

# BEMIDJI CITY COUNCIL AGENDA

Monday, August 5, 2013

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



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ AMENDMENTS TO AGENDA

I. MINUTES

- 1) Regular Council: July 15, 2013
- BEDA Meeting: July 15, 2013
- Sp Work Session: July 22, 2013
- Sp Work Session: July 29, 2013

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 **\$1,011,961.74**
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of **\$35,034.48**
- 4) Miscellaneous Business Licenses for 2013
- 5) Award Bid for Demolition of Building(s) located at 1018 America Ave NW to Gary Skime in the amount of \$7,777
- 6) Award Bid for Sanford Center Horizontal Fall Protection System – Evan Fall Protection, Jamestown, RI, in the amount of \$98,860
- 7) Waive Various City Permit Fees totaling \$1,334 for Habitat for Humanity - 714 12<sup>th</sup> Street NW
- 8) Adopt Changes to the City's Personnel Policies

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
- Librarian's Report

*Bemidji—Regional Center Amenities with Small Town Character*

**V. NEW BUSINESS**

- 9) Approve Consultant for Archaeological Services for Paul Bunyan & Library Parks

**VI. UPCOMING COUNCIL MEETINGS**

- Monday, August 12            5:30 p.m.            Work Session – 2014 Budget; South Shore and Paul Bunyan Park Priorities
- Monday, August 19            7:00 p.m.            Council Meeting
- Tuesday, August 20            5:30 p.m.            Joint Meeting with Beltrami County Commissioners

**VII. MAYOR AND COUNCIL REPORTS**

- Please limit your committee reports to 4 minutes

**VIII. ADJOURN**

**RECONVENE AS THE B.E.D.A.**

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Regular Meeting – July 15, 2013**

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 15, 2013 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

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

**AMENDMENTS TO AGENDA**

Mayor Albrecht called for any amendments to the agenda and asked that the agenda be changed to move the item under Old Business before the Presentation. **Motion by Johnson, seconded by Meehlhause, to approve the agenda as amended. Motion carried by unanimous vote.**

**MINUTES**

The following minutes were presented for approval:

Council Meeting	July 1, 2013
BEDA Meeting	July 1, 2013
Work Session	July 8, 2013

**Motion by Erickson, seconded by Thompson, to approve the minutes as prepared. Motion carried by unanimous vote.**

**CONSENT AGENDA**

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

1. Claims Submitted by Finance Officer in the amount of \$2,397,397.26
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$78,294.33
3. Miscellaneous Business Licenses for 2013
4. **RESOLUTION NO. 5844:** Approving Temporary Off-Premises Liquor Permits and Street Closures for the 2013 BSU Homecoming Street Dance – September 28, 2013
5. **RESOLUTION NO. 5845:** Supporting the City's Application for a State Capital Appropriation in 2014 Legislative Session for the Rehabilitation and Restoration of the Carnegie Library
6. Budget Change Request #2

**Motion carried by unanimous vote.**

**CITIZENS NOT ON AGENDA**

Linda Lemmer, President of the Beltrami Historical Society, introduced the new Executive Director Dan Karalus. Mr. Karalus stated that the History Center is open Wednesday

through Saturday; 12 to 4 and the current exhibit is "Trails through Time". He would like to provide quarterly reports at Council meetings and will contact the City Clerk.

### **OLD BUSINESS**

#### **Country Inn & Suites**

Tripp Snyder, CEO Bayridge Properties, stated that he was pleased to announce that the financing has been approved for the Country Inn & Suites Hotel. He stated that Security State Bank has informed him that they could potentially be closing as early as July 19.

City Attorney Felix stated that the final draft development agreement is completed which incorporates the revenue loan fund. In addition, title and the draft deed are ready.

Snyder stated that the general contractor will be Kraus Anderson. He will be meeting with the Design Review Committee regarding a change to the roof line. It is anticipated that the hotel construction will take 8-9 months and the restaurant portion completed in 4-5 months as well as the connector to the event center. In summary, the hotel will be four stories with 121 units, 10,250 sf restaurant and meeting space and is a \$15 million project. The restaurant will be Cowboy Jacks.

### **PRESENTATION**

Syd Corrigan, Friends of Lake Bemidji, reported on their efforts in preventing AIS, in particular Zebra Mussels, from entering Lake Bemidji. She reported that currently in Bemidji, there are 10 hours of inspection per week at three lake access points; namely, Northwoods Landing, Cameron Park and South Shore. The hourly cost for these inspections is \$15.50.

Ms. Corrigan stated that the Friends of Lake Bemidji has set a goal for 2014 to hire two (2) full-time inspectors that would provide 26 hours of inspection per week for 14 weeks at the three landings at a cost of \$17,360. They are trying to raise \$20,000 for 2014 and propose an additional 12 inspection hours per week for the public access by the Wastewater Treatment Plant to Lake Irving. She requested that the Council consider funding 50 percent of the proposed \$20,000 or \$10,000 for 2014 inspections. The Friends of Lake Bemidji will commit to raising the matching funds in the amount of \$10,000. She stated that Beltrami County has agreed to assume the role of fiscal agent for Lake Associations who raise the funds to pay inspectors. In addition, the County will coordinate hiring, scheduling, payroll and other administrative responsibilities for the inspectors.

Erickson asked how successful the effort to stop invasive species has been from entering lakes.

Ken Grob, Chairman of the Hubbard County Aquatics Invasive Task Force and member of the State Advisory Committee, discussed what Hubbard County has been doing to inspect boats entering lakes there. He stated that Hubbard County has 20 inspectors this year which are supported by lake associations, townships and cities.

Hellquist stated that he believed that the responsibility should fall on the DNR and County.

Mr. Grob stated that the DNR receives \$8 million a year and focuses 90% of that on containment of lakes infested. The DNR is asking local governments and friends to "shield" non-infested lakes.

Mayor Albrecht stated that the Council may discuss this further at their budget discussions for 2014.

**UPCOMING COUNCIL MEETINGS**

- Monday, July 22 5:30 p.m. Work Session – South Shore Beach Design
- Monday, July 29 5:30 p.m. Work Session – Development Review Process
- Monday, August 5 7:00 p.m. Council Meeting

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.

**ADJOURN**

There being no further business, motion by Johnson, seconded by Thompson, to adjourn the meeting. Motion carried. Meeting adjourned at 8:14 p.m.

Respectfully submitted,

Kay M. Murphy  
City Clerk

**BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY**  
**Special Meeting Minutes**  
**Monday, July 15, 2013**

Pursuant to due call and notice, a special meeting of the Bemidji Economic Development Authority (BEDA) of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, July 15, at 8:16 p.m. in the Council Chambers of City Hall, President Albrecht presiding.

Upon roll call, the following Commissioners were declared present: Albrecht, Meehlhause, Johnson, Hellquist, Olson, Erickson, Thompson

City Staff: Executive Director John Chattin, City Attorney Alan Felix, Public Works Director/City Engineer Craig Gray, Finance Director Ron Eischens, B.E.D.A. Secretary Kay Murphy

President Albrecht stated that the purpose of the meeting was to hold a public hearing regarding the sale of property to Northridge Construction, Inc. She further noted that the item regarding an update on Country Inn & Suites was discussed at the Council meeting.

City Attorney Felix recommended that the BEDA not hold the Public Hearing but re-schedule to August 5 meeting in order that the agreement could be finalized.

**Motion by Meehlhause, seconded by Olson, to postpone the Public Hearing on the sale of property to Northridge Construction until August 5, 2013. All voted aye. Motion carried.**

**ADJOURN**

There being no further business, motion by Olson, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

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

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Special Meeting/Work Session – July 22, 2013**

Pursuant to due call and notice, a special meeting/work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, July 22, 2013, 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, Johnson, Hellquist, Erickson, Thompson Absent: Meehlhause

Staff Present: Public Works Director/City Engineer Craig Gray, City Attorney Alan Felix, Finance Director Ron Eischens, Parks & Recreation Director Marcia Larson, City Clerk Kay Murphy

Others Present: Landmark Environmental - Sherry Van Duyn, Catherine Schultz

City Engineer Gray stated that on March 25, 2013, the City Council authorized staff to work with Landmark Environmental Engineering on the preparation of engineering plans and specifications for clean-up of the wood chips and creation of a swimming beach at the south shore of Lake Bemidji. The goal of the project is to create a 200' x 400' sandy swimming area in the lake along with a sandy beach adjacent to it. Gray stated that prior to the meeting he along with Landmark representatives met with a number of permitting agencies to review the cleanup. If the Council decides to proceed with the project, it is recommended that it be done in the fall of 2014 as the water depths are lowest.

Catherine Schultz, Hydrogeologist, reviewed the former uses of the property and the current conditions. She noted that there have been multiple investigations completed over the last 10 years. Two contaminated areas have been identified: 1) soil next to beach house with polynuclear aromatic hydrocarbons; and 2) a sediment area with arsenic. The wood debris has very low levels of formaldehyde. She stated that wood debris ranges from the size of sawdust to planks and logs. Debris extends into the lake in the beach area to about 100 feet to 175 feet.

Sherry Van Duyn, Civil Engineer, stated that the best way to clean the area is to build a temporary cofferdam (water barrier structure) and dewater the area. After the contaminated soil is removed from the lake and along shoreline, the property will be restored. There are a number of permits that will be required including a Response Action Plan Addendum and Construction Contingency Plan to the MPCA, DNR Public Waters Works Individual Permit, Army Corps Permit, etc. Van Duyn stated that they have contacted three contractors that do this type of project to obtain project cost estimates. Using an average estimate the contractor cost is \$934,000 with a total project budget of \$1,180,000. This would be for the woodchip cleanup and beach restoration and does not include any beach or park development costs.

Mayor Albrecht stated that the City should explore or at least apply for contamination cleanup grants through the state. She further commented that she would like to talk with

local legislators regarding funding to help cover the clean-up costs. She stated she was not willing to look at the \$1.2 million and think that the City should pay all of it.

Discussion continued regarding the reuse of woodchips removed. Gray stated that he did not believe the debris would be valuable enough to charge for its removal. Gray further stated that there are no guarantees that removing the woodchips will be permanent. That is why they are removing 400 feet on each side of the beach. He stated that there is no guarantee that the beach area in the water would remain clear for one year or 10 years.

Hellquist asked if a break wall could be constructed.

Van Duyn responded that the DNR would not allow one.

Parks & Recreation Director Larson stated that she will be discussing with DNR regarding a break wall north of the boat access to protect it from further undermining.

Councilor Erickson stated that at the time Nymore Beach was sold, the Council “promised” to provide another beach.

Hellquist stated that they did not know the cost of removing the woodchips at that time but they would be renegeing on a promise made to the public.

Thompson stated that the beach area detracts from the value of the property.

Larson stated that the master plan for the entire south shore park with amenities is projected to cost upward of \$1.4 million and does not include the swimming beach cleanup. Renovation of the existing beach house is estimated at \$265,000. Larson indicated that there is approximately \$725,000 remaining of its half-cent sales tax that was dedicated to park redevelopment and the city also secured \$750,000 from the state in Legacy funds.

Johnson asked if it was feasible to clean up just the beach portion. Gray stated yes and it would cost \$150,000.

Council discussed whether it should seek approval from the voters for bonding to cover the south shore park project.

Mayor Albrecht asked if Tax Increment Financing (TIF) could be used to pay for bonds. Felix responded that his “gut” feeling is no but staff can research it further.

Eischens stated that a 15-year GO Bond in the range of \$4.5 million to \$5 million would be approximately 9% to 10.5% levy increase. Other bonding amounts were discussed.

The Council briefly discussed a timeline if there was to be a special election. The City Clerk indicated that the County Auditor would need to notify the Secretary of State at least 74 days before an election.

Council directed staff to provide a list of priorities for upgrades to Paul Bunyan Park, Library Park and Southshore at their August 12 work session. In addition, provide the Council with an idea of the value of the south shore land before and after improvements.



**ADJOURN**

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

Respectfully submitted,

Kay M. Murphy  
City Clerk

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
**Special Meeting/Work Session – July 29, 2013**

Pursuant to due call and notice, a special meeting/work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, July 29, 2013, at 6:00 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

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

Staff Present: City Manager John Chattin, City Attorney Alan Felix, Public Works Director/City Engineer Craig Gray, City Clerk Kay Murphy

**RESOLUTION NO. 5846: Approving a Temporary Off-Premises Liquor Permit for the Eagles Club Picnic was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Johnson was passed by unanimous vote.**

Proposal Review Process

Chattin described past practice of receiving proposals for purchase of City and BEDA owned property. He suggested that the current process could work well with additional guidance or parameters by the City Council. He expressed concerns about negotiating land offers publicly in the committee meeting. However, he suggested that some of the details could be worked out prior to going to the Proposal Review Committee. Chattin stated that it is imperative to have guidelines, especially with HRDC and Greater Bemidji, as they have different goals.

Councilor Hellquist stated that he does not want to be lobbied by HRDC or Greater Bemidji on projects. He suggested that the Council define the number of people and that an application go to an access point that is open and fair to all parties. He recommended Charles (Chuck) Nordquist for the committee.

Discussion continued regarding the makeup of a Proposal Review Committee. Consensus of the Council was as follows:

- 3 Council - Albrecht, Erickson, Thompson and Hellquist as an alternate
- 3 staff - Chattin, Gray, Rice
- 3 community members to be appointed

The Committee would set up a regular meeting day and time for developers to make a proposal.

City Attorney Felix noted that Open Meeting Laws would apply as this would be a Committee appointed by the Council. However, Minnesota does provide an opportunity to close meetings for certain purposes.

Council discussed the parameters they would like staff to consider when developers come to them with proposed projects, which included the following:

- Types of incentives seeking from the City
- Amount of offer
- Good fit for south shore development

Council agreed that they would not be interested in a development that requested deferring payment for the property.

Olson stated that he would like to see a current appraisal for the south shore property.

Hellquist suggested that there were appraisers in Bemidji that could provide the City with values.

Felix responded that local appraisers are licensed to do residential and the south shore requires someone with commercial appraisal expertise. Felix further stated that he has a call into the City Assessor and should have some updated information to share with the Council.

Mayor Albrecht suggested that the Council set goals for sale of property. The following goals were identified:

- Maximum sale price
- Maximum development
- Expand tax base
- Attract traffic generation
- Encourage marina

Johnson suggested that this process be used for selling all city-owned property.

Mayor Albrecht stated that the Council needs to trust staff to visit with developers and have a good sense of what the Council's expectations are for sale price.

Chattin stated that staff will work with HRDC and Greater Bemidji staff regarding proposals prior to meeting with the Proposal Review Committee. All offers and counter offers within Council guidelines will come before the Council.

#### **ADJOURN**

There being no further business, motion by Hellquist, seconded by Meehlhause, to adjourn the meeting. Motion carried. Meeting adjourned at 7:19 p.m.

Respectfully submitted,

Kay M. Murphy  
City Clerk

# Bill List Summary

August 5, 2013

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
11695-11809	See Attached List	<u>1,011,961.74</u>
		1,011,961.74
	TOTAL	\$1,011,961.74

# Accounts Payable

## Blanket Voucher Approval Document

User: monicae  
Printed: 07/30/2013 - 2:42PM  
Warrant Request Date: 08/06/2013  
DAC Fund:



### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000011695	976.88
2	Acme Tools-Bemidji	000011696	216.22
3	Advanced Eng. & Environ.Serv., Inc.	000011697	1,425.48
4	All About Learning	000011698	1,791.50
5	Ameripride	000000000	658.16
6	Battery Wholesale Inc-Bemidji	000011699	73.98
7	Bellboy Corporation	000000000	1,600.55
8	Beltrami County Auditor/Treasurer	000011700	43,109.87
9	Beltrami County Dare Advisory	000011701	28.00
10	Beltrami County Sheriff	000011702	3,128.85
11	Beltrami Industrial Service, Inc.	000011703	151.53
12	Bemidji Bituminous Inc	000011704	105,797.80
13	Bemidji Communications, Inc.	000011705	105.50
14	Bemidji Downtown Development Authority	000011706	123.60
15	Bemidji Firefighters #2302	000011707	210.00
16	Bemidji Oil & Propane Inc	000000000	156.86
17	Bemidji Paper Sales, Inc.	000000000	1,893.51
18	Bemidji Steel Company	000000000	54.28
19	Bemidji Township	000011708	353.34
20	Bemidji Welders Supply, Inc.	000011709	17.76
21	Bergerson-Caswell, Inc.	000011710	14,000.00
22	Bernick's	000000000	35,774.73
23	Big North Distr. Co, Inc.	000011711	46,192.83
24	Blackduck Police Dept.	000011712	179.97
25	BNSF Railway Company	000011713	3,914.32
26	Bob's Econo Pump	000011714	450.00
27	Carquest Auto Parts-Bemidji	000011715	92.88
28	Cenex Fleetcard	000011716	18,975.78
29	City of Bemidji	000000000	247.20
30	City of Minneapolis	000011717	1,227.60
31	Comm of MMB, Treas. Division	000011718	268.34
32	Culligan	000000000	651.34
33	Cummins NPower LLC	000011719	1,289.38
34	Department of Employment/Econ.Dev.	000011720	49.00
35	Diamond Vogel Paints	000011721	7,573.16
36	Dondelinger Chev-Buick, Inc	000011722	455.87
37	DPC Industries, Inc.	000011723	427.43
38	Earl F. Andersen, Inc.	000011724	4,182.74
39	Fastenal Company	000011725	426.27
40	Fenner, Kevin	000000000	25.14
41	FleetPride, Inc.	000011726	445.97
42	Flexible Pipe Tool Company	000000000	714.67
43	Flint Trading ,Inc.	000011727	3,521.27
44	Forestedge Winery	000011728	861.60
45	G & K Services Inc	000011729	89.56

Page Total: \$303,910.72

Line	Claimant	Voucher No.	Amount
46	Garage Door Guys, LLC	000011730	284.00
47	Grainger	000011731	75.29
48	Gray, Craig	000000000	240.39
49	Guardian Pest Control, Inc	000011732	155.83
50	Hartfiel Automation, Inc	000011733	278.77
51	HD Waterworks Supply	000011734	4,216.30
52	Headwaters Regional Development Commission	000011735	1,800.00
53	Headwaters Science Center	000011736	150.00
54	Heimkes, Paul R.	000011737	4,282.00
55	Heisenfelt, Albert	000011738	150.00
56	Higgins Heating, A/C , Inc.	000011739	1,908.00
57	Huot, Mark	000000000	150.00
58	Information Today, Inc.	000011740	319.00
59	Ink Spot Press	000011741	83.18
60	Irish, Wendy	000000000	6.22
61	ITS Inc.	000011742	480.94
62	Jefferson Fire & Safety, Inc.	000011743	49.91
63	Johnson Bros., Inc.	000011744	47,635.37
64	Karvacko Engineering	000000000	1,779.21
65	Keg N' Cork	000011745	559.00
66	Knife River Materials	000011746	175,182.82
67	L & M Supply, Inc.	000011747	441.88
68	Larson Electric	000011748	84.16
69	League of MN Insurance Trust	000011749	1,702.92
70	Lincoln Marketing	000011750	399.00
71	Locators & Supplies, Inc.	000000000	111.80
72	Luekens Village Foods North	000011751	55.12
73	Luekens Village Foods South	000011752	43.56
74	Macqueen Equipment, Inc.	000011753	320.76
75	Maid In Bemidji, Inc.	000000000	330.24
76	Maney Int'l of Alexandria, Inc.	000011754	26.67
77	Marco, Inc.	000011755	301.01
78	McKinnon Co., Inc.	000011756	20,607.95
79	Menards-Bemidji	000000000	57.65
80	Mid-American Research Chemical	000011757	689.06
81	Midwest Playscapes Inc.	000011758	4,150.00
82	Minnestalgia Winery	000011759	90.00
83	MN Board of Peace Officer Standards & Training	000011760	90.00
84	MN Bureau Criminal Apprehension	000011761	540.00
85	MN Dept of Health-	000011762	23.00
86	MN Energy Resources	000000000	2,382.28
87	MN Pollution Control Agency	000011763	312.50
88	MN Valley Testing Lab, Inc.	000000000	499.75
89	Mobile Music Machine	000011764	350.00
90	Moyer, Randy	000000000	150.00
91	NAPA Auto Parts	000000000	40.16
92	NCL of Wisconsin, Inc	000000000	267.47
93	North Country Business Product	000000000	201.19
94	North Dakota Recreation & Park Ass'n	000011765	125.00
95	North Shore Analytical, Inc.	000011766	830.00
96	NorthWay Group, Inc.	000011767	400.00
97	Northwoods Landscape & Rec. Inc.	000011768	256.50
98	NW Tire, Incorporated	000011769	94.14
99	Oberg Fence Co.	000011770	4,416.00
100	Oil Transfer Systems LLC	000011771	1,046.28
101	Otter Tail Power Company	000011772	48,303.59
102	Paul Bunyan Communications	000011773	1,726.63

Page Total: \$331,252.50

Line	Claimant	Voucher No.	Amount
103	Paul Bunyan Transit	000011774	100.00
104	Paustis & Sons	000011775	225.30
105	Phillips Wine & Spirits	000011776	18,740.86
106	Port-Able John Rental & Service, Inc.	000000000	552.17
107	Portable Welding	000011777	1,225.00
108	Postmaster	000011778	379.31
109	PowerPlan OIB	000011779	198.19
110	Praxair Distribution Inc	000011780	175.94
111	Quill Corporation	000011781	236.60
112	Red Power Diesel Service, Inc.	000011782	106.25
113	Reierson Construction, Inc.	000011783	246,230.38
114	Rentertainment	000011784	814.00
115	Roger's Two Way Radio, Inc.	000011785	62.51
116	Roger's Wireless	000011786	53.43
117	Rohlfing of Brainerd, Inc.	000000000	1,261.70
118	Sadeks Repair & Welding, Inc.	000011787	208.24
119	Sanford	000011788	511.00
120	Sanford Workplace Drug Analysis	000011789	75.00
121	Shavlik, Adam	000011790	10.00
122	Southern Wine & Spirits of Minnesota	000011791	19,881.06
123	Spartz, Ron	000011792	13.89
124	Spee-Dee Delivery Service, Inc.	000011793	167.15
125	Springbrook Software, Inc.	000000000	712.00
126	Strategic Insights, Inc	000011794	721.41
127	Streicher's	000011795	4,331.41
128	T & K Outdoors, Inc.	000011796	162.13
129	T/C Lighting Supplies & Recycling	000011797	355.34
130	TDS Metrocom-MN	000000000	862.85
131	The Wine Company	000011798	928.00
132	Tires Plus of Bemidji	000011799	62.81
133	Tolman Painting & Wallcovering	000011800	375.00
134	Tomark Sports	000011801	269.09
135	Total Register System, Inc	000011802	1,058.06
136	US Bank Merchant Billing	000000000	5,797.20
137	Veit & Co., Inc.	000011803	13,300.00
138	Verizon Wireless	000011804	1,814.48
139	Vinocopia, Inc.	000000000	1,924.50
140	VisitBemidji	000000000	31,201.62
141	Waste Management of WI-MN	000011805	150.00
142	Wes Plumbing & Heating	000011806	250.00
143	West Central Lighting, Inc.	000011807	328.48
144	Wine Merchants	000011808	704.00
145	Wirtz Beverage Minnesota Wine & Spirits, Inc	000011809	20,095.44
146	Zee	000000000	166.72
Page Total:			\$376,798.52
Grand Total:			\$1,011,961.74

VenuWorks of Bemidji, LLC  
Unpaid Bills Detail  
As of July 22, 2013

	<u>Open Balance</u>
<b>Acme Tools - Bemidji</b>	
	<u>833.61</u>
Total Acme Tools - Bemidji	833.61
<b>American Solutions for Business</b>	
	<u>169.65</u>
Total American Solutions for Business	169.65
<b>Beltrami County Solid Waste</b>	
	<u>535.14</u>
Total Beltrami County Solid Waste	535.14
<b>Bemidji Coca-Cola Company</b>	
	-179.55
	-658.00
	<u>1,003.40</u>
Total Bemidji Coca-Cola Company	165.85
<b>Cable One Advertising</b>	
	<u>51.00</u>
Total Cable One Advertising	51.00
<b>Charter Media</b>	
	<u>170.00</u>
Total Charter Media	170.00
<b>ColePapers</b>	
	<u>813.87</u>
Total ColePapers	813.87
<b>Controlled Dehumidification</b>	
	<u>500.00</u>
Total Controlled Dehumidification	500.00
<b>Culligan of Bemidji</b>	
	<u>17.25</u>
Total Culligan of Bemidji	17.25
<b>Dakota Supply Group</b>	
	100.63
	<u>65.81</u>
Total Dakota Supply Group	166.44



VenuWorks of Bemidji, LLC  
Unpaid Bills Detail  
As of July 22, 2013

	<u>Open Balance</u>
<b>Enterprise RAC of MTWY</b>	
	153.66
<b>Total Enterprise RAC of MTWY</b>	<u>153.66</u>
<b>Fastenal Company</b>	
	101.20
<b>Total Fastenal Company</b>	<u>101.20</u>
<b>G&amp;K Services</b>	
	452.86
<b>Total G&amp;K Services</b>	<u>452.86</u>
<b>Guardian Pest Solutions, Inc.</b>	
	234.35
<b>Total Guardian Pest Solutions, Inc.</b>	<u>234.35</u>
<b>Holmes Murphy</b>	
	115.00
	22.00
	115.00
	115.00
	22.00
<b>Total Holmes Murphy</b>	<u>389.00</u>
<b>Johnson Brothers Liquor Co.</b>	
	-102.00
	96.03
	111.58
<b>Total Johnson Brothers Liquor Co.</b>	<u>105.61</u>
<b>Joseph Phelps</b>	
	15.01
	7.92
<b>Total Joseph Phelps</b>	<u>22.93</u>
<b>KKEQ</b>	
	425.00
<b>Total KKEQ</b>	<u>425.00</u>
<b>KKWB-FM Bemidji Radio, Inc.</b>	
	800.00
<b>Total KKWB-FM Bemidji Radio, Inc.</b>	<u>800.00</u>

VenuWorks of Bemidji, LLC  
Unpaid Bills Detail  
As of July 22, 2013

	<u>Open Balance</u>
<b>KRCQ-FM</b>	
	300.00
<b>Total KRCQ-FM</b>	<u>300.00</u>
<b>KXKK 92.5 FM</b>	
	100.00
	100.00
<b>Total KXKK 92.5 FM</b>	<u>200.00</u>
<b>Michael Hopkins</b>	
	9.88
<b>Total Michael Hopkins</b>	<u>9.88</u>
<b>Minnesota Energy Resources Corp</b>	
	1,590.46
<b>Total Minnesota Energy Resources Corp</b>	<u>1,590.46</u>
<b>Musco Sports Lighting, LLC</b>	
	166.37
<b>Total Musco Sports Lighting, LLC</b>	<u>166.37</u>
<b>NLFX Professional</b>	
	365.08
	1,825.38
	730.15
	1,000.35
<b>Total NLFX Professional</b>	<u>3,920.96</u>
<b>North Country Business Products</b>	
	155.70
	219.18
	133.12
<b>Total North Country Business Products</b>	<u>508.00</u>
<b>Northwoods Lumber</b>	
	44.74
<b>Total Northwoods Lumber</b>	<u>44.74</u>
<b>OfficeMax</b>	
	-34.35
	-21.47
	77.56

VenuWorks of Bemidji, LLC  
**Unpaid Bills Detail**  
As of July 22, 2013

	<u>Open Balance</u>
	37.15
	35.20
	<u>8.24</u>
Total OfficeMax	102.33
<b>Paul Bunyan Broadcasting Co</b>	
	196.00
	<u>156.00</u>
Total Paul Bunyan Broadcasting Co	352.00
<b>Paul Bunyan Television</b>	
	216.00
	<u>400.00</u>
Total Paul Bunyan Television	616.00
<b>Phillips Wine &amp; Spirits</b>	
	<u>337.59</u>
Total Phillips Wine & Spirits	337.59
<b>R.P Broadcasting, Inc.</b>	
	<u>306.00</u>
Total R.P Broadcasting, Inc.	306.00
<b>Schindler Elevator Corporation</b>	
	1,476.78
Total Schindler Elevator Corporation	<u>1,476.78</u>
<b>Sherwin-Williams</b>	
	28.99
	<u>251.70</u>
Total Sherwin-Williams	280.69
<b>Sysco North Dakota, Inc.</b>	
	1,798.96
	356.02
	1,872.25
	<u>1,430.32</u>
Total Sysco North Dakota, Inc.	5,457.55
<b>VenuWorks, Inc.</b>	
	2,709.61
	<u>10,548.10</u>
Total VenuWorks, Inc.	<u>13,257.71</u>
<b>TOTAL</b>	<u><u>35,034.48</u></u>

## GENERAL BUSINESS LICENSES - 2013

<b>Type of License</b>	<b>Business Name</b>	<b>Business Location</b>	<b>Fee Paid</b>
<b>Cigarette/Tobacco Products</b>			
	NORTHERN VAPES	212 MINNESOTA AVE NW	\$65.00
<b>Massage Therapist</b>			
	REBECCA LOUISE CHURCH	610 RAILROAD ST SE	\$120.00
<b>Transient/Peddlers/Solicitors</b>			
	SOUTHWESTERN ADVANTAGE	WITHIN BEMIDJI CITY LIMITS 60 DAYS	\$280.00

# **COUNCIL AGENDA ITEM**



**Meeting Date: August 5, 2013**

**Action Requested: Award Bid for Demolition of Building**

**Prepared By: Mike Miller, Building Official**

**Reviewed By: John M. Chattin, City Manager**

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The City went out for bids for structures to be demolished located at 1018 America Ave NW. The following bids were received:


Gary Skime	\$ 7,777.00
Sparky's Construction	\$12,000.00

## **Recommendation:**

Staff recommends that the City Council direct staff to take the appropriate steps to accomplish the demolition of the building to Gary Skime.



# MEMORANDUM

**TO:** City Council  
**FROM:** John Chattin, City Manager   
**DATE:** August 5, 2013  
**RE:** Fall Protection System

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The fall protection system assures that staff working from the catwalk can do so safely. It was planned as part of the original project but never completed. We have reserved \$100,000 for this project out of construction budget contingency funds.

Staff concur with MJ Architectural Studios in recommending that Evan Fall Protection be awarded the bid in the amount of \$98,860.



July 30, 2013

Attn: John Chattin, City Manager  
Bemidji City Hall  
317 4th Street NW  
Bemidji, MN 56601

Re: Sanford Center Horizontal Fall Protection System

Dear Mr. Chattin:

A bid opening was conducted on the aforementioned project on Tuesday July 23<sup>rd</sup>, 2013. Bid proposals have been reviewed from two specialty contractors, including a detailed bid breakdown from the apparent low bidder, see the following Bid Tabulation.

It is our recommendation to award the contract to the lowest responsive bidder, Evan Fall Protection, Inc., 22 Southwest Avenue, Jamestown, RI 02835, for a Contract Amount of \$98,860.00. I have been in contact with Mr. David P. Evangelista, PE, to clarify their bid and confirm his construction team has everything covered in our bidding documents, including certificates of insurance and performance bonds. He assured me they had and look forward to meeting their November 1<sup>st</sup> completion date.

Please review this project and our recommendation with the Bemidji City Council. If approved for construction, we will proceed with an award letter requesting insurance certificates and bonds from the contractor and work with Allen Felix to provide construction contracts for signature and Mike Cronin at the Sanford Center to coordinate the work with Evan Fall Protection.

Sincerely,

MJ Architectural Studios, Inc.

A handwritten signature in black ink, appearing to read 'Michael J. Johnston', written in a cursive style.

Michael J. Johnston, AIA, NCARB, CDT  
President



# BID TABULATION

**Project:** Sanford Center Horizontal Fall Protection  
1111 Event Center Drive SE  
Bemidji, MN 56601

**Project No:** 2013-19

**Owner:** City of Bemidji  
317 4th Street NW  
Bemidji, MN 56601

**Bids Due:** 2:00 P.M., Tuesday, July 23, 2013



<b>Contractor</b>	<b>5% Bid Bond Included</b>	<b>Contract Sum</b>	<b>Contract Time</b>	<b>Acknowledge Addendum #1</b>
Evan Fall Protection Jamestown, RI	Yes	\$98,860.00	11/1/2013	Yes
Hysafe Technology Union Grove, WI	Yes	\$105,900.00	11/1/2013	Yes



# COUNCIL AGENDA ITEM



**Meeting Date:** August 5, 2013  
**Action Requested:** Waive Various City Permit Fees – Habitat for Humanity  
**Prepared By:** Kay M. Murphy, City Clerk *Kay*  
**Reviewed By:** John M. Chattin, City Manager

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The Bemidji City Council has historically waived fees for the Habitat for Humanity as a way to support the creation of affordable housing in Bemidji. Habitat for Humanity will be constructing a home at 714 12<sup>th</sup> Street NW and has requested that the City Council consider waiving the following permit fees:

**Northwoods Habitat for Humanity**  
**Project address: 714 12th Street NW**  
(Building Permit value \$70,000; Mechanical Permit value \$7,750)

Description	Amount	Request to	
		Waive	To be Paid
Building Permit Fee	\$770.00	\$770.00	
State Surcharge	\$34.00		\$34.00
Plan Review	\$250.00	\$250.00	
Addressing Fee	\$50.00	\$50.00	
Mechanical Permit Fee	\$154.00	\$154.00	
State Surcharge	\$4.00		\$4.00
SAC	\$1,830.00		\$1,830.00
WAC	\$845.00		\$845.00
Deferred Utility Assessment			
Erosion Control	\$250.00		\$250.00
Digging Permit	\$50.00	\$50.00	
Water Inspection	\$30.00	\$30.00	
Sewer Inspection	\$30.00	\$30.00	
Water meter	\$265.00		\$265.00
Bituminous repl.			
<b>TOTAL</b>	<b>\$4,562.00</b>	<b>\$1,334.00</b>	<b>\$3,228.00</b>

**Recommendation:**

Waive the building, plan review, addressing fee, digging permit, water & sewer inspection and mechanical fees totaling \$1,334.00 for the Habitat home at 714 12<sup>th</sup> Street NW.



**Officers**

*Judith Reese, President*

*Tim Flathers, Vice President*

*Dave West, Treasurer*

*Jodi Schroeder, Secretary*

**Board Members**

*Mary Auger*

*Thad Bowman*

*Esther Covert*

*Dean Helgeson*

*Andy Mack*

*Jim Pinsonneault*

*Randy Syverson*

*Stan Nelson*

*Laurie Buehler*

*Joan Nelson*

**Our Mission:**

*Building simple, decent, affordable homes in partnership with God's people in need in Beltrami and Clearwater Counties.*

*P.O. Box 1067  
1357 Industrial Park Drive SE  
Bemidji, MN 56619*

*Office:  
218-751-4649*

*ReStore:  
218-444-6398*

*[habitat@paulbunyan.net](mailto:habitat@paulbunyan.net)*

*[bemidjirestore@yahoo.com](mailto:bemidjirestore@yahoo.com)*

*[www.habitatbemidji.org](http://www.habitatbemidji.org)*

*Follow us on Facebook!*



July 31, 2013

Dear Ms. Murphy,

Northwoods Habitat for Humanity is respectfully requesting that the City waive its permit fees of \$1334.00 for our next home. This home will be located at 714 12<sup>th</sup> Street NW.

Since 1990 Habitat for Humanity has built or renovated 41 simple, decent, affordable homes in partnership with families who would otherwise not realize the dream of homeownership. Our 42<sup>nd</sup> home is currently under construction. We value our partnership with the City of Bemidji in regards to increasing taxable properties that bring value to our community.

We truly appreciate the past support of the Council. Continued support will allow us to further our mission of eliminating poverty housing in our community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Geri Hickerson".

Gerri Hickerson, Executive Director  
Northwoods Habitat for Humanity

# COUNCIL AGENDA ITEM



Meeting Date: August 5, 2013

Action Requested: Adopt changes to the Personnel Policies

Prepared By: Teresa Hanson, Administrative Assistant/HR Tech

Reviewed By: John M. Chattin, City Manager

Questions and issues on the Personnel Policies have recently been brought to the Labor Management Committee for discussion and clarification. As a result, changes have been recommended and approved by the Labor Management Committee and are now being presented to the City Council for adoption. The changes include:

## Section 201.602 (E) & (F) – Health / Medical Insurance and Continuation of Benefits

Since the City now has a COBRA Administrator to handle continuation of benefits when the situation arises, verbiage was suggested to reflect the change.

- (E) Continuation~~Termination~~ of Coverage – Coverage under the Plan terminates with the termination of employment or the last day of the month for which the premium is paid. However, coverage may be continued, at the employee's expense, under Minnesota Statute 471.61, Subd. 2b, "Group Benefits for Officers, Employees, and Retirees," which states:
- (F) The City's COBRA (Consolidated Omnibus Budget Reconciliation Act) Administrator will handle continuation benefits when a qualifying event occurs. Employees, their spouse and covered dependents will have the opportunity to continue group health benefits for a period of up to 18 months (certain event COBRA may be extended to 36 months) under the provisions of the Federal COBRA when group health benefits would otherwise end.

### Qualifying events may include:

- Voluntary or Involuntary termination of the covered employee's employment other than by reason of gross misconduct;
- Reduction of hours of the covered employee's employment;
- Change in marital status;
- Death of the covered employee;
- A dependent child ceases to be a dependent under the generally applicable requirements of the plan;
- A covered employee becomes entitled to benefits under Medicare

In the event of divorce or a child's loss of dependent status, the employee or a family member must notify the plan administrator within 60 days of the occurrence of the event.

## Section 201.602 (G) – Renewal of VEBA with Health Reimbursement Arrangement for Active Employees

It was suggested to include verbiage regarding VEBA in the Personnel Policies to eliminate the need for the same verbiage in each of the five Labor Agreements in the future.

(G) **Renewal of VEBA with Health Reimbursement Arrangement For Active Employees** (NOTE: This policy section, or any portion thereof, is superseded when addressed in a separate Labor Agreement)

**Section 1. VEBA:** Effective January 1, 2013, City shall make available a VEBA Plan and Trust described in summary and attached hereto as VEBA Attachment #1 to all qualified bargaining unit members and eligible retirees who exercise their option to enroll in the high deductible health insurance program described in summary and attached hereto as Insurance Attachment #1.

If the Employer maintains a cafeteria plan with a health flexible spending account (an "FSA"), eligible health expenses will be paid from the FSA first, until an individual's FSA account is exhausted and from the VEBA Plan second. The VEBA Plan year will begin and end on the same dates as the high deductible health insurance program.

**Section 2. Benefits provided through the VEBA:** Employer shall provide the Health Reimbursement Arrangement for Active Employees as described in the VEBA Plan and Trust.

**Section 3. Administration and Investment Fees and Expenses.** Administration fees under the Premium Saver Option shall be paid by the Employer. The participant directs the investment of his or her account in mutual funds made available through SelectAccount. Investment Fees are paid from the accounts of participants who choose to invest.

When an individual is no longer entitled to contributions under the VEBA (for example, if they enroll in other health coverage) or if they terminate employment, administration and investment fees shall be paid from individual's account in the VEBA. Administration and investment fees are subject to change as employer negotiates new administration arrangements.

All participants in the VEBA shall be enrolled in the Crossover Program, in which claims paid by employees for uninsured medical expenses are automatically reimbursed from the VEBA if the employee has funds available in their account. Participants in the VEBA who do not wish amounts to be automatically debited from their VEBA accounts may opt out of the Crossover Program.

**Section 4. Employer Contributions to the Health Reimbursement Arrangement for Active Employees:**

**Subd. 1. Contributions to the Active Employees' Plan:** Employer will make monthly contributions to individual accounts under the health reimbursement arrangement (VEBA and/or HSA) for qualifying non-union members in accordance with the following schedule:

\$100 for each qualified employee who elects single coverage under the group health plan described in Subdivision 2; and

\$100 for each qualified employee who elects family coverage under the group health plan described in Subdivision 2.

Contribution amounts for any union bargaining unit will be determined by Labor Agreement (union contract).

All contributions on behalf of a VEBA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan in subdivision 2 below. If participant dies without a spouse or legal dependent for federal tax purposes, and to the extent required to protect the tax status of the health reimbursement arrangement, amounts remaining in the participant's account shall be forfeited and applied to reduce administrative expenses or future Employer contributions to the Plan.

Subd. 2 High Deductible Health Plan: Employer shall make available a high-deductible health plan described in summary and attached hereto as Insurance Attachment #1 to all qualified bargaining unit members who elect to participate in said plan.

The parties understand that the high deductible health plan described in summary and attached hereto as Insurance Attachment #1 provides that deductibles and out-of-pocket maximums may be increased each year to keep pace with inflation.

#### VEBA Attachment #1

The VEBA Plan and Trust is intended to constitute a Voluntary Employees' Beneficiary Association under Section 501(c)(9) of the Internal Revenue Code. It is comprised of two documents, as follows:

- 1) The Minnesota Service Cooperatives Employee Benefits Trust Agreement, originally effective June 30, 2002 and as restated effective November 1, 2007, by and among Minnesota Service Cooperative VEBA Committee and MG Trust Company, Trustee. The Trustee may be replaced from time to time in accordance with laws and best practices for competitive bidding of governmental contracts.
- 2) The Minnesota Service Cooperative VEBA Plan. The Plan is administered by MII Life, Incorporated, dba SelectAccount. The administrator may be replaced from time to time in accordance with laws and best practices for competitive bidding of governmental contracts.

#### Insurance Attachment #1

##### High Deductible Plans Available:

<b>VEBA 100 PLANS</b>		
<u>Deductible</u>	<u>Calendar Year Plan Number</u>	<u>Plan Year Plan Number</u>
<u>\$5000 single ded/\$10K family ded</u>	<u>X 850</u>	<u>835</u>
<u>\$3125 single ded/ \$6250 family ded</u>	<u>X 860</u>	<u>836</u>
<u>\$2600 single ded/ \$5200 family ded</u>	<u>X 833</u>	<u>837</u>

## Section 201.607 (A) – Flexible Spending Account

Due to IRS updates, the following change was recommended:

- (A) Flexible Spending Account– The City has a Flexible Spending Account (FSA) integrated into the Plan. The FSA plan is for employees who choose to pay for certain medical and day care expenses on a pre-tax basis. The employees must declare the amount he/she wishes to pay on a pre-tax basis each year. The total amount declared by the employee will be withheld from the first two paychecks of the month. ~~The maximum advance~~ Employees may request the maximum IRS-allowed contribution amount for medical/health care expenses. ~~is \$6,000 and t~~ The maximum amount for daycare expenses is \$5,000. When expenses are incurred, the employee shall complete a reimbursement voucher in order to receive reimbursement for the expenses from the plan administrator. If at the end of the year the employee's actual expenses are less than the estimated expenses, the employee shall forfeit those funds. Claims may be made up to 90 days after yearend or retirement date, whichever is earlier. Reimbursement forms can be obtained in the Finance Office.

## Section 201.607 (H) – Employee Recognition Policy

Staff recommended establishing a policy regarding employee recognition when a co-worker leaves employment. Currently employees make monetary donations to cover the expense of such events (cake, beverages, supplies, etc.) as well as a gift for that person.

- (H) Employee Recognition – The City will sponsor cake and refreshments (up to \$50) for employees who have completed probation and resign in good standing. The City will sponsor cake and refreshments (up to \$100) for retiring employees. In addition, retiring employees will receive:

- 10-14 years of service – award with a value up to \$50
- 15-20 years of service – award with a value up to \$100
- 21+ years of service – award with a value up to \$150

Funds will come from the budget of the department for which the employee works. Any additional food, refreshments, gifts or activities will be employee-paid.

## Section 201.309 (E) – Lunch & Rest Breaks

Change proposed by the Wellness Committee to encourage physical activity during the workday {add Subsection (E) to Section 201.309} as part of the Physical Activity Policy:

- (E) Department heads may allow for the combining of breaks to accommodate departmental and/or employee needs and/or to encourage physical activity (see Section 201.905 – Physical Activity Policy on page 57), but not to shorten the employee's workday.

## **Section 201.905 – Physical Activity Policy**

The Wellness Committee proposed a policy be established.

### **201.905 – Physical Activity Policy**

(A) **Mission Statement:** The City of Bemidji, through its Wellness Committee, recognizes employee wellness is critical for successful delivery of city services. To that end, the City of Bemidji will foster a workplace environment that promotes a diversity of wellness activities, educates and encourages all employees to make healthy lifestyle choices and seeks increased employee participation in wellness activities.

(B) **Vision:** To create and sustain a healthy work culture that educates, motivates, and empowers City Staff to adopt and maintain healthy lifestyle behaviors.

(C) **Physical Activity Policy:**

The City of Bemidji supports the effective use of walking meetings. Walking meetings are most effective when there are three or fewer individuals involved and the topic doesn't require handouts or extensive note-taking.

Staff must follow the current human resources dress code policy. However, employees are encouraged to keep a pair of walking shoes at their desks to allow for a walk break or walking meeting.

The City of Bemidji has made accessible maps that identify outdoor walking routes, including identification of paved community walking trails.

Through the city employee newsletters, you will find opportunities regarding physical activity at least quarterly.

Physical activity is encouraged during rest and lunch breaks: Walking, fitness club workouts, weight training (see Section 201.309 – Lunch & Rest Breaks policy on page 20).

Some typographical, punctuation, grammatical, spacing and other minor corrections have also been made to the policies.

### **Recommendation:**

Adopt the changes to the Personnel Policies as approved and recommended by the Labor Management Committee.

## **COUNCIL AGENDA ITEM**



Meeting Date: August 5, 2013

Action Requested: Approve Consultant for Archaeological Services for Paul Bunyan/Library Park

Prepared By: Marcia Larson, Parks and Recreation Director *me*

Reviewed By: John Chattin, City Manager *jc*

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### **Background**

Requests for Proposals (RFP) for Archaeology Services – Phase I for Library/Paul Bunyan Park were sent out with a deadline of July 17, 2013. Of the four firms contacted, one proposal was submitted. The RFP identified several areas of the park where development is planned to occur including the area around the Carnegie Library, the area where the Chief Bemidji Platform will be installed; the undeveloped “flats” area as well as the more highly developed area around the tourist information center and to the south.

A phase I archaeological study will need to be completed in order to develop the park. The Chief Bemidji Platform is currently being designed and is planned to be installed this fall. The Phase I study will need to be completed prior to construction of the platform. The Phase I will identify archaeological or cultural sites in the park that will impact park development.

The 106 Group submitted a proposal to conduct archaeological service for Paul Bunyan/Library Parks for a total cost of (not to exceed) \$28,820.

The cost of the proposal includes Phase I services for the Carnegie Library Project at a cost of \$4,710.00. The Carnegie Library Committee will be reimbursing the City for those costs.

### **Financial/Budgeting**

The consultant costs for developing a master plan for Paul Bunyan/Library Parks will be paid through the ½ cent sales tax. There is approximately \$721,000 of sales tax funds allocated to Paul Bunyan and Library Park for park development.

Copies of the full proposal submitted are available in the City Clerk's office or at my office.

### **Recommendation:**

Approve hiring 106 Group for a cost of \$26,820 to provide Phase I Archaeological Services for the Paul Bunyan/Library Park Master Planning Park Development Project.