

➤ **5:30 p.m. Public Affairs Committee Meeting**

**BEMIDJI CITY COUNCIL
AGENDA**

Monday, June 16, 2014

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: May 19, 2014
- Work Session: May 12, 2014

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 **\$714,793.17**
- 3) Claims Submitted by Venuworks for the Sanford Center in the amount of **\$50,615.37**
- 4) General Business Licenses for 2014
- 5) Appointment to the Joint Planning Commission –Carla Norris-Raynbird
- 6) Re-Appointments to the Charter Commission – Casey McCarthy, Jackie Ryder
- 7) Resolution Entering into a Limited Use Agreement with Mn/DOT for the TH197 Project
- 8) Travel Authorization – CGMC Summer Conference in Rochester – August 20-22 – Albrecht, Johnson

III. CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA

Public Comment – Please give your name, address and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is not already on the agenda. Each person will have **3 minutes** to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. **PLEASE BE ADVISED THAT THE COUNCIL WILL TAKE NO ACTION AT THIS TIME.**

IV. REPORT(S)

- Bemidji Youth Advisory Commission

Bemidji—Regional Center Amenities with Small Town Character

V. NEW BUSINESS

- 9) Consider Award of Quotes for Filter Rehab Project at Wastewater Treatment Facility

VI. UPCOMING MEETINGS

- Monday, June 23 5:30 p.m. Council Strategic Planning Session – Bridgeman Hall Room 201
- Tuesday, July 1 5:30 p.m. Joint City/County Meeting – County Admin
- Monday, July 7 7:00 p.m. Regular Council Meeting

VII. MAYOR AND COUNCIL REPORTS

- Please limit your committee reports to 4 minutes

VIII. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – June 2, 2014

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, June 2, 2014 at 7:00 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, Thompson (arrived at 7:20 p.m.)

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

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. The following consent agenda items were requested:

- Amendment No. 1 to Tower Site Lease Agreement with New Cingular Wireless PCS
- Appointment to the Library Board – Bill Joyce

Motion by Hellquist, seconded by Erickson, to approve the agenda as amended. Motion carried by unanimous vote.

MINUTES

The following minutes were presented for approval:

Council Meeting	May 19, 2014
Work Session	May 12, 2014

Motion by Johnson, seconded by Hellquist, 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 Olson, to approve the Consent Agenda items as follows:**

1. Claims submitted by the Finance Officer in the total amount of \$471,199.54
2. Claims submitted by Venuworks for the Sanford Center in the total amount of \$60,903.91
3. Miscellaneous Business License Renewals for 2014
4. Full Liquor License for Hurricane Grill & Wings at 100 Paul Bunyan Dr S
5. **RESOLUTION NO. 5892:** Adopting Performance Measures for 2013
6. **RESOLUTION NO. 5893:** Authorizing Calendar Parking – Conifer Street NW (15th Street to 23rd Street NW)
7. Amendment No. 1 to Tower Site Lease Agreement with New Cingular Wireless PCS
8. Appointment to the Library Board – Bill Joyce

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

No one appeared.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission – Annikka Roy, BYA President, reported on BYAC election results for next school year - Hanna Sorenson, President and Kali Wilson, Vice President.

Librarian's Report - Paul Ericsson, Branch Manager, reviewed the Library's summer reading program and the Book Festival (June 16-21).

NEW BUSINESS

Sanford Center Signage

Gray stated that he has been working with MnDOT on obtaining permission and costs for the installation of Sanford Center guide signs to be located on TH 2 bypass. He noted that the Sanford Center Executive Director recommended the signage for the Event Center as it would be beneficial. Gray reviewed the size and location of the signs. He stated that the cost for three signs is \$5,453 and possible financing for the project could come from the 2014 Contingency Budget line item.

Erickson agreed that directional signage was necessary but did not feel it should come from the City's Contingency Budget. She stated that the cost should be reflected in the Sanford Center budget as it is for the Sanford Center.

Chattin commented that from staff's perspective it could easily be pay out of the Sanford Center budget if in the motion the Council wanted to approve the additional dollars. Whether it comes directly from the City or funneled through the Sanford, it is still the City's money.

Mayor Albrecht stated that it makes sense that the City should pay for the signs. It is important to have this signage as many visitors are coming to Bemidji to the Event Center and we are lacking signage.

Hellquist asked the Finance Director if it made a difference? Eischens stated that he recommended Contingency Budget as the Sanford Center does not have a contingency line item. Eischens stated that if the Council wishes for it to come from the Sanford Center, staff will do the paperwork.

Motion by Erickson, seconded by Olson, authorizing payment to MnDOT in the amount of \$5,453 from the Sanford Center for the purchase and installation of Sanford Center guide signs. The City will transfer said funds from the contingency budget to the Sanford Center to cover the cost. Motion carried unanimously.

2015 Reconstruction of Irvine Avenue & 30th Street (City Project 15-02)

Gray reviewed the 2015 Reconstruction of Irvine Avenue and 30th Street. He stated that the feasibility report looked at the option of constructing a 10-foot bituminous trail along the north side of 30th Street from Irvine Avenue to Ridgeway Avenue. The cost to add the trail is estimated at \$135,000. Federal and state aid highway funds cannot be used for the trail. He recommended that the Council direct city staff to add \$50,000 for possible trail costs to

the proposed 2015 street property tax levy as part of the 2015 budget process. This would increase the street reconstruction tax levy to \$400,000.

Discussion followed regarding North Country Park and if there was adequate parking for events at that park. Larson stated that there was and that there is room for an additional parking when needed, if funding is available.

Motion by Meehlhause, seconded by Johnson, directing the City Engineer to include a 10-foot bituminous trail in the design of the proposed 2015 30th Street Project and include \$50,000 in the 2015 budget. Motion carried unanimously.

Paul Bunyan/Library Park

Larson reviewed the updated Paul Bunyan Park site plan based on input from the City Council and the Parks & Trails Commission. She noted that there are seven alternate bid items identified for the project at a cost of \$149,350. The estimated construction cost including the contingency is \$1,362,255. Funding for this project is through sales tax funds and a \$750,000 Legacy Grant. Larson stated that the Project will start the end of July and will be substantially completed by October.

Motion by Olson, seconded by Meehlhause, approving the plans and specifications and authorizing the advertisement for bids for the Paul Bunyan/Library Park project. Motion carried unanimously.

Consulting Services Proposal – City Arena

Larson stated that at the April 28, 2014 work session, the Council approved a contract with Steven's Engineering for an evaluation study of the Neilson Reise Arena on a not to exceed amount of \$10,000, including all reimbursable expenses. Stevens will evaluate options for improvements to the building, replacements or improvement options for the plant, floor and dasher system as well as HVAC and dehumidification. Larson stated that after discussions with Scott Ward from Steven's Engineering, staff is recommending that the Council approve an amended contract amount of \$12,570. The amended contract includes travel expenses for two site visits – the kick-off meeting and a final presentation of the evaluation to the City Council. The final presentation will provide the opportunity to clarify and ask questions regarding the final evaluation report.

Motion by Olson, seconded by Hellquist, approving an amended contract with Steven's Engineering for a total contract amount, not to exceed \$12,570 to be funded through Contingency Funds. Motion carried unanimously.

UPCOMING COUNCIL MEETINGS

- | | | |
|-------------------|-----------|---|
| • Monday, June 9 | 5:30 p.m. | Work Session – 2015 Budget |
| • Monday, June 16 | 5:30 p.m. | Public Affairs Committee – Upstream TV |
| • Monday, June 16 | 7:00 p.m. | Council Meeting |
| • Monday, June 23 | 5:30 p.m. | Strategic Planning Session – BSU Location |

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.

ADJOURN

There being no further business, motion by Hellquist, seconded by Olson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Work Session – June 9, 2014

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, June 9, 2014, at 5:30 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Hellquist, Johnson, Olson, Erickson, Thompson. Meehlhause joined the meeting at 6:00 p.m.

Staff Present: City Manager John Chattin, Finance Director Ron Eischens, Public Works Director Craig Gray, Fire Chief Dave Hoefer, Police Chief Mike Mastin, City Clerk Kay Murphy

Emergency Repairs – Public Works Facility

Gray stated that the HVAC unit at the public works/parks building went out and Naylor Electric determined it was hit by lightning because one of the two compressors was burnt out. Gray noted that the City has submitted a claim to our insurance company. The City has a \$5,000 deductible. Staff has since checked to see if the City can fast track this repair using Honeywell. Gray stated that if the City goes with Honeywell the quotes with Naylor's will cease to exist. Honeywell will rebid the project.

Chattin stated that the State has reviewed the "preliminary" contract and have given their approval.

Motion by Johnson, seconded by Thompson, authorizing a contract, pending City Attorney review, with Honeywell to perform the Energy Conservation Measure (ECM) of Mechanical System Improvements at the Public Works Facility in an amount not to exceed \$61,739 as identified in the Energy Savings Program Matrix. Motion carried unanimously.

2015 Budget Discussion

Eischens stated that at the Council's March 24, 2014 work session staff presented fifteen budget issues for their consideration during the 2015 budget process. He stated that it is staff's goal to approach the 2015 budget as a long-term process, similar to the capital improvement plan. This budget will challenge the City to prioritize issues and fund those of highest priority. Eischens stated that controlled spending and creating new sources of revenue are critical to the City's future financial health. He then reviewed two steps, the first represented budget changes required/recommended while the second step items are optional. Eischens briefly reviewed Step 1 stating that staffing and services remain at the 2014 levels.

Eischens stated that Step 1 requires funding of \$184,403, equivalent to a 4.4% levy increase. He noted that Phase II annexation of Northern Townships include adding street department employee, a building inspector and an increase to the annual street maintenance program. Total impact of the optional budget items is \$434,000 equivalent to a 10.4% levy increase.

Eischens reviewed the other optional budget items which included the following:

Sanford Center Capital Replacement	\$185,000
Local Match on COPS Grant	\$28,000
Fire Marshall	\$51,000
Building Maintenance Tech	\$40,000
Community Service Officer	\$65,000
Building/Rental Inspector	\$63,000

Erickson stated funding the Sanford Center Capital Replacement was her top concern. She stated that the Sanford Center needs to be maintained “top-notch” for those that visit.

Eischens stated that the value of the Sanford Center exceeds all other city buildings and is four years old and we have not set aside anything for maintenance or repairs.

Chattin commented that the City has never funded depreciation of its buildings before and all city buildings should be considered.

Eischens stated that the Neilson-Reise Arena is a “perfect example” of why one should set aside such funds.

Johnson commented that establishing capital replacement for the Sanford Center might be a good argument for hospitality tax. He stated that a half cent sales tax for regional event centers might be another option.

Eischens stated that neither the hospital tax or a half cent sales tax will have an impact to the 2015 budget but he suggested that the Council, as a whole, focus on whether to support these two items and get community support so that when it goes to the state legislature next year it has “legs”. Either option would add significant stability to city finances and have the potential to reduce property taxes.

Olson commented he preferred a half cent sales tax to a hospitality tax and suggested that the City include such a question on the ballot in November.

Chattin stated that staff have met with Lori Paris and Scott Turn from the Chamber to discuss a hospitality tax but they are more likely to support a sales tax.

Council discussed the various optional budget items. It was decided that the Traffic Calming Measure (local grant match) should be moved to the Capital Improvement Plan.

Eischens will make modifications to the 2015 budget as discussed for the Council’s consideration at their work session in August.

ADJOURN

There being no further business, motion by Hellquist, seconded by Olson, to adjourn the meeting. Motion carried. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Kay M. Murphy

City Clerk

Bill List Summary

June 16th, 2014

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
14123-14231	See Attached List	714,793.17
		<u>\$ 714,793.17</u>
	TOTAL	
		\$ 714,793.17

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 06/11/2014 - 8:12AM
Warrant Request Date: 06/17/2014
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	A.M. Leonard	000014123	48.47
2	Ace On The Lake	000014124	68.95
3	Acme Tools-Bemidji	000014125	480.00
4	American Solutions For Business	000014126	780.73
5	Ameripride	000000000	1,048.25
6	Anderson, Rick	000000000	176.53
7	Artisan Beer Company	000014127	336.50
8	Auto Value Bemidji	000014128	32.99
9	Baker & Taylor	000000000	240.14
10	Baumgartner, Don	000000000	36.40
11	Beacon Athletics	000000000	355.23
12	Bellboy Corporation	000000000	2,758.29
13	Beltrami County Auditor/Treasurer	000014129	4,698.82
14	Beltrami Industrial Service, Inc.	000014130	170.00
15	Bemidji Area Chamber Of Commerce	000014131	20.00
16	Bemidji Bituminous Inc	000014132	566.40
17	Bemidji Coca-Cola Bottling Co, Inc	000014133	342.23
18	Bemidji Coop Ass'n, Inc.	000014134	308.14
19	Bemidji Paper Sales, Inc.	000000000	1,838.93
20	Bemidji Sculpture Walk	000014135	500.00
21	Bemidji Steel Company	000000000	280.27
22	Bemidji Township	000014136	5,988.00
23	Bemidji Welders Supply, Inc.	000014137	38.00
24	Bernick's	000000000	36,743.59
25	Big North Distr. Co, Inc.	000014138	30,909.02
26	Bluefin Payment Systems	000000000	914.71
27	Border States Electric Supply	000014139	122.30
28	Boys & Girls Club	000014140	338.40
29	Bruins, William	000000000	55.00
30	Burford, Andrew	000000000	150.00
31	Carquest Auto Parts-Bemidji	000014141	15.04
32	Chatterton, Matthew	000000000	60.00
33	Christiansen Industrial Developers, Inc.	000014142	3,547.45
34	City of Bemidji	000000000	7,195.42
35	City of Bemidji BREC Operating Acct.	000000000	5,453.00
36	Con-way Freight Inc	000014143	80.45
37	Crazy About Cleaning	000000000	670.00
38	Cross Nurseries, Inc.	000014144	2,615.50
39	Culligan	000000000	3,692.13
40	Dakota Supply Group, Inc.	000000000	93.40
41	Dick's Plumbing & Heating, Inc	000014145	357.40
42	Dondelinger Chev-Buick, Inc	000014146	784.35
43	DPC Industries, Inc.	000014147	5,657.11
44	Earl F. Andersen, Inc.	000014148	4,602.05
45	Eklund, Monica	000000000	150.00

Page Total: \$125,319.59

Line	Claimant	Voucher No.	Amount
46	Fastenal Company	000014149	56.97
47	Fed Ex	000014150	74.67
48	Fenner, Kevin	000000000	250.32
49	FleetPride, Inc.	000014151	273.56
50	Forestedge Winery	000014152	646.20
51	G & K Services Inc	000014153	98.17
52	Gast, Sara	000014154	114.50
53	Gaylord Bros., Inc.	000014155	107.53
54	Gempler's	000014156	25.00
55	Gopher State One-Call	000000000	569.60
56	Graphic FX	000014157	532.86
57	Guardian Pest Control, Inc	000014158	89.02
58	HD Waterworks Supply	000014159	1,520.68
59	Heisenfelt, Albert	000014160	595.00
60	Hoefer, David	000000000	52.00
61	Hulett, Mike	000000000	415.55
62	Ink Spot Press	000014161	602.50
63	ITS Inc.	000014162	1,122.81
64	J.D. Hansen & Sons, Inc.	000014163	3,793.80
65	Jack's Stop, Inc	000014164	165.00
66	Jensen, Deborah	000014165	12.00
67	Jim Hirt Trucking, Inc	000014166	1,298.89
68	JOBSHQ	000014167	120.00
69	Johnson Bros., Inc.	000014168	23,560.02
70	Kaney, Tina	000014169	50.00
71	Karvako Engineering	000000000	21,022.73
72	Ken K. Thompson Jewelry	000014170	150.00
73	Kenny's	000014171	14.90
74	KKWB-FM Bemidji Radio, Inc.	000014172	240.00
75	Knife River Materials	000014173	4,079.20
76	Kraus-Anderson Construction Co.	000014174	147,861.00
77	Lakeland Public Television	000014175	656.00
78	Lawson Products, Inc.	000014176	419.75
79	League of MN Insurance Trust	000014177	179,914.73
80	Leech Lake Brewing Company	000000000	172.20
81	Lieffort, Donald Al	000000000	1,180.10
82	Locators & Supplies, Inc.	000000000	94.89
83	Lou's Gloves	000014178	87.00
84	Luckens Village Foods North	000014179	10.97
85	Luckens Village Foods South	000014180	12.37
86	Magnuson, John	000014181	610.27
87	Marcotte, James	000000000	34.00
88	Mattice, Marc	000014182	11.00
89	McKinnon Co., Inc.	000014183	17,194.50
90	MCMA	000014184	135.22
91	McMaster-Carr Supply Co.	000000000	1,080.78
92	Menards-Bemidji	000000000	464.29
93	Minnestalgia Winery	000014185	90.00
94	MN Chiefs of Police Assn	000014186	500.00
95	MN Valley Testing Lab, Inc.	000000000	87.00
96	MoeCo Fire & Safety	000014187	47.00
97	MPELRA	000014188	261.00
98	NAPA Auto Parts	000000000	187.32
99	Naylor Heating & Refrigeration, LLC	000000000	5,443.01
100	NCL of Wisconsin, Inc	000000000	285.60
101	Nei Bottling, Inc.	000014189	313.97
102	Nelson, Keith A.	000000000	591.92

Page Total: \$419,399.37

Line	Claimant	Voucher No.	Amount
103	Neopost Great Plains	000014190	792.70
104	Neopost-ACH	000000000	2,940.00
105	NFPA	000014191	165.00
106	North Country Business Product	000000000	6,305.67
107	NORTHLAND APARTMENTS	000014192	1,166.19
108	Northwoods Ice, Inc.	000014193	703.95
109	Northwoods Landscape & Rec. Inc.	000014194	210.00
110	NW Tire, Incorporated	000014195	25.98
111	Otter Tail Sheriff's Office	000014196	700.00
112	Paskvan Real Estate LLLP	000014197	140.00
113	Paul Bunyan Broadcasting Co.	000014198	315.00
114	Paul Bunyan Communications	000014199	1,886.41
115	Peterson Sheet Metal, Inc.	000000000	640.00
116	Phillips Wine & Spirits	000014200	11,940.66
117	Pike, Bryan	000000000	72.80
118	Port-Able John Rental & Service, Inc.	000000000	654.00
119	Port-O-Wild Security, Inc.	000000000	630.00
120	Postmaster	000014201	1,801.34
121	Praxair Distribution Inc	000014202	27.75
122	RCB Collections Cred.Bureau, Inc.	000014203	22.28
123	Richards Publishing Company	000014204	317.91
124	RMB Environmental Laboratories, Inc.	000014205	498.00
125	Roger's Two Way Radio, Inc.	000014206	95.00
126	Rohlfing of Brainerd, Inc.	000000000	717.50
127	Ross Lewis Sign Co.	000014207	281.50
128	Rutledge, Sherry	000000000	51.52
129	Sadeks Repair & Welding, Inc.	000014208	2,761.83
130	Sanford Health Occupational Med.	000014209	342.00
131	Schmitz, Tom	000000000	11.00
132	Schoenbauer Consulting, LLC	000014210	9,540.00
133	Scotts Radiator Repair	000014211	175.25
134	Seaberg, Daniel	000000000	113.00
135	Skumavc, Kori	000000000	30.80
136	Southern Wine & Spirits of Minnesota	000014212	7,266.88
137	Sparky's Construction, Inc.	000014213	46,904.80
138	Spee-Dee Delivery Service, Inc.	000014214	122.61
139	Springbrook Software, Inc.	000000000	3,185.50
140	Staples Advantage	000014215	124.26
141	Streicher's	000014216	1,300.77
142	SVL Service Corporation	000014217	4,213.00
143	T & K Outdoors, Inc.	000014218	600.00
144	TC Lighting Supplies & Recycling, Inc	000014219	154.14
145	TDS Metrocom-MN	000000000	884.66
146	The Bemidji Pioneer	000000000	1,361.71
147	Tires Plus of Bemidji	000014220	625.31
148	Todavich Electric, Inc	000014221	85.00
149	Truck Utilities, Inc	000014222	208.47
150	Upper Midwest Community Policing Inst.	000014223	90.00
151	UPS Store	000014224	37.10
152	US Bank Merchant Billing	000000000	5,954.89
153	Verizon Wireless	000014225	2,810.65
154	Viking Industrial North	000014226	313.07
155	Vinocopia, Inc.	000000000	443.25
156	Wagner Plumbing & Heating, Inc	000014227	177.60
157	Wallestad, Mari	000000000	59.76
158	Waste Management of WI-MN	000014228	3,343.92
159	Wells Fargo-ACH	000000000	5,444.20

Page Total: \$131,786.59

Line	Claimant	Voucher No.	Amount
160	Wendorf, Barry	000000000	57.13
161	White, Nicholas	000000000	19.00
162	Widseth, Smith & Nolting	000014229	1,900.00
163	Wilcox, LuAnn	000000000	234.54
164	Wine Merchants	000014230	216.00
165	Wirtz Beverage Minnesota Wine & Spirits, Inc	000014231	14,619.05
166	WSB & Associates, Inc.	000000000	21,194.00
167	Zee	000000000	47.90
Page Total:			\$38,287.62
Grand Total:			\$714,793.17

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of June 6, 2014

	<u>Open Balance</u>
ACE on the Lake	
	415.63
Total ACE on the Lake	415.63
Acme Tools - Bemidji	
	429.20
Total Acme Tools - Bemidji	429.20
AmeriPride Services	
	452.82
	188.66
Total AmeriPride Services	641.48
Battery Wholesale, Inc	
	72.65
Total Battery Wholesale, Inc	72.65
Bemidji Coca-Cola Company	
	648.54
Total Bemidji Coca-Cola Company	648.54
Bemidji Pioneer	
	705.00
	993.50
Total Bemidji Pioneer	1,698.50
Bemidji Welders Supply, Inc.	
	135.66
Total Bemidji Welders Supply, Inc.	135.66
City of Bemidji MN	
	2,092.00
	1,904.08
Total City of Bemidji MN	3,996.08
Commissioner of Transportation	
	5,453.00
Total Commissioner of Transportation	5,453.00
Dakota Supply Group	
	33.73
Total Dakota Supply Group	33.73

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of June 6, 2014

	<u>Open Balance</u>
Dunn Bros Coffee	
	239.58
Total Dunn Bros Coffee	<u>239.58</u>
Enterprise RAC of MT/WY	
	75.69
Total Enterprise RAC of MT/WY	<u>75.69</u>
FM 90	
	100.00
Total FM 90	<u>100.00</u>
G&K Services	
	603.33
Total G&K Services	<u>603.33</u>
Guardian Pest Solutions, Inc.	
	235.98
Total Guardian Pest Solutions, Inc.	<u>235.98</u>
Holmes Murphy	
	74.00
	13.00
Total Holmes Murphy	<u>87.00</u>
IAVM	
	455.00
Total IAVM	<u>455.00</u>
Ink Spot Press	
	29.58
Total Ink Spot Press	<u>29.58</u>
Johnson Brothers Liquor Co.	
	36.29
Total Johnson Brothers Liquor Co.	<u>36.29</u>
KSKK 94.7	
	180.00
Total KSKK 94.7	<u>180.00</u>
Lueken's - North	
	192.89

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of June 6, 2014

	<u>Open Balance</u>
Total Lueken's - North	192.89
Luekens - South	
	562.88
Total Luekens - South	<u>562.88</u>
Marco	
	27.00
Total Marco	<u>27.00</u>
MSAE	
	190.00
Total MSAE	<u>190.00</u>
Northern Student	
	100.00
Total Northern Student	<u>100.00</u>
OfficeMax	
	111.62
	18.70
	24.15
Total OfficeMax	<u>154.47</u>
Otter Tail Power Company	
	15,680.73
Total Otter Tail Power Company	<u>15,680.73</u>
Paul Bunyan Broadcasting Co	
	144.00
	48.00
	115.21
	112.00
	252.00
	252.00
	420.00
Total Paul Bunyan Broadcasting Co	<u>1,343.21</u>
Paul Bunyan Communications	
	1,405.99
Total Paul Bunyan Communications	<u>1,405.99</u>
Phillips Wine & Spirits	
	1,376.14

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of June 6, 2014

	<u>Open Balance</u>
Total Phillips Wine & Spirits	1,376.14
Red Rock Radio Corporation	
	<u>435.00</u>
Total Red Rock Radio Corporation	435.00
Sharp Guy Sharpening	
	<u>100.00</u>
Total Sharp Guy Sharpening	100.00
Skeeter Stitch, Inc.	
	<u>346.98</u>
Total Skeeter Stitch, Inc.	346.98
Sysco North Dakota, Inc.	
	-25.12
	-637.41
	821.18
	2,375.99
	843.43
	<u>101.96</u>
Total Sysco North Dakota, Inc.	3,480.03
VenuWorks, Inc.	
	<u>9,653.13</u>
Total VenuWorks, Inc.	9,653.13
TOTAL	<u><u>50,615.37</u></u>

GENERAL BUSINESS LICENSES - 2014

Type of License	Business Name	Business Location	Fee Paid
Transient/Peddlers/Solicitors	SOUTHWESTERN ADVANTAGE	WITHIN BEMIDJI CITY LIMITS Educational books	\$280.00

COUNCIL AGENDA ITEM



Meeting Date: June 16, 2014

Action Requested: Nominate Joint Planning Commission Members for Appointment

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

Reviewed By: John M. Chattin, City Manager

There is a vacancy on the Joint Planning Commission for one City resident. The following application was received:

- Carla Norris-Raynbird – 405 Clausen Avenue SW #2

Mayor Albrecht and Planning Administrator Mayana Rice and reviewed the application (attached) and recommend the City Council nominate Dr. Norris-Raynbird for appointment by Joint Planning Board.

Recommendation:

Nominate Carla Norris-Raynbird (term 12/31/15) to the Planning Commission for appointment by the Joint Planning Board at their next regular meeting.



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

Phone: 218-759-3570 Fax: 218-759-3590

Website: www.ci.bemidji.mn.us

Date Received:

06/03/14

Received By:

Kay

BOARD/COMMISSION APPLICATION

APPLYING FOR (check only one):

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

NAME: DR. CARLA NORRIS-RAYNBIRD

FULL ADDRESS: 405 CLAUSEN AVE S.W. #2

PHONE (HOME): 218-760-5277

PHONE (WORK): 218-755-2828

EMAIL: cnorrisraynbird@live.com

ARE YOU A RESIDENT OF THE CITY OF BEMIDJI?

YES

NO

DO YOU MEET THE QUALIFICATIONS TO SERVE ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING AS STIPULATED IN THE CITY'S POLICY ON APPOINTMENTS TO BOARDS & COMMISSIONS?

YES

NO

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

I have lived in Bemidji for 8 years, working as a Professor at BSU in departments of Sociology and Environmental Studies. Bemidji has become my home place and I am invested in several comm org. I am looking for a position to serve that will utilize my organizational + systemic skills. I am inspired by Rick Albrecht, who, at a speaking engagement at BSU for Women's History Mth challenged women to be involved

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

- PhD TEXAS A&M UNIVERSITY - SPECIALTY AREAS: DISASTER STUDIES
several courses in pop density Environmental Sociology
& urban planning
 - PREVIOUS CAREER IN MARKETING & MEDIA 14+yrs
 - WORKED 2+yrs WITH BELTRAMI County DV DEDICATED COURT COMMITTEE
 - RESEARCH AREA - ORGANIZATIONAL / COMMUNITY CAPACITY
STUDIES COMPLETED: WPG POLICE FORCE 911; LOUISIANA COASTAL PARISHES
COASTAL MGMT CAPACITIES; GULF OF MEXICO CHARTER BOAT COMMUNITY;
NATIVE HARVEST
 - DIRECTOR - WOMEN'S STUDIES - GENDER STUDIES, BSU
 - UNIVERSITY PLANNING COMMITTEE - developed comm partnership model
- AVAILABILITY: Are you able to meet as necessary to fulfill the responsibilities of appointment to this board/commission? Yes No

REFERENCES: (Optional)

<u>JANET MOEN</u>	<u>405 CLAUSEN AVE S.W.</u>	<u>333 6528</u>
Name	Address	Phone
<u>JUDY NEGARD</u>	<u>4790 SHERMAN DR NE.</u>	<u>755 1993</u>
Name	Address	Phone
<u>ROBERT GRIGGS</u>	<u>4500 BIRCHMONT DR</u>	<u>755 2068</u>
Name	Address	Phone

Incomplete applications will not be considered.

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

(For Office Use Only)

Was application submitted by due date? Yes No

The Applicant is: A New Applicant Applying for Reappointment

This appointment is for a: Partial Term Full Term

Date submitted to Council: 6/16/14 Council Action: Not Appointed Appointed (Exp: _____)

COUNCIL AGENDA ITEM



Meeting Date: June 16, 2014

Action Requested: Appointment to the Charter Commission

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

Reviewed By: John M. Chattin, City Manager

In June, 2014 the terms are up for the following two Charter Commission members and both have expressed interest to continue serving for another term.

Casey McCarthy, 3324 Highland Drive NE
Jaclyn Ryder, 1625 6th Street SE

Recommendation:

Direct the City Clerk to file an Order of Appointment with the District Court for the reappointment of Casey McCarthy and Jaclyn Ryder to the Charter Commission (term ending 06/01/18).

RESOLUTION NO.

A RESOLUTION ENTERING INTO A LIMITED USE AGREEMENT WITH MN/DOT FOR THE TH197 PROJECT

WHEREAS, the Bemidji City Council is the duly elected governing body of the City of Bemidji; and

WHEREAS, the Bemidji City Council is concerned for the health and welfare of the community and the residents of the City of Bemidji; and

WHEREAS, the Minnesota Department of Transportation maintains jurisdiction over Trunk Highway right-of-ways; and

WHEREAS, the Bemidji City Council wishes to enter into an agreement with the Minnesota Department of Transportation providing for limited use of certain right-of-way of TH197, for the use of a non-motorized recreation trail.

THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize that the City enter into an agreement with the Commissioners of Transportation of the State of Minnesota providing for the limited use, under the terms and conditions set forth therein, of certain right-of-way of TH197.

BE IT FURTHER RESOLVED, that the Bemidji City Council does hereby authorize the Mayor and City Manager to sign any and all documents associated with the limited use agreement.

The foregoing resolution was offered by Councilmember _____, and upon due second by Councilmember _____, was passed by the following vote:

Ayes:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

CERTIFICATION

State of Minnesota }
 }
County of Beltrami }

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on June 16, 2014.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION**

LIMITED USE PERMIT

C.S. 0416 (T.H. 197)
County of Beltrami
LUP # 0416-0020
Permittee: City of Bemidji
Terminates: 05/29/2024

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, MnDOT, hereby grants a Limited Use Permit to City of Bemidji, Permittee, to use the area within the right of way of Trunk Highway No. 197 as shown in red on Exhibit "A", (the Area) attached hereto and incorporated herein by reference. This permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto and incorporated herein.

Non-Motorized Recreational Trail

The Permittee's use of the Area is limited to only the constructing, maintaining and operating a nonmotorized recreational trail (the Facility) and the use thereof may be further limited by 23 C.F.R. 652 also published as the Federal-Aid Policy Guide.

The permittee agrees that this permit totally replaces and superscedes the previously issued 0416-011 permit affecting the Area, specifically: The first permit, #0416-011, was issued on 05/19/2008 on CS 0416 (TH 197). Upon issuance of this permit the earlier issued permit is cancelled.

In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. **TERM.** This permit will terminate at 11:59PM on 05/29/2024. This permit will not be renewed. This permit is also subject to cancellation and termination by the Minnesota Department of Transportation, with or without cause, by giving the Permittee 90 days written notice of such intent. Prior to termination, or within 90 days of the cancellation notice, the Facility shall be removed by the Permittee. The Permittee is required to return and restore the area to a condition satisfactory to the Minnesota Department of Transportation District Engineer. The removal of the Facility and the return and restoration of the Area shall be at no cost to the Minnesota Department of Transportation and at the sole expense of the Permittee. If Permittee

desires to continue its use of the Area, the Permittee must reapply to the Minnesota Department of Transportation, at least 90 days prior to termination, for a new limited use permit.

After termination, any continued occupancy or use, under this permit, of the Area is not authorized. However, if such continued occupancy or use occurs, all provisions of this permit related to Permittee's liability or responsibility remain in effect. Permittee will pay MnDOT all costs and expenses, including attorney's fees, in any successful action brought by State of Minnesota to remove the facility and stop the continued occupancy or use.

2. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

Before construction of any kind, the plans for such construction shall be approved in writing by the Minnesota Department of Transportation, through the District Engineer. Approval from Minnesota Department of Transportation District Engineer shall be required for any changes from the approved plan.

The Permittee shall construct the Facility at the location shown in the attached Exhibit "A" subject to verification by the Minnesota Department of Transportation District Engineer that the construction geometrics and procedures result in a Facility that is compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all utilities located on the lands covered by this permit at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

Any crossings of the Facility over the trunk highway shall be perpendicular to the centerline of the highway and shall provide and ensure reasonable and adequate stopping sight distance.

3. **MAINTENANCE.** Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way.
4. **USE.** Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this permit shall remain subordinate to the right of the Minnesota Department of Transportation to use the property for highway and transportation purposes. This permit does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge Facility that would become subject to Section 4 (f) of the Federal-Aid Highway Act of 1968, nor does this permit establish a Bikeway or Pedestrian way which would require replacement pursuant to Minnesota Statutes Section 160.264. No rights to relocation benefits are established by this permit.

This permit is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

5. **APPLICABLE LAWS.** This permit does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.
6. **CIVIL RIGHTS.** The Permittee, for itself, its successors, and assigns, agrees to abide by the provisions of Title VI Appendix C of the Civil Rights Act of 1964, which provides in part that no person in the United States, shall on the grounds of race, color, or national origin, be excluded from, or denied use of any Facility.
7. **SAFETY.** MnDOT shall retain the right to limit and/or restrict any activity, including the parking of vehicles and assemblage of Facility users, on the highway right of way over which this permit is granted, so as to maintain the safety of both the motoring public and Facility users.
8. **ASSIGNMENT.** No assignment of this permit is allowed.
9. **IN WRITING.** Except for those which are set forth in this permit, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this permit.
10. **ENVIRONMENTAL.** The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.
11. **MECHANIC'S LIENS.** The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account

of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.

- 12 **NOTICES.** All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows: to Permittee at:

Mayor
Bemidji City Hall
317 - 4th St. NW
Bemidji, MN 56601-3116

and to MnDOT at:

State of Minnesota
Department of Transportation
District 2 Right of Way
3920 Highway 2 West
Bemidji, MN 56601

The address to which notices are mailed may be changed by written notice given by either party to the other.

- 13 **INDEMNITY.** Permittee shall defend, indemnify, hold harmless and release the State of Minnesota, its Commissioner of Transportation and employees and its successors and assigns, from and against:
- (a) all claims, demands, and causes of action for injury to or death of persons or loss of or damage to property (including Permittee's property) occurring on the Facility or connected with Permittee's use and occupancy of the Area, regardless of whether such injury, death, loss or damage is caused in part by the negligence of State of Minnesota or is deemed to be the responsibility of State of Minnesota because of its failure to supervise, inspect or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person.
 - (b) claims arising or resulting from the temporary or permanent termination of Facility user rights on any portion of highway right of way over which this permit is granted;
 - (c) claims resulting from temporary or permanent changes in drainage patterns resulting in flood damages;
 - (d) any laborers', mechanics', or materialmens' liens or other liens or claims of any kind whatsoever filed or maintained for or on account of any work done or materials furnished; and
 - (e) any damages, testing costs and clean-up costs arising from spillage of regulated materials attributable to the construction, maintenance or operation of the Facility.

MINNESOTA DEPARTMENT
OF TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____
District Engineer

Date _____

APPROVED BY:

COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

Date _____

CITY OF BEMIDJI

By _____

Its _____

And _____

Its _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.

Minnesota Department of Transportation

T.H. 197

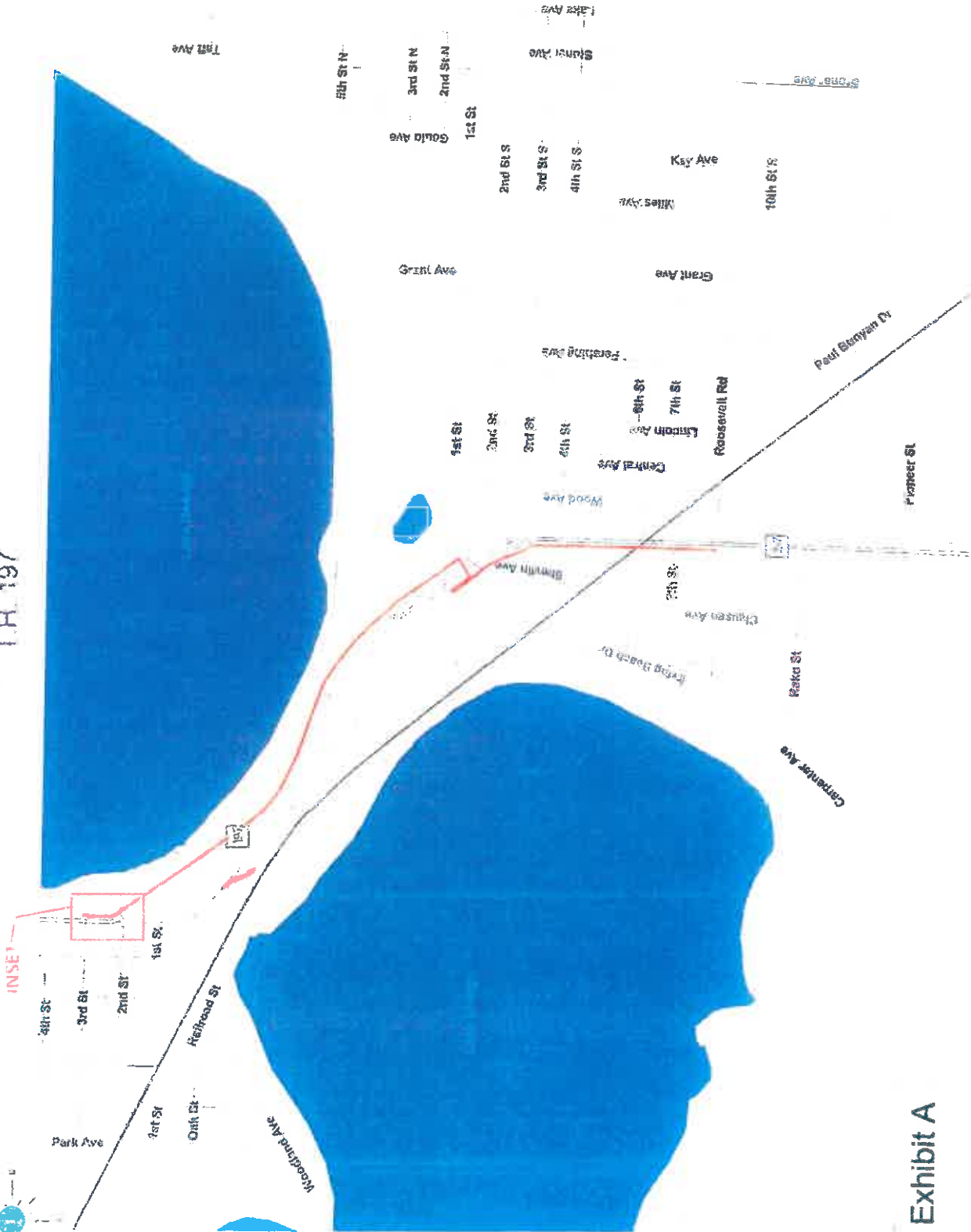
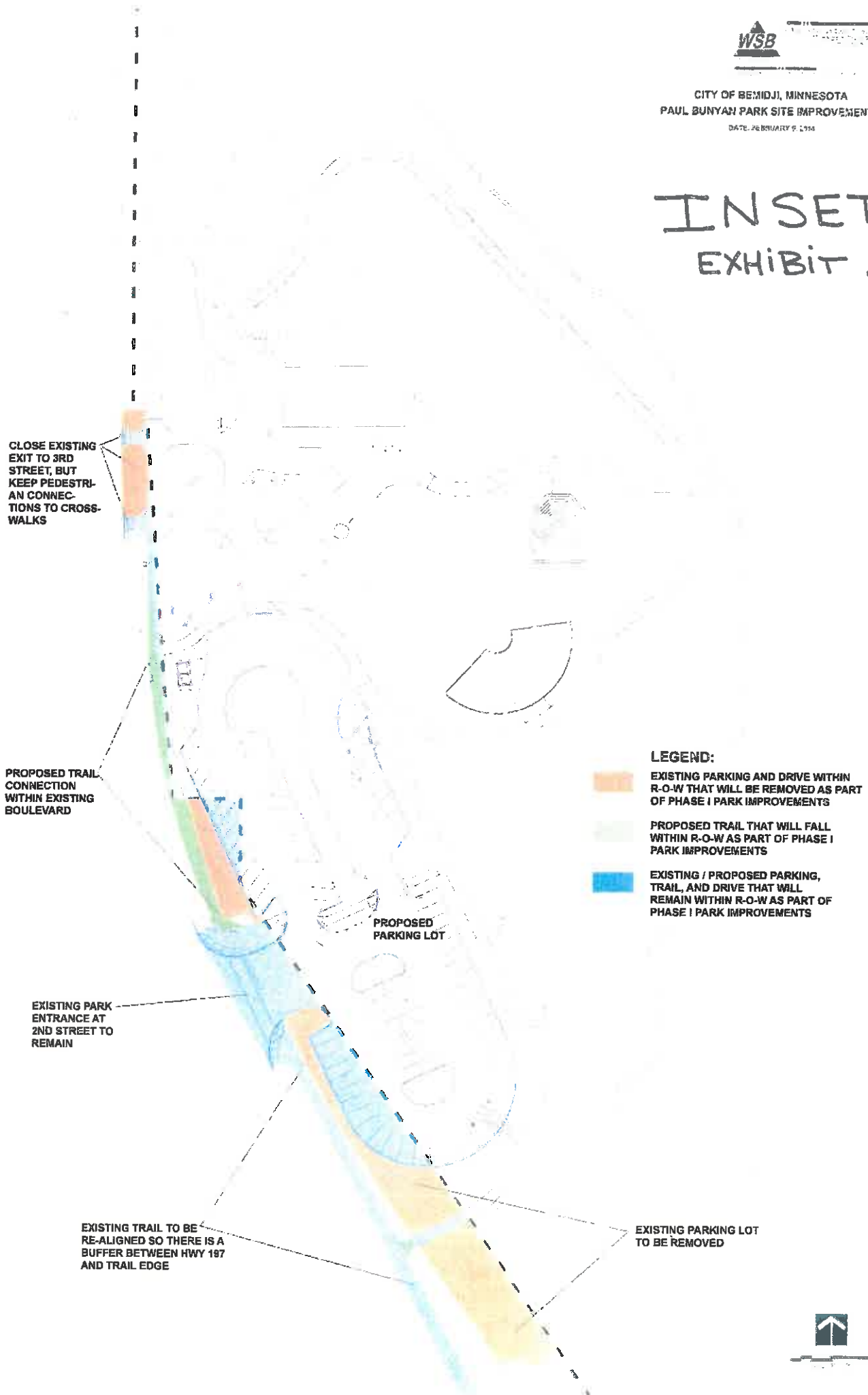


EXHIBIT A

Exhibit A

INSET EXHIBIT A



CLOSE EXISTING EXIT TO 3RD STREET, BUT KEEP PEDESTRIAN CONNECTIONS TO CROSSWALKS

PROPOSED TRAIL CONNECTION WITHIN EXISTING BOULEVARD

EXISTING PARK ENTRANCE AT 2ND STREET TO REMAIN

EXISTING TRAIL TO BE RE-ALIGNED SO THERE IS A BUFFER BETWEEN HWY 187 AND TRAIL EDGE

PROPOSED PARKING LOT

EXISTING PARKING LOT TO BE REMOVED

LEGEND:

- EXISTING PARKING AND DRIVE WITHIN R-O-W THAT WILL BE REMOVED AS PART OF PHASE I PARK IMPROVEMENTS
- PROPOSED TRAIL THAT WILL FALL WITHIN R-O-W AS PART OF PHASE I PARK IMPROVEMENTS
- EXISTING / PROPOSED PARKING, TRAIL, AND DRIVE THAT WILL REMAIN WITHIN R-O-W AS PART OF PHASE I PARK IMPROVEMENTS



COUNCIL AGENDA ITEM



Meeting Date: June 16, 2014

Action Requested: Approve Quotes for Filter Rehab Project at Wastewater Treatment Facility

**Prepared By: Al Gorick, Co-Superintendent, WWTF
Craig Gray, Director of Public Works/City Engineer**

Reviewed By: John Chattin, City Manager

Discussion

The wastewater treatment facility has six final effluent granular media gravity sand filters that are used to treat the wastewater prior to ultraviolet disinfection. Three of the filters have failed and need to be refurbished as soon as possible. The remaining three need to be completed next year.

Staff has obtained quotes for the necessary materials and contracted repair. A variety of items and contracts are needed to make the necessary repairs. Three of them are under \$20,000 and do not require formal Council approval. One of them is over \$20,000 and does require approval by the city council. A summary of what is needed is outlined below:

Items To Be Purchased

Stainless Steel Manway from WesTech	\$ 10,125
Media Retaining Strainers from WesTech	\$ 9,684
Granular Filter Media from Red Flint Sand	\$ 11,931
Disposal Costs for old filter media (WM)	<u>\$ 15,000</u>
	\$ 46,740

Quotes for Contractor Services

All State Water Filter Rehab	\$ 22,980
Rice Lake Construction	\$ 51,500

Recommendation

It is recommended that the city council award the low quote for contractor services to All State Water Filter Rehab in the amount of \$22,980. It also recommended that a budget be established for this project of \$70,000 which will be funded from the sanitary sewer utility fund.

Option 1, 3 filters, 2014			Option 2, 3 filters 2014		
Vendor	Product	Cost	Vendor	Product	Cost
WesTech	Stainless Steel Manway	\$10,125.00	WesTech	Stainless Steel Manway	\$10,125.00
	Media Retaining Strainers	\$9,684.00		Media Retaining Strainers	\$9,684.00
Red Flint Sand & Gravel	Granular Filter Media	\$11,931.00	Red Flint Sand & Gravel	Granular Filter Media	\$11,931.00
All State H2O Filter Rehab	Contracted Installation Services	\$22,980.00	Rice Lake Construction Group	Contracted Installation Services	\$51,500.00
Total, 3 filters		\$54,720.00	Total, 3 filters		\$83,240.00

Cost for disposal of 54 yds.' of spent filter media, \$10,764.00
(\$149.50 per ton, 72 tons estimated)

We will recommend putting like funding in the CIP for 2015 to rehab the other 3 filters.

Total cost for recommended Option 1 is **\$65,484.00**