

BEMIDJI CITY COUNCIL AGENDA

Monday, March 5, 2018

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 20, 2018
- Special BEDA: February 20, 2018
- Work Session: February 26, 2018

II. CONSENT AGENDA

Items in the Consent Agenda are approved 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 \$493,819.94
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$137,241.16
- 4) General Business Licenses Renewals for 2018
- 5) Wine & On Sale 3.2 Beer Licenses to Tara Bemidji, LLC dba Slurp Ramen at 414 Beltrami Avenue NW
- 6) Wine & On Sale 3.2 Beer Licenses to Tara Bemidji, LLC dba Wasabi Sushi at 419 Beltrami Avenue NW
- 7) Transfer of a Full Liquor and Sunday Liquor from Derek Kringen to Dan Haugan dba Bunkhouse Bar & Grill, Inc. at 1602 Bemidji Avenue N.

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
- BSU Student Senate (if present)

Bemidji—Regional Center Amenities with Small Town Character

V. SWEARING IN CEREMONY – POLICE OFFICERS

- Officer Nathaniel Larson
- Officer Katherine O'Bryan

VI. OLD BUSINESS

- 8) Bemidji Youth Advisory Commission Update

VII. NEW BUSINESS

- 9) Otter Tail Power LED Street and Area Lighting Upgrade Presentation
- 10) Consider a Joint Resolution in the Matter of the Orderly Annexation Between the City of Bemidji and Grant Valley Township Pursuant to Minnesota Statutes, Section 414.0325

VIII. UPCOMING MEETINGS

- Monday, March 12 5:30 p.m. Work Session – If needed
- Monday, March 19 6:00 p.m. Council Meeting

IX. MAYOR AND COUNCIL REPORTS

- Please limit your committee reports to 4 minutes

X. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – February 20, 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 20, 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, Johnson, Erickson, Larson Absent: Hellquist, Lehmann

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

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 Mayor highlighted projects and achievements completed in 2017. 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. **Motion by Johnson, seconded by Meehlhause, to approve the agenda as prepared. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Council Meeting	February 5, 2018
Work Session	February 12, 2018

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

CONSENT AGENDA

The following Consent Agenda items were presented for approval. **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 \$346,675.19
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$183,747.31
3. General Business Licenses Renewals for 2018
4. Reapportionment of Special Assessments – Linda Lemmer (#'s 80.02635 & 80.02636)
5. Adopt Requirements for Government Data and Associated Policies & Guides
6. **RESOLUTION NO. 6138:** Approving the Site and Dates for the 2018 Mississippi Music

7. **RESOLUTION NO. 6139:** Approving Minnesota Gambling Premises Permit for Lawful Gambling to Ralph Gracie, American Legion Post #14 located at Bar 209
8. Purchase of a 2014 Chevrolet Express LT 3500 Van for Recreation Dept. from Natures Gourmet FDC in the amount of \$20,200
9. Travel Authorization – Bemidji Day at the Capitol – March 21 – Johnson, Meehlhause

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

No one appeared.

NEW BUSINESS

2018 Street Renewal Project

Sam Anderson, Assistant City Engineer, reviewed the bid results for the 2018 Street Renewal Project (City Project #18-01). The following four bids were received:

Reierson Construction	\$1,424,600.60
Casper Construction	\$1,864,980.00
Sellin Brothers	\$1,883,306.36
Red Lake Builders	\$1,934,900.67

Anderson noted that the City Engineer's estimate was \$1,618,700. He stated that Reierson Construction has completed numerous municipal projects for the City and is capable in completing the project. Staff is recommending the Council award the bid to Reierson Construction.

RESOLUTION NO. 6140: Awarding the 2018 Street Renewal Project (#18-01) to Reierson Construction, Inc., of Bemidji in the amount of \$1,424,600.60 was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.

UPCOMING COUNCIL MEETINGS

- Monday, February 26 5:30 p.m. Special Work Session – Discuss
Commercial Vehicle Testing
- Monday, March 5 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 7:00 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY
Special Meeting Minutes
Monday, February 20, 2018

Pursuant to due call and notice, a special meeting of the Bemidji Economic Development Authority (BEDA) of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, February 20, 2018, at 7:00 p.m. in the Council Chambers of City Hall, President Albrecht presiding.

Upon roll call, the following Commissioners were declared present: Albrecht, Meehlhause, Johnson, Erickson, Larson Absent: Hellquist, Lehmann

City Staff: Executive Director Nate Mathews, City Attorney Alan Felix, Public Works Director Craig Gray, Secretary Kay Murphy

President Albrecht stated that the purpose of the special meeting was to discuss the location for 2019 Hockey Day event.

Hockey Day

Felix stated that the organizers for the 2019 Hockey Day event are seeking permission from the BEDA to use BEDA property located at the south shore addition. Felix stated that a date will be determined in the summer and other requests may be forthcoming.

Motion by Meehlhause, seconded by Larson, giving permission to the 2019 Hockey Day organizers to utilize Lot 1, Block 5 and Lot 1, Block 6 in the South Shore Addition for hockey rink and village areas. Motion carried unanimously.

ADJOURN

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

Respectfully submitted,

Kay M. Murphy
B.E.D.A. Secretary

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – Monday, February 26, 2018

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, February 26, 2018, at 5:30 p.m. in the Chambers of City Hall, Mayor Albrecht presiding.

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

Staff Present: City Manager Nate Mathews, City Attorney Al Felix, City Engineer Craig Gray, Deputy City Clerk Michelle Miller

Others Present: Jeremy Jensen (Roush), Gary Rients (MDE)

Albrecht stated that the purpose of the meeting was to discuss commercial vehicle testing.

Mathews stated that the City receives complaints every year, particularly from the Nymore area, concerned about the increased volume and types of cars and trucks being driven for commercial testing purposes in residential neighborhoods. Mathews has recently met with representatives from the two area commercial testing companies, Roush and MDE, to gain understanding of their operations. Staff is seeking direction if council would like any regulations regarding vehicle testing. Current code does allow for regulation of truck traffic, however, that is not currently being utilized.

After discussion between council and staff and hearing from the representatives from Roush and MDE, no action was taken on this matter. However, Roush and MDE agreed to work with Staff on future complaints.

ADJOURN

There being no further business, motion by Erickson, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 7:00 p.m.

Respectfully submitted,



Michelle R. Miller
Deputy City Clerk

Bill List Summary

April 5th, 2018

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
24006	Mn Dept of Labor & Industry	350.00
24007	Nature's Gourmet Goods, Inc.	20,200.00
24008 - 24082	See Attached List	<u>473,269.94</u>
		\$ 493,819.94
	 TOTAL	 \$ 493,819.94

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 03/01/2018 - 9:33AM
Warrant Request Date: 03/06/2018
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	A Stitch in Time	000024008	19.99
2	Ace On The Lake	000024009	427.60
3	Acme Tools-Bemidji	000024010	373.38
4	Albrecht, Rita	000000000	161.57
5	Alerus Retirement and Benefits	000000000	472.00
6	Ameripride	000000000	1,215.26
7	Artisan Beer Company	000024011	546.25
8	Auto Value Bemidji	000024012	22.99
9	Baxter, Pauline	000000000	12.00
10	Bellboy Corporation	000000000	1,142.78
11	Beltrami County Dare Advisory	000024013	342.00
12	Bemidji Brewing	000024014	1,764.10
13	Bemidji Coca-Cola Bottling Co, Inc	000024015	530.20
14	Bemidji Communications, Inc.	000024016	39.00
15	Bemidji Downtown Alliance Board	000024017	288.80
16	Bemidji Paper Sales, Inc.	000000000	1,410.23
17	Bemidji Veterinary Hosp.	000024018	90.00
18	Bergerson-Caswell, Inc.	000024019	3,400.00
19	Bernick's	000000000	16,943.83
20	Bessler Wiebolt Electric	000024020	149.40
21	Beverage Wholesalers	000024021	123.30
22	Blue Ox Marathon	000024022	100.00
23	Books 'N More	000024023	13.50
24	Breakthru Beverage Minnesota Wine & Spirits, LLC	000024024	9,703.36
25	Carlos Creek Winery	000024025	864.00
26	Genex Fleetcard	000024026	16,087.98
27	City of Bemidji	000000000	10,929.94
28	City of Minneapolis	000024027	800.10
29	Community Resource Connections, Inc.	000024028	25.00
30	Core & Main	000024029	10,104.08
31	D & D Beverage, LLC	000000000	1,100.70
32	D-S Beverages	000024030	24,797.15
33	Dakota Supply Group, Inc.	000000000	870.72
34	DEMCO	000000000	237.70
35	Docu Shred	000024031	38.62
36	Electric Scientific Co Inc	000024032	370.00
37	Emergency Automotive Technologies, Inc.	000000000	615.20
38	Fenner, Kevin	000000000	59.41
39	First Data Global Leasing	000000000	39.95
40	First Lutheran Church	000024033	100.00
41	FleetPride, Inc.	000024034	68.28
42	Forestedge Winery	000024035	819.00
43	Forum Communications Company	000000000	779.90
44	Frauenshub, Inc.	000024036	5,400.00
45	Grand Forks Fire Equipment LLC	000000000	460.50

Page Total: \$113,859.77

Line	Claimant	Voucher No.	Amount
46	Great River Rescue	000024037	300.00
47	Greater Minnesota Parks & Trails	000024038	225.00
48	Guardian Pest Control, Inc	000024039	58.60
49	Hawkins, Inc.	000000000	7,501.81
50	Headwaters School of Music & Arts	000024040	250.00
51	Houston Engineering, Inc	000000000	4,473.00
52	Ink Spot Press	000024041	102.70
53	Innovative Office Solutions, LLC	000024042	663.44
54	Jim Hirt Trucking, Inc	000024043	1,246.99
55	Johnson Bros., Inc.	000024044	26,803.50
56	Johnson, Ron	000000000	271.52
57	Kaufman, Dave	000024045	500.00
58	Keepsr, Inc.	000024046	843.13
59	Kennedy & Graven Charter	000024047	289.00
60	Kent's Plumbing LLC	000024048	1,900.00
61	Kerby, Bryan	000000000	218.00
62	Kuechle Underground, Inc	000024049	65,635.85
63	Lainie Hiller Photography	000024050	400.00
64	Lancaster, April	000000000	12.00
65	Larry's Machine Shop	000024051	119.58
66	Lawson Products, Inc.	000024052	436.20
67	Lincoln Marketing	000024053	499.00
68	Local 49 Training Center	000024054	1,500.00
69	Maid In Bemidji, Inc.	000000000	309.00
70	Marco, Inc.	000000000	703.07
71	McKinnon Co., Inc.	000024055	12,819.00
72	Menards-Bemidji	000000000	114.80
73	Miller, Mike	000000000	434.48
74	Minitex	000024056	364.00
75	MN Dept of Health	000024058	150.00
76	MN Dept of Health	000024057	6,081.00
77	MN Dept of Revenue ACH	000000000	51,662.00
78	MN Energy Resources	000000000	10,404.24
79	MN Valley Testing Lab, Inc.	000000000	558.50
80	Motorola Solutions, Inc.	000024059	4,824.53
81	NAPA Auto Parts	000000000	5,991.63
82	National Appraisal Guides	000024060	80.00
83	Naylor Heating & Refrigeration, LLC	000000000	600.12
84	Nei Bottling, Inc.	000024061	178.43
85	Noratek Solutions, Inc.	000024062	3,500.00
86	Otter Tail Power Company	000024063	62,298.68
87	Paul Bunyan Communications	000024064	1,895.82
88	Paustis & Sons	000024065	4,596.67
89	Phillips Wine & Spirits	000024066	8,232.30
90	Postmaster	000024067	371.43
91	Praxair Distribution Inc	000024068	255.27
92	RMB Environmental Laboratories, Inc.	000024069	364.00
93	Robertson, Jesse	000000000	327.08
94	Roger's Two Way Radio, Inc.	000024070	35.00
95	Sadeks Repair & Welding, Inc.	000024071	139.84
96	Service One Truck Equipment	000024072	275.67
97	Skumave, Kori	000000000	144.44
98	Southern Glazer's of MN	000024073	22,371.77
99	Spee-Dee Delivery Service, Inc.	000024074	40.54
100	Staples Advantage	000024075	274.94
101	Stearns, Joshua	000000000	524.19
102	Streicher's	000024076	2,379.63

Page Total: \$317,551.39

Line	Claimant	Voucher No.	Amount
103	TC Lighting Supplies & Recycling, Inc	000024077	2,310.00
104	TDS Media Direct, Inc.	000024078	478.00
105	The Bemidji Pioneer	000000000	175.45
106	TIM-MN. LLC	000024079	2,000.00
107	TM Autosports	000024080	118.50
108	Viking Industrial Center	000024081	772.56
109	VisitBemidji	000000000	32,709.87
110	Wes Plumbing & Heating	000024082	1,025.00
111	Ziegler, Inc.	000000000	2,269.40
Page Total:			\$41,858.78
Grand Total:			\$473,269.94

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of March 1, 2018

	<u>Open Balance</u>
ACE on the Lake	
	126.19
Total ACE on the Lake	126.19
American Fisheries Society	
	281.58
	100.00
Total American Fisheries Society	381.58
AmeriPride Services	
	193.16
	193.16
Total AmeriPride Services	386.32
Arrow Printing	
	110.38
	102.66
	59.97
Total Arrow Printing	273.01
Battery Wholesale, Inc	
	104.05
Total Battery Wholesale, Inc	104.05
Bemidji Area Chamber of Commerce	
	500.00
Total Bemidji Area Chamber of Commerce	500.00
Bemidji Coca-Cola Company	
	1,783.15
Total Bemidji Coca-Cola Company	1,783.15
Bemidji Paper	
	404.45
	330.59
Total Bemidji Paper	735.04
Bemidji State University-Int. Media	
	900.00
Total Bemidji State University-Int. Media	900.00
Bemidji Welders Supply, Inc.	
	202.80
	238.95
	156.14
Total Bemidji Welders Supply, Inc.	597.89
BSU Athletic Dept - Nonprofit Groups	
	200.00
Total BSU Athletic Dept - Nonprofit Groups	200.00
BSU HR/Business Club	
	200.00
Total BSU HR/Business Club	200.00
BSU Relay for Life	
	200.00
Total BSU Relay for Life	200.00
Cass Lake-Lake Country Lions	
	200.00

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of March 1, 2018

	<u>Open Balance</u>
	<u>200.00</u>
Total Cass Lake-Lake Country Lions	400.00
Constellation NewEnergy-Gas Division, LLC	
	8,728.05
Total Constellation NewEnergy-Gas Division, LLC	<u>8,728.05</u>
Dakota Supply Group	
	34.70
	100.98
Total Dakota Supply Group	<u>135.68</u>
DFC's Cutting Edge	
	35.00
Total DFC's Cutting Edge	<u>35.00</u>
DOCU Shred Inc	
	27.50
Total DOCU Shred Inc	<u>27.50</u>
Evan Fall Protection	
	3,883.50
Total Evan Fall Protection	<u>3,883.50</u>
Granite City Armored Car, Inc.	
	117.69
Total Granite City Armored Car, Inc.	<u>117.69</u>
Guardian Pest Solutions, Inc.	
	247.79
Total Guardian Pest Solutions, Inc.	<u>247.79</u>
IAVM	
	3,350.00
Total IAVM	<u>3,350.00</u>
Little Falls Radio	
	188.00
Total Little Falls Radio	<u>188.00</u>
Marco	
	27.00
Total Marco	<u>27.00</u>
Musco Sports Lighting, LLC	
	1,602.02
Total Musco Sports Lighting, LLC	<u>1,602.02</u>
NLFX Professional	
	590.00
	570.00
Total NLFX Professional	<u>1,160.00</u>
Office Depot	
	24.24
Total Office Depot	<u>24.24</u>
Otter Tail Power Company	
	25,409.92
Total Otter Tail Power Company	<u>25,409.92</u>
Papa Murphy's Pizza	
	893.75

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of March 1, 2018

	<u>Open Balance</u>
Total Papa Murphy's Pizza	893.75
Paul Bunyan Communications	
	<u>3,091.60</u>
Total Paul Bunyan Communications	3,091.60
R&R Specialties of Wisconsin, Inc	
	<u>61.50</u>
Total R&R Specialties of Wisconsin, Inc	61.50
Red River Flags	
	<u>280.99</u>
Total Red River Flags	280.99
Shawna Weidemann	
	<u>153.58</u>
Total Shawna Weidemann	153.58
St. Philip's Catholic Youth non-profit	
	200.00
	<u>117.78</u>
Total St. Philip's Catholic Youth non-profit	317.78
Stittsworth Meat	
	850.38
	<u>850.24</u>
Total Stittsworth Meat	1,700.62
SupplyWorks	
	-284.29
	284.29
	<u>21.35</u>
Total SupplyWorks	21.35
T&K Outdoors, Inc.	
	481.25
	2,073.75
	4,768.75
	1,281.25
	<u>612.50</u>
Total T&K Outdoors, Inc.	9,217.50
VenuWorks, Inc.	
F&B Commissions	3,820.02
Total VenuWorks, Inc.	<u>3,820.02</u>
Manual Checks & Debits	
McKinnon Company	616.00
D-S Beverages	429.75
US Foods	3,721.37
Bernick's	27.60
Minnesota Department of Revenue	16,376.00
Bemidji Brewing	318.00
McKinnon Company	360.00
Verizon	67.05
US Foods	379.18
Jenna Weems	72.00
VenuWorks, Inc. (Stone Sour + Halestorm Co-pro)	32,666.16
US Foods	1,136.14

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of March 1, 2018

	<u>Open Balance</u>
NovaTime Technology	516.60
Region 8 AA MSHSL	8,895.00
McKinnon Company	378.00
Total Manual Checks & Debits	<u>65,958.85</u>
TOTAL	<u><u>137,241.16</u></u>

GENERAL BUSINESS LICENSES - 2018

Type of License	Business Name	Business Location	Fee Paid
Fairs			
	BEMIDJI DRAGON BOAT FESTIVAL	BEMIDJI WATERFRONT July 30-August 5	\$75.00
Plumber			
	BUDGET PLUMBING CORP	WITHIN BEMIDJI CITY LIMITS PM0558847	\$95.00
Restaurant/Food Service			
	CHOCOLATES PLUS	315 BELTRAMI AVE NW	\$35.00
	SLURP RAMEN	414 BELTRAMI AVE NW	\$35.00
	WASABI SUSHI	419 BELTRAMI AVE NW SUITE 3	\$35.00

COUNCIL AGENDA ITEM



Meeting Date: March 5, 2017

Action Requested: Approve Licenses for Tara Bemidji LLC dba Slurp Ramen

Prepared By: Kay Murphy, City Clerk *Kay*

Reviewed By: Nate Mathews, City Manager

Tara Bemidji LLC, dba Slurp Ramen has applied for a 3.2 On Sale Beer, Wine and Restaurant/Food Licenses at 414 Beltrami Avenue NW. It is anticipated that the new restaurant will open on or about April 1.

A background has been conducted by Police Captain Lazella and based thereon he is recommending approval of the licenses.

Recommendation:

Staff recommends approval of the 3.2 On Sale Beer, Wine and Food Licenses for Tara Bemidji, LLC dba Slurp with the condition they receive a Certificate of Occupancy, meeting the requirements from the Fire Department and State Health Department.

COUNCIL AGENDA ITEM



Meeting Date: March 5, 2017

Action Requested: Approve Licenses for Tara Bemidji LLC dba Wasabi Sushi

Prepared By: Kay Murphy, City Clerk

Reviewed By: Nate Mathews, City Manager

Tara Bemidji LLC, dba Wasabi Sushi has applied for a 3.2 On Sale Beer, Wine and Restaurant/Food Licenses at 419 Beltrami Avenue NW. It is anticipated that the new restaurant will open approximately April 15 after renovations are completed.

A background has been conducted by Police Captain Lazella and based thereon he is recommending approval of the licenses.

Recommendation:

Staff recommends approval of the 3.2 On Sale Beer, Wine and Food Licenses for Tara Bemidji, LLC dba Wasabi Sushi with the condition they receive a Certificate of Occupancy, meeting the requirements from the Fire Department and State Health Department.

COUNCIL AGENDA ITEM



Meeting Date: March 5, 2018

Action Requested: Approve Transfer of Liquor License

Prepared By: Kay Murphy, City Clerk *Kay*

Reviewed By: Nate Mathews, City Manager

Bunkhouse Bar & Grill, Inc., has applied for transfer of the liquor license currently issued to and held by Derek Kringen dba Bunkhouse Bar & Grill, located at 1602 Bemidji Avenue North.

Under the City Code (Liquor License regulations), a change in ownership is considered to be a transfer of the liquor license and requires Council approval. The reason for this requirement is that it provides the Council an opportunity to review the eligibility of the new licensee and whether the change in ownership materially affects the integrity and character of the management of operation of the business in question.

Per City Code, all local taxes and City utilities must be current, and I have verified that to be the case. The transfer applicant has also provided proof of the liability insurance required to hold a license. Moreover, a background investigation of Daniel Haugan, dba Bunkhouse Bar & Grill, Inc., has been conducted by Captain LaZella and based thereon he is recommending approval of the liquor license transfer application.

Recommendation:

Based upon the application requirements being in order, including the positive background investigation results, staff recommends approval of the transfer of the liquor to the Bunkhouse Bar & Grill, Inc.



City Manager's Office

MEMORANDUM

TO: City Council
FROM: Nate Mathews, City Manager *Nate*
DATE: March 1, 2018
RE: Ottertail Power LED street and area lighting upgrade presentation

The past few months I have met with Ottertail Power (OTP) staff regarding a pending investment and upgrade to Bemidji's outdoor lighting system. OTP is planning to implement a new light-emitting diode (LED) program for all OTP street and area light fixtures, retrofitting them from high-intensity discharge lights (HID) to LED technology.

OTP seeks to modernize their outdoor lighting systems to LED technology to enhance the quality of outdoor lighting service they provide in the communities they serve. LEDs are more energy efficient, require less maintenance, and will improve light quality and safety. Bemidji will be the first community to receive this retrofit, anticipated to begin this spring.

Roger Garton, OTP Energy Management Representative, is the point representative for this program. Roger will be attending Monday's meeting with a presentation and other educational/informational materials for you and the public.

COMING SOON TO BEMIDJI!

City-wide LED street and area lighting upgrades

Beginning this spring we'll be upgrading all company-owned street and area light fixtures in your city to light-emitting diode (LED) technology.

Conversion process

To ensure the most cost effective and efficient LED conversion, we'll develop a strategic transition plan and work with your city leaders and administration to maximize conversion in the shortest period of time feasible, minimizing the impact on residents.

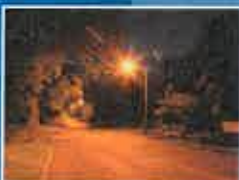
LED street lights impact both business and residential areas



BEFORE



AFTER



BEFORE



AFTER

Questions?

For more information visit our website at otpc.com/LEDStreetLighting or contact your local city administration.



Did you know?



Compared to conventional lights, LEDs produce **MORE LIGHT PER WATT** of power consumed.

The "DAYLIGHT" appearance of LEDs offers aesthetic and safety appeal.



LEDs don't need to warm up! Upon turning on, they're

IMMEDIATELY AT 100% BRIGHTNESS.

Because of their energy-efficiency, LED streetlights **REDUCE CARBON EMISSIONS.**



LEDs are **BETTER FOR THE ENVIRONMENT.** They don't contain lead, mercury, or other known disposable hazards.

LED street and area lighting upgrade

Benefits of upgrading street and area lighting are numerous

Through our new light-emitting diode (LED) lighting program we'll retrofit all company-owned street and area light fixtures—used in providing illumination services for our Minnesota retail customers—from high-intensity discharge (HID) to LED technology. We've carefully researched and evaluated the feasibility of adopting LED lighting systems and the benefits are numerous:

- Compared to other available lighting sources, LEDs are more energy-efficient using about 70 percent less energy than HIDs.
- LEDs have a longer life—lasting four to five times longer than HIDs—resulting in increased reliability and reduced maintenance costs.
- Today's LEDs operate at a much higher color rendering index than HIDs, enabling drivers and pedestrians to observe night time conditions more safely due to improved light quality.
- LEDs provide increased illumination, more uniform and even lighting distribution on roadways and surfaces, and less light pollution spilling into the night sky.

LED street lights impact both business and residential areas



BEFORE



AFTER



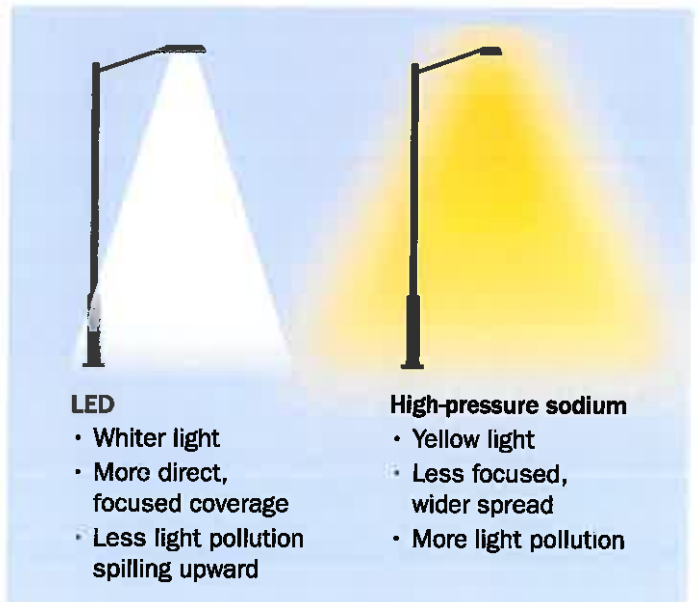
BEFORE



AFTER

FAQs

- Q.** Why are we upgrading our street and area lighting to LED technology?
- A.** We're converting our outdoor lighting systems to LED technology to enhance the quality of outdoor lighting service we provide in the communities we serve. LEDs are more energy-efficient, require less maintenance, and will improve light quality and safety.
- Q.** Will residents notice a difference compared to the existing lights?
- A.** Yes, new LED street lighting technology has a more efficient lighting pattern that reduces glare and focuses the light directly on the area to be lit. HID street lighting has a less efficient light pattern that causes glare, light trespass, and increased light pollution.



- Q.** Will the new lights be as bright as the old lights?
- A.** Yes, the light output, or illumination levels, of the new LEDs is equivalent to the old HIDs.

Rate comparison

EXISTING FIXTURE		REPLACEMENT FIXTURE	
Unit type	Rate	Unit type	Rate
HPS9	\$9.39	LED5	\$9.39
HPS14	\$14.56		
MH8	\$9.60		
MV6	\$8.44		
HPS19	\$16.87	LED8	\$17.62
MH14	\$18.29		
HPS23	\$19.05	LED10	\$18.91
MV20	\$20.88		
MV11	\$15.78		
MV21	\$20.41		
HPS44	\$23.61	LED13	\$23.68
MH110	\$43.74		
MH36	\$20.49		
MV35	\$30.75		
MV55	\$42.44		
HPS9PT	\$11.34	LED3PT	\$11.30
MV6PT	\$11.02		
HPS14PT	\$14.54	LED5PT	\$14.53
MH8PT	\$13.65		
400MV Flood	\$20.41	LED 20 Flood	\$23.67
400HPS Flood	\$23.61		
400MA Flood	\$23.94		
1000MA Flood	\$44.36	LED 30 Flood	\$44.21
1000MV Flood	\$40.13		

Q. How will the new LED rate compare to current rates?

A. In most cases, we anticipate customers will see a slight decrease in costs. Depending on the type of fixture used for lighting service, customers may see a change in their monthly bill. See chart at left. Our most commonly used fixture—the 100-watt high-pressure sodium fixture, or HPS9—will see no price change. We anticipate no net change in revenue collected from street and area lighting customers.

Q. If LED fixtures last longer and use less energy, why aren't customer costs decreasing even more?

A. Outdoor lighting service rates consist of three cost components—electricity to energize the light fixture, maintenance to keep the fixture operating, and labor and material costs to purchase and install the light fixture, pole, wiring, and other necessary components of the actual lighting system. LED fixtures provide illumination for streets, sidewalks, and other areas at significantly lower energy and maintenance costs, which helps keep outdoor lighting rates lower for customers. However, LED fixtures cost more than HID fixtures, which tends to offset some of the cost savings attributable to reduced energy and maintenance costs. Integrating LED lighting into our outdoor lighting services will keep long-term costs more stable for customers as fixtures and lamps for HID systems become obsolete and more expensive for us to procure.

Q. When will the work take place?

A. Installation of LED street and area lights will begin in spring 2018. Stay tuned for updates from your city for more information on timing and dates.

Additional questions?

For more information visit our website at otpc.com/LEDStreetLighting or contact your local city administration.



COUNCIL AGENDA ITEM



Meeting Date: March 5, 2018

Action Requested: Consideration and Adoption of Joint Resolution for Orderly Annexation of Property, between the City of Bemidji and Grant Valley Township Pursuant to Minnesota Statutes, Section 414.0325

Prepared By: Alan Felix, City Attorney

Reviewed By: Nate Mathews, City Manager

Per the City Council's direction, Staff have negotiated and prepared an Orderly Annexation Agreement (OAA) with the Grant Valley Town Board which accomplishes annexation of the Gene Dillon Elementary School site (Property) along with the County Road 7 right-of-way that connects the site to the existing city limits at Adams Avenue. Of course, the right-of-way also is serving as the corridor in which municipal water and sewer have been extended to the proposed Elementary School site.

Per Minnesota Statutes Section 414.0325, the proposed OAA (Joint Resolution/Agreement) once adopted by both the City and Town Board, can be immediately forwarded to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings (OAH), which confers jurisdiction upon the OAH to order annexation of the Property (Designated Area). Within 30 days after submission to the OAH, the Chief Judge shall order the annexation of the Property within the Designated Area consistent with the terms of the OAA.

Procedurally, the City Clerk has published the required public Notice of Intent respecting the OAA, pursuant to Minnesota Statutes Section 414.0325, subdivision 1 (on February 23, 2018). The Town Board will be considering the Joint Resolution at their March 8, 2018 meeting. Once adopted and executed by both bodies, Staff will submit the Joint Resolution to the OAH. Consequently, I would anticipate that the Property will be annexed into the City by or around approximately mid-April.

Recommendation:

Adopt Joint Resolution for Orderly Annexation (Agreement) with Grant Valley Township of Gene Dillon Elementary School Site (School District Property) and Beltrami County State Aid Highway (CSAH) 7 right-of-way serving as connection between school site and existing corporate limits of the City.

**CITY OF BEMIDJI
GRANT VALLEY TOWNSHIP
JOINT RESOLUTION**

**IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN
THE CITY OF BEMIDJI AND GRANT VALLEY TOWNSHIP
PURSUANT TO MINNESOTA STATUTES, SECTION 414.0325**

WHEREAS, the City of Bemidji (“City”) and Grant Valley Township (“Town”) hereby designate for orderly annexation the lands as legally described in the attached Exhibit A, and shown on the map attached hereto as Exhibit B (the “Designated Area”) located within Grant Valley Township, Beltrami County, Minnesota;

WHEREAS, the Designated Area consists of approximately 160 acres, has a population of approximately zero, and the current land use type is an elementary school site (construction in progress);

WHEREAS, the City and the Town are in agreement as to the orderly annexation of the unincorporated Property and both determine the annexation of the Property in accordance with the provisions of this joint resolution will be to their benefit and to the benefit of their respective residents;

WHEREAS, Minnesota Statutes, section 414.0325 provides a procedure whereby the City and the Town may agree on a process of orderly annexation of a designated area;

WHEREAS, on February 23, 2018 a notice of intent to include the described property in an orderly annexation area was published pursuant to the requirements of Minnesota Statutes, section 414.0325, subdivision 1b; and

WHEREAS, the City and the Town have agreed to all the terms and conditions for the annexation of the above-described Property within this document and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge (“Chief Judge”) may review and comment, but shall within thirty (30) days, order the annexation of the Property into the City in accordance with the terms of this joint resolution.

NOW, THEREFORE, BE IT RESOLVED, in consideration of the mutual terms and conditions that follow, City and Town hereby enter into this orderly annexation agreement (“Agreement”) to provide for the orderly annexation of the Designated Area described herein into City upon the following terms and conditions:

1. Designated Area. The Designated Area, which is located in Grant Valley Township, described in the attached Exhibit A, and shown in the attached Exhibit B, is hereby designated for, and is in need of, orderly annexation into the municipal boundaries of the City pursuant to Minnesota Statutes, section 414.0325.

2. Filing. City staff is authorized and directed to file this Joint Resolution and Agreement with the Office of Administrative Hearings - Municipal Boundary Adjustments Office (“Boundary Adjustments Office”) and to take any additional actions that may be required to complete such filing. In the event the Boundary Adjustments Office identifies any errors, omissions, or other problems with the attached map or legal description, City staff is hereby authorized to make such corrections as may be needed to accomplish the purpose of this Agreement. The City shall pay all filing fees and costs associated with filing this Agreement.
3. Conferring Jurisdiction. The City and the Town, by submission of this Agreement to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confer jurisdiction upon the Chief Judge so as to accomplish said orderly annexation in accordance with the terms of this Agreement.
4. Review and Comment by the Chief Judge. The City and Town mutually agree and state that this Agreement sets forth all the conditions for annexation and that no consideration by the Chief Judge is necessary for annexations to occur within the Designated Area as provided in this Agreement. Additionally, no alteration of the boundaries of the Designated Area by the Chief Judge is appropriate. The Chief Judge may review and comment, but shall, within 30 days, order the annexation of the Property within the Designated Area when requested consistent, and in accordance, with the terms and conditions of this Agreement.
5. Nature of the Designated Area. The City and Town agree the Designated Area is urban or suburban or about to become so, and since the City is capable of providing services to this area immediately or within a reasonable time, the annexation would be in the best interest of the area. More particularly, the non right-of-way portion of the Property constitutes the New Gene Dillon Elementary School with the right-of-way portion of the Property to serve as the connection between the proposed Elementary School site and the existing corporate limits of the City of Bemidji. The County road right-of-way portion also serves as the corridor in which municipal water and sewer services are to be extended to the proposed Elementary School site. Further, the City of Bemidji is capable of providing these and other essential municipal services to this area upon annexation of this Property.
6. Levying Authority. In that the Property proposed for annexation is presently tax exempt and will remain so after annexation, that any real estate taxes payable prior to tax exempt status be paid as otherwise provided under Minnesota Statutes Section 414.033, Subd. 12. Furthermore, any assessments, charges or hook-up fees for services provided by the City of Bemidji will be paid to the City of Bemidji accordingly.
7. Land Use Controls. The parties agree the Property within the Designated Area is currently subject to a Municipal Services Agreement (MSA) executed by the City of Bemidji and Independent School District No. 31, and shall remain subject to that MSA as well as any applicable land use controls adopted by Beltrami County and the Town until the Property is annexed into the City. Once annexed, the Property shall become subject solely to the land use controls of the Greater Bemidji Area Joint Planning Board and all municipal codes, including Building Codes, as administered by the City of Bemidji.

8. Binding Contract. Pursuant to Minnesota Statutes, section 414.0325, subdivision 6, this Agreement is a binding contract upon the parties and is enforceable in district court in the county containing the Designated Area. Property within the Designated Area shall only be annex in accordance with this Agreement.

9. Entire Agreement and Amendments. The terms, conditions, and provisions of this Agreement, including the recitals and exhibits attached hereto and incorporated herein by reference, shall constitute the entire agreement between the parties. Any prior annexation resolutions or agreements related to any property within the Designated Area are superseded by, and shall not interfere with or otherwise control, the terms of this Agreement. No alteration, modification, or amendment to this Agreement shall be valid unless it is in writing duly executed and signed by the City Council and Town Board and filed with the Boundary Adjustments Office.

GRANT VALLEY TOWNSHIP

Adopted on this ____ day of _____, 2018.

BY THE TOWN BOARD

Town Chairperson

Attest: _____
Angela Schmidt, Town Clerk

CITY OF BEMIDJI

Adopted on this ___ day of _____, 2018.

BY THE CITY COUNCIL

Rita C. Albrecht, Mayor

Nathan Mathews, City Manager

Attest: _____
Kay M. Murphy, City Clerk

EXHIBIT A

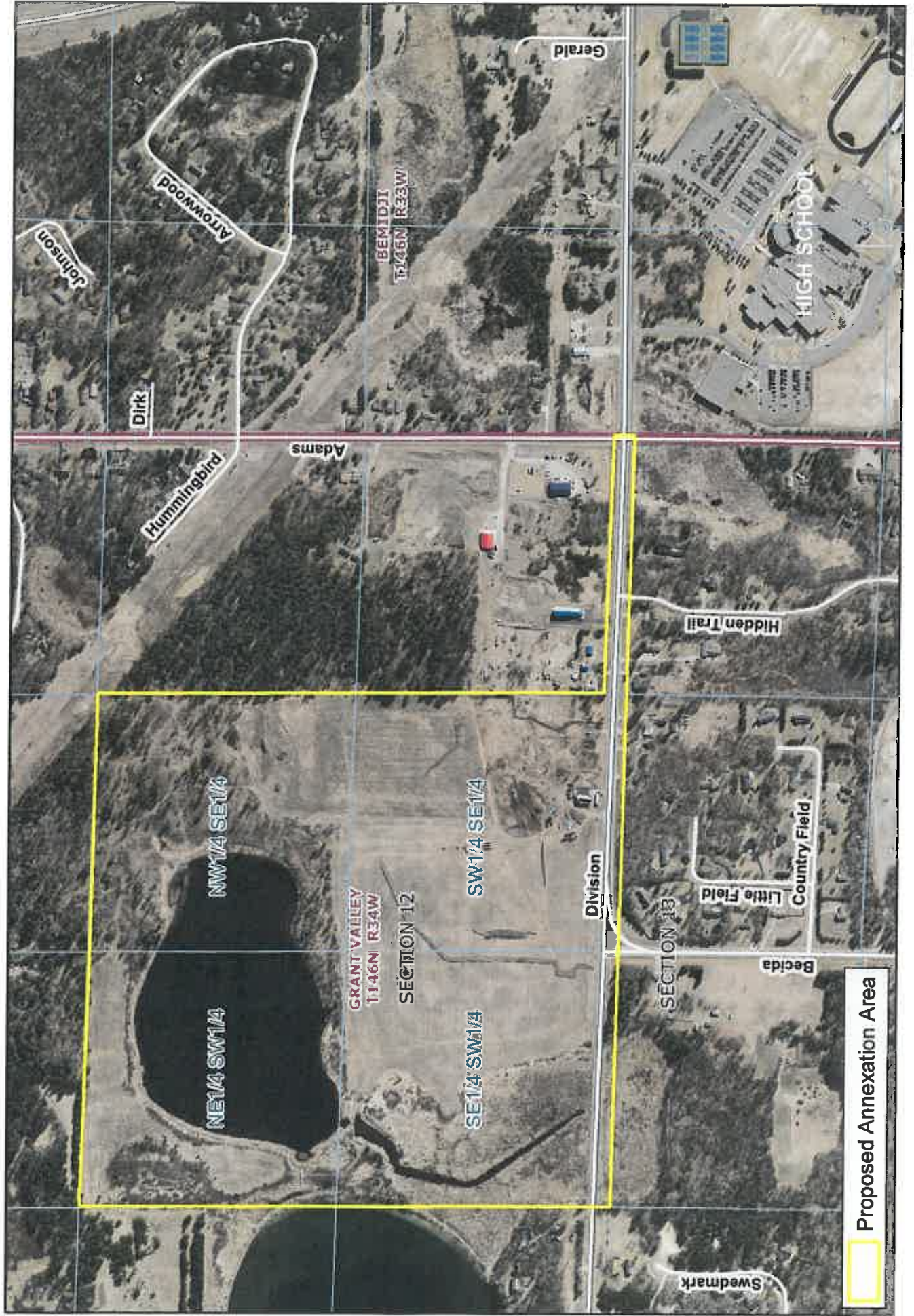
Legal Description of Designated Area

The East Half of the Southwest Quarter ($E\frac{1}{2}$ of $SW\frac{1}{4}$) and the West Half of the Southeast Quarter ($W\frac{1}{2}$ of $SE\frac{1}{4}$), Section 12, Township 146 North, Range 34 West; together with the existing right of way for County State Aid Highway (CSAH) 7, which lies easterly of the southwest corner of the Southeast Quarter of the Southwest Quarter of the Southeast Quarter ($SE\frac{1}{4}$ of $SW\frac{1}{4}$ of $SE\frac{1}{4}$) of said Section 12, along the section line common to Sections 12 and 13 in Township 146 North, Range 34 West, Beltrami County, Minnesota.

EXHIBIT B
Map of the Designated Area

(attached hereto)

EXHIBIT B



Proposed Annexation Area

