

AGENDA
ANNUAL JOINT LGU MEETING
City of Bemidji Council Chamber

Tuesday, November 26, 2019 REGULAR MEETING – 6:00 p.m.

- **Roll Call** **Chair**
- **Pledge of Allegiance**
- **Approval of the Agenda**
- **Approval of May 7th, 2019 LGU Minutes**

A. INTRODUCTIONS & MEAL

B. NEW BUSINESS

- **Recap of 2019 Presentation – (Year-End Report)** **CM**
 - Accomplishments and Activity
 - Financial Statement
 - Operations
 - Future
- **General Topics of Interest by the JPB** **Chair**
 - Annexation phases (where we are at and where we are going)
 - Official Annexation Date (July 1, 2020??)
 - City Building Permits
- **2019 Local Government Innovation Award** **CM**
- **Short-Term Vacation Rental Discussion** **CM**
- **Enforcement Position** **CM**

C. OTHER BUSINESS

D. VISITORS **Chair**

E. UPCOMING MEETINGS **Chair**

- **Set Next Meeting Date/Spring Mobile Tour – 2020**

F. ADJOURN **Chair**

**MINUTES
GREATER BEMIDJI AREA
JOINT LGU MEETING**

November 26, 2019
6:00 p.m.

City Hall

CALL TO ORDER: Northern Township Chair, Micheal Kelly, called the regular meeting of the Joint LGU to order at 6:00 p.m. Roll call was taken, the pledge of allegiance was performed.

MEMBERS PRESENT: Rita Albrecht, Michael Meehlhause, Jim Thompson, Michael Beard, Emelie Rivera, Ron Johnson, Jess Frenzel, Mike Kelly, Judy David, Don Heinonen, Nicki Lemmer, Kristi Miller, Chris Lahn, Bill Smith

MEMBERS ABSENT: Nancy Erickson, Clark Chambers, Curt Blumhagen, Doug Kranich, Paul Wiese, Jeremy Berg, Tim Faver, Allen Steffen

STAFF PRESENT: Nate Mathews, Steve Jones, Craig Gray, Sam Anderson, Bryan Kerby, Al Felix, Casey Mai, Jamin Carlson, Terri Ball

OTHERS:

APPROVAL OF AGENDA:

Motion by Albrecht, second by Frenzel, to approve agenda as written.

Motion carried unanimously.

APPROVAL OF MINUTES:

Motion by Heinonen, second by Meehlhause, to approve minutes from May 7, 2019 Joint LGU meeting.

Motion carried unanimously.

NEW BUSINESS:

Year-End Report: Mai presented a recap of 2019, including several accomplishments within the department, the financial summary to date, projects and goals for the next year, as well as future expectations. Kelly expressed an interest in having a Northern Township representative present at any Development Agreement meetings that involve township projects.

Mathews explained that Development meetings are primarily for staff, and do not always involve planning issues. Jones stated that some meetings are confidential in nature due to financial interests of the investors. Felix stated that no elected officials attend the Development meetings. Albrecht questioned if Northern Township would like to attend these meetings, and Kelly clarified that if Development meetings are for staff, then he wants to leave things as is except when projects involve the township. Frenzel agreed with Kelly. Felix suggested that Northern Township has an opportunity to be involved with upcoming annexation discussion.

General Topics: Discussion about proposed annexation date and optional dates available. Road maintenance is staffed until the end of April. Legal timeline is 30-45 days after the resolution is passed by City Council. Northern Township is okay with tax distribution schedule until August. No action was taken.

Discussion raised about City Building Permits issued prior to official annexation. Kelly commented that rules should be maintained until annexation occurs, so Land Use Permits are valid until parcels become part of the City. Felix stated the benefits of the City Building Permit to the consumer include the assurance that structures will be built to MN State Building Code, and that the end result meets the owner's expectations. Kerby clarified that if a foundation is poured prior to annexation, or if construction has begun then the permitting unit shall continue with inspections. Jones suggested that if footings have been poured, then that signifies that work has begun as permitted, and further clarified that if banks or lending agencies require formal inspections to code, that will not happen when Land Use Permits are obtained. Mathews suggested further discussion by the City Council.

Discussion about city sewer on township parcels around Lake Bemidji. Thompson stated the need for Federal money to complete this. Kelly stated that information is still being collected, then work with pertinent agencies can begin to find a solution.

Discussion raised by Frenzel that Northern Township leadership would appreciate being made aware of any change in GBAJPB staff structure, particularly who JPB staff reports to. Clarification was made as to the Development Director's role and how that affects the GBAJPB staff. Examples were given about City Staff involvement, expressly Legal Staff, and Fire Department Staff. Consensus was that the City will work on their partnership and involve Northern Township Leadership.

Local Government Innovation Award: The presentation will be held Thursday December 12th at the Humphrey School in Minneapolis. An invitation was extended for leadership to accompany staff, if interested.

Short-Term Vacation Rentals: Staff presented updates on community comparisons since last discussed. Several members commented their reluctance to go through the process again. Several members questioned how and where to begin again. Staff encouraged a public forum. Kelly asked if the current interest is enough to offset past work that ended in short-term vacation rentals being prohibited. Meehlhause stated that the Landlords Association is getting back together and would like to have a voice in the process, and urged the GBA to be involved in a part of the changing tourist industry or else risk losing out. Beard agreed with the need to be competitive. Discussion about what aspects of the proposed ordinance that should be changed. Consensus that staff will present an opportunity for public involvement, then will present the findings and amended ordinance to the JPC and JPB.

Enforcement Position: Mai presented the job description that is currently being evaluated by Springstead, who proposes the salary range. Initially, a part time position was suggested, but staff has since been asked to plan for a full-time position. Discussion supported the need for this new position. Consensus that staff will present updates as soon as they are available.

OTHER BUSINESS:

- Kelly asked if additional townships are being actively encouraged to join the GBAJPB. Mathews stated that they are not.
- Kelly asked if anything has changed in City utilities expansion. Gray presented the current options which will depend on contents and types of gases present at the Waste Water Treatment Facility (WWTF).
- Albrecht suggested forward thinking of possibilities available if money were no object in the decision. She urged considering action toward relocating the WWTF. Discussion about funding options, possible locations, and experiences of local communities.
- The future of the Federal Building was raised for discussion. Mathews stated that the property will come up for bid in March. Jones commented that there is still interest and still many ideas for use being considered.

VISITORS: None present.

FUTURE JOINT LGU MEETING DATE: Staff suggested combining the next Joint LGU meeting with a Mobile Tour. Discussion resulted in consensus that staff will present possible dates and times on a Doodle Poll.

ADJOURNMENT: There being no further business, Motion by Heinonen, second by Meehlhause to adjourn the regular Joint Planning Board Local Government Unit meeting at 8:10 p.m.

Motion carried unanimously.

Joint LGU Meeting November 26, 2019

Respectfully submitted,

Terri Ball
Planning Administrative Assistant

Approved and attended by: 
Joint Planning Board Representative