, Less Parcel 6B, Minnesota Department of Transportation Right-of-Way Plat No. 04-3.

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That part of the Northeast Quarter of the Northwest Quarter, Section 7, Township 146 North, Range 33 West, Beltrami County, Minnesota, lying East of the former Red Lake Railway, and lying westerly of Minnesota Department of Transportation Right of Way Plat No. 04-3, as recorded in the Office of the Beltrami County Recorder by Document No. 245376.

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thence easterly on a line parallel to the north line of said Northeast Quarter of the Northwest Quarter to the intersection of the west right of way line of Trunk Highway #2; thence northwesterly along the west right of way line of said Trunk Highway #2 to the north line of said Northeast Quarter of the Northwest Quarter; thence westerly along the north line of the said Northeast Quarter of the Northwest Quarter to the point of beginning.

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Said hearing will be held on May 21, 2018 at 6:00 p.m., or as soon thereafter as the matter can be heard, in the City Hall Council Chambers located at 317 4<sup>th</sup> Street NW, Bemidji, MN

Michelle R. Miller  
Deputy City Clerk

# AFFIDAVIT OF SERVICE BY MAIL

STATE OF MINNESOTA            )  
  )     SS  
COUNTY OF BELTRAMI        )

Michelle R. Miller, being first duly sworn, on oath deposes and states that on the 18<sup>th</sup> of April, 2018, she served the following:


- Letter of April 18, 2018 Notice of Public Hearing on the Petition for Annexation (Hard Rock Investments, LLC)

upon the individuals below by depositing in the U.S. Certified Mail, envelopes properly sealed with postage prepaid thereon:

See Attached.

  
Michelle R. Miller

Subscribed and sworn to before me  
this 18<sup>th</sup> day of April, 2018.

  
Notary Public





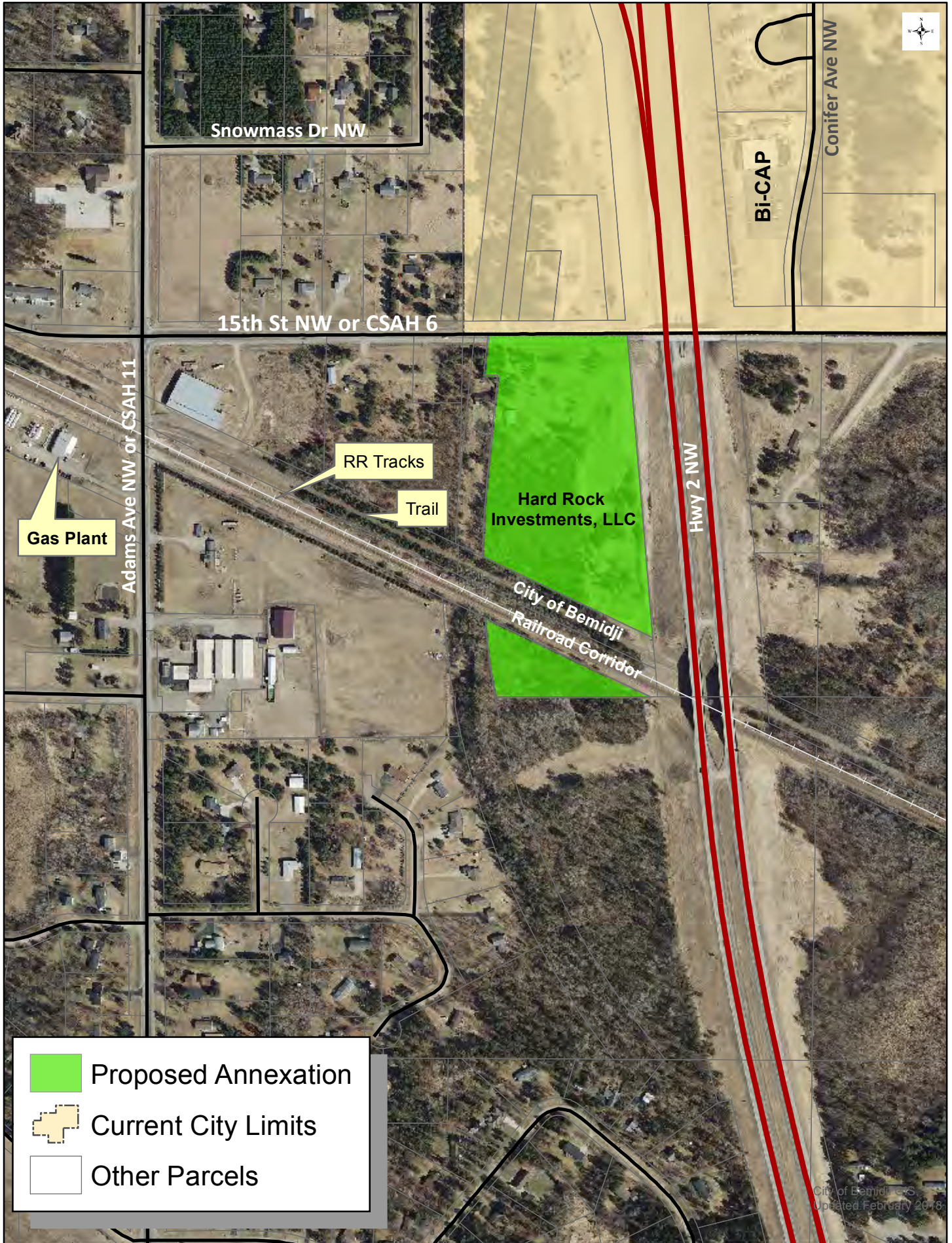
# Fuller Annexation Petition

Wednesday, April 18, 2018

3:17:15 PM

Name	Address	CityStateZip
Donald A. Winters	P.O. Box 13885	Los Angeles, CA 90013
Jody Westgaard, Trustee	2941 Grange Rd NW	Bemidji, MN 56601
Ted D. Westgaard	2384 15th St NW	Bemidji, MN 56601
Karen G. Schroth	2936 15th St NW	Bemidji, MN 56601
Baker Property LLC	1298 Adams Ave NW	Bemidji, MN 56601
Christina Lundquist	2888 15th St NW	Bemidji, MN 56601
Ridgewood Baptist Church	2795 15th St NW	Bemidji, MN 56601
Spruce Shadows, Inc.	6025 Hwy 2 NW	Bemidji, MN 56601
Bi-County Cap, Inc.	P.O. Box 579	Bemidji, MN 56619
Bemidji Township	148 Carr Lake Rd SE	Bemidji, MN 56601





Snowmass Dr NW

15th St NW or CSAH 6

Adams Ave NW or CSAH 11

Gas Plant

RR Tracks

Trail

Hard Rock Investments, LLC

City of Bemidji  
Railroad Corridor

Hwy 2 NW

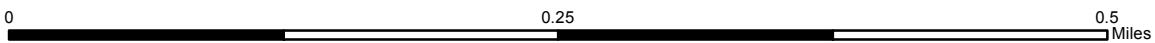
Bi-CAP

Conifer Ave NW



Proposed Annexation  
 Current City Limits  
 Other Parcels

City of Bemidji, MN  
Updated February 2018



PROPERTY OWNER PETITION TO MUNICIPALITY  
FOR ANNEXATION BY ORDINANCE - 120 Acres or Less

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE  
ANNEXATION OF CERTAIN LAND TO THE CITY OF Derridge, MINNESOTA  
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Derridge, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

- the sole property owner; or
- all of the property owners (If the land is owned by both husband and wife, *both* must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of Derridge to the City of Derridge, County of Dutton, Minnesota.

The area proposed for annexation is described as follows:

**INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.  
DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.**

1. There are 1 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the *number* of parcels *owned* by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.

*Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.*


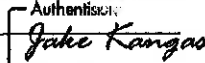
3. Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 14+ acres.
5. The reason for the requested annexation is We want to return the property to the jurisdiction of the joint Planning Board under which we were zoned commercial. We understand we will need to again apply for a zoning change.



PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Scandia, Minnesota.

Dated: 2/21/18

Signatures: \_\_\_\_\_

 <small>AuthenticSign 2/21/2018 9:29:09 AM CST</small>	 <small>AuthenticSign 2/21/2018 9:20:25 AM CST</small>
---	--

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3) or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

Municipal Boundary Adjustment Unit Contacts

Star Holman [star.holman@state.mn.us](mailto:star.holman@state.mn.us) 651-361-7909

Katie Lin [katie.lin@state.mn.us](mailto:katie.lin@state.mn.us) 651-361-7911

(June 2011)



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
HARD ROCK INVESTMENTS LLC.**

**Whereas:** Hard Rock Investments LLC is the owner of a parcel of land located at 2890 15<sup>th</sup> St NW Bemidji, MN 56601, and;

**Whereas:** Said property had formerly been zoned for Commercial use by the Greater Bemidji Area Joint Planning Board, a body with the legal authority to zone said property, and;

**Whereas:** Said property came to be under the zoning jurisdiction of Bemidji Township, which re-classified the property for Residential use, and;

**Whereas:** The Board of Directors feels that Bemidji Township erred in that determination, and;

**Whereas:** The Board of Directors wishes to return to the jurisdiction of the Greater Bemidji Area Joint Planning Board, and;

**Whereas:** The Board of Directors wishes to return said property to the zoning classification of Commercial which it previously held.

**Now Therefore Be It Resolved:** Hard Rock Investments LLC will petition the City of Bemidji for Annexation which will again place said property within the jurisdiction of the Greater Bemidji Area Joint Planning Board.

Passed by unanimous vote of the Board of Directors at its meeting on February 21, 2018

For the Board of Directors



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James Ravnika, Chairman of the Board

# CITY OF BEMIDJI

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

AN ORDINANCE AMENDING THE BEMIDJI CITY CODE,  
ADOPTING AN AMENDED 2018 FEE SCHEDULE

### THE CITY OF BEMIDJI DOES ORDAIN:

**Section 1. Amended Fee Schedule.** The collection of fees shall be in accordance with the 2018 Fee Schedule adopted by Ordinance No. 142, 3<sup>rd</sup> Series, hereby amended to add fees as indicated on Attachment A attached hereto.

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

Ayes:

Nays:

Absent:

First Reading: April 16, 2018

Second Reading: May 7, 2018

Final Reading:

ATTEST:

APPROVED:

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

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

**ATTACHMENT A**  
**2018 FEE SCHEDULE AMENDMENT**

<b>DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Archery Application – Deer Hunt	\$8.00/hunting area	\$10.00/hunting area
DATA REQUEST – Body Worn Camera		\$20.00/per request
Additional Video		\$5.00/each
Immobilization <del>Recovery</del> <u>Device Removal</u>	\$5,000.00	\$5,000.00

# **COUNCIL AGENDA ITEM**



**Meeting Date: May 21, 2018**

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

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

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

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

***LEGAL ADVERTISEMENT***

**ORDINANCE NO. 148, 3<sup>rd</sup> SERIES:** "An Ordinance Amending the Bemidji City Code, Adopting an Amended 2018 Fee Schedule" This Ordinance was approved by the City Council on Monday, May 21, 2018. This Ordinance shall become effective 30 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4<sup>th</sup> Street NW, Bemidji, MN 56601 (218-759-3570) or may be viewed on-line at [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us).

**Recommendation:**

Authorize publication of Ordinance summary.