

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, January 17, 2023

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



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO AGENDA

MINUTES

Council Meeting: December 19, 2022

CONSENT AGENDA #1

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.

- 1) Claims Submitted by Finance Officer in the Amount of \$3,719,300.18
- 2) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$127,57.24
- 3) 2023 Business License Renewals
- 4) Resolution Authorizing MOU with BSU Regarding Peters Memorial Statue
- 5) Approve Special Event Permit for Bemidji March for Life (January 21)
- 6) Approve Bid for Bemidji Day Shelter Retrofitting to Bradbury Stamm in the Amount of \$511,172.00
- 7) Approve Appointment of Payton Church to the HRA Board
- 8) Approve Appointment of Brad Neis to the Sanford Center Advisory Board
- 9) Annual Appointments and Reappointments to City Boards/Commissions
- 10) Approve 2023 Budget Modification #1
- 11) Approve Council Travel Authorization – LMC City Day on the Hill (St. Paul) March 9, 2023 - Rivera

CONSENT AGENDA #2

- 12) Claims Submitted by Finance Officer for VisitBemidji in the Amount of \$31,615.90

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. Individuals participating via WebEx will also have an opportunity to speak during this time. 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. **COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.**

PUBLIC HEARINGS

- 13) 2023 Norton Avenue Reconstruction Project Public Hearing
 - Consider Resolution Ordering Project & Authorizing Preparation of Plans and Specifications - City Project 23-02

NEW BUSINESS

- 14) Consider Award of Quote for GAC Change Out for Water Treatment Plant
- 15) Consider MOU with Beltrami County for Design and Stormwater Pond – Irvine Avenue Sanitary Sewer Extension Project

UPCOMING MEETINGS

- | | | |
|----------------------|-----------|------------------------------------|
| • Monday, January 23 | 5:30 p.m. | Work Session (MnDot Update TH 197) |
| • Monday, January 30 | 5:30 p.m. | Work Session (Update from WOLD) |
| • Monday, February 6 | 6:00 p.m. | Council Meeting |

ADJOURN

MEETING OF CITY COUNCIL BY TELEPHONE OR OTHER ELECTRONIC MEANS
LINK AVAILABLE ON CITY WEBSITE

www.ci.bemidji.mn.us/government/councilmeetinginformation

Bill List Summary

January 17th, 2023

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
36532 - 36639	See Attached List	<u>3,719,300.18</u> \$3,719,300.18
	TOTAL	\$ 3,719,300.18

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 01/12/2023 - 10:54AM
Warrant Request Date: 1/18/2023
DAC Fund:



Batch: 00418.01.2023

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Accurate Fastening Solutions	000036532	210.87
2	Acme Tools-Bemidji	000036533	169.00
3	Advanced Eng.& Environ.Serv., Inc.	000036534	3,234.88
4	Alerus Retirement and Benefits	000000000	90.00
5	American Engineering Testing, Inc.	000036535	6,500.00
6	Aramark	000000000	3,350.34
7	Artisan Beer Company	000036536	628.05
8	Auto Value Bemidji	000036537	39.98
9	Baycom, Inc.	000036538	1,202.50
10	Beito,Todd	000000000	20.00
11	Bellboy Corporation	000000000	685.50
12	Beltrami County Auditor/Treasurer	000036539	1,051.74
13	Beltrami County Dare Advisory	000036540	1,078.65
14	Beltrami County Recorder	000036541	162.00
15	Beltrami County Solid Waste	000036542	77.90
16	Beltrami Electric Coop	000036543	1,282.48
17	Bemidji Coca-Cola Bottling Co, Inc	000036544	429.20
18	Bemidji Coop Ass'n, Inc.	000036545	141.47
19	Bemidji Paper Sales, Inc.	000000000	1,459.21
20	Bemidji Welders Supply, Inc.	000036546	5.50
21	Bernick's	000000000	27,271.07
22	Bessler Electric	000036547	1,168.92
23	Blair,Robert	000036548	500.00
24	Bluefin Payment Systems	000000000	2,503.77
25	Bob's Econo Pump	000036549	215.00
26	Boyer Mechanical Services	000000000	246.48
27	Breakthru Beverage Minnesota Wine & Spirits, LLC	000036550	13,395.62
28	Brightly Software, Inc	000036551	9,690.00
29	Brodart Co.	000036552	323.81
30	City of Bemidji	000036553	313.76
31	City of Bemidji - ACH	000000000	41,240.75
32	Clark,Gretchen	000000000	31.36
33	Clark,Jonathan	000000000	29.12
34	Compass Minerals America Inc.	000036554	21,203.24
35	Core & Main	000036555	5,062.84
36	Crazy About Cleaning	000000000	1,060.00
37	Culligan	000036556	420.15
38	Dahlen, Dwyer, Foley & TInker, Inc.	000036557	3,500.00
39	Dahlheimer Beverage Brainerd	000000000	3,522.00
40	DEMCO	000000000	108.43
41	DLT Solutions, LLC	000036558	1,627.55
42	Docu Shred	000036559	56.28
43	Dreher,Laura	000000000	6.72
44	D-S Beverages	000036560	30,901.16

Page Total: \$186,217.30

Line	Claimant	Voucher No.	Amount
45	Fed Ex	000036561	210.22
46	Ferguson Enterprises #1657	000036562	27.29
47	Flaherty & Hood, P. A.	000036563	725.00
48	FleetPride, Inc.	000036564	589.13
49	Forestedge Winery	000036565	396.00
50	Forum Communications Company	000000000	2,432.17
51	Gaslin Garage Door	000036566	238.00
52	Grand Forks Fire Equipment LLC	000000000	2,609.00
53	Greater Bemidji	000036567	30,000.00
54	Gregg's Plumbing & Heating	000036568	445.28
55	Guardian Fleet Safety	000036569	13,728.89
56	Haskin,Samantha	000000000	7.50
57	HBI Radio Bemidji	000036570	1,111.50
58	Higgins Heating, A/C , Inc.	000036571	557.00
59	Hill,Jay	000036572	3,350.00
60	Hoover,Justin	000036573	2,000.00
61	Ink Spot Press	000036574	2,364.29
62	Integrity Employee Benefits, LLC	000036575	4,644.00
63	Jim Hirt Trucking, Inc	000036576	1,482.84
64	Johnson Bros., Inc.	000036577	19,790.05
65	JT Properties, LLC	000036578	5,448.68
66	Kennedy & Graven Charter	000036579	136.50
67	L & M Supply, Inc.	000036580	628.78
68	Lakeland Public Television	000036581	1,464.00
69	LakeRiver Electric LLC	000036582	280.00
70	Lands' End Business	000036583	1,370.53
71	Larry's Machine Shop	000036584	226.37
72	LaZella,Dave	000000000	150.00
73	Luekens Village Foods North	000036585	121.04
74	Macqueen Emergency Group	000000000	338.34
75	Marco Technologies LLC	000036586	176.95
76	Marco, Inc.	000000000	35.79
77	McKinnon Co., Inc.	000036587	13,771.55
78	McMaster-Carr Supply Co.	000000000	186.57
79	Menards-Bemidji	000036588	568.25
80	Mission Communications, LLC	000036589	12,663.60
81	MN Dept of Natural Resources	000036590	207.81
82	MN Energy Resources	000000000	16,595.91
83	MoeCo Fire & Safety	000036591	448.50
84	MTI Distributing Co.	000036592	1,381.50
85	Murray Surveying, Inc.	000036593	500.00
86	NAPA Auto Parts/Premier	000036594	2,364.81
87	Naylor Heating & Refrigeration, LLC	000000000	2,904.35
88	Nei Bottling, Inc.	000036595	266.60
89	Nelson International	000036596	1,091.62
90	North Country Electrical Services, Inc.	000036597	135.00
91	Northern Lakes Vending, Inc.	000036598	241.20
92	Northland Fire Protection	000036599	360.00
93	NW Tire, Incorporated	000036600	3,987.12
94	OSBORN,VANESSA	000036601	87.66
95	Outdoor Specialties, LLC	000036602	19,438.00
96	Pace Analytical Services, LLC	000036603	2,101.41
97	Paul Bunyan Communications	000036604	3,183.46
98	Per Mar Security Services	000036605	59.00
99	PFC Equipment, Inc	000036606	4,733.73
100	Phillips Wine & Spirits	000036607	53,063.38
101	Plains Energy Electrical Contracting	000036608	1,488.00

Page Total: \$238,914.17

Line	Claimant	Voucher No.	Amount
102	Portage Brewing Company	000036609	403.50
103	Port-O-Wild Security, Inc.	000000000	1,225.70
104	Postmaster	000036610	2,421.67
105	PowerPlan OIB	000036611	1,254.02
106	Priority Payment Systems	000000000	40.14
107	Quality Flow Systems, Inc.	000000000	36,941.70
108	Quill Corporation	000036612	183.09
109	Raphaels Bakery Cafe	000036613	16.80
110	RecDesk Software	000036614	4,100.00
111	Rehn Code Consulting Services. LLC	000036615	1,436.00
112	RIHM Kenworth	000036616	301.45
113	RMB Environmental Laboratories, Inc.	000036617	910.42
114	ROUSH INDUSTRIES, INC	000036618	27.20
115	Sanford Center	000036619	4,453.06
116	Sanford Health	000036620	2,265.06
117	Southern Glazer's of MN	000036621	6,504.10
118	Southside Tow & Rec, Inc	000036622	2,399.95
119	Springbrook Software LLC	000000000	1,415.00
120	Staples Advantage	000036623	693.83
121	Star Tribune	000036624	595.00
122	Stittsworth,Diana	000000000	221.25
123	Streicher's	000036625	11,150.68
124	T & K Outdoors, Inc.	000036626	520.00
125	Tawyea,Michael	000036627	400.00
126	TC Lighting Supplies & Recycling, Inc	000036628	1,500.00
127	TDS Metrocom-MN	000000000	941.26
128	The Cleaning Co	000036629	400.00
129	Thomas, JR.,Chuck	000036630	2,357.50
130	Thomson Reuters-West	000036631	1,116.72
131	Todavich Electric, Inc	000036632	220.00
132	US Bank - ACH	000000000	3,128,812.54
133	US Bank Merchant Billing	000000000	16,797.70
134	US Bank-CM-9690	000036633	500.00
135	Valvoline Instant Oil Change	000036634	224.92
136	Vessco, Inc.	000000000	744.97
137	Vinocopia, Inc.	000000000	2,300.75
138	Wasnuk,Sam	000000000	1.96
139	Waste Management of WI-MN	000036635	5,932.88
140	Water Conservation Service, Inc.	000036636	14,940.65
141	Wells Fargo-ACH	000000000	25,202.54
142	WEX Health, Inc	000000000	388.00
143	Wine Merchants	000036637	2,697.59
144	Winebow	000036638	678.21
145	Wold Architects and Engineers	000036639	2,358.75
146	Ziegler, Inc.	000000000	6,172.15
Page Total:			\$3,294,168.71
Grand Total:			\$3,719,300.18

**Sanford Center
Cash Requirements
As of Jan 17, 2023**

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID	Description	Date	Amount Due
ABI	Payroll Software	12/18/22	416.50
Ace on the Lake	Maintenance/Repair	12/22/22	14.43
Ace on the Lake	Maintenance/Repair	12/29/22	53.91
Ace on the Lake	Maintenance/Repair	12/29/22	24.01
Ace on the Lake	Maintenance/Repair	1/3/23	10.78
Ace on the Lake	Maintenance/Repair	1/3/23	48.51
Ace on the Lake			151.64
American Express	Artist Meal - Reimbursed	12/16/22	107.01
American Express	Hobby Lobby - Event Supplies - New Years	12/5/22	78.53
American Express	Sarah Bull Photography - Headshots	12/10/22	161.81
American Express			347.35
Athletica Sport Syst	Equipment Maintenance/Repair	11/30/22	204.75
Battery Wholesale	Building Expense	12/16/22	271.07
Bemidji Boys Golf	NPO Payout	12/31/22	1,005.64
Bemidji Coca-Cola Co	Inventory - Beverage	12/28/22	1,310.61
Bemidji Coca-Cola Co	Inventory - Beverage	12/29/22	574.23
Bemidji Coca-Cola Co	Inventory - Beverage	1/4/23	329.64
Bemidji Coca-Cola Co	Inventory - Beverage	1/6/23	377.40
Bemidji Coca-Cola Co			2,591.88
Bemidji Threater	NPO Payout	12/31/22	990.01
Bemidji Welders Supp	Zamboni Propane	12/1/22	290.35
Bemidji Welders Supp	Food & Beverage CO2	12/31/22	235.44
Bemidji Welders Supp			525.79
BHS Cheer	NPO Payout	12/31/22	1,107.16
BHS Girls Hockey	NPO Payout	1/6/23	604.96
Bob's Econo Pump	Kitchen Maintenance & Repair	12/29/22	215.00
BSU Boys Club Vball	NPO Payout	1/6/23	621.83
Carbonhouse	New Website	11/14/22	18,500.00
Cass Lake Lions	NPO Payout	12/31/22	406.16
City of Bemidji	Contracted Labor - Reimbursed	1/4/23	4,037.50

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Vendor ID	Description	Date	Amount Due
Constellation Newene	Utility - Gas	12/15/22	<u>1,182.88</u>
Country Inn & Suites	Contracted Labor Room Stay	12/14/22	<u>2,350.78</u>
D-S Beverages inc	Inventory - Beer	12/29/22	1,601.00
D-S Beverages inc	Inventory - Beer	1/4/23	<u>1,688.04</u>
D-S Beverages inc			<u>3,289.04</u>
Dacotah Paper	Janitorial Supply	12/16/22	268.63
Dacotah Paper	Food & Beverage - Inventory (Napkins)	12/20/22	40.31
Dacotah Paper	Janitorial Supply	12/20/22	4,013.50
Dacotah Paper	Janitorial Supply	12/28/22	7.07
Dacotah Paper	Janitorial Supply	1/2/23	323.63
Dacotah Paper	Janitorial Supply	1/4/23	<u>6,392.81</u>
Dacotah Paper			<u>11,045.95</u>
Dan Erdman	Contracted Labor - Reimbursed	1/3/23	<u>640.00</u>
Docu Shred	Admin Expense	12/12/22	<u>113.77</u>
Francia Gonzalez	Contracted Labor - Reimbursed	10/8/22	<u>165.00</u>
Genevieve Batson	Contracted Labor - Food & Beverage	11/29/22	<u>160.00</u>
Granite City Armored	Courier Fee - Armored Car Service	11/30/22	<u>88.94</u>
Guardian Pest Solutions	Pest Control	11/10/22	<u>289.20</u>
Halvor Lines, Inc.	Transportation - Freight (Reimbursed by Client)	12/14/22	<u>1,358.77</u>
Hard Target, Inc.	Contracted Labor - Reimbursed	12/16/22	1,766.25
Hard Target, Inc.	Contracted Labor - Reimbursed	1/1/23	<u>1,451.25</u>
Hard Target, Inc.			<u>3,217.50</u>
Home Depot	Maintenance & Repair	8/10/22	93.55
Home Depot	Maintenance & Repair	10/1/22	82.20
Home Depot	Maintenance & Repair	10/1/22	<u>71.09</u>
Home Depot			<u>246.84</u>
Johnson Brothers	Inventory - Wine	12/30/22	325.00
Johnson Brothers	Inventory - Wine/Liquor	1/6/23	<u>2,152.60</u>
Johnson Brothers			<u>2,477.60</u>
Luekens North	Kitchen Supplies	9/28/22	37.90

**Sanford Center
Cash Requirements
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Vendor ID	Description	Date	Amount Due
Luekens North	Kitchen Supplies	12/17/22	61.32
Luekens North	Kitchen Supplies	12/30/22	18.97
Luekens North	Kitchen Supplies	12/30/22	67.95
Luekens North	Kitchen Supplies	12/31/22	32.98
Luekens North	Kitchen Supplies	12/31/22	40.97
Luekens North			260.09
Marias Cleaning	Contracted Labor - Reimbursed	12/10/22	4,300.00
Marias Cleaning	Contracted Labor - Reimbursed	1/3/23	1,318.75
Marias Cleaning			5,618.75
McKinnon Company Inc	Inventory - Beer	12/30/22	747.00
McKinnon Company Inc	Inventory - Beer	1/4/23	948.00
McKinnon Company Inc			1,695.00
Midwest Communication	Show Marketing - Reimbursed	9/25/22	375.00
MNDOH	Fee	12/16/22	500.00
MNDOH	Boiler Inspection	12/31/22	30.00
MNDOH	Elevator Inspection	12/31/22	300.00
MNDOH			830.00
Sheila Murphy	Kitchen Food - Reimbursement - Cosco	1/5/23	266.52
NLFX Professional	Contracted AV - Reimbursed	5/31/22	280.00
NLFX Professional	Contracted AV - Reimbursed	10/24/22	160.94
NLFX Professional	Contracted AV - Reimbursed	1/4/23	117.50
NLFX Professional	Contracted AV - Reimbursed	1/4/23	367.50
NLFX Professional	Contracted AV - Reimbursed	1/9/23	1,745.00
NLFX Professional			2,670.94
Nordic Ski Team	NPO Payout	1/6/23	564.91
Noska Dennis	Contracted Labor - Reimbursed	12/1/22	200.00
OtterTail	Utility - Electric	12/28/22	27,313.70
Papa Murphy's Pizza	Inventory - Food	11/4/22	968.65
Papa Murphy's Pizza	Inventory - Food	11/10/22	898.00
Papa Murphy's Pizza	Inventory - Food	11/19/22	1,062.00
Papa Murphy's Pizza	Inventory - Food	11/25/22	722.00
Papa Murphy's Pizza	Inventory - Food	12/2/22	810.64
Papa Murphy's Pizza	Inventory - Food	12/2/22	1,383.24
Papa Murphy's Pizza	Inventory - Food	12/3/22	124.00
Papa Murphy's Pizza			5,968.53

**Sanford Center
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Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor ID	Description	Date	Amount Due
Napa Auto Parts	Maintenance/Repair	1/3/23	<u>38.62</u>
Robert Anderson	Operation/Maintenance Supplies - Reimbursement	12/30/22	<u>1,102.60</u>
Schindler Elevator C	Elevator Service	1/1/23	<u>1,973.46</u>
T&K Snow	Snow Removal	12/31/22	<u>18,928.50</u>
The Home Depot Pro	Maintenance/Repair	1/3/23	<u>19.54</u>
Waste Management	Trash Removal	1/4/23	<u>1,127.57</u>
Report Total			<u><u>127,577.24</u></u>

BUSINESS LICENSES RENEWALS - 2023

Type of License	Business Name	Business Location	Fee Paid
Restaurant/Food Service			
	MAMMA MUNCHIES	WITHIN BEMIDJI CITY LIMITS	\$35.00
	NYC PIZZA CO	401 CENTRAL AVE SE, STE A	\$35.00
	RED ROCKET PIZZA COMPANY	WITHIN BEMIDJI CITY LIMITS	\$35.00
	SUBWAY 37272	2025 PAUL BUNYAN DR NW	\$35.00



MEMORANDUM

TO: City Council, City Manager,
FROM: Katie Nolting, City Attorney
DATE: June 17, 2022
RE: R.H. "Bob" Peters Bronze Bust

On January 9, 2023 the Council heard a presentation from the Peters Memorial Committee. R.H. "Bob" Peters was the Bemidji State University (BSU) men's hockey coach for 35 years. During that tenure, Coach Peters won 13 national championships, 17 conference championships, made 17 national championship appearances, and became the first coach to win 700 games at one university. Coach Peters was an intricate part of the Bemidji Community until his death in December of 2021.

The request of the Committee was for the Council to approve placement of a bronze bust of R.H. "Bob" Peters in the City owned Sanford Center. The Committee will be doing all the fundraising for the payment and installation of the bronze bust, which would be owned and maintained by BSU. The Council expressed support for the request at the work session.

The Public Arts Commission has reviewed the plan and is in support of the bronze bust being placed at the Sanford Center.

SUMMARY AND REQUESTED ACTION:

Approve the resolution that allows BSU to place a bronze bust of R.H. "Bob" Peters in The Sanford Center and authorize staff to enter into an MOU with BSU in order to facilitate the installation and maintenance of said bronze bust.

RESOLUTION NO.

RESOLUTION AUTHORIZING PLACEMENT OF A BRONZE BUST OF R.H. "BOB" PETERS IN THE SANFORD CENTER

WHEREAS, R.H. "Bob" Peters was the Bemidji State University (BSU) men's hockey coach for over 35 years; and

WHEREAS, as the BSU men's hockey coach, R.H. "Bob" Peters achieved 13 national championships, 17 conference championships, including the 1965 WCHA title, and 17 national championships; and

WHEREAS, R.H. "Bob" Peters developed the BSU men's hockey program to be a nationally renowned program drawing individuals not only to BSU but the City of Bemidji as well; and

WHEREAS, R.H. "Bob" Peters was also a key figure in bringing women's hockey to BSU; and

WHEREAS, R.H. "Bob" Peters worked with City and community leaders to secure The Sanford Center, with BSU men and women's hockey as the anchor tenant; and

WHEREAS, the R.H. "Bob" Peters rink is located in The Sanford Center and is currently home to the BSU men and women hockey teams; and

WHEREAS, though he did so much for the City, citizens may never know the true extent of R.H. "Bob" Peters contributions due to his insistence that he receive no credit for all the things he did; and

WHEREAS, the Peters Memorial Committee approached the Council and requested the placement of a bronze bust of R.H. "Bob" Peters in The Sanford Center, owned by the City of Bemidji; and

WHEREAS, a bronze bust of R.H. "Bob" Peters belongs where the BSU Hockey Teams play, which is The Sanford Center.

NOW, THEREFORE BE IT RESOLVED, that the City of Bemidji authorizes BSU to place a bronze bust of R.H. "Bob" Peters in The Sanford Center. City Staff is hereby authorized to facilitate the installation and maintenance of the bronze bust with BSU.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

Special Event Application



Please fill out this application form for special events, festivals, block parties, fun runs/races, road closures, parades, and park events. Applications for street closures or events with less than 300 participants must be submitted 30 days prior to event date, for large events involving 300-1000 participants, application must be submitted 90 days prior to the event; and for events with over 1,000 participants applications must be submitted 120 days prior to the event.

Applicant Information

Organization Name (Required): St Gianna's Group
Address: 702 Beltrami Ave NW Bemidji, MN 56601
Event Contact Name (Required): Elizabeth Upgren
This person is the primary contact and must be able to coordinate with other members of the event
Cell Phone (Required): (218) 556-4553
Event Contact Email (Required): deupgren@PaulBunyan.net
Event Contact Name #2 (Required): Lisa Beyer
Contact #2 Phone (Required): (218) 368-9019

Event Information

Event Name (Required): Bemidji March for Life
Event Date: January 21, 2023
If the event is multiple days please enter them in the box below.

Event Dates (continued):

Park/Location Requested – Damage Deposit Required (\$250 under 99 participants, \$500 for 100-299 participants, \$1,000 over 300 participants):

- | | |
|---|---|
| <input type="checkbox"/> Nymore Park | <input type="checkbox"/> Cameron Park |
| <input type="checkbox"/> City Park | <input type="checkbox"/> Paul Bunyan Park |
| <input type="checkbox"/> Library Park | <input type="checkbox"/> Rotary Pavilion |
| <input type="checkbox"/> Roger Lehmann Park | <input type="checkbox"/> City Paved Trail (lakeshore/east west Trail) |
| <input type="checkbox"/> City Streets | <input type="checkbox"/> City Parking Lot |
| <input type="checkbox"/> Other | |

If Other, please explain: Beltrami Co Court House on Beltrami Ave, on sidewalk

Special Event Application



Event Time: 12:00 - 12:30 pm

Set-up Time: 11:30 am ?

Clean-up Time: by 12:30 pm

Expected Daily Attendance: ~ 80 - 100

Events Larger than 300 are subject to the Special Event Ordinance (No.158) requirements.

Event Description:

Please check the type of event (all that apply) and write a description of the event.

- | | |
|---|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Bike Ride |
| <input type="checkbox"/> Walk/Fun Run | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Block Party |

If Other, please explain: 2 block long walk

Please provide a description of your event, including, if applicable which city streets or parking lots:

We will walk from 6th St (Beltrami Ave) South to 4th St. Cross over to Bemidji Ave & walk north back to 6th St. We will then enter St Philip's Church. We only use the sidewalks.

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

- No
 Yes

List type of amplified sound: _____

Electricity (Required):

(Select only one option)

Available in most parks upon request. Event organizers must communicate with the Parks Department regarding electricity for events on city streets. The Parks Department can be reached at 218-333-1861.

- Yes
 No

Special Event Application



Tents/Structures

- If you plan to put up a tent or other structure (including volleyball nets, horseshoes, etc.), you must call GOPHER STATE ONE CALL 1-800-252-1166 then notify our office of the ticket number.
- Structures may be erected the day before your event with prior approval.
- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Tents or Canopies (Required):

(Select only one option)

Yes

No

Quantity and Size of Tents. Must be identified on the site map:

Alcohol (Select One) (Required):

(Select only one option)

**Application needs to be submitted with any applicable fee to the City Clerk and requires City Council approval.*

Temporary 1-4 day Intoxicating liquor license*

Temporary 3.2 Percent Malt Liquor License*

Temporary Off-Premises Liquor License (only to holders of intoxicating liquor licenses)*
Name of Establishment _____

Catered Event, Licensee holding caterer's permit.

No Alcohol

Site plan and written security plan are required for events with alcohol. The written security plan must include plans for checking IDs, wrist banding and perimeter security. Additionally, event organizers must contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

Applicants shall specify the location of all proposed food vendors by including them on a site plan.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling and ensure compliance with local and state regulation included grease/debris collection. The Special Event Permit will allow you control and regulation of any concessionaires /vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized activities or large group gatherings.

Please indicate the number of food vendors:

N/A

Special Event Application



Request to Use City Property

Barricades and Cones N/A

Barricades and cones can be requested from the Street Department - pending availability. Please contact the Street Superintendent at 333-1855 to make arrangements for pick-up of equipment.

Number of Cones Requested: _____

Number of Barricades Requested: _____

Picnic Tables, Benches, and Event Bike Racks N/A

The Parks and Recreation Department has additional amenities, available upon request. Please contact the Parks Superintendent at 333-1861. It is the responsibility of the event organizers to pick up and return the requested amenities.

Number of picnic tables requested: _____

There are 14 larger/heavier picnic tables and 12 of the smaller light weight tables.

Number of Benches Requested: _____

10 Benches have backs; 12 are backless

Bike Racks Requested: _____

Event Logistics

If you are planning to install or use any of these structures, please describe below and identify location on the Site Map. Event Organizer is liable for any damage caused to the site or facility and must obtain prior approval.

Portable Restrooms N/A

Events larger than 200 persons will be required to provide portable restrooms. Events in public spaces must be compliant with American Disabilities Act.

Portable/temporary restrooms may be placed 24 hours prior to the event and must be removed within 24 hours following the event.

Company & Number of portable restrooms: _____

Garbage N/A

Event applicants/organizers must arrange for trash and recycling services.

Street, boulevard, and adjacent property must be left clean. The applicant shall properly dispose of debris from the event. If the City Parks or Public Works determines cleanup is inadequate, the cost for cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Certificate of Insurance N/A

For events and series of events occurring on city-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Bemidji as additional insured and Certificate holder for up to \$1,000,000.

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

\$ 1,000,000 per occurrence • \$ 2,000,000 aggregate general liability • \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable) • \$ 1,000,000 liquor liability insurance (if applicable). Additional limits may be required after review.

For information on the Tenant User Liability Insurance Program (TULIP) offered by the League of Minnesota Cities, check out the following link: TULIP

Special Event Application



Street Closures

Applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing and provide a blank written objection form with the notice to businesses. Businesses electing to object, must do so no later than 7 days prior to the scheduled event. If 51% of affected businesses file such written objection, the City may consider withholding or canceling the event permit. Applicant and City staff will meet to determine which businesses may be affected. Parade applicants shall provide notice 7 days prior to the event by releasing a Public Service Announcement.

- a) Applicant is responsible for posting, maintaining and removal of the "No Parking" signs. Signs must be posted 24 hours before street closure and can be mounted on existing parking regulations signage; signs must be removed within 24 hours of the conclusion of the event.
- b) If any vehicles need to be towed on the day of the event, notify dispatch at 218-333-9111.

Are you requesting a street closure?

No

Date(s) of requested street closure:

Street Name(s) and/or number to be closed:

Between _____ &/To _____

Start Time of Street Closure:

End Time of Street Closure:

Number of No Parking Signs Requested:

Event Maps

Please submit a site or route map either via email or as an upload.

Site Map

Please submit a site map clearly indicating the setup of the event. An example would be the start/finish of a walk, run, race event and/or the setup area of a festival or cultural event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents/canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, refuse containers, fencing, barricades, and other structures.

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map Banner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

Please see reverse side of your "City of Bemidji" Memo sheet for submitted site map!

Detour Map

All events requesting a street closure must provide a detailed map showing the requested street closure and detour route(s).

Applicant Signature

I agree to abide by the event guidelines and attest that all of the information in this application is correct. I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. I hereby agree to comply with all rules and ordinances including, but not limited to, City Ordinance Chapter 20, Section 20-8 "Special Events, City Ordinance Chapter 14, Section 14-35 "Rules and Regulations governing public parks" and City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy. The applicant agrees to indemnify and hold the City of Bemidji harmless from any and all liability to any person resulting from any property damage or personal injury (including death) occurring in connection with the event caused by the application or the sponsoring organization, its officers, employees or any person under its control.

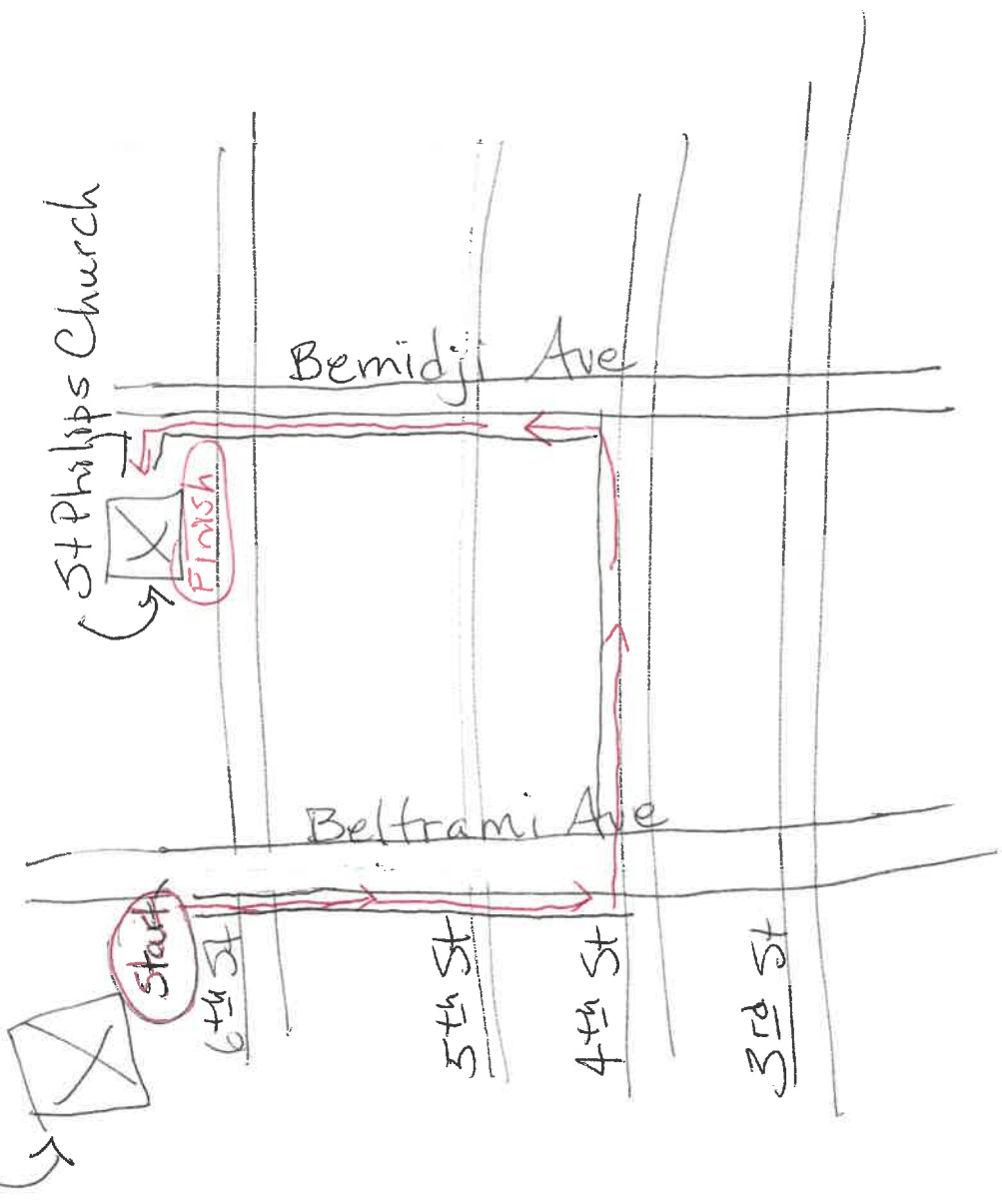
Signature:

Elizabeth Uggren

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601.


↑ N

Beltrami Co Courthouse





City Manager's Office

To: Bemidji City Council
From: Nate Mathews, City Manager 
Date: January 10, 2023
Re: Bemidji Day Shelter Retrofit bid recommendation

In August of 2021 the City of Bemidji was awarded a \$600,000 Minnesota Community Development Block Grant COVID-19 (CDCG-CV) from the Department of Housing and Urban Development (HUD) via the MN Department of Employment and Economic Development (DEED).

The grant funds were awarded for the Bemidji Day Center Shelter retrofit project and the City has a grant agreement with the State of Minnesota. Additionally, the City has a contract with the Headwaters Regional Development Corporation (HRDC) for grant and project administration, along with a contract with Widseth for architectural and project management services.

2022 inflation in construction prices resulted in a project bid that needed to be rejected as the financial needs of the project as scoped exceeded the available grant funding. Thus, Widseth, HRDC, and Day Center leadership re-scoped and rebid the project at the end of 2022.

In December four (4) bids were received. Widseth is recommending acceptance of bids 1-3 from Bradbury Stamm Construction Winkelman, LLC.

Recommendation

Approve bid award to Bradbury Stamm Construction Winkelman, LLC for a total award of \$511,172.

Grand Forks

3535 South 31st Street
Suite 203
Grand Forks ND 58201

701.795.1975
GrandForks@Widseth.com
Widseth.com

January 9, 2023

Nate Mathews, City Manager
City of Bemidji
317 4th Street NW
Bemidji, MN 56601

Re: Bid Recommendation Letter for Bemidji Day Shelter Retrofitting

Dear Mr. Mathews,

On the direction of the Bemidji Day Shelter, bids were received for the Bemidji Day Shelter Retrofitting project on December 29, 2022. Four (4) bids were received at that time, see attached Bid Abstract. The apparent low bidder is Bradbury Stamm Construction Winkelman, LLC. Our office has contacted Bradbury Stamm Construction Winkelman, LLC, regarding their bid numbers submitted for the above referenced project. Bradbury Stamm Construction Winkelman, LLC has agreed that their bid is valid. Therefore, Widseth recommends acceptance of the Bid Packages 1-3 for a total award of \$511,172.00.

We look forward to moving ahead with this project. Please contact our office should there be any questions regarding this recommendation.

Sincerely,



Brent Dammann, Project Architect
Widseth
701-765-8005
Brent.Dammann@widseth.com

cc. Reed Olson
Levi Haar

PROJECT DESCRIPTION Bemidji Day Shelter Retrofitting WSN Project No. 2022-10313									
BIDDER	BID PACKAGE NO. 1 RESTROOM REMODEL	BID PACKAGE NO. 2 ENTRY LIFT	BID PACKAGE NO. 3 SITEWORK	BID PACKAGE NO. 4 ROOF PATCHING ALLOWANCE	TIME OF COMPLETION	ADDENDA	RESPONSIBLE CONTRACTOR FORM	BID SECURITY	
Bradbury Stamm Construction Winkelman, LLC St. Cloud, MN	\$ 246,172.00	\$ 170,000.00	\$ 95,000.00	\$ 10,000.00	180 days	1, 2, 3	Yes	Yes	
Kraus-Anderson Construction Company Bemidji, MN	\$ 294,200.00	\$ 172,390.00	\$ 72,080.00	\$ 10,000.00	300 days	1, 2, 3	Yes	Yes	
Construction Engineers, Inc. Grand Forks, ND 58203	\$ 359,000.00	\$ 187,000.00	\$ 88,000.00	\$ 10,000.00	140 days	1, 2, 3	Yes	Yes	
Baratto Brothers Construction, Inc. Crosslake, MN	\$ 306,312.00	\$ 176,330.00	\$ 79,250.00	\$ 10,000.00	180 days	1, 2, 3	Yes	Yes	

COUNCIL AGENDA ITEM



Meeting Date: January 17, 2023

Action Requested: Appointment to Housing & Redevelopment Authority

Prepared By: Michelle R. Miller, City Clerk

Reviewed By: Nate Mathews, City Manager

Payton Church, 1011 Jeannette Avenue NW, has applied for a vacancy on the Housing & Redevelopment Authority. Her application was received by Director, Debbie Wold and is attached for your review.

Recommendation:

Appoint Payton Church to the Housing & Redevelopment Authority (term ends 1/31/2024).



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: Payton Lynzee Church Date: 12/28/2022

Home Address: 1011 Jeannette ave nw Bemidji Mn 56601

Phone (C): (218)214-0977 Phone (H): _____

Email Address: paytonlynzee14@gmail.com

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|--|---|
| <input type="checkbox"/> City Library Board | <input type="checkbox"/> Heritage Preservation Commission |
| <input type="checkbox"/> Merit Hearing Board | <input checked="" type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Housing Appeals Board |
| <input type="checkbox"/> Greater Bemidji Joint Planning Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> South Shore Design Review Committee | <input type="checkbox"/> City Charter Commission |
| <input type="checkbox"/> Sanford Center Advisory Board | <input type="checkbox"/> Sustainability Commission |
| <input type="checkbox"/> Community and Police Advisory Board | |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

I rent from the HRA of Bemidji and feel i may have valuable insight.

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

I have worked as a member of a team to accomplish a common goal in a timely and effective manner.
I have also been a life long member of this community

Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

high school graduate

Please provide your availability to attend meetings and fulfill responsibilities to serve on this board or commission (additional information attached):

i will be there as needed on time and prepared for the assigned tasks

Please provide any references relevant in applying for this board or commission (optional):

Name Address Phone

Name Address Phone

Name Address Phone

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

Incomplete applications will not be considered.

COUNCIL AGENDA ITEM



Meeting Date: January 17, 2023

Action Requested: Appointment to Sanford Center Advisory Board

Prepared By: Michelle R. Miller, City Clerk

Reviewed By: Nate Mathews, City Manager

Brad Neis, has applied to fill a vacancy as the Sanford Health representation on the Sanford Center Advisory Board.

Recommendation:

Appoint Brad Neis to the Sanford Center Advisory Board.



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: Brad Neis Date: 1/4/2023
Home Address: 49245 219th Ave; Bemidji, MN 56601
Phone (C): 218-368-6056 Phone (H): _____
Email Address: brad.neis@sanfordhealth.org

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|--|--|
| <input type="checkbox"/> City Library Board | <input type="checkbox"/> Heritage Preservation Commission |
| <input type="checkbox"/> Merit Hearing Board | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Housing Appeals Board |
| <input type="checkbox"/> Greater Bemidji Joint Planning Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> South Shore Design Review Committee | <input type="checkbox"/> City Charter Commission |
| <input checked="" type="checkbox"/> Sanford Center Advisory Board | <input type="checkbox"/> Sustainability Commission |
| <input type="checkbox"/> Community and Police Advisory Board | |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

I am one of the Executive Directors at Sanford Health of Northern Minnesota and one of the areas I oversee is our Orthopedics and Sports Medicine Department. We have a close tie with BSU and support their athletics with Sports Medicine services on many levels. We also work very closely with area high schools and several community events for Sports Medicine and other support for athletic and community events. With the Sanford Center being the home for BSU Hockey and many of these other entities and events utilizing the Sanford Center, Sanford Health is fully vested in helping to promote and maintain a successful Sanford Center.

I have been a Bemidji area resident for 12 years and also enjoy seeing family events and entertainment being promoted at the Sanford Center

I also served on the Sanford Center Advisory Board as a Board Member prior to the change in operations to ASM Global and enjoyed my previous service to the board. I am very interested in serving on this board again.

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

I have continual interactions with BSU, Bemidji Area Schools, and other area schools in regards to athletic events and sports medicine coverage. I currently serve as a board member on the Bemidji Community Arena and am on the board for the upcoming 218 Sports Commission.

I am also the operational leader for the proposed Sanford Community Wellness Center.

Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

I have my Masters Degree in Physical Therapy from the University of North Dakota and have worked in the medical field for 28 years, with 23 of those years being in a leadership position of some kind. Along with Orthopedics Sports Medicine, I also oversee therapy services, surgery, and pharmacy services at Sanford Health of Northern Minnesota.

Please provide your availability to attend meetings and fulfill responsibilities to serve on this board or commission (additional information attached):

I would be available to attend meetings and fulfill responsibilities to the Sanford Center Board consistently. The only exceptions to this would be if I am out of town, on vacation, or have an urgent issue at the hospital that needs my attention during the meeting time. My past attendance to the Sanford Center Board was consistent.

Please provide any references relevant in applying for this board or commission (optional):

Karla Eischens, CEO/President SHNM		218-333-5543
Name	Address	Phone
Kayla Winkler, Community Relations SHNM		218-333-6201
Name	Address	Phone
Kay Mack, SHNM Board Member		218-556-3031
Name	Address	Phone

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

Incomplete applications will not be considered.

ANNUAL COUNCIL COMMITTEE APPOINTMENTS

Term	Initial Term	First Name	Last Name	Commission/Board
1 /31/2024	7 /5 /2022	David	Kostamo	Heritage Preservation Commission
1 /31/2024	2 /1 /2021	Linda	Lemmer	Heritage Preservation Commission
1 /31/2024	7 /6 /2020	Heather	Charwood	Housing & Redevelopment Authority
1 /31/2024	2 /1 /2021	VACANT		Housing Appeals Board
1 /31/2024	2 /1 /2020	David	Lalone	Housing Appeals Board
1 /31/2024		VACANT		Library Board
1 /31/2024		VACANT		Merit Hearing Board
1 /31/2024	2 /1 /2020	Tim	Faver	Parks & Recreation Commission
1 /31/2024	12/21/2020	Bethany	Wesley	Parks & Recreation Commission
1 /31/2024		VACANT		Public Arts Commission
1 /31/2024		VACANT		Public Arts Commission

COUNCIL AGENDA ITEM



Meeting Date: January 17, 2023
Action Requested: Approve 2023 budget modification # 1
Prepared By: Ron Eischens, Finance Director *Ron*

Background

Attached are 2023 budget adjustments recently approved by the Joint Powers Board.

Recommendation:

Approve attached 2023 budget modification # 1.

**CITY OF BEMIDJI
2023 BUDGET CHANGE FORM
MODIFICATION # 1**

Account #	Account Name	Explanation	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
232-00000-32216	Variances - Residential	Joint Planning Board approved	500	
232-00000-32217	Interim Use Permit		2,000	
232-00000-32220	LU- Residential		(3,000)	
232-00000-34940	Planning & Zoning Fees		2,700	
232-00000-34942	Sign Permits		500	
232-00000-33636	LGU Contributions		(45,682)	
232-00000-32213	Septic Permit Fee		1,700	
232-00000-34954	Other		(1,000)	
232-4750-40102	Overtime			(1,500)
232-47500-40111	PTO			(1,000)
232-47500-40112	Clothing Allowance			150
232-47500-40121	PERA			3,390
232-47500-40131	Fringe Benefits			11,000
232-47500-40151	Workers Compensation			100
232-47500-40211	Office Supplies			3,000
232-47500-40212	Motor Fuels			(306)
232-47500-40221	Equipment Repair			(3,500)
232-47500-40301	Professional Services			7,000
232-47500-40321	Telephone			800
232-47500-40322	Postage			(3,500)
232-47500-40331	Travel			4,500
232-47500-40351	Legal Publishing			(2,000)
232-47500-40361	Liability Insurance			1,000
232-47500-40433	Dues			210
TOTAL			(42,282)	19,344



City Day on the Hill

Advocate for Minnesota cities at the State Capitol!

Whether you're a newly elected official or a veteran in city government, you have a role in the 2023 legislative session. You've heard from your constituents, and now it's time to get things done for Minnesota cities!

Join the League of Minnesota Cities for the **2023 City Day on the Hill**, formerly known as the Legislative Conference, on **Thursday, March 9**, at **DoubleTree by Hilton St. Paul**.

Attend City Day on the Hill to:

- **Learn** about important legislative issues impacting cities, including updates on cannabis legalization, duty disability, aids to cities, and other key priorities.
- **Hear from** state policymakers about legislative proposals and their impacts on cities.
- **Build relationships** with your state legislators and advocate for your city's needs.
- **Connect** with League Intergovernmental Relations staff.
- **Increase the visibility** of Minnesota cities as key partners in policymaking.



[Register Now](#)

Who should attend?

Mayors, council members, city administrators, managers, and other city employees

Fee

\$125

\$99 – Cities with a population less than 5,000

Agenda

Subject to change

9-9:30 a.m.

Registration Opens

DoubleTree by Hilton St. Paul Downtown

9:30-9:40 a.m.

Welcome Remarks from LMC President Ron Johnson

9:40-10:15 a.m.

Remarks from Governor Walz (invited)

10:15-10:45 a.m.

Sifting through the weed(s): What cities need to know about cannabis regulation

10:45-11 a.m.

Break

11-11:45 a.m.

Legislative Update from the League's IGR Team

Topics will include cannabis legalization, duty disability, aids to cities, and other League priorities.

12-1 p.m.

Staff/IGR panel over lunch (moderated by retired Star Tribune columnist Lori Sturdevant)

Invitations have been extended to Speaker of the House Melissa Hortman, House Minority Leader Lisa Demuth, Senate Majority Leader Kari Dziedzic, and Senate Minority Leader Mark Johnson.

1-4 p.m.

Meetings with Legislators

Capitol Hill – Please note that attendees are responsible for scheduling their own meetings with legislators. Bussing to and from the Capitol will be provided.

4:30-7 p.m.

Evening reception

DoubleTree by Hilton St. Paul Downtown's Town Square Ballroom

411 Minnesota Street

St. Paul, MN 55101

Lodging

DoubleTree by Hilton St. Paul Downtown

411 Minnesota Street ([view map](#))

St. Paul, MN 55101

Phone: 651-291-8800

Book your room by Feb. 6, to take advantage of the conference rate!

- Conference room rate: \$149
 - [Make reservations online.](#)
 - To receive the conference room rate via phone, ask for the League of Minnesota Cities (group code 141) block when making your reservation.
-

Your LMC Resource

Ashley Freitag

Registration and Sponsorship Coordinator

(651) 281-1249 or (800) 925-1122

registration@lmc.org

Cancellation Policy

Please consider sending a substitute if you cannot attend. Cancellations must be sent via email to registration@lmc.org seven (7) days prior to the start of the program and are subject to a \$25 cancellation fee. All cancellation requests submitted after this timeframe will be billed at the full conference rate; no refunds will be made.

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 01/10/2023 - 11:28AM
Warrant Request Date: 1/18/2023
DAC Fund:



Batch: 00417.01.2023

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	31,615.90
Page Total:			\$31,615.90
Grand Total:			\$31,615.90

COUNCIL AGENDA ITEM



Meeting Date: January 17th, 2023

Action Requested: 2023 Norton Avenue Reconstruction Project – Public Hearing & Consider Resolution Ordering Project & Authorizing Plans & Specifications – City Project 23-02

Prepared By: Samuel C. Anderson, P.E.
DPW/City Engineer *sa*

Reviewed By: Nate Mathews, City Manager

Background:

On December 19th, 2022, the City Council passed a resolution approving the feasibility report on the proposed Norton Avenue Reconstruction Project. Using a combination of federal & state funds, utility funds and assessments this project will reconstruct approximately 0.7 miles of city streets. The next step in the 429 Public Improvement process is to hold a public hearing on the proposed project.

The streets that are proposed to be included are shown on the attached Exhibit A and includes:

Ridgeway Avenue NW
23rd Street NW
Norton Avenue NW

Paul Bunyan Drive (TH 197) – 23rd Street NW
Ridgeway Avenue NW – 22nd Street NW
22nd Street NW – 15th Street NW

The feasibility report that was approved recommended the following improvements:

Norton Avenue NW & 23rd Street NW – These roads are existing 43 foot wide curb & gutter streets that will be narrowed to a 32 foot wide road to add a 3 to 7 foot wide grass boulevard and 10 foot wide paved trail. The reconstruction would include new bituminous pavement, curb & gutter, and driveway aprons. The existing water and sanitary sewer mains meet our current city standards and are proposed to remain. The current hydrants don't meet our standards, so those will be replaced as part of the project. As part of narrowing the street, portions of the current storm sewer system will need to be removed and relocated to accommodate the new roadway dimensions. The street currently has room for parking on both sides, but would be signed for "no parking" on both sides as part of the project. This street design would be very similar to what was completed on 30th Street NW back in 2016 and 2019.

Ridgeway Avenue NW - This road is an existing 47 foot wide curb & gutter street that will be narrowed to 39 feet wide with the new paved trail being added to the east side of

the street from 23rd Street up to Paul Bunyan Drive NW. The existing water and sanitary sewer mains meet our current city standards and are proposed to remain. The current hydrants don't meet our current standards, so those will be replaced as part of the project. As part of narrowing the street, portions of the current storm sewer system will need to be removed and relocated to accommodate the new roadway dimensions. This segment would also be signed for "no parking" on both sides of the street.

Project Lighting – In order to accommodate the trail, Ottertail Power is going to be eliminating an overhead power line currently located on the west side of the street. That power line provides some additional lighting for the street currently that will be eliminated. Staff are recommending to add metal light poles, in the grass boulevard between the new trail and street, primarily because of the higher traffic volumes seen on this corridor (between 3,500-4,500 vehicles/day). Standard metal pole street lighting is eligible to be paid for with federal and/or state aid dollars so another incentive to incorporate it with this project.

Neighborhood Meeting

A neighborhood meeting for the project was held on Tuesday, January 10th at the Public Works Building from 4 – 6:30 PM. Roughly 12-15 people in total attended and general questions were asked at the meeting regarding anticipated construction schedule, assessments, overall project scope, and access to property during construction, but the overall feedback was fairly positive toward the project.

Finances:

The estimated cost of the total street reconstruction project is \$1,633,377.

Funding sources are proposed to come from the following sources:

Street Assessments	\$ 249,282
Water Utility Fund	\$ 95,365
<u>Federal/State Aid Dollars</u>	<u>\$ 1,288,730</u>
	\$ 1,633,377

*These costs include 15% for engineering design, construction inspection, and administration services.

Assessments

Assessments are proposed to each benefiting property within the project area. Ridgeway Avenue NW, 23rd Street NW, and Norton Avenue NW street segments will be assessed per the city's current assessment policy of \$45/front foot and \$1,070 for each utility service that may be required. Corner lots are assessed for half of the property frontage abutting the project.

Attached is the preliminary assessment role for the 2023 Norton Avenue Reconstruction Project.

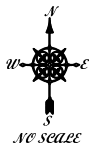
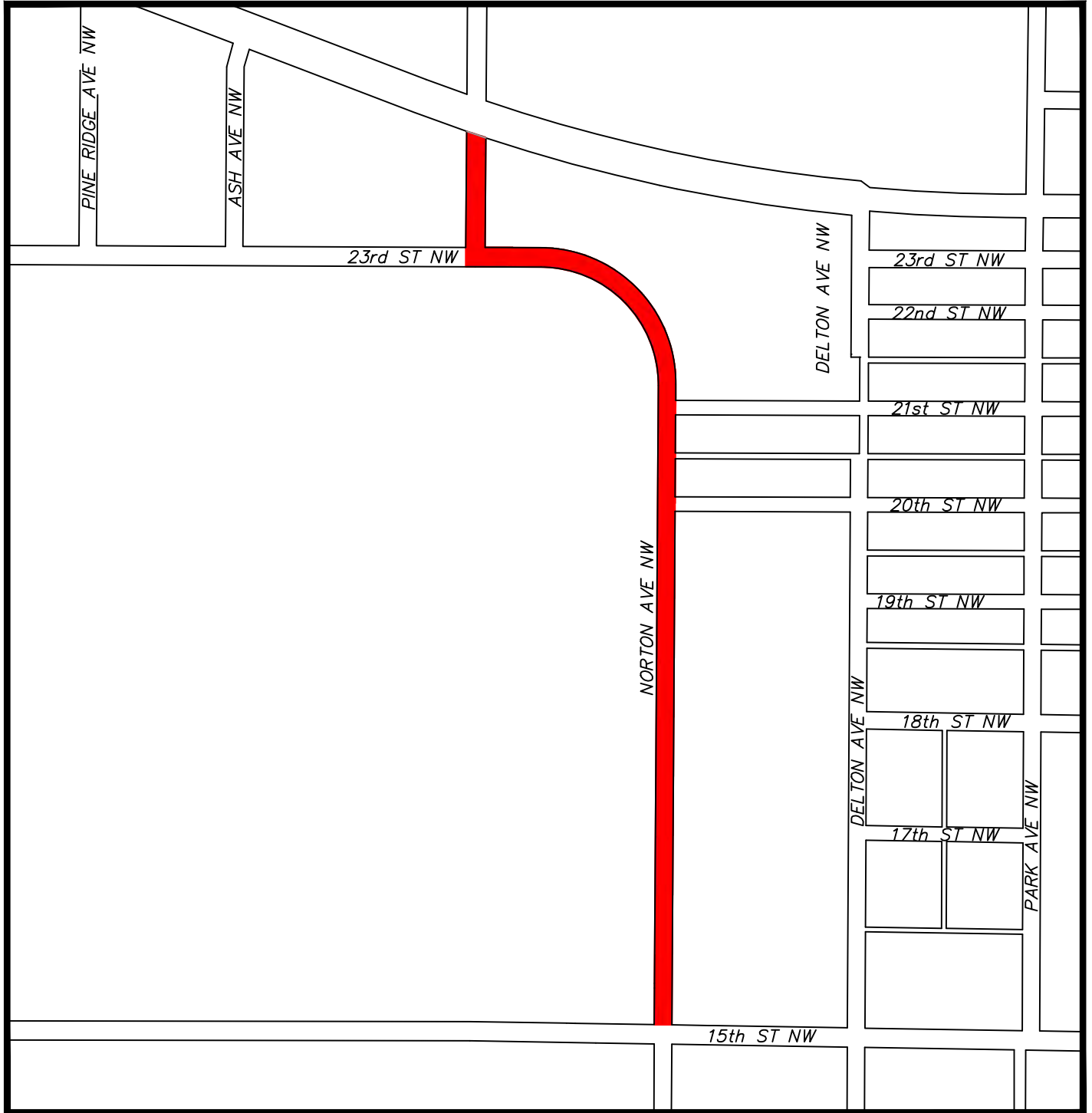
Project Schedule

Engineering plans and specifications will be prepared in-house this winter and the project will go out for bids in March/April 2023, but hopefully sooner depending on state review. Construction of the project could begin in May, but may be scheduled to begin later in the summer. It is anticipated to be completed sometime in September 2023.

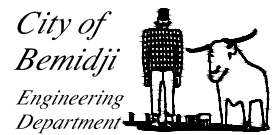
Recommendation:

At the conclusion of the public hearing it is recommended that the city council adopt the attached resolution ordering the project and authorizing the preparation of engineering plans and specifications.

EXHIBIT A



2023 NORTON AVE RECONSTRUCTION



9-28-2021

**CITY OF BEMIDJI
PRELIMINARY ASSESSMENT ROLL
2023 NORTON AVENUE RECONSTRUCTION PROJECT
CITY PROJECT #23-02**

DATE: DECEMBER 14, 2022
CORNER LOTS - C = 1/2 FRONTAGE

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)		ASSESSABLE UNIT (SEWER SERVICE)		ASSESSABLE UNIT (WATER SERVICE)		TOTAL AMOUNT
				RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	
1003 15TH ST NW C	80.02584.00	JOSHUA M SMITH 1003 15TH ST NW BEMIDJI, MN 56601	RATE TOTAL	66.50 \$45.00 \$2,992.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,992.50	
VACANT LOT	80.02586.02	ZADA L WOHLRABE SHINDELAR 1601 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	100.00 \$45.00 \$4,500.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,500.00	
1601 NORTON AVE NW	80.02586.01	ZADA L WOHLRABE SHINDELAR 1601 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	208.00 \$45.00 \$9,360.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$9,360.00	
1617 NORTON AVE NW	80.02586.00	ANNA L BUCK 1617 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	190.50 \$45.00 \$8,572.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$8,572.50	
1701 NORTON AVE NW	80.00144.00	DARREL DAVID BINKLEY 1701 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	274.00 \$45.00 \$12,330.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$12,330.00	
1801 NORTON AVE NW	80.00145.00	KAYLONI R ALTAHA 1801 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	150.00 \$45.00 \$6,750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,750.00	
1811 NORTHERN CEDAR AVE NW	80.00147.00	FANKHANEL LLC PO BOX 946 BEMIDJI, MN 56619	RATE TOTAL	240.00 \$45.00 \$10,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$10,800.00	
1907 NORTON AVE NW	80.00130.00	JULIE JOY ERICKSON 1907 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	166.00 \$45.00 \$7,470.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$7,470.00	
1911 NORTON AVE NW	80.00129.00	MICHAEL A ALBRECHT 1911 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	166.00 \$45.00 \$7,470.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$7,470.00	
2005 NORTON AVE NW	80.00128.00	SHERRI KORSMO 2005 NORTON AVE BEMIDJI, MN 56601	RATE TOTAL	166.00 \$45.00 \$7,470.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$7,470.00	
2011 NORTON AVE NW	80.00126.00	DAVID LEE BECKER 2011 NORTON AVE NW BEMIDJI, MN 56601	RATE TOTAL	86.00 \$45.00 \$3,870.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,870.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)			
2015 NORTON AVE NW BEMIDJI, MN 56601	80.00127.00	CHRISTINE HOFFMAN 2015 NORTON AVE NW BEMIDJI, MN 56601	RATE	80.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$3,600.00	
				\$3,600.00	\$0.00	\$0.00	\$3,600.00	
2019 NORTON AVE NW BEMIDJI, MN 56601	80.00123.00	MARK W KULETA 2019 NORTON AVE NW BEMIDJI, MN 56601	RATE	202.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$9,090.00	
				\$9,090.00	\$0.00	\$0.00	\$9,090.00	
VACANT LOT 317 4TH ST NW BEMIDJI, MN 56601	80.00124.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE	406.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$18,270.00	
				\$18,270.00	\$0.00	\$0.00	\$18,270.00	
VACANT LOT 10280 IRVINE AVE NW BEMIDJI, MN 56601	80.00125.00	PATRICK J DOLEZAL 10280 IRVINE AVE NW BEMIDJI, MN 56601	RATE	124.50	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$5,602.50	
				\$5,602.50	\$0.00	\$0.00	\$5,602.50	
1030 23RD ST NW BEMIDJI, MN 56601	80.00125.01	JACOB T HEDBERG 1030 23RD ST NW BEMIDJI, MN 56601	RATE	205.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$9,225.00	
				\$9,225.00	\$0.00	\$0.00	\$9,225.00	
1120 PAUL BUNYAN DR NW BEMIDJI, MN 56601	80.03023.00	NORTHCOTT HOSPITALITY INTL LLC 600 MARKET ST STE 230 CHANHASSEN, MN 55317-4587	RATE	199.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$8,955.00	
				\$8,955.00	\$0.00	\$0.00	\$8,955.00	
919 15TH ST NW BEMIDJI, MN 56601	80.03139.01	DARLENE ANN PRICKETT 919 15TH ST NW BEMIDJI, MN 56601	RATE	50.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$2,250.00	
				\$2,250.00	\$0.00	\$0.00	\$2,250.00	
VACANT LOT 919 15TH ST NW BEMIDJI, MN 56601	80.03139.00	DARLENE ANN PRICKETT 919 15TH ST NW BEMIDJI, MN 56601	RATE	100.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$4,500.00	
				\$4,500.00	\$0.00	\$0.00	\$4,500.00	
VACANT LOT 1614 NORTON AVE NW BEMIDJI, MN 56601	80.03140.00	ROMAINE WILSON 1614 NORTON AVE NW BEMIDJI, MN 56601	RATE	150.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$6,750.00	
				\$6,750.00	\$0.00	\$0.00	\$6,750.00	
1614 NORTON AVE NW BEMIDJI, MN 56601	80.03141.00	ROMAINE WILSON 1614 NORTON AVE NW BEMIDJI, MN 56601	RATE	175.00	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$7,875.00	
				\$7,875.00	\$0.00	\$0.00	\$7,875.00	
VACANT LOT 1633 DELTON AVE NW BEMIDJI, MN 56601	80.03142.00	BELTRAMI NURSING HOME INC 1633 DELTON AVE NW BEMIDJI, MN 56601	RATE	106.60	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$4,797.00	
				\$4,797.00	\$0.00	\$0.00	\$4,797.00	
1700 NORTON AVE NW BEMIDJI, MN 56601	80.00141.00	ELDER CARE OF BEMIDJI INC 1633 DELTON AVE NW BEMIDJI, MN 56601	RATE	395.50	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$17,797.50	
				\$17,797.50	\$0.00	\$0.00	\$17,797.50	
1810 NORTON AVE NW BEMIDJI, MN 56601	80.00143.00	STONY RIDGE LLC PO BOX 1158 BEMIDJI, MN 56601	RATE	268.80	0	0	0	
			TOTAL	\$45.00	\$1,070.00	\$1,070.00	\$12,096.00	
				\$12,096.00	\$0.00	\$0.00	\$12,096.00	

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT		ASSESSABLE UNIT (WATER SERVICE)	ASSESSABLE UNIT (SEWER SERVICE)	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)			
1910 NORTON AVE NW	80.00134.00	BLUFF VIEW PROPERTIES II LLC PO BOX 9495 FARGO, ND 58106	RATE TOTAL	264.00 \$45.00 \$11,880.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$11,880.00
908 20TH ST NW C	80.04597.00	BETSY J KRZYWICKI 908 20TH ST NW BEMIDJI, MN 56601	RATE TOTAL	86.00 \$45.00 \$3,870.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,870.00
947 20TH ST NW C	80.04592.00	RICHARD J COBBLE 947 20TH ST NW BEMIDJI, MN 56601	RATE TOTAL	65.00 \$45.00 \$2,925.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,925.00
920 21ST ST NW C	80.00121.00	HILLSIDE VIEW APARTMENTS LLC 109 E 26TH ST APT 3 MINNEAPOLIS, MN 55404	RATE TOTAL	129.00 \$45.00 \$5,805.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$5,805.00
915 21ST ST NW C	80.05870.00	RESTORE HOUSE 915 21ST ST NW BEMIDJI, MN 56601	RATE TOTAL	77.30 \$45.00 \$3,478.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,478.50
VACANT LOT C	80.05871.00	TRUSTAR FEDERAL CREDIT UNION 601 4TH ST INTERNATIONAL FALLS, MN 56649	RATE TOTAL	56.00 \$45.00 \$2,520.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,520.00
1000 PAUL BUNYAN DR NW	80.04945.00	PLAZA 1,000 LLC 6502 BIRCHMONT DR NE BEMIDJI, MN 56601	RATE TOTAL	92.00 \$45.00 \$4,140.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,140.00
1008 PAUL BUNYAN DR NW	80.04944.00	HEGNA PROPERTIES LLC 23443 TIMBER TRAIL DR BEMIDJI, MN 56601	RATE TOTAL	106.40 \$45.00 \$4,788.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,788.00
1060 PAUL BUNYAN DR NW	80.00092.01	CITIZEN'S STATE BANK - MIDWEST PO BOX 30 CAVALIER, ND 58220	RATE TOTAL	150.00 \$45.00 \$6,750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,750.00
1027 23RD ST NW C	80.04943.00	KKTJ LLC 1080 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	144.00 \$45.00 \$6,480.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$6,480.00
1080 PAUL BUNYAN DR NW C	80.00095.00	KKTJ LLC 1080 PAUL BUNYAN DR NW BEMIDJI, MN 56601	RATE TOTAL	94.50 \$45.00 \$4,252.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,252.50
TOTALS				\$249,282.00	\$0.00	\$0.00	\$0.00	\$249,282.00

STREET TOTAL	FOOTAGE TOTAL	SEWER SERVICES	WATER SERVICES
\$249,282.00	5,539.60	0	0
\$0.00	SEWER SERVICES	0	0
\$0.00	WATER SERVICES	0	0
\$249,282.00	TOTAL ASSESSMENT		

RESOLUTION NO.

A RESOLUTION ORDERING IMPROVEMENT, DESIGNATING PROJECT ENGINEER, CALLING FOR PREPARATION OF PLANS AND SPECIFICATIONS, AND AUTHORIZING ADVERTISEMENT FOR BIDS ON IMPROVEMENT

(CITY PROJECT NO. 23-02)

WHEREAS, the Bemidji City Council by Resolution No. 6466, on the 19th day of December, 2022, accepted a feasibility report on City Project No. 22-01 for street improvements along

<u>Street</u>	<u>From/To</u>
Ridgeway Avenue NW	Paul Bunyan Drive (TH 197) – 23 rd Street NW
23 rd Street NW	Ridgeway Avenue NW – 22 nd Street NW
Norton Avenue NW	22 nd Street NW – 15 th Street NW

and;

WHEREAS, at least ten days mailed notice and two weeks published notice of the hearing were given and the hearing was held thereon on the 17th day of January 2023, at which time all persons present were given an opportunity to be heard thereon.

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

1. The Project is hereby ordered.
2. The City Engineer is hereby designated as project engineer for this improvement and is directed to prepare plans and specifications for the making of such improvement.
3. Authorization is given to call for bids on such improvement.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

COUNCIL AGENDA ITEM



Meeting Date: January 17th, 2023

Action Requested: Consider Award of Quote for Granulated Activated Carbon (GAC) Change-Out for the Water Treatment Plant

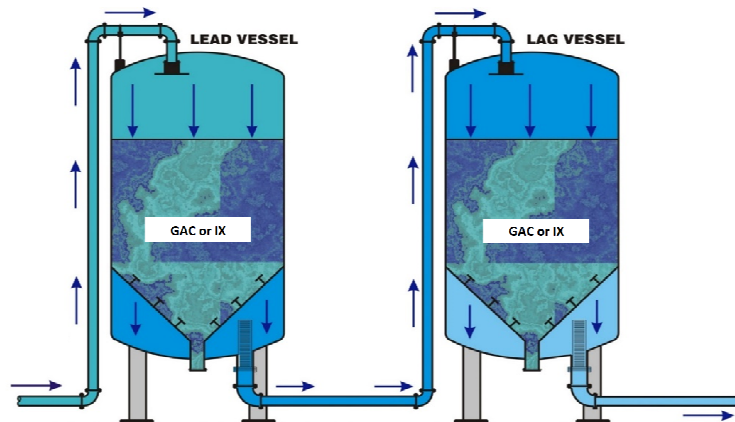
Prepared By: Samuel C. Anderson, P.E.
Director of Public Works/City Engineer *sa*

Reviewed By: Nate Mathews, City Manager

Background:

Construction of the Phase 1 water treatment plant was completed back in April 2021. We have been supplying treated water for roughly 20 months and are starting to see slight “breakthrough” of PFAS as part of our quarterly sampling, which was last completed in November 2022. Though we are starting to find trace amounts of PFAS making it through the current GAC treatment system, none of the detections in the distribution system sample are above the Minnesota Health Based Values (HBVs) or Health Risk Limits (HRLs).

Of the 6 total GAC vessels we have in the water plant, only 3 of these vessels are having the media replaced. Vessels operate in pairs, also called trains, made up of one lead vessel and one lag vessel. The water travels through the lead vessel first, then the lag vessel as part of the treatment process. Water samples are taken quarterly from a location after the lead vessel, but before the lag vessel. This is how we can track when the lead vessels’ media are beginning to reach the end of their useful life and determine when change out needs to occur. Change out involves replacing the GAC in all 3 lead vessels, the system is changed so that the previous lag vessels become the new lead vessels, and water sampling continues until “breakthrough” of PFAS is detected and we go through the process again.



A figure of a GAC train (one lead vessel and one lag vessel)

Staff are anticipating GAC change outs to occur on an 18 month to 2 year cycle, but that is a moving target based on a number of factors. As the plant continues to operate, we'll hopefully be able to more accurately predict future change outs and associated timelines.

Staff have obtained a quote for \$138,600 from Calgon Carbon to complete the GAC change out, as they supplied our current GAC treatment vessels and GAC media as part of the Phase 1 Water Plant project.

Finance

The 2023 Capital Improvement Plan includes \$200,000 from our Water Utility Fund to pay for this anticipated carbon change out.

Schedule

The carbon change out will be coordinated with the Phase 2 Water Treatment Plant construction, but we are anticipating we can get this started by March/April of this year. The change out itself will take about 3-4 weeks to complete.

Recommendation:

It is recommended that the city council pass a motion awarding the quote from Calgon Carbon for the GAC change out at the Water Treatment Plant in an amount of \$138,600.

COUNCIL AGENDA ITEM



Meeting Date: January 17th, 2023

Action Requested: Consider entering into MOU with Beltrami County for Design & Storm Water Pond Maintenance

Prepared By: Samuel C. Anderson, P.E. *sa*
DPW/City Engineer

Reviewed By: Nate Mathews, City Manager

Background:

Back in March, council approved a proposal from Freeberg & Grund to assist the city with design of a sanitary sewer extension project in coordination with Beltrami County's reconstruction of Irvine Avenue from 30th Street NW to Anne Street NW in 2023.

During the County's design, it was determined the most efficient way to route a portion of storm water from Irvine Avenue NW, which will now become a curb & gutter street, was to outlet into our existing city owned pond between 30th Street NW and 29th Street NW. The attached exhibit shows the project limits including the pond location.

In advance of construction, the County has drafted up a Memorandum of Understanding (MOU) related to each entities respective roles during the project along with a cost share breakdown for future maintenance of the storm water pond. The County share of future maintenance costs would be 25%, determined by the percentage of storm water calculated to be coming from the Irvine Avenue right of way.

Financing:

Staff have \$220,000 set aside for the project in the 2023 CIP out of Sanitary Sewer Funds. As we have progressed further in design, we anticipate an estimated amount of \$100,000 needing to come from our Water Utility Fund for items such as, hydrant relocations, water main relocation, and insulating of water main and services.

Staff will also be recommending that we establish a \$7,000 sewer connection fee as part of the project to those residents that will receive a new sanitary sewer service when the project is awarded. This would match what those residents along 5th Street NW that received service when water & sewer was extended from the High School to Gene Dillon Elementary School back in 2017. This would be a fee that would become activated once a resident actually connects to the system, and can be paid over a 15 year period with interest similar to an assessment. We are anticipating 12 new services with this project.

Recommendation:

It is recommended that the city council pass a motion authorizing the Mayor and City Engineer to sign the attached Memorandum of Understanding with Beltrami County.



Project Area

30th Street Pond

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, City of Bemidji, GIS, Bro-West & Associates, Inc.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Irvine Avenue Sewer Extension

1:9,028	Date: 3/15/2022
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	



MEMORANDUM OF UNDERSTANDING

BETWEEN CITY OF BEMIDJI AND BELTRAMI COUNTY
REGARDING
RECONSTRUCTION PROJECT ON CSAH 15 (IRVINE AVE)
and STORMWATER POND (along 30th Street)

The County is desirous of improving Irvine Avenue from 30th Street to just north of Anne Street. The City is desirous of improving utilities within this segment. Reduced costs can be achieved by completing these two projects together. The City and County’s roles for the project are further defined as follows:

1. The City of Bemidji will prepare plans and specifications for their portion of the work.
2. Beltrami County will prepare the plans and specifications for their portion of the work.
3. Beltrami County will compile plans, specs and prepare bidding documents.
4. Beltrami County will advertise and receive bids for the project.
5. Prior to awarding the bid, the County Engineer shall request the City Engineer to concur with the selection of the lowest responsible bidder and of the proposed project cost.
6. The City of Bemidji shall be responsible for the inspection of their portion of the work.
7. The County shall work with the City to ensure that the proper documentation is available for payments and reimbursements.
8. Beltrami County will make all contractor payments and be responsible for the overall inspection and administration of the project.
9. Upon completion of the project, the County shall invoice the City for their share of the construction cost of the project.

The County is desirous of utilizing the existing City stormwater pond located just west of Irvine Avenue on the south side of 30th Street. The City is agreeable to this use. Reduced costs can be achieved in the shared use of the stormwater pond. The City and County’s roles for the project are further defined as follows:

1. Beltrami County will have ownership of the facility/pipe out letting into the stormwater pond.
2. Beltrami County will repair any areas disturbed during construction of its outlet pipe.
3. Beltrami County will share in the future maintenance of the stormwater pond based on the percentage of use.
 - a. City of Bemidji share is 75%
 - b. Beltrami County share is 25%
4. The City of Bemidji will be responsible for conducting all maintenance and invoicing Beltrami County for their share of the work.

Acknowledgement for Beltrami County:

Acknowledgement for City of Bemidji:

Beltrami County Engineer Date

Bemidji City Engineer Date

Beltrami County Board Chairman Date

Bemidji City Mayor Date