

# CITY COUNCIL PROCEEDINGS

## Bemidji, Minnesota

### October 4, 2004

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, October 4, 2004, at 7:00 p.m. in the Council Chambers of the City Hall, Mayor Lehmann presiding.

Upon roll call the following Council members were declared present: Erickson, Hellquist, Zachman, Meuers, Lehmann, Downs, Johnson.

#### **APPROVAL OF AGENDA**

City Clerk Sherman requested approval to add two items to the agenda:

1. Recommendation for appointment to the Charter Commission
2. Consideration of an application from the American Civil Liberties Union for a 1-day temporary Consumption and Display Permit.

Motion by Zachman, second by Meuers, to add both items to the consent agenda.

Motion carried by unanimous vote.

City Manager Minke requested approval to teach a class at Bemidji State University. Motion by Hellquist, second by Johnson, to add this item to the consent agenda. Motion carried by unanimous vote.

Motion by Meuers, second by Zachman, to approve the agenda as amended. Motion carried by unanimous vote.

#### **MINUTES**

Minutes of the September 20, 2004 Regular Council Meeting, and September 27, 2004 Work Session were presented for approval. Motion by Erickson, second by Downs, to approve the minutes as presented. Motion carried by unanimous vote.

#### **CONSENT AGENDA**

The following Consent Agenda items were presented for approval. Motion by Hellquist, second by Meuers, to approve the following items on the Consent Agenda. Motion carried by unanimous vote.

- A. Approved seven (7) pages of claims submitted by the Finance Officer in the total amount of \$529,956.24.
- B. Approved a Raffle Permit for Our Redeemers Church (10/24/04) and a Bingo Permit for Northwoods Coalition for Battered Women (10/28/04)
- C. Approved **RESOLUTION NO. 5177** Authorizing an Application for Gambling Permit – Bemidji Eagles Club (Annual Bingo License)
- D. Accepted a Donation of \$500 from the Snowmobile Club Gambling Proceeds and Designated the Use of the Contribution for City Christmas Lights
- E. Accepted the low quote from Clearwater Nursery for the 2004 Tree Replacement Program
- F. Approved Recommendation of Nicolle Bieberdorf for appointment to the Charter Commission
- G. Approved a Temporary Liquor License for the ACLU for an Open House on 10/5/04.
- H. Authorized the City Manager to teach a class at Bemidji State University

#### **COMMITTEE REPORTS**

##### **Bemidji Youth Advisory Commission (BYAC)**

Meuers reported that the BYAC is planning a Halloween Bash on October 30, 8-11pm at the National Guard Armory – live bands, prizes for best costumes, etc. Admission is \$1.00 or one non-perishable food item for donation to the food shelf. Other activities for this month include a meeting with the Mayor for new members on the 18<sup>th</sup> and a trip to Duluth on the 26<sup>th</sup> to participate in the Kids Plus Conference.

### BSU Student Senate

Jamie Roulette commented on the recent homecoming events and student participation in cleanup along Hwy. 71 South. October 4-6 there is a campaign on campus at the Student Union to pre-register students who plan on voting in the upcoming General Election. The newly formed Leadership Club is looking for a service project(s) for each semester and Roulette invited Councilmembers to make suggestions. Downs recommended that they contact Hank Krigbaum to assist with clean-up on Hwy. 197 (Bemidji Avenue). Roulette also noted that the Higher Education Committee will be on campus October 7<sup>th</sup> 1-3 pm, at the American Indian Resource Center.

### **ADOPTION OF PAY EQUITY AND COMPENSATION STUDY**

On September 27 the Council held a work session to review the results of the Pay Equity and Compensation Study. Additional information was requested at that meeting to assist in making a decision.

More detailed information was provided relating to the process used to develop the study and the placement of each non-union employee on the proposed pay schedule.

Downs questioned whether the proposed pay schedule was factored into the proposed 2005 budget. Minke noted that the cost of the study was taken out of the 2004 budget, and \$30,000 was included in the 2005 budget as an estimate of the cost to implement the proposed changes. He noted that the actual cost of implementation will be approximately \$37,000, and the difference would be made up in the elimination of the monthly automobile allowance, to some employees.

Erickson expressed concerns regarding the fairness of the proposed implementation, particularly as it relates to the positions of Public Works Director, City Clerk, and Detective Secretary. She felt the Public Works Director (level 14) and the Detective Secretary (level 6) would be moving to grade "B" which is the salary someone would expect to receive after 6-months. The City Clerk (level 10) would be moving to grade "C", the salary someone would expect to receive after one year. She noted that there are other level 14, level 10 and level 6 positions that are proposed to be moved into higher grades and suggested moving Public Works Director, City Clerk, and Detective Secretary into a level "D".

Lehmann noted that the Council was advised at the September 27<sup>th</sup> meeting that the proposed implementation schedule would not necessarily reflect an employees' length of service, but was intended to plug each employee into the new schedule at a salary which reflects the position evaluation and the number of points assigned to each position.

Erickson felt this is a pay equity issue and requested further review of the three positions noted.

Hellquist wondered whether the two issues should be separated. He suggested that the Council adopt the study at this meeting and then direct the City Manager to take a closer look at those positions.

Minke reminded the Council that the proposed implementation schedule was intended to make this affordable. He noted that each position has undergone some amount of change in recent years and this study accounts for those changes. At the work session, staff acknowledged that some people would not be where their years of service suggest they should be. Minke affirmed the benefit of having an updated and revised pay equity system and having it implemented. He cautioned against simply targeting a few employees for review and expressed the need to develop a plan for implementation that would apply uniformly for all employees.

Meuers felt this is a good step in moving toward the pay these positions deserve.

Minke reminded the Council that the proposed grades A through G do not necessarily relate to years of service. It was recommended that we move away from a simple entitlement system and require that a step up in grade is contingent on satisfactory performance. The proposed structure also gives the City Manager some discretion when hiring to attract candidates with advanced skills if necessary.

Minke suggested that If council is satisfied with the tool but is not 100% satisfied with the placement of particular positions, he could work on alternate placement or methodology for placement to account for whatever factors the council thinks are relevant. He acknowledged that the City is well served by its veteran employees and asked whether the Council was willing to dedicate more funding for the implementation of the pay structure.

Councilmembers agreed that the implementation should be handled within the boundaries of the amount budgeted - \$37,000.

Minke expressed concerns that an option may be created where some employees' salaries would be frozen and felt that would be difficult to implement.

Downs felt this is a pay equity issue & compensation study to adjust these things. He felt that not everybody is entitled to a raise, and others are entitled to more. He suggested that the City Manager provide several options even if it means freezing some salaries.

Motion by Hellquist, second by Zachman, to accept the Pay Equity/Compensation Study and Pay Structure; and directing the City Manager to explore some alternate implementation methods to account for longevity, historical differences in pay, and recent changes in duties. Motion carried by unanimous vote.

**APPROVE LIQUOR LICENSE AND DEVELOPMENT AGREEMENT FOR BRIGID'S IRISH PUB**

Councilmembers reviewed an Application and Development Agreement for a new liquor license for Brigid's Irish Pub proposed to be located at 317 Beltrami Avenue. Clerk Sherman noted that the background check conducted by the Bemidji Police Department was clear. The property owner proposes to begin renovation of the existing structure by October 18<sup>th</sup>. The projected opening date is January 1, 2005. Motion by Johnson, second by Erickson to approve a liquor license for Brigid's Irish Pub effective January 1, 2005. Motion carried by unanimous vote.

**RESOLUTION SUPPORTING NORTHERN CRADLE HOUSING PROJECT OF THE BELTRAMI COUNTY HOUSING & REDEVELOPMENT AUTHORITY WITHIN THE CITY OF BEMIDJI.**

Tim Flathers of Headwaters Regional Development Commission presented a resolution requesting authorization from the City Council to allow Beltrami County Housing and Redevelopment Authority (HRA) to work with Northern Cradle to locate a group home for adolescent pregnant teenagers or young mothers and their children in the City of Bemidji. He explained that Minnesota Statutes indicate that before a County HRA may undertake a project within a municipality, approval from the local government must be obtained.

Councilmembers expressed various concerns regarding neighborhood issues at the current location of Northern Cradle and the former April's Shelter. Jeri Hickerson, Director of Northern Cradle, noted that a change of organization and management have resolved most of those issues. She also commented on the need for expanded facilities.

Flathers noted that the resolution presented for approval is simply authorization for the County HRA to act within the City limits. He noted that the project would need to go through the Special Use Permit process, and suggested that the Council could add language to the resolution stipulating such requirement.

Councilmembers agreed to amend the resolution by adding a requirement that the future use of the proposed facility would be contingent upon meeting all permit requirements of the City of Bemidji.

**RESOLUTION NO. 5178:** A RESOLUTION SUPPORTING NORTHERN CRADLE HOUSING PROJECT OF THE BELTRAMI COUNTY HOUSING & REDEVELOPMENT AUTHORITY WITHIN THE CITY OF BEMIDJI was offered by Councilmember Hellquist, and upon due second by Meuers, was passed by unanimous vote.

**RESOLUTION NO. 5179:** A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND

ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #03-06 was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Downs, was passed by unanimous vote.

**RESOLUTION NO. 5180:** A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #02-09 (Middle School/23<sup>rd</sup> Street Reconstruction Project) was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Downs, was passed by unanimous vote.

**RESOLUTION NO. 5181:** A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #03-04 (Clausen Avenue – South of Rako St. - Street Improvements and Watermain Extension) was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Downs, was passed by unanimous vote.

**RESOLUTION NO. 5182:** A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #04-07 (2<sup>ND</sup> Street SE Paving) was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Downs, was passed by unanimous vote.

**ORDINANCE NO. 387, 2<sup>ND</sup> SERIES:** AN ORDINANCE AMENDING AN UNCODED SECTION OF THE BEMIDJI CITY CODE (Authorizing Sale of Real Property at 1200 America Avenue to Habitat for Humanity) was given a final reading and passed by unanimous vote.

### **PUBLIC HEARING – Shoreland Ordinance Amendment**

Pursuant to published notice, a public hearing was held to consider an Ordinance Amending the Shoreland Ordinance. Mayor Lehmann opened the public hearing and invited those present to speak to the issue.

City Engineer Freeberg recommended some minor changes to Paragraph E and G of the proposed amendment relating to storm water management. Councilmembers acknowledged those amendments and voiced approval.

There being no other comments, the public hearing was closed.

The ordinance was given a second reading with changes incorporated. “An Ordinance Amending Chapter 13, Article XII, Entitled “City Of Bemidji Zoning Ordinance, Shoreland Overlay District”, To Provide Shoreland Regulation Implementation Flexibility Regarding Residential Structure Height, Commercial Planned Unit Developments, Residential Planned Unit Developments, And Special Provisions For Commercial, Industrial, Public And Semi-Public Uses; By Amending Minimum Lot Area And Width Requirements In Areas Served By Municipal Sewer; By Adding Stormwater Management Standards; And, By Permitting Private Watercraft Access Ramp, Approach Road And Access-Related Parking For Surface Water-Oriented Commercial Uses With A Special Use Permit.”

### **UPCOMING MEETINGS**

October 7, 2004 5:30 p.m. – Special Council Meeting	Consider City/Township Growth Management Plan
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### **ADJOURN**

There being no further business presented for discussion, motion by Hellquist, second by Johnson, to adjourn the meeting. Motion carried by unanimous vote. Meeting adjourned 8:15 p.m.

Respectfully submitted,

Shirley Sherman, City Clerk