

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, April 21, 2025

**Council Chambers
City Hall – 317 4th Street NW
6:00 PM**



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PROCLAMATION

- 1) Take Back the Night

AMENDMENTS TO THE AGENDA

MINUTES

- 2) March 10, 2025 Work Session
March 17, 2025 Council Meeting
March 17, 2025 BEDA Meeting

CONSENT AGENDA

Items in the Consent Agenda are approved with one motion without discussion/debate. The Mayor will ask if any Councilmember 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.

- 3) Claims Submitted by Finance Officer in the Amount of \$1,313,370.00
- 4) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$51,589.21
- 5) Approve February Financials from ASM Global for the Sanford Center
- 6) Approve Special Event Permit for 2025 Mississippi Music Summer Concert Series
- 7) Approve Temporary 1 Day Consumption and Display Permit (Bemidji Girls Basketball)
- 8) Approve Appointment of Sandra Henson to the Public Arts Commission
- 9) Approve 2023 Edward Byrne Memorial Justice Assistance Grant Program (JAG) MOU
- 10) Approve Services to Seal Coat Trails to Ness Seal Coat (\$25,000)
- 11) Approve Change Order #1 for the Cameron Park Restroom Project for \$6,396.53
- 12) Resolution Restricting Parking (Hannah Ave NW, Norton Ave NW, 14th ST NW)
- 13) Resolution Accepting the Responsibility as the Sponsoring Agency (5th St Trail)

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 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 HEARING

- 14) Public Hearing for Three Less One, Inc (dba Bar 209) for the Seasonal Expansion of Liquor License Regarding Outdoor Dining

ORDINANCES

- 15) Ordinance Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code Entitled "Development Code"

NEW BUSINESS

- 16) Consider Request for Reduction of Fees and Issuance of 1-4 Day Temporary Liquor Permits for 2025 Mississippi Music Summer Concert Series
 - Resolution Approving the Site and Alcohol for the 2025 Mississippi Music Summer Concert Series
- 17) Consider First Amendment to Sanford Center Naming Rights Agreement
- 18) Consider Resolution Awarding Bid - 2025 Park Avenue NW Reconstruction - City Project 25-02

COUNCIL COMMITTEE REPORTS

CLOSED MEETING

Consider Closed Meeting Pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) regarding pending or threatened litigation concerning the incorporation of Northern Township and/or possible responsive City boundary adjustment petitions.

REOPEN MEETING

Reopen meeting if closed and consider possible action therefrom

UPCOMING MEETINGS

- 19) Tuesday, April 22 - 5:00 p.m. - Board of Review
Monday, April 28 - 5:30 p.m. - Work Session (Lead & Copper Update/Open Forum Policy)
Monday, May 5 - 6:00 p.m. - Council Meeting
Monday, May 12 - 5:30 p.m. - Planning Board
Monday, May 19 - 6:00 p.m. - Council Meeting

ADJOURN

Proclamation

WHEREAS, sexual violence against women, men, and children is widespread and impacts every person in this community; *and*

WHEREAS, it is estimated nationally that one in three women and one in six men will experience sexual violence in their lifetime; *and*

WHEREA, 42% of Minnesota women and girls have experienced sexual violence in their lifetime; *and*

WHEREAS, Native Americans are twice as likely to experience sexual assault crimes compared to all other races, and, in Minnesota, Native woman and girls are the population most likely to experience sexual violence; *and*

WHEREAS, sexual violence and sexual exploitation harm our community; *and*

WHEREAS, to solve this problem we must work together to support survivors, educate our community about sexual violence prevention, and speak out against harmful attitudes and actions;

NOW THEREFORE, I, Jorge Prince, Mayor of the City of Bemidji, hereby proclaim the night of April 25, 2025 as “Take Back the Night” and the month of April as Sexual Assault Awareness Month in the City of Bemidji. I urge all citizens to take action to work toward the elimination of all forms of sexual violence and to create a safer environment for all.

IN WITNESS WHEREOF, I HAVE HERE UNTO SET MY HAND AND OFFICIAL SEAL.

Jorge S. Prince, Bemidji Mayor

DRAFT
CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – March 10, 2025

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, March 10, 2025 at 6:15 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.

Present: City Manager Rich Spiczka, City Engineer Sam Anderson, City Clerk Michelle Miller

TH 197 Raise Grant Project Update

Anderson state that the city project involving Hannah Avenue and Middle School Drive, with a total cost of over \$20 million, faced a funding delay of the \$18 million federal RAISE grant. The city received an additional \$5.2 million in state funds to cover local match. Unlike the federal RAISE grant funds, the IJA State Match dollars are not affected by the federal freeze on discretionary grants and available for now.

Anderson provided two options for the council. To delaying the project a year or using the state funds to start construction this summer. Staff feel there's an opportunity to use the available funding to proceed with improvements on the city system that would otherwise be difficult to fund without grant assistance. The City has already spent about \$1 million on easement acquisition and engineering. If the RAISE grant funding becomes available in the next 12 months or sooner, then things stay relatively on schedule with what's been programmed for the last few years and no anticipated cost to the City for either project. If the RAISE grant funding is taken away, there's a risk the IJA State match funding disappears as well, and our city street improvements aren't completed. MnDOT is willing to use the available funding to assist the city in the short term, but wants to make sure the city is still committed to the overall project in the event the RAISE grant goes away.

The council provided consensus in favor of using the state funds to proceed with partial construction, focusing on the 23rd and Middle School roundabout, to minimize impact on the school district and businesses. This includes the possibility of an MOU with MnDOT to formalize the funding and construction plan.

ADJOURN

There being no further business, motion by Thayer, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:56 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – March 17, 2025

DRAFT

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 17, 2025, at 6:00 p.m. in the Council Chambers of City Hall, Mayor Pro Tem Rivera presiding.

Upon roll call, the following Councilmembers were declared present: Prince (WebEx), Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.

Staff Present: City Manager Rich Spiczka, Finance Director Donna Coe, Parks and Recreation Director Marcia Larson, Police Chief Mike Mastin, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Pro Tem Rivera called for any amendments to the agenda. **Motion by Peterson, seconded by Thayer, approving the agenda as presented. Motion carried by unanimous roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.**

MINUTES

The following minutes were presented for approval:

Sp Work Session: February 18, 2025
Council Meeting: February 18, 2025

Motion by Thayer, seconded by Dickinson, approving minutes as presented. Motion carried by unanimous roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

CONSENT AGENDA

Mayor Pro Tem Rivera called for any amendments to be made to Consent Agenda. Staff requested that the SAFER Grant Application for Fire be moved to the March 24 Work Session. Thayer requested that the Lease with First National Bank Bemidji be removed for discussion. Rivera requested that the Special Event Permit for Babe's Burnout Car Show be removed for discussion. The following Consent Agenda items were presented for approval. **Motion by Fiskevold Gould, seconded by Thayer, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount of \$1,874,444.16
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$60,924.40
3. 2025 Business License Approvals
4. Approve Transfer of Liquor License (Green Mill)
5. Approve SAFER Grant Application Submission (Fire)
6. Approve Purchase Agreement for BNSF Real Estate in Rail Corridor
7. Approve Change Order No. 8 - Phase 2 Water Treatment Plant - City Project 21-05
8. Approve Memorandum of Understanding with MnDOT - Trunk Highway 197 Improvements
9. Approve Safety Vendor Contract with Safe Assure
10. Approve KRLS Projects for the Bemidji Library
11. **RESOLUTION NO. 6601:** Approving Temporary Off-Premises Alcohol Permit for the Babe's Burnout Car Show
12. **RESOLUTION NO. 6602:** Approving Engineering Detour Agreement No. 1059161 with MnDOT

13. **RESOLUTION NO. 6603:** Authorizing Calendar Parking (Park Ave NW)
14. **RESOLUTION NO. 6604:** Restricting Parking (Hannah Ave NW)
15. **RESOLUTION NO. 6605:** Restricting Parking (Middle School DR NW)
16. Approve Council Travel Authorization-LMC Annual Conference (Duluth), June 25-27-Prince

Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould.

CITIZENS WITH BUSINESS NOT ON AGENDA

- John Henningsgaard, 1520 Bixby Avenue, spoke in support of Canada's sovereignty. He encouraged the city council to pass a resolution supporting Canada, citing their current distress and the strong neighborly ties between the United States and Canada. He noted that many Canadians are choosing to buy Canadian products and reconsidering travel to the United States, and he believes that as a border state and nearly a border city, Bemidji should show support for their friends and neighbors.
- John Kloesel, 633 Patriot Drive NW, discussed a parking ticket issue he experienced during a recent snowstorm. He was towed after parking on the wrong side of the street, even though the street had been completely plowed. Clay argued that since the street was clear, a parking ticket would have been more appropriate than a \$250 tow, especially given his limited income. He suggested that if a patrol officer notices a vehicle parked illegally on a cleared street, they could issue a ticket instead of immediately towing the vehicle.
- Wes Newell, 189 Adams Avenue NW, expressed frustration about lighting requirements for two of his business properties. He criticized the city's lighting code (Section 28.408) as vague and open to interpretation. Newell argued that the city's own downtown lights do not comply with the code, yet he is being asked to change lights that have been in place for decades. He suggested the code is creating obstacles for employment and small businesses. Newell even contacted a nearby resident who confirmed the current lights provide a sense of security, and he proposed that simply turning off the lights would be his solution if forced to make expensive changes.

OLD BUSINESS

Consider Resolution Authorizing Grant Submission to DNR Local Trails Connection Grant - Cameron Access Trail Project

Larson stated that the Department of Natural Resources announced the solicitation for the Local Trail Connections Programs. The purpose of the Local Trail Connections Program is to promote relatively short trail connections between where people live and desirable locations, not to develop significant new trails. Priority for trail project funding will be given to projects that provide significant connectivity, will meet the needs and interests of future generations and diverse communities, provide an opportunity to connect underserved communities to significant public resources and provide for a unique and interesting connection to the outdoors. The grant per the resolution requires maintenance of the trail and a local match of 25%.

The Cameron Park Access Trail is a good match for the Local Trail Connection Program Grant. The proposed 10ft wide paved trail connects the neighborhood and community to Cameron Park and its amenities including the swimming beach, play area, picnic pavilion and picnic area and boat access (carry-in and motorized). The trail is approximately .21 miles and provides safe pedestrian/bicycle access to the park. This project has been identified as a need throughout the years and highlighted during the Strategic Planning Process in 2023.

The City Engineering Department has provided a preliminary design and cost estimate for the trail construction. The estimated cost includes construction of the .21 mile of a 10ft wide paved trail

along the hillside of Cameron Park (including a short retention wall); bike rack and fix-it station and professional services. A site plan for the project is attached.

The main goal of the project is to provide an accessible non-motorized trail connection into the park and avoid the use of the main road for non-motorized use. The secondary benefits of the project include: the ability to improve the sledding hill through providing easier access, a better loading zone at the top of the hill and additional groundwork to ensure better safety for sledders; assist with erosion of the hillside, by creating a designated route into the park; as well as the ability to add pollinator/native plants to the hillside. The trail will connect to existing wide sidewalk to continue the walking/biking corridor.

The total estimated cost of the Cameron Park Access Trail is \$194,337. Grants are reimbursement based up to 75 percent of the total eligible project costs, and recipients must provide a non-state cash match of at least 25 percent. The City's match is approximately \$48,590.

The Finance Director has recommended utilizing the OPC Fund (Outdoor Program Center Fund # 224) for the local match. These funds are currently available and have no specific designation for certain uses.

Councilmembers generally supported the Cameron Access Trail resolution. Mayor Prince was pleased they found funding through the Outdoor Program Center (OPC) fund instead of relying on liquor store funding. Councilmember Thayer asked about the history of the OPC fund and was informed it was established when the Outdoor Program Center was built, using half-cent sales tax revenue and lease payments from Bemidji State University. Councilmember Eaton noted the importance of continuing trail improvements. Councilmember Peterson appreciated that the sledding hill would be preserved and potentially enhanced.

RESOLUTION NO. 6606: Supporting Application to the Department of Natural Resources Local Trail Connection Grant Program was offered by Councilmember Fiskevold Gould, who moved its adoption, and upon due second by Councilmember Peterson, passed by the following roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera.

NEW BUSINESS

Consider Resolution Awarding Bid - 2025 Street Renewal Project - City Project 25-01

Background

Anderson stated that January 6, 2025 the City Council approved the feasibility report for the proposed 2025 Street Renewal Project. A public hearing was held on February 3, 2025 and at the conclusion of the hearing the city council passed a resolution ordering the project and authorizing the preparation of engineering plans and the receipt of bids.

The streets that are proposed to be included:

Hannah Avenue NW	from	30th Street NW to 600' north of 34th Street NW
Norton Avenue NW	from	12th Street NW to 15th Street NW
14th Street NW	from	Norton Avenue NW to Delton Avenue NW
Taft Avenue NW	from	Mill Street NE to End of Taft
Mill Street NW	from	Taft Avenue NE to Lake Avenue NE

Bids

A bid opening for the project was held on Tuesday, March 11th, 2025 and the following four (4) bids were received:

<u>Bidder</u>	<u>Base Bid</u>
Sparky's Construction, Inc.	\$1,303,170.47

Reierson Construction, Inc.	\$1,371,923.94
Red Lake Builders	\$1,697,538.95
R.L. Larson Excavating, Inc.	\$1,797,777.77
City Engineer's Estimate:	\$1,553,547.00

Assessments

Hannah Avenue NW, Norton Avenue NW, and 14th Street NW would 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.

Taft Avenue NE and Mill Street NE are proposed to be assessed at \$1,595 per unit. This is roughly 20% of the estimated street costs divided up among the total number of units within the project area. Since the current adjacent properties are multiple different sizes, we have taken the Beltrami County shoreland zoning lot width minimum of 100 ft to be a single unit. The adjacent lots of record will have their assessable frontage divided by 100 to convert to total units. An example is a 200 ft lot would be charged 2 units or a 50-foot lot will be charged 0.5 units. Corner lots will have ½ their frontage on the improved street converted to an assessable unit per our current city policy.

Finances:

The Sparky's Construction, Inc. bid amount of \$1,303,170.47 will result in a total project cost of approximately \$1,500,000.00 after design engineering and construction inspection costs are added in. This is roughly \$ 250,000 less than the amount that was estimated for the project.

Funding sources are proposed to come from the following sources:

Street Assessments	\$ 271,450
General Tax Levy	\$ 535,000
MnDOT Funding	\$ 105,889
Storm Sewer Fund	\$ 279,361
Sanitary Sewer Utility Fund	\$ 87,790
Water Utility Fund	\$ 190,090
Water Assessments	\$ 13,210
Construction Fund Reserves	\$ -0-

Project Total: \$1,500,000

Project Schedule

Construction of the project is set to begin as soon as May 12, weather permitting. It is anticipated to be completed in September this year.

RESOLUTION NO. 6607: Awarding Bid to Sparky's Construction, Inc. in the Amount of \$1,303,170.47 for the 2025 Street Renewal Project, City Project 25-01 was offered by Councilmember Dickinson, who moved its adoption, and upon due second by Councilmember Thayer. passed by the following roll call vote: Yeas: Rivera, Peterson, Dickinson, Fiskevold Gould, Thayer, Prince, Eaton.

Consider Resolution Approving the Agreement Between the City and IUOE, Local 49 for 2025-2027
RESOLUTION NO. 6608: Approving the Agreement Between the City of Bemidji and IUOE, Local 49 Representing the Public Works, Parks, Streets and Utility Employee Bargaining Unit for 2025-2027 was offered by Councilmember Fiskevold Gould, who moved its adoption, and upon due second by Councilmember Eaton passed by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Fiskevold Gould, Peterson, Prince.

Consider Resolution Approving Agreement Between the City and LELS, Police Local 126 for 2025-2027

RESOLUTION NO. 6609: Approving the Agreement Between the City of Bemidji and Law Enforcement Services, Inc., Police Department Local No. 126 Employee Bargaining Unit for 2025-2027 was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Fiskevold Gould, passed by the following roll call vote: Yeas: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Dickinson, Thayer.

Consider Resolution Approving Agreement Between the City and LELS, Sergeants Local 227 for 2025-2027

RESOLUTION NO. 6610: Approving the Agreement Between the City of Bemidji and Law Enforcement Labor Services, Inc., Sergeants Local No. 227 Employee Bargaining Unit for 2025-2027 was offered by Councilmember Peterson, who moved its adoption, and upon due second by Councilmember Thayer passed by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

Consider Lease with First National Bank of Bemidji (ATM)

Councilmember Thayer state she pulled the ATM lease agreement because she wanted to understand the details of the lease, particularly regarding the space and potential rental income. She was curious about why the ATM lease wasn't presented during the original building purchase agreement and wanted to know if the city would be charging rent for the ATM's location. The city manager explained that the lease was intentionally kept separate from the purchase agreement, allows the bank to use the existing ATM with 90 days' notice to terminate, and is for a nominal fee of \$1.

RESOLUTION NO. 6611: Approving Commercial Lease Agreement with First National Bank of Bemidji for ATM Use and Authorizing the Mayor and City Manager to execute the Agreement was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Dickinson passed by the following roll call vote: Yeas: Prince, Rivera, Dickinson, Eaton, Fiskevold Gould, Peterson. Nays: Thayer.

Consider Special Event Permit for Babe's Burnout Car Show (July 11-12)

Rivera stated that she pulled the special event permit for Babes Burnout, stating that she wanted to pull it so she could vote in opposition to the event in support of individuals who had voiced opposition to the event. Councilmember Thayer raised some questions about noise levels and the damage to the parking lot surface during the event.

Motion by Peterson, seconded by Eaton, approving the Special Event Permit for Babe's Burnout Car Show. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Fiskevold Gould. Nays: Rivera.

COUNCIL COMMITTEE UPDATES

- Councilmember Fiskevold Gould attended Parks and Recreation meeting and participated in Bemidji Day at the Capitol with Councilmember Thayer and Mayor Prince
- Councilmember Peterson attended Fire Relief Association meeting; discussed upcoming summer events and fall open house; noted the women's fire auxiliary is now active and mentioned upcoming northern region meeting in Winger
- Councilmember Thayer attended Bemidji Day at the Capitol; attended MMRI 218 event; participated in Sustainability Commission meeting; and discussed upcoming events and comprehensive plan
- Councilmember Eaton mentioned upcoming meetings: Animal Ordinance, Airport Authority, KLRS Board, and Library Board
- Councilmember Dickinson attended Rotary meeting where Marcia Larson presented Parks and Recreation information

- Mayor Prince attended Bemidji Day at the Capitol; attended League of Minnesota Cities events; met with legislators; attended Northwest ICDC meeting; did a ribbon-cutting for Buena Vista celebrating 75 years; currently attending an insurance risk conference
- Councilmember Rivera provided updates on Public Arts, HRA, DWI Court and Treatment Court.

UPCOMING MEETINGS

- Monday, March 24 5:30 p.m. Work Session

ADJOURN

There being no further business, motion by Peterson, seconded by Thayer, to adjourn the meeting. Motion carried by unanimous roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera. Meeting adjourned at 7:07 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

DRAFT BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY MINUTES

Monday, March 17, 2025

Pursuant to due call and notice, a special meeting of the Bemidji Economic Development Authority (BEDA) of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, March 17, 2025 at 7:08 p.m. in the Council Chambers of City Hall, Vice President Eaton presiding.

Upon roll call, the following Commissioners were declared present: Prince (WebEx), Fiskevold Gould, Peterson, Johnson, Rivera, Eaton, Thayer.

Staff Present: Rich Spiczka, Michelle Miller, Sam Anderson, Donna Coe

Others: Chris Hamilton, Lake-n-Woods Realty

Vice President Eaton stated that the purpose of the BEDA meeting was to consider amendment to purchase agreement with Timothy Mrazek for the sale of land in the City of Bemidji's South Shore Addition Plat of South Shore, Lot 3, Block 3, Parcel No. 80.05985.00.

Amendment to Purchase Agreement with Timothy W. Mrazek

Hamilton stated that Mr. Mrazek is requesting an extension of the due diligence period set to expire on April 18, 2025 to end September 18, 2025.

Motion by Commissioner Dickinson, seconded by Commissioner Thayer, approving the amendment to purchase agreement with Timothy W. Mrazek extending the due diligence period to September 18, 2025. Motion carried by unanimous roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

ADJOURN

There being no further business, motion by Peterson, seconded by Thayer, to adjourn the meeting. Motion carried by unanimous roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson. Meeting adjourned at 7:12 p.m.

Respectfully submitted,



Michelle R. Miller
B.E.D.A. Secretary

Bill List Summary

April 21st, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
42263	Postmaster	\$2,471.88
ACH	Bernick's	\$5,602.80
42267 - 42371	See Attached List	<u>1,305,295.32</u>
		\$1,313,370.00
	TOTAL	\$ 1,313,370.00

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 04/16/2025 - 10:11AM
Warrant Request Date: 4/22/2025
DAC Fund:



Batch: 00422.04.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Adolfson & Peterson Construction	000042267	21,000.00
2	Advanced Eng.& Environ.Serv., Inc.	000042268	1,658.29
3	American Engineering Testing, Inc.	000042269	3,250.00
4	Anderson,Thomas	000042270	128.25
5	Arrow Printing	000042271	1,238.87
6	Artisan Beer Company	000042272	1,700.55
7	Arvig	000042273	885.00
8	BAAI Training Center	000042274	1,820.00
9	Beise,William	000000000	88.00
10	Bellboy Corporation	000000000	3,027.65
11	Beltrami County Auditor/Treasurer	000042275	30.88
12	Beltrami County Recorder	000042276	254.35
13	Beltrami County Solid Waste	000042277	32.00
14	Beltrami County Treasurer	000042278	9,249.73
15	Beltrami Electric Coop	000042279	1,257.66
16	Bemidji Coca-Cola Bottling Co, Inc	000042280	709.50
17	Bemidji Coop Ass'n, Inc.	000042281	199.77
18	Bemidji Paper Sales, Inc.	000042282	1,642.12
19	BEMIDJI PROPERTY MANAGMENT	000042283	97.43
20	Bemidji Veterinary Hosp.	000042284	216.20
21	Bernick's	000000000	33,537.76
22	Bluefin Payment Systems	000000000	3,260.52
23	Bonded Lock & Key of Bemidji	000042285	304.08
24	Brady Martz & Associates P.C.	000042286	30,000.00
25	Breakthru Beverage Minnesota Beer, LLC	000042287	1,674.85
26	Breakthru Beverage Minnesota Wine & Spirits, LLC	000042288	7,677.97
27	Campus Recreation	000042289	396.00
28	Column Software PBC	000042290	88.78
29	ComplianceGo, LLC	000042291	600.00
30	Core & Main	000042292	7,997.44
31	Crysteel Truck Equip., Inc	000042293	118.65
32	Culligan	000042294	219.10
33	Dahlheimer Beverage Brainerd	000000000	2,683.10
34	Dakota Supply Group, Inc.	000000000	132.43
35	Data Practices Office	000042295	80.00
36	D-S Beverages	000042296	24,909.90
37	DSGW Architects	000042297	300.00
38	Earl F. Andersen, Inc.	000042298	2,266.01
39	Emergency Automotive Technologies, Inc.	000000000	5,442.30
40	Fahrenbruch,Melissa	000000000	327.94
41	Fastenal Company	000042299	68.32
42	Fed Ex	000042300	153.69
43	Flaherty & Hood, P. A.	000042301	18,251.25
44	FleetPride, Inc.	000042302	254.33

Page Total: \$189,230.67

Line	Claimant	Voucher No.	Amount
45	Forum Communications Company	000000000	580.00
46	Frink,Jesse	000000000	23.00
47	Gaslin Garage Door	000042303	780.00
48	Gopher State One-Call	000000000	52.65
49	Grafix Shoppe	000042304	247.81
50	Granite City Armored Car, Inc.	000042305	803.40
51	Great Northern Environmental	000042306	514.75
52	Great River Design	000042307	190.08
53	Gregg's Plumbing & Heating	000042308	18,621.19
54	Hach Company	000042309	1,694.03
55	HBI Radio Bemidji	000042310	210.00
56	Hokuf,Tara	000042311	386.00
57	Ink Spot Press	000042312	2,243.81
58	Ironhide Equipment, Inc.	000000000	30.64
59	Jim Hirt Trucking, Inc	000042313	1,691.58
60	Joe's Northwoods Pest Control	000042314	111.50
61	Johnson Bros., Inc.	000042315	26,776.83
62	Johnson,Chance	000000000	55.32
63	Klockow Brewing Company	000042316	255.00
64	KOOB,AYLA	000042317	101.90
65	L & M Supply, Inc.	000042318	723.64
66	Larry's Machine Shop	000042319	391.39
67	Lawson Products, Inc.	000042320	227.82
68	League of MN Cities	000042321	125.00
69	League of MN Insurance Trust	000042322	816.59
70	Loebs,Chris	000000000	282.00
71	Loucks	000042323	41,917.60
72	Luekens Village Foods North	000042324	113.10
73	Luekens Village Foods South	000042325	71.93
74	Macqueen Emergency Group	000000000	300.59
75	Marco Technologies LLC	000042326	188.68
76	Mark Sand & Gravel Co	000042327	2,500.00
77	Mastin,Mike	000000000	82.00
78	McKinnon Co., Inc.	000042328	20,172.21
79	Menards-Bemidji	000042329	609.42
80	Merriam Midway Shows	000042330	2,000.00
81	Meyer,Joshua	000000000	112.32
82	MN Dept of Health-	000042331	23.00
83	MN Energy Resources	000000000	24.62
84	MN North Customized Training Solutions	000042332	1,600.00
85	MN Valley Testing Lab, Inc.	000000000	532.50
86	MTI Distributing Co.	000042333	809.52
87	NAPA Auto Parts/Premier	000042334	628.14
88	NCPERS Group Life Ins	000042335	544.00
89	Nei Bottling, Inc.	000042336	555.00
90	North Country Chevrolet	000042337	53,419.96
91	Northern Region Firefighters Ass'n.	000042338	50.00
92	OSI Environmental Inc.	000042339	100.00
93	Otter Tail Power Company	000042340	48.33
94	Pace Development	000042341	500.00
95	Paustis & Sons	000042342	1,328.00
96	Peacemaker Resources	000042343	1,128.00
97	Phillips Wine & Spirits	000042344	26,074.96
98	Pittman,Diane	000042345	352.50
99	Postmaster	000042346	2,462.07
100	ProPhoenix Corporation	000042347	2,500.00
101	Quadient Leasing	000042348	177.51

Page Total: \$218,861.89

Line	Claimant	Voucher No.	Amount
102	Rice Lake Construction Group	000042349	773,122.35
103	Richards Publishing Company	000042350	144.97
104	Riley,Ryan	000000000	88.00
105	RMB Environmental Laboratories, Inc.	000042351	1,259.23
106	Roger's Two Way Radio, Inc.	000042352	180.00
107	Ross Lewis Sign Co.	000042353	600.00
108	Sanford Center	000042354	2,539.80
109	Sanitation Products Inc.	000042355	2,967.74
110	Schmitt,Chase	000000000	35.00
111	Sherwin-Williams Co	000042356	279.24
112	Short Elliott Hendrickson, Inc.	000042357	15,225.06
113	SiteOne Landscape Supply, LLC	000042358	6,270.65
114	Skips Tire and Auto	000042359	57.45
115	Southern Glazer's of MN	000042360	12,752.40
116	Southside Tow & Rec, Inc	000042361	1,466.22
117	Springbrook Software LLC	000000000	1,716.00
118	Stoel Rives LLP	000042362	8,570.00
119	Streicher's	000042363	4,124.69
120	T & K Outdoors, Inc.	000042364	160.00
121	TC Lighting Supplies & Recycling, Inc	000042365	1,500.00
122	Thomson Reuters-West	000042366	979.48
123	Town Law Center PLLP	000042367	3,624.73
124	TreviPay	000000000	39.99
125	Uline	000042368	2,154.02
126	Urban Accessories	000042369	10,484.00
127	Vestis	000042370	1,140.24
128	Vinocopia, Inc.	000000000	405.00
129	Wells Fargo-ACH	000000000	36,457.95
130	Wine Merchants	000042371	1,981.20
131	Yavarow,Michael	000000000	326.47
132	Ziegler, Inc.	000000000	6,550.88
Page Total:			\$897,202.76
Grand Total:			\$1,305,295.32

**Sanford Center
Cash Requirements
As of Apr 22, 2025**

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

Vendor	Description	Date	Amount Due
Ace on the Lake	Operating Supplies	4/10/25	1.29
Adpro Sports, LLC	Staff Uniforms Remaining Balance	4/8/25	898.45
ASM Global	Finance Support Interim DOF	3/31/25	4,812.50
ASM Global	April Management Fee	4/7/25	11,536.00
ASM Global	IT Fees	4/8/25	1,162.50
ASM Global	Credit on Account Statement	4/10/25	-1,079.69
ASM Global	HR Software - Workday	4/11/25	5,556.60
ASM Global	ASM Global		21,987.91
Bemidji Chorale	NPO Payment	4/12/25	787.97
Bemidji Coca-Cola Company	Inventory - Beverage	4/3/25	205.98
Bemidji Coca-Cola Company	Inventory - Beverage	4/7/25	-39.00
Bemidji Coca-Cola Company	Inventory - Beverage	4/10/25	320.40
Bemidji Coca-Cola Company	Inventory - Beverage	4/11/25	31.45
Bemidji Coca-Cola Company	Bemidji Coca-Cola Company		518.83
Bernick's	Inventory - Beer	4/10/25	653.60
Bridgepay Network Solutions	Merchant Gateway	4/10/25	19.95
Carbonhouse	Website Hosting	4/1/25	700.00
City of Bemidji	Utility - Water & Sewer	3/31/25	3,392.10
Cool Threads	Staff Uniforms Screen Printing	4/2/25	420.00
Drum Group	MCR - Indigenous Drum Performance at 2026 IIHF Annoucement	4/15/25	240.00
G & R Controls Inc	General Building Maintenance	3/31/25	172.00
G & R Controls Inc	CM: General Building Maintenance	4/3/25	-172.00
G & R Controls Inc	G & R Controls Inc		0.00
Grainger	Operating Supplies	4/9/25	162.39
Guardian Pest Solutions	Pest Control	4/8/25	284.88
Hard Target, Inc.	Contracted EMT Reimburseable	4/1/25	821.25
HBI Radio Bemidji	Show Marketing Reimburseable	3/31/25	120.00
Higgins Heating, A/C	General Building Maintenance	4/2/25	556.00

**Sanford Center
Cash Requirements
As of Apr 22, 2025**

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

Vendor	Description	Date	Amount Due
Luekens Village Foods - North	Inventory - Food	4/8/25	31.40
Luekens Village Foods - North	Inventory - Food	4/14/25	15.02
Luekens Village Foods - North	Luekens Village Foods - North		46.42
Luekens Village Foods - South	Inventory - Food	4/2/25	51.36
Luekens Village Foods - South	Inventory - Food	4/3/25	25.35
Luekens Village Foods - South	Inventory - Food	4/3/25	18.87
Luekens Village Foods - South	Luekens Village Foods - South		95.58
Marco Technologies LLC	Printer/Copier Rental	4/7/25	396.52
Marsh USA LLC	Workers Comp Insurance	4/3/25	2,118.00
Total Tap Services	General Building Maintenance Beer Tap Line Maintenance	3/10/25	710.00
Naylor Heating & Refrigeration	General Building Maintenance Coffee Machine Diagnostics	4/3/25	234.38
NLFX Professional	Contracted AV Reimbursable	4/3/25	45.00
NLFX Professional	Contracted AV Reimbursable	4/3/25	720.00
NLFX Professional	Contracted AV Reimbursable	4/3/25	517.50
NLFX Professional	Contracted AV Reimbursable	4/14/25	550.00
NLFX Professional	Contracted AV Reimbursable	4/14/25	595.00
NLFX Professional	NLFX Professional		2,427.50
Dennis A. Noska	HVAC Maintenance Boiler Cheif	3/25/25	250.00
Orbis Payment Services, Inc	PCI Compliance	4/6/25	115.00
Performance Food Group	Inventory - Food	4/2/25	406.07
Performance Food Group	Inventory - Food	4/2/25	88.76
Performance Food Group	Inventory - Food	4/3/25	297.22
Performance Food Group	CM: Inventory - Food	4/4/25	-61.01
Performance Food Group	Inventory - Food	4/9/25	1,425.36
Performance Food Group	CM: Inventory - Food	4/15/25	-318.72
Performance Food Group	Performance Food Group		1,837.68
Sandstrom's Inc	Inventory - Food	4/11/25	439.39
Schindler Elevator Corporation	Elevator Maintenance	4/1/25	2,151.70
Sysco Western Minnesota, Inc	CM: Inventory - Food	4/5/25	-19.09

Sanford Center
Cash Requirements
As of Apr 22, 2025

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

Vendor	Description	Date	Amount Due
Sysco Western Minnesota, Inc	Inventory - Food	4/15/25	3,234.02
Sysco Western Minnesota, Inc	Sysco Western Minnesota, Inc		3,214.93
The Home Depot Pro	Operating Supplies	4/4/25	214.83
The Home Depot Pro	Operating Supplies	4/7/25	50.15
The Home Depot Pro	The Home Depot Pro		264.98
The Party Store LLC	Event Supplies Reimbursable	4/5/25	5,085.50
Vestis Group, Inc	Laundry & Linen	4/3/25	147.52
Vestis Group, Inc	Laundry & Linen	4/10/25	147.52
Vestis Group, Inc	Vestis Group, Inc		295.04
WM Corporate Services, Inc	Utility - Trash Removal	4/1/25	341.97
			51,589.21



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING FEBRUARY 2025

DISTRIBUTED March 25, 2025

Prepared by: Amanda Slanovec
Interim Director of Finance, The Sanford Center

Distribution List:

Felix Mussenden, EVP, ASM Global
Jeffrey Wong, SVP Finance, ASM Global
Dave Jolette, SVP, ASM Global
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Stephanie Dorsey, Regional Director of Finance
Bobby Anderson, General Manager, The Sanford Center

ASM GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Feb-25

Financial Statements

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ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

We closed our books with a Net Income of \$37,098 for the month of February. This is ahead of the budget by \$29,256. Reasons for the financial improvement can be attributed to strong control over service expenses which were 11.77% better than budgeted, vacancies in full time positions, as well as controlling indirect expenses which were \$54,453 ahead of the month's budget. We continue to spend on necessity only and will continue this trend until we see the revenues coming in as expected. February was another strong month in 2025 following a very strong finish for the month of January. We are now \$101,888 ahead of plan for the year through February. Projections are looking good as we continue to reduce the amount of risk events that we have to book for the year to meet revenue goals. It was a great month packed with great events for the community to enjoy!

A recap of events for the month:

- Ice Rentals
- Ruby's Pantry
- Board Meetings
- Doc Talk's
- Senior Hockey Tournament
- Another Sold Out Deuces Wild Dueling Pianos
- 4 Rotary Meetings
- A Wedding
- The Bemidji Bridal Show
- BSU Opera Dinner
- Bemidji Fire Department Pinning Ceremony
- Daddy Daughter Dance (First of Two Next one is April 25th)
- MSPS Annual Meetings
- 3 BSU Men's Hockey Games
- 5 BSU Women's Hockey Game
- Team Meals for both BSU

The current rolling forecast projects a net income loss of (\$489,934) which is a slight improvement of \$4,639 over budget. Better than anticipated February actuals are offset by several events that were budgeted but are no longer anticipated to occur.

Sanford Center
Income Statement
For the Month Ending February 28, 2025

	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	\$ 68,409	\$ 58,860	\$ 9,549	\$ 148,603	\$ 134,340	14,263	98,615
Service Revenue	86,933	130,654	(43,721)	195,144	234,371	(39,227)	126,229
Service Expenses	(43,136)	(80,220)	37,084	(99,135)	(162,332)	63,197	(115,455)
Total Direct Event Income	112,206	109,294	2,912	244,612	206,379	38,233	109,389
Ancillary Income							
F & B Concessions	35,505	46,081	(10,576)	73,903	108,957	(35,054)	64,528
F & B Catering	41,294	52,783	(11,489)	54,470	70,726	(16,256)	35,621
Novelty Sales	0	2,500	(2,500)	0	2,500	(2,500)	0
Promoter Share	0	0	0	0	0	0	0
Total Ancillary Income	76,799	101,364	(24,565)	128,373	182,183	(53,810)	100,149
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	10,471	8,294	2,177	24,356	19,352	5,004	8,956
Club Seat Tickets	550	1,267	(717)	1,421	2,533	(1,112)	1,008
Ticket Rebates	4,975	5,625	(650)	8,180	6,325	1,855	7,929
Facility Fees	16,818	12,740	4,078	45,923	30,270	15,653	24,079
Total Other Event Income	32,814	27,926	4,888	79,880	58,480	21,400	41,972
Total Event Income	221,819	238,584	(16,765)	452,865	447,042	5,823	251,510
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	5,714
Suite Service Premium	0	0	0	0	0	0	0
Advertising & Sponsorship	22,034	32,006	(9,972)	45,085	64,012	(18,927)	35,261
Sanford Naming Rights	16,667	16,667	0	33,333	33,334	(1)	33,333
Coke Mktg Sponsorship	0	0	0	0	0	0	0
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,542	2	1,540	3,480	3	3,477	2,703
Total Oth. Operating Income	40,243	48,675	(8,432)	81,898	97,349	(15,451)	77,011
Adjusted Gross Income	262,062	287,259	(25,197)	534,763	544,391	(9,628)	328,521
INDIRECT EXPENSES							
Salaries & Wages	95,938	114,096	(18,158)	193,496	228,192	(34,696)	170,152
Payroll Taxes & Benefits	34,566	38,877	(4,311)	68,744	77,754	(9,010)	52,019
Net Salaries and Benefits	130,504	152,973	(22,469)	262,240	305,946	(43,706)	222,171
Contracted Services	0	0	0	0	0	0	0
General and Administrative	12,881	21,560	(8,679)	31,386	43,470	(12,084)	48,650
Operating	15,269	13,510	1,759	29,947	27,020	2,927	24,442
Repairs & Maintenance	4,276	1,483	2,793	11,650	7,900	3,750	16,814
Operational Supplies	2,026	9,208	(7,182)	10,624	28,416	(17,792)	6,985
Insurance	3,692	13,374	(9,682)	11,728	26,748	(15,020)	10,255
Utilities	45,707	56,700	(10,993)	85,809	115,400	(29,591)	101,416
ASM Management Fees	10,609	10,609	0	21,218	21,218	0	20,600
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expenses	224,964	279,417	(54,453)	464,602	576,118	(111,516)	451,333
Net Income (Loss)	\$ 37,098	\$ 7,842	\$ 29,256	\$ 70,161	(\$ 31,727)	101,888	(122,812)
Non-Operating Income							
City of Bemidji Subsidy	\$ 0	\$ 0	\$ 0	\$ 0	0	0	175,000
Property Insurance	(7,713)	0	(7,713)	(15,426)	0	(15,426)	0
Adjusted Net Income (Loss)	\$ 29,385	\$ 7,842	\$ 21,543	\$ 54,735	(\$ 31,727)	86,462	52,188

**Sanford Center
Balance Sheet
February 28, 2025**

ASSETS

Current Assets

Cash	\$ 929,421	
Accounts Receivable	227,018	
Prepaid Assets	84,563	
Inventory	<u>85,017</u>	
Total Current Assets		1,326,019

Fixed Assets

Building	28,681	
Machinery & Equipment	49,088	
Acc. Depreciation	<u>(51,856)</u>	
Total Fixed Assets		25,913

Other Assets

Other Assets	0	
Deposits	<u>0</u>	
Total Other Assets		<u>0</u>

Total Assets	\$ <u><u>1,351,932</u></u>
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 394,404	
Accrued Expenses	44,188	
Deferred Income	257,172	
Advance Ticket Sales/Deposits	450,087	
Other Current Liabilities	<u>0</u>	
Total Current Liabilities		1,145,851

Equity

Net Funds Received	0	
Retained Earnings	146,640	
Net Income (Loss)	<u>59,441</u>	
Total Equity		<u>206,081</u>

Total Liabilities & Equity	\$ <u><u>1,351,932</u></u>
---------------------------------------	-----------------------------------

**The Sanford Center
2025
Rolling Forecast**

	Year to Date Actual Thru February	Projected March Thru Dec-25	Rolling Forecast Fiscal YE Dec-25	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	148,603	383,108	531,711	541,183	(9,472)	-1.75%	522,224	9,487	1.82%
Service Income	195,147	551,391	746,538	1,076,938	(330,400)	-30.68%	908,408	(161,870)	-17.82%
Service Expenses	(99,134)	(478,285)	(577,419)	(948,124)	370,705	-39.10%	(806,057)	228,638	-28.36%
Total Direct Event Income	244,616	456,214	700,830	669,997	30,833	4.60%	624,575	76,255	12.21%
Ancillary Income									
F & B Concessions	73,903	193,747	267,650	356,336	(88,686)	-24.89%	438,743	(171,093)	-39.00%
F & B Catering	54,475	595,518	649,993	797,794	(147,801)	-18.53%	279,329	370,664	132.70%
Novelty Sales	-	2,250	2,250	16,550	(14,300)	-86.40%	12,157	(9,907)	-81.49%
Total Ancillary Income	128,378	791,515	919,893	1,170,680	(250,787)	-21.42%	730,229	189,664	25.97%
Other Event Income									
Luxury Box Ticket Sales	24,356	7,500	31,856	7,500	24,356	324.75%	68,178	(36,322)	-53.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421	-	12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,180	16,755	24,935	23,080	1,855	8.04%	132,580	(107,645)	-81.19%
Facility Fees	45,922	71,007	116,929	101,277	15,652	15.45%	192,833	(75,904)	-39.36%
Total Other Event Income	79,879	95,262	175,141	131,857	43,284	32.83%	405,832	(230,691)	-56.84%
Total Event Income	452,873	1,342,991	1,795,864	1,972,534	(176,670)	-8.96%	1,760,636	35,228	2.00%
Other Operating Income	81,894	518,172	600,066	637,403	(37,337)	-5.86%	490,830	109,236	22.26%
Adjusted Gross Income	534,767	1,861,163	2,395,930	2,609,937	(214,007)	-8.20%	2,251,466	144,464	6.42%
Operating Expenses									
Employee Salaries and Wages	193,495	1,065,956	1,259,451	1,369,148	109,697	8.01%	1,144,135	(115,316)	-10.08%
Benefits	68,747	379,765	448,512	466,519	18,007	3.86%	371,020	(77,492)	-20.89%
Net Employee Wages and Benefits	262,242	1,445,721	1,707,963	1,835,667	127,704	6.96%	1,515,155	(192,808)	-12.73%
General and Administrative	31,389	219,140	250,529	262,610	12,081	4.60%	241,689	(8,840)	-3.66%
Operations	29,949	56,948	86,897	80,100	(6,797)	-8.49%	127,734	40,837	31.97%
Repair & Maintenance	11,650	43,667	55,317	55,434	118	0.21%	55,572	256	0.46%
Supplies	10,624	90,084	100,708	118,500	17,792	15.01%	49,064	(51,644)	-105.26%
Insurance	11,728	110,604	122,332	160,491	38,159	23.78%	60,996	(61,336)	-100.56%
Utilities	85,810	349,000	434,810	464,400	29,590	6.37%	436,513	1,703	0.39%
SMG Management Fees	21,218	106,090	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-	-	625	625	100.00%
Total Operating Expenses	464,610	2,421,254	2,885,864	3,104,510	218,647	7.04%	2,610,948	(274,916)	-10.53%
Net Income (Loss) From Operations	70,157	(560,091)	(489,934)	(494,573)	4,639	-0.94%	(359,482)	(130,452)	36.29%
Other Income (Expenses)	(15,426)	(23,139)	(38,565)	-	38,565	-	-	38,565	0.00%
Net Income After Other Income (Expenses)	54,731	(583,230)	(528,499)	(494,573)	43,204	-8.74%	(359,482)	(91,887)	25.56%

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Approve Special Event Permit for 2025 Mississippi Music Summer Concert Series
Prepared By: Michelle Miller, City Clerk

Background:

Mississippi Music has submitted an application for their 2025 Summer Concert Series to be held on Wednesdays in June, July and August at the waterfront. Staff have reviewed the application and have no issues with the event.

Recommendation:

Approve Special Event Permit for 2025 Mississippi Music Summer Concert Series

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): Mississippi Music

Address: 201 3rd St., P.O. Box 363, Bemidji, MN 56619-0363

Event Contact Name (Required): Kristi Miller

This person is the primary contact and must be able to coordinate with other members of the event

Cell Phone (Required): (218) 209-8543

Event Contact Email (Required): ktellmiller@hotmail.com

Event Contact Name #2 (Required): Peggy Stevens Pstevens@kbxe/org

Contact #2 Phone (Required): (218) 766-5409

Event Information

Event Name (Required): Mississippi Music Summer Concert Series

Event Date: see below

If the event is multiple days please enter them in the box below.

Event Dates (continued):

June 11,18, July 9,16, 23, Aug 6,13

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

☐ Nymore Park

☐ Cameron Park

☐ City Park

☒ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☐ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

Special Event Application



Please select your anticipated event size (Required)

(Select only one option) Damage deposits can be dropped off at the Tourist Information Center

- ☐ Under 99 Participants - \$250 Damage Deposit
- ☐ 100-299 Participants - \$500 Damage Deposit
- ☒ 300+ Participants - \$1000 Damage Deposit

Event Time: 6PM - 8PM

Set-up Time: 2PM on dates shown on page 1

Clean-up Time: Site cleaned by 9PM

Expected Daily Attendance: 300-500

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.

- | | |
|---------------------------------------|---|
| ☐ Festival | ☐ Bike Ride |
| ☐ Walk/Fun Run | ☒ Concert/Performance |
| ☐ Other | ☐ Block Party |
- If Other, please explain: _____

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

Mississippi Music will provide a band for listening and dancing at the waterfront north of Paul and Babe from 6-8PM on seven Wednesdays this summer for folks of all ages. Local business, Bemidji Brewing, provides beer and a non-alcoholic beverage in a roped off area that meets state and city guidelines for serving alcoholic beverages. Local sponsorships include but is not limited to, First National Bank, Security Band, Harmony Foods, Paul Bunyan Communications, the Bemidji Downtown Alliance, Sanford Health, Ottertail, Knife River and NorthCentral Door.

There are 2 to 3 food vendors on site for the concerts.

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: Sound is provided by Mike Huerbin. We've never had a complaint about volume.

Special Event Application



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

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.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2)

- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.

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

Special Event Application



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: 2 to 3

Request to Use City Property

Barricades and Cones

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: 0

Number of Barricades Requested: 0

Picnic Tables, Benches, and Event Bike Racks

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: 0
There are 14 larger/heavier picnic tables and 12 of the smaller light weight tables.

Number of Benches Requested: 0
10 Benches have backs; 12 are backless

Bike Racks Requested: 0

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

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: Porta-Johns.....4 with hand wash station.

Garbage

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

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.

Special Event Application



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

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. All site maps should indicate the location of the following (if Applicable):

- All amplified sound and direction of the sound
- Food Vendors
- Tents/canopies (Include 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 MapBanner 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.

Special Event Application



Detour Map

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

Vehicle Policy

Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this policy will result in charge of or loss of deposit

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:

A handwritten signature in black ink, appearing to be "L. M.", written over a horizontal line.

3-3-25

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 or the Tourist Information Center, 300 Bemidji Avenue N, Bemidji, MN 56601 or email: cityclerk@ci.bemidji.mn.us

MISSISSIPPI
MUSIC
at Paul Bunyan
Park
Bemidji, MN

portapotties

ENTRANCE

Regular
Seating

Beer
Garden

For 21 +
older
attendees

Lake
Bemidji

Stage

ENTRANCE

Beer
Wagon
+ tent

Walkway

POND

food
vendors

TIC

Paul +
Babe

OG
PO

S

As seen on our site map, we cordon off the area where beer is served. There are two entrances to the service area and we post a volunteer at each entrance.

Bemidji Brewing is the vendor selling beer. As at their physical business, at 211 America Ave., their staff cards everyone who approaches to purchase alcohol.

We've never had to enlist the aid of police services but know we can call for assistance if needed and further know they will respond quickly. Additionally, there is at least one security service in town who we could enlist or hire if there appeared to be issues going forward.

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025

Action Requested: Approve Temporary 1 Day Consumption and Display Permit (Bemidji Girls Basketball)

Prepared By: Michelle Miller, City Clerk

Background:

Minnesota Statutes, Section 340A.414, Subd. 9 allows a city to issue a temporary one-day consumption and display liquor permit to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization. Bemidji Girls Basketball has applied for and meets the qualifications to receive a license for its event on April 26 at the Bemidji Armory.

Recommendation:

Approve Temporary 1 Day Consumption and Display Permit (Bemidji Girls Basketball).

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025

Action Requested: Approve Appointment of Sandra Henson to the Public Arts Commission

Prepared By: Michelle Miller, City Clerk

Background:

There are two vacancies on the Public Arts Commission. Up to three members residing outside Bemidji city limits may serve on this commission. Sandra Henson has applied and is eligible to serve as a city resident member. Sandra is being recommended to be appointed by the Council to the Public Arts Commission.

Recommendation:

Approve Appointment of Sandra Henson to the Public Arts Commission.

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: Sandra Kay Henson Date: 3-1-25
 Home Address: 230 Irvine Ave SW Bemidji, MN
 Phone (C): [REDACTED] Phone (H): —
 Email Address: [REDACTED]

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

- | | |
|--|--|
| ☐ City Library Board | ☐ Heritage Preservation Commission |
| ☐ Merit Hearing Board | ☐ Housing & Redevelopment Authority |
| ☐ Parks & Recreation Commission | ☐ Housing Appeals Board |
| ☐ City Planning & Zoning Commission | ☒ Public Arts Commission |
| ☐ South Shore Design Review Committee | ☐ City Charter Commission |
| ☐ Sanford Center Advisory Board | ☐ Sustainability Commission |
| ☐ Community and Police Advisory Board | ☐ Other _____ |

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

As a lifetime Bemidji resident and long time crafter,
 I take pride in my town's rich and diverse art community.
 I would love the opportunity to help in promoting
 art appreciation, accessibility for everyone, and
 to support Bemidji's growing art community.

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):

After being laid off from my job of 20 years, I was forced to reinvent myself. Wanting to do something I loved, and to share my love with others, I decided to start a local paint-your-own ceramic studio, Glazed and Amused. During my years of business I was able to interact with hundreds of community members and tourists of all ages. I loved the ability to foster a love of ceramics in the community.

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

In my time at Glazed and Amused I managed day-to-day operations, including equipment maintenance and inventory management and taught myself glazing, kiln firing and mold making. * Collaborated with local artists/crafters to help promote their work * Created a welcoming environment for all ages and abilities * Brought art to those outside of the Bemidji area, partnering with schools in Red Lake, Redby, Mahanomen, etc.

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

I am retired and live in the city

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

Name	Address	Phone
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Name	Address	Phone
------	---------	-------

Name	Address	Phone
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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.

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025

Action Requested: Approve MOU with Beltrami County for the 2023 JAG Grant

Prepared By: Mike Mastin, Chief of Police

Background:

The City of Bemidji was awarded the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG). The grant requires a MOU with Beltrami County.

Recommendation:

Approve MOU with Beltrami County for the 2023 JAG Grant

Bemidji Police Department
Chief Mike Mastin
Policechief@ci.bemidji.mn.us



MEMORANDUM

To: Richard Spiczka, Bemidji City Manager
From: Mike Mastin, Chief of Police
CC: Thomas Barry, Beltrami County Administrator
Date: April 4th, 2025
Re: 2023 Edward Byrne Memorial Justice Assistance Grant 2023

In August of 2023 the Bemidji Police Department submitted a grant application to the Department of Justice through the 2023 Edward Byrne Memorial Justice Assistance Grant program (JAG). During conversations with a grant support specialist, it was explained that the City of Bemidji had been designated as a disparate jurisdiction and eligible for grant funding. A grant application was completed for the Bemidji canine program. In September of 2023 the Department of Justice awarded the JAG grant to the City of Bemidji in the amount of \$10,590.00

The JAG grant funds were utilized in the spring of 2024 to purchase the canine from performance kennels. As we have attempted to receive grant funds to pay for that expense we have learned that we are required to have a memorandum of understanding with Beltrami County. Through discussions with Sheriff Jason Riggs and Beltrami County Administrator Tom Barry regarding this requirement, we agree that the funding will remain with the City of Bemidji for its intended purpose.

As such, please see the attached memorandum of understanding for the 2023 Edward Byrne Memorial Justice Assistance Grant program (JAG).

Thank You,

THE STATE OF MINNESOTA

CITY OF BEMIDJI / COUNTY OF BELTRAMI

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF BEMIDJI, MN AND COUNTY OF BELTRAMI, MN.**

2023 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this 21ST day of April, 2025, by and between The COUNTY of Beltrami, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of Bemidji, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Beltrami County, State of Minnesota, witnesseth:

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY \$0.00 from the JAG award for the Bemidji Police Canine Program: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY agrees to pay COUNTY a total of \$0.00 of JAG funds.

Section 2.

COUNTY agrees to use \$0.00 for the Bemidji Police Canine Program.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the Minnesota Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF BEMIDJI, MN

COUNTY OF BELTRAMI, MN

Bemidji Mayor, Jorge Prince
Jorge Prince

Beltrami County Commissioner Board Chair,
Craig Gaasvig

ATTEST:

ATTEST:

City Clerk, Michelle Miller

County Administrator, Thomas Barry

2023 Minnesota Local JAG Allocations

Listed below are all jurisdictions in the state that are eligible for FY 2023 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2021> and current JAG Frequently Asked Questions here: <https://bja.ojp.gov/program/jag/frequently-asked-questions>.

Finding your jurisdiction:

- (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.
- (2) Direct allocations are listed alphabetically below the shaded, disparate groupings.
- (3) Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MN	ANOKA COUNTY	County	*	
MN	COON RAPIDS CITY	Municipal	\$15,564	
MN	FRIDLEY CITY	Municipal	\$12,034	\$27,598
MN	BELTRAMI COUNTY	County	*	
MN	BEMIDJI CITY	Municipal	\$10,590	\$10,590
MN	BLUE EARTH COUNTY	County	*	
MN	MANKATO CITY	Municipal	\$15,244	\$15,244
MN	CLAY COUNTY	County	*	
MN	MOORHEAD CITY	Municipal	\$19,535	\$19,535
MN	DAKOTA COUNTY	County	*	
MN	BURNSVILLE CITY	Municipal	\$15,444	
MN	INVER GROVE HEIGHTS CITY	Municipal	\$11,032	
MN	WEST ST PAUL CITY	Municipal	\$10,991	\$37,467
MN	HENNEPIN COUNTY	County	*	
MN	BLOOMINGTON CITY	Municipal	\$30,326	
MN	BROOKLYN CENTER CITY	Municipal	\$17,450	
MN	BROOKLYN PARK CITY	Municipal	\$40,435	
MN	MINNEAPOLIS CITY	Municipal	\$591,446	
MN	RICHFIELD CITY	Municipal	\$12,435	\$692,092
MN	KANDIYOHI COUNTY	County	*	
MN	WILLMAR CITY	Municipal	\$10,389	\$10,389
MN	OLMSTED COUNTY	County	*	
MN	ROCHESTER CITY	Municipal	\$37,306	\$37,306
MN	RAMSEY COUNTY	County	\$19,255	
MN	ST PAUL CITY	Municipal	\$260,663	\$279,918
MN	ST LOUIS COUNTY	County	*	
MN	DULUTH CITY	Municipal	\$35,020	\$35,020
MN	STEARNS COUNTY	County	*	
MN	ST CLOUD CITY	Municipal	\$37,748	\$37,748

2023 Minnesota Local JAG Allocations

Listed below are all jurisdictions in the state that are eligible for FY 2023 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2021> and current JAG Frequently Asked Questions here: <https://bja.ojp.gov/program/jag/frequently-asked-questions>.

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 (3) Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MN	MAPLEWOOD CITY	Municipal	\$17,811	
MN	MINNESOTA CHIPPEWA TRIBE	Tribal	\$18,813	
MN	PINE COUNTY	County	\$12,997	
MN	ROSEVILLE CITY	Municipal	\$14,361	
MN	WRIGHT COUNTY	County	\$12,555	
	Local total		\$1,279,444	

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Approve Trail Seal Coating Services
Prepared By: Scott Schroeder, Parks Superintendent

Background:

The Parks Department is responsible for maintaining over 13 miles of city trails through annual maintenance efforts. A recent assessment identified approximately 12,068 square yards of trails requiring extensive maintenance. The designated trail runs from Library Park south through Paul Bunyan Park, adjacent to Highway 197 and extends just southeast of the Sanford Center on 1st Ave.

Seal coating is a crucial maintenance practice that helps extend the lifespan of the trail by creating a protective barrier against traffic, UV rays, and weather conditions. This process also prevents moisture from penetrating the pavement, reducing the risk of premature degradation.

To minimize costs, city staff will assist with the project by sweeping the trails before applying the asphalt emulsion. The contracted portion of the project includes supplying the asphalt emulsion (Enviro-Kote) necessary equipment, an oil distributor, crack sealant and warning signage.

City staff solicited quotes from certified seal coat vendors and received three responses. The lowest quote was submitted by Ness Seal Coat of Bemidji, MN, a company that has previously worked with the City and delivered high-quality results.

Vendor	Labor & Material	Unit cost
Ness Seal Coat	Approximately 12,068 sq yard	\$21,720.60
Jet Black	Approximately 12,068 sq yard	\$22,270.00
Seal Tech	Approximately 12,068 sq yard	\$33,187.00

The Parks Department's Capital Improvement Plan allocates \$25,000 for trail seal coating in 2025. With Ness Seal Coat's pricing coming in under budget, the City can additionally apply seal coating while staying within the allocated funds.

Recommendation:

It is recommended that the City Council approve a motion authorizing the purchase of trail seal coating services from Ness Seal Coat of Bemidji, MN, at a cost not to exceed \$25,000, to be funded through the Parks Department CIP budget.

Trail Seal Coat

The City is requesting quotes for labor and material to apply the asphalt emulsion product "Enviro-Kote" to 12,068 sq yards of 10ft wide City trails. Of the 12,068 sq yards, approximately 2,000 sq yards are located within the park where large tankers will not be able to maneuver. City staff will sweep trails prior to the emulsion product application. Contractor must meet with City prior to starting to go over locations. Contractor to post warning signage throughout the entirety of the project.

The work is to begin on or after August 6th, 2025 and is to be completed by August 29th, 2025; with a minimum of one week notice of work beginning. Hours of work shall be 7:00 A.M. to 8:00 P.M. Monday through Friday. (Exact dates to be coordinated between City and contractor.)

WORK CANNOT TAKE PLACE ON WEDNESDAYS IN OR NEAR PAUL BUNYAN PARK.

The work shall comply with the regulations, rules, and codes of the federal Occupational Safety and Health Agency (OSHA) Regulations for Construction; the Division of Environmental Health, Minnesota Department of Health; the Minnesota Pollution Control Agency, the Minnesota Department of Natural Resources; the Minnesota Department of Transportation; the Minnesota Industrial Commission and ordinances of the City of Bemidji that apply to this work. In the event of a conflict between the above requirements, these specifications or plan, the Contractor shall consult with the Parks Superintendent prior to completing the work.

All quote submittals are due no later than 4:00 PM, April 11th, to:

Scott.Schroeder@ci.bemidji.mn.us
City of Bemidji Parks and Recreation
1351 5th St, NW
Bemidji, MN 56601

Contact Scott Schroeder, Parks Superintendent

Phone: (218) 333-1861

Email: scott.schroeder@ci.bemidji.mn.us

CRS-2 Bid: Labor and material installed for 12,067 square yards = \$ 33,187

TOTAL COST \$ \$ 33,187.00



Jet-Black of Alexandria, MN
3020 Rosewood Lane SE
Alexandria, MN 56308
(320) 808-8612 Office
ph@jet-black.com

Over
500,000
Jobs Completed

Rated #1
Pavement Maintenance Franchise
by Entrepreneur.com

Job #
1,257,845

Proposal Date
Thu, Apr 3, 2025

Q U O T E	City Of Bemidji Scott Schroeder 1351 5th St NW Bemidji, MN 56601	B I L L	SAME	(218) 333-1861 scott.schroeder@ci.bemidji.mn.us
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Who do you trust? Jet-Black is the ONLY true national brand, with locations in 18 states after **37 years in business**. In 2024 alone, we completed **over 26,000 jobs** in the U.S. and earned the **#1 ranking** from Entrepreneur.com. With **over 8,000 Google reviews** and a **4.8-star average rating**, our reputation speaks for itself. We are also a member of the prestigious **International Franchise Association (IFA)**. Thank you for considering Jet-Black!

Jet-Black® Sealcoating (Spray Application) ESS Sealant \$17,820.00

The asphalt surface will be cleaned with a blower and wire broom as needed. Oil stains may need to be primed and heat treated with a propane torch. Concrete edges will be cut in with a brush. Our non-tracking, skid-resistant, industrial grade sealer will be SPRAY APPLIED using a multi-pass technique. It is normal to have slight over spray onto grass. Please keep your driveway barricaded with Jet-Black caution tape for 48 hrs. Visit www.Jet-Black.com/Small_Print for more details on what you can expect.

HOT Rubber Crack Repair-Blowing out the Cracks and filling. \$4,450.00

Highway grade rubber crackfiller is heated to 400° and poured into cleaned STRUCTURAL CRACKS and scraped out. The rubber remains pliable in cold temperatures, resisting splitting. NOTICE: All cracks may not be filled. Thin, superficial, excessive or spider-webbed cracks may not be appropriate to fill with hot rubber. Some cracks will split in the first winter season. Contact us for more info.

TOTAL	Subtotal	\$22,270.00
We propose hereby to furnish material and labor complete in accordance with above specifications, for the total sum of:		\$0.00
Payment In Full Upon Completion.	Tax Included	\$0.00
	Grand Total	\$22,270.00

*All work is performed in a professional manner by insured personnel. All materials meet strict national corporate company quality control standards. Any alteration or deviation from above specifications involving extra costs will be executed only upon explicit verbal or written agreements. **Unless otherwise noted, price assumes a single mobilization (service trip).** We are not responsible for damage to wet sealant or other products after we have left the property. Scheduling is contingent upon delays beyond our control (weather).*

ESTIMATE



Prepared For

Bemidji Bike Trail

Ness Sealcoat Service

24137 498th St
Bemidji, MN 56601
Phone: (218) 766-7711
Email: jon@nesssealcoat.com
Web: www.nesssealcoat.com

Estimate # no1409

Date 03/31/2025

Description	Total
Seal asphalt	\$21,720.60
- clean	
- hot crack fill	
- Seal asphalt with envirokote asphalt based sealer.	
Subtotal	\$21,720.60
Total	\$21,720.60

By signing this document, the customer agrees to the services and conditions outlined in this document.

Bemidji Bike Trail

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Approve Change Order #1 for Cameron Park Restroom Project
Prepared By: Marcia Larson, Parks & Recreation Director

Background:

On January 6, 2025, the City Council awarded the quote for Cameron Park Restroom Project to Frenzel Construction for the amount of \$144,000. The project includes rehabilitating and updating the restrooms and making better use of the space to include storage and programming/public space. The construction project is in progress. Weekly construction meetings are held to review construction progress.

Change Order #1 for 6,396.53 as attached and is recommended by the Architect and staff as an addition to the project. The electrical work should be completed during construction and will reduce the overall cost of the installation of the access system. The project features two new restroom doors and one door for the program/public space - 3 doors total that will be incorporated into the existing access control system. The attached floor plan demonstrates the three doors that will utilize access control. The change order would provide the hardware and needed subscription for access control (KISI system) for those doors. The other two doors are for maintenance use and do not need access control. The access control allows scheduling of the doors to lock or unlock. The access control system was installed on all park restrooms and rental spaces last fall/winter. This will provide easy access for those renting facilities and automatically lock at night.

Financial

The capital improvement budget allocates \$149,500 for construction of the Cameron Park Restroom. Frenzel Construction's contract for the project is \$144,000. The Change Order #1 will increase the contract to \$150,396.53. It is recommended the \$6,396.53 for Change Order #1 be allocated out of the Parks Department Budget.

Recommendation:

Approve Change Order #1 for Cameron Park Restroom Project in the amount of \$6,396.53

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)

Cameron Park Restroom
2504 Birchmont Dr. NE
Bemidji, MN 56601

CONTRACT INFORMATION:

Contract For: General Construction
Date: January 7th, 2025

CHANGE ORDER INFORMATION:

Change Order Number: ONE (1)
Date: April 15th, 2025

OWNER: (Name and address)

City of Bemidji
317 4th Street NW
Bemidji, MN 56601

ARCHITECT: (Name and address)

DSGW Architects
2 West 1st Street, Suite 201
Duluth, MN 55802

CONTRACTOR: (Name and address)

Frenzel Construction, Inc.
6975 Danielle Lane NE
Bemidji, MN 56601

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- Labor and materials to supply and install (3) electric strikes with latchbolt monitor,
(1) KISI controller, (1) KISI reader and KISI subscription.

ADD: \$6,396.53

TOTAL NET ADD THIS CHANGE ORDER:

\$6,396.53

The original Contract Sum was	\$	144,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	144,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,396.53
The new Contract Sum including this Change Order will be	\$	150,396.53

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be SAME

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

DSGW Architects

ARCHITECT (Firm name)

Matt Smith

SIGNATURE

Matt Smith, AIA, Senior Architect

PRINTED NAME AND TITLE

April 15, 2025

DATE

Frenzel Construction, Inc.

CONTRACTOR (Firm name)

Patrick Frenzel

SIGNATURE

Patrick Frenzel

PRINTED NAME AND TITLE

04/16/2025

DATE

City of Bemidji

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

Frenzel Construction Inc.
7048 Island View Drive NE
Bemidji, MN 56601
fcinc@paulbunyan.net



Estimate

ADDRESS

Marcia Larson
City of Bemidji -- Parks &
Recreation
City of Bemidji - Parks &
Recreation

ESTIMATE # 1928-551
DATE 03/13/2025

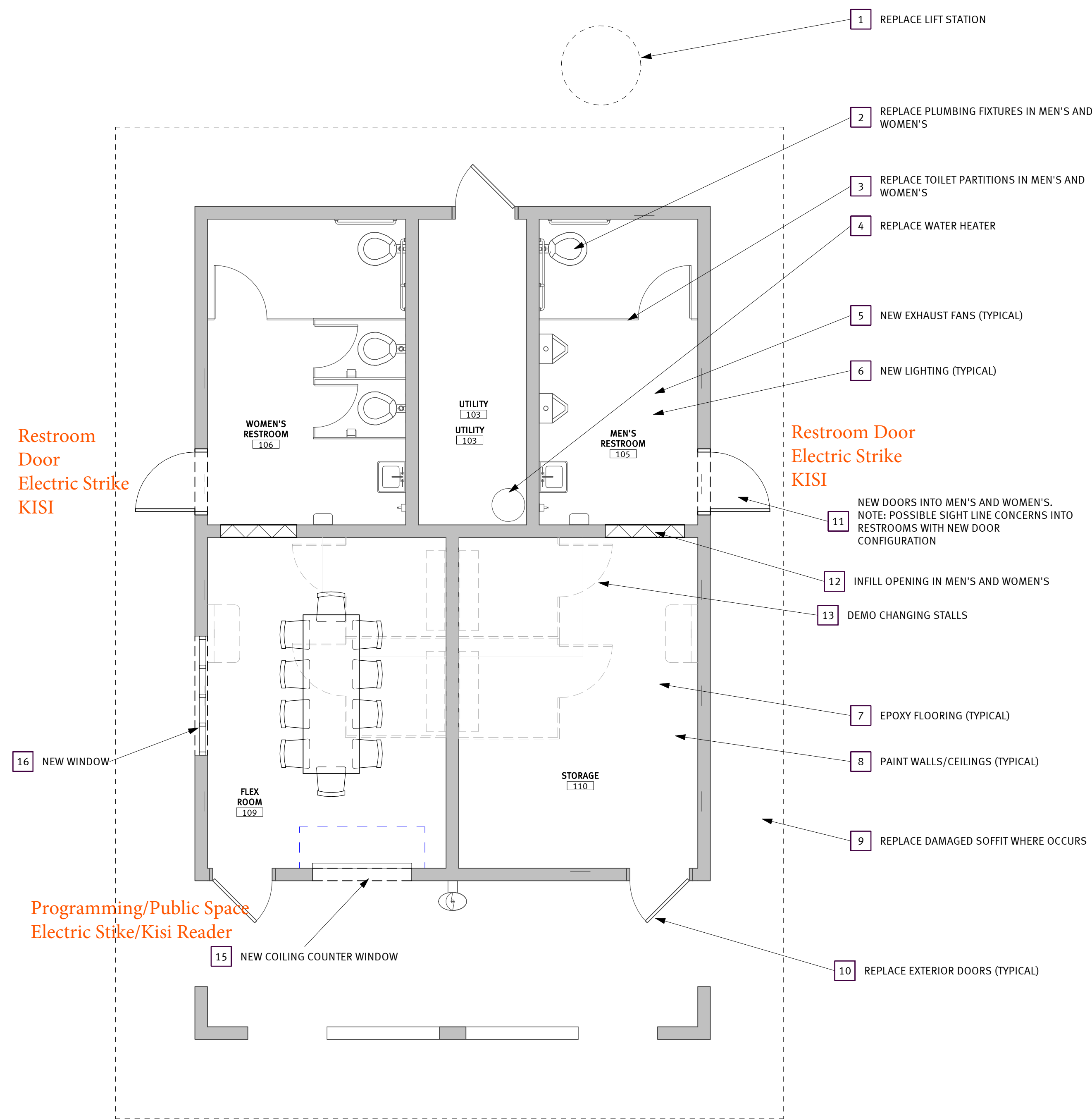
ACTIVITY	DESCRIPTION	AMOUNT
Construction	Labor and materials to supply and install (3) electric strikes with latchbolt monitor, (1) KISI controller, (1) KISI reader and KISI subscription.	5,296.53
Construction	Electrical allowance.	1,100.00
TOTAL		\$6,396.53

Accepted By

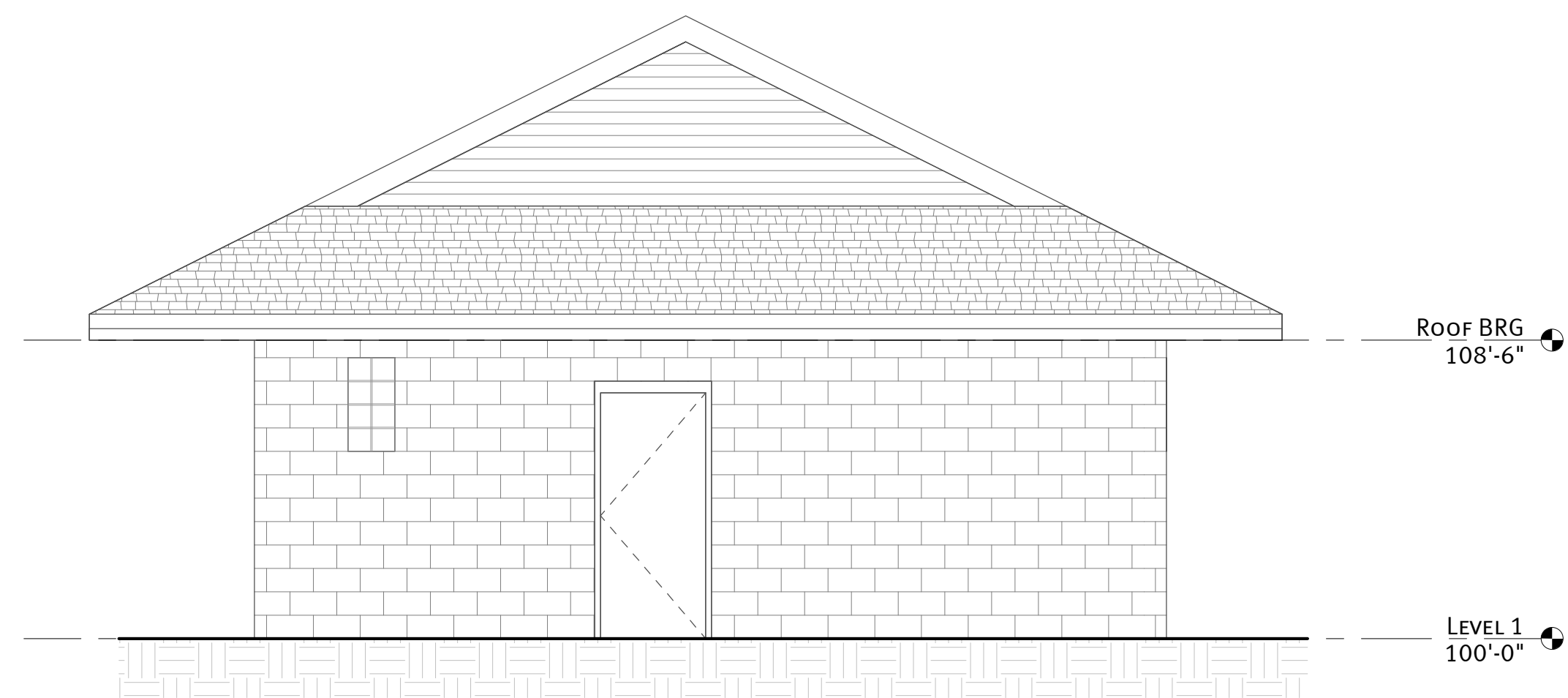
Accepted Date

ESTIMATE IS GOOD FOR 5 DAYS

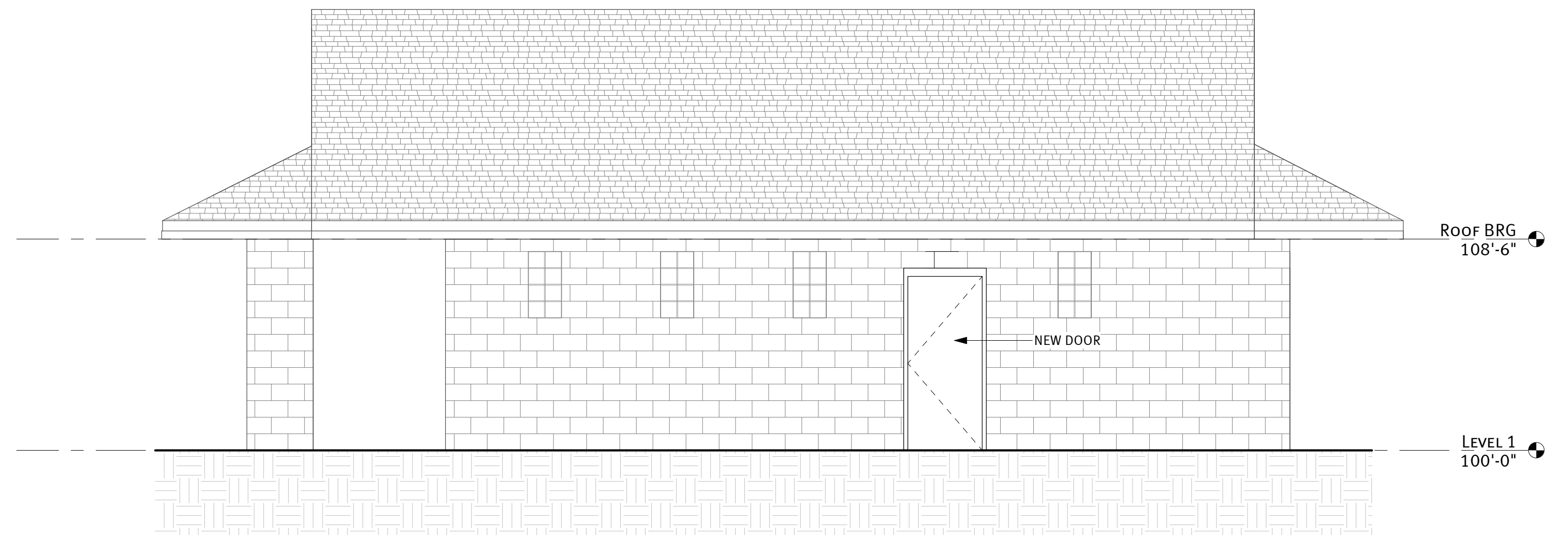
Any unforeseen changes will be charged @ \$145.00 per man hour - plus materials.
30% down to start job. The rest due upon completion. If you have any questions concerning this
estimate, please call Pat @ 218-766-2669



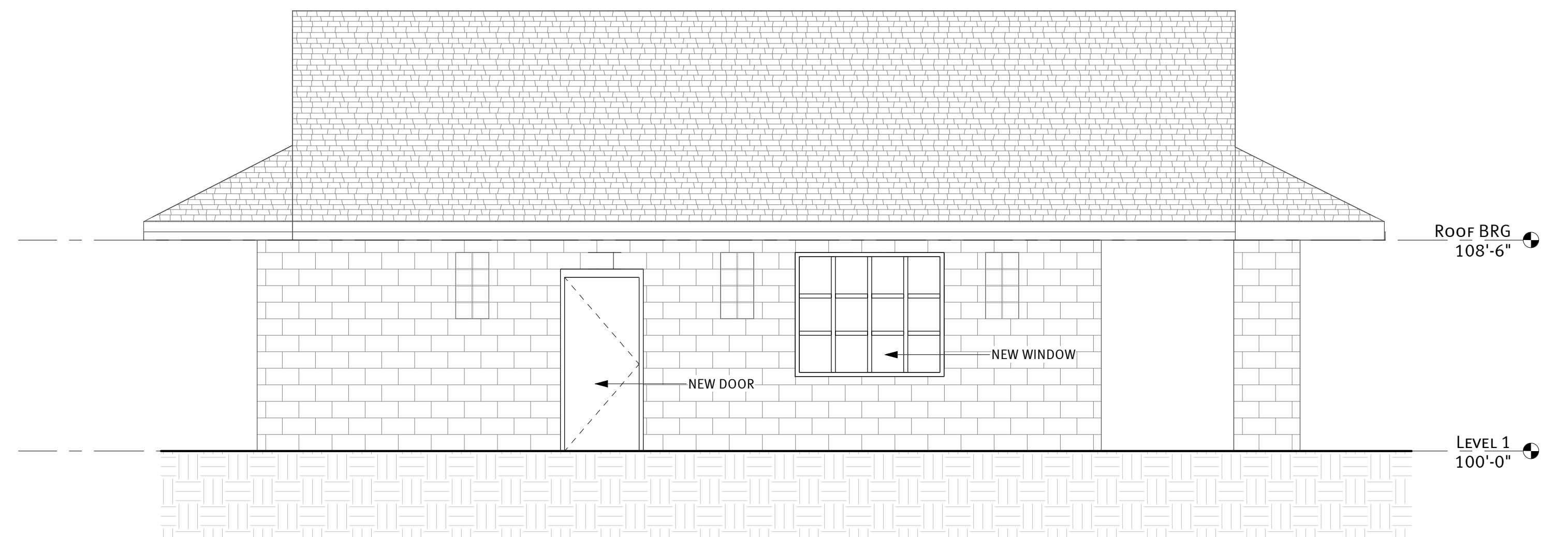
1
1/4" = 1'-0"



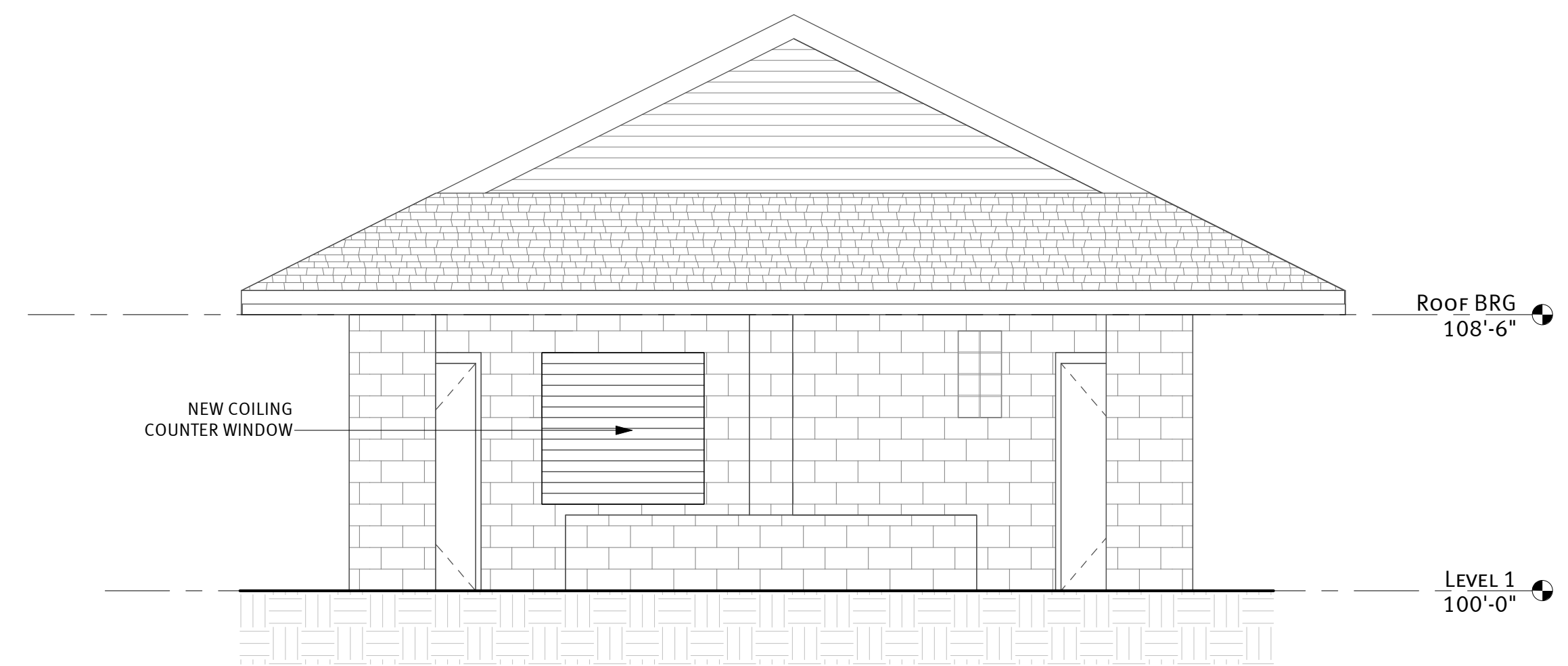
3 NORTH ELEVATION
1/4" = 1'-0"



2 EAST ELEVATION
1/4" = 1'-0"



5 WEST ELEVATION
1/4" = 1'-0"



4 SOUTH ELEVATION
1/4" = 1'-0"

COUNCIL AGENDA ITEM



Meeting Date: April 21st, 2025

Action Requested: Consider Parking Resolution for 2025 Street Renewal – Hannah Avenue NW, Norton Avenue NW, and 14th Street NW – No Parking Resolution

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

Background:

As part of the 2025 Street Renewal project we are adding curb and gutter to the existing city street of Hannah Avenue NW, Norton Avenue NW is getting widened to provide a shoulder for pedestrians, and curb and gutter is getting added to 14th Street to help with drainage. That construction project is proposed to start in May. The following street segments will need to be signed for “no parking” on both sides of the street:

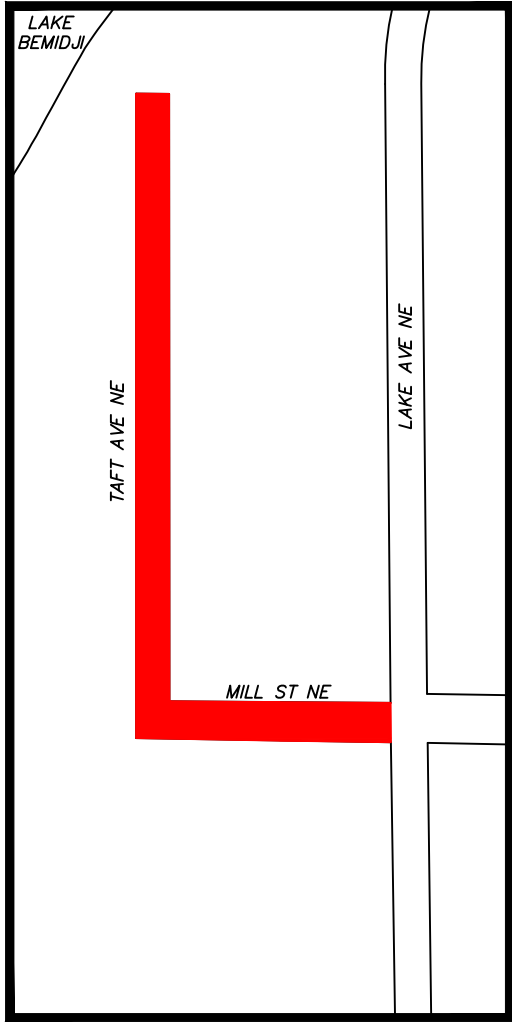
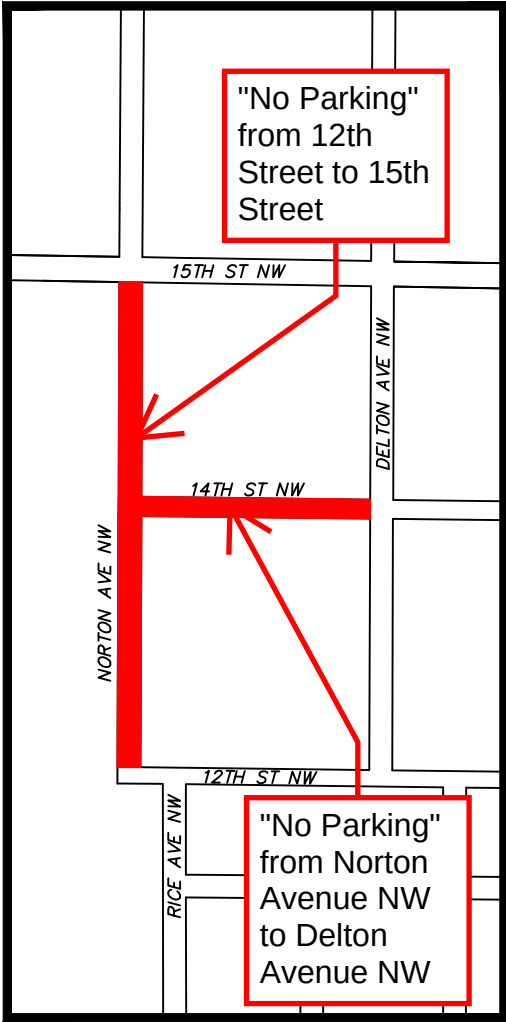
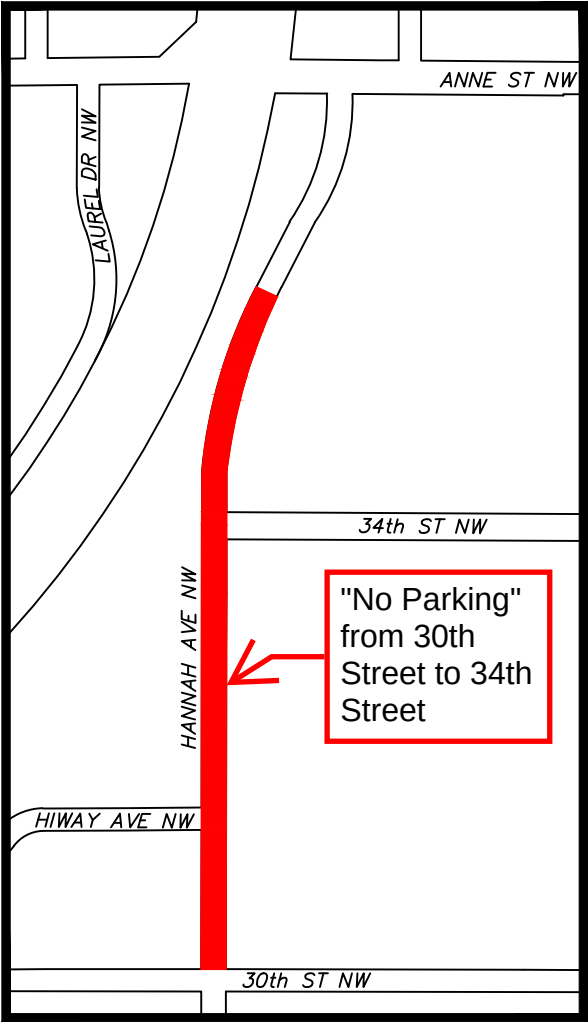
- Hannah Avenue NW from 30th Street NW to 34th Street NW
- Norton Avenue NW from 12th Street NW to 15th Street NW
- 14th Street NW from Norton Avenue NW to Delton Ave NW

This work would be completed as part of the on-going construction, set to be completed this year. See attached exhibit for more information on street locations.

Recommendation:

It is recommended that the city council pass a motion to approve the attached resolution for signing a section of Hannah Avenue NW, Norton Avenue NW, and 14th Street NW for “No Parking”.

EXHIBIT A



2025 STREET RENEWAL PROJECT



RESOLUTION NO.

RESOLUTION RESTRICTING PARKING

(Hannah Ave NW from 30th St NW to 34th St NW)
(Norton Ave NW from 12th St NW to 15th St NW)
(14th St NW from Norton Ave NW to Delton Ave NW)

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

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

WHEREAS, respecting streets to be improved as part of the 2025 Street Renewal Project and following completion of the improvements, will not provide adequate width for parking on the street.

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

1. Upon completion of the 2025 Street Renewal Project, parking of motor vehicles shall not be permitted on either side of Hannah Avenue NW from 30th Street NW to 34th Street NW.
2. Upon completion of the 2025 Street Renewal Project, parking of motor vehicles shall not be permitted on either side of Norton Avenue NW from 12th Street NW to 15th Street NW.
3. Upon completion of the 2025 Street Renewal Project, parking of motor vehicles shall not be permitted on either side of 14th Street NW from Norton Avenue NW to Delton Avenue NW.
4. Appropriate signage will be erected along the entire street detailing the designation.

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: April 21st, 2025

Action Requested: Consider Resolution Accepting the Responsibility as the Sponsoring Agency for the 5th Street Trail for the 2024 Minnesota State Active Transportation (AT) Program: Infrastructure Solicitation Application

Prepared By: Jenna R. Roberts, P.E. Assistant City Engineer

Reviewed By: Samuel C. Anderson, P.E. City Engineer/DPW

Background:

Staff are applying for an Active Transportation (AT) grant offered through MnDOT's District 2 region (NW corner of the state) for a new trail project along 5th Street NW between Jefferson Avenue SW and Irvine Avenue NW (see attached exhibit).

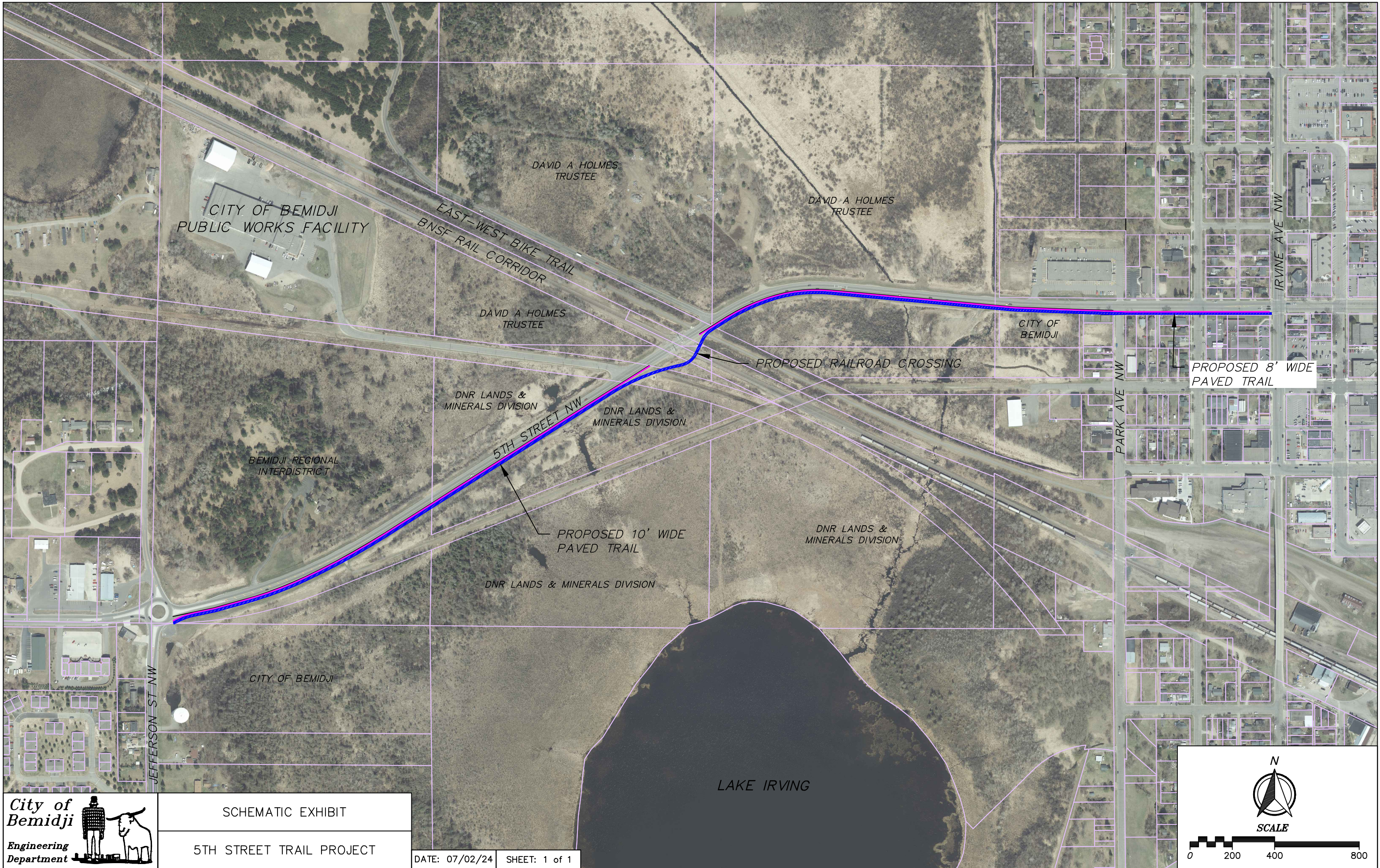
The total project cost is estimated to be about \$740,000. Staff have already applied for the Transportation Alternative (TA) grant through MnDOT in 2021-2022 and have received \$440,000 in federal funds. The Active Transportation (AT) Grant, if awarded, will cover an additional \$200,000 of the overall construction cost. Staff have already allocated \$300,000 of State Aid funds for the project, but this grant would reduce the City cost to roughly \$100,000 which will leave more money in our State Aid account for future projects.

Transportation Alternatives (TA)	\$ 440,000
Active Transportation (AT)	\$ 200,000
State Aid Account	\$ 100,000
Total	\$ 740,000

The attached resolution must be approved by the sponsoring agency as part of the grant application. Similar resolutions have been completed for past AT and TA applications.

Recommendation:

It is recommended that the city council pass a motion to approve the attached resolution for the 2024 Minnesota State Active Transportation (AT) Program: Infrastructure Solicitation application for the 5th Street NW Trail project.



RESOLUTION NO.

A RESOLUTION ACCEPTING RESPONSIBILITY AS THE SPONSORING AGENCY

WHEREAS, the City of Bemidji is the sponsoring agency for the Active Transportation (AT) project identified as 5th Street NW Trail, which will begin at Jefferson Avenue SW and continue along 5th Street NW to an ending point near the intersection of Irvine Ave NW; and

WHEREAS, the 5th Street NW Trail project will be constructed in 2026; and

WHEREAS, up to \$12.502 million in AT funding is available, with a minimum of \$50,000 and cap of \$1,000,000 for each project; and

WHEREAS, the AT funds can be used to reimburse construction costs on eligible items, and that construction costs above the AT infrastructure grant amount will need to have alternative funding sources; and

WHEREAS, the City of Bemidji Parks Strategic plan includes the 5th Street NW Trail segment in the Future Trail Systems Priority Map; and

WHEREAS, the 5th Street NW Trail segment will continue the trail from the County's Safe Routes to School Plan starting at Bemidji High School, which will be constructed in 2025, to the downtown Bemidji Area; and

WHEREAS, Transportation Alternative funding has been secured for the 5th Street NW Trail project.

THEREFORE, BE IT RESOLVED, that the sponsoring agency hereby agrees to assume full responsibility for the construction, operation, and maintenance of property and facilities related to the 5th Street NW Trail Active Transportation (AT) project. The sponsoring agency supports submittal of the AT infrastructure application and will pay all costs associated with the project beyond the AT infrastructure grant amount.

BE IT FURTHER RESOLVED, that Sam Anderson, City Engineer, is hereby authorized to act as an agent on behalf of this sponsoring agency.

The foregoing resolution was offered by Councilmember _____, 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

CERTIFICATION

State of Minnesota }
 }
County of Beltrami }

*I hereby certify that the above is a true and correct copy of Resolution No. _____ duly passed,
adopted and approved by the City Council of said City on _____.*

(Seal)

City Clerk

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Permit for Street Cafe and Seasonable Expansion of Liquor License (Bar 209)
Prepared By: Michelle Miller, City Clerk

Background:

City Code allows for street and/or sidewalk dining and a seasonable expansion of liquor license for licensed commercial restaurants. Upon approval, Bar 209 could begin installing the outdoor dining area on May 15 with a removal by September 15. Notices of the public hearing were mailed to owners and occupants within a radius of 300 feet of Bar 209. As of the date of preparing this memorandum, staff have received no objections to the outdoor dining request. Additionally, various city departments have reviewed the application and have no issues.

Recommendation:

Conduct Public Hearing and Approve Permit for Street Cafe and Seasonable Expansion of Liquor License (Bar 209)

Outdoor Dining Application



FEES:

Sidewalk Café Dining Fee:	\$100.00/Season	Yes
Street Café Dining Base Fee:	\$350.00/Season	Yes
Street Café Dining One Additional Parking Space Fee:	\$400.00/Season	Yes
Street Café Dining Second Additional Parking Space Fee:	\$500.00/Season	Yes
Outdoor Dining Seasonal Expansion of Liquor License Fee:	\$100.00/Season	Yes
TOTAL OUTDOOR DINING FEES:	\$	1450.00

Applicant Information

Business Name: Three Less One Inc. DBA: Bar 209

Address: 217 Minnesota Ave. Bemidji, MN 56601

Phone Number: (218) 333-8557

Contact Person: Derek Leach

Email: derek@brosgroupmn.com

Street or Sidewalk Café Design Building Plans

Building plans shall be submitted showing the proposed street or sidewalk café structure demonstrating compliance with Minnesota State Building Code as well as ADA/Accessibility requirements and shall include:

Location on the sidewalk or street	Street and sidewalk utilities	Street poles and signs
Fire hydrants and fire department connection on adjacent buildings	Existing location of street furniture (trash cans, benches, etc.)	Street trees
Street or sidewalk café dimensions	Street or sidewalk café materials and details as necessary	Materials, design elements, or other proposed street or sidewalk café features

Provide copies of photographs and manufacturer specifications for all proposed street or sidewalk café furniture and fixtures.

Will alcoholic beverages for consumption be offered in the street or sidewalk café? NO
YES x

Description and location of any sound, television or video systems proposed for the street or sidewalk café.

Two outdoor speakers located to the North and South of the patio. Same layout as the last few years.

Description of all food and beverages that will be served within the street or sidewalk café and the proposed hours of operation. (Copy of your menu is acceptable)

Menu Attached.

Outdoor Dining Application



Description of ingress and egress arrangements including those necessary to provide handicap accessibility and control of persons entering and leaving the premises to prevent consumption of alcohol by minors and to ensure safety of moveable seating arrangements.

The patio is set at sidewalk height with the installation of decking secured together and set on rubber pads, allowing for water flow. A transition runs the length of decking boards removing any gap between the decking boards and the sidewalk. The entire patio is handicap accessible. Entrances and exits are the on the west side of the patio only.

All alcohol service is performed by trained staff members. Beverages are not allowed outside of the patio space and is monitored by management and staff members.

Description of all physical improvements to be constructed to accommodate the street or sidewalk café.

1. Decking to place patio at same height as the sidewalk.
2. Timbers, creating a secure perimeter surrounding the patio.
3. Planters, secured to the timbers and filled with flowers.

Provide any other information known to the applicant that may reasonably impact the issuance of the license including, but not limited to, objections to the proposed street or sidewalk café raised by neighboring property owners or the public, obstructions or other factors or conditions that may impact public health or safety if the street or sidewalk café license is issued.

Provide a certificate of insurance securing all insurance coverage required under Chapter 20 and 4, if applicable, for the street or sidewalk café areas and meeting all requirements for naming the City as an additional insured. If serving alcohol, the following must be included in the certificate description: **Coverage extends to adjacent street and/or sidewalk café area.**

Applicant Signature

I hereby certify that all statements made in this application are true and complete and understand that any misstatements or omissions of material facts may result in disqualification or denial of the license. I agree to abide by the provisions of this application and all applicable City policies and ordinances.

Signature: _____

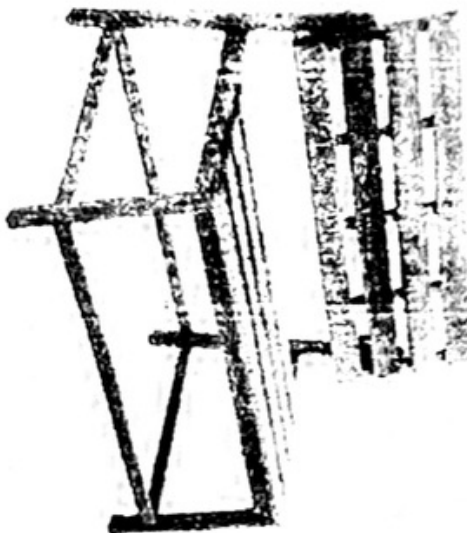
Date: _____

3/6/25

Wood Bench Reselection

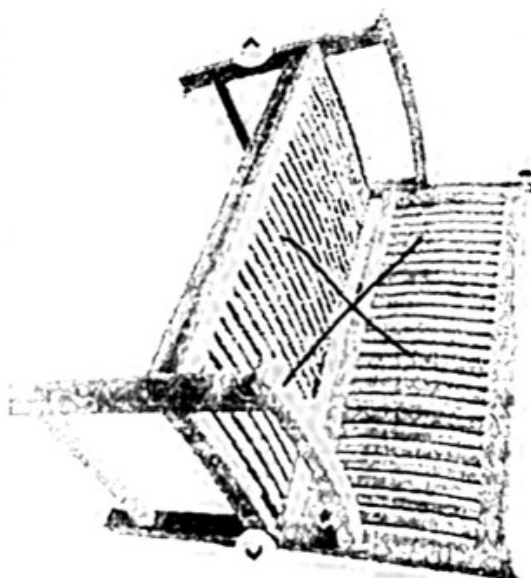


NOT IN STOCK
\$372 ea, all wood
Dims: 59.8"W x 25.2"D



SELECTED ITEM

OPTION A
\$286 ea, all wood
Dims: 45.3"W x 15.75"D



OPTION B
\$696 ea, all wood
Dims: 59"W x 24"D

Approved Furniture

All Items Selected

COMMUNITY
TABLE



DINING CHAIR

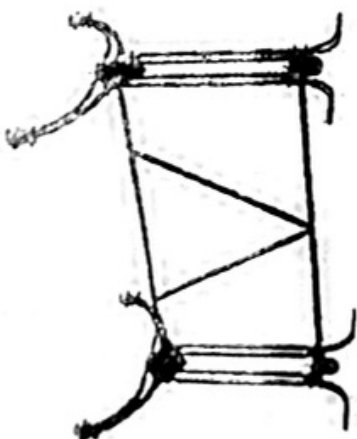


SYNTHETIC
TEAK TOP

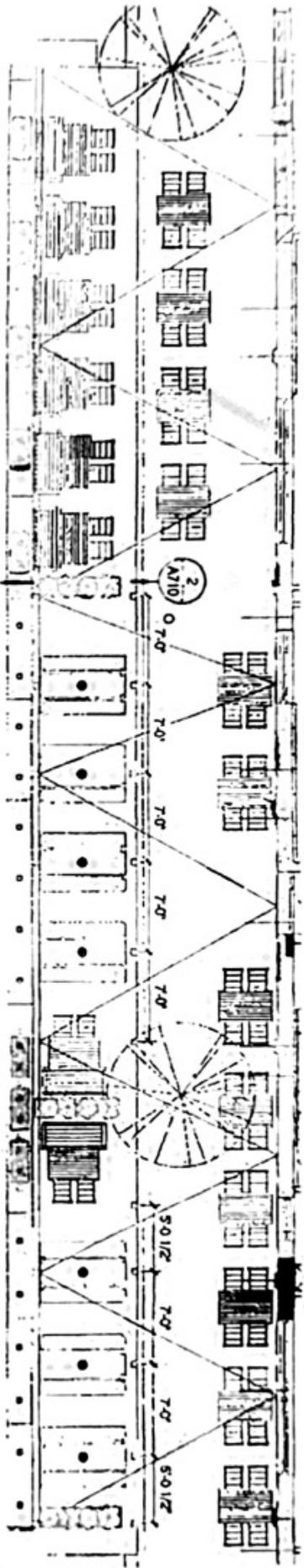


**TABLES DO NOT ACCOMMODATE UMBRELLAS
AND DO NOT HAVE UMBRELLA HOLES

TABLE BASE



Buyout Planters

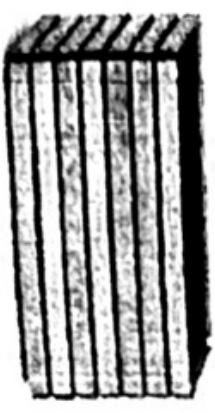


BUYOUT PLANTER - QTY 14 SHOWN ON PLAN

REJUVENATION

Selected Item

Jasper Wide Planter
Item #E2908
<http://www.rejuvenation.com/s/18/c6>



Specification	Detail
Item #	E2908
Width	36"
Height	18"
Depth	18"
	\$529.38 ea

OPTION A



OPTION B *POTENTIAL OPTION FOR CLINT TO BUILD

\$672 ea (*would require additional finishing)

The Pergola Depot Cedar Box Kit is made from 100% Western Red Cedar. The cedar is planed for a smooth finish on all sides and includes natural knotting and grain. This makes for a beautiful natural look that can be used for planter boxes, flower and vegetable, storage, firewood or a variety of other uses.

We use notched 2x4 sides, 2x4 legs, 1x2 floor boards and 2x4 floor supports to allow for super sturdy box and an adjustable floor height.

The floor boards are designed to fit loosely inside the box, to allow for drainage. Floor boards and supports are not planed. Assembly is made easy with notched corners and star head stainless steel screws. Articles pre-cut and ready to assemble with step-by-step instructions. The cedar box comes unfinished. We recommend using a light stain to preserve the natural beauty of the cedar.

The Pergola Depot Cedar Planter Box ships within 10-20 business days of your order.



FOOD. DRINK. FUN.

BAR

PLAYFUL & BOLD

APPS

Half priced for Happy Hour!

Giant Pretzel \$13

Giant soft pretzel. Served with our rich, creamy gooey mac sauce

Curds \$14

Fresh Wisconsin curds, beer-battered & fried golden. Served with chipotle crema

DILLF *(dill I'd like to fry)* (V) \$12

Sweet dill pickles, beer battered, breadcrumb covered & fried. Served with ranch

Nachos (GF)

Corn tortilla chips with shredded cheeses, black beans, pico, jalapenos, avocado, chipotle crema, & fresh cilantro
Barbacoa Brisket \$18
Chicken \$17

Egg Rolls \$13

Egg rolls stuffed with roasted chicken, shredded cabbage, carrots, ginger & a hint of soy & chili sauce. Served with sweet Thai chili sauce

Cluck Yes

Wings! Dry rub, parmesan garlic, bourbon, BBQ, Thai chili, hot honey, buffalo, sweet fire, or Carolina Reaper
Bone-In (GF) \$16
Boneless \$15

Thrilla Dilla \$13

Golden tortillas filled with roasted chicken, cheddar, pepperjack, black beans & pico. With smoky chipotle crema

Thai Wraps

Seared cabbage & carrots tossed in Thai peanut sauce & cashews. Served with lettuce cups
Chicken (GF, N, DF) \$14
Roasted Portabello (GF, N, DF, V) \$13

Shrimply Irresistible Dip \$17

Spiced shrimp in a creamy mix of cream cheese, artichoke hearts, sour cream, mayo, pepper jack, & peppers. Served with crispy tortilla chips

Hot Honey Bacon Brussels \$14

Caramelized Brussel sprouts with crispy bacon & hot honey. Topped with tangy blue cheese crumbles & haystack onions. Served with parmesan garlic sauce

Sweetfire Temptation \$18

Crispy fried shrimp tossed in our signature sweet & spicy sauce—the perfect balance of sweet heat

Fries Gone Wild \$13

French fries in truffle oil & dry rub, grated parmesan & fresh parsley. Side of red pepper aioli



Curd Crush

FRESH

Proteins

Grilled Chicken \$4 | Barbacoa Brisket (GF) \$6 | Fried Shrimp \$6

Lime Me Right

\$13

Romaine & spring greens with shredded cabbage, carrots, roasted corn, black beans, avocado & pico. Finished with zesty chili lime ranch

When In Rome \$13

Romaine in creamy house Caesar dressing with grated parmesan & fresh tomatoes

Roasted Corn \$13

Mixed greens, shredded cabbage & carrots topped with roasted corn, blue cheese crumbles, red onion, & balsamic vinaigrette

Buffalo Chicken \$13

Fresh greens with shredded cabbage, carrots, red onion, diced tomato, blue cheese, buffalo dressing & fresh parsley

Sassy Sprouts \$15

Seared Brussel sprouts served over our mixed greens with crispy bacon, salted cashews, diced bell peppers, blue cheese crumbles, & red onion. Finished with a drizzle of hot honey for a bold, savory kick

Two Timer \$12

Pair the soup of the day with your choice of a half-sized salad



Lime Me Right



FOOD. DRINK. FUN.



House Smash

CHICKS

Buttermilk Brined & Fried Chicken

Upgraded Sides

All served with fries unless upgraded

Truffel Fries, Onion Rings, or Goopy Mac \$2
Salad, Soup, Cheese Curds \$3
“My GirlFriend is Not Hungry” \$7

Subs

GF Bun \$4
Balsamic Marinated Portabella Cap (V) (no charge)

SMASHED

Add an extra 1/4 lb. patty for \$5

Hot Honey

A bold mix of mayo, pickles, lettuce & a sweet-spicy drizzle of hot honey

Spicy Mama

Zesty buffalo sauce, blue cheese crumbles, lettuce, & pickled red onion

\$15

Tony Smash

Cajun spiced twin patties, crispy bacon, BBQ, & melted pepper jack

\$16

\$15

PB Jealousy (N)

Peanut butter, crispy bacon, sharp cheddar, & sweet raspberry jam

\$16

Curd Daddy

Garlic aioli, crispy Wisconsin curds, & melty cheddar cheese

\$18

House Smash

Red Pepper Aioli, American cheese, pickles, lettuce, & caramelized onions

\$16

Jammin’ the Stack

Savory, sweet, & smoky. Sharp cheddar, house-made bacon jam, lettuce, & pickles with garlic aioli

\$17

Smokeshow

Cajun seared patties, creamy blue cheese, bacon jam, garlic aioli, & balsamic glaze drizzle

\$17

Smash ‘n’ Shroom

Roasted portobello mushrooms, bacon jam, blue cheese, roasted pepper aioli, lettuce & haystack onions

\$17

Hellfire

Burn baby burn! Creamy blue cheese, lettuce, jalapenos, pickled red onion, & the fiery heat of Carolina Reaper

\$15



Goopy Mac

TACO

Choice of Flour or GF Corn Tortillas

Single \$7 | Three \$20

Hook up

Beer-battered walleye, red pepper aioli, greens, cheddar, pico & cilantro

Beefcake

Braised brisket, feta, red pepper aioli, pickled red onion & cilantro

Oink & Avo

Pulled pork, avocado, pico, pepper jack, chipotle crema, & cilantro

Sweetfire

Fried sweet & spicy shrimp, cabbage, carrot, avocado, sour cream, pico & cilantro

NOODS

Gluten Free Noodles Available \$3

Goopy Mac

Rich goopy mac sauce & crispy bacon with fried haystack onions

\$17

Parm Cream

Grilled chicken on top of parmesan cream sauce & topped with grated parmesan

\$19

Crispy Chicken Mac

Crispy fried chicken, smoky bacon, goopy mac sauce, blue cheese, & bell peppers

\$21

Gone Hoggin’

Slow-roasted BBQ pork with goopy mac sauce, roasted corn, caramelized onion & dash of smoked paprika

\$18

Bacon Brisket Alf

Bold parmesan cream sauce, tender brisket, & bacon jam

\$23

Fire Noods

Cajun seared shrimp, crispy bacon, parmesan cream sauce, sauteed peppers, & pepper jack

\$23

Bella Marsala

Pan fried chicken with marsala sauteed portobello mushrooms, creamy parmesan sauce, & drizzled with balsamic glaze

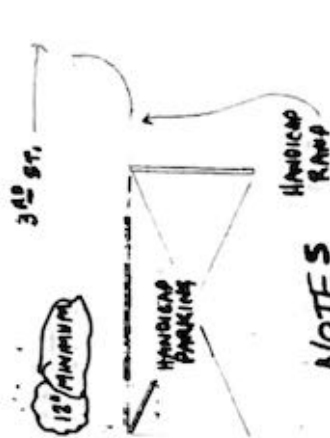
\$21

Favorites

KEY FOR MENU NOTATIONS:

GF: Gluten - Friendly
V: Vegetarian
DF: Dairy-Free
N: Contains Nuts

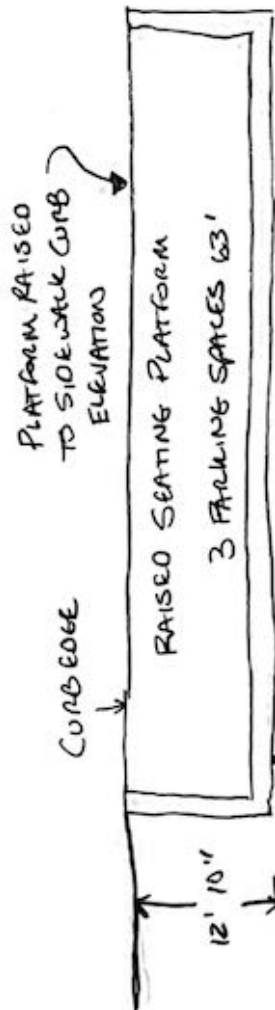




HANDICAP RAMP

NOTES

- NO CATCH BASINS IN STREET CAFE AREA
- RAISED PLATFORM IS SET ON 1/2" RUBBER PADS TO ALLOW FOR H₂O FLOW.
- (SAME AS LAST YEAR)



STREET CENTER LINE

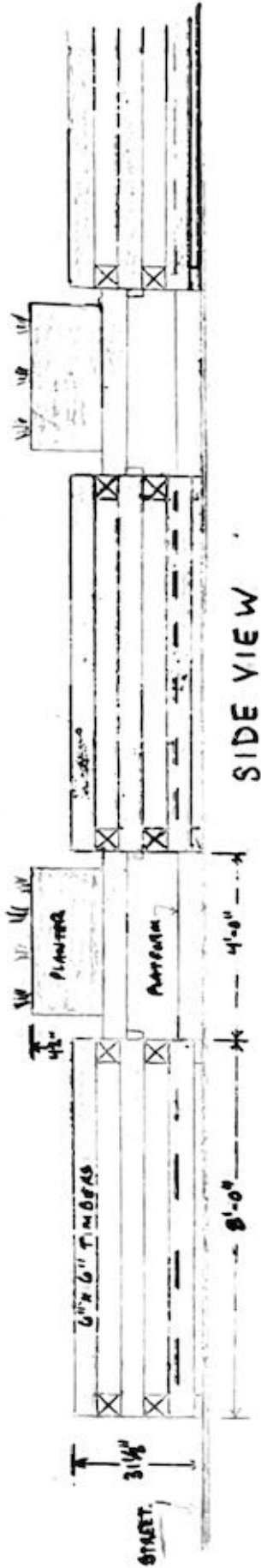
← MN AVE →

BAR 209 STREET CAFE # BARRIER PLAN

SEATING PLATFORMS



PLAN VIEW



SIDE VIEW

2025

STREET AND SIDEWALK CAFÉ REVIEW

Business Name: Three Less One, Inc. dba Bar 209

Business Address: 217 Minnesota Avenue NW, Suite 209

Public Works Requirements. Reviewed by: Jenna Roberts

1. Does the Street Café occupy more than three public parking spaces?

Yes _____ No X

Comments: _____

2. Do the requested public parking spaces coincide with the boundaries of the licensee's building lines and constructed so that the café is square to the adjoining curb?

Yes X No _____

Comments: _____

3. Does the Street Cafe located within public street right-of-way with parallel parking have at least a fourteen (14) foot setback to be measured from the centerline of the roadway?

Yes X No _____

Comments: _____

4. Does the Street Cafe located on a street with non-parallel parking shall have at least a sixteen (16) foot setback measured from the centerline of the roadway?

Yes X No _____

Comments: _____

5. Does the Street or Sidewalk Café located adjacent to a public alley right-of-way have a setback of at least twenty (20) feet from the edge of the alley?

Yes X No _____

Comments: _____

6. Does the Street or Sidewalk Cafe have a one-foot interior setback from the edge of any adjacent parking stall where the street or sidewalk cafe is to be placed?

Yes X No _____

Comments: _____

7. Do the exterior sidewalls of a Street or Sidewalk Cafe consist of barriers, planters, railing, cabling, or other appropriate buffer? (Final design of exterior sidewalls are approved by City Council.)

Yes X No _____

Comments: Same as previous years

8. Do the outside edge and railings create a visual buffer that inhibits sightlines for motorists or pedestrians? (In general, street and sidewalk cafes should be placed at least twenty (20) feet from corners. Street and sidewalk cafes located adjacent to curb bump-outs may allow for closer placement. Final placement will be determined by Public Works Staff.)

Yes _____ No X

Comments: Has functioned fine in previous years

9. Does the Street cafes occupy or obstruct handicapped parking stalls?

Yes _____ No X

Comments: _____

10. The height of any surrounding outside barrier shall be no less than 30 inches and no greater than 42 inches, including landscape and decorative elements, as measured on the street side. Street and sidewalk interior cafe columns or structures exceeding 42 inches must not impair visibility for ingress and egress of vehicles. The outside barrier material shall not consist of chain-link fencing.

Do the plans meet these guidelines: Yes X No _____

Comments: _____

11. A minimum overhead clearance of 96 inches must be provided for any street or sidewalk cafe that includes a canopy (or similar element) in order to avoid creating a visual barrier and to provide adequate clearance for people. No canopy may be attached to the principal structure.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: none

12. Signage shall not be permitted to be placed in or onto a street and sidewalk cafe.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: none Shown

13. Lighting is allowed within street and sidewalk cafes. Self-contained low-voltage systems, such as solar or battery-powered lights are recommended. Lighting must be directed onto the Street or Sidewalk Cafe so as not to negatively impact surrounding areas.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: none Shown

14. Street and Sidewalk Cafes shall not block curb line storm water drainage, catch basins, fire hydrants, driveways, manholes, or public or private utility valves/covers.

Do the plans meet these guidelines: Yes X No _____

Comments: _____

15. Does any portion of the Street or Sidewalk Cafe, or any furniture placed upon it, obstruct the view of a traffic control device?

Yes _____ No X

Comments: _____

16. Is the Street Cafe proposed to be installed on a street with a grade greater than 5%?

Yes _____ No X

Comments: _____

17. Do the Street or Sidewalk Café plans meet the following Curb Interface guidelines:

- Shall allow for storm water flow and drainage along the curb.

Yes X No _____

Comments: _____

- The maximum horizontal gap between the curb and a Street Cafe surface shall be 1/2 inch where ingress/egress for the Street Cafe is located.

Yes X No _____

Comments: _____

- The maximum vertical gap shall be 1/4 inch between the curb and Street Cafe surface where ingress/egress for the Street Cafe is located.

Yes X No _____

Comments: _____

- The Street or Sidewalk Cafe must maintain an accessible connection to the curb to meet Americans with Disability Act (ADA) requirements.

Yes X No _____

Comments: must maintain Pedestrian Access route (PAR)
on sidewalk for general public

STREET AND SIDEWALK CAFÉ REVIEW

Building Requirements. Reviewed by: Jim Latzke

1. Do the proposed Street or Sidewalk cafes plans comply with Minnesota State Building Code?

Yes X No _____

Comments: _____

2. Is the Street or Sidewalk cafe designed for ADA/MN Accessibility Code compliance?

Yes X No _____

Comments: _____

3. Although street and sidewalk cafes are not required by this ordinance to be on a free-standing structure, if a street or sidewalk cafe consisting of a freestanding structure which rests on the street surface or curb is proposed, it shall adhere to all applicable zoning, building, and accessibility codes. No features or structural components may be permanently attached to the sidewalk, street, curb, or adjacent planting strip. If anchoring of structure is needed per MN State Building Code, an alternative design will be needed to satisfy code requirements.

Does the Street or Sidewalk Café proposed design meet these requirements?

Yes X No _____

Comments: _____

4. Building plans of proposed street or sidewalk cafe structure demonstrating compliance with Minnesota State Building Code as well as ADA/Accessibility requirements, shall include:

(a) Street or Sidewalk Cafe Site Plan:

- i. Location on the sidewalk or street.
- ii. Street and sidewalk utilities (i.e. manholes, catch basins, etc.).
- iii. Street poles and signs.
- iv. Fire hydrants and Fire Department connections on adjacent buildings.
- v. Existing Location of Street furniture (litter cans, benches, etc.).
- vi. Street trees.
- vii. Street or sidewalk cafe dimensions.
- viii. Street or sidewalk cafe materials and details as necessary.
- ix. Materials, design elements, or other proposed street or sidewalk cafe features.

STREET AND SIDEWALK CAFÉ REVIEW

Zoning Requirements. Reviewed by: Jamin Carlson

1. Lighting is allowed within street and sidewalk cafes. Self-contained low-voltage systems, such as solar or battery-powered lights are recommended. Lighting must be directed onto the Street or Sidewalk Cafe so as not to negatively impact surrounding areas.

Do the lighting plans meet these guidelines: Yes X No _____

Comments: Last year staff observed low voltage lighting that met electric lighting code for brightness etc.

2. Signage shall not be permitted to be placed in or onto a street and sidewalk cafe.

Do the plans meet the signage guidelines: Yes X No _____

Comments: None shown on plans. Must meet code if installed.

STREET AND SIDEWALK CAFÉ REVIEW

Fire Code Requirements. Reviewed by: YAVANOW 4/1/2025

1. Gas powered or other heating features are permitted within street and sidewalk cafes but shall require inspection and approval by the City's fire department.

Does the Street or Sidewalk Café proposed design incorporate gas powered or other heating features?

Yes _____ No X

Comments: NONE NOTED



April 16, 2025

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that pursuant to City Code, Chapter 4 related to Alcoholic Beverages, Article II, Section 4-57(f) entitled “Seasonal Expansion of Licenses; Regulation of Outdoor Dining Areas Generally”, the Bemidji City Council shall require a Public Hearing and notification of neighboring property owners within 300 feet of the licensed premises for the seasonal expansion of licensed premises into adjoining sidewalk or public right-of-way for sidewalk or street café purposes.

The public hearing will be for the Application submitted by Three Less One, Inc., the owner of Bar 209, 217 Minnesota Avenue NW, Bemidji, MN 56601, is requesting the seasonal expansion of licenses for outdoor dining.

Said hearing will be held on April 21, 2025 at 6:00 p.m., or as soon thereafter as the matter can be heard, in the City Hall Council Chambers located at 317 4th Street NW, Bemidji, MN

Michelle R. Miller
City Clerk

MINNESOTA ENERGY RESOURCES COR
GREEN BAY, WI 54307

BELTRAMI COUNTY SENIOR
CITIZEN COUNCIL AGING
216 3RD ST NW
BEMIDJI, MN 56601

218 VENTURES LLC
204 3RD ST NW
BEMIDJI, MN 56601

CITY OF BEMIDJI
317 4TH ST NW
BEMIDJI, MN 56601

FEARLESS PROPERTIES LLC
8911 TARTAN RIDGE DR
HUNTERSVILLE, NC 28078

BRUCE W DREYER
SARA N DREYER
1877 BECIDA RD SW
BEMIDJI, MN 56601

BRIDGE CITY INVESTMENTS LLC
2853 ADAMS AVE NW
BEMIDJI, MN 56601

BREAK THE CYCLE ESTATES LLC
207 2ND ST NW
BEMIDJI, MN 56601

BROTHER'S GROUP LLC
209 MINNESOTA AVE NW
BEMIDJI, MN 56601

RAPHAEL A SWEENEY
BRENDA J SWEENEY
10543 BRANDL LN NE
BEMIDJI, MN 56601

TINY OWL HOMES LLC
39931 STATE 92
BAGLEY, MN 56621

NORTHWEST MINNESOTA FOUNDATION
201 3RD ST NW
BEMIDJI, MN 56601

BARRY B ANDERSON
211 MINNESOTA AVE NW
BEMIDJI, MN 56601

MIDCONTINENT COMMUNICATIONS
PO BOX 5040
SIOUX FALLS, SD 57117

J&D THIRD STREET PROPERTIES LLC
6021 TIMBER RIDGE DR NE
BEMIDJI, MN 56601

MARK S WILKOWSKI
REBECCA A WILKOWSKI
15126 JESSIE CT NW
BEMIDJI, MN 56601

309 VENTURES LLC
9855 W 78TH ST
EDEN PRAIRIE, MN 55344

MEYERWOOD PROPERTIES LLC
PO BOX 1273
BEMIDJI, MN 56619

WILTSE FINE ART LLC
2201 E 10TH ST
LONG BEACH, CA 90804

KANVADI JIRAYOORATHCHAI
PAWARISA SHENG
419 BELTRAMI AVE NW STE 3
BEMIDJI, MN 56601

GARY T ZEROTT
720 14TH ST NW
BEMIDJI, MN 56601

RYAN B NELSON
SHANNON R NELSON
909 STONER AVE SE
BEMIDJI, MN 56601

BEMIDJI COOPERATIVE ASSN
PO BOX 980
BEMIDJI, MN 56619

ROBERT E EWERT
HOLLY J EWERT
3712 ROOSEVELT RD SE
BEMIDJI, MN 56601

PATRICK KELLY HARRINGTON JR
BRENT ALEN MCWITHEY
2180 WASHINGTON AVE S
BEMIDJI, MN 56601

TAMI NISWANDER
ANDREW HOUGARD
824 WILTON HILL RD NW
BEMIDJI, MN 56601

HIRT PROPERTIES LLC
PO BOX 294
BEMIDJI, MN 56619

SJ & SG PROPERTIES LLC
307 3RD ST NW
BEMIDJI, MN 56601

MATTHEW R MURRAY
5408 JACKPINE RD NW
BEMIDJI, MN 56601

MARK R DICKINSON
2310 BIRCHMONT DR NE
BEMIDJI, MN 56601



APR 18 2024

Michelle R. Miller
317 4th St NW
Bemidji, MN 56601

Dear Michelle,

The Bemidji Senior Center would like to vote no for the permit for 209 Bar having outdoor seating taking up valuable parking spaces.

As you are well aware, parking downtown Bemidji is difficult and with the damage to the building in several building and parking lots in the downtown area even more parking spots are unavailable for use. Please make sure our voice is heard at the Public Hearing on April, 21, 2025 at 6pm.

Thank you Sincerely,


Verna Joy Lenker
Center Manager

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Ordinance Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code Entitled “Development Code”
Prepared By: Melissa Fahrenbruch, Assistant Planner

Background:

HBS Properties, LLC is requesting a (Rezone) Land Use Map Amendment from R-2 & R-3 Suburban Residential Zoning Districts to R-6 Multiple Family Zoning District to build a Townhome Community with a communal building, dog park, playground, and trail. City staff met with the developers on the possibility of a multi-family housing development along with utilities. The possibility of extension of city utilities was also discussed along with parks and amenities. Planning staff also communicated to the Applicants that the process for a rezone currently takes longer than the 60-day rule due to the three-readings and 30-day publishing notice under the city’s charter. The Applicants are aware that the City’s Charter Commission changes regarding the 60-day Rule do not go into effect until May 8th, 2025.

The Planning Commission held a Public Hearing on March 27, 2025, and forwarded a recommendation of approval to the Planning Board for their meeting on April 14, 2025. The Planning Board met and approved the rezone, sending the approval to the City Council for the required three (3) readings and publication period. A request for the 60-day extension will be sent before the 60-day deadline on April 25, 2025, extending to June 24, 2025.

Recommendation:

Conduct the first reading for rezoning the following properties located at 1202 Lakewood Dr NW (Parcel 8000689100 and 800690000) from R-2 & R-3 Suburban Residential Zoning Districts to R-6 Multiple Family Zoning District.

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE ZONING MAP ADOPTED IN CHAPTER 28,
ARTICLE II, SECTION 28-43 AND COMPHENSIVE PLAN ZONING MAPS
OF THE BEMIDJI CITY CODE
(Pertaining to Planning Case # ZOA-2025-0002, HBS Properties, LLC)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1: The following property located at 1202 Lakewood Dr NW (PINs # 8000689100 and 800690000) is hereby Rezoned from R-2 & R-3 Suburban Residential Zoning Districts to R-6 Multiple Family Zoning District.

Beltrami County, Minnesota, legally described as follows:

Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4), Section Twenty (20), Township One Hundred Forty-seven (147), Range Thirty-three (33);

LESS that part of said Northeast Quarter of the Southwest Quarter lying Westerly of State Trunk Highway No. 71 as relocated in 1975; AND LESS that portion conveyed to the State of Minnesota as stated in Warranty Deed dated January 17, 1975 and recorded February 10, 1975 by Microfilm No. 236278;

AND

Northwest Quarter of the Southeast Quarter (NW1/4 of SE1/4), Section Twenty (20), Township One Hundred Forty-seven (147), Range Thirty-three (33);

LESS the East 330.00 feet thereof; AND LESS the East 300.00 feet of the West 450 feet of the North 150 feet thereof; AND LESS the North 490.92 feet thereof lying Easterly of a line 450 feet Easterly of and parallel with the West line said Northwest Quarter of the Southeast Quarter; AND LESS that portion conveyed to the State of Minnesota as stated in Warranty Deed dated January 17, 1975 and recorded February 10, 1975 by Microfilm No. 236278.

SECTION 2: The Zoning Map referred to in Chapter 28, Section 28-43 of the Bemidji City Code and the zoning maps in the Comprehensive Plan, is hereby deemed to have been redrawn to portray the reclassification of the property described in Section 1 of this Ordinance.

SECTION 3: This ordinance shall become effective thirty (30) days after its passage and publication according to law.

Yeas:

Nays:

Absent:

First Reading:

Second Reading:

Final Reading:

Attest:

Michelle R. Miller, City Clerk

Approved:

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025

Action Requested: Consider Request for Reduction of Fees and Issuance of 1-4 Day Temporary Liquor Permits and Resolution for the Site and Alcohol in the Park

Prepared By: Michelle Miller, City Clerk

Background:

Board President for Mississippi Music, Kristi Miller, has submitted seven (7) 1-4 Day Temporary Liquor License Applications for the Mississippi Music Summer Concert Series to be held on Wednesday evenings in June, July and August at the Waterfront. The temporary licenses allow for the sale of strong beer at and during these waterfront concert series events.

The Board is requesting that the City Council again consider a reduction of a portion of the total cost of the seven (7) license fees. From 2019-2024 the Council reduced the fees by three-quarters (total of 7 x \$120/each = \$840). Previous comments from councilmembers for justifying a reduction of the cost includes the limited length of the event (two hours per event vs. 1-4 full day use). Therefore, if the Council follows the previous actions, a three-quarter reduction would result in a total fee payment of \$210 for the seven temporary on-sale liquor license permit fees.

Recommendation:

Approve Temporary On-Sale Liquor License Permits and Resolution Approving the Site and Alcohol as well as consider the Mississippi Music Board request of Council to waive up to three-quarters of the City temporary liquor licensing fees associated with seven individual temporary license fees. Staff recommends council pass a motion approving the temporary liquor permits and determine a reduced amount for the permits if applicable; as well as approve the resolution for the site and alcohol in the park.

RESOLUTION NO.

RESOLUTION APPROVING THE SITE AND ALCOHOL FOR THE 2025 MISSISSIPPI MUSIC SUMMER CONCERT SERIES

WHEREAS, the Mississippi Music Board, hereinafter the “Board”, sponsors the Mississippi Music Summer Concert Series at the City’s Paul Bunyan Park Festival Area; and

WHEREAS, the presence of this event adjacent to the downtown area is a valuable benefit in bringing in individuals and families out on summer evenings to enjoy outdoor music; and

WHEREAS, as it has in the past, in 2025 the music will run from at 6:00 p.m. to 8:00 p.m. on the following Wednesdays throughout the summer: June 11 and 18; July 9, 16 and 23; August 6 and 13; and

WHEREAS, the Board agrees to abide by all local rules and regulations and State laws in the use of the designated waterfront area of Paul Bunyan Park Festival Area, observe all state and local laws related to the sale of alcoholic beverages, to clean and restore the area used to the satisfaction of City staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

WHEREAS, the Board will provide the City with a Certificate of Insurance naming the City as an “additional insured” for the duration of the Summer Concert series.

NOW, THEREFORE BE IT RESOLVED, by the Bemidji City Council that the requested use of the Paul Bunyan Park Festival Area by the Board for the 2025 Mississippi Music Summer Concert Series commencing Wednesdays June 11, 2025 and concluding on Wednesday, August 13, 2025, is hereby authorized on the conditions noted above.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Bemidji City Council that the request from the Mississippi Music Board to pay a reduced amount for the temporary on-sale alcohol permits is granted.

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

CITY COUNCIL AGENDA ITEM



Meeting Date: April 21, 2025
Action Requested: Council Approval of amendment.
Prepared By: Rich Spiczka, City Manager

Background:

As explained in the attached file, this is an amendment to the original agreement to allow the 3 year extension and some minor tweaks of terms. All are agreeable per staff review.

Recommendation:

To approve the attached amendment.

FIRST AMENDMENT TO SANFORD/BEMIDJI AGREEMENT

THIS FIRST AMENDMENT TO SANFORD/BEMIDJI AGREEMENT (the “Amendment”), is made and entered into effective as of November 1, 2025 (the “Effective Date”), by and between the City of Bemidji, Minnesota (“Bemidji”) and Sanford, a North Dakota-nonprofit corporation.

RECITALS

- Bemidji and Sanford are parties to that certain Sanford/Bemidji Agreement originally December 6, 2010 (the “Agreement”), which provided for Sanford’s financial contributions and support of an Event Center constructed and operated by Bemidji.
- Through the Agreement, Bemidji additionally agreed to recognize Sanford’s contributions with certain naming and other exclusive recognition.
- By letter dated September 24, 2019, Sanford elected to continue its financial contributions, with final contribution to be made on November 1, 2024. In recognition of these continued contributions, Bemidji agreed to extend the exclusive naming and other recognition through October 31, 2025.
- Sanford now wishes to extend its financial support of the Event Center for an additional three years. Bemidji wishes to continue extending the same recognition addressed in the previous Recitals in appreciation for these gifts. The parties are entering into this Amendment to memorialize the same.

NOW, THEREFORE, the parties agree as follows:

1. Section 1. Article 1 is superseded and replaced in its entirety by the following, in order to address the current schedule of Installment Payments:

1. Payments. Subject to the terms and conditions hereof, Sanford agrees to deliver 3 annual cash Installment Payments to Bemidji, subject to the terms and conditions of this Agreement. Sanford agrees to deliver a cash payment of \$200,000.00, on or about the Effective Date, and on each anniversary thereafter during the Term. The parties understand and agree that Sanford’s donations are intended solely for Bemidji’s benefit, but may be paid through a designee or agent identified by the City on the annual statement in subsection (D). Each Installment Payment is subject to each of the following conditions precedent:

A. Compliance with Agreement. Bemidji is not in material breach of any term or condition of this Agreement.

- B. Board Approval. The Board of Trustees of Sanford, in its sole discretion, authorizing each annual Installment Payment during the applicable year as set forth on Exhibit A.
- C. Formal Evaluation. The parties agree to formally evaluate the parties' relationship annually, such evaluation to be attended by the Bemidji City Manager, the President and CEO of Sanford Health of Northern Minnesota, Sanford's Vice President of National Orthopedic and Sports Medicine Practice, and/or their designees and invitees.
- D. Annual Statements from Bemidji. Bemidji will send out a statement annually to Sanford at least 30 days prior to the payment dates set forth above. All bills will be addressed as follows:

Sanford Bemidji Medical Center
Attn: Administrator
1300 Anne Street NW
Bemidji, MN 56601

2. **Section 5**. Section 5 is superseded and replaced in its entirety by the following to update the term of the Agreement:

5. Term; Right of First Refusal. The exclusive donor recognition extended by Bemidji through this Agreement shall continue through October 31, 2028, provided Sanford continues to contribute each Installment Payment identified in this Agreement. Sanford shall have the right to extend this Agreement with the same rights and obligations of the parties for an addition 3-year term by providing Bemidji at least 12 months' notice of its intent to exercise the same. For the avoidance of doubt, in the event Sanford exercises its right to extend this Agreement for an additional 3-year period, Sanford shall continue to make its annual \$200,000 Installment Payment on each anniversary of the Effective Date, beginning on November 1, 2028, with the final Installment Payment due on November 1, 2030. In addition:

- A. At least 6 months prior to the end of the Term (including any extensions exercised by Sanford or agreed-upon by the parties), the parties shall commence good-faith discussions as to terms and conditions of a proposed extension.
- B. At the end of the Term (including any extensions exercised by Sanford or agreed-upon by the parties), all exclusive donor recognition extended to Sanford through this Agreement shall terminate. Notwithstanding, Sanford shall have a right of first refusal for 3 years following the end of the Term, with respect to any of the exclusive donor recognition items, including but not limited to, naming recognition and signage. If at any time Bemidji receives a bona fide offer from a third-party for which such exclusive donor recognition would be extended by Bemidji, or purchased by the third-party,

Bemidji shall give Sanford a first right of refusal with respect to such offer. Upon receipt of written notice and a copy of said offer from Bemidji that Bemidji has received an offer it is willing to accept, Sanford shall, within 30 days after receipt of said notice, give written notice to Bemidji as to whether Sanford has elected to exercise its right to accept the same terms and conditions contained in said offer. In the event Sanford does not exercise the right within the 30-day period, Sanford's rights of first refusal under this Section shall terminate as to the offer under consideration. In the event Bemidji does not execute an agreement with the third-party offeror, Sanford's rights of first refusal remain in full force and effect for any future offers. The foregoing rights of first refusal shall survive termination of this Agreement for the period described above.

3. Exhibit A. Attached Exhibit A is added to the Agreement. The payment schedule is meant to be a guide for the parties, and is subject to all terms and conditions of this Agreement. To the extent Exhibit A is in conflict with Section 1, Section 1 shall control.

4. This Amendment's Recitals are fully incorporated in, and shall be given full force in any interpretation of, this Amendment and the Agreement. This Amendment may be executed in counterparts, which may be combined to form a single, enforceable document.

5. Except as specifically modified by this Amendment, all terms and conditions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

City of Bemidji

By _____

Its _____

Sanford

By _____

Its _____

Exhibit A

Schedule of Installment Payments

- November 1, 2025
- November 1, 2026
- November 1 2027
 - Related exclusive donor recognition to continue through October 31, 2028

COUNCIL AGENDA ITEM



Meeting Date: April 21st, 2025

Action Requested: 2025 Park Avenue NW Reconstruction Project – Consider Awarding Bid – City Project 25-02

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

Reviewed By: Richard Spiczka, City Manager

Background:

On January 6th, 2025 the City Council approved the feasibility report for the proposed 2025 Park Avenue NW Reconstruction project. A public hearing was held on February 3rd, 2025 and at the conclusion of the hearing the city council passed a resolution ordering the project and authorizing the preparation of engineering plans and the receipt of bids.

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

Park Avenue NW

15th Street NW – 23rd Street NW

Bids

A bid opening for the project was held on Tuesday April 15th, 2025 and the following two (2) bids were received:

<u>Bidder</u>	<u>Total Bid</u>
Reierson Construction	\$ 1,532,647.75
Sparky's Construction, Inc.	\$ 1,640,889.19
Moore Engineering Estimate:	\$ 1,917,079.00

Assessments

Park Avenue NW from 15th Street to 23rd Street would 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.

Finances:

The total bid amount of \$1,532,647.75 will result in a total project cost of approximately \$1,840,000.00 after design engineering, material testing, and construction administration costs are added in. This is roughly \$375,000 less than what was assumed as part of the feasibility report. The overall project budget assumes consulting with Moore Engineering to assist City staff with construction observation and administration. The consultant agreement is in review and will be presented to Council for approval at a future council meeting.

Funding sources are proposed to come from the following sources:

	Project total
Street Assessments	\$ 131,422
State Aid Construction Account	\$ 780,699
Storm Sewer Fund	\$ 126,691
Sanitary Sewer Assessments	\$ 5,350
Sanitary Sewer Utility Fund	\$ 354,452
Water Assessments	\$ 3,210
Water Utility Fund	\$ 438,176
Total:	\$1,840,000

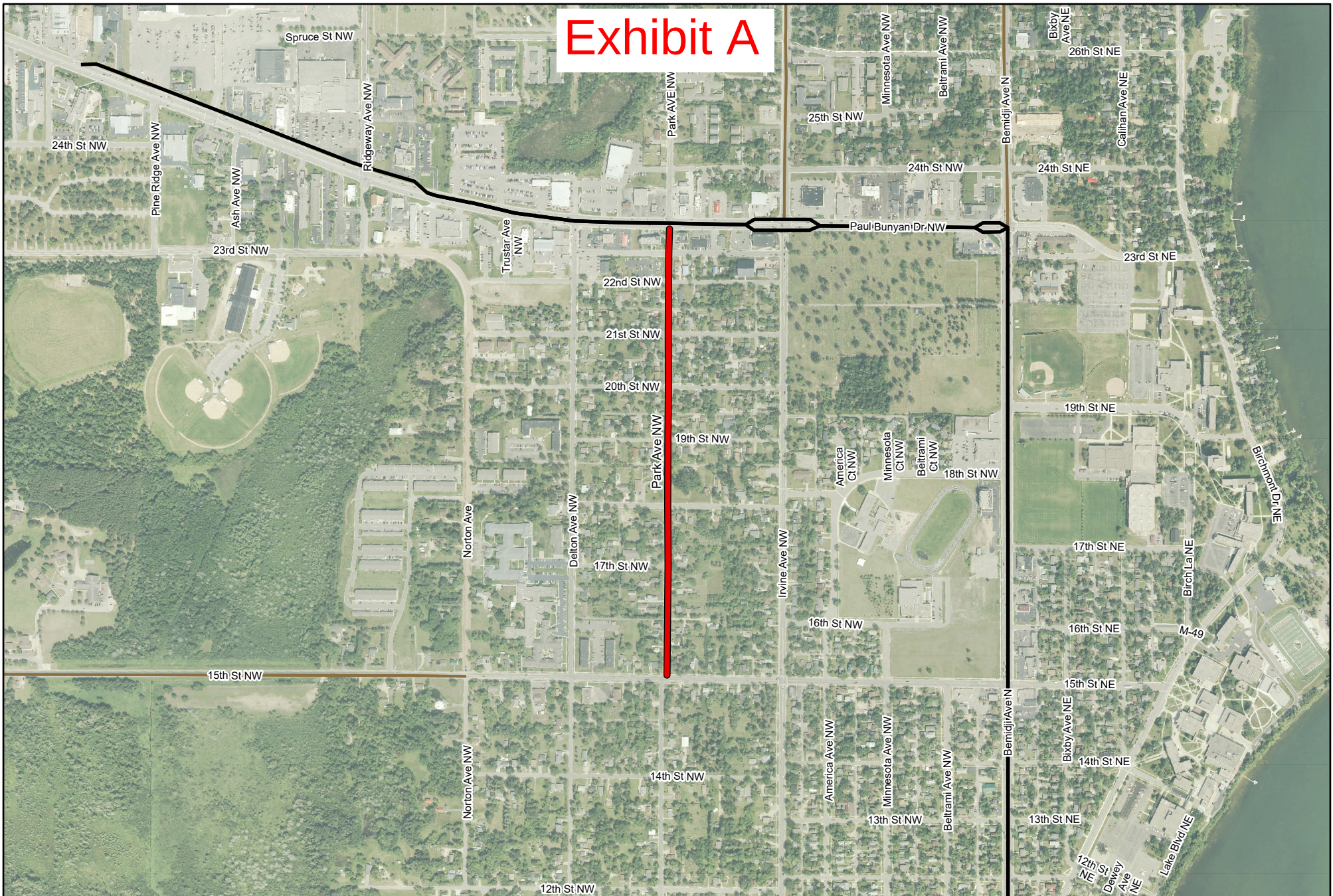
Project Schedule

Construction of the project is set to begin in mid-May, weather permitting, and is anticipated to be completed in October this year.

Recommendation:

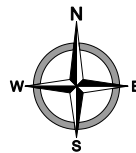
It is recommended that the city council adopt the attached resolution awarding the bid to Reiersen Construction, Inc. in the amount of \$1,532,647.75 for the 2025 Park Avenue NW Reconstruction Project – City Project 25-02.

Exhibit A



2025 PARK AVENUE RECONSTRUCTION PROJECT BEMIDJI, MINNESOTA

Created By: KMW Date Created: 08/30/24 Date Saved: 08/30/24 Date Exported: 08/30/24
 Plotted By: kyle.volk Parcel Date: N/A Aerial Image: 2023 County NAIP SIDS Elevation Data: N/A
 Horizontal Datum: NAD 1983 HARN Adj MN Beltrami South Feet Vertical Datum: NAVD1988
 T:\Projects\24300\24396\24396_Proposal_Map\24396_Proposal_Map.aprx



800 400 0 800
 Feet



RESOLUTION NO.

**A RESOLUTION AWARDING BID
FOR CITY PROJECT NO. 25-02
2025 Park Avenue NW Reconstruction Project**

WHEREAS, pursuant to advertisement for bids for the 2025 Park Avenue NW Reconstruction Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

BIDDER	TOTAL BID AMOUNT
Reierson Construction	\$1,532,647.75
Sparky's Construction	\$1,640,889.169

AND WHEREAS, Reierson Construction, is the lowest authorized bidder; and

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Reierson Construction for the total bid in the amount of \$1,532,647.75 for the 2025 Park Avenue NW Reconstruction Project according to the plans and specifications therefor on file in the office of the City Engineer.

2. The City Engineer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was offered by Councilmember _____, 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