

# CITY COUNCIL PROCEEDINGS

## BEMIDJI, MINNESOTA

### Regular Meeting – August 5, 2019

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, August 5, 2019 at 6:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding.

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

Staff Present: City Manager Nate Mathews, City Attorney Alan Felix, Public Works Director/City Engineer Craig Gray, Parks & Recreation Director Marcia Larson, Community Development Director Steven Jones, City Clerk Michelle Miller

#### **AMENDMENTS TO AGENDA**

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

#### **MINUTES**

The following minutes were presented for approval:  
Council Meeting: July 15, 2019

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

#### **CONSENT AGENDA**

Staff requested that a Resolution Approving the Site and Alcohol for the End of Summer Community Block Party for the Church of St. Philip be added to the consent agenda. Meehlhause requested travel authorization to Grand Forks on August 7 be added to the consent agenda. The following Consent Agenda items were presented for approval. **Motion by Johnson, seconded by Rivera, to approve the Consent Agenda items as follows:**

- 1) Claims Submitted by Finance Officer in the amount of \$971,464.93
- 2) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$110,594.10
- 3) General Business License Approvals for 2019
- 4) Approve Temporary Liquor Permit Requests
- 5) Approve Special Event Permit for Church of St. Philips (Street Closure-Block Party)
- 6) Approve Special Event Permit for BSU Homecoming Parade (Street Closure)
- 7) Approve Special Event Permit for Evergreen Suicide Run/Walk/Skate (Street Closure)
- 8) Approve Special Event Permit for Headwaters Shrine Parade (Street Closure)
- 9) Approve Special Event Permit for Bemidji Brewing (Amplified Sound)
- 10) **RESOLUTION NO. 6239:** Approving Temporary Off-Premises Alcohol Permit for Bemidji Brewing
- 11) **RESOLUTION NO. 6240:** Authorizing Execution of Grant Contract (Auto Theft Prevention)
- 12) Declare 1992 Ladder Truck Surplus and Disposal
- 13) Approve City Social Media Policy
- 14) Approve Quote for New Air Handler HVAC to Naylor Heating (\$69,963.00)
- 15) Approve Creative Minnesota Economic Impact Study
- 16) **RESOLUTION NO. 6238:** Ordering the Securing of a Vacant Building Located at 812 Irvine Ave NW
- 17) **RESOLUTION NO. 6241:** Approving the Site and Alcohol for the End of Summer Community Block Party for the Church of St. Philip
- 18) Travel Authorization – MRCTI Annual Meeting – September 17-19 – Albrecht
- 19) Travel Authorization – All-Electric School Bus Meeting – August 7 - Meehlhause

**Motion carried by unanimous vote.**

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

No appearance.

#### **REPORTS**

Eischens reviewed the 2019 Summary Financial Report. He stated that the 2018 Audit reports on the finances of the City as well as processes, policies and procedures.

Jon Roscoe, Miller McDonald, reviewed the 2018 Audit Report. No major deficiencies were reported. There were a couple of recommendations made regarding policies and procedures that city staff will be following up on.

**OLD BUSINESS**

**Consider Carnegie Lease Agreements (Jaycees & Great Northern Counseling)**

Mathews stated that, through discussions with potential tenants and with council direction, lease agreements were drafted for the lease space located in the Carnegie Library. The term of the leases will be 16 months beginning in September 1, 2019. This term will allow the City and the tenants to determine a bench mark for the cost of the utilities in the renovated spaces.

**Motion by Meehlhause, seconded by Rivera approving the Carnegie Lease Agreements between the City of Bemidji and Bemidji Jaycees and Greater Northern Counseling Services. Motion carried by unanimous voice vote.**

**NEW BUSINESS**

**Consider MOU Between City and Bemidji Rotary Club (North Country Park)**

Marcia Larson, Parks & Recreation Director, stated that the Bemidji Rotary Club has agreed to assist the Parks Department with a Playscapes Project at North Country Park. They would help with the design, a public engagement process and the development of a fundraising plan. Additionally, the Rotary Club is committed to raising \$30,000 for the project. A Playscapes project incorporates both natural and manmade elements to the design. As a part of the planning and design for the project, budget and funding options will be identified. The Parks Department anticipates using the 2020 Capital Improvement funds up to \$50,000. The goal for construction of the project is summer/fall of 2020. A committee will be formed and will be reporting to the council with any grant applications and budget and design approvals.

Council discussed the following:

- Erickson expressed concern of not putting a cap to the City’s portion of the project. She is also concerned of the possibility of needing to cut back on a proposed plan that could exceed the amount paid by the city.
- Meehlhause stated that he anticipates the group to come up with a design within the proposed budget.

**Motion by Erickson, seconded by Beard approving the MOU with the Bemidji Rotary Club for the North Country Park Playscapes project with a city contribution not to exceed \$50,000.**

Meehlhause stated he does not believe the approval of the MOU and the city limiting its contribution to the park should be part of the same motion or conversation. This MOU is stating that it is committing to raising funds and helping with the development of the park. Meehlhause stated he would rather the motion be separated into two actions.

Erickson withdrew her motion.

**Motion by Erickson, seconded by Meehlhause approving the MOU as presented between the Bemidji Rotary Club and the City of Bemidji for the North Country Playscapes project. Motion carried by unanimous voice vote.**

**Motion by Erickson, seconded by Meehlhause approving the city’s contribution for the North Country Park Playscapes project for an amount not to exceed \$50,000 to be paid out of the 2020 Capital Improvement Parks & Recreation Fund. Motion carried by unanimous voice vote.**

**Consider Quotes for Playground Equipment (Gordon Falls Park)**

Larson stated that Gordon Falls is currently under construction. Request for proposals were solicited for playground equipment that included equipment that exceeds ADA requirements for accessibility and include inclusive play components; structures for 2-5 years of age, one for 5-12 years of age, fits within the designed play container and includes surfaces for both resilient surfacing and ADA compliant mulch at a total cost not to exceed \$90,000. Four vendors submitted five proposals as follows:

Flagship Recreation Option 1	\$88,039.28
Flagship Recreation Option 2	\$89,191.62
Minnesota Wisconsin Playground	\$90,000.00
St. Croix Recreation Fun Playgrounds	\$89,997.27
Webber Recreational Design Inc.	\$73,462.26

The Parks and Recreation Commission reviewed the designs and based on the above specifics recommends the proposal from Flagship Recreation Option 1 in the amount of \$88,039.28, based on the play value, creativity of the elements, the use of the resilient surfacing and inclusive elements and completeness of the proposal and overall color and design. While the Webber proposal is lower, they included less resilient surfacing which could account for the difference.

**Motion by Meehlhause, seconded by Thompson awarding the quote to Flagship Recreation Option 1 in the amount of \$88,039.28 for the Gordon Falls Park Playground Equipment. Motion carried by unanimous voice vote.**

Consider MOU Between the City and the Bemidji Rotary Club for Gordon Falls Park

Larson stated that the Bemidji Rotary Club has agreed to assist the Parks and Recreation Department with the installation of the Gordon Falls playground equipment. This MOU outlines the responsibilities of the Rotary Club for this project.

**Motion by Meehlhause, seconded by Erickson approving the MOU as presented between the Bemidji Rotary Club and the City of Bemidji for the Gordon Falls Park playground equipment installation. Motion carried by unanimous voice vote.**

Consider Skyline Village Manufactured Home Park Evacuation Plan

Felix stated that under Minnesota Statutes the Skyline Village Manufactured Home Park shall provide a safe place of shelter or evacuation plan for park residents. The statute states that the shelter or evacuation plan must be approved the municipality. Skyline Village officials have identified Mount Zion Church as a safe place in the event of an emergency. However, this is located approximately two miles from the park. Staff is recommending that council refer the proposed evacuation plan for review by Emergency Management Team members, building and fire officials and a local MDH official to provide a recommendation to council for an approved shelter for the park.

**Motion by Erickson, seconded by Beard referring the proposed Skyline Village Manufactured Home Park Evacuation Plan to City Staff, including Emergency Management Team Members, City Building and Fire Officials and the Responsible Local MDH Official, for their Comprehensive Review and Recommendation Respecting the Plan and Design on an Approved Designated Emergency Shelter for the Park. Motion carried by unanimous voice vote.**

**UPCOMING COUNCIL MEETINGS**

- |                      |           |  |
|----------------------|-----------|--|
| • Thursday, August 8 | 4:30 p.m. | Public Works Committee<br>(Beard, Erickson, Thompson)                        |
| • Monday, August 12  | 5:30 p.m. | Work Session – MnDOT (197)   |
| • Monday, August 19  | 5:00 p.m. | Special Work Session (Rail Corridor Update)                                  |
| • Monday, August 19  | 6:00 p.m. | Council Meeting  |
| • Monday, August 26  | 5:30 p.m. | Work Session (Police Dept. Strategic Plan &<br>Council Committee Discussion) |

**COUNCIL/STAFF REPORT**

- Council members provided updates on current events and meetings.

**ADJOURN**

There being no further business, motion by Meehlhause, seconded by Rivera, to adjourn the meeting. Motion carried. Meeting adjourned at 7:53 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk