

COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – July 17, 2023

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, July 17, 2023 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould, Peterson, Johnson, Rivera, Eaton, Thayer.

Staff Present: City Attorney Katie Nolting, City Engineer Sam Anderson, Assistant City Engineer Jenna Roberts, Parks & Recreation Director Marcia Larson, Fire Chief Justin Sherwood, City Clerk/acting City Manager Michelle Miller

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Rivera, seconded by Thayer, to approve the agenda as presented. Motion failed by the following roll call vote: Yeas: Rivera. Nays: Johnson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer.**

Motion by Johnson, seconded by Thayer, amending the agenda to add item to consider setting a date to discuss goals and priorities for the acting city manager. Motion carried by the following roll call vote: Yeas: Thayer, Johnson, Eaton, Fiskevold Gould, Peterson, Prince.

Motion by Peterson, seconded by Eaton, approving the amended agenda. Motion carried by the following roll call vote: Yeas: Rivera, Peterson, Johnson, Fiskevold Gould, Thayer, Prince, Eaton.

MINUTES

The following minutes were presented for approval:

Work Session: April 24, 2023
Board of Review: April 25, 2023

Motion by Eaton, seconded by Peterson, approving minutes as presented. Motion carried by unanimous voice vote.

CONSENT AGENDA #1

Mayor Prince called for any amendments to be made to Consent Agenda. The following Consent Agenda items were presented for approval. **Motion by Johnson, seconded by Peterson, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount of \$2,565,930.58
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$49,941.01
3. **RESOLUTION NO. 6493:** Authorizing Signatures of Certain Officials to Act on Behalf of the City for all Current and Future Accounts, Investments, or other Financial Relationships
4. Authorize Release of Sanitary Sewer Easement to Capitol Hill, LLC
5. Approve Appointment of Councilmember Eaton as Alternate to the Beltrami County Jail Steering Committee

Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Johnson.

CONSENT AGENDA #2

Mayor Prince called for any items to be pulled from consent agenda #2. The following Consent Agenda item was presented for approval. **Motion by Eaton, seconded by Thayer, approving Consent Agenda #2 as follows:**

6. Approve Claims Submitted by Finance Officer for Visit Bemidji in the Amount of \$42,688.76

Motion carried by the following roll call vote: Yeas: Eaton, Prince, Thayer, Johnson, Rivera, Fiskevold Gould. Abstain: Peterson due to his role as Executive Director for Visit Bemidji.

CITIZENS WITH BUSINESS NOT ON AGENDA

The following individuals provided comments regarding the evacuation of the Red Pine apartment building and its tenants:

- Cynthia Tesar, 4509 Birchmont Dr NE
- Mary Schoenfeld, 1125 Thomas Rd SW
- Karma Carter, no address
- Lisa Richards, 2612 Timberlane Way SW

NEW BUSINESS

Consider Award of Quote for Algoma Street Sewer Extension Project – City Project 23-07

Anderson stated that the City is currently working on extending sanitary sewer on Irvine Avenue as part of the Beltrami County street project from 30th Street NW to Anne Street NW. As part of the project, we are providing a stub down Algoma Street NW for a future expansion. At the beginning of construction, staff were contacted by the business owners of Accidentally Cool Games and A.L. Restaurant Supply which are located at the corner of Algoma & Minnesota Avenue. They have formally requested for a sanitary sewer extension due to their shared septic system in need of upgrade. Staff reviewed the project scope and have determined that we can extend the sanitary sewer main from Irvine Avenue to Minnesota Avenue before we can no longer extend due to lack of ground cover above the pipe.

Freeberg & Grund is currently under contract to assist the city in design and construction services for the Irvine Avenue project and had most of the field data required to complete the Algoma sanitary sewer extension design. Staff hired F & G to complete the design and quote package submittal for \$4,500.

The quote submittal deadline for the project was on Tuesday, July 11, 2023. Staff emailed quotes out to five local contractors directly and posted on the city website. The following quotes was received:

<u>Contractor</u>	<u>Quote Amount</u>
Reierson Construction Inc.	\$ 151,772.50
Engineer’s Estimate:	\$ 145,000.00

The low quote of \$151,772.50 will result in a total project cost of approximately \$174,500.00 after design engineering, material testing, and construction inspection costs are included. Funding sources are proposed to come from the following sources:

	<u>Project total</u>
Sanitary Sewer Utility Fund	\$ 99,500
Sanitary Sewer Connection Fees	\$ 60,000
Water Utility Fund	<u>\$ 15,000</u>
Total:	\$174,500

Staff will also be recommending establishing a \$12,000 sewer connection fee as part of the project to those residents that will receive a new sanitary sewer service when the project is awarded. This would match what those residents along Anne Street NW that received a new sanitary sewer service when sewer was extended from Pine Ridge Avenue to Greenleaf Avenue on Anne Street back in 2018. This would be a fee that would become activated once a resident actually connects to the system and can be paid over a 15 year period with interest similar to an assessment. Staff is anticipating five new services with this project. The City will need to cover the street costs on Algoma, so the fee is higher than the \$7,000 being proposed on Irvine Avenue.

Staff have also received a proposal from Freeberg & Grund to assist the City with construction services on a time & expense not to exceed \$6,000, as staff do not have the resources to cover this project with our current city project workload and it’s directly adjacent to a current project that F & G is inspecting for the City.

Motion by Eaton, seconded by Fiskevold Gould, awarding the quote to Reierson Construction, Inc. in the amount of \$151,772.50 for the Algoma Street NW Sanitary Sewer Extension Project – City Project 23-07. Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Johnson, Eaton, Fiskevold Gould, Peterson.

Consider Request from Chamber of Commerce and Bemidji Downtown Alliance for Changes to Downtown Parking on Various City Streets

Anderson stated that the Bemidji Chamber of Commerce and the Bemidji Downtown Alliance are requesting that the city consider parking changes downtown – specifically on the following street segments:

- America Avenue NW from 3rd Street NW to 4th Street NW
- Minnesota Avenue NW just south of 2nd Street NW
- 6th Street NW from Beltrami Avenue NW to Bemidji Avenue N

The request is to remove the existing parallel parking on one side of these street segments and replace them with diagonal parking. Diagonal parking will add about 3-5 stalls for each segment or roughly 12 spaces total between all the streets. All of these street segments are wide enough to allow diagonal parking on one side so staff have no major engineering objections to this request.

The revised parking spaces will be signed with “2 hour parking” and “No Parking: 1 am to 6 am”, which matches most of the current downtown parking. Staff’s primary concern is from vehicles that are left overnight in these spaces. The diagonal parking encroaches further into the street than parallel parking and puts more pressure on year-round enforcement to ensure the street department can maintain these areas, specifically snow plowing, when vehicles are left overnight and not towed.

Motion by Peterson, seconded by Johnson, approving the change of parallel parking to diagonal parking for the segments listed above. Motion carried by the following roll call vote: Yeas: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Johnson, Thayer.

Consider Date for Public Input Session Related to New Cannabis Legislation

At the June 26, 2023 Work Session, Council indicated they would like to receive public input regarding two items related to the new Cannabis Legislation. Those two items were related to Cannabis Events and City Operation of Recreational Cannabis Retail Establishment

Motion by Fiskevold Gould, seconded by Eaton, scheduling a public input meeting for August 28, 2023 at 5:30 p.m. at City Hall relating to cannabis events and if the City should establish, own, and operate a municipal cannabis retail establishment. Motion carried by the following roll call vote: Yeas: Johnson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera.

Consider Professional Services Agreement with Abdo Financial Solutions

Miller stated that with the resignation of the finance director, staff reached out to the League of MN Cities and was put in touch with Abdo Financial Solutions to assist the City with finance related duties on an as needed basis with the primary focus being the remaining 2024 budget process and other finance questions that may come up for the remainder of the year.

Abdo Financial Solutions provides financial management services for local governments, with decades of experience working both within city and county offices as well as alongside staff as they guide organizations forward. They specialize in helping local governments with city financial operations.

These services will be provided on a time & expense basis not to exceed \$40,000, which includes technical assistance regarding high-level accounting needs as follows:

Assistance with 2024 Financial Management Plan	\$25,000
<u>General Assistance with other financial items</u>	<u>\$15,000</u>
	\$40,000

Motion by Eaton, seconded by Fiskevold Gould authorizing the acting City Manager to enter into a professional services agreement with Abdo Financial Solutions in an amount not to exceed \$40,000. Motion carried by the following roll call vote: Yeas: Thayer, Johnson, Eaton, Rivera, Fiskevold Gould, Peterson, Prince.

Consider Setting a Date to Discuss Goals and Priorities for the Acting City Manager

Nolting stated that under the City Charter the Council cannot direct the city clerk on how to perform the duties assigned or to set goals and objectives for the city clerk. Nolting further stated that the Council can meet to decide its own goals and objectives which could help an incoming city manager.

Motion by Fiskevold Gould, seconded by Eaton, authorizing the city clerk to schedule a work session with Aimee Gourlay for the council to discuss its own goals and objectives. Motion carried by the following roll call vote: Rivera, Peterson, Johnson, Fiskevold Gould, Thayer, Prince, Eaton.

COUNCIL REPORTS

Councilmembers provided reports on various boards, committees and commissions.


UPCOMING COUNCIL MEETINGS

- Monday, August 7 6:00 p.m. Council Meeting
- Monday, August 14 5:30 p.m. Work Session (2024 Financial Management Plan)

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried. Meeting adjourned at 7:42 p.m.

Respectfully submitted,


 Michelle R. Miller
 City Clerk