

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – December 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, December 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, Assistant City Engineer Sam Anderson, Deputy City Clerk Michelle Miller

Others Present: Sanford Center Executive Director, Jeff Kossow, Sanford Center Finance Director Jackie Meixner

AMENDMENTS TO AGENDA

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

MINUTES

The following minutes were presented for approval:

Council Meeting	December 4, 2017
Work Session	December 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 Larson, to approve the Consent Agenda items as follows:**

1. Claims submitted by the Finance Officer in the total amount of \$615,275.88
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$68,896.45
3. Business License Renewals for 2018
4. **RESOLUTION NO. 6119:** Adopting 2018 Pay Scale and City Benefit Contribution Level
5. Prosecution Services Agreement with Beltrami County Attorney's Office
6. **RESOLUTION NO. 6120:** Accepting Responsibility as the Sponsoring Agency – 23rd Street Trail TAP Application
7. **RESOLUTION NO. 6121:** Agreeing to Maintain Facility – 23rd Street Trail TAP Application
8. **RESOLUTION NO. 6122:** Entering into Agreement No. 1029920 with the Mn Dept. of Transportation
9. **RESOLUTION NO. 6123:** Adopting a 100% Graduation Goal for Bemidji Youth
10. **RESOLUTION NO. 6124:** Accepting Donations in 2017 from Area Businesses/Organizations for the Parks & Recreation Department
11. 2017 Budget Amendment # 4 – Joint Planning Board Modifications
12. Travel Authorization – LMC Experienced Officials Conference in Brooklyn Park, January 26-27, 2018 – Johnson, Albrecht

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

Reed Olson, 711 14th Street NW, updated the Council regarding the dislocated tenant from Northland Apartments. He met with the HRA Board and they have come to a resolution in the matter.

COMMITTEE REPORTS

Chamber of Commerce – Deb Pfaff, new President of the Chamber of Commerce introduced herself to the Council. She is very excited to relocate to Bemidji and being involved in the community and representing the business community and the City of Bemidji.

Bemidji Youth Advisory Commission – No report**PUBLIC HEARINGS**Capital Improvement Plan

Pursuant to published notice, a public hearing was held regarding input on the 2018 to 2022 Capital Improvement Plan. Mayor Albrecht opened the Public Hearing at 6:10 p.m. and hearing no comments, closed the hearing at 6:10 p.m.

Erickson noted that while not directly related to this CIP she continues to request a Capital Improvement Plan for the Sanford Center. She was advised that Kossow will begin working on a draft of a CIP within the next four months.

RESOLUTION NO. 6125: Adopting the 2018-2022 Capital Improvement Plan was offered by Councilmember Hellquist, who moved its adoption, and upon due second by Councilmember Erickson was passed by unanimous vote.

2018 Street Renewal Project

Assistant City Engineer, Sam Anderson, stated that the 2018 Street Renewal project will consist of improving seven city streets comprising of approximately 1.7 miles. Anderson reported that there was a neighborhood meeting held on December 14, 2017 for affected residents and was attended by approximately 10-15 residents. Many of the questions residents had were general assessment questions with two residents of Richards Avenue stating they are pleased with the project which will help with drainage problems they are currently experiencing. They anticipate to advertise for bids in January and open bids in February.

Pursuant to published notice, a public hearing was held regarding input on the 2018 Street Renewal Project #18-01. Mayor Albrecht opened the Public Hearing at 6:18 p.m. with the following comment:

Reed Olson, 711 14th Street NW, expressed concern regarding the assessment amount for his property. He would like the City to consider a Street Improvement District to help offset the assessment cost to property owners.

Hearing no further comments, Albrecht closed the hearing at 6:22 p.m.

RESOLUTION NO. 6126: Ordering the 2018 Street Renewal Project and Authorizing Preparation of Plans and Specifications and Authorizing Advertisement for Bids on Improvement was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Meehlhause was passed by unanimous vote.

OLD BUSINESSCarnegie Library Project

Mathews stated that since the Council last met at its November 27 Work Session, there is still no definitive answer regarding the availability of Federal Historic Tax Credits. Mathews provided an updated cost summary showing the projected shortfalls depending on what tax credits are received. He reported that WSN has updated their plans which will need to be reviewed by SHPO before advertising for bids. Staff and the Carnegie Committee are seeking direction from Council regarding moving ahead with the project by advertising for bids. If approved, WSN would advertise in January with a bid opening sometime in February. Eischens stated that sources of funding for the shortfall could come from city reserves in three locations; liquor store profits, the general fund and/or the capital construction fund. Erickson stated that it is the Carnegie Committee's commitment to continue fundraising and to pay back any monies that the City would spend on a potential shortfall to complete the project.

Motion by Plemel, second by Johnson to authorize staff to solicit bids for the Carnegie Library project contingent upon approval of the plans by SHPO. Motion carried by the following vote: Ayes: Meehlhause, Johnson, Plemel, Erickson, Larson, Albrecht; Nays: Hellquist.

Consider a Resolution Regarding Greenhouse-Gases & Climate Change

Felix stated that since the last resolution was proposed the Sustainability Committee has provided a second resolution that encourages congress to take action but does seek specific changes in policy. He further stated that he has reviewed the proposed resolution.

The Resolution Endorsing Support for Congressional Action to Reduce Greenhouse - Gases and Climate Change failed for lack of a second.

NEW BUSINESS

Sanford Center Business and Marketing Plan and 2018 Annual Budget

Jeff Kossow, Executive Director, reported on the Budget and Business Plan for 2018. He commented on the following work and goals for 2018:

- New Sales Associate
- Local partnerships for increased quality of food & beverage
- Focused marketing plan to reach new convention center markets
- New Board of Directors and work groups with increased opportunity for public involvement
- City defined Success Pyramid
- Standard business hours with front door access for the public
- Develop and enrich home-grown events
- Develop and grow relationships through a Group Sales Coordinator and a Suite Concierge
- Longer term and untapped sponsorship opportunities

Meixner reported that 2017 was a year of efficiencies. She stated they will always continue to work on efficiencies but she stated that 2018 will focus on convention center growth. Building income is lower with meeting room income higher because of the focus on the convention center. The overall budget shows a slight increase of the City subsidy from 2017 for a total of \$398,865.

2017 Tax Levy Collectible in 2018

Eischens stated that due to the value of new construction and decertification of the Irvingboro tax increment district, there is an effective tax levy decrease of 2.1%

RESOLUTION NO. 6127: Approving Final 2017 Tax Levy Collectible in 2018 in the amount of \$5,752,739 was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.

Final 2018 Budget

Eischens stated that revenue diversification continues to be important because of the level of tax exempt property in City limits and as a regional center there are a number of regional assets that the city operates and pays for with local tax dollars that everyone benefits from. That is not an equitable way to fund those types of assets.

RESOLUTION NO. 6128: Approving Final 2018 Budget was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Plemel, was passed by unanimous vote.

ORDINANCE

ORDINANCE NO. 146, 3RD SERIES, AN ORDINANCE Amending Chapter 1 of the Bemidji City Code Entitled, “Administrative Citation & Civil Penalties” by Amending Provisions Relating to Section 1-14(c) was given a final reading and passed by unanimous vote.

Motion by Erickson, seconded by Johnson, approving publication of a summary of Ordinance No. 146, 3rd Series. Motion carried unanimously.

UPCOMING COUNCIL MEETINGS

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| • Tuesday, Jan. 2 | 6:00 p.m. | Council Meeting |
| • Tuesday, Jan. 2 | 6:00 p.m. | Annual BEDA Meeting |
| • Monday, Jan. 8 | 5:30 p.m. | Work Session – Design Review – Liquor Store |

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.
- Larson thanked the Sanford Center for being the new host of Ruby’s Pantry.
- Albrecht provided a year end summary from Greater Bemidji on behalf of Dave Hengel.
- There are several opportunities for citizens to serve on City commissions as well as the new Sanford Center Board and subcommittees.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Plemel, to adjourn the meeting. Motion carried. Meeting adjourned at 7:34 p.m.

Respectfully submitted,



Michelle R. Miller
Deputy City Clerk