

# CITY COUNCIL PROCEEDINGS

## BEMIDJI, MINNESOTA

### Regular Meeting – February 5, 2018

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 5, 2018 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, Lehmann, Erickson, Larson

Staff Present: City Manager Nate Mathews, 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 Larson, to approve the agenda as prepared. Motion carried by unanimous vote.**

#### **MINUTES**

The following minutes were presented for approval:

Council Meeting	January 16, 2018
Work Session	January 8, 2018
Special Meeting	January 18, 2018
Work Session	January 22, 2018
Work Session	January 29, 2018

**Motion by Johnson, 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. The following items were requested to be added:

- Erickson requested that the BYAC invoice in the amount of \$7,500 be pulled from the claims submitted for further discussion.
- Lehmann requested authorization to travel to CGMC Legislative Action Day.

**Motion by Erickson, seconded by Larson, to approve the Consent Agenda items as follows:**

1. Claims submitted by the Finance Officer in the total amount of Claims Submitted by Finance Officer in the amount of \$1,009,219.60
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$160,318.06
3. General Business Licenses Renewals for 2018
4. 1 Day Temporary Consumption & Display Permit – NW MN Foundation on June 27, 2018
5. Appointment to Heritage Preservation Commission – Andrew Mack
6. Authorized Archery Hunting on City-owned parcels in Ward 4
7. Purchase of 2018 Dodge Ram 1500 from Dodge of Burnsville in the amount of \$30,140, Plus additional police specific equipment in the amount of \$4,000
8. **RESOLUTION NO. 6136:** Accepting Donation from DNR Employee Club in the amount of \$1,020 – Fire Department
9. **RESOLUTION NO. 6137:** Supporting Local Decision-Making Authority
10. Approved Submission of 2017 Pay Equity Report to State of Minnesota
11. Travel Authorization – Minnesota Mayors – Duluth on Feb. 8-9, 2018 - Albrecht
12. Travel Authorization – CGMC Legislative Action Day in St. Paul on March 14, 2018 – Johnson, Meehlhause, Lehmann

**Motion carried by unanimous vote.**

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

No one appeared.

**COMMITTEE REPORTS**

**Bemidji Youth Advisory Commission** – Mia Haugan, BYAC member, reported on upcoming events.

**OLD BUSINESS****100% Graduation**

John Eggers, local educator, thanked the Bemidji City Council for adopting the resolution in support of the 100% graduation initiative. He noted that Bemidji is the only city in the state to adopt the resolution. He stated that he believes it is possible to get a high school graduation rate of 100%. Eggers stated that now, the important thing, is to spread that same word to organizations around Bemidji. He noted that a 100% graduation rate could reduce poverty, lower crime and make a healthier community.

Mayor Albrecht stated that another way to build to support is by approaching and working with employers and the business community. She further stated that students graduating from school is important so that they can either continue their training or get into the workforce.

Councilor Erickson stated that it would be important to get students involved and suggested that the Bemidji Youth Advisory Commission become involved with their advisory board.

**NEW BUSINESS****ADA Transition Plan**

Gray stated that the Federal Highway Administration (FHWA) has enacted a requirement that all local agencies with greater than 50 employees or who are scheduled to receive federal funding included in the 2019-2022 State Transportation Improvement Plan must develop and adopt an ADA transition Plan or be substantially working towards completion that plan. He noted that the City is scheduled to receive \$860,000 of federal funding in 2019 for the 30<sup>th</sup> Street and Hannah Avenue project.

Staff worked with Widseth Smith & Nolting (WSN) to provide consulting services for the Plan they are the only local firm that has experience in this plan for communities the size of Bemidji. Gray stated that the fieldwork required for the Plan would start this spring with completion in September 2018. Gray recommended the City Council accept the proposal from WSN in the amount of \$26,317 which includes the self-assessment field survey and completion of the ADA Transition Plan.

**Motion by Hellquist, seconded by Lehmann, authorizing the City Engineer to enter into a professional services agreement regarding the ADA Transition Plan (City Project #18-08) with Widseth Smith & Nolting in the amount of \$26,317. Motion carried unanimously.**

**BYAC Invoice**

Councilor Erickson stated that she pulled the \$7,500 invoice from the claims for further discussion. She noted that the amounts have increased significantly for the Youth Commission and the Council had asked for budget and plans for fundraising. Erickson stated she would like to see more effort from the BYAC to fundraise.

Mathews stated that Evergreen manages the BYAC on behalf of the City. He stated that staff have been exploring taking on management of the Commission but are not prepared to at this time.

Councilor Meehlhause posed the question “what is the City’s goal for the Commission”. He stated that requiring the Commission members to do more fundraising would not be productive as these students have many commitments. He stated it is a “balancing act” fundraising versus civic duty.

Council directed the City Manager to contact the BYAC Advisor regarding their budget and fundraising efforts.

**UPCOMING COUNCIL MEETINGS**

- Monday, February 12 5:30 p.m. Work Session – Update on PFC Issue
- Tuesday, February 20 6:00 p.m. Regular Council Meeting

**COUNCIL/STAFF REPORT**

- Council members reported on upcoming meetings.
- City Manager Mathews noted that with the upcoming retirement of the City Clerk Murphy there will be some staff changes. He stated that Michelle Miller will assume the duties of

City Clerk effective May 1. Furthermore, Teresa Hanson will be the Human Resource Coordinator. Hanson's current duties relating to the building department will be assumed by the Planning Administrative Assistant. He stated that the Legal Administrative Assistant position will not be filled. He then reviewed the current Organizational Chart and the proposed 2019 Organizational Chart, which includes a Community Development Director.

- Mathews reviewed two parcels located by the City's airport for potential sale. Council consensus was to visit with the Airport Authority and proceed.
- Councilor Johnson inquired if the City has received any report from the State Auditor regarding VenuWorks. Eischens responded no report has been received at this time.

**ADJOURN**

There being no further business, motion by Meehlhause, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:18 p.m.

Respectfully submitted,



Kay M. Murphy  
City Clerk