

# ***BEMIDJI CITY COUNCIL CITY OF BEMIDJI***

## **NOTICE OF REGULAR MEETING PURSUANT TO MINNESOTA STATUTES SECTIONS 13D.04 AND 13D.021**

### **NOTICE OF REGULAR COUNCIL MEETING BY TELEPHONE OR OTHER ELECTRONIC MEANS**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Bemidji will hold its Council Meeting on Monday, August 3, 2020 at 6:00 p.m. at Bemidji City Hall.

In accordance with the requirements of Minn. Stat. Sections 13D.04 and 13D.021, Mayor Rita C. Albrecht, has determined that an in person meeting is not practical or prudent because of a health pandemic and Peace Time State of Emergency, declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and Peace Time State of Emergency, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic and Peace Time State of Emergency, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the City Council members may be participating by telephone or other electronic means.

**To join by video conference, go to Cisco Webex website ([www.webex.com](http://www.webex.com)), click on “join” in the upper right corner and enter information below (access will open at 5:30 p.m.):**



- **Enter meeting number: 126 299 3522**
- **Enter meeting password: uhTQqYvd342 (84877983 from phones and video systems)**
  - **Click Join Meeting**

**To join by phone, dial: +1-408-418-9388. Enter meeting number (access will open at 5:30 p.m.):**

- **126 299 3522 #**
- **Press # for no attendee ID number**

# BEMIDJI CITY COUNCIL AGENDA

Monday, August 3, 2020

Council Chambers  
City Hall – 317 4<sup>th</sup> Street NW  
6:00 P.M.



## ROLL CALL

## PLEDGE OF ALLEGIANCE TO THE FLAG

## AMENDMENTS TO AGENDA

## MINUTES

- 1) Work Session: July 13, 2020  
Council Meeting: July 20, 2020

## 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 \$899,457.12
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$66,073.34
- 4) Declare Two (2) 2014 Ford Police Interceptor Sedans Surplus and Authorize Disposal

## CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA

**Public Comment** – Anyone seeking to address the council on an item not on the agenda, please provide your written comments to the City Clerk by 3:00 p.m. on Monday, August 3. Comments can be submitted by email at [cityclerk@ci.bemidji.mn.us](mailto:cityclerk@ci.bemidji.mn.us). You may also request a meeting invite by emailing the city clerk. During the meeting, please give your name, address and state your concern/comment. **COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.**

## REPORTS

- CGMC Annual Update – Elizabeth Wefel

## OLD BUSINESS

- 5) Finalize Police Advisory Listening Session

## ORDINANCES

- 6) Public Hearing and Second Reading of an Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 4 (Nominations and Elections)
  - Second Reading of Said Ordinance
- 7) Final Reading of an Ordinance Changing the Name of Boring Ct NW to Cooperative Ct NW
  - Authorize Publication of Summary of Said Ordinance

## UPCOMING MEETINGS

- Monday, August 10 5:30 p.m. Work Session/Listening Session
- Tuesday, August 11 **PRIMARY ELECTION DAY**
- August 13 or 14?? **CANVASSING BOARD**
- Monday, August 17 6:00 p.m. Council Meeting
- Monday, August 24 5:30 p.m. Work Session (Budget)

## ADJOURN

*Bemidji—Regional Center Amenities with Small Town Character*

# **CITY COUNCIL PROCEEDINGS**

## **BEMIDJI, MINNESOTA**

### **Work Session – July 13, 2020**

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, July 13, 2020 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding via video and telephone conference.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Johnson, Rivera, Erickson.

Staff Present: City Manager Nate Mathews, City Attorney Alan Felix, Assistant City Attorney Katie Nolting, City Engineer Craig Gray, Finance Director Ron Eischens, Parks and Recreation Director Marcia Larson, City Clerk Michelle Miller

Mayor Albrecht called for any amendments to the agenda. Rivera asked for an initial discussion to mandate wearing of masks be added to the agenda. Motion by Meehlhause, seconded by Rivera to approve the agenda as amended. Motion carried. Mayor Albrecht stated the purpose of the meeting was to discuss the 2021 Budget and discuss a possible city wide wearing of mask mandate.

#### **2021 Budget (Financial Management Plan)**

Eischens began the meeting by recapping the primary topics discussed at the February Budget Discussion Work Session. Those included Phase III annexation, Sanford Center Capital Funding and Operations. The recommendations provided by staff reflect a zero tax rate increase, meaning if property values stay the same, there is no city tax increase. Eischens stated that the City tax rate has remained the same since 2015 due to market value growth. Eischens summarized the revenue adjustments which resulted in a revenue increase of \$130,000.

Expense adjustment increases include the following:

- Personnel Costs - \$448,200
- Annexation Revenue Sharing - \$86,000
- Fire Station 4 Lease - \$55,000
- Reduced Police Department Grant Funding - \$46,000
- City Building Maintenance - \$40,000
- Public Works Operation Expenses - \$25,000
- Technology/Licensing - \$30,000
- Council Dues and Travel - \$16,000
- Police Records Clerk Services - \$15,000
- Carnegie Operating Costs - \$13,000
- Capital Improvement Plan - \$29,000
- Decrease – Elections – (\$10,000)

Eischens provided information on the 2020 tax levy which comprises of four categories for a total of \$6.1 million:

- General Fund - \$4.9 million
- Sanford Center Capital Replacement - \$230,000

- Street Improvement Program - \$425,000
- Debt Repayment - South Shore and PW Building - \$590,000

With the adjustments made above, the amount necessary to reach a zero rate impact is (\$266,000). Eischens set forth the following options to achieve that goal:

- Reallocate levy amounts discussed above
- Use reserves – construction or general fund
- Service reductions – budget cuts
- Combination of above

Staff set forth the following recommendations:

- Street Improvement levy reallocation - \$40,000
  - Reduce street levy by \$40,000 – reallocate to general fund
  - Increase assessment charge per linear foot to \$45 versus \$38 (2009)
  - Increases revenue by \$40,000
- Sanford Center Capital reduction - \$200,000
  - Reduce CIP from \$230,000 to \$30,000 – reallocate to general fund
  - Capital funding not adequate – need a special use tax
- Public Works Building bond refinancing savings - \$26,000

Combination of the above generates the necessary \$266,000 shortfall which would accomplish the net zero tax rate impact.

Eischens noted items not included in the 2021 budget:

- Police Officer
- JPB Enforcement Position
- Fire staff reorganization
- Operating expenses
- Sales tax collections to cover bond payments (so far has remained strong)

Removing the \$200,000 from the levy for the Sanford Center Capital Improvement Plan will be difficult for a future council to add back.

Albrecht stated that the Joint Planning Board consisting of City Council members and Northern Township Board members had agreed to fill an enforcement position that had been vacated and not filled. There is some disagreement on whether now is the right time to fill that position. Staff stated that this position could keep busy as a full time employee. Additionally, Felix, reminded council of the potential civil/criminal actions that could come from increased enforcement of Joint Planning issues. There is also the question of how to prosecute the violations located outside of city limits. Erickson disagrees with the split of the costs to operate the joint planning office. Northern Township contributes 18%, the City 52%, the airport 2% and 28% from fees.

**Motion by Erickson, seconded by Johnson to freeze hiring the Joint Planning enforcement position.**

Meehlhause stated that the city benefits from partnerships with other organizations. For the health of this partnership with Northern Township, this position needs to be filled and figured out how to fund.

**Motion failed by the following roll call vote: Yeas: Erickson. Nays: Johnson, Albrecht, Meehlhause, Rivera.**

**Motion by Meehlhause, seconded by Rivera, to move forward with hiring the Joint Planning enforcement position. Meehlhause withdrew to make a motion with more direction.**

The position is currently funded for 2020. However, it still needs to be determined how to fund it for 2021 going forward. Albrecht stated that the Joint Planning Board meets on August 12 and feels this discussion could be held before that meeting.

**Motion by Meehlhause, seconded by Rivera, to move forward with hiring the Joint Planning enforcement position and direct staff to budget the position in the future.**

Felix reiterated the issue of how to enforce violations outside of city limits as well the increased workload on the legal department for administering violations. Nolting suggested working to figure out the legal issues pertaining to enforcement before hiring the position.

**With the understanding that the legal department will meet with Northern Township Officials to try to resolve the issues surrounding civil and criminal actions with regard to joint planning enforcement, Meehlhause withdrew his motion.**

Johnson stated that separate discussions should take place with regard to the Sanford Center. Council consensus was to move forward with the current staff recommendations for the 2021 Budget. Eischens stated that staff will meet with Council in August for additional budget discussions.

**Discuss City Wide Mask Mandate**

Rivera stated that in light of the increase of Covid-19 cases in the Bemidji area, she feels the City Council should start a conversation to consider a city wide mask order. Staff will prepare options for council consideration at the July 20 meeting.

**ADJOURN**

There being no further business, motion by Erickson, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 8:26 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk

# **CITY COUNCIL PROCEEDINGS**

## **BEMIDJI, MINNESOTA**

### **Regular Meeting – July 20, 2020**

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, July 20, 2020 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding via video and telephone conference.

Upon roll call, the following Councilmembers were declared present: Albrecht, Meehlhause, Johnson, Rivera, Erickson.

Staff Present: City Manager Nate Mathews, Finance Director Ron Eischens, City Attorney Alan Felix, Assistant City Attorney Katie Nolting, City Engineer Craig Gray, Police Chief Mike Mastin, City Clerk Michelle Miller

#### **AMENDMENTS TO AGENDA**

Mayor Albrecht moved item number nine under New Business to be the first item under New Business. **Motion by Meehlhause, seconded by Rivera, to approve the agenda as amended. Motion carried by the following roll call vote: Yeas: Johnson, Albrecht, Erickson, Meehlhause, Rivera.**

#### **MINUTES**

The following minutes were presented for approval:

Council Meeting: July 6, 2020  
BEDA Meeting: July 6, 2020

**Motion by Johnson, seconded by Rivera, to approve the minutes as presented. Motion carried by unanimous voice vote.**

#### **CONSENT AGENDA**

Albrecht called for any items to be pulled from the consent agenda. Johnson requested that the VenuWorks bill list be removed for separate vote. The following Consent Agenda items were presented for approval. **Motion by Johnson, seconded by Erickson, to approve the Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the amount of \$1,706,490.10
2. Approve 2020 General Business License(s)
3. Approve On-Sale 3.2 Beer and Wine License (Table for 7)

**Motion carried by the following roll call vote: Yeas: Erickson, Johnson, Rivera, Albrecht Meehlhause.**

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

No appearance.

#### **REPORTS**

##### **Update on COVID-19**

Sanford Health Representatives, Dr. Colleen Swank, Susan Jarvis, Kelly Hagen and Kayla Winkler as well as Beltrami County Health and Human Services Interim Director Megan Heuer

provided information and an update on the COVID-19 Virus in the Bemidji and surrounding area. To date, Sanford Bemidji has conducted 5,000 tests with 4,700 negative, 139 positive, and 176 pending. There has been a significant uptick in cases in the last two weeks. They described the types of tests offered and how they are administered. They also provided information regarding the recommendation for the community to wear masks to help prevent the spread of COVID-19.

### **NEW BUSINESS**

#### **Consider Claims Submitted by VenuWorks for the Sanford Center in the Amount of \$21,579.47**

Johnson questioned the need to pay a management fee to a company to manage a building that is not open for events and functions. Rivera suggested putting the claims submitted by VenuWorks for the Sanford Center under New Business when there is a line item payment for the management fee.

**Motion by Rivera, seconded by Meehlhause, Approving the Claims Submitted by VenuWorks for the Sanford Center in the Amount of \$21,579.47. Motion carried by the following roll call vote: Yeas: Albrecht, Meehlhause, Rivera, Erickson. Nays: Johnson.**

#### **Discussion of Mandatory Mask/Face Covering (COVID-19)**

Felix stated that staff has put forth four options for council to consider regarding face coverings in the City of Bemidji. Those options include:

1. **Option 1.** The Council could continue encouraging use of face coverings but take no formal action.

To date, the Council has not taken any formal action to require or encourage the use of face masks, but has consistently encouraged residents to follow the Governor's Orders and CDC guidelines. The Council could choose to continue its current practice.

2. **Option 2.** Adopt a Resolution encouraging businesses and the public to wear a mask when in indoor public places.

A middle-ground approach whereby the Council encourages, but does not require, businesses to require masks and residents to wear masks. [Some cities are providing local businesses with signage that could be displayed in their businesses encouraging the use of masks. MNDEED apparently has prepared example signage which could be modified to provide, say "The Bemidji City Council asks you to mask up!"] Of course, in all communications with businesses, City officials also could encourage businesses to encourage or require face coverings. \*A draft Resolution in this regard is attached for your review.

3. **Option 3.** Adopt an Emergency Ordinance requiring individuals to wear a mask when in indoor public places. \*A draft Emergency Ordinance is attached, which is proposed pursuant to Sections 3.07 and 3.10 of the City Charter. These Charter sections require that the Ordinance must be adopted by a vote of at least five (5) members of the Council and, unless renewed, would terminate within six (6) months. Additionally, the Emergency Ordinance would take effect immediately upon its passage or at such later date as specified by the Council therein. *(At this time, adoption would mean unanimous approval by all 5 current Councilmembers.)* Again, attached for your review are example Emergency Ordinances passed by other cities to date.

4. **Option 4.** Adopt a Declaration amending original Declaration of Local Emergency, to require individuals to wear a mask when in indoor public places.

Option 4 would enable Mayor Albrecht pursuant to Minnesota Statutes Section 12.29, with Council consent, to amend the previous Local Emergency Declaration that was declared on March 27, 2020. Council consent would mean by a majority of the Council. *(At this time that would be 3 Councilmembers)*. \*A draft Declaration is attached for your review.

Rivera stated that many leaders and organizations are encouraging the use of face coverings and in the interest of public health and responsibility to our community, supports option 3 as proposed by staff.

Felix pointed out that there are proposed enforcement provisions in the ordinance and declaration that would need to be decided by council if enacted. Felix provided clarification of the possible misdemeanor fine and also on the definition of a face covering.

Erickson felt that input from community members seemed to be split equally either opposing or supporting a mask mandate. Erickson supports encouraging the use of face coverings but not a issuing a mandate.

Johnson stated that he thought the council was going to be discussing this issue and is not prepared to a make a decision at this time. Johnson prefers a community supported mask initiative such as the one in Itasca County.

Meehlhause suggested shortening the sunset clause or revisiting the issue in 30 days to determine if a mandate is working.

Albrecht stated that while she doesn't like to make mandates, she feels strongly to issue a mask mandate to protect our businesses and community members. Albrecht also stated she supports the Option 2 Enforcement provision in either the ordinance or the declaration.

VisitBemidji and Chamber representatives support a community based mask campaign rather than a mandate.

**Motion by Rivera, seconded by Meehlhause to adopt an Emergency Ordinance Relating to Face Covering Requirements within specified indoor spaces within the City to include Option 2 Enforcement Provision as drafted in the Ordinance.**

Due to the fact that adoption of an emergency ordinance would mean unanimous approval of the council, Rivera withdrew the motion.

Meehlhause and Rivera expressed support that the Mayor proclaim a declaration to order all individuals wear a face covering in indoor public spaces.

**Mayor Albrecht proclaims the 1<sup>st</sup> Amendment to the Declaration of a Local Emergency for COVID-19 Pandemic and orders the mandatory use of face coverings for all individuals in indoor public spaces and seeks council support to extend the order past the three days allowed by law.**



**Motion by Meehlhause, seconded by Rivera, approving and extending the 1<sup>st</sup> Amendment to the Declaration of a Local Emergency for COVID-19 Pandemic and ordering the use of face coverings for all individuals in indoor public spaces. Motion carried by the following roll call vote: Yeas: Rivera, Meehlhause, Albrecht. Nays: Erickson. Abstain: Johnson**

Albrecht called a recess at 8:50 p.m. The meeting resumed at 9:03 p.m.

Consider Approval of Two Utility Projects (23<sup>rd</sup> Street/Arch Lane)

Gray stated that these are two utility projects that are not in the 2020 Capital Improvement Plan, but have come to their attention over the past few weeks. Due to new development and proposed buildings to be constructed on property located on the 2200 block of Irvine Avenue between 23<sup>rd</sup> Street NW and 22<sup>nd</sup> Street NW over an existing 8” clay sanitary sewer main, staff would like to abandon the current main and extend the sewer main located in the alley south of 22<sup>nd</sup> Street. This new main would then be able to serve the proposed development. This would also eliminate a maintenance problem and be in the best long term interest to the city. The estimated cost for this project is \$35,000.

The second project is located on Arch Lane SW. During the summertime sanitary sewer maintenance activities, a sag was found in about 160 feet of existing 8” PVC sanitary sewer main. This causes water and solids to settle in the main which can cause sewer back-ups into private homes. The sanitary sewer main will need to be dug up and replaced. This is also an area where there has been some localized storm water flooding which requires a new centerline culvert to be installed under the road. Both the sanitary sewer work and the culvert work can be done at the same time. The estimated cost for this project is \$45,000.

Funding for these projects will be \$30,000 from the storm water utility fund and \$50,000 from the sanitary sewer utility fund.

**Motion by Erickson, seconded by Johnson, authorizing staff to design and accept quotes for the 22<sup>nd</sup> Street Sanitary Sewer Extension and the Arch Lane Sanitary Sewer Replacement projects. Motion carried by the following roll call vote: Yeas: Erickson, Albrecht, Johnson, Rivera, Meehlhause. Nays: None.**

Consider 197 Corridor Visioning Committee Membership (HRDC)

Tim Flathers, Executive Director of the Headwaters Regional Development Commission stated that they are working with MnDOT staff to help facilitate a conversation around proposed improvements along the Trunk Highway 197 corridor. They are proposing a committee represented by businesses, development organizations such as Greater Bemidji, JPB and bicycling; a BSU student; a resident living near the corridor; public safety; transportation and City Council members. Flathers stated they were initially hoping to limit the size of the group to 15-18 members but given the diversity of interests they ended up with a group of about 21 members. Flathers stated that they will find ways for any interested person to provide their perspective, whether they are members of the committee or not. They hope to finish the committee process in the next 10-12 months.

**Motion by Johnson, seconded by Rivera, accepting the committee as presented Motion carried by the following roll call vote: Yeas: Meehlhause, Johnson, Rivera, Erickson, Albrecht. Nays: None.**

Discussion Regarding August 10 Work Session/Listening Session

Mathews stated that the Public Affairs Committee met on June 22 to discuss the concept and developing a Police Advisory Committee and recommended an August 10 Special City Council Work Session/Listening Session to be held at the Sanford Center to here citizen's input. However, all events have been canceled at the Sanford Center for the month of August and is seeking direction on how the council would like to conduct this proposed listening session.

Council discussed the following:

- Meehlhause stated he prefers a remote meeting with Webex, but to also allow some in person testimony. He feels it would be more beneficial to provide two or three guided questions for the public to respond to prior to the meeting to help gather the information needed to move forward with a police advisory committee.
- Rivera supports Meehlhause's comments, but also suggests providing "appointments" for in person testimony. Additionally, input can also be provided via email, phone, or mail; as well as comments via WebEx.
- Albrecht believes council should be thoughtful in preparing for the meeting to provide guidance on what the council is hoping to hear and to state the purpose of the meeting, what will be done with the information and how can the community help the council understand what it is seeking from a police advisory committee.

Mastin commented that the goal of an advisory committee, is first moving forward with it, to be diligent and purposeful, and to connect with the community as a place to be heard. He also suggested at some time to "go to the people" to gather input.

Consensus of the council was to hold the meeting via remote access with Cisco WebEx and to air on Channel 2. Albrecht instructed council to think about what the council would like to hear from the community to provide guidance on the next steps in providing a policy advisory committee and to provide those thoughts and/or questions with the City Manager which can then be organized and sent out to the public to gather input.

**ORDINANCES**

**AN ORDINANCE** Amending the City of Bemidji Council-Manager Charter Amending Chapter 4 (Nominations and Elections) was given a first reading.

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Changing the Name of Boring Court NW to Cooperative Court NW. Mayor Albrecht opened the Public Hearing at 9:52 p.m. and hearing no comments closed the public hearing at 9:52 p.m.

**AN ORDINANCE** Changing the Name of Boring Court NW to Cooperative Court NW was given a second reading.

**ORDINANCE NO. 168, 3<sup>RD</sup> SERIES**, AN ORDINANCE Amending an Uncoded Section of Bemidji City Code Pertaining to Alley Vacations (Block 6, Finseth Addition to Nymore; Block 14, Finseth's 2<sup>nd</sup> Addition to Nymore) was given a final reading and passed by unanimous vote.

**Motion by Erickson seconded by Rivera approving publication of a summary of Ordinance No. 168, 3<sup>rd</sup> Series. Motion carried by unanimous voice vote.**

**UPCOMING COUNCIL MEETINGS**

- Monday, July 27 5:30 p.m. Work Session (Deer Committee/Rifle Discussion)
- Monday, August 3 6:00 p.m. Council Meeting
- Monday, August 10 5:30 p.m. Work Session/Listening Session
- Tuesday, August 11 **PRIMARY ELECTION DAY**
- Monday, August 17 6:00 p.m. Council Meeting
- Monday, August 24 5:30 p.m. Work Session (Budget)

**ADJOURN**

There being no further business, motion by Meehlhouse, seconded by Erickson, to adjourn the meeting. Motion carried. Meeting adjourned at 9:59 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk

DRAFT

# Bill List Summary

August 3rd, 2020

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
30360	Tenvoorde Ford, Inc.	97,645.68
30361 - 30435	See Attached List	<u>801,811.44</u>
		\$ 899,457.12
	<b>TOTAL</b>	<b>\$ 899,457.12</b>

# Accounts Payable

## Blanket Voucher Approval Document

User: denisea  
Printed: 07/30/2020 - 11:30AM  
Warrant Request Date: 8/4/2020  
DAC Fund:



Batch: 00404.08.2020

### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000030361	1,052.42
2	Acme Tools-Bemidji	000030362	365.49
3	Advanced Eng.& Environ.Serv., Inc.	000030363	431.75
4	Ameripride	000000000	834.20
5	Artisan Beer Company	000030364	2,157.00
6	Bannor,Marlo	000030365	100.00
7	Bellboy Corporation	000000000	606.20
8	Beltrami County Auditor/Treasurer	000030366	96,401.39
9	Beltrami County Solid Waste	000030367	663.60
10	Bemidji Coca-Cola Bottling Co, Inc	000030368	899.98
11	Bemidji Paper Sales, Inc.	000000000	2,328.26
12	Bemidji Wildlife Removal Service	000030369	180.00
13	Bernick's	000000000	32,321.94
14	Beverage Wholesalers	000030370	1,519.95
15	BNSF Railway Company	000030371	4,814.12
16	Breakthru Beverage Minnesota Wine & Spirits, LLC	000030372	19,601.89
17	BW Distributing	000030373	169.85
18	Capital One Bank	000000000	135,145.37
19	City of Bemidji	000000000	28,488.01
20	Comm of MMB, Treas. Division	000030374	220.00
21	D & D Beverage, LLC	000000000	3,054.75
22	DEMCO	000000000	483.16
23	Diamond Mowers LLC	000030375	931.93
24	D-S Beverages	000030376	43,746.09
25	Earl F. Andersen, Inc.	000030377	958.10
26	Fastenal Company	000030378	361.60
27	Ferguson Enterprises #1657	000030379	125.89
28	Ferguson Waterworks #2516	000030380	840.00
29	Forestedge Winery	000030381	1,296.00
30	Forum Communications Company	000000000	2,051.90
31	Freeberg & Grund, Inc.	000030382	1,480.00
32	Frontier Electric of Bemidji, Inc.	000030383	3,400.00
33	Grand Forks Fire Equipment LLC	000000000	1,386.41
34	Graphic FX	000030384	391.50
35	Guardian Fleet Safety	000030385	6,756.48
36	Guardian Pest Control, Inc	000030386	61.53
37	HIRT,MARGE	000030387	82.54
38	HR Green, Inc.	000030388	8,723.20
39	HRP Small Engine & Powersport Repair	000030389	43.99
40	Ink Spot Press	000030390	217.92
41	Innovative Office Solutions, LLC	000030391	5,874.95
42	Jim Hirt Trucking, Inc	000030392	1,849.41
43	Joe's Northwoods Pest Control	000030393	107.50
44	Johnson Bros., Inc.	000030394	35,390.36

Page Total: \$447,916.63

Line	Claimant	Voucher No.	Amount
45	Karpel Solutions	000030395	11,000.00
46	Kennedy & Graven Charter	000030396	1,980.50
47	Larry's Machine Shop	000030397	87.73
48	Marco, Inc.	000000000	400.48
49	McKinnon Co., Inc.	000030398	15,083.80
50	McMaster-Carr Supply Co.	000000000	142.82
51	Menards-Bemidji	000000000	503.54
52	MJ Skid Steer	000030399	161.81
53	MN Dept of Transportation	000030400	1,349.41
54	MN Energy Resources	000000000	2,173.36
55	MN Valley Testing Lab, Inc.	000000000	556.50
56	NAPA Auto Parts	000000000	1,445.33
57	Naylor Heating & Refrigeration, LLC	000000000	851.05
58	Nei Bottling, Inc.	000030401	355.30
59	NELSON, YVONNE	000030402	30.19
60	Ness Sealcoat Service	000030403	1,183.75
61	NLFX Professional	000030404	20.00
62	Northern Rides Inc.	000030405	100.00
63	Northern Technologies, LLC	000000000	8,755.00
64	Northwoods Habitat for Humanity	000030406	151.25
65	Northwoods Ice, Inc.	000030407	1,302.00
66	Occupational Development, Inc	000030408	148.71
67	OSI Environmental Inc.	000030409	100.00
68	Otter Tail Power Company	000030410	49,554.07
69	Paustis & Sons	000030411	599.50
70	Petro Choice Lubrication Solutions	000030412	1,400.93
71	Phillips Wine & Spirits	000030413	20,344.96
72	Port-O-Wild Security, Inc.	000000000	837.66
73	Postmaster	000030414	1,670.72
74	Red Lake Nation News	000030415	80.00
75	RIHM Kenworth	000030416	3,106.35
76	RMB Environmental Laboratories, Inc.	000030417	628.00
77	Rootstock Wine Company	000030418	1,476.12
78	Sadeks Repair & Welding, Inc.	000030419	513.21
79	Saul Ewing Arnstein & Lehr LLP	000030420	240.00
80	Sherwin-Williams Co	000030421	254.75
81	Southern Glazer's of MN	000030422	33,049.79
82	Southside Tow & Rec, Inc	000030423	366.63
83	Sparky's Construction, Inc.	000030424	155,183.57
84	Strategic Insights, Inc	000030425	750.00
85	Streicher's	000030426	305.00
86	Superior Outdoors LLC	000030427	161.81
87	T & K Outdoors, Inc.	000030428	84.32
88	TextMe, Inc.	000030429	75.00
89	True Brands	000030430	200.90
90	Urban Restoration Group US Inc.	000030431	100.00
91	Valvoline Instant Oil Change	000030432	113.54
92	Verizon Wireless	000030433	140.04
93	Vinocopia, Inc.	000000000	4,975.94
94	VisitBemidji	000000000	24,313.72
95	Wes Plumbing & Heating	000030434	2,094.03
96	Wine Merchants	000030435	3,391.72

Page Total: \$353,894.81

Grand Total: \$801,811.44

## Sanford Center Unpaid Bills Detail

Reference	Invoice Amount
City of Bemidji	37,699.00
Property Ins. 6.1.20-5.31.21	37,699.00
Guardian Pest Solutions, Inc.	260.18
Pest Control	260.18
Holmes Murphy and Associates, LLC	27,389.00
Commercial Crime Policy	451.00
Cyber Liability Policy	384.00
Renewal - C-Package	22,844.00
Commercial Umbrella Policy	7,892.00
G-Misc-Other Policy	887.00
18-19 Policy Audit Refund	-5,069.00
T&K Outdoors, Inc.	570.16
Station Decoder Repairs	570.16
Manual Checks & Debits	155.00
Minnesota Department of Revenue Sales Tax Remittance	155.00
<b>Total</b>	<b>66,073.34</b>

Reviewed by Sanford Center Finance Subcommittee on 7/29/20

# **COUNCIL AGENDA ITEM**



**Meeting Date: August 3, 2020**

**Action Requested: Surplus Vehicle Declaration**

**Prepared By: David LaZella, Captain**

**Reviewed By: Nate Mathews, City Manager**

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According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

The Police Department recommends that the following vehicles be declared surplus:

2014 Ford Police Interceptor Sedan: VIN: **1FAHP2MK8EG148911**

2014 Ford Police Interceptor Sedan: VIN: **1FAHP2MK1EG148913**

*\*Vehicle sustained significant damage in a collision with a deer, short of a total loss. Vehicle will be auctioned as significantly damaged.*

Based on both vehicle's mileage, operating and physical condition, neither vehicle is no longer viable to be used as a police vehicle.

## **Recommendation:**

Staff recommends that the City Council declare the vehicle surplus and authorize the City Manager to dispose of said property.





# CGMC Environmental Program Emerging Issues & Continued Advocacy

## Legislative Issues



### Per- and Polyfluoroalkyl Substances (PFAS)

PFAS are a class of pervasive chemicals that have been linked to various health concerns and have been found in a variety of waterbodies across the state. PFAS can be removed from drinking water through expensive treatment, but there is no technologically feasible method for removing them from wastewater.

**CGMC's Role:** We plan to focus on source reduction strategies at the Legislature and with the Minnesota Pollution Control Agency (MPCA), as well as defend against any proposals that seek to place liability on cities for the presence of PFAS in wastewater or drinking water.

### Chloride

More than 100 cities may be facing chloride limits in their wastewater permits, but there is no feasible method to remove chloride at a wastewater facility. Most cities will need a variance from these permit requirements, and a variance will still require efforts by the city to reduce chloride. Some cities may be required to install central water softening, but others may be able to address the issue by working with citizens to remove and/or upgrade home water softening equipment.

**CGMC's Role:** We are pushing for legislative funding for grants to assist cities with the removal or upgrade of home water softeners. We will also continue to monitor this issue, submit comments, and take other steps to support chloride variances.



### Reestablishment of Wastewater and Water Operator Advisory Council

The Wastewater and Water Operator Advisory Council provided operators from our cities an opportunity to help shape the requirements and regulations governing their operations, but the statutory authority for this council lapsed. MPCA sought to reestablish this council during the 2020 legislative session, but the legislation stalled.

**CGMC's Role:** We supported this legislation and will continue to do so.

### Microplastics

Tiny bits of plastic, known as microplastic, are appearing in waters across the globe. By themselves, plastics may cause harm to humans and animals, but this concern is compounded because PFAS and other contaminants may accumulate on microplastics. Federal regulators and state legislators are looking at ways to mitigate this risk.

**CGMC's Role:** We are monitoring this issue to ensure that sole responsibility for addressing microplastics is not placed on municipal wastewater facilities



### Funding for Innovative Approaches and Climate Impact

As the cost of wastewater treatment increases, cities are looking to alternative approaches to address water quality issues and the impacts of the changing climate. Current state funding may not always support innovative projects because they do not fit into traditional program definitions.

**CGMC's Role:** CGMC is exploring how current funding programs can be improved and/or how new programs might be created to support innovative water quality approaches.



# CGMC Environmental Program Emerging Issues & Continued Advocacy

## Legal & Regulatory Issues



### Integrating Wastewater Permitting in Watershed Framework

At the directive of the Legislature, state and local agencies have been moving toward a water quality framework based on watersheds, but to date permitting for wastewater facilities had not been well integrated into that approach.

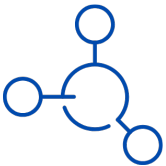
**CGMC's Role:** We are working with MPCA to explore better and more cost-effective ways to integrate wastewater permitting into the watershed framework. This work will include an informational webinar for municipal wastewater operators and examining whether further legislation is needed to assist in this integration.

### Lake Pepin TMDL

Nearly two-thirds of Minnesota's watersheds drain into Lake Pepin and are therefore subject to the Lake Pepin Total Maximum Daily Load (TMDL) plan. This plan seeks to impose phosphorus limits on cities' wastewater and stormwater even though data shows the lake is no longer impaired.



**CGMC's Role:** We joined with other local government advocacy organizations to bring a contested case action on the TMDL. We hope to negotiate a solution with the MPCA on this issue.



### Nitrogen and Nitrate Standards (EPA Nutrient Criteria)

The federal Environmental Protection Agency is developing nutrient criteria for lakes that will regulate nitrogen and nitrate. These standards could have major negative economic impacts for municipal wastewater facilities.

**CGMC's Role:** CGMC is participating in the federal rulemaking process and will monitor state developments.

### Class 3 & 4 Waters/Salty Parameters

Multiple CGMC members have unnecessary permit limits based on MPCA's outdated Class 3 and 4 water quality standards, which have caused major impediments to economic development (i.e. Luverne and TruShrimp). In addition to the cities that currently have problematic permit limits, more than 20 CGMC members are slated to receive outdated permit limits unless MPCA updates the underlying water quality standards.

**CGMC's Role:** We are engaging with MPCA to push for revised Class 3 and 4 water quality limits and for the revision of permits with outdated limits.



### Proposed Permit Fee Increase

MPCA is seeking to impose a fee increase on water quality related permits to generate more funding for its water quality operations. A significant portion of this increase will fall on municipalities.

**CGMC's Role:** We continue to push for increased general fund spending for water quality operations, rather than requiring local municipalities to pay for these increases.





DEDICATED TO  
A STRONGER  
GREATER  
MINNESOTA

The CGMC is fighting for Greater Minnesota cities throughout the COVID-19 pandemic.

### Looking Out for Your Bottom Line

- Leading efforts to demand this year's LGA be paid on time and in full
- Fought for Greater MN cities' fair share of federal CARES Act dollars
- Successfully fought against a prohibition on new local sales taxes
- Pushing for more budgetary tools and increased flexibility for cities

### Labor & Employment Support

- Hosts webinars to help cities navigate public employment concerns
- Consistently communicate up-to-date legal guidance and resources
- Publish in-depth reports on how COVID-19 directly impacts public employment

### Investing in Your Recovery

- Pushing for a bonding bill to support Minnesota's economy
- Helped craft COVID-19 small business loan legislation
- Fought for new investment and reforms to solve the child care shortfall
- Examined a regional approach to re-opening businesses with Gov. Walz

For more COVID-19 resources and tools for cities, visit the CGMC website at [greatermncities.org/resources/covid-19/](https://greatermncities.org/resources/covid-19/).



**SAVE  
THE  
DATE**

**Mark your calendar for upcoming  
CGMC events:**

**Fall Conference**

Nov. 19-20, 2020, Willmar

**Legislative Action Day**

Jan. 27, 2021, St. Paul

**Summer Conference**

July 28-30, 2021, Red Wing

**Website**

[greatermncities.org](http://greatermncities.org)

**Facebook**

[facebook.com/greatermncities](https://facebook.com/greatermncities)

**Twitter**

[@greatermncities](https://twitter.com/greatermncities)

**YouTube**

[youtube.com/GreaterMNCities](https://youtube.com/GreaterMNCities)

**FOLLOW  
CGMC ON  
SOCIAL  
MEDIA**





Coalition of Greater Minnesota Cities

2020

Session Report

## Session Timeline

**February 6:** CGMC holds pre-session press conference

**February 11:** Legislative session begins

**March 11:** CGMC Legislative Action Day

**March 16:** Governor issues “stay at home” order, Legislature goes on hiatus

**April 6:** Legislature returns with limited in-person activities

**May 18:** Session adjourns

**June 12:** First special session begins

**June 20:** First special session ends

**July 13:** Second special session begins

**July 20:** Second special session ends

When the Legislature reconvened in February, Minnesota had a \$1.5 billion budget surplus, low unemployment and high expectations for a productive session.

What a difference a few weeks can make.

On March 11, more than 100 city leaders from across Greater Minnesota traveled to St. Paul for CGMC’s Legislative Action Day. COVID-19 still seemed like a problem that was happening somewhere far away from Minnesota. But just days later the Legislature went on an unexpected hiatus, businesses and schools closed their doors, and Minnesotans joined the rest of the nation in hunkering down at home amid a global pandemic unlike anything the world had seen in more than 100 years.

Minnesota — and most of the world — had come to a sudden halt.

In the weeks and months that followed, CGMC jumped in to help our member cities navigate these uncertain times. We created a COVID-19 resources page on our website ([greatermncities.org/resources/covid-19/](https://greatermncities.org/resources/covid-19/)); sent out multiple emails with advice on labor and employment issues, meeting laws and public facilities; surveyed our members to gauge their top concerns; held several webinars; led a Zoom meeting with Governor Walz; and increased production of our CGMC in Brief newsletter — all while continuing to fight for Greater Minnesota cities at the Legislature.

Read on for more information about the 2020 legislative session and CGMC’s continued role as the leading advocate for Greater Minnesota communities.

## Infrastructure needs pile up as bonding bill remains in limbo

CGMC's top priority this session was the passage of a large capital investment package ("bonding bill") that funds critical infrastructure needs. With Minnesota experiencing record-low interest rates, a AAA bond rating and significant bonding capacity—and more than \$5.3 billion in bonding requests—we pushed for a bill that totals at least \$1.5 billion in general obligation bonds.

In the fall of 2019, the House and Senate Capital Investment Committees toured dozens of potential bonding projects and held informational hearings around the state. City leaders and CGMC staff participated in several of the meetings to advocate for Greater Minnesota's needs.

In January, Gov. Walz unveiled his \$2.03 billion bonding plan, which included many CGMC priorities. Once session began, the House continued to hold multiple hearings on bonding, but the Senate held only one, focused solely on transportation.

In February, CGMC held a press conference where several city leaders spoke about the need for a bonding bill that funds water infrastructure, child care facilities, economic development programs and other needs. Bonding was also the main focus of our annual Legislative Action Day in March.

### CGMC bonding priorities

- At least a \$1.5B bill
- \$200M in water infrastructure funding through the Public Facilities Authority
- \$20M for the Greater Minnesota Business Development Public Infrastructure Grant Program
- \$20M for child care facilities grants
- \$10M for public infrastructure to support housing
- \$200M for local roads & bridges

When the Legislature returned from its hiatus and the session deadline neared, the House and Senate scrambled to put their versions of the bonding bill up for a vote. On May 16, the House voted down a nearly \$2 billion bill, while the Senate voted down a \$998 million bill the following day. Neither chamber was able to secure the two-thirds majority needed to pass a bonding bill, and session adjourned without one.

Knowing a special session was ahead, CGMC continued to press for a \$1.5 billion bill by sending letters to legislative leaders, issuing an "action alert" that urged members to contact their local legislators and penning a guest column ([bit.ly/CGMC-bonding-column](https://bit.ly/CGMC-bonding-column)).



*CGMC held a press conference (via conference call) to highlight the need for a bonding bill. From left: Foley City Administrator Sarah Brunn, Little Falls Mayor Greg Zylka, CGMC Media & Communications Director Julie Liew, CGMC Executive Director Bradley Peterson and Initiative Foundation Vice President Don Hickman.*

Frustratingly, two special sessions came and went without a bonding bill. Legislative leaders said they had reached an agreement on the size of the bill, \$1.35 billion, but the bill failed to pass during the July special session.

There continues to be discussion about the potential for more special sessions this summer and fall. Despite the waning construction season, CGMC continues to emphasize the importance of the bonding bill and urge legislators to pass a \$1.5 billion bill that addresses critical needs.

## CGMC fights for fair share of CARES Act funding

On March 27, Congress passed the \$2 trillion Coronavirus Aid, Relief and Economic Security Act (CARES Act) to address economic ramifications caused by the COVID-19 pandemic.

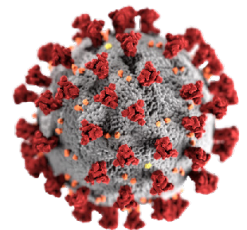
Minnesota received \$2 billion under the CARES Act. The federal government recommended \$841 million go to local governments for expenses related to COVID-19 response efforts, but the specific distribution amounts and mechanisms were left up to the state.

CGMC jumped in to fight for Greater Minnesota to receive a fair share of the funding. We joined forces with other local government groups to work with legislators and members of the Walz administration on a formula to provide equitable funding to every county, city and township in the state.

By the time the June special session began, all four legislative leaders had agreed on the formula. A bill passed with strong bipartisan support in the Senate, but the House amended it to include unrelated spending measures. The Senate refused to accept the amendments, and the special session adjourned without a CARES Act bill. As a result, funding decisions were left up to Gov. Walz.

CGMC was highly critical, both publicly and in private talks with lawmakers and the Walz administration, of the delay in getting the money out to cities. After days of mounting pressure, Gov. Walz ultimately decided to distribute all \$841 million to local governments using the formula previously agreed upon by legislative leaders and supported by CGMC.

For information on how your city can access and use its CARES Act funding, please consult the Minnesota Department of Revenue.





## CGMC continues to seek solutions to the child care shortage

In addition to seeking funding for child care facilities through the bonding bill, CGMC teamed up with our partner organization, the Greater Minnesota Partnership (GMNP), to pursue legislation to fund two successful existing programs that aim to increase child care access in Greater Minnesota and attract and retain providers:

**Minnesota Initiative Foundations Child Care Grants** - We sought \$4 million to expand efforts by the six Initiative Foundations to assist child care providers in business planning, mentoring and workforce development to stabilize the provider marketplace in Greater Minnesota.

**DEED Child Care Grants** - We sought \$10 million (with 50% dedicated to Greater Minnesota) for grants for child care business start-ups or expansions, training, facility modification, employee retention and licensing assistance.

Early in the year, House DFL leadership announced child care as their top priority for the 2020 session and that



*Tim Penny testified in support of a bill to fund the Minnesota Initiative Foundations' efforts to improve child care access.*

they planned to commit \$500 million of the projected budget surplus for investments in child care and early childhood education. Most of the funds would go toward raising the Child Care Assistance Program (CCAP) reimbursement rate and scholarships for families choosing high-rated providers. The proposal also included CGMC's priorities: \$10 million for DEED child care grants and \$4 million to support the work of the Initiative Foundations.

Unfortunately, as the pandemic took hold and the budget surplus vanished, the House moved away from this plan.

One of the early bills passed in the state's response to the pandemic created a \$30 million grant program to support child care providers who served essential workers during the shelter-in-place order. Providers in Greater Minnesota were awarded 53% of the allocated funds.

During the June special session, the Legislature increased funding for the CCAP program, which helps cover child care costs for more than 30,000 low-income children across the state. Before this bill, Minnesota faced losing up to \$5.5 million in federal funding because the state's CCAP reimbursement rates were below the federal requirement. The new \$85 million investment will come from two federal sources.

The child care crisis has been a major problem in Greater Minnesota for several years, and the pandemic has made it even worse. CGMC and GMNP will continue to work with legislators and other organizations to seek solutions to this vexing problem.

## CGMC pursues plans to boost housing in Greater Minnesota

In the fall of 2019, CGMC and GMNP surveyed business and community leaders and hosted two regional working sessions to help identify issues and opportunities for housing in Greater Minnesota.

Coming out of those sessions, we developed three legislative proposals to address housing concerns:

- \$5 million for the Greater Minnesota Fix-up Fund to assist cities in rehabilitating dilapidated housing
- \$2.5 million in state bonds to create a grant program for public infrastructure needed for new housing development
- \$2 million for the Workforce Housing Development Fund and changes in the program to allow grants of up to 50% of the project costs



*Jackson Economic Development Coordinator Tom Nelson, Sen. Kent Eken and Melrose City Administrator Colleen Winter testified in support of a proposal to help Greater Minnesota cities repair dilapidated housing.*

Although each of the three bills was heard in at least one of the bodies, the COVID-19 pandemic eliminated the possibility of any new general fund spending this session that was not tied to addressing the pandemic.

Given that our housing bills were heard this session and there was general support for the ideas in concept, we are well-positioned to bring them forward again in 2021.

## Help for small businesses

The COVID-19 pandemic and related shutdown orders hit small businesses especially hard. CGMC and GMNP played an active role in urging the Legislature to implement means of support such as emergency grants and loans to help keep small businesses afloat.

One of the few bright spots of the June special session was the passage of a new Small Business Relief Grant Program. Of the \$62.5 million allocated to the program, 50% will go to businesses in Greater Minnesota. The deadline to apply for grants has since passed and recipients will be selected through a lottery.



# CGMC explores strategy to prevent ‘forever chemicals’ from entering wastewater treatment facilities

One environmental issue that rose to the forefront for CGMC this year was per- and polyfluoroalkyl substances (PFAS), a class of long-lasting “forever” chemicals linked to various health concerns. Due to their widespread use in items such as cookware, water-resistant products and firefighting foam, many states including Minnesota have ramped up efforts to regulate PFAS.

CGMC partnered with the League of Minnesota Cities on a bill to create the “Municipal PFAS Source Reduction Initiative,” a three-pronged approach focused on studying the sources of PFAS, developing strategies to prevent PFAS from entering wastewater plants, and educating wastewater professionals and the public on PFAS and habits that result in them entering the environment. We sought \$500,000 for this initiative.

The proposal was well-received by



legislators, but the committee chairs in both bodies prevented it from moving forward. The Senate chair would not hear the bill because it would spend money, while the House chair refused to hear it because he was opposed to any bill that would create a study group.

CGMC, working with the League, also spent a significant time pushing back against problematic legislation related to PFAS. We successfully stopped House legislation that could have made cities liable for the presence of PFAS in their wastewater. We also pushed back

on legislation that would have required the premature creation of water quality standards for a subcategory of PFAS within two years.

The CGMC will continue to work on municipal PFAS source reduction and we plan to meet with the MPCA over the summer to determine next steps.

## CGMC's other top environmental issues

- Chloride
- Class 3 & 4 Waters/Salty Parameters
- Permit fee increases
- Microplastics and other emerging contaminants
- Reestablishment of Wastewater and Water Operator Council
- Nitrogen and nitrate standards

## Looking ahead to 2021 and beyond

The COVID-19 pandemic will undoubtedly leave lasting impacts on the state and local communities.

Perhaps the biggest obstacle in the near future will be the state budget. In February, Minnesota had a \$1.5 billion surplus, the largest in state history. By May, the surplus had morphed into a \$2.4 billion deficit.

### What do budget woes mean for LGA?

When the budget projection was released in May, CGMC sent a letter urging legislators and Gov. Walz to continue to make LGA payments on time and in full. We also spoke out in the media about the increased importance of LGA as cities deal with unanticipated expenses caused by the pandemic.

We remain hopeful that 2020 LGA payments will be distributed as planned. However, as the state budget outlook becomes clearer in the coming months, CGMC and city leaders must continue to vigorously defend LGA.

### Transportation funding takes a hit

Since transportation continues to be a contentious issue at the Capitol, we entered the 2020 session knowing that an agreement on a major transportation funding plan was unlikely. We did not, however, anticipate a global pandemic would wreak havoc on the state's existing transportation revenues.

The number of people using the roads and buying gas and vehicles took a nosedive this spring. Minnesota Department of Transportation (MnDOT) estimates that revenues from the gas tax and motor vehicle sales taxes, which provide millions for the state's transportation system, will see dramatic decreases this year.

MnDOT has indicated that the revenue losses will not impact 2020 municipal street aid distributions or this year's highway projects. However, the impact on funds available for 2021 could be significant.

### CGMC leads the way

As we all cope with the challenges ahead, CGMC will continue to play a key role in advocating for the needs and concerns facing Greater Minnesota

cities. Looking ahead to the November election and 2021, CGMC is ready to fight for the issues that are important to your city!



### About the CGMC

The Coalition of Greater Minnesota Cities is dedicated to a strong Greater Minnesota. Our mission is to develop viable, progressive communities through strong economic growth and good local government.

We support fair property taxes, sensible environmental regulation, a balanced transportation system, sound land use planning and effective economic development tools to meet that goal.

Visit us at  
[greatermncities.org](http://greatermncities.org)





City Manager's Office

**TO:** Honorable Mayor Albrecht and City Councilmembers  
**FROM:** Nate Mathews, City Manager *Nate*  
**DATE:** July 30, 2020  
**RE:** Finalization of August 10 Worksession agenda

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On August 10 our Police Advisory Listening Worksession will be conducted via Cisco Webex. This coming Monday August 3 we will discuss 1) how the public can solicit comments and/or participate, and 2) what expectations the Council has regarding this Listening session.

Attached are some agenda defining questions that I have received from you to help the public understand what the questions/input Council is seeking in scheduling this Listening Session.

1. How does the community want to see this group established, I.e., application process, going through selection committee, then approved by council, or have a founding committee free from association with municipal body, with up to a certain number of founding committee eligible to be part of advisory committee.
2. What qualifications should members have? Should there be disqualifying factors?
3. Ask how representation should look, i.e. Youth, elders, disabled, racial/ethnic, gender, etc.? Former or current officer, attorney, etc., non-profit, government rep?
4. How many should be on the committee?
5. What would they see the role of committee to be? Policy review, community engagement, review citizen complaints, etc.? Maybe give examples to stimulate thought.
6. Is there a need for developing an equity committee or other similar group representing marginalized populations to provide input to the city? Should it be separate from or incorporated with police advisory committee?
7. What do you see as benefits/challenges of this group?
8. What do you see as the police department's role in the committee process, as in #3, also.
9. How can a Police Advisory Committee bring value to the City of Bemidji or how will it help Bemidji?
10. What is the role of the Council or Police Department in a Police Advisory Committee?

Additionally for your review is a memo from the Police Chief about this topic.

After discussion, please direct staff (particularly the City Clerk) on how you desire this Police Advisory Listening Session to be promoted/advertised the week of August 3 and any other thoughts/direction you have.

Bemidji Police Department  
Chief Mike Mastin  
Policechief@ci.bemidji.mn.us



## MEMORANDUM

To: Nate Mathews, Bemidji City Manager  
From: Mike Mastin, Chief of Police  
CC:  
Date: July 29<sup>th</sup>, 2020  
Re: Police Advisory Committee

The intent of this memo is to clarify my intention for developing a Police Advisory Committee. For years the Bemidji Police Department has worked to develop relationships and trust in our community. However, even though we have participated in thousands of public relations events we still hear that there is a lack of trust between law enforcement and marginalized members of our community.

My vision for a police advisory committee would be to assemble a diverse group of city residents who would work with the police department to;

- Serve as liaison between the police and our community to enhance the relationship.
- Assist in community outreach and public relations events.
- Bring community perspectives and recommendations to the police department regarding procedures, technology, and engagement.
- Make recommendations and offer solutions regarding community issues.
- Promote awareness of the Bemidji Police Departments programs and services including; crime prevention, traffic safety, animal control, and other presentations.
- Host community meetings / question and answer sessions with neighborhood groups.
- Organize community forums and listening sessions to seek input from community members concerning specific topics.
- Recommend and identify training opportunities for law enforcement personnel.
- Participate in trainings and ride-alongs to gain knowledge about this profession.

The topic of the police advisory was discussed during a council work session in June of 2020. During that meeting it was decided that the council should host a listening session to hear from the people before any decisions should be made about a police advisory committee. That listening session has been scheduled for August 10<sup>th</sup>. The format, as I understand, for this listening session is an open comment period which will be moderated by the mayor.

Although I have not been asked to present I would offer the following questions for the council and mayor to consider.

- Is there a need for a police advisory committee or are the comments / concerns received focused on larger community issues.

- What are the issues expressed during the listening session and will a police advisory committee address these issues. If not, what other solutions may address the issues.
- What should be the Mission and Vision of the police advisory committee?
- What are the scope of duties and expectations for this committees?
- What is the committees authority, are they under the supervision of the council, city manager or police chief?
- Membership, selection, term of service?
- Is the membership voluntary or compensated? Will there be a budget for events or member required trainings?

I appreciate your time and effort regarding this important issue. Please let me know how I can be of further assistance in this process.

Thank You,

A handwritten signature in blue ink, appearing to read "Mike Martin".

# CITY OF BEMIDJI

## ORDINANCE NO. , 3<sup>RD</sup> SERIES

### AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 4 (NOMINATIONS AND ELECTIONS)

#### THE CITY OF BEMIDJI DOES ORDAIN:

**SECTION 1.** The City of Bemidji Council-Manager Charter, Chapter 4 entitled “Nominations and Elections”, is hereby amended to read as follows:

## CHAPTER 4

### NOMINATIONS AND ELECTIONS

**Section 4.01 THE REGULAR MUNICIPAL ELECTION.** A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even numbered year commencing in 1984 at such place or places as the city council may designate. The city clerk shall give at least two weeks published notice pursuant to Minn. Stat. § 205.16, as the same may be revised, amended or re-codified, of the time and place of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate the election.

**Section 4.02 PRIMARY ELECTION.** In accordance with Minnesota Statutes Section 204D.03 Stat. § 205.065, as the same may be revised, amended or re-codified from time to time, on the day and month set therein for holding a state primary election, there shall be a primary election for the selection of two nominees for elective office at the regular municipal election, unless only two nominees file for each elective office.

**Section 4.03 SPECIAL ELECTIONS.** The council may, by resolution, order a special election and provide all means for holding it in accordance with Minn. Stat. §205.10, as the same may be revised, amended or re-codified. The city clerk shall give at least two weeks published notice of a special election. The procedure at such election shall conform as nearly as possible to that prescribed for other city elections.

When a special election is required to fill a vacant office, the special election shall occur on a date established by the City Council per Minn. Stat. §205.10, as the same may be revised, amended or re-codified. ~~The time allowed for the filing of candidates for such office shall be not less than 14 calendar days after the Council declares the vacancy. The special election, or a special primary election if needed, shall be held within 70 days of the deadline for filing.~~ A special primary election shall be held if more than two candidates file for such office, with the two candidates receiving the most votes proceeding to the special election, except that if one candidate receives greater than 50 percent of all votes cast at the special primary election, that candidate shall be declared the winner and no special election shall be held. When a special primary election is held and no candidate receives greater than 50 percent of all votes cast, the special election shall be held ~~not more than 56 days thereafter~~ pursuant to Minn. Stat. §205.10, as the same may be revised, amended, or re-codified.

**Section 4.04 FILING FOR OFFICE.** ~~Not earlier than 70 days and not less than 56 days before the first Tuesday after the second Monday in August preceding the municipal general election, or such month and/or day set forth or otherwise established in accordance with Minnesota Statutes Section 204D.03~~ **The City Clerk shall follow Minn. Stat. §205.13,** as the same may be revised, amended or re-codified from time to time.

**Section 4.05 PROCEDURE AT ELECTIONS.** Subject to this Charter and applicable state laws, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this Charter and supplementary ordinances, general state laws on elections shall apply to municipal elections.

**SECTION 2.** This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Ayes:  
Nays:  
Absent:

First Reading: July 20, 2020  
Second Reading:  
Final Reading:

ATTEST:

APPROVED:

\_\_\_\_\_  
Michelle R. Miller, City Clerk

\_\_\_\_\_  
Rita C. Albrecht, Mayor

# CITY OF BEMIDJI

## ORDINANCE NO. , 3<sup>RD</sup> SERIES

### AN ORDINANCE CHANGING THE NAME OF BORING COURT NW TO COOPERATIVE COURT NW

#### THE CITY OF BEMIDJI DOES ORDAIN:

**SECTION 1.** That pursuant to the authority granted under Minnesota Statutes Section 440.11, the City Council hereby renames Boring Court NW in its entirety to Cooperative Court NW located with the Plat of Bemidji Technology Park First Addition.

**SECTION 2.** That City Staff are hereby directed to take all necessary steps and make all necessary changes to official records and documents, including street signage, pursuant to the name change directed under this Ordinance. Moreover, City Staff are directed to take any further action as necessary to effect the name change under this Ordinance.

**SECTION 3.** That City Clerk is hereby directed to record a copy of this Ordinance in the Office of the County Recorder for the County of Beltrami.

**SECTION 4.** This Ordinance shall become effective thirty (30) days after its passage and publication according to law.

Yeas:

Nays:

Absent:

First Reading: July 6, 2020

Second Reading: July 20, 2020

Final Reading:

Attest:

Approved:

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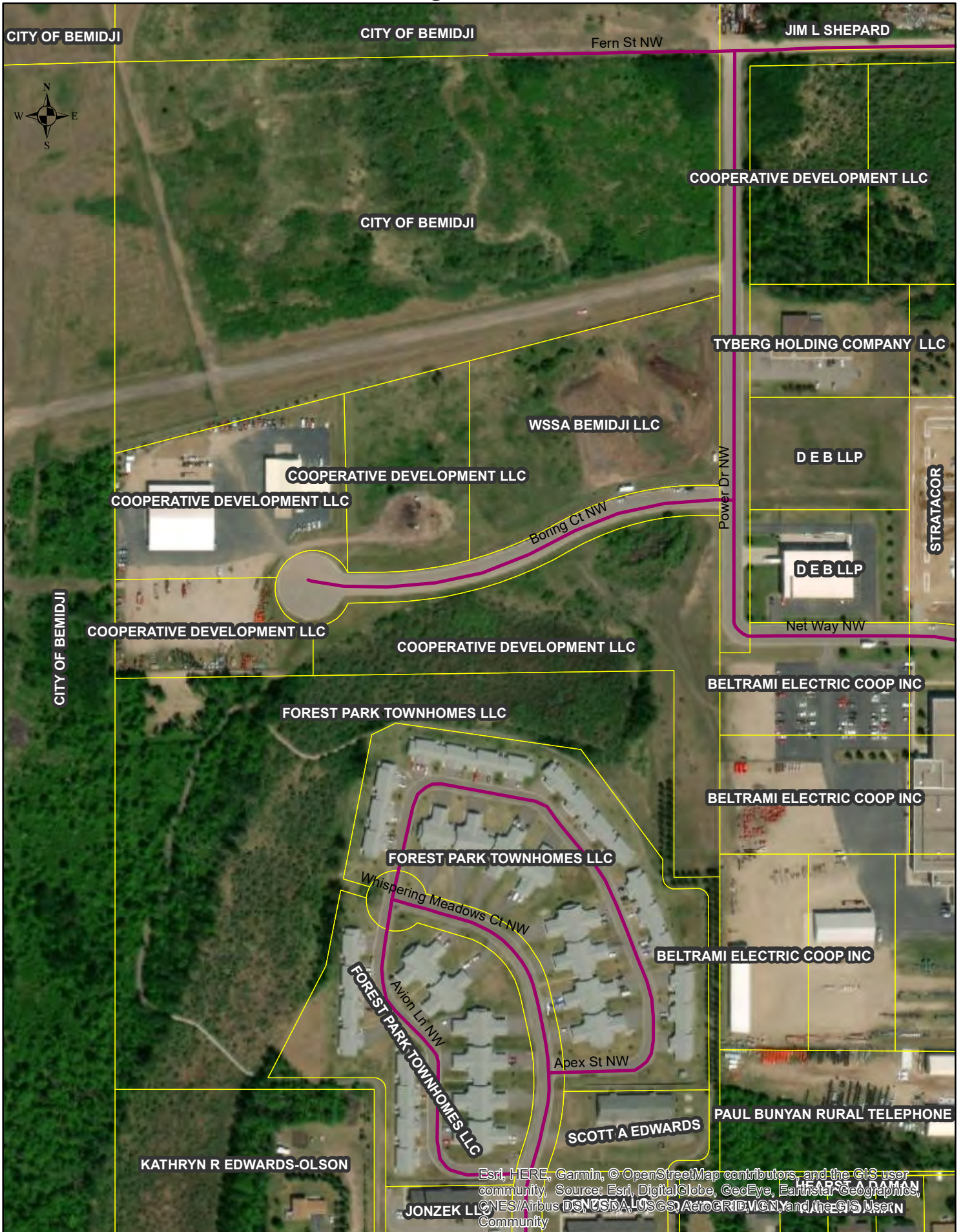
Michelle R. Miller, City Clerk

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Rita C. Albrecht, Mayor



# Boring Court NW



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