

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – September 15, 2014

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, September 15, 2014 at 7:00 p.m. in the Council Chambers of City Hall, Mayor Albrecht presiding.

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

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

PROCLAMATION

Mayor Albrecht proclaimed September 15-20, 2014, as Suicide Prevention Week in Bemidji.

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. Erickson requested an update regarding Wee Gwaus Drive. **Motion by Erickson, seconded by Johnson, to approve the agenda as amended. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Council Meeting	September 2, 2014
Sp Work Session	September 2, 2014
Work Session	September 8, 2014

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 Johnson, seconded by Thompson, to approve the Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the amount of **\$969,946.51**
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of **\$42,381.75**
3. General Business Licenses New and/or Renewals for 2014
4. **RESOLUTION NO. 5907:** Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls, and Establishing a Date for Public Hearing for City Project #14-01 (2014 Street Renewal Project)
5. Travel Authorization – LMC Regional Meeting in TRF 10/28/14 - Erickson

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

No one appeared.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission – Marshall Petri, BYA representative, reported that at the Commission's recent meeting they finalized this year's events as well as liaison duties. BSU Student Senate – Jenna Long, Co-President, stated that the BSU Student Senate has been working with the BSU President as well as city staff to find a resolution to their safety concerns at the intersection of 19th Street and Birchmont Drive. She reported that they are completing elections for Student Senate to fill ten vacancies.

PRESENTATION

Medical Cannabis Manufacturing

Jake Chernugal presented information on a proposal for a medical cannabis manufacturing facility to be located in city limits. He stated that they have applied to be one of two locations in Minnesota where marijuana plants will be grown and processed for the medical cannabis program approved by the Legislature earlier this year. Medical cannabis is for patients with illnesses such as cancer, severe chronic pain, HIV, AIDS, Tourette's Syndrome, seizures and people with terminal illness, etc. He then described the process of manufacturing, distilling and distribution of the product. Chernugal stated that if they are unsuccessful in securing the manufacturing site, they will continue to work with other

manufacturers to dispense through MedSave. Discussion followed regarding the proposed location, product pricing, and disposal of waste.

OLD BUSINESS

Request for Proposals - Executive Search Firm

Erickson stated that the County replaced their administrator internally and she would like to have an internal search to see if there are interested employees and did not see the need to spend the money on a search firm.

Albrecht stated that the city manager job description will need fine-tuning and she would like a search firm to provide a pool of candidates for the Council to consider.

Motion by Erickson, seconded by Johnson, to delay the RFP process until an internal or local search for a city manager has been done. After discussion, Erickson withdrew her motion.

Felix stated that a proposal from a search firm is not a contract but is good for a set number of days, i.e., 60 days.

Motion by Erickson, seconded by Olson, to do an internal search for a city manager and also send out a request for proposal from executive search firms. Motion carried with the following vote: Ayes: Olson, Thompson, Johnson, Erickson. Nays: Hellquist, Albrecht, Meehlhause.

The City Council directed staff to send out the current job description for the City Manager position as well as job descriptions from comparable cities. A special work session will be held to review the job description on October 6, 2014 at 5:30 p.m. Meehlhause suggested that Department Heads may want to weigh in on the City Manager's job description. Council concurred.

Update on Wee Gwaus Drive

Chattin reviewed a traffic analysis report provided by the Police Department. The Police Department positioned the radar trailer along Wee Gwaus and it recorded approximately 100 cars a day with the average speed of 38 mph. Chattin stated that a couple of warning tickets have been issued. He stated as a comparison, Norton Avenue gets approximately 1,000 cars a day.

Erickson state that she believes no further action beyond police patrol is required.

NEW BUSINESS

Tax Increment Financing Request from JT Properties, LLC

Chattin stated that the City has received a request from JT Properties, LLC for Tax Increment Financing (TIF) for their University Heights project. Staff have checked with Stephanie Galey who provided an estimated cost for a TIF consultant in the amount of \$25,000. Chattin suggested that the Council may want to consider modifying the application process for TIF, eliminating the financials reviewed by outside firms. He stated that the current process is difficult and expensive.

Motion by Meehlhause, seconded by Thompson, to seek requests for proposals for a tax increment consultant. Motion carried unanimously.

ORDINANCES

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Amending the 2014 Fee Schedule Ordinance by Adoption of an Electric and Gas Utility Franchise Fee Increase from 4.5% to 5.0% of Monthly Gross Receipts. Mayor Albrecht opened the Public Hearing at 8:37 p.m., hearing no comments the public hearing was closed.

AN ORDINANCE Amending the 2014 Fee Schedule Ordinance by Adoption of an Electric and Gas Utility Franchise Fee Increase from 4.5% to 5.0% of Monthly Gross Receipts was given a second reading.

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property) (Mathew Hemstad). Mayor Albrecht opened the Public Hearing at 8:38 p.m., hearing no comments the public hearing was closed.

