

# **BEMIDJI CITY COUNCIL**

## **Work Session Agenda**

**Monday, October 13, 2014**

**City Hall  
Conference Room  
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
  
2. FIRE RELIEF ASSOCIATION
  
3. 2015 SHERMAN DRIVE ASSESSMENT
  
4. REVIEW REQUESTS FOR PROPOSALS FROM EXECUTIVE SEARCH FIRMS / MANAGER'S JOB DESCRIPTION
  
5. ADJOURNMENT

***NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.***

## **COUNCIL AGENDA ITEM**



**Meeting Date:**           **October 13, 2014**

**Action Requested:** **Fire Department Relief Association**

**Prepared By:**           **Kay Murphy, City Clerk** *Kay*

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

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The Bemidji Pioneer Fire Department Relief Association will be making a short presentation and request to increase their pension benefit level from \$5,350 to \$6,000 per year of service.

They will bring supporting documents to hand out during our presentation.

# **COUNCIL AGENDA ITEM**



**Meeting Date: October 13, 2014 Work Session**

**Action Requested: 2015 Street Renewal Program – Discuss Sherman Drive Street Assessments**

**Prepared By: Craig Gray, City Engineer** *CGA*

**Reviewed By: John Chattin, City Manager**

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## **Background:**

City staff is currently working on the feasibility report for the 2015 Street Renewal Program that the city council authorized. The project will include the reconstruction of Sherman Drive from Lake Avenue to Piper Drive along with the paving of Piper Drive and White Birch Avenue, both of which are existing gravel roads.

All three of the streets (Sherman, Piper, White Birch) are what we call rural section roads. They have no curb and gutter or storm sewer and the drainage is handled by adjoining road ditches. The proposed project will involve the removal and replacement of the bituminous on Sherman Drive and the paving of Piper Drive and White Birch. The roads will continue to be rural section roads, as it is not feasible to install curb and gutter and storm sewer piping in the three roadways.

Because of this the city's current assessment policy of \$38/front foot is not very applicable, since the properties will not be receiving the benefit of concrete curb and gutter, storm sewer, or concrete driveway aprons. Absent the benefit of these improvements combined with the large lot sizes it would be very difficult to meet the benefit test at \$38/front foot.

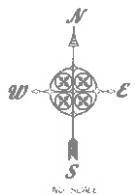
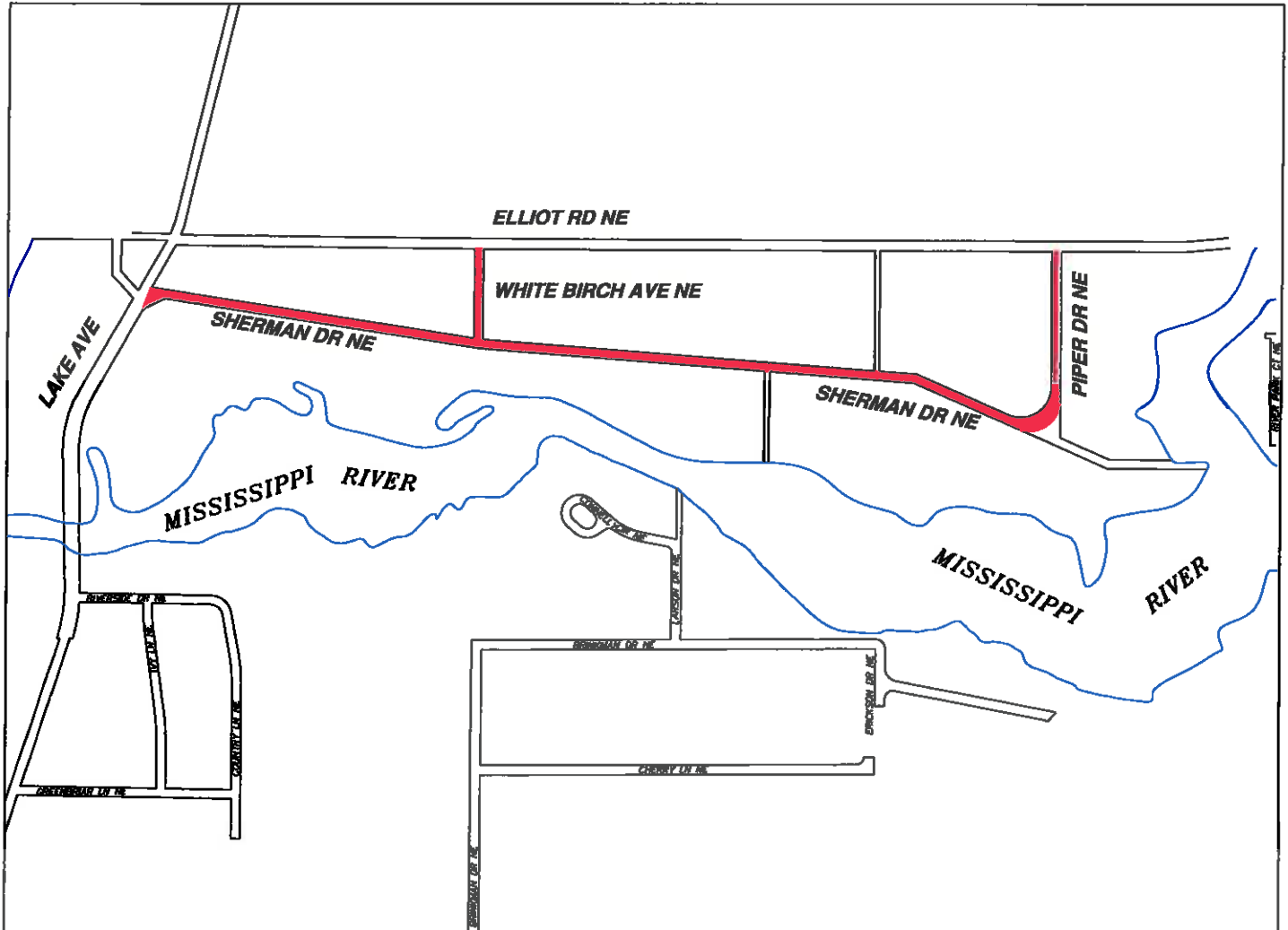
## **Discussion**

Staff is recommending that the assessments for the proposed project be calculated on a per lot basis – each lot pays the same amount. Because there is no curb and gutter the benefit received from the project does not vary significantly between parcels, like an urban section roadway reconstruction does, making this method more equitable.

The current policy of \$38/front foot has resulted in the affected property owners paying between 18%-20% of the project cost each of the last six years. Staff is proposing that we use the same proportions on this project. Our current estimate for the project is about \$710,000. If we assess 20% of that amount and divide that equally among the affected parcels the assessment to each parcel would be \$2,540.

Council discussion and/or concurrence is requested.

# EXHIBIT A



## 2015 STREET RENEWAL PROJECT



**CITY OF BEMIDJI  
PRELIMINARY ASSESSMENT ROLL  
2015 STREET RENEWAL PROJECT  
CITY PROJECT #15-01**

DATE: OCTOBER 10, 2014  
CORNER LOTS - C

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	
3420 LAKE AVE NE C	80.00028.01	CAMPBELL, ANN P 3420 LAKE AVE NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3465 SHERMAN DR NE C	80.00025.01	GIFFORD, BRIAN 3465 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3500 SHERMAN DR NE	80.00028.02	EATON, LYNN C 3500 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3640 SHERMAN DR NE	80.00028.00	HAUGEN, TERRY M 3640 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
VACANT LOT	80.00025.00	BRUNDER, DONALD 4021 FATTA DR DICKINSON, TX 77539	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3635 SHERMAN DR NE	80.00026.00	BONOVICH, PATRICK N 3635 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3670 SHERMAN DR NE	80.03100.00	NELSON, CINDY R 3670 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3685 SHERMAN DR NE	80.03094.00	ZASTROW, RONALD A 3685 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3700 SHERMAN DR NE	80.03099.00	VROOM, RONALD C 3700 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3735 SHERMAN DR NE	80.03091.00	HAWKINS, MICHAEL E 3735 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00
3810 SHERMAN DR NE	80.03098.00	HESCH, MICHAEL H 3810 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$2,540.00
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	
3825 SHERMAN DR NE	80.03090.01	RISLAND, ROBERT O 3825 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3826 SHERMAN DR NE	80.03099.01	LYREN, DELON G & BETSY J 3826 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3900 SHERMAN DR NE	80.03097.00	LILLO, THOMAS A 3900 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3935 SHERMAN DR NE	80.03087.01	WRIGHT, GREGORY D PO BOX 3086	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3960 SHERMAN DR NE	80.03096.00	PALADINO, JUDITH G PO BOX 232	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3965 SHERMAN DR NE	80.03086.00	CESOLINI, CAIO GRACCO 12134 PISTOL LN NW BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3980 SHERMAN DR NE	80.03095.00	JONES, LESTER 3980 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4005 SHERMAN DR NE C	80.03084.00	MELZAC LLC 4350 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3545 WHITE BIRCH AVE NE C	80.03085.00	BAHR, RICHARD ALAN 3545 WHITE BIRCH AVE NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4010 SHERMAN DR NE	80.03109.00	SILVERSON, LARRY C 4010 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4095 SHERMAN DR NE C	80.03083.00	KASTNER, DONNA J 4095 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4100 SHERMAN DR NE	80.03108.00	KUZNIA, RONALD L, TRUSTEE 4100 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
VACANT LOT	80.03082.00	KASTNER, DONNA J 4100 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	
4200 SHERMAN DR NE	80.03107.00	MCDONALD, JUDITH L, TRUSTEE 4200 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4240 SHERMAN DR NE	80.03106.00	VENCEL, STEPHEN A, TRUSTEE 4240 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4255 SHERMAN DR NE	80.03081.00	PORTER, JAMES 4255 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4325 SHERMAN DR NE	80.03078.01	BOLTE, BRENT A 4325 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4350 SHERMAN DR NE	80.03105.00	MARION, MITCHELL S 4350 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
VACANT LOT	80.03104.00	MARION, MITCHELL S 4350 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4355 SHERMAN DR NE	80.03078.00	SCHAEFER, DUANE S 4355 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4403 SHERMAN DR NE	80.03077.01	DIXON, JASON W 4403 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4430 SHERMAN DR NE	80.03103.00	FISHER, STEVEN E 4430 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4465 SHERMAN DR NE	80.03076.01	URMAN, JASON M 4465 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4470 SHERMAN DR NE	80.03102.00	WINGER, KEITH H 4470 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
VACANT LOT	80.03101.00	KIMBALL, DANIELE 165 ROLLINGWOOD RD ELLIOT ME, 03903	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
VACANT LOT	80.03075.00	GEERDES, JERRY A 35345 HWY 72 NE NORTHOME, MN 56661	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				RATE	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	
4520 SHERMAN DR NE	80.03121.00	HAMANN, TIMOTHY STEVEN, TRUSTEE 646 WINDSOR DR BENICIA, CA 94510	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4521 SHERMAN DR NE	80.03074.00	PAGE, KIMBERLY A 4521 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4620 SHERMAN DR NE	80.03120.00	MATHISEN, DAVID F 4620 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4643 SHERMAN DR NE	80.03072.00	JOHNSON, ANDREW D 4643 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4650 SHERMAN DR NE	80.03118.00	KRAMKA, LARRY R 4190 WHITE BEAR PKWY SAINT PAUL, MN 55110	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4675 SHERMAN DR NE	80.03073.00	DOBSON, FRANK J 4675 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4680 SHERMAN DR NE	80.03117.00	MORTENSON, SANYA S 4680 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4725 SHERMAN DR NE	80.03071.00	WAGNER, DAVID J 4725 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4740 SHERMAN DR NE	80.03116.00	WICK, STEPHEN, TRUSTEE 4740 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4790 SHERMAN DR NE	80.03115.00	NEGARD, GREGORY O 4790 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4801 SHERMAN DR NE	80.03126.00	SWANSON, GREGORY W 4801 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
4840 SHERMAN DR NE	80.03114.00	HUDSON, BRIAN T, TRUSTEE 4840 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	
VACANT LOT	80.03127.02	HUDSON, BRIAN T, TRUSTEE 4840 SHERMAN DR NE BEMIDJI, MN 56601	RATE	1.00	0	0	0	0	0	
			TOTAL	\$2,540.00	\$1,070.00	\$1,070.00	\$1,070.00	\$0.00	\$2,540.00	
				\$2,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,540.00	

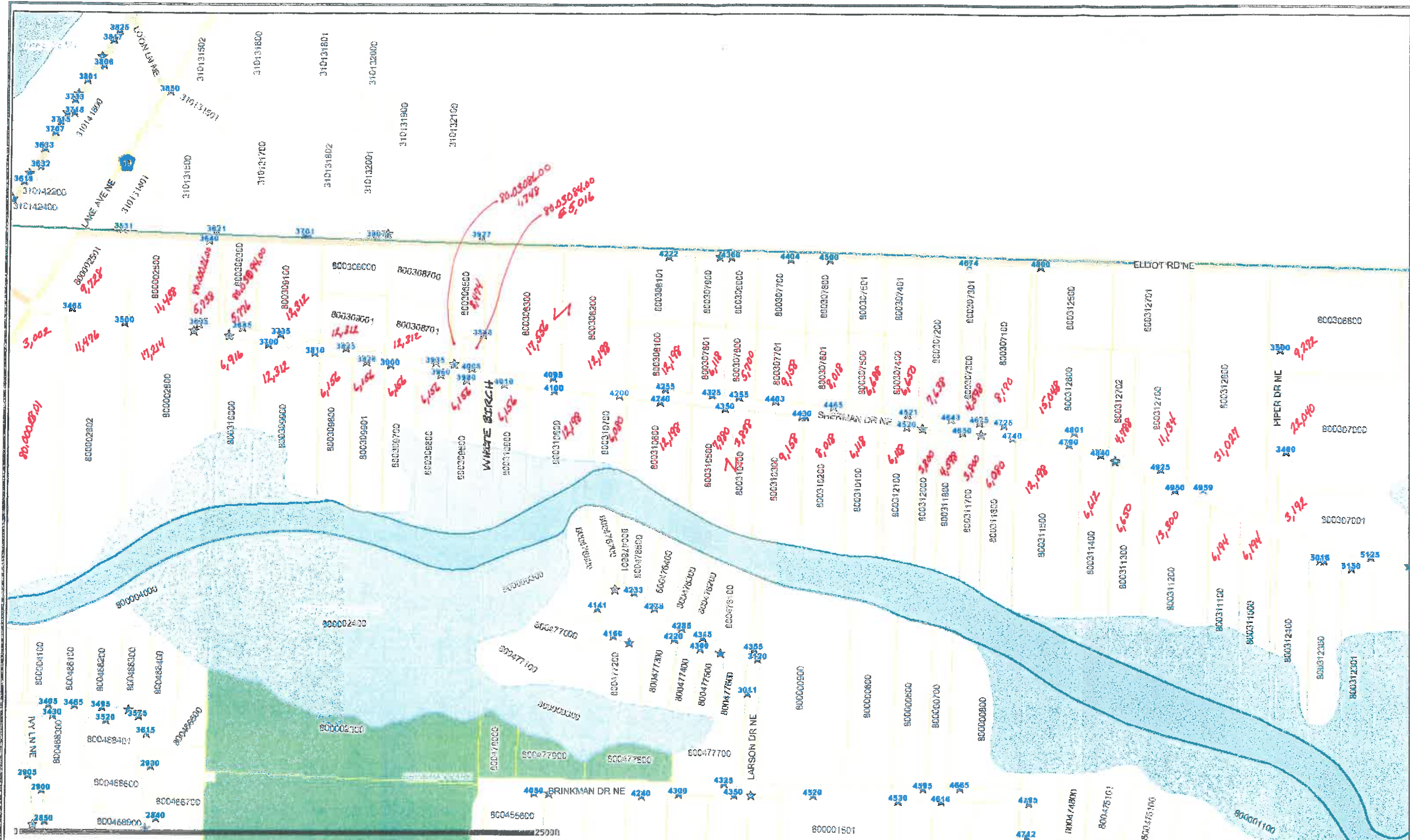


PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				ASSESSABLE UNIT (STREET)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)			
4900 SHERMAN DR NE	80.03113.00	OLSON, DONALD W 4900 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4925 SHERMAN DR NE	80.03127.00	LINTELMANN, ROBERT D 4925 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4950 SHERMAN DR NE	80.03112.00	SULLIVAN, THOMAS P 1222 U ST SACRAMENTO, CA 95818	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
4959 SHERMAN DR NE C	80.03128.00	SCHMIDT, JOHN E 11977 BELTRAMI LINE RD SW BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
VACANT LOT	80.03111.00	FURFARO, MICHAEL J 13307 AURE RD NW SHEVLIN, MN 56676	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3400 PIPER DR NE	80.03070.00	GOOCH, JOHNNY R 5252 SHERMAN DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
3500 PIPER DR NE C	80.03068.00	NAEGELI, JOHN RUSSEL 3500 PIPER DR NE BEMIDJI, MN 56601	RATE TOTAL	1.00 \$2,540.00 \$2,540.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,540.00	
			RATE TOTAL	0.00 \$2,540.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$0.00	
			RATE TOTAL	0.00 \$2,540.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$0.00	
			TOTALS	\$144,780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$144,780.00	

CORNER LOTS - C  
7 - CORNER LOTS

STREET TOTAL	FOOTAGE TOTAL
\$144,780.00	SEWER SERVICES
\$0.00	WATER SERVICES
\$0.00	0
\$144,780.00	0

\$ 38 PER FOOT



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the City/County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City/County from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Sources: Beltrami County, City of Bemidji, USGS, USDA, MNDNR.  
 Map Created: 10/6/2014

## Executive Search Firm Proposal Summaries

SEARCH FIRM	Develop Position Profile	Recruit & Screen	Interviews	BASE BID	PLUS Expenses*
Brimeyer Fursman 1666 Village Trail E, Suite 7 Maplewood, MN 55109	\$ 5,000	\$ 5,300	\$ 1,500	\$ 11,800	\$ 2,950
Springsted, Inc. 380 Jackson St, Suite 300 St. Paul, MN 55101-2887	\$ 2,500	\$ 7,500	\$ 4,500	\$ 14,500	\$ 2,500
Novak Consulting Group 1776 Mentor Avenue Cincinnati, OH 45212				\$ 23,900	\$ 2,500
Gov HR USA 650 Dundee Rd, Suite 270 Northbrook, IL 60062				\$ 19,500	\$ 2,000

\*Not to exceed amount

# CITY OF BEMIDJI

## CITY MANAGER

Department: Administration  
Division:  
Effective Date: October 2014

Pay Grade: Negotiated  
Union: None  
Location: City Hall

### GENERAL PURPOSE

Acts as chief administrative officer for the City; directs, manages and evaluates city operations, services and staff according to established ordinances, policies and procedures of the Council, City Charter and/or Minnesota law; advises the City Council on sound public policy and staffing to ensure the effective and timely delivery of City services; ensures laws, ordinances and resolutions of the City are enforced; performs related duties as required.

### SUPERVISION RECEIVED

Receives policy direction from the City Council as a whole.

### SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

1. Managers and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Continually evaluates results being achieved as the basis for counsel, guidance and recommendations to the Council relative to level of services, projecting fiscal needs, bonding requirements, etc.; establishing organizational and planning priorities with the Council to achieve established objectives; manages the City for not only fiscal soundness, but also for long term economic and environmental impacts on the community.

4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
5. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
6. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
7. Approves all hiring, promotion, salary adjustments, changes to organizational structure, dismissals, promotions, demotions, performance evaluations and suspension of more than 30 days; oversees personnel actions taken by department heads; services as final internal decision-maker on employee grievances.
8. Performs or assists subordinates in performing duties; adjusts errors and complaints.
9. Sees that all laws and ordinances are faithfully enforced.
10. Oversees the planning, preparing, recommending and administering of the annual City budget.
11. Attends meetings of the Council and fully informs and advises them on all significant matters and important activities and developments that they will need to know to perform effectively as City Council members, including but not limited to informing and advising them on policies, government affairs, financial conditions and needs of the City.
12. Represents the City in contacts with persons, agencies and businesses relative to various City matters, including development and provision of services, handling of resident concerns, etc.; delegates liaison responsibility for such matters to key personnel as appropriate; maintains good public relations with the citizens of the community; works collaboratively with other public agencies, cities, counties, etc., and participates in community associations and events.
13. Maintains personal integrity and ethical work practices that will set and maintain the standards of conduct for all City personnel.
14. Performs other duties as needed or as directed by the City Council.

#### **MINIMUM QUALIFICATIONS**

- (a) A bachelor's degree in public administration, business administration, management or a related field.
- (b) Eight (8) years of progressive local government leadership experience, including at least five (5) years of which was at a management level.

#### **PREFERRED QUALIFICATIONS**

- (a) A master's degree or other advanced education.
- (b) Experience as a city manager (or administrator), or an assistant city manager (or administrator).

#### **Necessary Knowledge, Skills and Abilities:**

- (a) Considerable knowledge of modern policies and practices of public administration; working

knowledge of municipal finance, human resources, public works, public safety, and community development.

- (b) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.
- (c) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- (d) Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges. Ability to exercise considerable tact, diplomacy and knowledge of political issues in working with councilmembers, businesses, special interest groups and staff who may have differing concerns.

### **Special Requirements**

- (a) Must have valid driver's license.
- (b) Must be bondable.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.