

> 5:45 p.m. CANVASSING BOARD

BEMIDJI CITY COUNCIL AGENDA

Monday, March 20, 2017

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



➤ ROLL CALL

➤ PLEDGE OF ALLEGIANCE TO THE FLAG

➤ PROCLAMATION: March 27 through March 31, 2017 as "Boys & Girls Club Week"

➤ AMENDMENTS TO AGENDA

I. MINUTES

- 1) Special Joint Meeting: February 27, 2017
- Regular Council: March 6, 2017

II. CONSENT AGENDA

Approval of items in the Consent Agenda are 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 \$377,317.38
- 3) Claims Submitted by VenuWorks for the Sanford Center in the amount of \$185,425.93
- 4) General Business Licenses Renewals for 2017
- 5) 1-4 Day Temporary On Sale Liquor License – IDEA Banquet on 4/25/17
- 6) 1-4 Day Temporary On Sale Liquor License – NW Technical College for their Annual Night at the Races on 4/28/17
- 7) Gambling Permit for Pull Tabs at The Bunkhouse (1602 Bemidji Avenue N) requested by North Country Snowmobile Club
- 8) Declare Equipment as Surplus – Upstream TV
- 8) Declare Equipment as Surplus – 2006 1445 John Deere Mower
- 10) Acquire 2005 Ford F-450 from DNR; Declare 2000 Chevrolet Pickup and 2005 Chevrolet Truck as Surplus – Fire Department
- 11) Reapportionment of Special Assessment -2nd & Lake Avenue
- 12) Purchase of a Toro Workman and Rahn Groomer from MTI in the amount of \$12,221.22 – Parks Department
- 13) Purchase an Altoz XP 660 from T&K Outdoors in the amount of \$9,534 – Parks Department
- 14) Change Order No. 1 to the 3rd Street Gateway Project (#17-05)

Bemidji—Regional Center Amenities with Small Town Character

III. CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA

Public Comment – Please give your name, address and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. **PLEASE BE ADVISED THAT THE COUNCIL WILL TAKE NO ACTION AT THIS TIME.**

IV. REPORT(S)

- Bemidji Youth Advisory Commission (if present)
- Bemidji State Student Senate (if present)

V. NEW BUSINESS

- 15) Consider a Resolution Establishing a Youth Recreation Scholarship Program
- 16) Consider a Resolution Approving the Site(s) and Related Requests for the 73rd Annual Jaycees Water Carnival

VI. ORDINANCES

- 17) Public Hearing of an Ordinance Amending an Uncoded Section of Bemidji City Code Pertaining to an Alley Vacation (Dale & Shelly Cloose – Shadrick's Subdivision)
- Second Reading of Said Ordinance

VII. UPCOMING MEETINGS

- Monday, March 27 5:30 p.m. Work Session – Freedom Defender's Request & Rail Corridor Discussion
- Monday, April 3 6:00 p.m. Council Meeting

VIII. MAYOR AND COUNCIL REPORTS

- > Please limit your committee reports to 4 minutes.

IX. ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Joint Meeting/Work Session – February 27, 2017

Pursuant to due call and notice, a special joint meeting/work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, February 27, 2017, at 5:30 p.m. at Northern Town Hall.

Councilmembers Present: Albrecht, Meahlhause, Johnson, Hellquist
Absent: Erickson, Larson

Northern Town Board Present: Mike Kelly, Paul Wiese, Curt Blumhagen, Jess Frenzel
Absent: Clark Chambers

Staff Present: City Manager Nate Mathews, City Attorney Alan Felix, Finance Director Ron Eischens, Public Works Director Craig Gray, City Clerk Kay Murphy, Northern Town Clerk Mary Israelson

Northern Township Chair Kelly called the meeting to order at 5:30 p.m. He stated that the purpose of the joint meeting was to discuss the future of joint planning and Northern Township's relationship with the City of Bemidji.

City Attorney Felix noted that there was no quorum of the Council and the meeting would not be official and the Council was there as guests. He further observed that the City is no longer involved in any litigation with Bemidji Township at this time.

Kelly stated that Northern believed that they had a possible agreement regarding a settlement with Bemidji Township.

City Attorney noted that Mayor Albrecht joined the meeting (at 5:35 p.m.) and there was a quorum.

Consensus of the Council that they are interested in continuing with joint planning with Northern Township.

ADJOURN

There being no further business, the meeting adjourned at 6:07 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – March 6, 2017

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, March 6, 2017 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, 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 declared March 7, 2017 as "A Day of Action to End Domestic Violence" and urged citizens to avail themselves of the education and awareness resources offered to end domestic violence in Bemidji.

AMENDMENTS TO AGENDA

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

MINUTES

The following minutes were presented for approval:

Council Meeting	February 21, 2017
Special Work Session	February 21, 2017

Motion by Meehlhause, 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 Erickson, seconded by Hellquist, to approve the Consent Agenda items as follows:**

1. Claims submitted by the Finance Officer in the total amount of \$675,353.12
2. Claims Submitted by VenuWorks for the Sanford Center in the amount of \$123,601.22
3. General Business Licenses Renewals for 2017
4. Full & Sunday Liquor License to Fozzie's Smokin Bar BQ
5. Appointed Paul Swenson to the Public Arts Commission
6. **RESOLUTION NO. 6062:** Authorizing Calendar Parking on Delton Avenue NW from 12th Street to 15th Street
7. Travel Authorization - 2017 LMC Legislative Conference on Thursday, March 23 - Johnson

Motion carried by unanimous vote.

CITIZENS NOT ON AGENDA

- Linda Lemmer, Gemmel Avenue, report on activities at the Beltrami County History Center.

POLICE RESERVE OFFICERS – Swearing In Ceremony

Chief Mastin stated that in 2013 Sgt. Scott Heri and Officer Tabitha Carrigan created the Bemidji Police Department's Police Officer Reserve Program. Since the Program's inception, the Police Reserve Officers have volunteered almost 9,000 hours to our community, which is equivalent to nearly \$200,000 to our citizens. Many of our reserve officers have risen to the top of hiring lists. We are proud of their achievements and the impact that this program has had in our community.

Officer Carrigan introduced the Officers and City Clerk Murphy swore in the following new Police Reserve Officers: Quinn Mishke, Jaclyn Braidey, Samantha DeAdder, Livia DeSylvester, Jason Sanderson, and Evan Jandl.

NEW BUSINESS**2017 Delton Avenue NW Reconstruction (Project #17-04)**

Gray reviewed the 2017 Delton Avenue project. He stated that a bid opening was held on February 23 and the following four bids were received:

Reierson Construction	\$ 633,036.81
Gladen Construction	\$ 732,487.66
Kuechle Underground	\$ 758,605.51
Knife River Materials	\$ 759,456.60

Gray noted that the bids came in lower than the engineer's estimate. Due to the excellent bid prices that were received, the City will be looking at utilizing our state aid construction fund to partner with Beltrami County, in either 2017 or 2018, on a mill and overlay project on the City's section of Division Street.

RESOLUTION NO. 6063: Awarding the Bid for the 2017 Delton Avenue Reconstruction project to Reierson Construction of Bemidji, MN in the amount of \$633,036.81 was offered by Councilmember Erickson, who moved its adoption, and upon due second by Councilmember Hallquist was passed by unanimous vote.

2017 Street Renewal (Project #17-01)

Gray stated that the City Council approved the feasibility report for the reconstruction of five neighborhood streets as part of the 2017 Street Renewal Project. A bid opening was held on February 28 and the following five bids were received:

Kuechle Underground, Inc.	\$1,038,566.29
Knife River Materials	\$1,086,075.49
Reierson Construction	\$1,093,132.58
Wagner Construction	\$1,112,369.20
Gladen Construction	\$1,134,720.21

RESOLUTION NO. 6064: Awarding the Bid for the 2017 Street Renewal project to Kuechle Underground, Inc. of Kimball, MN in the amount of \$1,038,566.29 was offered by Councilmember Johnson, who moved its adoption, and upon due second by Councilmember Larson was passed by unanimous vote.

3rd Street Gateway (Project #17-05)

City Manager Mathews stated that the bids received for the 3rd Street Gateway Project were higher than anticipated. After a series of meetings with WSN and BDA representatives, some cost efficiencies and change orders are recommended. There is approximately \$10,000 short to complete the project. He noted that there are funds in the Community Development budget that the City Council could consider for the shortfall.

Gray stated that a bid opening was held on February 15 and the following three bids were received:

	<u>Base Bid</u>	<u>Alt #1</u>
Kraus-Anderson Construction	\$82,900	\$3,000
Gerit Hanson Contracting	\$89,327	\$3,280
M& T Excavating, Inc.	\$103,877	\$3,350

Gray stated that on April 4, 2016 the Council authorized a 50% City contribution to the project with a not to exceed amount of \$40,000 and the remainder of the funds were designated to come from the Bemidji Downtown Authority (BDA). Because the project is over the budget, WSN has met with Kraus-Anderson to find some items that could be removed or adjusted with a change order. Kraus-Anderson has agreed to changes that would reduce the bid by \$8,500 for a new estimated total project cost of \$90,100. This would leave no room for any construction contingencies that might arise.

Denise Koenigsberg, WSN, stated that there is a need for 10% contingency and would not feel comfortable recommending otherwise. She reviewed the changes that would reduce the bid by \$8,500 which are: 1) a credit for no building permit and performance bond (\$1,500); 2) change precast concrete to brick (\$6,000); and 3) change alternate #1 signage from steel to aluminum (\$1,000).

Colleen Bakken, BDA President, stated that they continue to fundraise and have submitted another grant to the G.W. Nielson Foundation. She stated that they have raised \$42,430 and a couple of others donations ones not reflected in that total.

Erickson stated that the Council had a "not to exceed" \$40,000. She stated that her difficulty is going against "not to exceed" and will hold to that commitment.

Mayor Albrecht believed that this was a great project and wondered if there was room to hold off on accepting the bid, which would allow additional fundraising by the BDA. Albrecht noted that the match was based on an estimate and not an actual bid.

Gray stated due to the MnDOT road project, the project would need to be completed by mid-June.

Larson commented that the BDA is anxious to get this long-standing project done and suggested that the Council could do a payback.

Felix stated that if the Council awards the low bid, they are committed to the project no matter how it is funded.

Erickson stated that she would like to delay awarding the project until the DBA could be asked if they would support the Council providing a loan to be repaid by the DBA. Bakken stated she could relay that to the DBA.

Motion by Meehlhause, seconded by Larson, to increase the City's contribution another \$5,000 utilizing the Community Development line item for the Archway Project. Motion carried with the following vote: Ayes: Meehlhause, Johnson, Larson, Albrecht. Nays: Hellquist, Erickson.

Gray noted that the BDA is still short \$7,670. Bakken stated that she will bring it to the board for a formal motion committing to the additional amount.

Motion by Meehlhause, seconded by Johnson, to table the consideration of the 3rd Street Archway bids until the Council's work session on Monday, March 13, 2017. Motion carried with Councilor Erickson voting nay.

ORDINANCES

AN ORDINANCE Amending an Uncoded Section of Bemidji City Code Pertaining to an Alley Vacation (Dale & Shelley Cloose-Shadrick's Subdivision) was given a first reading.

ORDINANCE NO. 137, 3RD SERIES, AN ORDINANCE Amending Chapter 12, Article XIII of the Bemidji City Code Relating to Massage was given a final reading and passed by unanimous vote.

Motion by Meehlhause, seconded by Johnson, approving publication of a summary of Ordinance No. 137, 3rd Series. Motion carried unanimously.

UPCOMING COUNCIL MEETINGS

- | | | |
|----------------------------|-----------|-------------------------------------|
| • Monday, March 13 | 5:30 p.m. | Work Session – Discuss Body Cameras |
| • Tuesday, March 14 | | Ward 4 Special Election |
| • Monday, March 20 | 5:45 p.m. | Canvassing Board – Election Results |
| • Monday, March 20 | 8:00 p.m. | Council Meeting |

COUNCIL/STAFF REPORT

- Council members provided updates on current events and meetings.

ADJOURN

There being no further business, motion by Meehlhause, seconded by Johnson, to adjourn the meeting. Motion carried. Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Kay M. Murphy
City Clerk

Bill List Summary

March 20th, 2017

<u>Check/Wire</u>	<u>Vendor</u>	<u>Amount</u>
21526 - 21616	See Attached List	377,317.38
		<u>\$ 377,317.38</u>
	TOTAL	\$ 377,317.38

Accounts Payable

Blanket Voucher Approval Document

User: dsw/ses
 Printed: 03/16/2017 - 1:03PM
 Warrant Request Date: 03/21/2017
 DAC Fund:



COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acuda, Inc #774375	000000000	748.00
2	Acute Tools-Bemidji	000021526	1,230.80
3	Ameripride	000000000	581.31
4	Auderson, Rick	000000000	161.57
5	Artisan Beer Company	000021527	448.70
6	Auto Value Bemidji	000021528	62.86
7	Banc, William	000000000	69.00
8	Bellboy Corporation	000000000	1,229.10
9	Beltrami County Date Advisory	000021529	465.60
10	Beltrami Electric Coop	000021530	613.12
11	Bemidji Coca-Cola Bottling Co. Inc	000021531	502.20
12	Bemidji Coop Ass'n, Inc.	000021532	405.89
13	Bemidji Oil & Propane Inc.	000000000	352.94
14	Bemidji Paper Sales, Inc.	000000000	479.62
15	Berwick's	000000000	18,266.66
16	Bessler Brother's Electric, LLC	000000000	4,698.26
17	Bluefin Payment Systems	000000000	1,329.65
18	Breaktru Beverage Minnesota Wine & Spirits, LLC	000021533	21,182.29
19	Carquest Auto Parts-Bemidji	000021534	28.98
20	Cascade Engineering	000021535	28,040.00
21	Genex Fleetcard	000021536	10,577.74
22	Commissioner of Transportation	000021537	843.60
23	Crazy About Cleaning	000000000	705.00
24	Culligan	000000000	38.70
25	Cummins Inc.	000021538	57.12
26	D & D Beverage, LLC	000000000	1,174.29
27	D-B Beverages	000021539	19,286.89
28	Dakota Supply Group, Inc.	000000000	216.00
29	Earl F. Andersen, Inc.	000021540	1,085.48
30	Paegre Baker Daniels LLP	000021541	1,173.00
31	Fenner, Kevin	000000000	50.25
32	FleetPride, Inc.	000021542	186.89
33	Forestedge Winery	000021543	1,053.00
34	Forum Communications Company	000000000	471.24
35	Frezel Construction, Inc.	000021544	4,460.00
36	Frantier Electric of Bemidji, Inc.	000021545	191.50
37	Gordon Const Malmomen, Inc.	000021546	800.00
38	Grand Forks Fire Equipment LLC	000000000	148.18
39	Graphic EX	000021547	2,337.04
40	Greeter Bemidji	000021548	30,000.00
41	Greeter Bemidji Area Joint Planning Board	000021549	561.00
42	Greeter Minnesota Parks & Trails	000021550	20.00
43	GTS Educational Events	000021551	10.98
44	Hack Company	000021552	671.64
45	Hadrava, Larry	000000000	22.50

Page Total:

\$157,138.72

Line	Claimant	Voucher No.	Amount
46	Haggan, Jeremy	000000000	119.94
47	Hansen, David	000000000	102.50
48	Hawkins, Inc.	000000000	2,645.88
49	Hayes Instrument Co	000021553	276.86
50	Heyrt, Jade	000000000	69.00
51	HBI Radio Bemidji	000021554	942.00
52	Headwaters Regional Development Commission	000021555	500.00
53	Headwaters School of Music & Arts	000021556	400.00
54	Heimkes, Paul R.	000021557	550.00
55	Higgins Heating, A/C, Inc.	000021558	78.00
56	Honeywell International Inc.	000021559	1,872.00
57	Illinois Library Association	000021560	128.75
58	Imperial Supplies LLC	000021561	45.81
59	Ink Spot Press	000021562	198.12
60	Innovative Office Solutions, LLC	000021563	594.03
61	JFC Strategic Services	000000000	6,572.75
62	Jim Hitz Trucking, Inc.	000021564	1,683.66
63	Johnson Bros., Inc.	000021565	18,603.41
64	Karvaku, P.A.	000000000	20,906.70
65	Kennedy & Graven Charter	000021566	5,130.00
66	Kennedy, Timothy	000000000	439.25
67	L & M Supply, Inc.	000021567	330.75
68	Larry's Machine Shop	000021568	37.95
69	Lawson Products, Inc.	000021569	478.39
70	League of MN Cities	000021570	1,682.93
71	MacQueen Emergency Group	000021571	261.98
72	MacQueen Equipment, Inc.	000000000	780.83
73	Maney Int'l of Alexandria, Inc.	000021572	95.88
74	Marco, Inc.	000000000	97.49
75	Mattfield, Scott	000021573	54.00
76	Mattice, Marc	000000000	36.38
77	McKinnon Co., Inc.	000021574	4,908.28
78	Menards-Bemidji	000000000	101.94
79	Meyer, Justin	000000000	103.00
80	Mayers Sign Source	000021575	43.15
81	Mid-American Research Chemical	000021576	139.61
82	MN Dept of Health	000021577	23.00
83	MN Pollution Control Agency	000021578	23.00
84	NAPA Auto Parts	000000000	178.84
85	Naylor Heating & Refrigeration, LLC	000000000	3,090.86
86	Nai Bowling, Inc.	000021579	203.49
87	Nelson Auto Center	000000000	30,670.95
88	Nelson, Keith A.	000000000	257.81
89	Neopost USA, Inc.	000021580	170.00
90	NLEX Professional	000021581	45.50
91	North Country Electrical Services, Inc.	000021582	366.74
92	Northdale Oil Inc.	000021583	277.50
93	Olsen, Cory	000000000	265.64
94	Parkyan Real Estate L.L.P.	000021584	1,680.00
95	Paustis & Sons	000021585	3,982.79
96	Pemo, Joseph	000000000	10.00
97	Phillips Wine & Spirits	000021586	25,159.96
98	Pike, Bryan	000000000	64.30
99	Port-O-Wild Security, Inc.	000000000	690.00
100	Postmaster	000021587	1,688.33
101	PowerPlan OTB	000021588	153.52
102	Praxair Distribution Inc.	000021589	38.75

Page Total:

\$140,048.03

Line	Company	Voucher No.	Amount
103	Ricent Repair Service, Inc.	000021590	117.00
104	RJHM Kenworth	000021591	125.00
105	RMB Environmental Laboratories, Inc.	000021592	448.00
106	Robertson, Jesse	000000000	300.00
107	Rogers Two Way Radio, Inc.	000021593	2,118.00
108	Sadeks Repair & Welding, Inc.	000021594	816.83
109	Sand Creek Group, LTD	000021595	835.00
110	Sanford Health Occupational Med.	000021596	209.00
111	Select Account - City of Bemidji	000000000	282.80
112	Skinner Stital	000021597	182.95
113	Southern Glazer's of MN	000021598	16,711.99
114	Southside Tow & Rec., Inc.	000021599	440.10
115	Spee-Dee Delivery Service, Inc.	000021600	153.50
116	Staples Advantage	000021601	271.89
117	Steicher's	000021602	732.93
118	Tapes	000021603	1,520.00
119	TDS Media Direct, Inc.	000021604	468.00
120	TDS Metrocom-MB	000000000	860.00
121	Terry's Auto Bloodie	000021605	153.95
122	The Bemidji Pioneer	000000000	175.45
123	Thomson Reuters-West	000021606	1,005.00
124	Thunderbird Trophies	000021607	129.81
125	Tires Plus of Bemidji	000021608	55.13
126	TransUnion Risk and Alternative	000021609	25.00
127	Trinity Creek Consulting	000000000	10,046.23
128	True Brands	000021610	369.02
129	TSI REAL ESTATE LLC	000021611	23.98
130	UPS Store	000021612	10.05
131	US Bank Merchant Billing	000000000	5,566.68
132	Vantiv Integrated Payments Solution	000000000	154.65
133	Waste Management of WI-MN	000021613	1,958.64
134	Wave3 Solutions	000021614	5,000.00
135	Wells Fargo-ACH	000000000	20,961.36
136	Wendorf, Barry	000000000	44.94
137	Whickello, Nicholas	000000000	150.00
138	Widseck, Smith & Naiting	000021615	7,022.00
139	Wilcox, LuAnn	000000000	566.82
140	Wine Merchants	000021616	300.00
141	Ziegler, Inc.	000000000	37.89

Page Total: \$80,130.63

Grand Total: \$377,317.38

VenuWorks of Bemidji, LLC Unpaid Bills Detail

As of March 16, 2017

	Open Balances
Always There Staffing-Bemidji	957.92
	2,686.60
Total Always There Staffing-Bemidji	3,624.52
AmeriPride Services	169.14
	310.12
	166.98
Total AmeriPride Services	646.24
Bemidji Coca-Cola Company	213.90
	1,642.52
Total Bemidji Coca-Cola Company	1,856.42
Bemidji Cooperative Association	61.85
Total Bemidji Cooperative Association	61.85
Bemidji Pioneer	258.12
	1,091.67
Total Bemidji Pioneer	1,349.79
Bemidji Rotary Club	339.56
Total Bemidji Rotary Club	339.56
Bemidji Welders Supply, Inc.	175.31
Total Bemidji Welders Supply, Inc.	175.31
BSU Athletic Department - Hockey	82,443.19
Total BSU Athletic Department - Hockey	82,443.19
BSU Athletic Dept - Nonprofit Groups	231.84
	210.82
	280.92
	346.18
	348.50
	268.84
	325.14
	368.94
Total BSU Athletic Dept - Nonprofit Groups	2,386.18
City of Bemidji - Parks & Recreation Dept	871.37
	160.19
Total City of Bemidji - Parks & Recreation Dept	1,031.56
City of Bemidji MN	3,380.00
Total City of Bemidji MN	3,380.00

VenuWorks of Bemidji, LLC
Unpaid Bills Detail
As of March 16, 2017
Open Balance

Dakota Supply Group	
	70.59
Total Dakota Supply Group	<u>70.59</u>
Dennis Noska	
	200.00
Total Dennis Noska	<u>200.00</u>
Ducks Unlimited	
	187.83
Total Ducks Unlimited	<u>187.83</u>
Dunn Bros Coffee	
	366.89
	443.97
	454.57
	522.46
Total Dunn Bros Coffee	<u>1,787.89</u>
Event Metal Detectors, LLC	
	1,585.00
Total Event Metal Detectors, LLC	<u>1,585.00</u>
Games Galore	
	3,381.04
Total Games Galore	<u>3,381.04</u>
Gladden Construction, Inc.	
	14,320.00
	420.00
Total Gladden Construction, Inc.	<u>14,740.00</u>
Granite City Armored Car, Inc.	
	74.72
Total Granite City Armored Car, Inc.	<u>74.72</u>
Graphic FX	
	102.60
Total Graphic FX	<u>102.60</u>
Great River Rescue	
	225.71
Total Great River Rescue	<u>225.71</u>
HBI Radio Bemidji	
	196.00
Total HBI Radio Bemidji	<u>196.00</u>
Holmes Murphy	
	109.00
Total Holmes Murphy	<u>109.00</u>
iHeartMedia	
	125.00
Total iHeartMedia	<u>125.00</u>
KKWB-FM Bemidji Radio, Inc.	
	12.49
Total KKWB-FM Bemidji Radio, Inc.	<u>12.49</u>

VenuWorks of Bemidji, LLC

Unpaid Bills Detail

As of March 16, 2017

Open Balance

Lakeland Public Television	
	5,000.00
Total Lakeland Public Television	<u>5,000.00</u>
Luaken's - North	
	154.90
Total Luaken's - North	<u>154.90</u>
Luakens - South	
	320.58
Total Luakens - South	<u>320.58</u>
Marco	
	33.75
	367.22
Total Marco	<u>400.97</u>
Mayers SignSource	
	70.12
Total Mayers SignSource	<u>70.12</u>
Minnesota Energy Resources Corp	
	10,294.83
Total Minnesota Energy Resources Corp	<u>10,294.83</u>
Minnesota Public Radio	
	130.00
Total Minnesota Public Radio	<u>130.00</u>
NLFX Professional	
	466.55
	569.05
	396.45
	304.74
Total NLFX Professional	<u>1,736.79</u>
Office Depot	
	40.98
	10.78
	189.24
Total Office Depot	<u>241.04</u>
Paul Bunyan Communications	
	-4,726.55
	500.00
	420.00
	1,715.92
Total Paul Bunyan Communications	<u>-2,090.63</u>
R.P Broadcasting, Inc.	
	195.00
Total R.P Broadcasting, Inc.	<u>195.00</u>
Radio FM Media	
	105.00
Total Radio FM Media	<u>105.00</u>
Roger's Two Way Radio Inc	
	215.00

VenuWorks of Bemidji, LLC
Unpaid Bills Detail

As of March 16, 2017

	<u>Open Balance</u>
	114.35
	141.78
	146.18
	365.08
	<u>287.41</u>
Total Roger's Two Way Radio Inc	1,269.80
Save the Carnegie	
	<u>314.06</u>
Total Save the Carnegie	314.06
Sysco North Dakota, Inc.	
	-323.10
	-301.89
	914.36
	1,542.64
	<u>287.40</u>
	1,646.66
	4,621.36
	<u>2,734.51</u>
Total Sysco North Dakota, Inc.	11,122.14
Thunderbird Trophies	
	<u>5.37</u>
Total Thunderbird Trophies	5.37
VenuWorks, Inc.	
(Credit card charge for Adobe Software)	49.99
(March Management Fee)	<u>9,500.00</u>
Total VenuWorks, Inc.	9,549.99
Waste Management	
	<u>601.26</u>
Total Waste Management	601.26
Manual Checks & Debits	
D-S Beverages	830.45
Phillips Wine & Spirits	768.97
Bemidji Brewing	232.00
McGinnon Company	1,295.00
D-S Beverages	1,185.00
Johnson Brothers Liquor	560.24
Bemidji Brewing	611.00
D-S Beverages	1,443.60
Live Nation Worldwide	13,677.65
Bernick's	19.00
Bernick's	37.00
Bernick's	876.65
D-S Beverages	1,443.60
City of Bemidji	<u>1,920.46</u>
Total Manual Checks & Debits	24,861.62
TOTAL	<u><u>185,421.93</u></u>

GENERAL BUSINESS LICENSES - 2017

Type of License	Business Name	Business Location	Fee Paid
Fireworks Exclusive			
	TNT FIREWORKS(2)	WAL-MART PARKING LOT Wal-Mart Lot	\$360.00
Hotel/Motel			
	COUNTRY INN & SUITES	927 LAKE SHORE DR SE	\$65.00
Massage Establishment			
	HEALING HANDS MASSAGE THERAPEUT	1317 BEMIDJI AVENUE N	\$120.00
	NEW STAR MASSAGE	750 PAUL BUNYAN DR. #7	\$120.00
Massage Therapist			
	AMANDA MARIE BEACH	WITHIN BEMIDJI CITY LIMITS In Charge Fitness	\$120.00
	HUI NO WANG	750 PAUL BUNYAN DR #7 New Star Massage	\$120.00
	QUN CAO	WITHIN BEMIDJI CITY LIMITS New Star Massage	\$120.00
	SARAH JANE ARTHUR	1317 BEMIDJI AVENUE N Healing Hands	\$120.00
Restaurant/Food Service			
	FOZZIE'S SMOKIN BAR BBQ	114 3RD STREET NW	\$35.00
	WOLLMAN COFFEE ROASTERS	1423 BEMIDJI AVE N, SUITE 7	\$35.00



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization: Northwest Minnesota Foundation
 Date organized: 3-6-17
 Tax exempt number: 20-1967120

Address: 201 3rd St NW
 City: Bemidji
 State: Minnesota
 Zip Code: 56601

Name of person making application: Connie Aguillo
 Business phone: 218-759-2057
 Home phone:

Date(s) of event: April 25, 2017
 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Nancy Vyskocil, President
 City: Bemidji
 State: Minnesota
 Zip Code: 56601

Organization officer's name:
 City:
 State: Minnesota
 Zip Code:

Organization officer's name:
 City:
 State: Minnesota
 Zip Code:

Organization officer's name:
 City:
 State: Minnesota
 Zip Code:

Location where permit will be used. If an outdoor area, describe.
 Bemidji State University Beaux Arts Ballroom, Bemidji, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 K&G N Cork, 310 Beltrami Ave NW Bemidji MN 56601, 444-7600

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Northway Services of Bemidji

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Bemidji
 City or County approving the license
 \$120.00
 Fee Amount
 3/9/17
 Date Fee Paid

 Date Approved

 Permit Date

 City or County E-mail Address

 City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Northwest Technical College Foundation Fund - Northwest MN Foundation Date organized: 3.6.17 Tax exempt number: 20-1967120

Address: 201 3rd St. NW City: Bemidji State: Minnesota Zip Code: 56601

Name of person making application: Ashley Johnson Business phone: 218-759-2057 Home phone: 330-714-9144

Date(s) of event: 4.28.17 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Ashley Johnson - Development Officer City: Bemidji State: Minnesota Zip Code: 56601

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Location where permit will be used. If an outdoor area, describe.
Beaux Arts Ballroom - Bemidji State University

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Keg 'N Cork Restaurant & Catering Staff
310 Beltrami Ave NW, Bemidji, MN 56601

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Wilson Mutual Insurance 1.5 million liquor liability

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Bemidji
City or County approving the license
\$120.00
Fee Amount
3/7/17
Date Fee Paid

Date Approved

Permit Date

City or County Email Address

City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.MS**

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use LG215 Lease for Lawful Gambling Activity.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: NORTH COUNTRY SNOWMOBILE CLUB License Number: 02333
Chief Executive Officer (CEO): LEROY TENNYSON Daytime Phone: 218-556-4442
Gambling Manager: RANDALL FITZGERALD Daytime Phone: 218-766-7808

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: The Bunkhouse

List any previous names for this location:

Novo

Street address where premises is located: 1602 Bemidji Avenue N. Bemidji, MN 56601
(Do not use a P.O. box number or mailing address.)

City: Bemidji OR Township: County: Zip Code: 56601

Does your organization own the building where the gambling will be conducted?

Yes No. If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: FIRST NATIONAL Bank Account Number: 168524
Bank Street Address: 1600 PAUL BUNYAN DR. NW, Bemidji State: MN Zip Code: 56601

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): 7550 CARDINAL RD NW City: BEMIDJI State: MN Zip Code: 56601

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Surplus Equipment

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

Reviewed By: Nate Mathews, City Manager *Nate*

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

Staff recommends that the following be declared surplus:

See attached list – Upstream Equipment

Recommendation:

Staff recommends that the City Council declare the list of Upstream Equipment as surplus and authorize the City Manager to dispose of said property

**CITY OF BEMIDJI
UPSTREAM EQUIPMENT**

Description

3 TB Hard Drives/4 Video Cards
6 Office Chairs
Computer Desk
2 monitors
2 8 Port 1 GIGA Ethernet Hubs/Switches
Menards - building materials
Software - quickbooks/office
Computers - 5 optiplex computers/server
Cameras - 10 Sony HDR
Target Electronics (2 cameras)

Sony NEX FS Camera
Technica UB51R Cardoid Condenser Mic
Sony Boom Microphone
Microphones and set up- Sennheiser
Keyboard/Duplicator/Batteries/Charger/Monitor
Keyboard/sony 32/35 mm lens/boom stand/mics
Seagate Backup external hard drive/battery
Battery
2X Samsung Lapel Microphones
3 Headphones
2TB Hard Drive
4 TB Hard Drive Backup
3x High End HDV Editing Computers
20X DVD Duplicator
Sachtler Tripod
Misc software, cables, etc

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017
Action Requested: Surplus Equipment
Prepared By: Marcia Larson, Parks and Recreation Director
Reviewed By: Nate Mathews, City Manager

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may from time to time; recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

The Parks and Recreation Department recommends the following be declared surplus:

- 2006 1445 John Deere Mower

Recommendation

It is recommended that the City Council declare the as surplus and authorize the City Manager to dispose of said property.

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Actions Requested: 1) Acquire 2005 Ford F-450 from MN DNR
2) Declare 2000 Chev Pick-up surplus and authorize disposal
3) Declare 2005 Chev. Truck surplus and authorize disposal

Prepared By: David Hoefler, Fire Chief

A handwritten signature in black ink, appearing to read "DAH", enclosed in a hand-drawn oval.

Reviewed By: Nate Mathews, City Manager

A handwritten signature in black ink, appearing to read "Nate", written in a cursive style.

Background:

Bemidji Fire Department currently has a need for a wildland fire engine. We can acquire a 2005 Ford F-450, one ton, four wheel drive truck, with a utility body, water tank and fire pump from the Minnesota Department of Natural Resources. This vehicle has an estimated value of \$18,000. The MN DNR will provide a 30% subsidize (\$5,400) for the purchase of the vehicle. Our acquisition cost will be \$12,600.

Attached is additional information regarding the vehicle, along with the acquisition agreement for your review.

If we acquire this vehicle, I would recommend disposal of the following fire department vehicles: 2000 Chevrolet pick-up and 2005 Chevrolet truck.

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that certain personal property owned by the City is no longer needed for a municipal purpose and should be sold.

The Fire Department recommends that the following be declared surplus:

- 2005 Chevrolet CH, C45 truck, 4 wheel drive with utility body
 - VIN # 1GBE4E3275F526882
- 2000 Chevrolet Silverado Pick-up truck, 2 wheel drive with topper
 - VIN # 1GCEG14V8YE316432

Recommendation:

- Staff recommends that the City Council authorize the Fire Chief to enter into the acquisition agreement with the MN DNR and purchase the 2005 Ford F-450 truck with utility body, water tank and pump for the price of \$12,600.

This will require a budget adjustment. Funding for the purchase will be provided within the fire department's budget and from the disposal of the two surplus fire department vehicles.

- Staff recommends that the City Council declare the 2000 Chevrolet pick and 2005 Chevrolet truck as surplus and authorize the Fire Chief to dispose of said property. Revenue generated from the sales will be used to offset the purchase of the surplus MN DNR 2005 Ford F-450 truck.

Surplus DNR type 6 wild land purchase-

Year- 2005

Make- Ford F-450

Mileage as of 9/2016 – 83,409

Approx. vehicle weight- 13,000 lbs.

Estimated value: \$18,000

Our Cost: \$12,600 (DNR will subsidize 30% of the cost)

Available early 2017







**MINNESOTA
DEPARTMENT OF NATURAL RESOURCES**

SURPLUS FIRE TRUCK AGREEMENT

This Agreement, Made this day of (03/03/17) by and between the State of Minnesota acting and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State" and BEMIDJI FIRE DEPARTMENT, hereinafter referred to as the "Unit".

Whereas, the Commissioner of Natural Resources is charged with the duty of preventing and extinguishing forest fires; and

Whereas, the State desires and needs support in preventing and suppressing grass, forest, or prairie wildfire which may or may not be hazardous to structures; and

Whereas, the Unit has established a Fire Department to extinguish fires within its statutory authorized boundaries and has contracted with certain other local units of government for joint fire prevention and protection; and

Whereas, the Commissioner of the department of Natural Resources and the Unit are authorized under M.S. 88.04 to cooperate in the prevention and suppression of wildfire; and

Whereas, the Commissioner of the Department of Natural Resources and the Unit are authorized under M.S. 88.065 to furnish equipment for the prevention and suppression of wildfire and further authorized under M.S. 84.025 to enter into this contract.

Now Therefore, it is mutually understood between the parties hereto that the State is primarily responsible for the prevention, detection and suppression of all wildfire and the fires that occur within the subject area of this contract; that the purpose of this contract is to enable the State through the Department of Natural Resources (DNR) to better their cooperative effort in the prevention and suppression of all fires within the subject area of this contract; that in consideration for the mutual benefits derived therein

The State Shall:

1. Make available to the Unit the following listed equipment:

2005 Ford, Model: F-450, 1 Ton, 4x4 Utility Body Fire Truck, With light bar, siren, winch. Approx 270 gallon tank. 84750 miles, 6.0L V8 Diesel Engine. From BEMIDJI FORESTRY. Formerly State Asset # 1273194, Vin # 1FDXF47PX5EA34654 and all equipment furnished at time of possession.

2. Provide all authorized available assistance to the Unit in the suppression of all fires.

3. Provide with available personnel, technical training in techniques of wildfire suppression.

4. Special conditions:

The Department of Natural Resources, Division of Forestry, shall sell the above truck, valued at \$18000.00 to the BEMIDJI Fire Department for the agreed upon price of \$12600.00. Consideration is given for money and effort spent by the Unit in repairing this engine and for the assistance provided by the BEMIDJI Fire Department to the DNR.

The Unit Shall:

1. With respect to the above equipment:
 - a. Use the above mentioned equipment only for the suppression of wildland fires, structure fires or for other emergencies, which threaten the loss of life or property.
 - b. Make the above mentioned equipment available to the State under provisions in the DNR/ BEMIDJI Fire Department Cooperative Fire Protection Agreement.
 - c. Provide adequate storage and maintenance for the equipment and responsible for all operational cost, transportation and repairs.
 - d. Maintain the equipment in full readiness at times requested by the Department of Natural Resources.
 - e. Provide property identification on the equipment, so that the cooperation between the Unit and the Department of Natural Resources is shown.
 - f. Have in force at the time the equipment is assigned to the Unit and throughout the time of this agreement, all necessary insurance to cover any liability resulting from the use and operation of the equipment.
2. Special Conditions:
 - a. Provide fully staffed and equipped fire fighting resources, when available for wildland fire suppression, as listed on the DNR/Fire Department Cooperative Fire Protection Agreement rate schedule.
 - b. Indemnify, save and hold the State, its representatives and employees, harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State, arising from the performance of this Agreement by the Fire Department or Fire Department's employees, agents or subcontractors. This clause shall not be construed to bar any legal remedies the Fire Department may have for the State's failure to fulfill its obligations pursuant to this Agreement.
 - c. Assume full responsibility, including legally required insurance and Workers' Compensation for all Fire Department personnel provided under this agreement.
 - d. Respond to all calls for wildland fires within the Fire Department's fire protection area when requested by the DNR.
 - e. Respond to additional wildland fire calls outside the Fire Department's fire protection area at the request of the DNR and at the discretion of the Fire Chief.

This agreement is effective on the date hereof and is to continue in force until terminated by either party giving thirty (30) days written notice to the other.

RESOURCES RECEIVING UNIT

Governing Unit's Signature	
Title Fire Chief	Date

MINNESOTA DEPARTMENT OF NATURAL

Authorized Signature	For <i>FRM</i> <i>OLAND</i>
<i>Tom Vogelger</i>	
Title Rural Fire Programs Coordinator	Date <i>3/3</i> <i>2017</i>

INVOICE

MINNESOTA
DEPARTMENT OF
NATURAL RESOURCES

Account of:

BEMIDJI FIRE DEPARTMENT
318 5TH Street, North West
BEMIDJI, MN 56601
ATT: DAVE HOEFER

Send to:

% SHELLY SERICH
DNR Fire Center
402 SE 11 Street
Grand Rapids, MN 55744

Make checks or money order payable to: **MINNESOTA DEPARTMENT OF NATURAL RESOURCES**

QUANTITY	DESCRIPTION	TOTAL AMOUNT
1	200E Ford F-450, 1 Ton, Utility Fire Truck, 4x4 with Light Bar, siren, winch. Approx 270 gallon tank. 84750 miles, 6.0L V8 Diesel Engine. From BEMIDJI FORESTRY. VIN # 1FDXF47PX5EA34654, State Asset # 1273194 and all equipment furnished at the time of possession. Payment made by DNR Forestry Rural Programs Attention: Make check or money order payable to the MN DEPARTMENT OF NATURAL RESOURCES and send to the above address in care of SHELLY SERICH. Payment to be completed at the time of receiving unit and title.	\$18000.00 \$5400.00
		\$12600.00

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Reapportionment of Special Assessment

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

Reviewed By: Nate Mathews, City Manager *Nate*

The Joint Planning Office received a Lot Division request from Vince VanAntwerpen of Construction Consulting for Parcel No. 60.03834.00. There is one special assessment in the amount of \$1,668.68. The property owner has requested the following reapportionment remain on Parcel A.

Recommendation:

Authorize reallocation of the special assessment as requested by the property owner.

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Approve purchase of a Workman/Field Maintenance Equipment for the Parks Department

Prepared By: Marcia Larson, Parks and Recreation Director

Reviewed By: Nate Mathews, City Manager *Nate*

Background

The Parks Department has \$15,000 in the 2017 Capital Improvement Program Budget for the purchase of field maintenance equipment to be used at the City Park Softball Field Complex. The workman and groomer will replace a 2010 workman and groomer. The 2010 workman and groomer will be moved to North Country Park for use to maintain both the baseball field at North Country and softball field at Algoma Park.

The Toro Workman and Rahn Groomer will be purchased through the 2017 Minnesota State Contract:

MTI - Toro Workman and Rahn Groomer \$12,221.22

Recommendation

It is recommended that the city council pass a motion authorizing the purchase of Toro Workman and Rahn Groomer from MTI in the amount of \$12,221.22.

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Approve purchase of Mower for the Parks Department

Prepared By: Marcia Larson, Parks and Recreation Director

Reviewed By: Nate Mathews, City Manager

Background

The Parks Department has \$22,000 in the 2017 Capital Improvement Program Budget for the purchase of a new mower to be used throughout the park system. The mower will replace a 2006 John Deere Mower that currently has over 1670 hours. The following quotes were received:

T & K Outdoors – Altoz XP 660	\$ 9,534
Evergreen Implement Co – John Deere ZTrak	\$11,700

Due to cost savings in purchasing the Altoz XP from T & K Outdoors, I recommend re-allocating \$3,000 of 2017 CIP for the mower purchase to the purchase a three point tiller attachment. This would be used for the maintenance of the three community gardens and to till/maintain the in-fields and warning tracks of the six (6) ballfields. The Parks Department currently contracts out the three community garden tilling work twice a year.

Recommendation

It is recommended that the city council pass a motion authorizing the purchase of an Altoz XP 660 from T & K Outdoors in the amount of \$9,534.

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Consider Approval of Change Order No. 1 for 3rd Street Gateway – City Project 17-05

**Prepared By: Craig J. Gray, P.E.
Director of Public Works/City Engineer**

Reviewed By: Nate Mathews, City Manager

Background

On Monday, March 13, the City Council awarded the bid for the construction of the 3rd Street Gateway project to Kraus Anderson Construction (KA) in the amount of \$85,900. Due to budget issues the architect has negotiated a change order with KA for some value engineering changes to the project. The changes include:

- Credit for no building permit and performance bond being required (\$1,500)
- Change precast concrete to brick (\$6,000)
- Change alternate 1 signage from steel to aluminum (\$1,000)

The change order will reduce the contract cost by \$8,500, resulting in a new contract amount with KA of \$77,400.

In addition to the above contract costs, the project budget includes \$12,700 for WSN design and inspection services. The total project cost, based on the revised KA contract, will therefore be \$90,100.

Recommendation

Staff recommends that the City Council approve the attached change order.

COUNCIL AGENDA ITEM



Meeting Date: March 20, 2017

Action Requested: Approve Resolution establishing a Youth Recreation Scholarship Program

Prepared By: Marcia Larson, Parks and Recreation Director

Reviewed By: Nate Mathews, City Manager *Nate*

Background

Over the last several years, the Recreation Department has received requests for financial assistance to attend the Kids in Motion Day Camp Program. Last year a committee consisting of Parks and Trails Commissioners and staff met discussed and reviewed a Scholarship Policy for recreation programs. The Goal is to ensure all children regardless of ability to pay would be afforded the opportunity to participate in day camp and potentially other recreation programs.

The Northwest Minnesota Foundation (NWF) is willing to work with the City by providing a scholarship fund through the existing parks and trails fund. Organizations and individuals will be able to donate directly to the fund. The City would process the scholarships and request funding annual from the NWF. The scholarship fund would be supported by fraternal organizations, businesses and individuals. Our goal is to build the fund up to an endowment level.

The attached resolution outlines the goals, eligibility, application process and funding of the scholarship program.

The Parks and Trails Commission at their regular meeting reviewed and recommend approval of the youth recreation scholarship program.

Recommendation

Approve the Resolution Establishing a Youth Recreation Scholarship Program.

RESOLUTION NO. ___

A RESOLUTION ESTABLISHING A YOUTH RECREATION SCHOLARSHIP PROGRAM

WHEREAS, the Parks and Trails Commission believes that every resident should have the opportunity to take part in public recreational programs; and

WHEREAS, such a program provides a public benefit by allowing and encouraging private donations; and

WHEREAS, the City of Bemidji established a scholarship program in an effort to ensure that residents are not denied the benefits of public recreation due to the inability to pay. The Parks and Trails Commission believes that every resident should have the opportunity to take part in public recreational programs.

NOW, THEREFORE, the City of the City of Bemidji, Minnesota hereby resolves as follows:

Section 1: Purpose

The purpose of the Youth Recreation Scholarship Fund is to provide financial support for offsetting fees paid by families participating in programs of the Bemidji Parks and Recreation Department.

Section 2: Scholarship Eligibility

Residents of the Bemidji School District may apply for a youth scholarship for park and recreation day camps;

Attend a school or reside in Bemidji or the Surrounding area, preference given to City Residents.

Section 3: Income Eligibility

Eligibility will be determined by showing proof of qualification or participation in the free or reduced lunch program.

Section 4: Application Review:

Scholarships will be provided on a first come first serve basis based on the availability of donated funds.

The City of Bemidji Parks and Recreation Department believes a strong sense of ownership and pride is developed when the scholarship recipient contributes to the cost of participation in programming. Therefore, applications will be required to pay a minimum of 50% of the camp registration fee.

Each participant must complete a Recreation Program Scholarship Application form annually to remain eligible.

Participants must commit to attend camp as nonattendance could affect future scholarships.

Section 5: Funding

The Bemidji Parks and Recreation Department will sponsor one annual fundraising event, either by offering an additional event that requires admission, or by offering the opportunity to donate to the Youth Recreation Scholarship at existing Events.

The City will offer each person registering for a program an opportunity to earmark additional funds for the Youth Recreation Scholarship Fund at the time of Registration.

Grants and donations will be sought from local organizations, businesses and individuals.

All funds will be in a designated fund "Youth Recreation Scholarship Program Fund" with the Northwest Minnesota Foundation.

Section 6: Roles and Authority for the Youth Recreation Scholarship Fund.

City Staff will administer the program as directed by this resolution.

The Parks and Trails Commission in order to ensure successful implementation of the program will evaluate the policy and applications for scholarships on an annual basis.

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

RESOLUTION NO.

A RESOLUTION APPROVING THE SITE AND RELATED REQUESTS FOR THE 73rd ANNUAL JAYCEES WATER CARNIVAL

WHEREAS, the Bemidji Jaycees, hereinafter referred to as "Jaycees", have for many years sponsored and held an annual 4th of July celebration in the City of Bemidji; and

WHEREAS, this celebration is of economic and cultural benefit to the Bemidji area; and

WHEREAS, the Jaycees are requesting use of Paul Bunyan Park for placement of their entertainment tent in the "festival area" located north of the Tourist Information Center on June 22 to accommodate Fishing Has No Boundaries. The Jaycees event will begin setup with food vendors on June 28 through July 4; and

WHEREAS, the Jaycees are requesting use of the westerly and center portions of the Sanford Center parking lot for placement of the Todd Meriam Midway Show, as well as an area for carnival employees' campers in the east parking lot behind the Sanford Center, for the 2017 celebration. Setup will begin on June 28 with the Midway opening on June 29 through July 4; and

WHEREAS, the Jaycees have requested that the portion of Central Avenue between Lake Shore Drive and Event Center Drive be closed during the event; and

WHEREAS, the area to be used during this celebration includes the Nymore Boat Landing and Parking Lot (July 4th) for fireworks, and certain designated City streets for the Kiddie Parade; and

WHEREAS, the Jaycees agree to abide by all City rules and regulations in the use of the designated areas, to clean and restore the areas used to the satisfaction of City staff, and to submit appropriate applications and user and permit fees to the City Clerk, including \$2,400 to the City toward the City's costs of providing additional police security during the event; and

WHEREAS, the Jaycees will provide the City with a Certificate of Insurance naming the City as an "additional insured" for the duration of the event.

NOW, THEREFORE, be it resolved by the Bemidji City Council that the requested use of the aforementioned areas by the Jaycees commencing June 24 (for setup) through July 6 (cleanup) for the purpose of the annual 2017 Bemidji Jaycees Water Carnival, is hereby authorized on the conditions noted above.

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:

Present:

Nicole McKinnon
Bemidji Jaycees
P.O. Box 293
Bemidji, MN 56619
March 9, 2017

Bemidji City Council
City Hall
317 4th Street NW
Bemidji, MN 56601

Dear Bemidji City Council:

I am writing to ask for your permission and blessing to hold the 73rd Annual Bemidji Jaycees Water Carnival in Bemidji this summer and to be included on the city council agenda for the meeting scheduled for March 20th in order to formally discuss the location of the event, use of city parks and road closures. We have reason to believe this event is mutually beneficial to both the Bemidji Jaycees and to the City of Bemidji. We are eager to finalize arrangements for our event as soon as possible.

Our plan is to position our entertainment tent in the green space north of the chamber building as we have done in many previous years. We are planning for a set-up date of June 22nd. This will allow for Bemidji's chapter of Fishing Has No Boundaries to utilize our tent during the weekend of June 23-25. We have been in contact with the Fishing Has No Boundaries organizers who are excited and relieved at this offer.

Beginning June 28th, food vendors will begin setting up in Paul Bunyan Park in a logical and strategic manner bringing foot traffic in the direction of our entertainment tent and the beautifully renovated parks. Todd Merriam will bring his midway to our event. We would like to once again request the use of the Sanford Center Parking lot for the midway and additional food vendors. The carnival will officially open on June 29th.

The carnival crew will also need to utilize the area behind the Sanford Center, as in previous years, for a camp location. We plan to provide trash and porta potty facilities for this area.

Family Day will be held on Saturday, July 1st in the same location as last year near the Sanford Center. The Fourth of July Grand Parade will be held on Sunday, July 2nd as in previous years.

Bemidji City Council
March 9, 2017
Page 2

We will once again provide the city with the best fireworks show possible directly from a barge on Lake Bemidji on July 4th, which will also be the final day of the carnival. This will require the closing of the Nymore boat landing near the Sanford Center.

On behalf of the Bemidji Jaycees, I thank you for your consideration and support which allows our organization to provide this popular tradition each year for the city of Bemidji. It is our intention to meet with city officials regularly to discuss our project, seek assistance and make certain all parties are as informed as possible on any new developments. Please include discussion of our request on your agenda for the city council meeting scheduled for March 20th

We look forward to another wonderful Bemidji Jaycees Water Carnival in 2017.

Sincerely,

Nicole McKinnon

Josh Peterson



Nicole McKinnon
Bemidji Jaycees 73rd Annual Water Carnival Chair

Josh Peterson
85th President of the Bemidji Jaycees

CITY OF BEMIDJI
ORDINANCE NO. , 3RD SERIES

**ORDINANCE AMENDING
AN UNCODED SECTION OF BEMIDJI CITY CODE
PERTAINING TO ALLEY VACATION**

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. Subject to the condition(s) stated in Section 3 hereinafter, the platted, but unimproved, alley described as follows:

That portion of the north-south alley in Shadrick's Subdivision of Lots 19 & 20, Block 1, Wagner's Third Addition to Bemidji lying south of the north line of Lot 7 of Shadrick's Subdivision, extended westerly to the east line of Lot 2 of Shadrick's Subdivision, Beltrami County, Minnesota, according to the recorded plat thereof;

is hereby vacated.

SECTION 3. The City of Bemidji shall reserve a utility easement in, under, over and across the municipal right-of-way vacated 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 4. 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 5. This Ordinance shall become effective thirty (30) days after its passage and publication according to law.

Ayes:
Nays:
Absent:

First Reading:
Second Reading:
Final Reading:

ATTEST:

APPROVED:

Kay M. Murphy, City Clerk

Rita C. Albrecht, Mayor

Proposed Alley Vacatation



26TH ST NW

Schadrick's Subd. Boundary

STANLEY E BURR
800314500

SCOTTA SANDBERG
800314600

WILLIAM J SIEMS
800314400

North line of lot 7
Shadrick's Subdivision

MCKENNA PROPERTIES, LLC
800314300

MCKENNA PROPERTIES, LLC
800314300

PARK AVE NW

Proposed Vacatation

Previously Vacated

Previously Vacated

DALE W CLOOSE
800332000

That portion of the north south running alley in Shadrick's Subdivision of lots 19 & 20 block 1 Wagners 3rd addition to Bemidji laying south of the north line of lot 7 of Shadrick's Subdivision extended westerly to the east line of lot 2 of Shadric's Subdivision.

0 50 100 200 Feet