

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – March 16, 2015

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, March 16, 2015 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, Olson, Erickson, Larson

Staff Present: City Engineer/Public Works Director, Craig Gray, Finance Director Ron Eischens, Parks & Recreation Director, Marcia Larson, Deputy City Clerk Michelle Miller

PROCLAMATION

Mayor Albrecht proclaimed March 23-March 27, 2015 as Boys & Girls Club Week in Bemidji.

AMENDMENTS TO AGENDA

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

MINUTES

The following minutes were presented for approval:

Council Meeting	March 2, 2015
Work Session	March 9, 2015

Motion by Johnson, seconded by Olson, to approve the minutes as presented. Motion carried by unanimous vote.

CONSENT AGENDA

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

1. Claims Submitted by Finance Officer in the amount of \$521,315.01
2. Claims Submitted by Venuworks for the Sanford Center in the amount of \$98,658.47
3. General Business Licenses for 2015
4. Temporary Consumption & Display Permit – NW Minnesota Foundation on 6/2/2015
5. Appointment to Library Board – Hannah Buckland (Term 1/31/2018)
6. Travel Authorization – Mayor's Conference in White Bear Lake - April 24-25 - Albrecht

Motion carried by unanimous vote.

CITY MANAGER SELECTION ANNOUNCEMENT

Albrecht made a brief announcement that at the special work session held prior to the council meeting, the City Council came to a unanimous agreement to offer the position of city manager to Nate Mathews, the current City Administrator in Staples, Minnesota.

CITIZENS NOT ON AGENDA

Jim Thompson, 1300 Event Center DR NE, #13, stated that he misses being on the City Council, apologized to his constituents for not running in the last election and stated that he will run for City Council in four years.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission

Lilly Fulton reported on the BYAC's activities which included a successful Bemidji Community Theatre Listening Lunch with 48 in attendance. There will be an Evergreen Listening Lunch on March 31 which will be the first lunch where Voyagers will be included. Preparation for the June 7 Youth Rally is underway and they are looking for youth bands and sponsorships for the event. They are also collaborating with the Red Cross for a

canvassing project to install smoke detectors in Bemidji homes. BYAC volunteers will be assisting with knocking on doors and arranging for the smoke detectors to be installed.

Sustainability Committee

Sustainability Committee members Anna Carlson, Sara Dennison and Scott Merschman highlighted the following accomplishments by their group:

- MN GreenStep Cities Progress – anticipate completing reporting on five best practices which could get Bemidji to a Step 3 City this year. The committee also hopes to nominate Bemidji for a GreenStep Cities Sustainable City cash award of \$1,000.
- Simone Senogles and Scott Merschman of the Headwater's Food Sovereignty Council have been working on a bee ordinance to establish parameters for bee keeping in Bemidji. The ordinance's aim is to ensure the safety of bees and neighbors. The ordinance will be going to the JPC March 26 and to the board on April 8 for adoption. If you have questions, please contact Simone Senogles at simone@ienearth.org.
- The Sustainability Committee website is live - check out the sustainability tab on the city's website.
- Committee representatives Diana Kuklinski and Anna Carlson have established a relationship with the Bemidji Pioneer and have had two articles published highlighting Sustainability efforts in our community. This will be a monthly column produced by the Sustainability Committee.
- Keep an eye out for Earth Month activities in April! Mayor Albrecht and Climatologist Mark Seeley will be special guests at an upcoming regional event called "Climate Minnesota: Local Stories, Community Solutions". Event will take place April 14th as a part of our Sustainable Tuesday's series on BSU's campus from 5:30-8:00 p.m. at the Beaux Arts Ballroom.
- Last year's Natural Landscaping Workshop hosted by the Sustainability Committee was such a success we're doing it again! Last year's workshop spurred the Permaculture Design Charrette put on by Diana Kuklinski where 11 community members designed and proposed a landscape design for homeowner Mary Mitchell. This year's workshop will be held May 30th and will be capped at 30 participants. There will be an opportunity for 12 people to integrate their learning into a hands-on a "Design & Dig".

NEW BUSINESS

Discussion and Approval of Site and Road Closures for the Bemidji Jaycees 71st Annual Water Carnival

Eva Fisher, Water Carnival Chair, presented the Council with various requests for the 71st Annual Water Carnival to be held in the South Shore Development (otherwise known as "Sanford Center Parking lot").

Fisher stated that they have brought back the police overtime reimbursement for consideration because it was the committee's understanding that when the subject of reimbursing police overtime costs was first brought up in 2009 it was because of a cut in funding. Since then the funding (to their knowledge) has been restored and with the use of the private security they hire felt this issue could be reexamined this year. Fisher stated that very few incidents in the recent past have been related to Water Carnival activities and being out of downtown this year feels it could be even less. Therefore, they are asking for the council's consideration of this. Discussion continued and consensus of the Council was that since other events are billed for police overtime, the city will bill for half of the police overtime incurred for this event.

Char Blashill, Jaycee Member, stated that they met with their electrician from Todavich Electric, Sanford Center Staff, and Ottetail staff. It was discovered that the power supply that is located in the parking lot would not be sufficient for the event. Ottetail will have to bring in a temporary transformer and are pretty sure they can place it at no cost, but the Jaycees would be responsible for the charge of the Kilowatt per hour and they are asking if that cost is something the city could cover as they have not had to pay for electricity at the waterfront in the past. This electricity would only cover the tent and the food vendors. The midway company provides their own electricity with their own generators.

Gray stated that city staff will make the city water available through the fire hydrant connections. However, if the fire hydrant connection is not feasible, the city will not haul in drinking water.

The Jaycees are requesting that Lakeshore Drive be closed from July 1-5, 2015. Also, closure of Central Avenue, the Nymore Beach boat landing and a part of the trail would need to be closed on the day of the fireworks.

Erickson inquired of the request regarding signage indicating “higher traffic ahead” or “event congestion ahead” on 1st Street due to the event and the increased pedestrian traffic. Gray stated that those signs are expensive to rent per day and staff is not recommending utilizing those particular signs; however, he stated the city could make a temporary sign for the event.

Additionally, the Jaycees are requesting to place the carnival worker campsite in the parking lot behind the Sanford Center, as discussed in the meeting they had on January 19th. After meeting with Sanford Center staff it was determined that there is no water or power supply in that location and the Jaycees are requesting for assistance from the City to make the power available from the building but that the Jaycees would pay for the actual electricity used by the campers with the meter from the Giovanni’s site to the new site.

Motion by Hellquist, seconded by Erickson, to waive the electrical and water costs provided for the tent and food vendors and approve the road closure of Lakeshore Drive NE located in the South Shore Development during the event and approve the additional closure of Central Avenue NE and a portion of the trail on July 4th for the Fireworks Display. Motion carried unanimously.

Council also discussed the request that the campsite for the carnival employees be located in the parking lot behind the Sanford Center. Marcia Larson stated that based on meetings with the Jaycees, the city would provide electrical access from the Sanford Center building; however a temporary meter will be connected and the Jaycees would pay for the actual usage. Without knowing the actual costs to make electricity assessable the council would like to revisit this issue at the next council meeting.

Motion by Olson, seconded by Meehlhause, to allow a campsite for the carnival employees to be located behind the Sanford Center. Motion carried unanimously.

Consider HVAC Specifications for the Neilson-Reise Arena

Marcia Larson stated that at the August 11, 2014 Council Work Session, the Council reviewed an evaluation of the Neilson Reise Arena. The highest priority included in the evaluation is the replacement of the dehumidification system as it is currently not functioning and \$330,000 is included in the 2015 CIP for this project. At the January 20, 2015 Council Meeting, the City Council approved a contract with Steven’s Engineering for the design and construction services for the HVAC project – replacement of the dehumidification and heating system at the Neilson Reise Arena.

Steven’s Engineering has worked with City Staff to develop a plan for the HVAC Project which includes replacement of the existing mechanical dehumidification system, replacement of the ventilation and heating system and repairing door seals and caulk cracks in the envelope which allow humidity to infiltrate the building.

They decided on a new dehumidification unit and duct heaters that will be located outside near the southwest corner of the building. A 34” diameter duct will run inside the arena over the ice to provide the warm dry air for the arena. The original plan had the duct work being over the team boxes but since it would hang so low it was decided to move that duct work to the center of the ice which will create some construction challenges. Two existing unit heaters in the arena will be removed and replaced as part of the project. Existing louvers, dampers and fans will be removed – this will improve the functioning of the dehumidification system, however will not provide enough ventilation if dry floor events were ever considered. The current operation of the arena has not included dry floor events due to the year round ice and sand floor. It is not anticipated the use of the arena will change in the future.

They had originally looked at doing a combination of heater/dehumidifier in one unit which would have been more expensive but based on the capacity and load it was decided to separate the units which bring the project under budget. The consultant was concerned that it wouldn’t totally stop the dripping from the ceiling. Therefore the project includes an alternate bid of a low emissivity ceiling (e-ceiling). This would greatly aid in eliminating moisture condensation and reduce compressor/plant daily operation.

An alternate bid for a low emissivity ceiling is estimated at \$44,000 which would bring the total project cost to \$334,900. The alternative to not installing the e-ceiling is to replace the roof which is about a \$400,000 project. Larson is hoping that the bids will come in lower than anticipated and will be able to complete the e-ceiling project. Larson stated that approval for the final costs will be brought before council in April.

Erickson expressed concern that if the bids come within budget where will the additional \$4,900 come from. Larson stated that since the e-ceiling is an alternate bid, if the project comes in

over budget that the alternate bid does not have to be accepted and the ceiling project would not be completed.

Johnson expressed concern of how much more life expectancy this would add to the building. Larson stated that there is still the issue of the plant. Dehumidification has been an issue for quite a few years and will help the operation of the compressors. This project will also buy more time so that decisions can be made for the long term issues.

Motion by Meehlhause, seconded by Olson, to approve the plans and specification and authorize the advertisement of bids for the Neilson Reise Arena HVAC Project. Motion carried with the following vote: Ayes: Meehlhause, Johnson, Larson, Albrecht, Olson. Nays: Hellquist, Erickson.

Consider Awarding Quote for the Marina/Docks

Larson stated that the Public Works Committee met on February 19, 2015 to discuss the South Shore Marina. Based on that discussion, staff sent out Request for Quotes for a docking system.

A permit for a marina in the south shore development was issued on May 27, 2014. The permit describes the project of up to 80 slips with the first phase including 20 slips with a five foot walkway which would meet ADA specifications with at least one slip that is accessible.

Two quotes were received with both companies being from the Bemidji Area. LePier also included a six foot wide dock/walkway option.

LePier Shoreline and Outdoors	\$43,338.80 (5 foot wide dock/walkway)
LePier Shoreline and Outdoors	\$45,297.00 (6 foot wide dock/walkway)
Boon-Docks Docks and Lift Sales	\$44,122.00

Larson stated there is approximately 80 feet between the Paul Bunyan Trail and the water's edge which would cost about \$6,500 to extend the dock that far. The exact cost is difficult to estimate as it would be preferable to continue the bituminous paved trail for as far as elevations allow then connect a dock section to connect the trail and on water dock system. Larson anticipates installation to be complete by the end of May.

The additional cost to install and remove the dock on an annual basis (including transporting to the WWTP) would be \$2,280 for LePier and \$2,400 for Boon-Docks.

Albrecht inquired about the option of renting dock slips. Larson stated that the Public Works Committee had decided not to have a rental option for the first year and it would be treated as a day dock. Larson also stated that policies and costs would need to be established before the city could rent the slips. Erickson stated that the League of Minnesota Cities needed to do some research on the cost of insurance for rental slips. Erickson commented that in the first year of installation the dock would need to be removed by August 31 for the beach cleanup and that would inconvenience rental slips.

Motion by Hellquist, seconded by Larson, to purchase the six foot wide dock/walkway and 20 slip dock system from LePier Shoreline and Outdoors in the amount of \$45,297. Motion carried unanimously.

Consider Award of Quote for South Shore Marina/Dock Trail – City Project 15-08

Craig Gray stated this project would construct a trail connection from the sidewalk on Lakeshore Drive to the Paul Bunyan Trail. This would be a multipurpose trail that could be used to access the trail or the dock. It could also be used by city staff for maintenance of the dock. Five quotes were received with an anticipated completion date of June 1.

J.D. Hansen & Sons, Inc.	\$ 14,885.00
Johnson Construction	\$ 17,708.40
M & T Excavating, Inc.	\$ 18,630.00
Reierson Construction	\$ 20,656.00
Knife River Materials	\$ 25,584.00

Gray reiterated what Larson stated above that while not included in the specifications, they will try to extend the bituminous as close to the lake as possible to eliminate the number of additional docks needed to extend from the trail to the dock.

Motion by Hellquist, seconded by Erickson, awarding the quote for the South Shore Dock Trail Connection project to J.D. Hanson & Sons in the amount of \$14,885. Motion carried unanimously.

2015 Honeywell Energy Savings Project-Concur with Library HVAC Improvement Bids

Gray stated that one of the Guaranteed Energy Savings Projects was the replacement of the Heating, Ventilation and Air Conditioning (HVAC) systems at the library. Honeywell received bids for the Library HVAC project on Wednesday, March 11 resulting in a tie of the two low bidders.

RJ Mechanical	\$ 382,000
Peterson Sheet Metal	\$ 382,000
Climate Makers Inc.	\$ 495,000

Because of the City’s Guaranteed Energy Savings Contract with Honeywell, Honeywell (not the City) will be awarding the bid to the contractor. In term, the contract for the project will be between Honeywell and the selected contractor. However, since the two lowest bids are the same and the work is being done on behalf of the City, Honeywell is asking the City for input into the bid award.

City staff were not present at the bid opening and the Honeywell project manager did tell us that representatives from RJ Mechanical and Peterson Sheet Metal were at the bid opening, and when they saw that the bids were tied the project manager held a coin flip which RJ Mechanical won. However, it appears by Honeywell’s letter that they do not feel this was binding and Honeywell is asking the City to provide a recommendation.

Staff is aware of no issues or history regarding either contractor that would indicate that either contractor would not be able to perform the requested services.

Hellquist inquired if Peterson Sheet Metal was a contractor with the construction of the Sanford Center and if the city had problems with the work they performed. Gray confirmed that they were a sub-contractor but could not comment if there were any problems with their work. Both Albrecht and Erickson expressed the desire to award the bid to the local contractor. Gray stated that Honeywell feels either contractor is qualified to complete the job.

Motion by Erickson, seconded by Johnson, recommending that Honeywell award the Library HVAC project contract to Peterson Sheet Metal in the amount of \$382,000. Motion carried with one dissenting vote.

Consider Temporary 5th Street Road Closure Request – Demolition of Masonic Lodge

Gray stated Sparky’s Construction submitted a request to close 5th Street from Paul Bunyan Drive to Beltrami Avenue on Sunday, March 22 for the demolition of the Masonic Lodge. On Monday, 5th Street will reopen but the sidewalk will remain closed until April 1 for removal of the debris. Gray stated that staff will ensure that the road closure will meet all of the necessary engineering and traffic safety requirements.

Motion by Hellquist, seconded by Olson, to close 5th Street on Sunday, March 22 for the demolition of the Masonic Lodge and continue the closure of the sidewalk along the Masonic Lodge property site until April 1 for removal of debris. Motion carried unanimously.

ORDINANCE

AN ORDINANCE Authorizing the Sale of Real Property (Former MnDot Site – Gould Development LLC) was given a first reading.

UPCOMING COUNCIL MEETINGS

- Monday, March 23 5:30 p.m. Special Work Session – Tax Increment Financing & Bemidji Lake Bed Cleanup
- Monday, March 30 5:30 p.m. If Needed
- Monday, April 6 6:00 p.m. Council Meeting

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.
- Meehlhause reported that the Library Board interviewed two candidates for the Library Manager, and an offer has been extended to one of the candidates.
- Albrecht noted that there is a lot development in the Bemidji and jobs coming to our community and feels the council needs to do some strategic planning for housing.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Hellquist, to adjourn the meeting. Motion carried. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is written in a cursive style with a large initial "M".

Michelle R. Miller
Deputy City Clerk