

# CITY COUNCIL PROCEEDINGS

## BEMIDJI, MINNESOTA

### Regular Meeting – October 15, 2012

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 15, 2012 at 7:00 p.m. in the Council Chambers of City Hall, Mayor Larson presiding.

Upon roll call, the following Councilmembers were declared present: Larson, Waldhausen, Johnson, Hellquist, Albrecht, Negard, Thompson

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

#### **AMENDMENTS TO AGENDA**

Mayor Larson called for any amendments to the agenda. The City Clerk requested that the following two items be added: 1) purchase of four squad cars for the Police Department and 2) discuss holding a special meeting on October 22. **Motion by Hellquist, seconded by Thompson, to approve the agenda as amended. Motion carried by unanimous vote.**

#### **MINUTES**

Minutes of the October 1, 2012 regular meeting, October 2, 2012 special joint meeting, October 8, 2012 work session and September 24, 2012 special meeting were presented for approval. **Motion by Waldhausen, seconded by Thompson, to approve the minutes as prepared. Motion carried by unanimous vote.**

#### **CONSENT AGENDA**

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

1. Claims submitted by the Finance Officer in the total amount of \$659,069.59
2. Claims submitted by VenuWorks for the Sanford Center in the total amount of \$95,485.60
3. 1 Day Temporary Consumption & Display Permit – Region 2 Arts on 10/26/12
4. Approved a Gambling Premises Permit at Toasty Beavers Sports Bar & Grill (114 3<sup>rd</sup> Street NW) for the North Country Snowmobile Club
5. **RESOLUTION NO. 5788:** Entering into a Master Partnership Agreement with the Minnesota Department of Transportation
6. Authorization to place Yellow Ribbon Sign on the City Population Sign
7. **RESOLUTION NO. 5789:** Accepting a Donation from the Bemidji Jaycees in the amount of \$500 – Fire Dept.
8. **RESOLUTION NO. 5790:** Accepting a Donation from the Eagles in the amount of \$2,000 – Fire Dept.
9. Awarded a Quote for Light Retrofit at the Neilson-Reise Arena to Larson Electric in the amount of \$15,900
10. Approved Change Order No. 5 for Wastewater Treatment Plant Digester Project (Project #10-04) with Eagle Construction in the amount of \$10,470
11. Travel Authorization – CGMC Fall Conference, Nov. 14-16 in Alexandria – Larson, Albrecht, Johnson, Thompson
12. Purchase of 4 squad cars from Nelson Auto Center in the amount of \$28,505.61 per vehicle

**Motion carried by unanimous vote.**

#### **CITIZENS NOT ON AGENDA**

- Adam Steele, 189 Gemmel Avenue, asked the council to reconsider their decision to place a special assessment on his property for mowing of his boulevard.

#### **COMMITTEE REPORTS**

**Bemidji Youth Advisory Commission** – Hope Hickman, BYA representative, reported on BYA activities. One of their goals this year is “cross school communication” with better sharing of events between the schools. Hickman stated that the Commission is exploring a different February event.

**OLD BUSINESS**

**Birchmont Drive Assessment**

Mayor Larson stated that the Council has the assessment roll to consider which was continued from the September 11, 2012 special joint meeting at Northern Township.

Felix stated that along with the resolution, staff have attached Exhibit A (addendum to Exhibit A is the Town Board's findings). The findings address the individual objections filed on behalf of five (5) property owners. Exhibit B is the actual assessment roll.

Councilmember Johnson observed that a letter was received from one of the property owners who are now in favor of the assessment.

**RESOLUTION NO. 5791: Adopting the Assessment Roll respecting benefitted parcels within the City of Bemidji for the Birchmont Drive Utility Extension Project was offered by Councilmember Hellquist, who moved its adoption, and upon due second by Councilmember Thompson was passed by unanimous vote.**

**Lake Avenue – Utility Extensions**

Gray stated that he and staff have taken a closer look at the potential costs regarding the extension of sewer and water north of Lake Avenue. He met with the County Engineer and the cost for each segment will be an additional \$60,000 to \$70,000 due to the cost of removal of Class 5. He stated that he is not recommending that the City consider Segment 2 or north because a feasibility study would need to be completed. He further stated that the east side of the lake sewer needs to go to the Sanford Center and he estimated that it would cost \$1 million.

Johnson asked when the County decided to do Lake Avenue and would they delay their project. He suggested that they could work with the City better in planning.

Gray responded that in most cases they would, however, they are using Federal funds and they would likely not be in favor of delaying their project. Gray stated that the County Engineer and the City's goal is to work better in the future.

Albrecht stated she has talked to a number of the residents and they are not interested in sewer extensions. All of the City properties have utilities available and the properties on the east side are in Bemidji Township. Those properties are all an acre or more. She questioned when the City would recoup these dollars.

Thompson stated that it was still feasible to do Segment 1 and believed it was a cost savings to do it now with the County's project.

Eischens stated that the City does have the financial ability but there is no method to collect the assessments and there has been no demand for these services.

**Motion by Johnson, seconded by Thompson, to proceed with Segment #1 for utility extensions along Lake Avenue. Motion failed with the following vote: Ayes: Thompson, Johnson. Nays: Albrecht, Hellquist, Waldhausen, Larson.**

**NEW BUSINESS**

**2012 Street Renewal Project – Public Hearing**

Pursuant to published notice a public hearing was held regarding input on the proposed assessments for the 2012 Street Renewal Project (#12-01. Mayor Larson opened the Public Hearing at 7:44 p.m. Hearing no comments, the hearing closed at 7:45 p.m.

**RESOLUTION NO. 5792: Adopting the Assessment Rolls for City Project #12-01, 2012 Street Renewal Project, was offered by Councilmember Hellquist, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.**

**Radio System Study**

Chattin stated that staff have identified a need to assess our current radio system and associated expenses. Staff defined the goals and objectives for the study and an RFP was sent out for that review. Four proposals were received as follows:

Cooper City Communication, Rome, NY	\$9,500
Roger's Two Way Radio, Bemidji	\$9,800
Pallans Associates, North Las Vegas, NV	\$21,820 (Plus \$3,645 expenses)
Trott Communications Group, Dallas, TX	\$22,590

Chattin stated that after reviewing the proposals, staff is recommending that the Council hire the firm of Pallans Associates to conduct the study. The funds to pay for this study will come from City Hall, Police, Fire, Parks and Public Works.

Eischens stated that the City spends approximately \$30,000 on tower leases and communication related costs.

Hellquist asked why not utilize an engineering firm to review and design a system. Gray responded that would be true if the City was looking at upgrading the current system. The biggest question that staff has is why and what the City is paying for.

Chattin stated that the current system has been done piecemeal and staff does not know if it is in the City's best interest.

Mayor Larson asked why the local firm, Roger's Two Way, was not selected. Felix responded that Roger's Two Way, as the current radio service provider, may not have the "objectivity" needed for this process.

**Motion by Albrecht, seconded by Johnson, to hire the firm of Pallans Associates to conduct a radio system study in the amount of \$21,280 plus an estimated \$3,645 for expenses. Motion carried with the following vote: Ayes: Thompson, Larson, Hellquist, Albrecht. Nays: Hellquist.**

WWTF – Clarifier Refurbishment

Gray stated that the CIP includes \$450,000 for the rehab/replacement of the secondary clarification equipment in the WWTF. The refurbishment of the clarifiers was identified in the evaluation and inspection of the plant. The clarifiers in general have performed well and have adequate capacity, however, due to the age of the equipment (27 years) certain components have reached their useful service life. Four firms responded to the City's RFP as follow:

<u>Firm</u>	<u>Design &amp; Bidding Phase</u>	<u>Construction Services Estimate</u>
AE2S	\$27,138	\$30,000
Ulteig Engineers	\$42,660	\$28,500
Bolton & Menk	\$48,400	\$37,980
Stantec	\$50,800	\$31,500

All of the firms listed Karvacko Engineering of Bemidji as a partner on the project. Staff have reviewed the proposals and recommended AE2S be retained to provide the professional engineering services on the project.

**Motion by Thompson, seconded by Hellquist, authorizing the City Engineer to enter into a professional services contract with AE2S for the design of the Wastewater Treatment Plant Clarifier (City Project #13-02) in the amount of \$27,138 and construction services estimated at \$30,000. Motion carried unanimously.**

911 Addressing Signs

Gray stated that each year Beltrami County receives 911 funds that can be used for the replacement of 911 addressing signs (street signs). In the past these funds have not been available to the City. He stated that the County Engineer and he have prepared a Memorandum of Understanding (MOU) that would allow the county to reimburse the city for expenses related to the replacement of street signs. The city spends \$4,000-\$5,000/annually on sign and pole replacements. He stated that the GIS intern has documented the street addressing signs that do not meet standards.

**Motion by Waldhausen, seconded by Albrecht, authorizing the City Engineer to enter into a Memorandum of Understanding with Beltrami County regarding 911 intersection signing. Motion carried unanimously.**

2013 Street Renewal Project

Gray stated that the City has completed the fourth year in the city's annual street reconstruction program. He noted that 282 homes have new roadway improvements; 3.5 miles of city streets have been reconstructed with a total investment in the City's infrastructure and neighborhoods in the amount of \$5.5 million.

The street segments that are proposed in the 2013 feasibility report are as follows:

5th Street SE	Lake Avenue to West end
Richards Avenue SE	5th Street to 4th Street
Stoner Avenue SE	5th Street to 4th Street
Lincoln Avenue SE	3rd Street to 2nd Street
2nd Street SE	Wood Avenue to Central Avenue
20th Street NW	Park Avenue to Irvine Avenue
9th Street NW	Bemidji Avenue to Lake Boulevard
Pine Ridge Avenue	23rd Street to 24th Street
28th Street NW	Hannah Avenue to Pine Ridge Avenue

**RESOLUTION NO. 5793: Authorizing a Feasibility Study for the 2013 Street Renewal Project (City Project #13-01) was offered by Councilmember Thompson, who moved its adoption, and upon due second by Councilmember Waldhausen was passed by unanimous vote.**

Calendar Parking

Waldhausen stated that after looking at the parking on 15<sup>th</sup> Street between Bemidji Avenue and Birchmont Drive NE he has determined that calendar parking would not significantly impact available parking.

**RESOLUTION NO. 5794: Authorizing Calendar Parking on 15<sup>th</sup> Street between Bemidji Avenue and Birchmont Drive NE was offered by Councilmember Waldhausen, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.**

City Manager’s Review

Mayor Larson read the following summary of the Manager’s Performance Review which was conducted on October 8, 2012:

Consensus of the Council was that Mr. Chattin’s performance was satisfactory, particularly with marked improvement in communication with the Council. With this continued performance, we look forward to another period of very satisfactory interaction with the Council as well as with those under Mr. Chattin’s charge.

Special Meeting

Chattin stated that the City has received a request for a loan request from Tripp Snyder of Wayzata Bemidji Hospitality Associates LLC to make the connection between the hotel and the Sanford Center. A meeting was set for Monday, October 22, 2012, to discuss the request with Tiffany Fettig, HRFC, who administers the City’s Investment Loan Fund.

**ORDINANCE**

**AN ORDINANCE** Adopting an Amended Fee Schedule for 2013 was given a first reading.

**UPCOMING COUNCIL MEETINGS**

- Monday, Nov. 5            7:00 p.m.            Regular Council Meeting
- Tuesday, Nov. 13        5:30 p.m.            Canvassing Board – General Election
- Tuesday, Nov. 13        5:30 p.m.            Work Session – Discuss Music Outdoors/Blue Ox & Contribution Policy

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.
- Waldhausen reported that two members of the Parks & Trails Commission have resigned.

**ADJOURN**

There being no further business, motion by Hellquist, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:33 p.m.

Respectfully submitted,

Kay M. Murphy  
City Clerk