

BEMIDJI CITY COUNCIL AGENDA

August 17, 2009

**Council Chambers
City Hall – 317 4th Street NW
7:00 P.M.**



➤ **ROLL CALL**

➤ **PLEDGE OF ALLEGIANCE TO THE FLAG**

➤ **AMENDMENTS TO AGENDA**

I. MINUTES

- 1) Regular Council Meeting: August 3, 2009

II. 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
- 3) Miscellaneous 2009 Business Licenses
- 4) Joint Planning Commission Acceptance of Resignation – Corey Quick
- 5) Joint Planning Commission Appointment – Warren Meissner
- 6) Approve Small Cities Development Program Application

III. COMMITTEE REPORT(S)

- Bemidji Youth Advisory Commission

IV. NEW BUSINESS

- 7) Resolution Authorizing Joint Powers Agreement with the MN Department of Natural Resources for the Shevlin/Clausen Avenue Crossing
- 8) Facility Management Recommendation

V. EVENT CENTER UPDATE – Kraus-Anderson

- 9) Change Order (Update #4) in the amount of \$168,035

VI. CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA

Public Comment – Please give your name and, your concern or 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. No action will be taken at this time.

VII. UPCOMING MEETINGS

- Monday, August 24 5:30 p.m. Work Session – Annexation
- Tuesday, Sept. 8 7:00 p.m. Council Meeting
- Monday, Sept. 14 5:30 p.m. Work Session – Heritage Preservation
- Monday, Sept. 21 7:00 p.m. Council Meeting

VIII. COUNCIL/STAFF REPORTS

IX. ADJOURN

**CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – August 3, 2009**

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, August 3, 2009 at 7:00 p.m. in the Council Chambers of City Hall, Mayor Lehmann presiding.

Upon roll call, the following Councilmembers were declared present: Lehmann, Waldhausen, Johnson, Hellquist, Downs, Negard, Meuers

Staff Present: City Manager John Chattin, City Attorney Alan Felix, Finance Director Ron Eischens, Public Works Director Craig Gray, City Clerk Kay Murphy

AMENDMENTS TO AGENDA

Mayor Lehmann called for any amendments to the agenda.

- Resolution Approving Temporary Off-Premises Liquor Permits and Street/Sidewalk Closures for 2009 BSU Homecoming

Motion by Downs, seconded by Johnson, to approve the agenda as amended. Motion carried by unanimous vote.

MINUTES

Minutes of the July 20, 2009 regular meeting were presented for approval. Hellquist asked for a correction on Page 8 of the minutes to reflect the following: "Hellquist asked what would have happened if the vote had not passed. Chattin responded that most of the work had been completed and reviewed by staff with Kraus Anderson."

Motion by Waldhausen, seconded by Negard, to approve the minutes as amended. Motion carried by unanimous vote.

CONSENT AGENDA

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

1. Claims submitted by the Finance Officer in the total amount of \$1,178,060
2. Miscellaneous 2009 Business License Renewal(s)
3. One Day Temporary Consumption & Display Permit – Headwaters School of Music & Arts on August 28, 2009
4. **RESOLUTION NO. 5570:** Approving the Temporary Off-Premises Liquor Permit for Nymore Days – September 4 at Corner Bar
5. **RESOLUTION NO. 5571:** Authorizing Signatories on Minnesota State Patrol Grant programs

6. **RESOLUTION NO. 5572:** Supporting Ours to Serve House of Hospitality Application for Financial Assistance with the USDA Rural Development
7. **RESOLUTION NO. 5574:** Authorizing an Agreement with State Transportation for Grant Funds (Irving Loop Access Road – Project #05-01)
8. **RESOLUTION NO. 5575:** Approving Temporary Off-Premises Liquor Permits and Street/Sidewalk Closures for 2009 BSU Homecoming

Motion carried by unanimous vote.

NEW BUSINESS

Parking Lot No. 3 (Project No. 09-01)

Gray stated that the City held a bid opening for the Parking Lot No. 3 project and four bids were received. The low bid from Reierson Construction in the amount of \$98,263.90 is \$1,800 less than the estimate. In addition to the reconstruction of the parking lot, it includes a new security light and landscaping of a center island. Funding for the project comes from the Parking Development Fund.

Motion by Johnson, seconded by Hellquist, awarding the bid for the Parking Lot No. 3 reconstruction to Reierson Construction of Bemidji in the amount of \$98,263.90. Motion carried with the following vote: Ayes: Waldhausen, Negard, Hellquist, Lehmann, Johnson. Nays: Meuers, Downs.

Left Turn Lane on Irvine Avenue at 7th Street

Gray stated that at the time the Council reviewed the traffic striping on Irvine Avenue questions came up on whether or not to include a left turn lane on 7th Street. He stated that this is the main entrance to the County complex and there is a significant amount of left turning traffic from southbound Irvine Avenue. Paul Bunyan Transit estimates that there are 40-50 daily bus trips that utilize this intersection alone and a left turn lane would remove these buses from the roadway, thereby reducing traffic delays and the risk of rear-end collisions at this intersection.

Mayor Lehmann noted that the homes on the west side of Irvine Avenue have alley access and on the east side there is Northland Apartments and Parking Lot No. 9.

Motion by Meuers, seconded by Johnson, approving the left turn lane at 7th Street on Irvine Avenue. In addition, “no parking” signs are to be posted between 6th Street and 8th Street on Irvine. Motion carried unanimously.

Joint Powers Agreement with Kitchigami Regional Library

Chattin stated that the revised Joint Powers Agreement for the Kitchigami Regional Library System is a culmination of the process and efforts of the KRL Board to address member concerns and to strengthen and support library services. Chattin further stated that the revised Agreement improves the City and County positions and is to our advantage.

Marilyn Heltzer, Library Board member, encouraged the City to adopt the revised Joint Powers Agreement.

Motion by Negard, seconded by Meuers, approving the revised Joint Powers Agreement with Kitchigami Regional Library. Motion carried unanimously.

OLD BUSINESS

Plans and Specs for City Park and Authorize Bids

Marcia Larson, Parks & Recreation Director, stated that the bid package involves construction of softball fields that would begin this fall to establish the turf, including demolition, seeding, and irrigation. In the spring of 2010, the second bid package will come before the Council. Larson stated that relocation of the baseball field is still under discussion to find the best location to serve the community and the baseball association.

Negard inquired about the status of fundraising for a skateboard park.

Larson responded that the group has been working hard raising funds and will be meeting with the Parks & Trails Commission in October and to date has raised approximately \$315,000.

Motion by Meuers, seconded by Waldhausen, approving the plans and specifications and authorizing the advertisement for bids for City Park improvements. Motion carried unanimously.

ORDINANCES

ORDINANCE NO. 40, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of Bemidji City Code Pertaining to Street and Alley Vacation (Bemidji State University) was given a final reading and passed by unanimous vote.

Vacation – Amundson-Halper

Felix stated that this vacation involves a companion vacation with Frohn Township. Felix stated that Frohn Township needs to have concurrent action to formally record their motion from 1993. Similarly, there needs to be an easement from the property owner to Frohn Township for the “t” turnaround. Mr. Amundson is working on getting these items resolved. Felix stated he feels confident that this will happen and the Council can proceed with the final reading.

ORDINANCE NO. 41, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of Bemidji City Code Pertaining to Street and Utility Easement Vacations (Portions of River Park Court NE – Halper-Amundson) was given a final reading and passed by unanimous vote.

ORDINANCE NO. 42, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of Bemidji City Code Pertaining to Street Vacation (Nymore Beach Road) was given a final reading and passed by unanimous vote.

Moratorium on Rentals

Lehmann commented that he has been a renter of both apartments and homes. He believed that most renters are responsible and hopefully will maintain the home they rent as their own. He suggested that perhaps the City needs to encourage those that rent to treat their rental as if they own it and take care of it in that manner.

Meuers stated that the rental situation deserves attention but a moratorium could be too expensive for property owners. Meuers stated that she was in favor of a study.

Johnson stated that the moratorium could be for two days not necessarily 18 months. It is more complex than just involving the renters and enforcement. He stated that the City would be better off by “shutting down” new rental properties to study the moratorium. The HRDC is available to reclaim property and assist with the process. He stated that the most compelling

testimony he heard was from Joanne Henningsgard who lives in a block full of rentals and now stated that she is on the fence and is considering selling her home and moving.

Negard stated that something needs to be done but does not feel that the time is right for a moratorium. He stated that approximately 1,000 jobs are coming into our community with Enbridge which will require places to live. He commented that he believed that the City can get what needs to be done without a moratorium.

Waldhausen stated that he has spoken to many Ward 1 residents that are in support of the moratorium, including BSU students. He stated that Ward 1 is in a crisis situation and Wards 2 and 3 are close behind. He strongly supports the moratorium and commented that it is very difficult to do an accurate study if the variables are constantly changing. He stated that he has several citizens, including BSU students, that are interested in serving on a committee.

Mayor Lehmann recommended a committee be formed without doing a moratorium.

Waldhausen stated that whether the moratorium is passed or not a comprehensive study needs to be done on the rental issue.

Final Reading of Interim Ordinance Establishing a Temporary Moratorium on the Issuance of New Rental Registration Licenses for Single Family Homes within the City of Bemidji failed with the following vote: Ayes: Waldhausen, Hellquist, Johnson. Nays: Lehmann, Meuers, Negard, Downs.

Motion by Meuers, seconded by Waldhausen, recommending that Waldhausen, Downs, Johnson serve on a Rental Committee. Motion carried unanimously.

LIBRARIAN'S REPORT

Paul Ericsson, Branch Librarian, reported on current activities at the library. He stated that there has been a great turnout for reading by youth at the library this summer. The annual library book sale begins on Tuesday, August 11 at the Bemidji Armory.

CITIZENS NOT ON AGENDA

No one appeared.

UPCOMING MEETINGS

- Monday, August 10 5:30 p.m. Work Session – 2010 Budget
- Monday, August 17 7:00 p.m. Council Meeting
- Monday, August 24 5:30 p.m. Work Session – Annexation
- Tuesday, Sept. 8 7:00 p.m. Council Meeting

COUNCIL/STAFF REPORT

- Johnson highlighted the CGMC Conference and attended the town meeting. The conference focused on LGA and a push to restore or limit the LGA cuts. They also discussed social networking and using Facebook or Twitter.
- Negard noted that with all the events at the waterfront this weekend Parking Lot No. 3 was full with a total of 51 cars parked in the lot. He stated that the loss of parking spots are not as much as believed, as the new design will allow 48 vehicles. Paul Bunyan Transit will be escorting Congressman Oberstar on August 6 to take a look at the Irvine Avenue project.

- Waldhausen highlighted all the events that happened in the Bemidji area in the past weekend. He stated that the Boys & Girls Club now offers a teen night on Thursday evenings.
- Hellquist reported on the CGMC Conference noting that the sessions were different than those at the LMC Conference which was a nice contrast.
- Meuers reported that at a recent Race Relations meeting they heard a report on the Shared Visions; specifically, the Ojibwa signage that is now appearing in the community.
- Downs congratulated the winner of the Birchmont Open Golf Tournament, Tom Jenkins, who lives in the area. He commented that the 5th Annual Paul Bunyan Trail ride is on Thursday, August 6 at 1:00 p.m. with many representatives attending, including Congressman Oberstar. A reception will conclude the ride at the Hampton Inn at 4:30 p.m.
- Lehmann reported that Bemidji will be hosting the speed skating championship in Bemidji for the third year in a row. Lehmann highlighted upcoming events in the community including the National Night Out on August 4, Depot Days on August 8 and Relay for Life on August 8. Lehmann commented that Waldhausen is on the Sustainability Committee and it is time get that committee going.
- Gray provided an update on the status of current engineering projects.
- Chattin reported that a committee interviewed the first three candidates for the Event Center general manager position. The first three candidates were from Venue Works and tomorrow they will interview three candidates from Global Spectrum. The committee will be bringing a recommendation to the Council at a later council meeting.

ADJOURN

There being no further business, motion by Downs, seconded by Waldhausen, to adjourn the meeting. Motion carried. Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

Bill List Summary

August 17, 2009

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
60139-60300	See Attached List	<u>3,898,942.89</u>
	TOTAL	<u>\$ 3,898,942.89</u>

Accounts Payable

Blanket Voucher Approval Document

ser: monica

Printed: 08/09/09 3:10 PM

Warrant Request Date: 08/18/2009

DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace on The Lake, Inc	0060176	1,006.92
2	American Van Equipment, Inc.	0060253	254.66
3	Ameripride	0060201	692.03
4	API Electric Company	0060280	50,540.00
5	Auto Value Bemidji	0060228	315.84
6	Bahr, Dan	0060142	185.35
7	Baker & Taylor	0060264	4,449.15
8	Barr Engineering Company	0060192	7,512.00
9	Becker Arena Products, Inc	0060183	316.89
10	Bellboy Corporation	0060195	267.82
11	Beltrami Co.Auditor/Treas.	0060216	90,508.93
12	Beltrami County License Center	0060151	425.00
13	Beltrami County Recorder	0060189	92.00
14	Beltrami County Solid Waste	0060196	1,666.30
15	Beltrami Electric Coop	0060143	571.23
16	Beltrami Industrial Service, Inc.	0060224	80.16
17	Bemidji Coop Ass'n, Inc.	0060144	12,940.48
18	Bemidji Oil & Propane Inc	0060258	1,137.13
19	Bemidji Outdoor Power Equip.	0060229	55.79
20	Bemidji Paper Sales, Inc.	0060145	1,497.78
21	Bemidji State University	0060290	3.00
22	Bemidji Welders Supply, Inc.	0060161	47.83
23	Ben Franklin	0060233	5.68
24	Bernick's	0060237	21,707.34
25	Big North Distr. Co, Inc.	0060141	85,699.63
26	Bonestroo	0060245	915.00
27	Border States Electric Supply	0060249	75.35
28	BP	0060221	180.51
29	Bruce's Contracting, Inc.	0060277	134,957.95
30	C.L. Linfoot Company	0060281	7,611.40
31	California Contractors, Inc	0060204	119.70
32	Canon	0060260	244.44
33	Carpenter, Leo	0060172	230.00
34	Carquest Auto Parts-Bemidji	0060263	113.67
35	Catco	0060188	168.31
36	Chader Business Equipment	0060227	113.17
37	Chattin, John	0060244	46.57
38	City Body Shop	0060275	200.00
39	City of Bemidji	0060146	6,260.48
40	Coca-Cola Bottling Co, Inc	0060147	1,344.70
41	Colonial Research Chemical	0060213	1,904.09
42	Commissioner of Transportation	0060163	198.59
43	Constellation Energy	0060254	567.81
44	Culligan	0060162	392.39

Line	Claimant	Voucher No.	Amount
45	Cummins NPower LLC	0060255	327.75
46	Custom Drywall, Inc.	0060278	39,995.00
47	D-J Distributing	0060291	20.00
48	DEMCO	0060261	155.35
49	Dick's Plumbing & Heat, Inc	0060148	91.00
50	Donlar Construction Company	0060282	2,375.00
51	DPC Industries, Inc.	0060256	5,084.52
52	Dynamic Structural Steel, LLC	0060287	1,892,654.60
53	EAPC	0060231	2,332.53
54	Ebert & Gerberts	0060300	43.00
55	Edgewater Group	0060293	2,500.00
56	Eischens, Ron	0060205	64.90
57	Electric Pump, Inc	0060206	5,638.59
58	Faegre & Benson LLP	0060203	12,526.57
59	Frenzel Fertilizer Inc.	0060286	153.31
60	G & K Services Inc	0060265	61.08
61	G & T Excavating	0060274	1,500.00
62	Gladen Construction, Inc.	0060271	7,166.99
63	Grand Forks Fire Equipment Co.,LLC	0060219	374.50
64	Green Mill	0060262	369.23
65	Griggs, Cooper & Co., Inc	0060140	11,154.40
66	Guardian Pest Control, Inc	0060149	69.42
67	Haggen, Patricia	0060298	20.00
68	Hanson-Lehman, Betty	0060273	10.56
69	Hayes Instrument Co	0060214	52.54
70	HD Waterworks Supply	0060243	4,479.00
71	Hellquist, Roger	0060235	128.70
72	High Voltage Service, Inc.	0060288	4,930.00
73	Ink Spot Press	0060168	260.34
74	Intoximeters, Inc.	0060184	626.29
75	J.S. Cates Construction Co., INC.	0060279	14,250.00
76	Jack's Stop, Inc	0060236	110.61
77	Jim Hirt Trucking, Inc	0060150	2,530.27
78	Johnson Bros., Inc.	0060139	15,802.85
79	Johnson, Lucia	0060296	25.00
80	Johnson, Ron	0060223	128.70
81	Junior Library Guild	0060270	477.00
82	Kalmbacher, Hannah Ruth	0060297	5.00
83	Karvacko Engineering	0060239	5,543.34
84	Keenan's Cabinets of Distinct.	0060220	1,875.00
85	Kenny's	0060167	25.59
86	Knapp Grover, Inc	0060238	47,880.00
87	Knife River Materials	0060266	42.77
88	Kraus-Anderson Construction Co.	0060252	124,027.00
89	Larson Electric	0060217	549.67
90	Lehmann, Richard	0060230	144.70
91	Locators & Supplies, Inc.	0060173	264.53
92	Luekens Village Foods South	0060209	158.52
93	Lundmark Construction	0060198	2,595.00
94	Maintenance Engineering	0060164	723.42
95	MARC/Mid-American Research	0060186	666.26
96	McKinnon Co., Inc.	0060179	7,346.55
97	McMaster-Carr Supply Co.	0060175	124.66
98	Merriam Midway Shows	0060212	650.00
99	Minitex	0060210	343.00
100	MN Valley Testing Lab, Inc.	0060152	71.75
101	MTI Distributing Co.	0060170	92.30
102	Municipal Code Corporation	0060215	400.00
103	NAPA Auto Parts	0060199	106.00
104	Naylor Heating & Refrigeration	0060251	138.74
105	Nei Bottling, Inc.	0060153	1,058.50
106	Neopost Inc	0060242	49.79

Line	Claimant	Voucher No.	Amount
107	North Country Business Product	0060154	1,772.24
108	Northern Balance & Scale	0060166	155.00
109	Northwest Mechanical Service	0060155	171.86
110	Northwoods Ice, Inc.	0060191	2,547.30
111	Northwoods Lumber Company	0060218	1,479.42
112	Occupational Development, Inc	0060165	17.96
113	Pamida LLC	0060240	26.69
114	Parker, Samantha	0060285	44.49
115	Paskvan Real Estate LLLP	0060246	1,700.00
116	Paul Bunyan Broadcasting Co.	0060234	240.00
117	Paul Bunyan Telephone	0060190	1,627.87
118	Paul Bunyan Telephone-Ads	0060284	360.00
119	Peterson Sheet Metal, Inc.	0060174	143,699.72
120	Phillips Wine & Spirits	0060194	9,814.61
121	Pioneer	0060156	2,916.74
122	Port O Wild Security, Inc.	0060202	235.13
123	Port-able John, Inc.	0060182	739.70
124	Postmaster	0060157	1,605.91
125	Praxair Distribution Co	0060197	239.11
126	Printers Service, Inc.	0060193	54.00
127	Quality Wine & Spirits Co	0060171	4,301.20
128	Quill Corporation	0060158	378.25
129	Railroad Management Co III,LLC	0060247	90.75
130	Randall, Lolly	0060269	12.10
131	Recorded Books, LLC	0060268	910.58
132	Reierson Construction, Inc.	0060180	1,021,060.00
133	Road Runner Delivery	0060207	150.00
134	Roger's Two Way Radio, Inc.	0060159	2,766.74
135	Rohlfing, Inc	0060211	416.35
136	Ross Lewis Sign Co.	0060248	654.07
137	Sadeks Repair & Welding, Inc.	0060181	363.92
138	Safety Kleen Systems, Inc.	0060177	650.96
139	Scotts Radiator Repair	0060185	730.32
140	Simonson Station Stores	0060241	235.12
141	Skime Fencing	0060200	375.00
142	Snap-on Industrial	0060267	220.84
143	Sparky's Construction, Inc.	0060222	1,710.00
144	Specialty Turf & Ag, Inc.	0060259	76.15
145	Spee-Dee Delivery Service, Inc.	0060257	14.60
146	Strategic Insights, Inc	0060232	721.41
147	Sunny Hill Distr., Inc.	0060160	8,021.70
148	The Library Store, Inc.	0060295	55.55
149	Tires Plus of Bemidji	0060208	558.03
150	United Rotary Brush Corporation	0060289	888.22
151	UPS Store	0060226	20.31
152	USA Inflatables.Com	0060294	965.40
153	VanAntwerpen, Vince	0060225	1,855.00
154	Veit & Co.,Inc.	0060169	14,338.00
155	Verizon Wireless	0060276	2,677.54
156	Vinocopia, Inc.	0060299	714.00
157	Wagner Plumbing & Heating, Inc	0060187	225.00
158	Waste Management of Bemidji	0060272	1,235.54
159	Wes' Plumbing & Heating	0060250	441.60
160	White, Amanda	0060292	20.00
161	Wine Merchants	0060283	567.25
162	Zee	0060178	78.88

Page Total: \$1,237,948.13

Grand Total: \$3,898,942.89

GENERAL LICENSES - 2009

<i>Type of License</i>	<i>Business Name</i>	<i>Business Location</i>	<i>Fee Paid</i>
<i>Plumber</i>	LUNDEEN PLUMBING	10986 SPRING DRIVE NW	\$95.00

COUNCIL AGENDA ITEM



Meeting Date: August 11, 2009

Action Requested: Acceptance of Resignation for the Joint Planning Commission

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

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

Corey Quick was recently appointed to the Greater Bemidji Joint Planning Commission. On Monday, August 10, 2009, City Clerk, Kay Murphy, received the attached e-mail wherein Corey Quick submitted his resignation to the Commission due to moving out of the state.

Recommendation:

Accept resignation of Greater Bemidji Joint Planning Commission Member Corey Quick.

From: Corey Quick [mailto:cquick824@hotmail.com]
Sent: Monday, August 10, 2009 12:20 PM
To: Kay Murphy
Subject: RE: Planning Committee Position

Kay~

Mel told me to write you a letter about the following:

Due to a very unfortunate separation between my ex-fiance and myself, I have made the decision to move back to Wisconsin. As a result, I am forced to resign from the Advisory Panel. I have already turned in all of my paperwork and such to Jinger. Unfortunately, I also do not have the sheet any longer to fax in to get paid for each meeting attending. I did attend last month's meeting. What can we do to get this meeting paid for?

I am sorry for any trouble this may have caused. I was really looking forward to getting involved in the city too. It's unfortunate how some story lines get changed.

Thank you for your help Kay,
Corey Quick
715 214 5908 Cell

COUNCIL AGENDA ITEM



Meeting Date: August 11, 2009

Action Requested: Appointment to the Joint Planning Commission

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

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

The Greater Bemidji Joint Planning Commission currently has one vacancy, due to the resignation of Commission Member Corey Quick, for a City resident. In May, Mayor Lehmann and Community Development Director Rita Albrecht interviewed Corey Quick and Warren Meissner, wherein Corey Quick was chosen. At the time, both applicants were equally qualified, therefore, Warren Meissner, 215 24th Street NE, is recommended to fill this vacancy (application attached).

Recommendation:

Approve appointment of Warren Meissner to the Greater Bemidji Joint Planning Commission (Term expires 1/31/2011).

Warren
Munn

**CITY OF BEMIDJI
GREATER BEMIDJI PLANNING COMMISSION APPOINTMENT
CANDIDATE BACKGROUND QUESTIONNAIRE**

Are you a resident of the City of Bemidji? If so, how long have you been a resident?

I HAVE LIVED IN THE AREA OVER 23 YEARS,
IN NORTHERN TOWNSHIP UNTIL OCT 1999
WHEN I MOVED INTO THE CITY AT
215-24TH ST NE.

Are you able and willing to commit the time to meet the requirements of the Commission's Attendance Policy (copy attached)? (Regular meetings are held on the fourth Thursday of each month at 6:00 p.m. at the City Hall Council Chambers; occasionally, special meetings are called.)

YES

Would you be able and willing to serve on subcommittees that are occasionally formed and require extra time?

YES. I AM RETIRED AFTER 22+ YEARS
AT FIRST FEDERAL BANK - I HAVE
AMPLE TIME TO COMMIT.

What education, training, or background experience do you have that might be help to you in the role of Planning Commissioner? (You may attach a brief resume if you wish.)

I WAS INVOLVED WITH CITY GOVERNMENT WHEN
LIVING IN NORTH DAKOTA. I WAS MAYOR OF
RIVERSIDE ND, AND ON THE CITY COUNCIL
FOR SEVERAL YEARS PRIOR TO THAT.

If you have no prior experience in planning and zoning matters, would you be willing to take at least an introductory training course for Planning Commission members? (A typical training course would involve 1-2 week night or Saturday sessions.)

YES.

Do you have any personal or professional interests having the potential to result in financial or material gain for yourself or your immediate family which would present an actual conflict of interest or the appearance of a conflict of interest with the duties of a commissioner on a regular or frequent basis? If so, please describe: Note: the Bylaws of the Planning Commission include a "Duty to Disclose" provision which requires potential conflict of interest disclosures and requires a commissioner to recuse him/herself by not participating in a discussion nor voting on an issue that could present an actual conflict of interest or the appearance of a conflict of interest.

NO

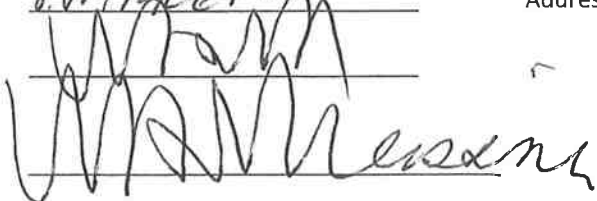
Do you possess any other personal qualities that you wish to share with the Commission that would be helpful in determining your suitability to serve as a commissioner?

I HAVE BEEN INVOLVED WITH MANY CIVIC GROUPS IN BEMIDJI SINCE MY RESIDENCY HERE. I AM COMMITTED TO BEMIDJI BEING A QUALITY PLACE TO LIVE.

**CITY OF BEMIDJI
CONSIDERATIONS FOR APPOINTMENT
TO THE PLANNING COMMISSION**

- Shall be a resident of the City of Bemidji.
- Shall disclose any personal or professional interests having the potential to result in financial or material gain for themselves or their immediate family which would present an actual conflict of interest or the appearance of a conflict of interest with the duties of a commissioner on a regular or frequent basis.
- (Note: For these purposes, a "Conflict of Interest" is defined as the use of public office for one's own or another's private gain; using one's position, title or any authority associated with one's office to coerce or induce a benefit for oneself or others; using or allowing the use of nonpublic information to his/her a private interest, either one's own or another's; soliciting or accepting gifts from those seeking official action by the Commission or from those persons or entities who are regulated by the Commission, or who are seeking to do business with the Commission, or those who have interests that may be substantially affected by performance or nonperformance of one's official duties on the Planning Commission.)
- Shall be willing and able to abide by the Planning Commission's Attendance Policy.
- Shall have the ability and willingness to become familiar with the Greater Bemidji Joint Planning Board's Zoning & Subdivision Ordinance, and Comprehensive Plan, and any related materials that would assist the commissioner in performing his/her duties.
- Shall be willing to listen to the concerns of the public while maintaining the established planning principles and guidelines of the Greater Bemidji Joint Planning Board in making decisions.
- Shall be willing to evaluate all facts and evidence presented in order to form a thoughtful, well-informed decision based on good planning principles. Shall be willing to ask issue-specific questions aimed at obtaining relevant information and data necessary to make fair, informed objective decisions.
- Shall be willing to make decisions in the public interest, over and above personal and/or private interests.

Note: To assist the City of Bemidji in evaluating a prospective candidate, he/she will be asked to respond to a brief questionnaire (attaching a brief biography or resume is an additional option).

Last Name	MEISSNER	Name	WARREN MEISSNER
First Name	WARREN	Address	215-24TH ST NE
Initial	WM		
Signature		Date	4-30-2009

**GREATER BEMIDJI JOINT PLANNING COMMISSION
ATTENDANCE POLICY
FOR
PLANNING COMMISSION MEMBERS**

In an effort to insure that the Greater Bemidji Joint Planning Commission is able to conduct its business in an orderly manner without undue delays and to have the input and expertise of a majority of its members, it is the policy said Commission with regard to attendance at scheduled meetings:

A member of the Planning Commission who has more than two (2) unexcused absences from regularly scheduled meetings within a twelve month period shall be subject to loss of his/her seat on this commission. (An absence shall be "excused" if due to the member's illness or that of a member of the family; or if due to a required absence from the City of Bemidji.) Aside from the two (2) unexcused absences, a member who misses more than four (4) of the meetings of the Planning Commission over the course of one (1) consecutive year shall be subject to loss of his/her seat on this commission. Said commission member may request the opportunity of a hearing before the remaining members, which hearing shall be held no more than 45 days from the date of the request.

Warren R Meissner
215 24th St NE
Bemidji MN 56601
218-444-2584
warren.meissner@hotmail.com

Work Experience

2007 to 2008: Vice President-Indirect Lending, First Federal Bank, Bemidji. Administered portfolio of \$26 million, servicing dealer network of 30-plus dealers in central and northern Minnesota, including dealer contact and relationship building. Consolidated operations from 6-Branch network to central location following ownership change and reassignment, rearrangement of lending areas. Total staff of 3 people. Responsible for credit and collections of entire portfolio. Normal volume was \$1.5 million per month, delinquency 2.25%, losses 0.61%.

1986 to 2007: Vice President-Consumer Banking, First Federal Bank. Responsible for both consumer lending bank wide and deposit growth at main bank. Full range of consumer credit including Home Equity loans and small business lending. Some Participation involvement. Total staff of 5 people plus Branch Managers for loans. Saw growth of direct loan portfolio from \$5 million to over \$40 million. Supervised lending in six branches, responsible for all credit and collections. Normal volume, including indirect, would be in excess of \$2 million monthly, delinquency 2.30%, losses 0.38%. Indirect operations initiated in 1996.

1984 to 1986: Independent insurance agent servicing auto business in North Dakota, Finance and Insurance manager at Overvold Motors, Fargo ND, and Moore Chrysler, Moorhead MN. Those dealerships since closed.

1972 to 1984: Ford Motor Credit Company, Fargo ND. Entry level as Account Adjuster, graduated to Collection Manager, Field Representative, Credit Analyst and Assistant Branch Manager, all at Fargo location. Service areas included North Dakota, northern South Dakota, and northern Minnesota. This office now closed.

Education BA Mathematics, Moorhead State University 1972.

Organizations

Bemidji Sunrise Rotary Club, past President, Secretary and Treasurer
Past President Bemidji Youth Baseball
Past President, Vice President and Board member Downtown Development Authority
Past member of Bemidji Arts Council
Past member of Bemidji Youth Council
Past board member of Beltrami County Historical Society
Past member Bemidji Area Chamber of Commerce Local Affairs Committee

References Available upon request, but will include

William Belford, former President of First Federal Bank Bemidji
Dave Landgrebe, President RiverWood Bank Bemidji
Jim Sutton, RiverWood Bank
Marshall Froyd, First National Bank Bemidji

August 11, 2009

MEMO

TO: John Chattin, City Manager
City Council Members

FROM: Tim Flathers, Community Development Director *Tim*

SUBJECT: Small Cities Development Program Application

The City of Bemidji has an opportunity to submit a pre-application for Small Cities Development Program funds that could be used in support of two high priority projects. HRDC staff is willing to prepare the pre-application for the City should the Council decide to proceed. If invited to submit a full proposal HRDC staff would also complete that application. There would be no cost to the City for the preparation of the applications.

The application could request funding for continuation of the downtown storefront renovation/commercial rehabilitation activity. Most of the awarded funds in the current program have been spent or committed and a waiting list still exists. In addition, several building owners who have not submitted applications have expressed interest in participating in the program if additional funding is secured. I propose that the city request approximately \$420,000 in support of this activity, including administrative funds. This funding would support approximately 16 additional projects.

The funding request could also support infrastructure development needed for the supportive housing development project planned for property directly north of Bi-CAP. I propose that the City request approximately \$320,000 to support this activity, including administrative funds. Because this activity would directly benefit low and moderate income households it would make the entire application more competitive.

The Department of Employment and Economic Development expects the City to contribute any program income that it has on hand as a contribution to this project should funds be awarded. Program income consists of funds that the City has received from past SCDP grant activities after the grants have been successfully closed-out.

I recommend that the City agree to submit a pre-application to the Department of Employment and Economic Development for \$740,000 in support of the infrastructure improvements and storefront renovation/ commercial rehabilitation, and agree to commit \$40,000 in program income to the projects.



City Manager's Office

MEMORANDUM

TO: City Council
FROM: John Chattin, City Manager *JMC*
DATE: August 17, 2009
RE: Facility Management Firm Recommendation

Our Facility Management Group has been working diligently to determine the best management firm for the BREC. On June 16th we met with representatives from Global Spectrum and VenuWorks. After lengthy deliberations, we were still unsure of just which firm would be the best fit for Bemidji. We then decided to ask these firms to present General Manager candidates that they felt would best fit our venue. Those interviews were conducted on August 3rd and 4th.

Although the GM interviews produced a couple of very good candidates, more importantly they served to enlighten the group as to who they preferred as the management firm. The candidates gave us a good feel for how each firm would approach operations and how they would deal with the constant conflict between revenue generation and promoting the public purpose of the facility. Early in our deliberations, it became clear that VenuWorks would provide services more in line with Bemidji's culture while ensuring maximum revenues from operations.

The unanimous recommendation of the group is that the council authorize contract negotiations with VenuWorks. Those negotiations will likely take at least a month. During that time, VenuWorks' process would also include a national search for GM candidates. Additional interviews may also be conducted and the GM would then be hired at the same time that contract negotiations conclude.

Your Facility Management Group members are:

- Gayle Quistgard, VisitBemidji Executive Director
- Rita Albrecht, Community Development Director
- Bill Maki, BSU VP of Finance and Administration
- Roger Hellquist, Bemidji City Council
- John Chattin, City Manager
- Bill Merrill, Leo A. Daly
- Bill Krueger, CSL (non-voting member)