

BEMIDJI CITY COUNCIL AGENDA

Monday, September 19, 2016

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



- ROLL CALL
- PLEDGE OF ALLEGIANCE TO THE FLAG
- PROCLAMATION: Reflexology Awareness Week, September 19-25
- AMENDMENTS TO AGENDA

I. MINUTES

- 1) Regular Council: September 6, 2016
Work Session: September 12, 2016

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 \$639,093.53
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$44,169.49
- 4) Miscellaneous Business Licenses
- 5) Award of a Quote - 2016 ECO Class Jetter from Flexible Pipe & Tool Company in the amount of \$54,893 (includes tax & license)
- 6) Approval of Written Internal Control Policy over Financial Management Involving Federal Grants
- 7) Resolution Designating Four 15-minute Parking Spaces on Birchmont Drive NE (1805 Birchmont Drive NE)
- 8) Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls and Establishing a Date for Public Hearing for City Project #16-01
- 9) Resolution Declaring Costs to be Re-Assessed, Ordering Preparation of Proposed Assessment Rolls and Establishing a Date for Public Hearing for City Project #06-02 (Birchmont Drive)

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 **4 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.**

Bemidji—Regional Center Amenities with Small Town Character

IV. REPORT(S)

- Bemidji Youth Advisory Commission
- Librarian's Report – Sherilyn Brumback, Branch Manager

V. ORDINANCES

- 10) Final Reading of an Ordinance Amending Ordinance No. 75, 3rd Series, Chapter 12, Article XXV, Sec. 12-1442 of the Bemidji City Code Relation to Lodging Tax Extension
 - Authorization to Publish Summary
- 11) Final Reading of an Ordinance Amending an Uncoded Section of the Bemidji City Code Pertaining to the Vacation of a Paper Street (Wagner Avenue NW)
 - Authorization to Publish Summary

VI. UPCOMING MEETINGS

- Monday, Sept. 26 5:30 p.m. Sp Work Session – Venuworks/Sanford Center
- Monday, Oct. 3 6:00 p.m. Council Meeting
- Monday, Oct. 10 5:30 p.m. Work Session - TBD

VII. MAYOR AND COUNCIL REPORTS

- Please limit your committee reports to 4-5 minutes

VIII. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – September 6, 2016

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Tuesday, September 6, 2016 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, Johnson, Hellquist, Olson, Erickson, Larson

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

PROCLAMATION

Mayor Albrecht proclaimed the following events:

- Dementia Awareness Week – September 18-24, 2016
- Suicide Prevention Month – September, 2016
- Paul Bunyan Trail Day – September 10, 2016

AMENDMENTS TO AGENDA

Mayor Albrecht called for any amendments to the agenda. Staff requested that item #11 regarding the contract amendment for Paul Bunyan Park be removed from the agenda. **Motion by Olson, seconded by Johnson, to approve the agenda as amended. Motion carried by unanimous vote.**

MINUTES

The following minutes were presented for approval:

Council Meeting	August 15, 2016
Sp. Work Session	August 22, 2016
Joint Sp. Meeting	August 22, 2016

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

1. Claims submitted by the Finance Officer in the total amount of \$1,728,780.13
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$21,349.36
3. 3.2 On Sale Beer and Wine Licenses – MUY Pizza Minnesota LLC d/b/a Pizza Hut
4. Declared 2000 Dodge ½ ton 2-wheel drive pickup as Surplus Equipment - WWTF
5. **RESOLUTION NO. 6025:** Approving State of Minnesota Joint Powers Agreements with the City of Bemidji on Behalf of its Police Department Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC)
6. **RESOLUTION NO. 6026:** to Repair or Remove Structure(s) Located at 303 29th Street NW

7. Acceptance of a DNR – Fire Assistance Grant in the amount of \$5,000 – Fire Dept.
8. Travel Authorization – CGMC Fall Retreat – October 13-14 in Hutchinson - Johnson

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

No one appeared.

COMMITTEE REPORTS

Bemidji Youth Advisory Commission – Rachel Munson introduced herself as the new advisor to the Bemidji Youth Advisory Commission

NEW BUSINESS

2016 Tax Levy

Eischens reviewed the 2017 preliminary tax levy noting that due to the value of new construction and annexed properties, the effective tax increase will be approximately 3.2%. He noted that should the State Legislature hold a special session and the City receive the \$106,000 of LGA that was in the tax bill, it would decrease the levy by approximately 2%.

RESOLUTION NO. 6027: Approving Preliminary 2016 Tax Levy Collectible in 2017 in the amount of \$5,379,747 and Setting the Truth in Taxation Hearing Date on December 5, 2016 at 6:00 p.m. or soon thereafter was offered by Councilmember Hellquist, who moved its adoption, and upon due second by Councilmember Larson was passed by unanimous vote.

Parking Request

Councilor Meehlhause stated that he was approached at the owner of the Bridgeman Center regarding parking along the corner of 15th & Bemidji Avenue. Meehlhause also stated that he visited with the neighbors who had no problem with the change to 1-hour parking. Gray noted that currently some of the parking is designated one hour.

RESOLUTION NO. 6028: Designating 1-Hour Parking on 15th Street NE from Bemidji Avenue North to Bixby Avenue NE was offered by Councilmember Meehlhause, who moved its adoption, and upon due second by Councilmember Erickson was passed by unanimous vote.

Fire Station No. 1 Water Line Project (#16-08)

Mathews stated that the City received a \$95,160 grant to install a sprinkler system in Fire Station No. 1. In order to do this a new water line must be extended into the building from 4th Street. The project was designed by City staff and the following two quotes were received:

Sparky's Construction	\$34,957.00
Reierson Construction	\$37,002.75

Gray noted that the grant requires a 10% local match and this project will qualify as such. The project is not in the current capital improvement plan but is proposed to be funded from the water utility fund.

Motion by Erickson, seconded by Olson, to award the quote for the Fire Station No. 1 Water Line project (#16-08) to Sparky's Construction in the amount of \$34,957. Motion carried unanimously.

ORDINANCES

Pursuant to published notice, a Public Hearing was held to receive input regarding Amending Ordinance No. 75, 3rd Series, Chapter 12, Article XXV, Sec. 12-1442 of the Bemidji City Code Relation to Lodging Tax Extension. Mayor Albrecht opened the Public Hearing at 6:27 p.m., hearing no comments the public hearing was closed.

AN ORDINANCE Amending Ordinance No. 75, 3rd Series, Chapter 12, Article XXV, Sec. 12-1442 of the Bemidji City Code Relation to Lodging Tax Extension was given a second reading.

Vacation of Wagner Avenue

City Attorney Felix stated that the request to vacate this street came through discussions with the City Engineer and the developer. He explained the process used when vacating public property. City Engineer Gray commented that the County Engineer was in favor of the vacation to eliminate three accesses onto 15th Street in such a small area.

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Amending an Uncoded Section of the Bemidji City Code Pertaining to the Vacation of a Paper Street (Wagner Avenue NW). Mayor Albrecht opened the Public Hearing at 6:33 p.m.

The following residents spoke to the matter:

- Zada Shindelar, 1601 Norton Avenue NW, stated she needs access on the backside of her property. Felix stated that the City cannot grant or reserve private easements and suggested that she negotiate with Mr. Kloha.
- Linda Binkley, 1701 Norton Avenue NW, wondered who will be surveying the land. Staff responded that it is up to owners to survey. Gray stated that the Binkley property will not be affected by the vacation.
- Mark Bessler, 1617 Norton Avenue NW

Hearing no further comments, Mayor Albrecht closed the Public Hearing at 6:42 p.m.

AN ORDINANCE Amending an Uncoded Section of the Bemidji City Code Pertaining to the Vacation of a Paper Street (Wagner Avenue NW) was given a second reading.

UPCOMING COUNCIL MEETINGS

- Monday, Sept. 12 5:30 p.m. Work Session – Closed to Review Liquor Store Property Appraisals
- Monday, Sept. 19 6:00 p.m. Council Meeting

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.
- It was noted that the Paul Bunyan Park dedication will be held on September 17 as part of the Worldwide Day of Play.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Hellquist, to adjourn the meeting. Motion carried. Meeting adjourned at 6:58 p.m.

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – September 12, 2016

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, September 12, 2016, at 5:30 p.m. in the Conference Room of City Hall, Mayor Pro-tem Johnson presiding.

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

Staff Present: City Manager Nate Mathews, City Attorney Alan Felix, Finance Director Ron Eischens, Liquor Superintendent Kevin Fenner, City Clerk Kay Murphy

Mayor Pro-tem Johnson stated that the purpose of the work session was to discuss potential land acquisitions for liquor operations.

Motion by Olson, seconded by Meehlhause, to close the meeting in accordance with Minnesota Statute Section 13D.05, Subd. 3 for the purpose of reviewing confidential or non-public appraisal data relating to the acquisition of real property, as well as to develop or consider offers or counter-offers for the purchase of said property. Motion carried unanimously. Meeting closed at 5:31 p.m.

Motion by Hellquist, seconded by Meehlhause, to reopen the meeting at 6:25 p.m. Motion carried unanimously.

ADJOURN

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

Respectfully submitted,

Kay M. Murphy
City Clerk

Bill List Summary

September 19th, 2016

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
20296 - 20381	See Attached List	<u>639,093.53</u>
		\$ 639,093.53
	TOTAL	\$ 639,093.53

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 09/15/2016 - 9:46AM
Warrant Request Date: 09/20/2016
DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	3D Specialties, Inc	000020296	427.78
2	Able Hose & Rubber, Inc.	000020297	842.62
3	Albrecht, Rita	000000000	282.40
4	Ameripride	000000000	718.73
5	Artisan Beer Company	000020298	608.00
6	Automatic Systems Co.	000020299	1,550.60
7	Avenet, LLC	000020300	3,445.00
8	Baker & Taylor	000000000	133.12
9	Bargen Inc.	000020301	8,251.00
10	Bellboy Corporation	000000000	144.00
11	Beltrami County Auditor/Treasurer	000020302	188.42
12	Bemidji Bituminous Inc	000020303	283.20
13	Bemidji Coca-Cola Bottling Co, Inc	000020304	505.08
14	Bemidji Coop Ass'n, Inc.	000020305	513.98
15	Bemidji Curling Club	000020306	16,052.96
16	Bemidji Paper Sales, Inc.	000000000	1,220.99
17	Bemidji Welders Supply, Inc.	000020307	10.11
18	Bernick's	000000000	21,176.42
19	Bluefin Payment Systems	000000000	1,184.69
20	Bobcat of Bemidji	000000000	14.25
21	Bonded Lock & Key of Bemidji	000020308	7.90
22	Books 'N More	000020309	23.00
23	Breakthru Beverage Minnesota Wine & Spirits, LLC	000020310	15,713.76
24	Bright House Networks, LLC	000020311	30.00
25	Buy Line	000020312	256.00
26	CGMC-Coalition of Greater Mn Cities	000020313	60.00
27	City of Bemidji	000000000	3,040.00
28	Crazy About Cleaning	000000000	745.00
29	D & D Beverage, LLC	000000000	1,443.50
30	D-S Beverages	000020314	42,947.02
31	Dick's Plumbing & Heating, Inc	000020315	35,379.00
32	FleetPride, Inc.	000020316	24.08
33	Forestedge Winery	000020317	1,638.00
34	Forum Communications Company	000000000	619.20
35	Frenzel Construction, Inc.	000020318	5,860.00
36	Gaslin Garage Door	000020319	585.00
37	Gopher State One-Call	000000000	1,052.15
38	Grand Forks Fire Equipment LLC	000000000	2,279.64
39	Guardian Pest Control, Inc	000020320	93.47
40	HBI Radio Bemidji	000020321	540.00
41	HD Waterworks Supply	000020322	2,094.19
42	Henry's Waterworks, Inc.	000020323	1,942.62
43	Ink Spot Press	000020324	260.17
44	Jim Hirt Trucking, Inc	000020325	1,553.47
45	JOBSHQ	000020326	618.00

Page Total:

\$176,358.52

Line	Claimant	Voucher No.	Amount
46	Johnson Bros., Inc.	000020327	35,427.18
47	Karvakko, P.A.	000000000	3,750.00
48	Kevin Thomas Logging	000020328	14,881.85
49	L & M Supply, Inc.	000020329	929.49
50	Larry's Machine Shop	000020330	218.96
51	Lawson Products, Inc.	000020331	502.11
52	League of MN Cities	000020332	13,476.00
53	League of MN Cities-Mayors Ass'n	000020333	30.00
54	League of MN Insurance Trust	000020334	191.21
55	Locators & Supplies, Inc.	000000000	155.15
56	M&T Excavating, Inc.	000020335	12,239.75
57	Macqueen Equipment, Inc.	000000000	2,607.79
58	Magnuson, John	000020336	521.25
59	Maney Int'l of Alexandria, Inc.	000020337	91.40
60	Marco, Inc.	000000000	62.84
61	Mathews, Nathan	000000000	261.48
62	McKinnon Co., Inc.	000020338	9,997.63
63	McMaster-Carr Supply Co.	000000000	142.23
64	Menards-Bemidji	000000000	263.28
65	Metson, Alex	000020339	4,400.00
66	Mid-American Research Chemical	000020340	172.39
67	MN Dept of Labor & Industry	000020341	60.00
68	MN Dept of Revenue ACH	000000000	64,648.00
69	MN Dept of Transportation	000020342	1,207.44
70	MN Valley Testing Lab, Inc.	000000000	35.00
71	NAPA Auto Parts	000000000	187.42
72	Nature's Edge Garden Center	000020343	202.50
73	Nei Bottling, Inc.	000020344	151.00
74	Nor-Son, Inc	000020345	160,080.79
75	North Country Business Product	000000000	86.34
76	Northdale Oil Inc.	000020346	382.50
77	Northwoods Ice, Inc.	000020347	376.80
78	Paramount Installers, LLC	000020348	3,180.00
79	Paul Bunyan Communications	000020349	1,555.74
80	Paul Bunyan Mini Storage	000020350	69.00
81	Pederson, Jake	000000000	116.76
82	Pete's Place South	000020351	100.00
83	Phillips Wine & Spirits	000020352	18,110.40
84	Port-O-Wild Security, Inc.	000000000	759.00
85	Postmaster	000020353	1,711.72
86	Praxair Distribution Inc	000020354	162.18
87	PS Mow & Snow Co	000020355	130.00
88	Railroad Management Co III,LLC	000020356	176.86
89	Recycle Technologies, Inc.	000020357	718.84
90	Red Power Diesel Service, Inc.	000020358	177.48
91	Reedsburg Hardware Company	000020359	314.48
92	Richards Publishing Company	000020360	882.24
93	RMB Environmental Laboratories, Inc.	000020361	405.00
94	RMC Truck Parts	000020362	59.14
95	Roger's Two Way Radio, Inc.	000020363	11,616.80
96	Sadeks Repair & Welding, Inc.	000020364	290.58
97	Safe Sitter, Inc.	000020365	93.50
98	Sanford Health Occupational Med.	000020366	209.00
99	Select Account -City of Bemidji	000000000	267.14
100	Skumave, Kori	000000000	82.89
101	Southern Glazer's Of MN	000020367	15,248.64
102	Southside Tow & Rec, Inc	000020368	647.25

Page Total: \$384,824.42

Line	Claimant	Voucher No.	Amount
103	Spee-Dee Delivery Service, Inc.	000020369	147.91
104	Staples Advantage	000020370	1,920.72
105	Structures Unlimited, LLC	000020371	15,620.00
106	Sunshine Filters of Pinellas, Inc.	000020372	775.16
107	Superior Outdoor Solutions	000020373	1,885.00
108	TDS Metrocom-MN	000000000	885.73
109	TG Sales & Services	000020374	8,450.00
110	Thunderbird Graphics	000020375	169.92
111	TransUnion Risk and Alternative	000020376	25.00
112	Vantiv Integrated Payments Solution	000000000	95.69
113	Vinocopia, Inc.	000000000	560.00
114	Visu-Sewer, Inc.	000020377	18,278.00
115	Waste Management of WI-MN	000020378	3,316.19
116	Wells Fargo-ACH	000000000	17,430.87
117	Wes Plumbing & Heating	000020379	366.99
118	Wine Merchants	000020380	712.00
119	WR Reeves and Associates Inc.	000020381	305.41
120	WSB & Associates, Inc.	000000000	6,966.00
Page Total:			\$77,910.59
Grand Total:			\$639,093.53

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of September 8, 2016
Open Balance

ACE on the Lake	
	174.65
	93.29
	<hr/>
Total ACE on the Lake	267.94
AmeriPride Services	
	120.39
	306.42
	53.90
	34.52
	60.80
	292.95
	<hr/>
Total AmeriPride Services	868.98
Bemidji Coca-Cola Company	
	384.47
	98.80
	17.26
	577.60
	<hr/>
Total Bemidji Coca-Cola Company	1,078.13
Bemidji Pioneer	
	1,091.67
	<hr/>
Total Bemidji Pioneer	1,091.67
Bemidji Welders Supply, Inc.	
	295.58
	145.91
	<hr/>
Total Bemidji Welders Supply, Inc.	441.49
Brutus Inc.	
	810.00
	<hr/>
Total Brutus Inc.	810.00
Buy Line	
	150.00
	225.00
	150.00
	<hr/>
Total Buy Line	525.00
City of Bemidji MN	
	1,844.87
	<hr/>
Total City of Bemidji MN	1,844.87
Dakota Supply Group	
	-12.92
	17.57
	36.63
	<hr/>
Total Dakota Supply Group	41.28
Dunn Bros Coffee	
	217.80
	<hr/>
Total Dunn Bros Coffee	217.80

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of September 8, 2016
Open Balance

HBI Radio Bemidji	
	154.00
Total HBI Radio Bemidji	<u>154.00</u>
Holmes Murphy	
	71.00
	142.00
	71.00
Total Holmes Murphy	<u>284.00</u>
Lueken's - North	
	62.67
Total Lueken's - North	<u>62.67</u>
Luekens - South	
	200.56
Total Luekens - South	<u>200.56</u>
Marco	
	27.00
	334.33
Total Marco	<u>361.33</u>
North Country Business Products	
	800.00
Total North Country Business Products	<u>800.00</u>
Office Depot	
	117.36
Total Office Depot	<u>117.36</u>
Otter Tail Power Company	
	12,344.91
Total Otter Tail Power Company	<u>12,344.91</u>
Paul Bunyan Communications	
	11,730.24
Total Paul Bunyan Communications	<u>11,730.24</u>
Phillips Wine & Spirits	
	-435.49
	581.56
Total Phillips Wine & Spirits	<u>146.07</u>
Pine to Prairie Broadcasting, Inc	
	1,000.00
Total Pine to Prairie Broadcasting, Inc	<u>1,000.00</u>
Port Able John Rental & Service	
	129.45
Total Port Able John Rental & Service	<u>129.45</u>
Sherwin-Williams	
	39.22
Total Sherwin-Williams	<u>39.22</u>

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of September 8, 2016
Open Balance

Sysco North Dakota, Inc.	
	2,550.00
	79.36
	53.30
	1,006.08
	878.36
	<u>2,059.15</u>
Total Sysco North Dakota, Inc.	6,626.25
Ticketmaster LLC	
	28.00
Total Ticketmaster LLC	<u>28.00</u>
VenuWorks, Inc.	
	2,958.27
Total VenuWorks, Inc.	<u>2,958.27</u>
TOTAL	<u><u>44,169.49</u></u>

GENERAL BUSINESS LICENSES - 2016

Type of License	Business Name	Business Location	Fee Paid
Massage Establishment			
	NEW STAR MASSAGE	750 PAUL BUNYAN DR. #7	\$120.00
Massage Therapist			
	HUI NO WANG	750 PAUL BUNYAN DR #7 NEW STAR MASSAGE	\$120.00

COUNCIL AGENDA ITEM



Meeting Date: September 19, 2016
Action Requested: Approve Purchase of the 2016 Jetter
Prepared By: David Hansen, Street Superintendent
Reviewed By: Craig Gray, City Engineer *CGA*

Background

The 2016 Capital Improvement Plan includes \$60,000.00 for the purchase of a new storm sewer jetting machine. With the purchase of a new jetter the city will be better suited and able to meet the MPCA (MS-4 permit) requirements for municipal storm sewer cleaning and maintenance. The new jetter would replace a 1997 trailer jetter of which a \$10,000.00 trade in value has been offered.

The following price was received and is from the State of Minnesota contract pricing.

- Flexible Pipe and Tool Company Quote: \$64,743.00
- Title and plate registration \$150.00
- Less Trade in \$10,000.00 \$54,893.00

Finance

The jetter will be purchased with storm water utility funds.

Recommendation

Accept the low quote for a 2016 ECO Classic Jetter from Flexible Pipe and Tool Company Inc. for a total price (including tax and license) of \$54,893.00

COUNCIL AGENDA ITEM



Meeting Date: September 19, 2016

Action Requested: Approve written internal control policy over federal programs

Prepared By: Ron Eischens, Finance Director *Ron*

Reviewed By: Nate Mathews, City Manager *Nate*

The City's 2015 audit contained a finding that we did not have written policies over the management of federal programs. (Audit page 101 finding 2015-001). This finding does not imply or mean the City was not managing grants appropriately, but states the City did not have written policies on the matter.

We reviewed this issue with Council in July when the audit report was presented. In order to adequately respond to the audit finding the City needs to adopt written policies.

Attached is a written policy that covers the area of grants managements and will satisfy the audit finding.

Recommendation:

Approve the written internal control policy over financial management of grants to be effectively upon adoption.

CITY OF BEMIDJI

Policy Statement

TITLE

FINANCIAL MANAGEMENT OF GRANTS

EFFECTIVE DATE

Upon Adoption

Purpose

This Policy defines and outlines guidance with respect to the financial management of grants administered by departments within the City of Bemidji (City). This Policy will assist in City-wide compliance with the Federal and State rules regarding grants, as well as provide direction to assist departments with their individual policy and procedures, while communicating some best practices. Adherence will ensure proper financial reporting, as well as allow the City to avoid Single Audit findings which could impact future grant funding.

Policy

It is the policy of the City that departments manage grants in accordance with federal, state, and local guidelines. This Policy will present information presented in the federal Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UAR). The departments shall properly account for grant financial and programmatic data in order to ensure compliance with grantor requirements. This Policy applies to all departments who initiate, manage or operate grant projects for the City (Grantee). Grantee departments are responsible for creating department-specific policies and procedures that will ensure adherence to the UAR.

Policy Guidelines

Department directors or designees are responsible for implementing departmental policies and procedures to ensure compliance with their grantor agencies. The following information discusses the larger items of interest to the Grantee in terms of grant management (internal control, allowable costs, procurement, and subrecipient monitoring) and discusses the other portions in the UAR.

Internal Control

Grantee departments should ensure that they are establishing and maintaining effective internal controls over grant awards. These efforts will provide reasonable assurance that the Grantee is managing the award in compliance with rules and regulations. Controls should comply with those communicated in the "Standards for Internal Control in the Federal Government", published by the Government Accountability Office. Each department, in relation to the specific grants received, should review this document and implement department/grant-specific policies and procedures, to ensure compliance. In issues of non-compliance, prompt action should be taken.

There are three basic objectives of internal controls: operations, reporting, and compliance. Operations should be effective and efficient; financial and non-financial reporting should be reliable; and the Grantee should comply with laws and regulations. There are some limitations on control: judgment, external events, management override, and collusion. In developing effective internal controls, there are five essential components of internal control that must be addressed: control environment, risk assessment, control

activities, information and communication, and monitoring activities. There are 17 principles that support the five components. The components and principles must be established to ensure the City achieves its objectives and addresses risks. The Grantee, when implementing their procedures for internal controls, must address each component and principle, describing how their individual department will adhere to these requirements. Following are brief descriptions of each component, with their related principles:

Control environment – The control environment consists of the standards for the internal control system; it provides the structure to allow the City to achieve its objectives. City Council and City management is responsible for setting tone at the top; this communicates accountability for performance. Communication of integrity and ethical values (Code of Conduct) are integral. A weak control environment will cause a weak system of internal control. The five principles related to control environment is that City Council and management demonstrates integrity and ethics; City Council oversees the internal control structure; management designs the organizational structure and delegates to achieve goals; competent individuals are recruited and developed to work at the City; and the City must evaluate performance and push accountability for internal control.

Risk assessment – Risk assessment defines the process for identifying and assessing risks. This is important in deciding to apply for a grant or to initiate a contract with a subrecipient. The grantee must consider what external or internal forces could adversely impact achievement of objectives. Additionally, the objectives should be clearly communicated in order to identify any potential risks. Risks may be external or internal to the organization, and must consider the potential of fraud. Its assessment assists in identifying what changes must be made to internal control to mitigate risk. The four principles associated with risk assessment are define objectives to be able to identify risk and risk tolerances; identify, analyze, and respond to risks related to achieving objectives; consider potential for fraud; and identify, analyze, and respond to significant changes that will impact the internal control system.

Control activities – Control activities include policies, procedures, trainings, and other communications that ensure risk is mitigated and that assigned objectives are carried out. Preventive and detective controls must be established by the Grantee both internally and externally, to ensure risk is lowered. Segregation of duties is a prime example of a control activity. Control activities have three principles assigned to it: management must design controls to achieve objectives and respond to risk; IT system and related activities must be designed to achieve objectives and respond to risk; and controls must be implemented through written policies.

Information and Communication – Both internal and external sources are utilized to ensure the Grantee is meeting objectives. Further, internal and external communication is needed to provide, share, and obtain information. Quality information supports the internal control function. Information and communication have three principles: use quality information to achieve objectives; internally communicate quality information to achieve the City's objectives; and externally communicate quality information to achieve the City's objectives.

Monitoring activities – Monitoring activities are evaluations completed to ensure that internal control functions are present and functioning. Monitoring should be ongoing, although scope and frequency is based upon risk factors and other management considerations. Deficiencies during the monitoring must be communicated timely, as corrective action cannot occur without this communication. The two principles for monitoring include management establishing and monitoring activities to evaluate internal controls and its results, and that management should remediate any internal control deficiencies timely.

Allowable Costs

General Policy

Grantees must effectively and efficiently administer any Federal or State awards through applying sound management practices. The grantee department receiving grants has the primary responsibility to administer the funds in accordance with all agreements, objectives, and terms and conditions communicated in the award. Proper internal controls must be developed, documented and followed by each grantee department receiving grant awards. Proper documentation is required to support any program objectives and fiscal outlays or receipts.

Allowable and Reasonable Costs

Prior to costs being incurred in the federal or state grant, the Grantee department should evaluate and ensure that the costs are necessary and reasonable for performance of the award, and that it conforms to any limitations or exclusions. Further, the grant-funded expenditures should be consistent with policies and procedures with non-grant funded expenditures. All costs should be recorded in accordance with Generally Accepted Accounting Principles and all should be adequately documented. Finally, costs recorded in one grant may not be used as a match for any other grant (unless specifically authorized by the grant award).

Procurement

General Guidelines

Grantee departments, when using either grant or non-grant monies to obtain products or services, must adhere to the City Purchasing Policy. This document describes the various purchases and contract thresholds, which Grantee staff has the ability to procure.

Each grantee department should designate a grants contract person who is responsible for reading grant documents, flags rules pertaining to their grant-funded projects and purchases, and will enforce the grant rules in their department through ongoing contract monitoring.

Other

Documentation is an essential part of avoiding audit findings with procurement. All decisions made for grant-funded purchases projects should be maintained and saved for a minimum of three years after procurement or project is completed. Include rationale for the method of procurement, contractor selection or rejection, and basis for the contract price.

Subrecipient Monitoring

Award Identification

The Grantee must ensure that every subaward is clearly identified to the subrecipient as a subaward and include the following information at the time of the subaward. If any of the data elements change, as disclosed below, it must be provided to the subrecipient in writing via a subsequent subaward modification. When any of the below information is not available, the Grantee/Pass Through Entity must provide the best information available to describe the Federal award and subaward. Please see required information that follows:

- Subrecipients name (which must match the name associated with its unique entity identifier)

- Subrecipients unique entity identifier and number
- Federal Award Identification Number (FAIN)
- Federal Award Date (see §200.39 Federal award date)
- Sub award Period of Performance Start and End Date
- Amount of Federal Funds Obligated by this action
- Total Amount of Federal Funds Obligated to the subrecipient
- Total Amount of the Federal Award
- Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
- Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
- CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
- Identification of whether the award is R&D; and
- Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

Risk Assessments

As mentioned previously, a new component introduced in the UAR is that the Grantee will have to perform and document risk assessments on subrecipients. There are various general categories that must be evaluated by the Grantee to ensure monies are given to subrecipients who will be able to carry out Grantee program goals

Subrecipient and Contractor Determinations

Evaluation must be made prior to expending monies if disbursements are going to be paid to a subrecipient or a contractor. Dollars paid to contractors are not considered federal awards. A subrecipient, or an entity receiving a subaward, typically has the ability to determine eligibility for those receiving federal assistance, has its performance measured in relation to whether the program objectives were met, can make programmatic decision-making, must adhere to the grantor program and compliance requirements. A contractor provides goods and services within normal business operations to many purchasers, competes in a competitive environment, and is not subject to the compliance requirements of the Federal program. It is important to distinguish the two from each other, as they will each have different rules to follow; further, the Grantee will be responsible for documenting subrecipient monitoring.

Monitoring during Award Period

The Grantee is responsible for monitoring the subrecipient's use of Federal funds to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring must cover each program, function and/or activity to include but is not limited to reporting, site visits, regular contact, and other means. All monitoring must be documented.

Other

Communication with Federal Agencies

The Federal award agencies may apply more restrictive requirements to a class of Federal awards when approved by the federal OMB. Alternatively, they may also apply less restrictive requirements when making fixed amount awards. The federal OMB will be collecting, on a case-by-case basis, evidence relevant to policy challenges or anything to promote cost-effectiveness. Grantee must adhere to the grantor

reporting requirements, timelines for submission of reports, and incorporate the general deadlines and reporting requirements in their individual policy and procedure manuals.

Audit Requirements

The Single Audit requirements have changed for the federal programs; the threshold is now total federal spending during the fiscal year of \$750,000.

A federal agency may require that a program, not considered to be major, be audited during the Single Audit process. Audit findings are reported on the Schedule of Findings and Questioned Costs. The categories of findings differ; significant deficiencies and material weaknesses in internal control and significant instances of abuse over major programs means that the Grantee's internal control structure cannot be relied upon to catch instances of wrongdoing. These are the most serious type of findings the Grantee can receive. The level below significant deficiencies and material weaknesses are material noncompliance with provision of statutes, regulations, or terms and conditions related to a program.

Summary of prior year audit findings are prepared annually when there were findings. The expectation is that all prior findings will be corrected within a one year turnaround; if they have not, the Grantee would respond "In Progress", but also provide information as to what is still pending to implement the correction. The external auditors, as well as the Grantee's Finance Compliance Section, follows up on the findings to ensure departments are properly classifying the status.

Roles and Responsibilities

Departments

Train, and institute department/grant-specific policy and procedures for the management of their grants. Ensure grant employees are familiar with grant documents, and that all programmatic, procurement, and fiscal activities are in accordance with Grantor's guidelines.

Provide general guidance relating to federal and state grant compliance, manage Single Audit processes, and retain administrative responsibility for this policy.

Provide legal advice to City Departments regarding grant related issues.

Provide guidance to departments on funding availability relating to matching requirements for grants. Monitor budget to actual comparison of indirect cost recovery provided to the General Fund from grants. Assist where applicable on availability and eligibility of operating funds identified by departments to be used for grant deficits or overruns.

Provide guidance to departments on City procurement policies. Provide general guidance to departments on procurement issues relating to grants. Work with departments to ensure proper documentation is maintained in procurement file for suspension/debarment.

APPROVED BY: City Council

DATE:



City Manager's Office

MEMORANDUM

TO: Honorable Mayor Albrecht and City Council
FROM: Nate Mathews, City Manager *Nate*
DATE: September 19, 2016
RE: Birchmont Drive/BSU Daycare Facility Parking sign approval

ISD #31 Community Education operates the "Jack and Jill" daycare located on the BSU campus. Prior to ISD #31 operating this facility, BSU operated the daycare. It is an important daycare care for our community and fundamental resource for BSU faculty and students. It operates Monday-Friday, September-May.

Parents drop off their children both on Birchmont Drive and via the parking lot on the west side of the building. However there is not enough capacity to handle the traffic on the west entrance, hence a need for temporary parking to be available on Birchmont Drive during morning and afternoon pickup/drop off times. Many years ago there were signs installed that created four parking spaces on Birchmont Drive reading "Preschool Parents & Visitor Parking Only" but at City Hall we can find no record of the sign installation request /allowance for these four on street parking stalls. A photo of this sign is attached.

Recently Parking Enforcement Officer Trevor Klatt brought this situation to my attention, and after reviewing it I recommend we bring these four stalls into compliance with our parking ordinance. Community Education Director Sandy Ebenhart and I have also met and jointly we agree that the signage should be updated with the following: four new street signs indicating 15-minute parking Mon-Friday during the school year (Sept-May).

The Police Department feels this sign change will provide clarity for enforcement/ticketing. Street Superintendent David Hansen will ensure the cleanest wordage would be placed on the signs prior to our installation.

Recommendation: Approve Resolution Designating Four 15 Minute parking spaces along Birchmont Drive NW.



RESOLUTION NO.

A RESOLUTION DESIGNATING FOUR 15-MINUTE PARKING SPACES ON BIRCHMONT DRIVE NE (1805 Birchmont Drive NE)

WHEREAS, the Bemidji City Council of the City of Bemidji has amended its parking regulations by adding Section 9.20 entitled, "Calendar and Additional Parking Restrictions"; and

WHEREAS, a preschool is located at 1805 Birchmont Drive NE;

WHEREAS, the City Council has adopted calendar parking and other parking restrictions in order to enhance maintenance and snow removal as well as to improve public safety by providing better, quicker and safer access.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bemidji, Minnesota as follows:

1. Four 15-minute parking spaces will be installed along Birchmont Drive NE, specifically to benefit 1805 Birchmont Drive NE;
2. Parking will not be allowed from Midnight to 7 a.m.; and
3. Staff is directed to erect appropriate signage.

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

Ayes:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

RESOLUTION NO.

A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, and ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #16-01

WHEREAS, costs have been determined for City Project #16-01:

2016 Street Renewal Project
Park Avenue NW – 8th Street to 15th Street
26th Street NE – Bemidji Avenue to Birchmont Drive NE
Kay Avenue SE – 3rd Street to 2nd Street SE

AND WHEREAS, the cost of the improvement was \$1,225,931 and expenses incurred or to be incurred in the making of said improvement amount to \$144,812 so that the total cost of the improvement is \$1,370,743.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$1,090,163 and the portion of the cost to be assessed against benefited property owners is declared to be \$209,826.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years with the first of the installments to be payable on or before the first Monday in January, 2017, and shall bear interest at the rate of 2.5 percent per annum from the first day of December, 2016.
3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in her office for public inspection.
4. A hearing shall be held on the 17th day of October, 2016, in the City Hall Council Chambers at 6:00 p.m. or as soon thereafter as the matter can be heard, to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Bemidji City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of the assessment. The property owner may at any time thereafter, pay to the Bemidji City Clerk the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the succeeding year.

RESOLUTION NO.

A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #06-02

WHEREAS, costs have been determined for City Project #06-02:
Birchmont Drive Water & Sewer Extension

WHEREAS, on March 10, 2014, the Birchmont Drive property owners ("property owners") brought a Motion for Partial Summary Judgment before District Court Judge Steven J. Cahill. In their Motion papers, the property owners argued

The Joint Resolution for Orderly Annexation specifically refers to sewer and water extension being subject to the written manual of "Policies for Public Improvement adopted by the Bemidji City Council on April 6, 1998, as revised March 2001." There is no ambiguity in the Joint Resolution. The Court should as a matter of law order the Northern Township and the City of Bemidji to calculate assessments pursuant to the Policies for Public Improvements."

WHEREAS, on January 6, 2015, Judge Cahill, granted the property owner's Motion for Partial Summary Judgment, vacated the Third Assessment Roll, and directed the City of Bemidji and Northern Township to re-assess the project in conformity with the assessment procedures outlined in the Joint Resolution for Orderly Annexation, Section 8 B;

WHEREAS, on February 8, 2016, the property owners, the City of Bemidji and Northern Township filed declaratory judgment motions seeking to have the Court determine how the Policies of Public Improvement should be applied to the Birchmont Drive Water & Sewer Extension;

WHEREAS, on June 29, 2016, Judge Cahill made the following order:

1. The 25% of assessable costs provision contained in Section II (B)(5)(b)(5) of the PPI does not apply to the Appellants [property owners].
2. Respondents [the City of Bemidji and Northern Township] have correctly excluded costs to improve Birchmont Drive from the project costs. Costs to return Birchmont Drive to its pre-construction state may be properly assessed as project costs under Section I (D)(1) of the PPI.
3. Costs to restore the affected residential side streets to their pre-construction state may be properly assessed as project costs pursuant to Section 7 of the JPAFCM and Section I (D)(1) of the PPI.
4. The City Engineer of Bemidji is hereby ordered to objectively determine the extent to which water and sewer mains were oversized as part of the Birchmont Drive project and to assign the costs to oversize the pipes as system costs pursuant to Section I (D)(3) of the PPI.
5. The City Clerk of Bemidji and City Engineer of Bemidji are hereby ordered to prepare a proposed assessment role pursuant to Section I (C) of the PPI and in accordance with this order and other applicable provisions of the PPI.

WHEREAS, the City of Bemidji and Northern Township have complied with Judge Cahill's June 29, 2016 Order;

AND WHEREAS, the cost of the improvement was \$4,455,470 and expenses incurred or to be incurred in the making of said improvement amount to \$953,149 so that the total cost of the improvement is \$5,408,619.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$1,400,000 and the portion of the cost to be re-assessed against benefited property owners is declared to be \$889,985.10.
2. Re-assessments shall be payable in equal annual installments extending over a period of 15 years with the first of the installments to be payable on or before the first Monday in January, 2017, and shall bear interest at the rate of 4.60 percent per annum from the first day of December, 2016.
3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in her office for public inspection.
4. A hearing shall be held on the 17th day of October, 2016, in the City Hall Council Chambers at 6:00 p.m. or as soon thereafter as the matter can be heard, to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Bemidji City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of the assessment. The property owner may at any time thereafter, pay to the Bemidji City Clerk the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the succeeding year.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____, was passed by the following vote:

Ayes:
Nays:
Absent:
Passed:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

CITY OF BEMIDJI

ORDINANCE NO. _____, 3RD SERIES

ORDINANCE AMENDING AN UNCODED SECTION OF BEMIDJI CITY CODE PERTAINING TO THE VACATION OF A PAPER STREET (Wagner Avenue NW)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. Subject to the condition(s) stated in Section 2 hereinafter, the platted, unimproved municipal right-of-way (paper street) legally described below, is hereby vacated.

Wagner Ave as platted in Michaels Addition to Bemidji, according to the recorded plat thereof, Beltrami County, Minnesota.

SECTION 2. The City of Bemidji shall reserve a utility easement in, under, over and across the municipal right-of-way vacated in Section 1 above, in favor of private and public utility easement holders for the purpose of maintaining, repairing, replacing, removing or otherwise attending to existing utilities therein.

SECTION 3. The City Clerk is hereby authorized and directed to record a duly certified copy of this Ordinance in the office of the County Recorder for Beltrami County, Minnesota.

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

Ayes:
Nays:
Absent:

First Reading: August 15, 2016
Second Reading: September 6, 2016
Final Reading:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

COUNCIL AGENDA ITEM



Meeting Date: September 19, 2016

Action Requested: Authorization to Publish a Summary of an Ordinance

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

Reviewed By: Nate Mathews, City Manager

I am respectfully requesting to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

LEGAL ADVERTISEMENT

ORDINANCE NO. 129, 3rd SERIES: Amending an Uncoded Section of the Bemidji City Code Pertaining to the Vacation of a Paper Street (Wagner Avenue NW). This Ordinance was approved by the City Council on Monday, September 19, 2016. This Ordinance shall become effective 30 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570) or may be viewed on-line at www.ci.bemidji.mn.us.

Recommendation:
Authorize publication of Ordinance summary.

CITY OF BEMIDJI
ORDINANCE NO. _____, 3RD SERIES

**AN ORDINANCE AMENDING ORDINANCE NO. 75, 3RD SERIES,
CHAPTER 12, ARTICLE XXV, SEC. 12-1442 OF THE BEMIDJI CITY CODE
RELATING TO LODGING TAX EXTENSION**

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1: Chapter 12, Article XXV, Sec. 12-1442 of the Bemidji City Code relating to Lodging Tax Extension is hereby amended to read as follows (corrective amendment):

Sec. 12-1442. - Extensions.

By action of the city council the operational period of this article is extended an additional six-year period from October 5, 2011 to October 5, ~~2016~~ 2017. The city council reserves the right to extend this article for additional periods beyond the six-year period stated herein.

SECTION 2. The effective date of this Ordinance shall be thirty (30) days after publication.

Ayes:

Nays:

Absent:

First Reading: August 15, 2016

Second Reading: September 6, 2016

Final Reading:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

COUNCIL AGENDA ITEM



Meeting Date: September 19, 2016

Action Requested: Authorization to Publish a Summary of an Ordinance

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

Reviewed By: Nate Mathews, City Manager

I am respectfully requesting to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

LEGAL ADVERTISEMENT

ORDINANCE NO. 128, 3rd SERIES: Amending Ordinance No. 75, 3rd Series, Chapter 12, Article XXV, Sec. 12-1442 of the Bemidji City Code Relation to Lodging Tax Extension (correcting an error). This Ordinance was approved by the City Council on Monday, September 19, 2016. This Ordinance shall become effective 30 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570) or may be viewed on-line at www.ci.bemidji.mn.us.

Recommendation:

Authorize publication of Ordinance summary.