

5:30 P.M. SPECIAL WORK SESSION – REVIEW TH197 CROSSWALK DESIGNS

BEMIDJI CITY COUNCIL AGENDA

Tuesday, February 21, 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: February 6, 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 \$682,207.72
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$101,750.28
- 4) General Business Licenses Renewals for 2017
- 5) Appoint Gary Rozman to the Heritage Preservation Commission
- 6) Rescind Resolution No. 6060 Approving the Site and Related Requests for the 73rd Annual Jaycees Water Carnival
- 7) Travel Authorization – Bemidji Day at the Capitol – March 1 – Albrecht, Meehlhause, Johnson

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 (if present)
- Bemidji State Student Senate (if present)
- Bemidji Regional Airport – Karen Weller, Executive Director

Bemidji—Regional Center Amenities with Small Town Character

V. NEW BUSINESS

- 8) Consider Approval of Memorandum of Understanding with Beltrami County and School District No. 31 for Division Street Utility Extensions – City Project 17-07

VI. ORDINANCES

- Public Hearing of an Ordinance Amending Chapter 12, Article XIII of the Bemidji City Code Relating to Massage
- Second Reading of Said Ordinance

VII. UPCOMING MEETINGS

- Monday, February 27 5:30 p.m. Work Session – If needed
- Monday, March 6 6:00 p.m. Council Meeting
- Tuesday, March 14 Ward 4 Special Election

VIII. MAYOR AND COUNCIL REPORTS

- Please limit your committee reports to 4 minutes

IX. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – February 6, 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, February 6, 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, Johnson, Hellquist, Erickson, Larson

Staff Present: City Manager Nate Mathews, Public Works Director/City Engineer Craig Gray, Finance Director Ron Eischens, Parks & Recreation Director Marcia Larson, City Clerk Kay Murphy

STATE OF THE CITY ADDRESS

Mayor Albrecht gave the annual State of the City Address stating the state of the City of Bemidji is strong. The streets are busy and the population continues to grow. The Mayor highlighted projects and achievements completed in 2016. The full "State of the City Address" is available on the City's website and on file in the Clerk's office.

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. The following request was added to the Consent Agenda: 1-day consumption and display permit for a Chamber event on February 21. **Motion by Erickson, seconded by Johnson, to approve the agenda as amended. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Council Meeting	January 17, 2017
Sp Work Session	January 23, 2017
Sp Work Session	January 30, 2017

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

CONSENT AGENDA

The following Consent Agenda items were presented for approval. Erickson requested that the Bemidji Youth Advisory Commission Bylaws be removed from agenda. **Motion by Hellquist, seconded by, to approve the Consent Agenda items as amended:**

1. Claims submitted by the Finance Officer in the total amount of \$1,064,651.17
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$199,253.71
3. General Business Licenses Renewals for 2017
4. 1-4 Temporary On-Sale Liquor License – BSU (Archery Club) – 4/1/17
5. Commission/Board Appointments/Reappointments for 2017
6. Purchase of a 2014 Toyota Rav4 XLE Wagon from Chester Berg Toyota in the amount of \$24,898 (includes sales tax, license plates and title and license fees)

7. **RESOLUTION NO. 6056:** Approving the Site and Dates for the 2017 Mississippi Music
8. **RESOLUTION NO. 6067:** To Repair or Remove Structure(s) Located at 621 Irvine Avenue NW
9. **RESOLUTION NO. 6068:** Accepting Donations for 2016 (Area Businesses/Organizations) – Parks & Recreation Department
10. Transfer of Remaining Budget Amount to Sanford Center to be Used for Remodeling Front Entrance as well as Purchase of Seven (7) Magnometers
11. 1-day Consumption & Display Permit for a Chamber event on February 21, 2017

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

Linda Lemmer, Vice President of the Beltrami County Historical Society, introduced their new executive director, Gary Rozman. She stated that will be an open house on February 25 between 2-4 p.m. at the History Center to welcome Mr. Rozman.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission – Victoria Roy, BYA representative, reported on recent activities.

NEW BUSINESS

Brinkman Park Master Plan

Parks & Recreation Director Larson stated that at the Council at their January 3, 2017, meeting passed a Resolution in Support of the Development of Brinkman Park's Master Plan and Authorization to submit a Grant Application to the Northwest Minnesota Foundation Community Planning Program. The City received notice last week that the Foundation has awarded the Community Planning Grant to the City of Bemidji in the amount of \$8,300. As part of the process, a Request for Proposals for consultant services for Brinkman Park was developed and reviewed by the Parks & Trails Commission. The goal is to develop a long term plan for Brinkman Park through a public input process. Six proposals were received with the low bid from Karvakko Engineering in the amount of \$16,610. A committee reviewed and rated the proposals and recommended Karvakko Engineering. She noted that the remainder of the consultant costs are budgeted in the professional service line item in the Parks Department budget.

Councilor Erickson shared a graph depicting the number of deer removed from Brinkman Park. She stated that there are five sites available for hunters and one-third of the deer removed in Bemidji come from this park. She further noted that there is no money in the CIP for this Park and could not support the hiring of a consultant.

Director Larson stated that the goal would be to hear public input, to protect resources and about the deer hunt. She noted that the "2011 Open Space and Trail System Plan" envisioned Brinkman Park as a park that would be "less developed". She stated that it is ultimately up to the City Council as to what will be done in the park.

Motion by Meehlhause, seconded by Johnson, to approve consultant services not to exceed \$16,610 for the Brinkman Park Master Plan and Accept a Grant Award/Agreement with the Northwest Minnesota Foundation. Motion failed with the following vote: Ayes: Johnson, Meehlhause, Albrecht. Nays: Erickson, Larson, Hellquist.

Job Creation Application

Dave Hengel, Greater Bemidji, stated that Stittsworth Meats recently received USDA approval which will allow them to sell nationally. They are planning to purchase land in the Industrial Park to build meat processing plant. Hengel stated that when completed it will create approximately 28 jobs with a medium wage of \$16 per hour.

RESOLUTION NO. 6059: In Support of a Job Creation Application in Connection with Stittsworth Meats was offered by Councilmember Hellquist, who moved its adoption, and upon due second by Councilmember Meehlhause was passed by unanimous vote.

Jaycees Water Carnival 2017

Mathews reviewed the request from the Bemidji Jaycees to relocate the annual water carnival entertainment tent at the waterfront in the festival area as well as the amusement rides on a portion of 4th Street.

Council discussed concerns about the pedestrian crosswalks on Bemidji Avenue, the effect on businesses located in the closed 4th Street area and general layout of the carnival rides.

RESOLUTION NO. 6060: Approving the Site and Related Requests for the 73rd Annual Jaycees Water Carnival was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.

Airport Request

Ryan Zemek, HRDC, stated that the Bemidji Regional Airport is applying to Economic Development Administration (EDA) Public Works program to support the construction of multiple improvements the airport. There is a growing demand for additional facilities and space adjacent to the airport. Specifically, leasable aircraft hangars for maintenance, storage, and production and infrastructure to the development area to the west of the airport have been identified as top priorities to support the growth of existing businesses.

Zemek stated that since the City and Beltrami County jointly own the land and lease it to the Airport Authority, both entities are required to be co-applicants for the application by EDA. There is no requirement for the City to financial contribute to the project. Karvacko Engineering will administer the grant on behalf of the Airport Authority.

RESOLUTION NO. 6061: Authorizing Submission of An Application to the U.S. Department of Commerce for Funding through the Economic Development Administration's (EDA) 2017 Public Works Investment Assistance Program was offered by Councilmember Johnson, who moved its adoption, and upon due second by Councilmember Hellquist was passed by unanimous vote.

ORDINANCES

AN ORDINANCE Amending Chapter 12, Article XIII of the Bemidji City Code Relating to Massage was given a first reading.

ORDINANCE NO. 133, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property-Marci Maple) was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Hellquist, approving publication of a summary of Ordinance No. 133, 3rd Series. Motion carried unanimously.

ORDINANCE NO. 134, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property-Pamela May) was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Johnson, approving publication of a summary of Ordinance No. 134, 3rd Series. Motion carried unanimously.

ORDINANCE NO. 135, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property-Brady & Anita Jones) was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Johnson, approving publication of a summary of Ordinance No. 135, 3rd Series. Motion carried unanimously.

ORDINANCE NO. 136, 3RD SERIES, AN ORDINANCE Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property-Kevin & Michelle Storey) was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Larson, approving publication of a summary of Ordinance No. 136, 3rd Series. Motion carried unanimously.

UPCOMING COUNCIL MEETINGS

Monday, February 13	5:30 p.m.	Work Session – TBD
Tuesday, February 21	5:30 p.m.	Sp Work Session – Crosswalk Discussion
Tuesday, February 21	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 Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

Bill List Summary

February 21st, 2017

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
21325 - 21424	See Attached List	<u>682,207.72</u>
		\$ 682,207.72
	TOTAL	\$ 682,207.72

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 02/16/2017 - 11:40AM
Warrant Request Date: 02/22/2017
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000021325	399.00
2	Albrecht, Rita	000000000	452.68
3	Alerus Retirement and Benefits	000000000	45.00
4	American Library Association	000021326	210.00
5	Ameripride	000000000	1,033.53
6	Artisan Beer Company	000021327	416.00
7	Arvig	000021328	240.66
8	Auto Value Bemidji	000021329	206.23
9	Automatic Systems Co.	000021330	1,455.95
10	BAAI Training Center	000021331	150.00
11	Bellboy Corporation	000000000	480.00
12	Beltrami County Auditor/Treasurer	000021332	636.70
13	Beltrami County Dare Advisory	000021333	50.51
14	Beltrami County Recorder	000021334	138.00
15	Beltrami County Solid Waste	000021335	1,904.25
16	Beltrami Electric Coop	000021336	642.78
17	Bemidji Coca-Cola Bottling Co, Inc	000021337	517.70
18	Bemidji Coop Ass'n, Inc.	000021338	432.58
19	Bemidji Downtown Alliance Board	000021339	732.00
20	Bemidji Oil & Propane Inc	000000000	567.59
21	Bemidji Paper Sales, Inc.	000000000	818.01
22	Bemidji Steel Company	000000000	234.47
23	Bernick's	000000000	17,141.73
24	Bluefin Payment Systems	000000000	1,245.26
25	Bob's Towing	000021340	500.00
26	Bonded Lock & Key of Bemidji	000021341	17.50
27	Breakthru Beverage Minnesota Wine & Spirits, LLC	000021342	8,296.63
28	BREC Operating Acct.	000000000	50,712.00
29	Builders FirstSource	000021343	100.33
30	Buy Line	000021344	298.00
31	Carquest Auto Parts-Bemidji	000021345	38.31
32	Carrigan, Tabitha	000000000	58.00
33	City of Bemidji	000000000	1,464.00
34	Crazy About Cleaning	000000000	705.00
35	Culligan	000000000	185.00
36	Cummins Inc.	000021346	1,774.38
37	D & D Beverage, LLC	000000000	955.34
38	D-S Beverages	000021347	16,253.25
39	Dakota Supply Group, Inc.	000000000	518.23
40	Design Angler Inc.	000021348	750.00
41	Digital Ally, Inc.	000021349	8,340.00
42	Dondelinger Chev-Buick, Inc	000021350	542.91
43	Earl F. Andersen, Inc.	000021351	181.44
44	Ebsco	000021352	4,317.71
45	Ed Shaw Law Office, P.A.	000021353	950.00

Page Total: \$127,108.66

Line	Claimant	Voucher No.	Amount
46	Electric Pump, Inc	000000000	4,214.85
47	Fenner, Kevin	000000000	51.63
48	Ferguson Enterprises #3093	000021354	9.42
49	FleetPride, Inc.	000021355	355.43
50	Forum Communications Company	000000000	1,957.40
51	Frenzel Overhead Door	000021356	220.00
52	Frontier Electric of Bemidji, Inc.	000021357	210.40
53	Galls, LLC	000021358	288.00
54	Grand Forks Fire Equipment LLC	000000000	231.10
55	Graphic FX	000021359	218.24
56	Hawkins, Inc.	000000000	3,002.29
57	HBI Radio Bemidji	000021360	420.00
58	HD Waterworks Supply	000021361	1,250.24
59	Hemstad, Bruce	000000000	208.10
60	Hoefler, David	000000000	318.27
61	Holden, Heather	000000000	46.00
62	Honeywell International Inc.	000021362	163,739.40
63	Houseman, Donald	000021363	100.00
64	Imperial Supplies LLC	000021364	336.68
65	Indian Island Winery	000021365	111.84
66	Innovative Office Solutions, LLC	000021366	587.52
67	Int'l Chemtex Corp	000021367	428.00
68	Jim Hirt Trucking, Inc	000021368	1,596.24
69	JOBSHQ	000021369	816.70
70	Johnson Bros., Inc.	000021370	34,618.38
71	Karvakko, P.A.	000000000	2,245.15
72	Kennedy & Graven Charter	000021371	760.50
73	Kenny's	000021372	33.14
74	L & M Supply, Inc.	000021373	885.25
75	Lawson Products, Inc.	000021374	326.27
76	LaZella, Dave	000000000	58.00
77	League of MN Human Rights Commission	000021375	100.00
78	League of MN Insurance Trust	000021376	602.24
79	Leffelman, Michelle	000000000	58.00
80	Luekens Village Foods North	000021377	10.17
81	Macqueen Equipment, Inc.	000000000	308.97
82	Mathews, Nathan	000000000	270.24
83	McKinnon Co., Inc.	000021378	9,868.65
84	McMaster-Carr Supply Co.	000000000	337.37
85	Menards-Bemidji	000000000	847.13
86	Mid America Meter, Inc.	000021379	235.00
87	Miller, Kent	000000000	179.99
88	Miller, Mike	000000000	472.67
89	MN Dept of Transportation	000021380	535.92
90	MN Pollution Control Agency	000021381	23.00
91	MN State Fire Chiefs Assn.	000021382	264.00
92	MN Valley Testing Lab, Inc.	000000000	105.00
93	MoeCo Fire & Safety	000021383	710.50
94	NAPA Auto Parts	000000000	37.16
95	Naylor Heating & Refrigeration, LLC	000000000	7,407.40
96	Nei Bottling, Inc.	000021384	320.05
97	Neopost-ACH	000000000	50.00
98	Northdale Oil Inc.	000021385	180.00
99	Northern Rides Inc.	000021386	4,641.26
100	Northern Safety Technology, Inc.	000021387	256.23
101	Northern Truck Equipment Corp.	000021388	634.21
102	Northland Fire Protection	000021389	543.88

Page Total: \$248,643.48

Line	Claimant	Voucher No.	Amount
103	Nortrax Equipment Company	000021390	208,483.00
104	Paul Bunyan Mini Storage	000021391	69.00
105	Paul Bunyan Transit	000021392	300.00
106	Paustis & Sons	000021393	1,350.45
107	Penquin Management, Inc.	000021394	1,548.00
108	Peterson Sheet Metal, Inc.	000000000	450.00
109	Phillips Wine & Spirits	000021395	18,680.46
110	Port-O-Wild Security, Inc.	000000000	690.00
111	Postmaster	000021396	130.73
112	Praxair Distribution Inc	000021397	126.72
113	Pro-West & Associates, Inc.	000021398	1,250.00
114	Reierson Construction, Inc.	000021399	3,389.78
115	RMB Environmental Laboratories, Inc.	000021400	603.00
116	RMC Truck Parts	000021401	18.71
117	Roger's Two Way Radio, Inc.	000021402	458.85
118	Ross Lewis Sign Co.	000021403	85.00
119	Sadeks Repair & Welding, Inc.	000021404	1,177.66
120	Safety Kleen Systems, Inc.	000021405	325.89
121	Sanford Health Occupational Med.	000021406	43.00
122	Schaeffer Mfg. Co.	000021407	582.94
123	Select Account -City of Bemidji	000000000	552.66
124	Sether, Charlene	000000000	58.00
125	Sherwood, Justin	000000000	256.16
126	Smith, Nathaniel	000000000	208.10
127	Solheim, Michael	000000000	58.00
128	Southern Glazer's of MN	000021408	22,465.65
129	Southside Tow & Rec, Inc	000021409	1,719.74
130	Spartz, Ron	000021410	15.00
131	Spee-Dee Delivery Service, Inc.	000021411	166.35
132	Stearns, Joshua	000000000	336.52
133	Streicher's	000021412	961.50
134	Swenson, Joe	000000000	70.00
135	TDS Metrocom-MN	000000000	891.58
136	Terry's Auto Electric	000021413	229.00
137	The Library Store, Inc.	000021414	954.25
138	Thomson Reuters-West	000021415	201.50
139	Tires Plus of Bemidji	000021416	30.15
140	TransUnion Risk and Alternative	000021417	25.00
141	US Bank Merchant Billing	000000000	6,104.96
142	Vantiv Integrated Payments Solution	000000000	240.17
143	Vessco, Inc.	000021418	162.51
144	Viking Industrial Center	000021419	288.15
145	Vinocopia, Inc.	000000000	2,862.75
146	Waste Management of WI-MN	000021420	2,037.80
147	Wells Fargo Bank	000000000	500.00
148	Wells Fargo-ACH	000000000	23,875.99
149	Wes Plumbing & Heating	000021421	258.40
150	Whelan Properties, Inc.	000021422	500.00
151	Wiebolt Electric, Inc.	000021423	94.50
152	Wine Merchants	000021424	568.00

Page Total: \$306,455.58

Grand Total: \$682,207.72

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
 As of February 16, 2017

	<u>Open Balance</u>
Always There Staffing-Bemidji	
	1,071.30
Total Always There Staffing-Bemidji	<u>1,071.30</u>
AmeriPride Services	
	271.96
	294.38
	341.10
Total AmeriPride Services	<u>907.44</u>
ASSOCIATIONS NORTH	
	<u>950.00</u>
Total ASSOCIATIONS NORTH	950.00
Bemidji Coca-Cola Company	
	-27.00
Total Bemidji Coca-Cola Company	<u>-27.00</u>
Bemidji Cooperative Association	
	42.04
Total Bemidji Cooperative Association	<u>42.04</u>
Bemidji Pioneer	
	1,091.67
	1,091.67
	871.67
Total Bemidji Pioneer	<u>3,055.01</u>
Bemidji Welders Supply, Inc.	
	272.05
	191.48
	153.19
Total Bemidji Welders Supply, Inc.	<u>616.72</u>
Bonded Lock and Key	
	84.14
Total Bonded Lock and Key	<u>84.14</u>
BSU-Foundation	
	205.50
	199.80
	387.75
	221.68
Total BSU-Foundation	<u>1,014.73</u>
BSU Athletic Department - Hockey	
	25,200.00
Total BSU Athletic Department - Hockey	<u>25,200.00</u>
Buy Line	
	99.00
	75.00
	125.00
	125.00
Total Buy Line	<u>424.00</u>
City of Bemidji - Parks & Recreation Dept	
	1,071.98
	896.85
Total City of Bemidji - Parks & Recreation Dept	<u>1,970.83</u>
City of Bemidji MN	
	1,855.00
Total City of Bemidji MN	<u>1,855.00</u>
ColePapers	

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of February 16, 2017

	<u>Open Balance</u>
	<u>305.61</u>
Total ColePapers	305.61
Country Inn	
	<u>72.08</u>
Total Country Inn	72.08
Dakota Supply Group	
	38.77
	93.07
	33.29
	32.78
	132.04
	45.00
Total Dakota Supply Group	<u>374.95</u>
Delta Kappa Gamma - Concessions	
	<u>335.87</u>
Total Delta Kappa Gamma - Concessions	335.87
Dennis Noska	
	250.00
	200.00
Total Dennis Noska	<u>450.00</u>
Double Tree	
	<u>495.63</u>
Total Double Tree	495.63
Dunn Bros Coffee	
	343.00
	485.54
Total Dunn Bros Coffee	<u>828.54</u>
Emily Edson Design	
	<u>1,062.80</u>
Total Emily Edson Design	1,062.80
Forklifts of Minnesota, Inc.	
	<u>141.22</u>
Total Forklifts of Minnesota, Inc.	141.22
Forum Communications Company	
	370.00
	15.00
Total Forum Communications Company	<u>385.00</u>
Gladen Construction, Inc.	
	<u>16,110.00</u>
Total Gladen Construction, Inc.	16,110.00
HBI Radio Bemidji	
	<u>504.00</u>
Total HBI Radio Bemidji	504.00
Heartland Paper Company	
	194.18
	442.82
	77.83
Total Heartland Paper Company	<u>714.83</u>
iHeartMedia	
	<u>500.00</u>
Total iHeartMedia	500.00
KYCK-FM	
	<u>720.00</u>

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
 As of February 16, 2017

	<u>Open Balance</u>
Total KYCK-FM	720.00
Lueken's - North	
	<u>135.65</u>
Total Lueken's - North	135.65
Luekens - South	
	<u>297.08</u>
Total Luekens - South	297.08
Marco	
	43.69
	47.25
	367.22
	<u>33.75</u>
Total Marco	491.91
Michael Cronin	
	<u>388.35</u>
Total Michael Cronin	388.35
Minnesota Energy Resources Corp	
	<u>12,782.56</u>
Total Minnesota Energy Resources Corp	12,782.56
Office Depot	
	38.79
	18.06
	<u>105.81</u>
Total Office Depot	162.66
Paul Bunyan Communications	
	495.00
	400.00
	1,470.00
	<u>480.00</u>
Total Paul Bunyan Communications	2,845.00
R.P Broadcasting, Inc.	
	<u>433.50</u>
Total R.P Broadcasting, Inc.	433.50
Radio FM Media	
	374.00
	<u>374.00</u>
Total Radio FM Media	748.00
Raphaels Bakery Cafe	
	<u>160.00</u>
Total Raphaels Bakery Cafe	160.00
Relay for Life	
	<u>250.71</u>
Total Relay for Life	250.71
Roger's Two Way Radio Inc	
	<u>151.03</u>
Total Roger's Two Way Radio Inc	151.03
SimplexGrinnell	
	<u>1,216.32</u>
Total SimplexGrinnell	1,216.32
Spectrum Reach	
	<u>850.00</u>
Total Spectrum Reach	850.00
Sysco North Dakota, Inc.	

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of February 16, 2017

	<u>Open Balance</u>
	-243.80
	-290.45
	-24,684.31
	-352.77
	177.08
	54.75
	87.82
	2,356.65
	2,122.34
	3,038.12
	28,236.66
	2,946.13
	76.60
Total Sysco North Dakota, Inc.	<u>13,524.82</u>
TruStar Federal Credit Union	
	31.86
Total TruStar Federal Credit Union	<u>31.86</u>
Waste Management	
	235.44
Total Waste Management	<u>235.44</u>
Manual Checks & Debits	
McKinnon Co. Inc.	810.00
Merchant Services	1,231.59
D-S Beverages	1,692.50
Bemidji Brewing	398.00
Jeff Kossow (reimburse for hard drive)	127.81
Michael Bateson	500.00
NLFX Professional	1,000.00
City of Bemidji	1,320.75
Total Manual Checks & Debits	<u>7,080.65</u>
TOTAL	<u><u>101,750.28</u></u>

GENERAL BUSINESS LICENSES - 2017

Type of License	Business Name	Business Location	Fee Paid
Hotel/Motel	HOLIDAY INN EXPRESS	2422 RIDGEWAY AVE NW	\$65.00
Plumber	GREGG'S PLUMBING & HEATING	WITHIN BEMIDJI CITY LIMITS	\$95.00

COUNCIL AGENDA ITEM



Meeting Date: February 21, 2017

Action Requested: Appointment to Heritage Preservation Commission

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

Reviewed By: Nate Mathews, City Manager

Gary Rozman, 807 Minnesota Avenue NW, has applied for a vacancy on the Heritage Preservation Commission. His application is attached for your review.

The Mayor has reviewed Mr. Rozman's application and recommended the Council appoint him to fill the vacancy.

Recommendation:

Appoint Gary Rozman to the Heritage Preservation Commission (term ends 1/31/2020).



CITY OF BEMIDJI
317 4th Street NW
Bemidji, MN 56601

Phone: 218-759-3570 Fax: 218-759-3590
Website: www.ci.bemidji.mn.us

Date Received:

2/3/17

Received By:

KM

BOARD/COMMISSION APPLICATION

APPLYING FOR (check only one):

- | | |
|--|--|
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Library Board |
| <input checked="" type="checkbox"/> Heritage Preservation Commission | <input type="checkbox"/> Merit Hearing Board |
| <input type="checkbox"/> Housing & Redevelopment Commission | <input type="checkbox"/> Parks & Trails Commission |
| <input type="checkbox"/> Housing Appeals Board | <input type="checkbox"/> Greater Bemidji Joint Planning Commission |
| <input type="checkbox"/> Public Arts Commission | <input type="checkbox"/> South Shore Design Review Committee |

NAME: Gary Rozman

FULL ADDRESS: 807 Minnesota Ave NW, Bemidji MN 56601

PHONE (HOME): (917) 842-7825

PHONE (WORK): (218) 444-3376

EMAIL: grozman@gmail.com

ARE YOU A RESIDENT OF THE CITY OF BEMIDJI? YES NO

DO YOU MEET THE QUALIFICATIONS TO SERVE ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING AS STIPULATED IN THE CITY'S POLICY ON APPOINTMENTS TO BOARDS & COMMISSIONS? YES NO

STATEMENT OF INTEREST, WHY YOU ARE INTERESTED IN SERVING ON THIS BOARD/COMMISSION:

As an employee of the Beltrami County Historical Society I have a passion for preservation and am situated in a position to help foster collaboration between the City and Society for the benefit of Bemidji's heritage, and by extension, her residents.

PLEASE LIST YOUR QUALIFICATIONS, EXPERIENCE/EDUCATION THAT IS RELATIVE TO YOU SERVING ON THIS BOARD/COMMISSION:

16 years in the service of a large municipality.
Graduate certificate in public administration.
Experience in historical interpretation/education.

AVAILABILITY: *Are you able to meet as necessary to fulfill the responsibilities of appointment to this board/commission?* Yes No

REFERENCES: *(Optional)*

Sharon Geisen		(218) 751-8277
Name	Address	Phone
Andy Mack		(218) 760-1532
Name	Address	Phone
Name	Address	Phone

Incomplete applications will not be considered.

NOTE: *This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.*

(For Office Use Only)

Was application submitted by due date? Yes No

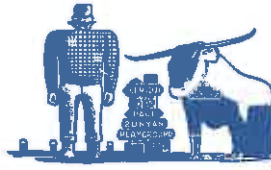
The Applicant is: A New Applicant Applying for Reappointment

This appointment is for a: Partial Term Full Term

Date submitted to Council: _____ Council Action: Not Appointed Appointed (Exp: _____)

Bemidji Jaycees

P.O. BOX 293, BEMIDJI, MINNESOTA 56619-0293



2/14/2017

Bemidji City Council
317 4th Street
Bemidji, MN 56601

Dear City Council Members,

On behalf of the Bemidji Jaycees, I would like to respectfully withdraw our offer to bring the 73rd Annual Water Carnival to 4th street in the summer of 2017. As a community and leadership organization, we are sensitive to the needs of the community and although initial feedback regarding our location change was positive, we have since heard valid overwhelming concerns from local business owners and community members.

We love our downtown and are fearful of the unintentional divide we are creating between business owners and local organizations. It is a goal of the Bemidji Jaycees to make the community a better place, therefore, it is our decision to do what is in the best interest of the community which is to start over and make some thoughtful decisions regarding the future of the water carnival.

Cordially,

A handwritten signature in black ink, appearing to read 'Nicole McKinnon', written over a horizontal line.

Nicole McKinnon
Bemidji Jaycees
73rd Annual Water Carnival Chairman

Josh Peterson
Bemidji Jaycees
85th President

COUNCIL AGENDA ITEM



Meeting Date: February 21, 2017

Action Requested: Consider Approval of Memorandum of Understanding with Beltrami County & School District 31 for Division Street Utilities – City Project 17-07

Prepared By: Craig J. Gray, P.E.
Director of Public Works/City Engineer *CJG*

Reviewed By: Nate Mathews, City Manager

Background:

Attached is a Memorandum of Understanding (MOU) that staff has prepared that details the responsibilities and costs that will be shared between the school district, the county and the city for the extension of sanitary sewer and water mains along Division Street. The city manager and I have previously meet with the county administrator and the school superintendent to review the provisions of the agreement.

At this point it is unknown what, if any, roadwork the county will be undertaking in 2017. It sounds like the majority of the roadwork on Division Street will not occur until 2018. Our goal now is to get as much of the utility work, between the High School and the new GDES, completed in 2017 so that it is done by the time the road work starts.

The MOU has been written to cap the city costs at the amounts previously authorized by the city council. Those costs are \$508,000 for the Phase 1 Improvements – East of Adams Avenue and \$80,000 for the Phase 2 Improvements – West of Adams Avenue. Actual payment amounts will be based upon the construction bids that are received.

We hope to get the utility package out for bids in the next few weeks so it is imperative that we get the agreement approved and signed by all three parties. The County Board will be considering the MOU at the meeting on February 21 and the School Board on February 28.

Recommendation:

It is recommended that the city council pass a motion approving the MOU with Beltrami County and School District 31 for the Division Street Municipal Utility Extensions – City Project 17-07.

MEMORANDUM OF UNDERSTANDING

BETWEEN BELTRAMI COUNTY, THE CITY OF BEMIDJI AND INDEPENDENT SCHOOL DISTRICT #31, REGARDING DIVISION STREET MUNICIPAL WATER AND SANITARY SEWER UTILITY SYSTEM EXTENSION ASSOCIATED WITH THE GENE DILLION ELEMENTARY SCHOOL PROJECT

The City, County and School District desire to take advantage of an opportunity to coordinate their respective planned 2017 capital improvement projects, in particular, regarding the extension and installation of municipal utility improvements along Division Street NW from the Bemidji High School to the new Gene Dillion Elementary School site, as requested by the District. To facilitate coordination, the governmental entities have agreed to authorize and appoint the School District as the administrative authority and agency responsible for contracting for the construction services of and for the proposed municipal utility improvements extension, as is more fully described in the terms outlined below.

1. The School District has requested the extension of municipal water and sewer services along Division Street NW from the existing utility terminus at and from the Bemidji High School entrance to the new Gene Dillion Elementary School Site (GDES). At the same time, and to coincide with the proposed GDES Project, the County desires to reconstruct and upgrade Division Street, which is designated as County State Aid Highway 7 (CASH 7) between Jefferson Street and Becida Road. If utilities are to be extended, the City and School District desire to install the municipal utilities within the actual Division Street corridor, which right-of-way is owned and maintained by the County. Due to the uncertainty associated with the timing and extent of the proposed County road improvements it is agreed by all three parties that in order to successfully complete the projects in a timely manner that the City and District should jointly construct the proposed municipal utility extension project to the GDES in 2017.
2. Respecting Utility Project administration and contracting of/for implementation of Project components, the School District is designated herein to undertake the responsibility(s) for contracting for all construction contractor services necessary for the Project.
3. Respecting Utility Project Engineering, representatives of the City and District have agreed to the services of the firm of Karvakko PA for the design and project management of the Municipal Utility Extension Project. Karvakko will provide surveys, right-of-way issue definition and project engineering for and during preliminary, design and construction phases of the project, as well as close-out the completed Project.
4. With the Project Engineer, the County and City Engineers shall review and approve all plans and specifications for the work, including the preparation, solicitation and award of bids for construction of the Project, and including the review and approval of any change orders or supplementary agreements involved with the construction contract. Any approval or authorization required of or by the governing body of a party to this MOA, in order to perform any portion or stage of the Project, shall be timely secured to enable performance and substantial completion of the Project in 2017.

5. In furtherance of the School District's request, the City agrees to pay for the design and construction costs of what is referred to as the Phase 1 Improvements. The Phase 1 Improvements are the municipal utility improvements in CSAH 7 between the high school and Adams Avenue, as detailed on Exhibit 1. In general terms, the Phase 1 Improvements will consist of the following:
 - a. 16" water main extension and 8" PVC sanitary sewer main extension in Division Street from Bemidji High School to Adams Avenue.
 - b. 12" water main extension north along Adams Avenue.
 - c. Eleven (11) residential water and sanitary sewer services between the TH 2 bypass and Adams Avenue.
 - d. All necessary hydrants, valves, clean-outs and appurtenances.
6. The City shall pay Karvakko P.A. directly for the design, inspection and construction management of the Phase I improvements. These costs are currently estimated at \$60,000 (Karvakko cost).
7. The City's financial responsibility for the construction of the Phase I Improvements shall be based on the unit prices of the low bid of the selected contractor for the project and it shall not exceed \$408,000. The total cost [contract cost (\$408,000) + contingency (\$40,000) + Karvakko cost (\$60,000)] of the City portion of the Phase I Improvements shall not exceed \$508,000.
8. If during the Phase 1 project design, and in the project coordination process with Beltrami County, it is determined that additional bituminous needs to be removed or replaced on CSAH 7, beyond what is shown on Exhibit 1, then those additional costs shall not be borne by the City but shall be the responsibility of the County and/or School District as determined between them under separate agreement.
9. The City also agrees to pay for a share of the design and construction costs of what is referred to as the Phase 2 Improvements. The Phase 2 Improvements are the municipal utility improvements constructed within CSAH 7 between Adams Avenue and the GDES. The city's share of the Phase 2 Improvements is for that portion of the cost of the utility improvements representing any oversizing of mains and/or installation of service lines above and beyond what is required to serve the GDES. The city's estimated share of the Phase 2 improvements are shown on Exhibit 2.
10. The city's total financial responsibility for the construction of the Phase 2 Improvements shall be based on the unit prices of the low bid of the selected contractor for the project, along with an appropriate and pro-rated amount for engineering and inspection services provided by Karvakko.
11. After completion and acceptance by the City Engineer of the Phase 1 and 2 Improvements the city shall be responsible for the on-going ownership, operation and maintenance of the municipal utility systems extension.
12. Respecting payment to the District from the City for the City's portion of the Project expenditures, as discussed above, the City will pay the School District on a reimbursement basis. The School District shall remit to the City copies of invoices from Project consultants

and contractors as they are received. The City shall submit reimbursement for its share of each invoice within 30 days of receipt of such invoice(s). Any dispute over responsibility for an invoiced cost shall be reviewed and mediated by a joint City-County-District committee comprised of the City Manager, County Administrator, School Superintendent and the respective Engineers. Alternatively, City Construction funds may be made available by the City to the District at the time of award of a construction contract.

This Memorandum of Understanding establishes the broad based definition of the City/County/District roles in this project. If necessary by either party or for reasons of project financing a more detailed agreement will be developed and executed at the time of Award of the Construction Contract.

Dated: _____

County of Beltrami

By _____
Its Board Chair

By _____
Kay Mack, Its Administrator

Dated: _____

City of Bemidji

By _____
Rita C. Albrecht, Its Mayor

By _____
Nathan Mathews, Its Manager

Dated: _____

School District No. 31

By _____
Its Board Chair

By _____
Dr. James Hess, Its Superintendent

EXHIBIT 1

Phase 1 Improvements

City of Bemidji

Opinion of Probable Cost - November 4th, 2016

East of Adams Avenue on Division Street - Water and Sewer

Item	Unit	Est Qty	Unit Price	Total	Notes
MOBILIZATION	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00	
TRAFFIC CONTROL	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00	
REMOVE CURB & GUTTER	LIN FT	720	\$ 3.00	\$ 2,160.00	400 LF FOR MAIN INSTALL; 320 LF FOR SERVICES EAST OF H.S.
BITUMINOUS PAVEMENT REMOVAL	SY	2150	\$ 3.00	\$ 6,450.00	1225 SY FOR MAIN INSTALL; 925 SY FOR SERVICES EAST OF H.S.
AGGREGATE BASE CLASS 5	TON	685	\$ 15.00	\$ 10,275.00	385 TONS FOR MAIN; 300 TONS FOR SERVICES EAST OF H.S.
TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	235	\$ 80.00	\$ 18,800.00	135 TONS FOR MAIN INSTALL; 100 TONS FOR SERVICES EAST OF H.S.
B624 CURB AND GUTTER	LIN FT	720	\$ 12.00	\$ 8,640.00	400 LF FOR MAIN INSTALL; 320 LF FOR SERVICES EAST OF H.S.
TURF ESTABLISHMENT	ACRE	1	\$ 3,500.00	\$ 3,500.00	
STREET TOTAL				\$ 79,825.00	
4" PVC PIPE SEWER (SDR-35)	LIN FT	970	\$ 25.00	\$ 24,250.00	
8" PVC PIPE SEWER (SDR-35)	LIN FT	1895	\$ 35.00	\$ 66,325.00	
CLEAN AND VIDEO TAPE PIPE SEWER	LIN FT	1895	\$ 2.00	\$ 3,790.00	
8" x 4" PVC WYE	EACH	11	\$ 250.00	\$ 2,750.00	
4" CLEANOUT ASSEMBLY	EACH	11	\$ 200.00	\$ 2,200.00	
CASTING ASSEMBLY	EACH	8	\$ 600.00	\$ 4,800.00	
CONSTRUCT SANITARY STRUCTURE	LIN FT	89	\$ 240.00	\$ 21,360.00	
SEWER TOTAL				\$ 125,475.00	
HYDRANT	EACH	3	\$ 4,500.00	\$ 13,500.00	
6" GATE VALVE W/ BOX	EACH	3	\$ 1,800.00	\$ 5,400.00	
8" GATE VALVE W/ BOX	EACH	1	\$ 2,400.00	\$ 2,400.00	
12" GATE VALVE W/ BOX	EACH	1	\$ 3,500.00	\$ 3,500.00	
16" GATE VALVE W/ BOX	EACH	3	\$ 6,500.00	\$ 19,500.00	
6" WATERMAIN DUCTILE IRON CL 52	LIN FT	105	\$ 35.00	\$ 3,675.00	
12" WATERMAIN DUCTILE IRON CL 52	LIN FT	500	\$ 50.00	\$ 25,000.00	
16" WATERMAIN DUCTILE IRON CL 52	LIN FT	1505	\$ 65.00	\$ 97,825.00	
1" TYPE K COPPER	LIN FT	820	\$ 25.00	\$ 20,500.00	
1" CORPORATION STOP	EACH	10	\$ 150.00	\$ 1,500.00	
1" CURB STOP AND BOX	EACH	10	\$ 350.00	\$ 3,500.00	
DUCTILE IRON FITTINGS	POUND	1000	\$ 5.00	\$ 5,000.00	
WATER TOTAL				\$ 201,900.00	
EST. CONSTRUCTION TOTAL				\$ 405,600.00	STREET+SEWER+WATER
10% CONTINGENCY				\$ 40,560.00	
15% ENGINEERING				\$ 60,990.00	
GRAND TOTAL				\$ 508,250.00	

Notes:

1. Estimate does not include any dewatering for utility installation.
2. Water line size is based on calculations performed by the City of Bemidji.
3. Estimate does not include any temporary or permanent easement costs required for service installation.
4. Proposed water and sewer services to be installed to Division Street R.O.W.
5. Assumed geotechnical engineering not included in 15% engineering cost.

EXHIBIT 2

Phase 2 Improvements

City of Bemidji

Opinion of Probable Cost - December 27th, 2016

West of Adams Avenue on Division Street - Water and Sewer Services

Item	Unit	Est Qty	Unit Price	Total	Notes
MOBILIZATION	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	ASSUMED 6% OF EST. CONSTRUCTION TOTAL
TRAFFIC CONTROL	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	
BITUMINOUS PAVEMENT REMOVAL	SY	250	\$ 3.00	\$ 750.00	
AGGREGATE BASE CLASS 5	TON	100	\$ 15.00	\$ 1,500.00	
TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	75	\$ 80.00	\$ 6,000.00	
STREET TOTAL				\$ 18,250.00	
4" PVC PIPE SEWER (SDR-35)	LIN FT	200	\$ 25.00	\$ 5,000.00	
8" x 4" PVC WYE	EACH	4	\$ 250.00	\$ 1,000.00	
4" CLEANOUT ASSEMBLY	EACH	4	\$ 200.00	\$ 800.00	
SEWER SERVICES TOTAL				\$ 6,800.00	
HYDRANT	EACH	1	\$ 4,500.00	\$ 4,500.00	HYDRANTS @ 600 FT SPACING
6" GATE VALVE W/ BOX	EACH	2	\$ 1,800.00	\$ 3,600.00	
8" GATE VALVE W/ BOX	EACH	1	\$ 2,400.00	\$ 2,400.00	
12" GATE VALVE W/ BOX	EACH	4	\$ 3,500.00	\$ 14,000.00	
6" WATERMAIN DUCTILE IRON CL 52	LIN FT	60	\$ 35.00	\$ 2,100.00	
8" WATERMAIN DUCTILE IRON CL 52	LIN FT	100	\$ 40.00	\$ 4,000.00	
1" TYPE K COPPER	LIN FT	150	\$ 25.00	\$ 3,750.00	
1" CORPORATION STOP	EACH	4	\$ 150.00	\$ 600.00	
1" CURB STOP AND BOX	EACH	4	\$ 350.00	\$ 1,400.00	
DUCTILE IRON FITTINGS	POUND	500	\$ 5.00	\$ 2,500.00	
WATER SERVICES TOTAL				\$ 38,850.00	

EST. CONSTRUCTION TOTAL	\$ 63,900.00	STREET+SEWER+WATER
10% CONTINGENCY	\$ 6,390.00	
15% ENGINEERING	\$ 9,585.00	
GRAND TOTAL	\$ 79,875.00	

Notes:

1. Typical cost for adding water & sewer services North of Division = \$2,600. Typical cost for adding water & sewer services South of Division = \$8,000
2. Water line size is based on calculations performed by the City of Bemidji.
3. Estimate does not include any temporary or permanent easement costs required for service installation.
4. Estimate does not include any dewatering for services installation, if necessary.
5. Proposed water and sewer services to be installed to Division Street R.O.W.
6. Assumed geotechnical engineering not included in 15% engineering cost.

CITY OF BEMIDJI

ORDINANCE NO. ____, 3RD SERIES

AN ORDINANCE AMENDING CHAPTER 12, ARTICLE XIII OF THE BEMIDJI CITY CODE RELATING TO MASSAGE

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The following sections in Chapter 12, Article XIII of the Bemidji City Code entitled "Massage Establishments", are hereby amended by adding the underlined material and deleting the stricken material as follows:

Division 2, License or Permit Required

Sec. 12-722. - Application for massage facility license.

(11) All massage therapists who are not licensed to practice massage therapy in the city must meet requirements as described in Sec.12-724. ~~as of September 10, 2004, in addition to the minimum requirements for a massage therapist license, shall have passed the national examination and attained and/or maintained his national certification before applying for a massage therapist license. Massage therapists who are licensed to practice massage therapy in the city prior to September 10, 2004, are exempt from the requirement for national certification and may continue to practice subject to the renewal provisions of this article.~~ All other licensing provisions are applicable.

Sec. 12-724. - Application for massage permit.

- (6) The name and address of the recognized school attended, the dates attended and a copy of the diploma or certificate of graduation awarded the applicant showing the applicant has completed not less than 500 hours of instruction, and proof that the applicant:
- (a) Has a passing score from the Massage and Bodywork Licensing Examination (MBLEx), owned and governed by the Federation of State Massage Therapy Boards and a current CPR certification; OR
 - (b) Has attained and/or maintained his national Board Certification in Therapeutic Massage and Bodywork (BCTMB) by National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) for massage therapy.

NOTE: A massage therapist who is licensed to practice massage therapy in the city as of September 10, 2004, may continue to practice subject to the renewal provisions of this section. All other licensing provisions are applicable.

SECTION 2. This Ordinance shall become effective thirty (30) days after its passage and publication according to law.

Ayes:
Absent:
Nays:

First Reading:
Second Reading:
Final Reading: