

BEMIDJI CITY COUNCIL AGENDA

Monday, October 2, 2017

Council Chambers
City Hall – 317 4th Street NW
6:00 P.M.



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ AMENDMENTS TO AGENDA

I. MINUTES

- 1) Regular Council: September 18, 2017
- Special Work Session: September 25, 2017

II. CONSENT AGENDA

Approval of Items in the Consent Agenda are 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 in the amount of \$664,727.44
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$68,823.99
- 4) Miscellaneous Business License Renewal(s)
- 5) Declare Equipment Surplus – 1987 GMC Water Tender – Fire Dept.
- 6) Resolution Adopting the Assessment Roll for Delinquent Utility Bills for 2017
- 7) Amended Bemidji Youth Advisory Commission By-laws
- 8) Waive Various City Permit Fees for Northwoods Habitat for Humanity – 219 Roosevelt Road SW
- 9) Travel Authorization – LMC Regional Meeting at Thief River Falls on 10/4/17 – Johnson, Erickson

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

Public Comment – Please give your name, address and state your concern/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. **PLEASE BE ADVISED THAT THE COUNCIL WILL TAKE NO ACTION AT THIS TIME.**

IV. REPORT(S)

- Bemidji Youth Advisory Commission
- Visit Bemidji Update – Susan Goudge

V. NEW BUSINESS

- 10) Conduct a Public Hearing on Proposed Assessments on Costs Associated with Lot Maintenance and Other Miscellaneous Work Done by the City on Private Property in 2017
 - Resolution Adopting Assessment Roll for Costs Associated with Lot Maintenance and Other Miscellaneous Work Done by the City on Private Property in 2017
- 11) Consider a Resolution Endorsing Support for Congressional Action to Enact a National Carbon Fee and Dividend Policy

VI. UPCOMING MEETINGS

- Monday, Oct. 9 5:30 p.m. Work Session – Tourist Information Center & Private Well Discussion
- Monday, Oct. 16 6:00 p.m. Council Meeting

VII. MAYOR AND COUNCIL REPORTS

- Please limit your committee reports to 4 minutes

VIII. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – September 18, 2017

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, September 18, 2017 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Hellquist, Johnson, Plemel, Erickson, Larson.

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

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. **Motion by Hellquist, seconded by Johnson, to approve the agenda as prepared. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Special Meeting	August 31, 2017
Council Meeting	September 5, 2017
Work Session	September 11, 2017

Motion by Erickson, seconded by Plemel, to approve the minutes as prepared. Motion carried by unanimous vote.

CONSENT AGENDA

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

1. Claims submitted by the Finance Officer in the total amount of \$707,220.29
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$65,455
3. **RESOLUTION NO. 6097:** Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls & Establishing Public Hearing – 2017 Street Renewals (Project #17-01)
4. **RESOLUTION NO. 6098:** Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls & Establishing Public Hearing – 2017 Delton Avenue NW Reconstruction (Project #17-04)
5. Bemidji Volunteer Firefighters' Relief Association (FRA) 2018 Pension Benefit
6. **RESOLUTION NO. 6099:** Authorizing Execution of a Grant Agreement with Minnesota Department of Public Safety for Traffic Safety Enforcement

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

Linda Kingery, 23571 Irvine Avenue NW, stated she is a member of the local chapter of the Citizen's Climate Lobby. She provided an overview of a resolution the City Council will

consider at an upcoming meeting regarding endorsing support for congressional action for a policy of carbon fee and dividend. Mayor Albrecht asked Ms. Kingery to send more information to the City Clerk.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission

Rachel Munson, BYAC Advisor, reviewed the proposed budget for the Commission. She stated that they are making some changes for 2017-2018, which included elimination of listening lunches. The Commission will do quarterly events to provide a safe environment for students to interact with their peers. Commission members will reach out in the community for additional funds. She has also included a \$100 stipend in the budget for Commission members. Discussion followed regarding applying for grants and additional fundraising to cover expenses. Councilor Erickson stated that the Youth Advisory Funding included in the preliminary levy is contingent upon their application to suggested donors and increasing their own fundraising efforts.

New Employee

Gray introduced the recently hired Assistant City Engineer Sam Anderson.

Recreation Update

Jamie Anderson, Recreation Coordinator, provided an overview of City recreation programs. She indicated that participation has been good.

Sanford Center Work Group

Jeff Kossow, Executive Director, stated that the Sanford Center Work Group made up of Ron Eischens, David Larson, Michael Meehlhause, Nate Mathews and himself began a year ago developing a strategy for success at the Sanford Center. The group developed the following statement of purpose: “the Sanford Center was built with the intent of booking events and activities that generate significant economic impact.” He reviewed factors to consider when scheduling events, which included level of economic impact to the hospitality industry and the community; projected revenues to the Center; potential for repeat bookings.

City Manager Mathews reviewed their recommendation for defining success. The Work Group also recommended a smaller Sanford Center Executive Committee comprised of the Mayor, City Manager, BSU Athletic Director, Visit Bemidji Executive Director and Naming Rights partner designee. The Committee would focus on budget preparation and CIP recommendations; personnel and staffing considerations; facility contract reviews/revision support and guidance; conference/event proposal guidance and City Council recommendations and communications.

Major issues facing the City: 1) management contract with VenuWorks expires 2019; 2) naming rights contract expires in 2020 and 3) re-evaluating the suite and club seats agreement with BSU. Discussion continued regarding management of the facility. The Work Group recommended that the City continue with VenuWorks. Eischens provided information regarding the additional cost to operate the facility if the City managed it.

In conclusion, the Work Group recommended the following:

- Public promotion of the “success pyramid” to guide our community’s understanding of facility success
- General Booking Guidelines and Procedures Policy Approval – October 2017
- Establish a new Sanford Center Executive Committee – December 2017

- Negotiate with VenuWorks in 2018 to extend their management contract (January-March 2018)
- Approval of Suite/Club seating agreement (summer 2018)
- Approval of a 10-year naming rights agreement (1st or 2nd quarter of 2019)

Discussion continued regarding the operation costs, the CSL Study and the next steps to implement the Work Groups' recommendations including adoption of a General Booking Guidelines & Procedures for the Sanford Center.

Gene Dillon Utility Updates

Mathews reviewed a letter from ISD #31 regarding the division street project. In that letter, Chris Leinen, Director of Business Services, requested the favorable interpretation of Section 2.1 regarding annexation. Mr. Leinen stated that Kraus Anderson had requested the ability to connect to the City water supply as soon as it became available for construction purposes only. Felix reviewed the annexation process and the length of time. Gray stated that the school was told at least six months ago that a petition to annex and connecting to city water could happen at the same time.

OLD BUSINESS

Carnegie Project

Felix stated that he has discussed the project and utilizing Historic Tax Credits with the State Historical Society. He recommended that it is appropriate or timely for the City proponents to consider getting a qualified tax attorney/consultant on board to help refine or harden the numbers. Felix has contacted Bill Burns who is willing with a financial consultant develop a proposal. He stated that time is of the essence as that the state grants must be used by January 1, 2019. Funding for the tax attorney will come from the Friends of the Carnegie Library.

Motion by Meehlhause, seconded by Plemel, directing the City Attorney to receive a proposal for legal Historic Tax Credit legal services, and any other services deemed necessary by a tax attorney. Motion carried with the following vote: Ayes: Albrecht, Meehlhause, Johnson, Plemel, Erickson, Larson. Nays: Hellquist.

NEW BUSINESS

2018 Street Renewal Project

Gray stated that the City has just completed the ninth year of the City's annual street reconstruction program. The street segments that are proposed to be included for study with the 2018 feasibility report are as follows:

Bardwell Drive NW	Anne Street Loop
Richards Ave SE	1 st Street to 4 th Street
24 th Street NE	Irvine Avenue to Bemidji Avenue
23 rd Street NW	Park Avenue to Irvine Avenue
14 th Street NW	Delton Avenue to Park Avenue

Gray stated that the feasibility report is the first step in the Chapter 429 assessment process and will outline the proposed improvements, project costs, preliminary assessments and the feasibility of the proposed project. The Council review the report in December and staff will hold a neighborhood meeting to outline the proposed project to the affected property owners.

RESOLUTION NO. 6100: Authorizing Feasibility Study for 2018 Street Renewal Project was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Meehlhause, was passed by unanimous vote.

Preliminary Tax Levy

Eischens reviewed the 2018 preliminary tax levy noting that due to the value of new construction and the decertification of a tax increment district, the net levy increase will be 2.6%.

RESOLUTION NO. 6101: Approving Preliminary 2017 Tax Levy Collectible in 2018 in the amount of \$5,752,739 and Setting the Truth in Taxation Hearing Date on December 4, 2017 was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Meehlhause, was passed by unanimous vote.

UPCOMING COUNCIL MEETINGS

- Monday, Sept. 25 5:30 p.m. Work Session – Liquor Store Financing/Sunday Sales
- Monday, Oct. 2 6:00 p.m. Council Meeting

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Larson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – September 25, 2017

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, September 25, 2017, at 5:30 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Johnson, Larson, Erickson, Meehlhause, Hellquist and Plemel

Staff Present: City Manager Nate Mathews, Finance Director Ron Eischens, Liquor Superintendent Kevin Fenner, Public Works Director/Engineer Craig Gray, City Attorney Alan Felix and Deputy City Clerk Teresa Hanson

Sunday Sales

The Council discussed sales, customer counts and staffing costs of the two city-owned liquor stores on Sundays, and reviewed what other stores in the area are planning in regards to Sunday sales. Consensus of Council was to close Lakeview Liquor (south store) on Sundays through the winter months, except for holidays and special events such as New Year's Eve and the Super Bowl, and keep Bemidji Discount Liquor (north store) open to allow more time to gauge the market, sales and competition.

New Liquor Store Update/Financing

Council discussed advantages and disadvantages of using Liquor funds to pay cash for land acquisition and the value of having the cash available for unforeseen expenses or funding of other projects that may or may not be known at this time. Eischens noted there are two projects pending with possible future financial commitments (Carnegie Library and Railroad Corridor), so keeping the cash in reserves may prove valuable later, if needed. He added it's simpler to bond for both land and construction costs of the new store since bonding for other projects could be more complex and/or require a public referendum, and the bonds can be structured with prepayment options.

Motion by Johnson, seconded by Meehlhause, authorizing bonding in early 2018 to cover both land and construction costs for the new liquor store, saving liquor reserves for unplanned and/or unexpected needs. Motion carried with the following vote: Ayes - Albrecht, Johnson, Larson, Meehlhause and Plemel. Nays - Erickson and Hellquist.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 6:22 p.m.

Respectfully submitted,

Teresa Hanson
Deputy City Clerk

Bill List Summary

October 2nd, 2017

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
22932	ISD #31	95,906.38
22941 - 23013	See Attached List	<u>568,821.06</u>
		\$ 568,821.06
	TOTAL	\$ 664,727.44

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 09/28/2017 - 10:48AM
Warrant Request Date: 10/03/2017
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Advanced Eng. & Environ.Serv., Inc.	000022941	9,345.00
2	Alerus Retirement and Benefits	000000000	45.00
3	American Public Works Ass'n	000022942	237.50
4	Ameripride	000000000	833.16
5	Artisan Beer Company	000022943	708.45
6	Auto Value Bemidji	000022944	3.49
7	Avenet, LLC	000022945	3,495.00
8	Bemidji Brewing	000022946	867.10
9	Bemidji Coca-Cola Bottling Co, Inc	000022947	550.50
10	Bemidji Downtown Alliance Board	000022948	1,842.00
11	Bemidji Paper Sales, Inc.	000000000	1,471.84
12	Bemidji Pioneer Volunteer Firemen	000022949	193,865.23
13	Bemidji Steel Company	000000000	211.16
14	Bernick's	000000000	18,631.57
15	Bessler Wiebolt Electric	000022950	1,791.00
16	Boyer Mechanical Services	000022951	2,203.00
17	Breakthru Beverage Minnesota Wine & Spirits, LLC	000022952	12,145.42
18	Brodart Co.	000022953	90.46
19	Builders FirstSource	000022954	111.23
20	Cenex Fleetcard	000022955	15,959.69
21	Certified Laboratories	000022956	145.00
22	City of Bemidji	000000000	8,967.03
23	City of Bemidji -Federal	000000000	39.83
24	City of Minneapolis	000022957	780.30
25	Climate Control, Inc.	000022958	2,080.00
26	Core & Main	000022959	6,560.03
27	D & D Beverage, LLC	000000000	1,083.80
28	D-S Beverages	000022960	33,475.55
29	DEMCO	000000000	205.63
30	Digital Ally, Inc.	000022961	410.00
31	Earl F. Andersen, Inc.	000022962	177.15
32	Emergency Automotive Technologies, Inc.	000000000	396.10
33	Fenner, Kevin	000000000	125.73
34	Forum Communications Company	000000000	348.60
35	Frontier Electric of Bemidji, Inc.	000022963	131.20
36	Glass Doctor	000022964	27.95
37	Grand Forks Fire Equipment LLC	000000000	88.71
38	Graphic FX	000022965	1,663.30
39	Gray, Plant, Mooty	000022966	7,822.60
40	Guardian Pest Control, Inc	000022967	157.85
41	Hach Company	000022968	171.24
42	Hancock Concrete Products LLC	000022969	1,558.80
43	Hanson, Kenneth	000022970	700.00
44	Head, Mariah	000022971	4,404.00
45	Hydro Klean	000022972	289.00

Page Total: \$336,217.20

Line	Claimant	Voucher No.	Amount
46	Indian Island Winery	000022973	129.12
47	Ink Spot Press	000022974	165.25
48	Innovative Office Solutions, LLC	000022975	389.71
49	Intoximeters, Inc.	000022976	300.25
50	Ironhide Equipment, Inc.	000000000	81.12
51	Iverson Corner Drug, Inc.	000022977	23.99
52	Jim Hirt Trucking, Inc	000022978	1,183.69
53	Johnson Bros., Inc.	000022979	24,212.23
54	Karvakko, P.A.	000000000	6,830.00
55	Knife River Materials	000022980	736.96
56	Lawson Products, Inc.	000022981	119.39
57	Lofgren Landscaping & Tree Service	000022982	2,325.00
58	Lundmark Construction	000022983	9,800.00
59	Macqueen Equipment, Inc.	000000000	121.46
60	Maid In Bemidji, Inc.	000000000	309.00
61	MailFinance	000022984	179.97
62	Maney Int'l of Alexandria, Inc.	000022985	69.95
63	Marco, Inc.	000000000	495.89
64	McKinnon Co., Inc.	000022986	16,014.10
65	Menards-Bemidji	000000000	178.61
66	Miller, Mike	000000000	150.00
67	MN AWWA	000022987	280.00
68	MN Dept of Revenue ACH	000000000	69,002.00
69	MN Valley Testing Lab, Inc.	000000000	205.00
70	Murphy, Kay	000000000	138.80
71	NAPA Auto Parts	000000000	211.51
72	Nei Bottling, Inc.	000022988	149.00
73	Northern Paving Inc.	000022989	191.70
74	Northwoods Ice, Inc.	000022990	385.80
75	Otter Tail Power Company	000022991	45,990.68
76	Paustis & Sons	000022992	472.00
77	Pederson, Jake	000000000	211.20
78	Pete's Place South	000022993	137.40
79	Phillips Wine & Spirits	000022994	16,363.45
80	Port-Able John Rental & Service, Inc.	000000000	130.00
81	Postmaster	000022995	383.69
82	Richards Publishing Company	000022996	594.92
83	RMB Environmental Laboratories, Inc.	000022997	703.00
84	Roger's Two Way Radio, Inc.	000022998	40.00
85	Sadeks Repair & Welding, Inc.	000022999	663.00
86	Safety Kleen Systems, Inc.	000023000	398.16
87	Seaberg, Daniel	000000000	23.00
88	SERVPRO	000023001	502.56
89	Sherwin-Williams Co	000023002	19.98
90	Skumavc, Kori	000000000	329.57
91	Smith, Greg	000023003	330.00
92	Southern Glazer's of MN	000023004	10,978.69
93	Southside Tow & Rec, Inc	000023005	6,563.50
94	Staples Advantage	000023006	677.18
95	Streicher's	000023007	36.96
96	The Party Store	000023008	85.60
97	Tires Plus of Bemidji	000023009	184.15
98	US Bank Merchant Billing	000000000	8,020.16
99	Valvoline Instant Oil Change	000023010	70.36
100	Veit & Co., Inc.	000023011	4,060.00
101	Verizon Wireless	000023012	140.04
102	Wells Fargo-ACH	000000000	38.11

Page Total: \$232,526.86

Line	Claimant	Voucher No.	Amount
103	Wine Merchants	000023013	77.00
Page Total:			<u>\$77.00</u>
Grand Total:			<u>\$568,821.06</u>

VenuWorks of Bemidji, LLC

Unpaid Bills Detail

As of September 28, 2017

Open Balance

AmeriPride Services

612.86

169.68

105.45

110.57

Total AmeriPride Services

998.56

Bemidji Coca-Cola Company

-95.90

-957.84

30.00

148.85

72.00

16.00

8.00

8.00

583.45

8.00

8.00

2,080.03

2,449.21

268.56

412.10

402.10

Total Bemidji Coca-Cola Company

5,440.56

Bemidji State University-Int. Media

450.00

Total Bemidji State University-Int. Media

450.00

Christiansen Construction Co. Inc.

649.79

460.00

1,867.05

Total Christiansen Construction Co. Inc.

2,976.84

ColePapers

83.21

Total ColePapers

83.21

Culinex

208.78

Total Culinex

208.78

Dennis Noska

250.00

Total Dennis Noska

250.00

DOCU Shred Inc

27.25

Total DOCU Shred Inc

27.25

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of September 28, 2017
Open Balance

Jeff Kossow	
	523.97
	86.45
	<hr/>
Total Jeff Kossow	610.42
Meyers SignSource	
	307.88
	<hr/>
Total Meyers SignSource	307.88
NLFX Professional	
	115.00
	150.00
	115.00
	192.50
	150.00
	<hr/>
Total NLFX Professional	722.50
Pilot-Independent	
	139.00
	<hr/>
Total Pilot-Independent	139.00
R&R Specialties of Wisconsin, Inc	
	41.00
	<hr/>
Total R&R Specialties of Wisconsin, Inc	41.00
Robert Anderson	
	10.43
	<hr/>
Total Robert Anderson	10.43
Stittsworth Meat	
	248.96
	<hr/>
Total Stittsworth Meat	248.96
SupplyWorks	
	168.61
	<hr/>
Total SupplyWorks	168.61
Sysco North Dakota, Inc.	
	2,624.38
	<hr/>
Total Sysco North Dakota, Inc.	2,624.38
Total Tap Services	
	378.00
	<hr/>
Total Total Tap Services	378.00
Tour Design Creative Services	
	225.00
	470.00
	<hr/>
Total Tour Design Creative Services	695.00
US Foods	
	574.23
	<hr/>
Total US Foods	574.23
Manual Checks & Debits	
City of Bemidji	2,207.69

VenuWorks of Bemidji, LLC

Unpaid Bills Detail

As of September 28, 2017

Open Balance

Minnesota Department of Revenue	5,455.00
Verizon	66.99
Abby Flaten	485.43
Bemidji Brewing	224.00
D-S Beverages	190.60
McKinnon Company	72.00
Bernicks	1,008.75
First Insurance Funding	1,932.67
Pee Dee Country Enterprises, Inc.	36,000.00
Forgotten Highway	500.00
D-S Beverages	3,725.25
Total Manual Checks & Debits	<u>51,868.38</u>
TOTAL	<u><u>68,823.99</u></u>

GENERAL BUSINESS LICENSES - 2017

Type of License	Business Name	Business Location	Fee Paid
Taxicab Service	MICHAEL GOLIA WASHINGTON	WITHIN BEMIDJI CITY LIMITS 2nd Vehicle	\$35.00

COUNCIL AGENDA ITEM



Meeting Date: October 2, 2017

Action Requested: Declare 1987 GMC water tender surplus and authorize disposal.

Prepared By: David Hoefler, Fire Chief *DAH*

Reviewed By: Nate Mathews, City Manager

Background:

Bemidji Fire Department's capital replacement plan, a joint plan between the City of Bemidji and Bemidji Rural Fire Association, includes a water tender purchase in 2017 by the rural association. With this purchase our current 1987 GMC/Brigadier water tender will no longer be needed.

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

The Fire Department recommends that the following be declared surplus:

- 1987 GMC/Brigadier, type 1 tactical water tender
- VIN # 1GDT8C440JV603313

A local mutual aid fire department has expressed interest in acquiring the vehicle. The Fire Department's Long-Range Planning committee supports the idea of selling the tender to a local mutual aid fire department for a fair market value. The fire department believes \$11,000 is fair market for the vehicle and Shevlin Fire Department has agreed to purchase the vehicle for this amount.

Recommendation:

Staff recommends that the City Council declare the 1987 GMC/Brigadier water tender as surplus and authorize the City Manager to dispose of said property to Shevlin Fire Department for the amount of \$11,000.

RESOLUTION NO. _____

A RESOLUTION CERTIFYING AN ASSESSMENT ROLL FOR DELINQUENT UTILITY ACCOUNTS FOR SERVICES PROVIDED DURING THE YEAR 2017

WHEREAS, City Code Section 26-40 (Lien for Services and charges) provides for collection of delinquent utility accounts; and

WHEREAS, after proper notification to property owners that their account is delinquent, and upon failure of the owner to take care of the delinquency, the city has ascertained delinquent accounts to be certified.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BEMIDJI, MINNESOTA:

1. Such proposed certification of delinquent utility account assessment roll, a copy of which is on file in the office of the City Clerk, is hereby accepted and certified and shall constitute an assessment against the lands named therein.

2. Such assessment shall be payable in one (1) installment to be levied on the tax statement due and payable in 2018, without interest. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment on such property to the City Treasurer to avoid certification to taxes.

3. The City Clerk shall forthwith transmit a certified duplicate of this delinquent utility account assessment roll to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the manner as other municipal taxes.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____, was passed by the following vote:

Ayes:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

2017 DELINQUENT UTILITY BILLS COLLECTIBLE IN 2018

Parcel	Amount	OWNER	Service Address
80000500	42.50	ANTHONY MICHAEL ANDREWS	4595 BRINKMAN DR NE
80000700	20.99	ANTHONY MICHAEL ANDREWS	4595 BRINKMAN DR NE
800002700	42.50	MICHAEL J OLSON	3640 ELLIOTT RD NE
800003200	42.50	GARY L RIENTS	3527 WAVILLE RD NE
800005000	177.28	DANE RASMUSSEN	2830 LAKE AVE NE
800005300	85.01	DARREN DEAN TOBEY	2500 LAKE AVE NE
800006900	247.30	NORTHWOODS COMMUNITIES LLC	2601 DELTON AVE NW
800014200	337.79	SHAWN WILLIAMS	1721 DELTON AVE NW
800014400	43.26	ALAN BINKLEY	1701 NORTON AVE NW
800019600	180.22	DOYLE HIMMELRIGHT	1133 12TH ST NW
800019800	42.50	DOYLE R HIMMELRIGHT	1121 12TH ST NW
800020400	42.50	DOYLE R HIMMELRIGHT	1201 12TH ST NW
800025700	85.01	CHARLES B THOMPSON	1085 EAST AVE NE
800025900	20.99	JOHN ANDERSON	VACANT EAST AVE NE
800026000	24.82	JOHN ANDERSON	VACANT EAST AVE NE
800031100	554.38	FEDERAL NATIONAL MORTGAGE	1005 2ND ST SE
800031200	20.99	MARK GRIMMELBEIN	1005 2ND ST SE
800034499	44.82	MIKE AND EDITH FLAHERTY	328 2ND ST NW
800036100	521.40	PAUL & JULIE BURNHAM	601 CLAUSEN AVE SW
800060000	170.02	STEVE LOEFFLER	2812 BEMIDJI AVE N
800060600	42.94	NICOLE SOVDE	2804 BEMIDJI AVE N
800060700	47.45	REBECCA MAY	2801 BIXBY AVE NE
800062200	152.22	LAURIE HOLMES	2601 CALIHAN AVE NE
800065100	85.01	CHARLES L AUGER	2722 BELTRAMI AVE NW
800071200	37.32	ROSE SANDAU	2717 MINNESOTA AVE NW
800071800	175.60	RICHARD & RENA KLAUSTERMEIER	319 26TH ST NW
800074900	257.57	THERESA HENDERSON	LOT 29TH ST NW
800094400	118.65	SMITH LAW FIRM	115 5TH ST NW
800105600	790.30	MINN-FOUR	325 MINNESOTA AVE NW
800105600	160.78	BRUCE W DREYER	323 MINNESOTA AVE NW
800106500	225.19	BRUCE W DREYER	325 3RD ST NW
800109300	99.38	ONE SOURCE FLOORS	206 MINNESOTA AVE NW
800112200	86.20	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800112300	86.20	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800112400	86.20	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800112500	86.20	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800112600	86.20	SOUTHERLAND PROPERTIES LLC	212 2ND ST NW
800112700	86.20	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800113000	180.31	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800113001	20.99	SOUTHERLAND PROPERTIES LLC	MN & 1ST ST NW
800113100	245.39	SOUTHERLAND PROPERTIES LLC	123 BELTRAMI AVE NW
800114900	63.64	LIN LIN	712 BEMIDJI AVE N
800121200	269.49	TOM GENNES	905 MINNESOTA AVE NW
800123700	32.56	SCOTT MERSCHMAN	913 BEMIDJI AVE N
800126700	220.42	JACOB KANGAS	922 DEWEY AVE NE
800128300	36.92	BOB KELLY	817 AMERICA AVE NW
800128400	47.10	ROBERT & CAROL KELLY	815 AMERICA AVE NW

800128700	85.01	ROBERT J KRINKE	805 AMERICA AVE NW
800129000	291.15	GARY O' SHEA	812 IRVINE AVE NW
800130800	255.02	VISION PROPERTIES OF BEMIDJI	1121 BEMIDJI AVE N
800132600	96.44	MARCIA IRISH	1109 BELTRAMI AVE NW
800137100	119.59	HAROLD TVERSTOL	1012 MINNESOTA AVE NW
800137200	156.29	NATASHA HEDLUND	1014 MINNESOTA AVE NW
800138500	161.61	MARK BAUER	1020 BELTRAMI AVE NW
800139800	20.99	TIMOTHY J FELLMAN	1105 AMERICA AVE NW
800143500	87.97	KATHY & JASON DOUGLAS	1426 BIXBY AVE NE
800152700	24.07	JEFF SCRIPTURE	1210 BELTRAMI AVE NW
800160700	195.31	JANA HENDRICKSON	1324 AMERICA AVE NW
800161500	47.45	BRINA ELLISON	1200 AMERICA AVE NW
800166500	138.13	JACOB KANGAS	1420 IRVINE AVE NW
800171900	16.72	REBECCA CERMAK	513 IRVINE AVE NW
800176100	70.93	LIN LIN	522 9TH ST NW
800177600	389.38	RICK WATSON	1011 IRVINE AVE NW
800177800	137.69	JCD PROPERTY LLC	1001 IRVINE AVE NW
800180500	265.51	JASON SMITH	909 MISSISSIPPI AVE NW
800183000	213.05	OURS TO SERVE HOUSE OF HOSPITALITY	505 MISSISSIPPI AVE NW
800186000	21.15	PROPERTY PROFESSIONALS	1016 PARK AVE NW
800191000	20.99	WILLARD HOFMEISTER	811 9TH ST NW
800191200	447.22	JESTINE SCHULER	905 MAURICE AVE NW
800198800	109.78	KATE LAWRENCE	512 1ST ST W
800199100	20.99	KATHRYN A LAWRENCE	512 1ST ST SW
800203000	291.40	STAN BRYANT	239 MISSISSIPPI AVE SW
800204100	20.99	CHAD BURNHAM	OAK ST SW
800205200	20.99	DENNIS L AMIOT	LOT 4TH ST NW
800205500	52.86	EMILY NORDSTROM	614 4TH ST NW
800206300	20.99	ANN ZORNES	611 3RD ST NW
800208300	20.99	WILLIAM MARQUARDT	LOT PARK AVE SW
800212700	20.99	CHARLES B THOMPSON	1085 EAST AVE NE
800212900	85.01	NANCY A O'CONNELL	945 EAST AVE NE
800214400	277.28	JULIE NUBBE	1080 EAST AVE NE
800215100	36.84	JOEL BROCKWAY	850 EAST AVE NE
800215400	20.99	CLARENCE N FREDEEN	VACANT LOT MILL ST NE
800217700	99.00	BRUCE LEGG	1520 IRVINE AVE NW
800219200	319.88	LIN LIN	610 28TH ST NW
800222800	20.99	JEREMY L BRUNDER	IRVINE AVE NW
800225200	155.96	SHAWN DUDLEY	714 30TH ST NW
800225400	238.78	SHAWN DUDLEY	2901 PARK AVE NW
800227700	67.71	KRISTI GARBOW	1221 PARK AVE NW
800228900	20.99	CHAD MALTERUD	925 11TH ST NW
800229800	57.58	CHAD MALTERUD	925 11TH ST NW
800229900	85.01	CHAD MALTERUD	925 11TH ST NW
800230000	20.99	CHAD MALTERUD	925 11TH ST NW
800230800	20.99	DOYLE R HIMMELRIGHT	VACANT 12TH ST NW
800232600	20.99	WILLARD HOFMEISTER	811 9TH ST NW
800236000	746.70	LYLE LESETMOE	1527 3RD ST NE
800236400	145.42	JOSH MATEL	303 STONER AVE NE
800238700	85.01	ADAM & WENDY THEIS	2331 MILL ST NE
800239400	51.43	JCD PROPERTY LLC	617 LAKE AVE NE

800240300	85.01	WILLIAM A BEAULIEU	835 LAKE AVE NE
800261100	746.70	CAROLYN MATTSON	219 GEMMEL AVE SW
800262300	746.70	PATRICK & SHANAA RAINEY	144 GEMMEL AVE SW
800268000	20.99	MATTHEW HEMSTAD	VACANT LOT SHEVLIN AVE SW
800271400	26.53	MATTILA/RENTAL IRVINE	2119 IRVINE AVE NW
800271500	20.99	KIMBERLY CURTIS	LOT IRVINE AVE NW
800271600	20.99	KIMBERLY CURTIS	LOT IRVINE AVE NW
800272300	20.99	CANDACE E BURK	VACANT LOT 21ST NW
800272500	333.59	CANDACE BURK	617 21ST ST NW
800272700	101.96	PAMELA HOLT	2120 PARK AVE NW
800278400	37.32	LAUREL OLSON	614 19TH ST NW
800278600	85.01	CHRISTOPHER RESTEMAYER	VACANT 19TH ST NW
800278900	158.87	CYNTHIA HOLLEMAN	710 19TH ST NW
800283300	195.13	SHANNA BOLSTAD	728 22ND ST NW
800288700	60.80	SHAWN DUDLEY	2515 BEMIDJI AVE N
800307600	57.69	TERA JASKEN	4500 ELLIOT RD NE
800308701	42.50	GREGORY D WRIGHT	3935 SHERMAN DR NE
800312500	42.50	MICHAEL C JOY	4800 ELLIOT DR NE
800312701	20.99	MICHAEL JOY	ELLIOT RD NE
800321700	43.20	KATHLEEN OBRIEN	1601 IRVINE AVE NW
800326601	183.28	RICHELL THAYER	726 18TH ST NW
800328500	554.38	HEIDI ANN TONCE	2525 IRVINE AVE NW
800337201	20.99	GARY T ZEROTT	720 14TH ST NW
800337600	341.15	CHRISTY JOURDAIN	1218 DELTON AVE NW
800337900	85.01	MARY KINGBIRD	715 12TH ST NW
800340400	162.73	MICHAEL COLE	1442 PARK AVE NW
800343300	67.70	TAGG PROPERTIES	1804 MINNESOTA CT NW
800343700	85.49	NICOLE HENDRICKSON	1807 BELTRAMI CT NW
800349300	20.99	GARY A TOBEY	VACANT WOOD AVE SE
800350600	20.99	GARY A TOBEY	GARAGE CENTRAL AVE SE
800350700	90.60	GAIL HOYT	606 1ST ST E
800351100	291.15	GARY A TOBEY	118 CENTRAL AVE SE
800351400	20.99	GARY A TOBEY	602 2ND ST SE
800354400	20.99	GARY A TOBEY	2ND ST SE
800354500	20.99	GARY A TOBEY	518 2ND ST SE
800354600	193.26	GARY TOBEY	518 2ND ST SE
800354700	20.99	GARY A TOBEY	518 2ND ST SE
800355100	596.98	LEO OSMUNDSON	513 3RD ST SE
800355200	136.67	D ANNETTE MEYER	519 3RD ST SE
800355300	20.99	D ANNETTE MEYER	519 3RD ST SE
800358000	37.49	JOSEFSON & JOSEFSON LLP	314 PAUL BUNYAN DR SE
800359800	20.99	GERARD R BRUCKI	321 CENTRAL AVE SE
800361300	315.90	ROBIN MATTSON	714 3RD ST SE
800364200	290.75	KATHRYN LUSK	414 CENTRAL AVE SE
800365500	20.99	JERRY KING	916 3RD ST SE
800365501	569.10	JERRY KING	916 3RD ST SE
800368400	297.18	LEONA STEELE	812 4TH ST SE
800373500	20.99	ROBERT MORAN	506 MILES AVE SE
800374200	22.90	LISA M MICKALSON SAVARD	1399 STONER AVE SE
800374400	22.90	LISA M MICKALSON SAVARD	1399 STONER AVE SE
800375500	20.99	NEW LIFE WORSHIP CENTER	616 WOOD AVE SE

800375600	20.99	NEW LIFE WORSHIP CENTER	616 WOOD AVE SE
800377400	85.01	BETTY J DUNBAR	316 WILSON AVE SE
800377500	381.52	BETTY DUNBAR	316 WILSON AVE SE
800377600	26.44	LYLE LESETMOE	1202 3RD ST SE
800377700	291.15	ROLAND GRAVES	1122 3RD ST SE
800377800	85.01	MARY J HOINES	309 WILSON AVE SE
800377900	16.00	MARY HOINES	309 WILSON AVE SE
800383701	746.70	TAMMY AYLESWORTH	1624 1ST ST E
800384501	291.15	JUSTIN PIERCE	216 KAY AVE SE
800388800	291.15	RICK HOLLEMAN	403 KAY AVE SE
800390900	94.99	EMILY HARDWIG	705 WASHINGTON AVE S
800391000	20.99	EMILY HARDWIG	WASHINGTON AVE S
800391800	20.99	TIMOTHY BOWDEN	710 SHEVLIN AVE SW
800395700	101.79	TIM RODEWALD	720 PERSHING AVE SE
800395800	20.99	TIMOTHY D RODEWALD	720 PERSHING AVE SE
800396000	85.01	DALE KUCHENMEISTER	702 PERSHING AVE SE
800397500	20.99	GEORGE A HEDE	910 STONER AVE SE
800398000	85.01	JASON SHIRK	905 STONER AVE SE
800398400	20.99	DAVID BRUMBAUGH	820 DONALD AVE SE
800407700	557.62	GERALD SMITH	720 CENTRAL AVE SE
800414000	130.47	MICHAEL & HILDA FLAHERTY	729 PERSHING AVE SE
800414100	20.99	MARY MARTELL	VACANT ROOSEVELT RD SE
800414600	554.38	JERRY SMITH	708 SCOTT AVE SE
800417600	345.45	JAMIE MYERS	510 WOOD AVE SE
800418000	596.98	MATTHEW & LYDIA HOULE	407 WOOD AVE SE
800418600	839.92	DONALD E BOWMAN	708 WASHINGTON AVE S
800418601	591.40	DONALD BOWMAN	710 WASHINGTON AVE S
800419200	497.01	MARK LUNDIN	810 ROOSEVELT RD SE
800421200	85.01	LEONARD BUTCHER	412 ROOSEVELT RD SE
800421300	20.99	DARREN DEAN TOBEY	2500 LAKE AVE NE
800421600	1,643.02	RICHARD TOBEY	424 ROOSEVELT RD SE
800424000	117.29	ANNETTE ARVIDSON	910 CLAUSEN AVE SW
800424300	85.01	PAUL L NELSON	810 CLAUSEN AVE SW
800428300	20.99	THOMAS G PETERSON	LOT 1ST ST E
800428400	20.99	THOMAS G PETERSON	LOT 1ST ST E
800428500	20.99	THOMAS G PETERSON	LOT 1ST ST E
800428700	20.99	ROYCE W KINGBIRD	102 SCOTT AVE SE
800429200	20.99	STEVE STORTROEN	825 2ND ST SE
800431000	73.16	MACK KINGBIRD	1003 7TH ST SE
800431600	291.15	TERI JO BAHR	703 GRANT AVE SE
800436600	85.01	LEIF JOHNSON	2160 LAKE AVE NE
800438900	20.99	PAUL BURNHAM	VACANT MAHNOMEN DR SE
800448100	85.01	ERIC J CASH	3110 ST ONGE DR NE
800456400	20.99	LARRY S ANDERSON	VACANT LOT CHERRY LN NE
800462900	78.24	BARBARA FERGESON	912 ROOSEVELT RD SE
800467600	20.99	DANE RASMUSSEN	2830 LAKE AVE NE
800469700	21.33	RYAN & KRISTEN O'LEARY	2710 COUNTRY LN NE
800472300	42.50	RICHARD S OSTER	2930 FLORENCE LN NW
800485100	20.99	CHAD MALTERUD	925 11TH ST NW
800491200	37.90	JOHN & HOLLY NELSON	4616 BRINKMAN DR NE
800503400	85.01	CAROL J WHITE	2115 HARRISON CT SW

800504500	85.01	JAMES W WIZNER	2120 SOUTH LAKE IRVING DR SW
800504800	85.01	CARA LYNNE DAHL	2108 HARRISON CT SW
800509400	67.99	AMANDA THOMAS	3307 ST ONGE DR NE
800514300	20.99	D E B LLP	LOT POWER DR NW
800530100	85.01	JAMES S DODDS	2331 WEE GWAUS DR SW
800530500	18.66	WADE SCHMIDT	211 GOULD AVE NE
800533800	125.47	BRENT STOLPESTAD	809 ARCH LN SW
800545100	26.62	DAWN MASON	3104 CEDAR LN NW
800551600	42.50	GERALD C WARRINGTON	2405 ALYCE CT NW
800551800	53.87	TERRY D SCHMIDT	2322 BARDWELL DR NW
800551900	42.50	SHARON K KEMMER	2316 BARDWELL DR NW
800560000	85.01	SANDEE L DANES	1425 6TH ST SE
800560600	277.28	DEWAYNE KVANDE	1520 5TH ST SE
800561600	130.84	GREGGS PLUMBING	1815 DIVISION ST W
800564400	487.28	ROBERT TIBBETTS	203 WALBORG AVE NE
800568700	22.18	JUSTICE ENTERPRISES LLC	VACANT OAK HILLS RD SE
800568800	50.95	JUSTICE ENTERPRISES LLC	781 OAK HILLS RD SE
800568900	20.99	MERRITT E HOUGARD	VACANT DIVISION ST W
800612100	1,763.00	WELLS FARGO BANK N A	3212 PARK AVE NW
800615100	20.99	JCD PROPERTY LLC	S LAKE IRVING DR SW
800615200	20.99	JCD PROPERTY LLC	2500 S LAKE IRVING DR SW
800616300	20.99	ALAN STEFFEN	3406 BEMIDJI AVE N
800616400	20.99	ALLEN STEFFEN	3406 BEMIDJI AVE N
800621000	20.99	ALLEN L STEFFEN	VACANT LOT BEMIDJI AVE
800623500	104.76	ACCIDENTALLY COOL GAMES	407 ALGOMA ST NW
800624000	110.45	VANCE CLEMENT	3608 IRVINE AVE NW
800634500	42.50	NATHAN & ANGIE COFFIN	205 JEFFERSON AVE SW
800637500	20.99	BERNICE M DOW	PIPELINE PROJECT
800637800	42.50	WENDY J CYR-RIZZI	1535 YELLOWHEAD RD SW
800638200	20.99	GAIL DOW	VACANT PROPERTY LASSIE LANE SW
800638300	42.50	TERRY L TOWNSEND	1586 YELLOWHEAD RD SW
800639600	42.50	JOHN CALVIN CONKLE	1409 LAKEVIEW DR SW
800643400	42.50	JON LARSON	611 18TH ST SW
800645400	42.50	JOHN A KIRK	1839 3RD ST SE
800650400	42.50	MICHAEL BRUNDAGE	1273 MILES AVE SE
800651300	427.07	STEVE JOHNSON	1214 MILES AVE SE
800651400	20.99	CINDY JOY MILLER JOHNSON	1216 MILES AVE SE
800651500	20.99	CINDY JOY MILLER JOHNSON	VACANT LOT MILES AVE SE
800660200	85.01	ALVIN PETERSON	5425 BIRCHMONT DR NE
800663400	1,119.10	MINNESOTA WOODS LLC	4627 BEMIDJI AVE N
800663600	236.94	MINNESOTA WOODS LLC	VACANT LOT BEMIDJI AVE N
800664400	20.99	WILLIAM SCHULKE JR	VACANT LOT BIRCHMONT DR NE
800667400	85.01	ROBERT TREPANIER	4905 BEMIDJ AVE N
800668700	42.50	CHABIN A BLANC	5389 BEMIDJI AVE N
800671800	85.01	ARLE HAGBERG	5316 BIRCHMONT DR NE
800672000	85.01	WILLIAM SCHULKE JR	5003 BIRCHMONT DR NE
800672100	20.99	WILLIAM A JR SCHULKE	VACANT LOT BIRCHMONT DR NE
800672200	20.99	WILLIAM SCHULKE JR	VACANT LOT BIRCHMONT DR NE
800672700	42.50	BENJAMIN TELKEN	5006 BEMIDJI AVE N
800673900	42.50	BRIAN C LUDLOW	282 JUNIPER LANE NW
Total	36,744.40		

BEMIDJI YOUTH ADVISORY COMMISSION BYLAWS

The purpose of the Bemidji Youth Advisory Commission (BYAC) is to serve as an advisory body to the Bemidji City Council. These Bylaws shall be construed to assist the Youth Commission to make meaningful recommendations to the Mayor and City Council.

Section I. Membership

A. Representation: The Youth Commission shall seek in its membership a diverse representation reflecting the community. No less than eight members and no more than sixteen will serve on the commission. Members must reside within the boundaries of or attend Independent School district #31. Members will be selected with emphasis towards diversification of gender, race, and grade level.

B. Membership Qualifications: Youth Commission members will be of age to be enrolled their freshman year of high school, until their original projected graduating year.

C. Term limits: Terms consist of one full academic year. Members can serve an unlimited amount of terms, until the end of their graduating year. At the end of each term, a review of members to see who shall be reappointed will be at the President and Vice President's discretion. Reviews of the executive board will be held by the BYAC Advisor and non-executive board commission members. To hold an executive board position members must have a two-third vote.

- D. Ex-officio members include:
1. Bemidji City Manager (or his/her designee);
 2. Mayor of Bemidji (or his/her designee);
 3. Appointed City Council Liaison (or his/her designee);
 4. Adult Advisor for the Commission.

Section II. Attendance

A. Regular attendance at Youth Commission meetings is required from all commission members.

B. Officers and the Adult Advisor shall devise a list of acceptable excused absences for each term.

- C. Three unexcused absences are allowed per term.
1. Prescheduled events such as school trips, sporting events, work (supervisor must call in), family vacations, church activities, emergencies, etc., are considered excused, **if and only if**, they are made known to the President and/or Advisor 24 hours before the meeting. This includes commission meetings, committee meetings, and city council meetings.
 2. A tardy arrival, (15 minutes late) early departure, etc., is considered as a half (½) absence, unless notified to the President 24 hours in advance.
 3. Unexcused absences include having too much homework, or simply poor planning and prioritizing.

D. A total of **three** unexcused absences are allowed per full term. Whereupon the third absence is reached, a warning will be issued by the President. If a fourth unexcused absence is reached, the member is to be dismissed from the commission.

E. It is required that at least one commission member is in attendance at each city council meeting.

Section III. Application Process

A. Members of the Youth Commission shall be chosen or appointed through an application and interview process. A selection committee consisting of the President, Vice President, Secretary, and Treasurer will be responsible for the appointment of new members for the new term.

Section IV. Officers

A. The officers of the Youth Commission shall be President, Vice President, Secretary, and Treasurer.

Section V. Officer Duties

1. President

A. The President shall be charged with the administration of the affairs of the Youth Commission with assistance from the City Council Member designee and Adult Advisor.

B. The President shall prepare and provide an agenda for and preside over all meetings of the Youth Commission.

C. The President shall appoint committees when necessary.

D. When a question or problem arises, the President should be contacted first, then the Adult Advisor, then City Council.

E. Whereupon a commission member has reached their limit of unexcused absences, it is the President's job to dismiss that commission member.

2. Vice President

A. The Vice President shall assume the duties of the President during the President's absence.

B. The Vice President shall assist the President to perform duties when needed.

C. The Vice President shall review the Bylaws each January with a selected committee and inform the commission members of what needs to be adhered to.

3. Secretary

A. The Secretary shall record and maintain the minutes of all Youth Commission meetings and distribute the minutes to all Youth Commission members and the City Clerk.

B. The Secretary shall prepare and receive correspondence for the Youth Commission, and maintain proper files.

C. The Secretary shall perform other such duties as ordinarily pertain to the office.

4. Treasurer
 - A. The Treasurer shall record and maintain financial records for the Youth Commission.
 - B. The Treasurer shall prepare and provide a written report at the first meeting of every month.
 - C. The Commission members shall approve payment of the list of bills at each meeting.

5. Additional Officer Responsibilities
 - A. Annual reports shall be prepared by the Treasurer and President and shall be due at the end of the term.
 - B. The reports shall include:
 1. President shall prepare a summary of the commission's past year's activities and a review of the commission's goals.
 2. Treasurer shall prepare an annual financial report.
 - C. The reports shall be presented to both the Youth Commission and the City Council.
 - D. The reports shall be filed with the City Clerk of the City of Bemidji.

Section VI. Election of Officers

- A. The President, Vice President, Secretary, and Treasurer of the Youth Commission shall be elected by the membership annually in the last month of the term and shall serve until their successors have been duly elected and sworn in at the end of the term.
- B. The officers of the Youth Commission shall be elected by a majority vote provided that two-thirds of the members are in attendance.
- C. The newly elected President, Vice President, Secretary, and Treasurer carry over automatically into the new term where they will also serve on the selection committee.

Section VII. Meetings

- A. The Youth Commission shall meet the first and third Sunday of each month, and shall otherwise establish time and frequency of regular meeting as deemed appropriate by the membership.
- B. The meetings shall include: reading of roll call, review of minutes from the previous meetings, overview of the upcoming City Council Meeting Agenda, committee reports, a Treasurer's report, and discussion of other issues at hand.
- C. The president may call special meetings of the Youth Commission with at least 48 hours' notice. The call shall state the subject matter to be considered at the next meeting.

Section VIII. General Rules

- A. All meetings shall be conducted in accordance with Robert's Rules of Order.
- B. The presence of a two-thirds majority of the members shall constitute a quorum. A quorum is necessary to transact official business at any meeting.
- C. The Youth Commission shall be responsible for its own procedures and order of business and, may initiate or carry out activities addressing the community concerns as they deem relevant and important.
- D. Additions to the agenda as motioned by a commission member may be made by a majority vote of the Youth Commission at any meeting.

Section IX. Bylaws and Amendments

A. Commission Bylaws may be amended at any regularly scheduled meeting provided that two-thirds of the members of the Youth Commission approve the amendment in a roll call vote, providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing.

B. Bylaws and amendments must be approved by City Council in order to take effect.

Amended by BYAC
Date: October 2016

Approved by City Council
Date: _____

COUNCIL AGENDA ITEM



Meeting Date: October 2, 2017

Action Requested: Waive Various City Permit Fees for Northwoods Habitat for Humanity Project

Prepared By: Mike Miller, Building Official *mm*

Reviewed By: Nate Mathews, City Manager *nate*

The Bemidji City Council has historically waived fees for Northwoods Habitat for Humanity as a way to support the creation of affordable housing in Bemidji. They will be constructing a home at 219 Roosevelt Road SW and have requested that City Council consider waiving the following fees:

Project address: 219 Roosevelt Rd SW (PIN 80.03927.00)			
(Building Permit value \$80,000; Mechanical Permit value \$10,600)			
Description	Amount	Request to Waive	To be Paid
Water Access Charge	\$845.00		\$845.00
Sewer Access Charge	\$1,830.00		\$1,830.00
Building Permit Fee	\$854.00	\$854.00	
State Surcharge	\$40.00		\$40.00
Plan Review	\$277.50	\$277.50	
Addressing Fee	\$50.00	\$50.00	
Mechanical Permit Fee	\$196.00	\$196.00	
State Surcharge	\$5.50		\$5.50
Plan Review	\$63.50	\$63.50	
Digging Permit	\$50.00	\$50.00	
Water Inspection	\$30.00	\$30.00	
Sewer Inspection	\$30.00	\$30.00	
Water Meter	\$280.00		\$280.00
Erosion Control	\$250.00		\$250.00
TOTAL	\$4,801.50	\$1,551.00	\$3,250.50

Recommendation:

Waive the fees as requested by Northwoods Habitat of Humanity in the amount of \$1,551.00 for the new home at 209 Roosevelt Road SW.



Northwoods
Habitat
for Humanity®

Officers

Tim Fluthers, President
Jeff Halverson, Vice President
Jim Pinsonneault, Treasurer
Sarah Bruen, Secretary

Board Members

Thad Bowman
Laurie Buehler
Joan Nelson
Chris Hamilton
Jodi Schroeder
Patty Morris
Gail Levenson
Randy Fossum
Victor Mosser
Steve Inkel
Joyce Kramer

Our Mission:

*Building simple, decent,
affordable homes in
partnership with God's people
in need in Beltrami and
Clearwater Counties.*

P.O. Box 1067
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Bemidji, MN 56619

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September 26, 2017

Kay Murphy
City Clerk
317 4th Street NW
Bemidji, MN 56601


Dear Ms. Murphy,

Northwoods Habitat for Humanity is respectfully requesting that the City of Bemidji waive its permit fees of \$1,551.00 for our next home.

This home will be located at 219 Roosevelt Road SW. It is the 47th new home Habitat has sold to a local family, but because of rehabs, our 51st mortgage.

We truly appreciate the support of the Council and the local community. Continued support allows us to help families build strength, stability, and self-reliance and become part of the fabric of our community.

Sincerely,



Gerri Hickerson,
Executive Director

RESOLUTION NO.

A RESOLUTION ADOPTING ASSESSMENT ROLL FOR COSTS ASSOCIATED WITH LOT MAINTENANCE, AND OTHER MISCELLANEOUS WORK DONE BY THE CITY ON PRIVATE PROPERTY

WHEREAS, City Code Section 20-4 (Regulation of Grass, Weeds and Trees); Section 14-32 (Maintenance of Private Property; and Section 10-41 (Rental Housing Registration) states that it is the duty of property owner to maintain all private property, and remove all nuisances or safety hazards from private property; and

WHEREAS, after proper notification to property owners that they are in violation of the City Code, and upon failure of the owner to take care of the violation, the city ordered the work done and has ascertained costs to be assessed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BEMIDJI, MINNESOTA:

1. Such proposed assessment roll, a copy of which is on file in the office of the City Clerk, is hereby accepted and shall constitute an assessment against the lands named therein.
2. Such assessment shall be payable in one (1) installment to be levied on the tax statement due and payable in **2018**, with no interest. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment on such property to the City Treasurer to avoid certification to taxes.
3. The City Clerk shall forthwith transmit a certified duplicate of this assessment roll to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the manner as other municipal taxes.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____, was passed by the following vote:

Ayes:
Nays:
Absent:

Passed: October 2, 2017

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

LEGAL NOTICE PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Bemidji City Council will meet at 6:00 p.m. or soon thereafter on October 2, 2017, in the Council Chambers of City Hall, 317 4th Street NW, Bemidji, MN to hold a public hearing and pass upon the proposed assessment to the following properties for miscellaneous service in 2017. These miscellaneous charges are unpaid as of the date of this Notice.

<u>Parcel No.</u>	<u>Service Address</u>	<u>Assessment/Amount</u>
80.01776.00	1011 Irvine Avenue NW	\$55.04
80.01290.00	812 Irvine Avenue NW	\$80.04
80.02611.00	219 Gemmel Avenue NW	\$1,296.26
80.02492.00	1110 Dewey Avenue NE	\$1,040.04
80.00749.00	303 29 th Street NE	\$55.04
80.03376.00	1218 Delton Avenue NW	\$110.08
80.04292.00	825 2 nd Street SE	\$162.50
80.04283.00	Vacant Lot – 1 st Street E.	\$59.60
80.01264.00	909 Lake Blvd. NE	\$150.00

The amount due for miscellaneous services may be paid in full to the City Clerk's office by October 5, 2017. If the amount is unpaid after that date, it will be certified to the County Auditor to be placed on the parcel's property taxes for the year of 2018.

Written or oral objections to this assessment will be considered at the hearing on October 2, 2017. An owner may appeal an assessment to District Court pursuant to Minnesota Statutes §429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or Clerk.

Kay M. Murphy, Bemidji City Clerk

Published September 22, 2017

RESOLUTION NO.

A RESOLUTION ENDORSING SUPPORT FOR CONGRESSIONAL ACTION TO ENACT A NATIONAL CARBON FEE AND DIVIDEND POLICY

WHEREAS, In 2009 the Environmental Protection Agency determined that scientific evidence conclusively indicated that greenhouse gas (GHG) emissions contributed to global climate change, which in turn predicatively endangers public health and welfare across the globe; and

WHEREAS, In Minnesota surveys find that an estimated 69% of people believe global climate change is happening and that 52% believe it is mostly caused by humans. In Beltrami County, it is estimated that 71% of people believe global climate change is happening and 54% believe it is caused by humans, and 72% of Minnesotans and, furthermore, an estimated 72% of Beltrami County residents are worried that global climate change will harm future generations; and

WHEREAS, There is widespread agreement among climate scientists that continued increases in carbon dioxide emissions and other greenhouse gases from the increased use of fossil fuels will lead to further to global climate change; and

WHEREAS, Continuing global climate change threatens the health, safety, and economic wellbeing of the residents of the greater Bemidji area; and

WHEREAS, The City of Bemidji, Minnesota has acknowledged the importance of taking action toward reducing fossil fuel use through its pledge to the Mayors Climate Protection Agreement in 2007, through its continuing participation in the Minnesota GreenStep Cities program as a Step 3 city, and through its own City initiated sustainability goals; and

WHEREAS, The City's MN GreenStep Program Best Practices include:

- Adopting outcome measures for GreenStep and other city sustainability efforts, and engaging community members in ongoing education, dialogue, and campaigns.
- Supporting expansion of a greener, more resilient business sector.
- Removing barriers to and encouraging installation of renewable energy generation capacity; and

WHEREAS, Bemidji's Sustainability Goals include:

- Reducing our energy demands for electricity, heating and transportation.
- Removing barriers to and encouraging installation of renewable energy generation capacity with an emphasis on local ownership.
- Adopting ordinances or processes that protect the air, water, land, and biological diversity of the Greater Bemidji Area; and

WHEREAS, Reducing fossil fuel consumption while minimizing the economic impact on citizens requires an approach such as that determined in the Citizens' Climate Lobby Carbon Fee and Dividend Policy; and

WHEREAS, The Carbon Fee and Dividend (CF&D) proposal works in the following manner:

1. To account for the cost of burning fossil fuels, the policy proposes an initial fee of \$15 per ton on the CO₂ equivalent emission of fossil fuels consumed or produced, escalating by a \$10 per ton by year to be imposed upstream at the extraction site, well or port of entry.

2. 100% of the net fees from the carbon fee would be held in a proposed Carbon Fee Trust Fund and returned directly to households as a monthly dividend. It is estimated that most households could break even or receive more than they would pay in higher fuel prices. The fee and carbon policy could inject billions into the economy, protect family budgets, free households to make independent choices about their energy usage, spur innovation, and build aggregate demand for low-carbon products at the consumer level.
3. Imposition of import fees on products imported from countries that do not impose a carbon fee, along with rebates to US industries exporting to those countries, will discourage businesses from relocating where they can emit more CO2 and, potentially, motivate other countries to adopt similar carbon pricing policies. The fee would be structured to build upon existing tax and trade systems in order to avoid complex new institutional arrangements. Firms seeking to escape higher energy costs would be discouraged from relocating to non-compliant nations ("leakage"), as their products would be subject to import fees; and

WHEREAS, In 2013 Citizens' Climate Education Corporation (CCEC) and Citizens' Climate Lobby (CCL) contracted a third party, Regional Economic Modeling, Inc. (REMI) to do a nation-wide macroeconomic study on the potential impact of its Carbon Fee and Dividend (CF&D) policy after implementation; and

WHEREAS, REMI's analysis concluded that, during the first 20 years alone, a CF&D policy would potentially lead to:

- A 50% reduction of carbon emissions below 1990 levels.
- The addition of 2.8 million jobs above the national employment baseline, driven by steady economic stimulus created by the energy dividend.
- The predicted avoidance of 230,000 premature deaths due to reduction in air pollutants that often accompany carbon emissions.

NOW, THEREFORE, based upon the above, be it resolved that the City Council of the City of Bemidji does hereby urge the United States Congress and the President of the United States to take prompt and effective policy measures to address climate change and further supports the enactment of a Carbon Fee and Dividend policy by the Congress of the United States for the purpose of significantly reducing greenhouse gases while supporting the economic stability of the American people.

The foregoing resolution was offered by Councilmember ____, who moved its adoption, and on due second by Councilmember ____ was passed by the following vote:

Ayes:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor