

BEMIDJI CITY COUNCIL AGENDA

Monday, April 16, 2012

Council Chambers
City Hall – 317 4th Street NW
7:00 P.M.



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ AMENDMENTS TO AGENDA

I. MINUTES

- 1) Regular Council: April 2, 2012
- Work Session: April 9, 2012

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 remove, the Mayor will then ask for a motion to approve the Consent Agenda.

- 2) Claims Submitted by Finance Officer in the amount of \$283,509.06
- 3) Miscellaneous 2012 Business Licenses
- 4) Wine and 3.2 On Sale Beer Licenses for Giovanni's of Florida dba Giovanni's Pizza
- 5) Resolution Approving the Site for the 2012 Kraus-Anderson Walleye Classic
- 6) Resolution of the Bemidji City Council Officially Designating the American Indian Resource Center and National Guard Armory as Official Polling Places for Ward 1 and 2, Respectively

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. **No action will be taken at this time.**

IV. REPORTS

- Bemidji Youth Advisory Commission
- Bemidji State University Student Senate

V. NEW BUSINESS

- 7) Steering Committee – Project to Save the Carnegie Library – Lew Crenshaw
- 8) Consider Designating Standing Committees
- 9) Assignment of Brad's Sanitation to Waste Management

VI. UPCOMING MEETINGS

- Monday, May 7 7:00 p.m. Council Meeting
- Monday, May 14 5:30 p.m. Work Session - TBD

VII. MAYOR AND COUNCIL COMMENTS

- Please limit your comments to 4 minutes

VIII. ADJOURN

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – April 2, 2012

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, April 2, 2012 at 7:00 p.m. in the Council Chambers of City Hall, Mayor Larson presiding.

Upon roll call, the following Councilmembers were declared present: Larson, Waldhausen, Johnson, Hellquist, Albrecht, Negard, Thompson

Staff Present: City Manager John Chattin, City Attorney Alan Felix, Public Works Director/City Engineer Craig Gray, Finance Director Ron Eischens, Chief of Police Mike Mastin, City Clerk Kay Murphy

AMENDMENTS TO AGENDA

Mayor Larson called for any amendments to the agenda. **Motion by Johnson, seconded by Thompson, to approve the agenda as presented. Motion carried by unanimous vote.**

MINUTES

Minutes of the March 19, 2012 regular meeting and March 19, 2012 special BEDA meeting were presented for approval. **Motion by Negard, seconded by Waldhausen, to approve the minutes as prepared. Motion carried by unanimous vote.**

CONSENT AGENDA

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

1. Claims submitted by the Finance Officer in the total amount of \$\$837,269.95
2. Miscellaneous Business License Renewals for 2012
3. **RESOLUTION NO. 5757:** Providing for the Prepayment and Redemption of Certain General Obligation Bonds
4. Establish City Special Revenue Fund to Accept Donations/Contributions for Carnegie Library
5. Travel Authorization – Airport Symposium – Johnson, Hellquist

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

- Howie Baxter, 1312 Minnesota Avenue, asked the City Engineer for an update on the Minnesota Avenue Project that was started last year. Gray responded that work will begin soon to complete the project. Mr. Baxter suggested that the City work with BSU regarding the former high school grounds located along 15th Street.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission – Kaia Roy, BYA representative, stated that work continues on their June 7 event. She stated that they are looking for t-shirt sponsors.

Librarian's Report - Paul Ericsson, Branch Manager, reviewed the Library's kindergarten reading readiness program. He stated that the library is "poised to serve all families, all children, all year round."

Police Department

Chief Mike Mastin stated that the Bemidji Police Department is committed to active partnerships within the community in order to protect life and property, innovatively solve problems, enhance the safety and quality of life and to provide exemplary police service by enforcing the law in a just and impartial manner. Mastin stated that in his short term as the Chief he has promoted Jim Markert to Captain, hired new police officers and established a new eligibility list. He stated that his goals are to actively recruit, train and retain a professional motivated and diverse workforce; maximize service to the public through positive interaction and meaningful relationships; reduce crime; and learn current technologies and research emerging technologies to improve efficiencies among employees. Mastin stated that he plans to be more proactive in dealing with quality of life issues, i.e., parties. Mastin stated that he hopes to hire another Community Service Officer that would deal primarily with quality of life issues.

PRESENTATION

Walk A Mile in Her Shoes Event

Cassandra Johnson stated that on April 28, 2012 there will be an event at the Rotary Pavilion down by Paul & Babe. The purpose of the "Walk A Mile in Her Shoes" event is to raise awareness to stop rape, sexual assault and gender violence. She invited the "men" in the community to participate.

OLD BUSINESS

Annexation

Chattin stated that the self imposed deadline for negotiating with Northern and Bemidji Township is here. At the LGU meeting in February, all parties agreed that the City should meet separately with both townships to consider alternatives/amendments to the current annexation agreement. The City was successful in meeting with Northern Township and the committee was pleased with the proposal by Northern to modify the Phase 2 annexation areas and eliminate the 3rd phase altogether. However, Bemidji Township would not agree to meet and instead sought legal counsel. He recommended that the Council proceed with Phase I annexation of Northern Township but hold off on Bemidji Township until "such action does not have an adverse fiscal impact to the City".

Johnson stated that the City has a joint agreement with Northern and Bemidji and in the "spirit" of the agreement the annexation should happen together.

Albrecht stated that she was hesitant to annex Bemidji Township as they have not been in communication with the City.

RESOLUTION NO. 5758: Initiating Annexation of Phase I Properties in the Orderly Annexation Area Pursuant to the Joint Resolution was offered by Councilmember Johnson, who moved its adoption, and upon due second by Councilmember Waldhausen was passed by the following vote: Ayes: Hellquist, Johnson, Waldhausen, Thompson, Negard. Nays: Albrecht, Larson.

NEW BUSINESS

2012 Street Renewal Project

Gray stated that the City went out for bids for the 2012 Street Renewal Project. The streets included within the proposed project are: Miles – Roosevelt Road to Third Street SE and 19th Street NW – Park Avenue to Delton Avenue NW. Four bids were received with the low bid from Reierson Construction in the amount of \$666,000.07. The bid is under the engineer's estimate and Gray recommended awarding the bid to include the Nymore Park bid alternate.

RESOLUTION NO. 5759: Awarding Bid for City Project #12-01 to Reierson Construction in the amount of \$666,000.07 was offered by Councilmember Johnson, who moved its adoption, and upon due second by Councilmember Waldhausen was passed by the unanimous vote.

2012 Prosecution Services Agreement

Felix reviewed the Prosecution Services Agreement with the County Attorney's office. The contract price has increased from \$128,500 in 2011 to \$134,000 for 2012. He recommended approval of the agreement.

Motion by Albrecht, seconded by Thompson, approving the 2012 Prosecution Services with the County Attorney's office in the amount of \$134,000. Motion carried unanimously.

Fire Relief Association

Chattin stated that the Fire Relief Association has requested that the Council appoint a Council representative and the Finance Director, Ron Eischens, to the Fire Relief Association. He noted that by statute the membership must be two elected or appointed municipal officials who are designated by the governing board annually and the Fire Chief.

Hellquist stated he would be willing to serve. Mayor Larson appointed Councilor Hellquist and Eischens to the Fire Relief Association for 2012.

UPCOMING COUNCIL MEETINGS

- Monday, April 9 5:30 p.m. Work Session – Year 2011 Financial Review
- Monday, April 16 7:00 p.m. Council Meeting

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.
- Albrecht asked if the Council would be reviewing at a work session the proposal for land purchase by Ettesvold. Nothing was decided.

ADJOURN

There being no further business, motion by Negard, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Work Session – April 9, 2012

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, April, 2012, at 5:30 p.m. in the Conference Room of City Hall, Mayor Larson presiding.

Upon roll call, the following Councilmembers were declared present: Larson, Hellquist, Johnson, Albrecht, Negard, Thompson. Absent: Waldhausen

Staff Present: City Manager John Chattin, City Attorney Alan Felix, Public Works Director Craig Gray, Finance Director Ron Eischens, City Clerk Kay Murphy

Mayor Larson stated that the purpose of the work session was to review the 2011 year-end financial information.

Year 2011 Financial Review

Eischens stated that the 2011 Budget resulted in a surplus of \$74,626 or about 1 percent of the budget. While the surplus is small, the more important issue is that the City has a surplus. He stated that prudent budget management by City departments and higher than anticipated revenue collections contributed to the turn around.

Eischens also stated that the fund balance policy states that reserves should equal 50% of the subsequent year expenses. The City currently has \$4,488,281 in reserves which meets the policy requirement. As previously discussed, the 30 year sales tax bonds have payments that will exceed sales tax collections. Of the available 2010 surplus, Council committed \$91,000 for new police department software, leaving a balance of \$431,752; of this amount staff recommends \$357,813 be used towards the projected sales tax bond shortfall for 2012. The surplus balance of \$73,939 would be added to our reserves for future needs.

Eischens highlighted the liquor store operations stating that the City liquor stores had another successful year. Sales increased \$38,000 with operating profits of \$640,000 or 12.8%. During 2011, City liquor profits paid for the following:

1. \$275,000 transfer to the General Fund to reduce property taxes, equal to 7% levy;
2. \$30,000 for North Country Park playground equipment;
3. \$29,900 for other park improvements/equipment including Nymore tennis courts, tool cat attachment and other park equipment; and
4. \$17,000 to pay City assessments related to the 2011 street improvement project.

Eischens stated that the City will more aggressively promote that the liquor store profits reduce property taxes and pay for community projects.

The City Arena had an operating loss of \$76,000, which is higher than last year due to a \$15,000 payment toward maintenance costs of the Curling Club and an \$11,000 decrease in

ice rental revenue. If operating losses continue at the current level, the deficit cash balance of \$9,182 will be corrected by the end of 2012, assuming no further capital improvements are needed. The cash deficit is the result of improvements made to the facility in 2005 amounting to \$545,000.

Eischens stated that future challenges for the City will be maintaining service levels with possible levy limits and LGA cuts, cash flowing debt payments for the SE Shore land and sales tax bonds and financing additional service needs due to annexation.

RESOLUTION NO. 5760: Approving the Designating of General Fund Balances and Transfer of Funds was offered by Councilmember Negard, who moved its adoption, and upon due second by Councilmember Hellquist was passed by unanimous vote.

2013 Budget Assumptions

Eischens asked the Council's direction for staff to prepare the 2013 budget. Two issues could impact the 2013 property tax levy: 1) annexation and 2) taxable bonds. In addition, the Council could consider: 1) staffing changes; 2) operational/inflationary increases including annexation impacts; 3) cost of living adjustments for staff and union negotiations; 4) specific projects; and 5) service level changes.

Council asked that the following assumptions be included in preparation of the 2013 budget:

- Addition of two full-time police officers;
- Addition of one full-time wastewater treatment employee;
- Negotiation of a two year versus one year union contracts; and
- Possible COLA increases.

Eischens concluded that over the next several months, staff will begin preparing the 2013 budget. City staff will bring the preliminary 2013 budget for Council review at a May or June work session.

Other

The Council briefly discussed the location of the Event Center sign in relationship to the bridge being constructed over Hwy 197.

ADJOURN

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

Respectfully submitted,

Kay M. Murphy
City Clerk

Bill List Summary

April 16, 2012

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>	
70428	Kitchigami Regional Library	<u>6,977.00</u>	
		6,977.00	
70429-70545	See Attached List	<u>276,532.06</u>	
		276,532.06	
	TOTAL		\$ 283,509.06

Accounts Payable

Blanket Voucher Approval Document

User: monicae
Printed: 04/10/2012 - 1:15PM
Warrant Request Date: 04/17/2012
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000070429	934.50
2	Advanced UV Systems	000070430	2,594.90
3	Albrecht, Rita	000070431	317.44
4	American Overhead Door Co	000070432	80.00
5	Ameripride	000000000	886.56
6	Auto Value Bemidji	000070433	21.98
7	Bahr, Charles	000070434	150.00
8	Baker & Taylor	000070435	302.48
9	Baumgartner, Don	000070436	19.65
10	Beacon Athletics	000070437	421.42
11	Beltrami County Auditor/Treasurer	000070438	24.00
12	Beltrami County License Center	000070439	127.00
13	Beltrami County Recorder	000070440	46.00
14	Bemidji Coca-Cola Bottling Co, Inc	000070441	979.09
15	Bemidji Paper Sales, Inc.	000000000	1,195.51
16	Bemidji Steel Company	000000000	53.34
17	Bemidji Welders Supply, Inc.	000070442	36.34
18	Bernick's	000070443	15,384.63
19	Big North Distr. Co, Inc.	000070444	57,591.89
20	BNSF Railway Company	000070445	500.00
21	Bonded Lock & Key of Bemidji	000070446	727.13
22	Border States Electric Supply	000070447	12.35
23	Brillance Audio, Inc.	000070448	47.87
24	Buena Vista Ski Area	000070449	126.00
25	Capital Payments	000000000	450.85
26	Catco	000070450	91.15
27	Chader Business Equipment	000070451	108.88
28	City of Bemidji	000070452	5,113.25
29	COTTAGE PARK	000070453	12.02
30	Crazy About Cleaning	000070454	614.53
31	Creative Product Source, Inc.	000070455	259.00
32	Dakota Supply Group	000070456	217.96
33	Department of Employment/Econ.Dev.	000070457	25.86
34	Digital Ally, Inc.	000070458	158.00
35	Dondelinger Chev-Buick, Inc	000070459	337.31
36	DPC Industries, Inc.	000070460	2,973.20
37	Dress Club Cleaners	000070461	22.20
38	Emergency Automotive Technologies, Inc.	000070462	51.36
39	Fenner, Kevin	000070463	21.92
40	Ferguson Enterprises #3093	000070464	24.85
41	Ferguson Waterworks	000070465	1,335.71
42	First & Lasting Impressions	000070466	1,060.00
43	Flexible Pipe Tool Company	000070467	387.68
44	Frontier Electric of Bemidji, Inc.	000070468	661.34
45	G & K Services Inc	000070469	78.13

Page Total:

\$96,585.28

Line	Claimant	Voucher No.	Amount
46	GILLET, ARDIS	000070470	128.84
47	Gopher State One-Call, Inc	000070471	65.25
48	Graveline, Scott	000070472	13.88
49	Guardian Pest Control, Inc	000070473	96.19
50	H&L Mesabi	000070474	211.61
51	HD Waterworks Supply	000070475	839.86
52	Headwaters Regional Development Commission	000070476	2,100.00
53	Headwaters School of Music & Arts	000070477	1,500.00
54	Higgins Heating, A/C, Inc.	000070478	10,440.00
55	High Voltage Service, Inc.	000070479	4,930.00
56	Hirshfields	000070480	45.41
57	InfrastructureTech., Inc.	000070481	529.04
58	Ink Spot Press	000070482	126.55
59	Jack's Stop, Inc	000070483	139.48
60	Jim Hirt Trucking, Inc	000070484	2,705.48
61	JOBSHQ	000070485	384.00
62	Johnson Bros., Inc.	000070487	24,643.00
63	Johnson, Ron	000070486	315.30
64	Karvacko Engineering	000070488	3,600.00
65	Kenny's	000070489	7.80
66	Kimley-Horn & Associates, Inc.	000070490	4,350.46
67	Kmart	000070491	37.40
68	Kussmaul Electronics, Co., Inc.	000070492	252.67
69	L & M Supply, Inc.	000070493	1,399.99
70	L & S Electric Inc	000070494	450.00
71	Lawson Products, Inc.	000070495	219.47
72	League of MN Cities	000070496	120.00
73	League of MN Insurance Trust (0011)	000070497	492.15
74	Luckens Village Foods North	000070498	56.56
75	Luckens Village Foods South	000070499	58.05
76	Magnuson, John	000070500	609.47
77	Marcotte, James	000070501	86.40
78	McKinnon Co., Inc.	000070502	9,931.80
79	Menards-Bemidji	000070503	174.90
80	Mestemacher, Michael	000070504	125.00
81	Mid-American Research Chemical	000070505	254.20
82	MN Dept of Labor & Industry	000070506	956.86
83	MN Dept of Labor & Industry-	000070507	50.00
84	MN Energy Resources	000000000	10,337.51
85	MN Pollution Control Agency	000070508	2,187.50
86	MN Valley Testing Lab, Inc.	000000000	412.75
87	MN/SCIA	000070509	30.00
88	MoeCo Fire & Safety	000070510	285.45
89	NAPA Auto Parts	000070511	65.17
90	Naylor Electrical Construction Co., Inc.	000070512	308.63
91	Nei Bottling, Inc.	000070513	572.90
92	Neopost USA, Inc	000070514	86.08
93	North Country Business Product	000000000	1,452.55
94	Paskvan Real Estate LLLP	000070515	1,865.00
95	Patchwork Press	000070516	1,200.00
96	Paul Bunyan Communication	000070517	1,576.25
97	Paul Bunyan Mall	000070518	250.00
98	Phillips Wine & Spirits	000070519	5,197.06
99	Pioneer	000070520	295.13
100	Port- O- Wild Security, Inc.	000070521	470.25
101	Postmaster	000070522	1,621.80
102	Pro-build	000070523	77.94

Page Total:

\$100,739.04

Line	Claimant	Voucher No.	Amount
103	Quality Wine & Spirits Co	000000000	21,925.24
104	Quill Corporation	000070524	119.53
105	Richards Publishing Company	000070525	240.47
106	Road Runner Delivery	000070526	150.00
107	Roger's Two Way Radio, Inc.	000070527	251.16
108	Rohlfing of Brainerd, Inc.	000070528	745.39
109	Sadeks Repair & Welding, Inc.	000070529	278.47
110	Security Plus Alarms LLC	000070530	7,810.75
111	Southern Wine & Spirits of Minnesota	000070531	2,179.35
112	Southside Tow & Rec, Inc	000070532	576.55
113	Spec-Dee Delivery Service, Inc.	000070533	16.05
114	Star Tribune	000070534	550.00
115	Sunny Hill Distr., Inc.	000070535	8,001.33
116	Terry's Auto Electric	000070536	13.90
117	Tires Plus of Bemidji	000070537	836.05
118	UPS	000070538	39.97
119	US Bank Merchant Billing	000000000	4,239.42
120	USA Bluebook	000070539	843.81
121	Verizon Wireless	000070540	2,913.76
122	Viking Industrial North	000070541	222.02
123	Widseth, Smith & Nolting	000070542	315.00
124	Wine Merchants	000070543	381.00
125	Wirtz Beverage Minnesota Wine & Spirits, Inc	000070544	26,233.41
126	Ziegler, Inc.	000070545	325.11
Page Total:			\$79,207.74
Grand Total:			\$276,532.06

GENERAL LICENSES - 2012

Type of License	Business Name	Business Location	Fee Paid
Cigarette/Tobacco Products			
	FAMILY DOLLAR	1504 PAUL BUNYAN DR NW	\$65.00
Transient/Peddlers/Solicitors			
	ASHCO EXTERIORS	WITHIN BEMIDJI CITY LIMITS	\$280.00

COUNCIL AGENDA ITEM



Meeting Date: April 16, 2012

Action Requested: Approve Wine and 3.2 On Sale Licenses – Giovanni's

Prepared By: Kay Murphy, City Clerk 

Reviewed By: John M. Chattin, City Manager

Giovanni's Pizza, 102 1st Street NW, has applied for a wine and 3.2 on sale beer licenses for 2012.

Recommendation:

Staff recommends that the Council approve a Wine license and 3.2 On Sale Beer license for 2012 for Giovanni's Pizza.

RESOLUTION NO.

A RESOLUTION APPROVING THE SITE FOR THE 2012 KRAUS-ANDERSON WALLEYE CLASSIC

WHEREAS, Kraus-Anderson Construction Company, hereinafter referred to as "Kraus-Anderson", have for the past several years sponsored an annual Walleye Fishing Tournament in the City of Bemidji; and

WHEREAS, this event is of economic and cultural benefit to the Bemidji area; and

WHEREAS, the City of Bemidji, hereinafter referred to as "City" has graciously given consent for the use of the waterfront area for this event; and

WHEREAS, Kraus-Anderson is again planning to hold this one-day tournament on June 11, 2010 (setup to begin on Wednesday, June 8, 2011 and clean-up on June 13, 2011); and

WHEREAS, the area to be used during this event will be the waterfront area including the parking lots in the vicinity of Paul and Babe statues, the Library Hill area, the Rotary pavilion and parking area at the SE Lake Bemidji property; and

WHEREAS, Kraus-Anderson agrees to abide by all city rules and regulations in the use of the designated areas, to clean and restore the areas used to the satisfaction of Parks Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

WHEREAS, Kraus-Anderson will provide the City with a Certificate of Insurance naming the City as an "additional insured" for the duration of the event.

NOW, THEREFORE, BE IT RESOLVED by the Bemidji City Council to authorize the use of the aforementioned areas by Kraus-Anderson for the purpose of the Annual Kraus-Anderson Walleye Classic.

The foregoing resolution was offered by Councilmember Thompson, who moved its adoption, and on due second by Councilmember Johnson, was passed by the following vote:

Ayes:

Nays:

Absent:

Approved: April 16, 2012

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

David A. Larson, Mayor

Waterfront KA
6/5 → 6/11/12

City of Bemidji ~ Parks and Recreation Department

1351 5th Street NW Bemidji, MN 56601
Phone 218-333-1850 Fax 218-333-3724
Park and Facility Reservation Form



CONTACT INFORMATION:

Name: Kraus-Anderson Construction Company
Organization: Kraus-Anderson Walleye Classic
Address: 206 Beltrami Avenue NW City: Bemidji State: MN Zip Code: 56601
Telephone Number: 218-759-0596 Cell phone number: 218-766-1848 email: bob.fitzgerald@krausanderson.com

PLEASE CHECK FACILITY REQUESTED:

- Diamond Point Park Main Park Building** - Fee = \$200.00 Deposit = \$300.00 Total Cost = \$ 500.00
You will need to pick up a key for the Main Building. (Seats 80- includes tables and chairs-has electricity)
- Diamond Point Park Pavilion** - Fee = \$100.00 Deposit = \$200.00 Total Cost = \$ 300.00
(Seats 100-includes picnic tables-has electricity)
- Nymore Warming House** - Fee = \$50.00 Deposit = \$100.00 Total Cost = \$150.00
Not available during scheduled ice times (Max Occupancy 30 -tables and chairs NOT included-has electricity)
- City Park Multi-Use Building** - Fee = \$100 Deposit = \$200 Total Cost = \$300
Not available during softball tournaments (Has electricity)

EVENT INFORMATION:

Date of Event: June 9, 2012 Time: (include set-up and clean-up) 6/5/11 to 6/11/11
Name/Type of Event: Kraus0Anderson Walleye Classic Tournament Expected Attendance: 1,500

Sound: No Yes Live Music Amplified Sound (Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance)

RENTAL FACILITY:

• Damage deposit must be received with application before reservation is secured. • Fee must be paid 14 days prior to event. • The deposit must be a separate check from the rental payment. • No refund if you cancel less than 14 days prior to event. • Fee is for one day only. • Set-up and clean-up must be done day of rental. • Tents are not allowed. • Parking on the grass is strictly prohibited. • No motorized vehicles are permitted on the pedestrian walking paths. • No glass container or fires of any kind are allowed in the park. • The deposit will be returned upon inspection by City Parks Staff after use of the facility and as long as the facility is clean and there is no damage to structures, equipment, or grounds. • If any of the rules/regulations/guidelines are violated, part or all of the deposit may be forfeited. • Alcoholic beverages are **not permitted** in City Parks without written permission from the City Manager. • Requests must be submitted in writing to the City Manager accompanied by a non-refundable **\$50.00** permit fee (make your check payable to the City of Bemidji). • You will be notified in writing if permission is granted and the letter is your permit. • The Bemidji Police Department will enforce this policy, so please have your letter of permission from the City Manager with you in case an officer requests to see it. • The renter is solely responsible for cleaning up and leaving the facility/area in good condition. • The renter must remove all items such as tablecloths, decorations and other objects. • Tables, chairs, and benches must be wiped off and put back as found. • Floors must be cleaned. • Trash must be bagged and placed in the trash containers provided or removed by the renter.

PLEASE CHECK FACILITY/PARK REQUESTED:

(If it is a multi-day event, provide a detailed schedule including set up and tear down)

- Lakefront Library Park Rotary Pavilion Jaycees Pavilion Cameron Park
- Nymore Park Roger Lehmann Park _____

EVENT INFORMATION:

Name of event: Kraus-Anderson Walleye Classic

Type of Event: Group/Family Picnic Festival Other Fishing Tournament

Date(s): June 9, 2011 Hours of Event: From 7:00 am to 5:00 pm

Set-up Date/Times: 6/5/11 Clean-up Times: 6/11/11 Expected Daily Attendance: 1,500

Will you be erecting Tents or Canopies? Yes No Quantity: 10 Size: 40x60, 20x30 10x10 Total SqFt 3600

Sound: No Yes Live Music Amplified Sound Time: From: 6:30 AM To: 5:00 PM

(Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance)

Electricity - Available in most parks upon request. YES NO

RESERVED FACILITY/PARK:

• No cost to rent. • Deposit is required. • There is a minimum clean-up & damage deposit of \$250. • Depending on the event, the deposit could be up to \$1,000, which is refundable upon inspection of the grounds by the City Parks Staff after event. • If facilities are cleaned, tables and equipment are returned and there is no damage to structures, equipment, or grounds, the deposit will be returned. • Alcoholic beverages are **not permitted** in City Parks without written permission from the City Manager. • Requests must be submitted in writing to the City Manager accompanied by a non-refundable **\$50.00** permit fee (make your check payable to the City of Bemidji). • You will be notified in writing if permission is granted. • The Bemidji Police Department will enforce this policy, so please have your letter of permission from the City Manager with you, in case an officer requests to see it. • If you plan to put up a tent or other structure (including volleyball nets, horseshoes, etc.), you must call **GOPHER STATE ONE CALL 1-800-252-1166** then notify our office of the ticket number. • Structures may be erected the day prior to your event provided you notify our office. • The City is not responsible for any stolen or damaged property. • All structures must be removed immediately following your event (same day) unless prior arrangements are made. • Picnic tables are located within the parks. • If tables are moved, they must be returned. If you need more tables, contact the Parks and Recreation Department for instructions on picking up the tables. • Please attach a sketch of the proposed use of park which includes such items as food vendor, dock, tent, banners, and special activity locations. This will help coordinate our efforts in making your event a success. • **You are responsible for garbage receptacles and removal.** The city does not supply commercial garbage service. • **INSURANCE CERTIFICATE** - May be required. If needed, ask for TULIP information sheet.

I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. The applicant agrees to indemnify and hold the City of Bemidji harmless from any liability to any person resulting from any property damage or personal injury (including death) occurring in connection with the event caused by the application or the sponsoring organization, its officers, employees, or any person under its control.

Bob Fitzgerald
Signature

Kraus-Anderson Walleye Classic
Organization

For Office Use Only: COPY TO: City Clerk _____ Police Dept. _____ FEE: \$ _____ Date Paid _____ DEPOSIT: \$ _____ Date Paid _____

RESOLUTION NO.

A RESOLUTION OF THE BEMIDJI CITY COUNCIL OFFICIALLY DESIGNATING THE AMERICAN INDIAN RESOURCE CENTER AND NATIONAL GUARD ARMORY AS OFFICIAL POLLING PLACES FOR WARDS 1 AND 2, RESPECTIVELY

WHEREAS, Minnesota Statutes Section 204B.16, subd.1, entitled "Polling Places", permits the City by resolution to change the locations of the city polling places; and

WHEREAS, handicap accessibility, increase in the voting population, among other issues, give rise for the need to change the Ward 1 polling place from the John Glas Fieldhouse on the BSU campus to the American Indian Resource Center, 1630 Birchmont Drive NE; and

WHEREAS, due to redistricting the Bemidji Public Library is located too far from Ward 2 and to better serve the voting public, among other issues, gives rise for the need to change the Ward 2 polling place from the Bemidji Public Library to the National Guard Armory, 1430 23rd Street NW.

THEREFORE, BE IT RESOLVED that the City of Bemidji, Beltrami County, Minnesota does hereby designate the American Indian Resource Center located on the BSU Campus, 1620 Birchmont Drive NE, as the Ward 1 Polling Place.

BE IT FURTHER RESOLVED that the City of Bemidji does hereby designate the National Guard Amory, 1430 23rd Street NW, as the Ward 2 Polling Place.

BE IT FURTHER RESOLVED, that the designation of the new polling places shall take effect at the August, 2012 primary election and the November, 2012 general election.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____, was passed by the following vote:

Ayes:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

David A. Larson, Mayor

COUNCIL AGENDA ITEM



Meeting Date: April 16, 2012

Action Requested: Steering Committee – Carnegie Library

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

Reviewed By: John M. Chattin, City Manager

Lew Crenshaw has organized a group of individuals in our community to lead the save the Carnegie Library project. This group has begun in earnest to meet the task of raising funds, researching and applying for grants to renovate/restore the Carnegie Library, among other things. Also attached is a Mission Statement that the group developed as well as a progress report. Mr. Crenshaw will be available at Monday's meeting to address any questions that the Council may have.

The following individuals are recommended for appointment to the Save the Carnegie Library Steering Committee:

Lew Crenshaw, Chair
Cathy Marchand, Treasurer
Alan Brew, Heritage Preservation Commission
Sandy Kaul, Public Art
Sharon Geisen, Beltrami Historical Society
Roy C. Booth, Downtown Business Owner
Mike Bredon, Upstream TV
David Gurney, Facebook/Fundraising
Sue Liapis, Grants
Kay Murphy, City Clerk/Staff liaison

RECOMMENDATION

It is recommended that the City Council designate the members as listed above to the "Save the Carnegie Library Steering Committee".

Steering Committee – Project to Save the Carnegie Library

Mission Statement and Scope of Activities

The Steering Committee will conduct activities as an ad-hoc committee under the guidance of the Bemidji City Council to lead a project to restore and preserve the Bemidji Carnegie Library.

The Scope of Activities of the Committee will be to:

- Develop and execute a campaign to raise the Capital to fund the project.
 - The committee will pursue grants from State and charitable foundations, and conduct direct appeals to individuals and corporations.
- Manage the restoration and preservation of the building.
 - In co-operation with the City Administration, the Committee will develop the plan and oversee management of the project through completion.

These activities will be organized and conducted in a way that:

- Complies with Minnesota open meeting laws;
- Includes regular reporting of progress to the City Administration and the City Council;
- And minimizes the use of City resources.

Moreover, the committee in its work will endeavor to:

- Promote partnerships with organizations within the community,
- Maximize communication to and from the community,
- And engage with the community to strengthen the appreciation of our heritage.

Approved by the Steering Committee - March 27, 2012

Steering Committee – Project to Preserve the Bemidji Carnegie Library

Progress report to the City Council – April 16, 2012

Current Membership of the Steering Committee

Roy C. Booth, Mike Bredon, Lew Crenshaw, Sharon Geisen, David Gurney, Sandy Kaul, Sue Liapis, Cathy Marchand, Cindy Serratore, Kay Murphy

Work is underway to organize fundraising via multiple workstreams

- Securing Grants - Sue Liapis
- Fundraising Campaign Plan Committee – Being formed
- Broad appeal to the extended community – David Gurney
- Special Events- TBD
- Promotion and Communications – Mike Bredon

Proceeding to conduct a “Condition Assessment” of the Building

Have issued an RFP to architects and proposals are due the week of April 23

Have developed the means to collect, hold and spend money

- Web page “Save the Carnegie Library” up and running
 - Plan to link to the City pages, the Historical Society and others
 - Will use “PayPal” for direct donations
- Can receive checks made out to “Save the Bemidji Carnegie Library”
- Using a City account to hold funds
- Will follow City expenditure procedures



City Manager's Office

MEMORANDUM

TO: City Council
FROM: John Chattin, City Manager 
DATE: April 16, 2012
RE: Consider Designating Standing Committees

Although the many council work sessions we have are useful, they provide little opportunity to discuss the many accomplishments, issues, and challenges of the city's many departments. Gaining a thorough understanding of the day to day operations and challenges that our departments face is critical to making good decisions.

I believe that regularly scheduled committee meetings not only allow staff valuable time to interact with council members but offer the council a deeper understanding of departmental operations. I would recommend that seven standing committees be formed:

- Administration, Personnel, and Legal
- Finance and PEG Access
- Police and Fire
- Public Works and GIS
- Municipal Liquor Stores and Refuse
- Parks, Recreation, and Arena
- Building and Rental

These certainly could be adjusted according to council wishes but I would suggest that seven is the right number, as we have seven council members. I would further suggest that these committees meet every other month. If two council members served on each committee, it would add only one additional meeting per month. Days and times could be established according to council availability. I believe that, in the long run, these committee meetings could reduce the number of work sessions required, establish better council/employee relations, and help to keep the council better informed about city operations.