

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, June 2, 2025

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



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO THE AGENDA

CONSENT AGENDA #1

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.

- 1) Claims Submitted by Finance Officer in the Amount Of \$1,119,362.28
- 2) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$39,684.85
- 3) Approve April Financials from ASM Global for the Sanford Center
- 4) 2025 Business License Approvals
- 5) Approve Application for SAFER Grant
- 6) Approve Public Arts Commission Policies and Procedures
- 7) Resolution Accepting Donation from Kevin and Jody Thomas
- 8) Resolution Accepting Donation from the National Fire Safety Council
- 9) Approve Special Event Permit-10th Anniversary Shaynowishkung (June 7)
- 10) Approve Special Event Permit for Nature Neighbors Event (June 7)
- 11) Approve Special Event Permit for First City Antique Flea Market (June and July)

CONSENT AGENDA #2

- 12) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$33,405.75

CITIZENS WITH BUSINESS BEFORE THIS COUNCIL-NOT ON AN 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

- 13) Conduct Public Hearing for Possible Charter Amendment

ORDINANCES

- 14) Consider Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 12 Entitled "General Provisions", Adding Section 12.17 Charter Violations

- a. Motion to Publish Summary of Said Ordinance

REPORT

- 15) Heritage Preservation Commission

NEW BUSINESS

- 16) Consider Special Event Permit for Ojibwe Forests Rally Street Race & Event
 - a. Consider Resolution Approving Temporary Off-Premises Alcohol Permit for the Ojibwe Forests Rally Event

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 17) Monday, June 9 - Planning Board
Monday, June 9 - Special Meeting of Council
Monday, June 16 - Council Meeting
Monday, June 23 - Work Session

ADJOURN

Bill List Summary

June 2nd, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
42584	Minnesota Office of Administrative Hearings	\$600.00
42471 - 42575	See Attached List	<u>1,118,762.28</u>
		1,119,362.28
	TOTAL	\$ 1,119,362.28

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 05/28/2025 - 11:43AM
Warrant Request Date: 6/3/2025
DAC Fund:



Batch: 00403.06.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000042585	59.90
2	Acme Tools-Bemidji	000042586	151.93
3	Advanced Eng.& Environ.Serv., Inc.	000042587	808.25
4	American Engineering Testing, Inc.	000042588	4,000.00
5	Anderson,Todd	000000000	28.00
6	Artisan Beer Company	000042589	1,174.20
7	Association of MN Counties	000042590	30.00
8	Bellboy Corporation	000000000	4,460.57
9	Beltrami County Auditor/Treasurer	000042591	452.87
10	Beltrami County Solid Waste	000042592	1,879.21
11	Bemidji Coca-Cola Bottling Co, Inc	000042593	645.30
12	Bemidji Paper Sales, Inc.	000042594	2,803.82
13	Bemidji Wildlife Removal Service	000042595	1,525.00
14	Bents,Jason	000000000	60.00
15	Bernick's	000000000	24,855.52
16	Bessler Electric	000042596	1,380.00
17	Bonded Lock & Key of Bemidji	000042597	143.25
18	Bound Tree Medical, LLC	000042598	257.97
19	Bowman & Sons Inc	000042599	30,091.00
20	Brady Martz & Associates P.C.	000042600	2,775.00
21	Breakthru Beverage Minnesota Beer, LLC	000042601	171.00
22	Breakthru Beverage Minnesota Wine & Spirits, LLC	000042602	8,602.03
23	BREC Operating Acct.	000000000	350,000.00
24	BW Distributing	000042603	331.63
25	Cenex Fleetcard	000042604	24,848.67
26	CHANDLER,DONAVEN	000042605	90.70
27	Christiansen,Chris	000000000	126.00
28	Clark,Angie	000000000	643.70
29	Climate Control, Inc.	000042606	1,537.50
30	Column Software PBC	000042607	34.29
31	Cool Threads	000042608	730.00
32	Core & Main	000042609	6,721.82
33	Dahlheimer Beverage Brainerd	000000000	5,281.55
34	Dondelinger Chev-Buick, Inc	000042610	68.13
35	D-S Beverages	000042611	39,628.25
36	Eagle Engraving, Inc	000042612	77.35
37	EAPC Architects Engineers	000042613	1,626.50
38	Eckman,Caden	000000000	60.00
39	Emergency Automotive Technologies, Inc.	000000000	2,227.78
40	Fed Ex	000042614	49.83
41	Ferguson Enterprises #1657	000042615	177.61
42	Grand Forks Fire Equipment LLC	000000000	40,151.20
43	Greater Bemidji	000042616	500.00
44	Guardian Pest Control, Inc	000042617	61.53

Page Total: \$561,328.86

Line	Claimant	Voucher No.	Amount
45	HANSON,DEREK & ALLISON	000042618	122.35
46	Hawkins, Inc.	000042619	14,195.34
47	Home City Ice Co.	000042620	447.30
48	Image Photography & Camera Corner	000042621	727.00
49	Ink Spot Press	000042622	203.75
50	Insure Forward, Inc.	000042623	7,781.00
51	Ironhide Equipment, Inc.	000000000	614.95
52	IVERSON,JOHN	000042624	12.11
53	Jim Hirt Trucking, Inc	000042625	2,740.80
54	Joe's Northwoods Pest Control	000042626	107.50
55	Johnson Bros., Inc.	000042627	49,542.55
56	Kennedy & Graven Charter	000042628	7,302.50
57	Larry's Machine Shop	000042629	114.75
58	LePier Shoreline & Outdoors Inc.	000042630	4,180.00
59	Locators & Supplies, Inc.	000000000	56.26
60	Loebs,Chris	000000000	126.00
61	Macqueen Emergency Group	000000000	154.72
62	Mahlen,Mike	000000000	126.00
63	Maid In Bemidji, Inc.	000000000	600.00
64	Marco, Inc.	000000000	500.38
65	McKinnon Co., Inc.	000042631	23,040.79
66	Menards-Bemidji	000042632	454.58
67	MN Dept of Revenue ACH	000000000	77,219.00
68	MN Energy Resources	000000000	2,605.30
69	MN Native Landscapes	000042633	2,450.00
70	MN Valley Testing Lab, Inc.	000000000	216.40
71	MRPA	000042634	620.00
72	Murray Surveying, Inc.	000042635	1,620.00
73	NAPA Auto Parts/Premier	000042636	884.86
74	Nature's Edge Garden Center	000042637	1,875.36
75	Nei Bottling, Inc.	000042638	303.94
76	North Central International	000042639	215.00
77	Northern Paving Inc.	000042640	76,701.09
78	Northwest Tire	000042641	500.00
79	NW Tire, Incorporated	000042642	75.99
80	O'Reilly Auto Parts	000042643	38.97
81	OSTMAN,RITA & RICHARD	000042644	16.43
82	Otter Tail Power Company	000042645	43,707.40
83	Paasch,Ryan	000000000	126.00
84	Paul Bunyan Communications	000042646	3,016.14
85	Paustis & Sons	000042647	676.00
86	Phillips Wine & Spirits	000042648	26,901.87
87	Port-Able John Rental & Service	000000000	615.00
88	Preuss,Nathan	000000000	126.00
89	Recycling Association of MN	000042649	12,278.00
90	Rice Lake Construction Group	000042650	45,335.81
91	Ridlon,Mathew	000000000	126.00
92	RITE	000042651	3,547.50
93	RMB Environmental Laboratories, Inc.	000042652	552.81
94	Roger's Two Way Radio, Inc.	000042653	140.00
95	Russell,Dylan	000000000	189.00
96	SafeAssure Consultants	000042654	15,257.00
97	Schaeffer Mfg. Co.	000042655	775.20
98	Schlattman,Tyler	000000000	403.00
99	Sherwin-Williams Co	000042656	610.44
100	Short Elliott Hendrickson, Inc.	000042657	17,227.12
101	SiteOne Landscape Supply, LLC	000042658	467.77

Page Total: \$450,571.03

Line	Claimant	Voucher No.	Amount
102	Southern Glazer's of MN	000042659	26,186.36
103	Southside Tow & Rec, Inc	000042660	513.34
104	Sparky's Construction, Inc.	000042661	46,493.24
105	Staples Advantage	000042662	269.22
106	Stittsworth,Diana	000000000	60.20
107	Streicher's	000042663	209.57
108	Swank Motion Pictures, Inc	000042664	640.00
109	Team Laboratory Chemical, LLC	000042665	915.00
110	The Wine Company	000042666	1,791.75
111	Up North Canvas Company	000042667	405.00
112	USA Bluebook	000042668	83.85
113	Vesco, Inc.	000000000	8,890.83
114	Vestis	000042669	1,143.31
115	Vinocopia, Inc.	000000000	11,481.67
116	Warren,Neal	000000000	315.00
117	Wes Plumbing & Heating	000042670	3,748.85
118	Wettschreck,Jacob	000000000	126.00
119	Wine Merchants	000042671	3,566.20
120	Ziegler, Inc.	000000000	23.00
Page Total:			\$106,862.39
Grand Total:			\$1,118,762.28

**Sanford Center
Cash Requirements
As of Jun 3, 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
Advanced Business Integrations	Timeclock Software	5/18/25	564.35
Adam Kadrlik	May Cell Phone Reimbursement	5/31/25	60.00
ADP, Inc	Payroll Software	5/16/25	401.64
Alicia Wickner	May Cell Phone Reimbursement	5/31/25	60.00
Bemidji Rotary Club	Event Supplies Reimbursable	5/21/25	4,620.00
Bemidji Community Threater	NPO Payment	5/6/25	300.00
Bemidji Girls High School Boosters	NPO Payment	5/6/25	355.41
Brandon Mack	May Cell Phone Reimbursement	5/31/25	60.00
Constellation Newenergy-Gas Div. LLC	Utility - Natural Gas	5/20/25	3,778.87
Ethan Rogers	May Cell Phone Reimbursement	5/31/25	60.00
Fiserv, Inc and its affiliates	Operating Supplies	5/14/25	130.68
Guardian Pest Solutions	Pest Control	5/13/25	284.88
Hack Club	NPO Payment	5/6/25	300.00
Hard Target, Inc.	Contracted Security & EMT Reimbursable	5/16/25	3,206.25
Heidi Neese	May Cell Phone Reimbursement	5/31/25	60.00
Higgins Heating	General Building Repair	5/1/25	5,494.39
Janine Johnson	May Cell Phone Reimbursement	5/31/25	60.00
Jason Larimer	May Cell Phone Reimbursement	5/31/25	60.00
Jordan Mann	May Cell Phone Reimbursement	5/31/25	60.00
Lakes Concrete Plus Inc	General Building Repair	5/14/25	627.94
Lead For Inclusion	NPO Payment	5/6/25	405.56
Lexi Mudrick	May Cell Phone Reimbursement	5/31/25	60.00
Luekens Village Foods - North	Inventory - Food	5/14/25	22.64
Luekens Village Foods - North	Inventory - Food	5/15/25	6.99
Luekens Village Foods - North	Inventory - Food	5/22/25	30.39

**Sanford Center
Cash Requirements
As of Jun 3, 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	Luekens Village Foods - North		<u>60.02</u>
Malaak Khattab	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Morgan Skiles	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Nate Anderson	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Nature's Edge Garden Center	Sprinkler Irrigation Maintenance	5/14/25	<u>271.25</u>
NLFX Professional	Contracted AV Reimbursable	5/20/25	495.00
NLFX Professional	Event Supplies Reimbursable	5/22/25	74.00
NLFX Professional	Contracted AV Reimbursable	5/27/25	135.00
NLFX Professional	Contracted AV Reimbursable	5/27/25	<u>205.00</u>
NLFX Professional	NLFX Professional		<u>909.00</u>
OtterTail Power Company	Utility - Electric	5/23/25	<u>12,812.10</u>
Performance Food Group	Inventory - Food	5/14/25	1,215.47
Performance Food Group	Inventory - Food	5/19/25	580.35
Performance Food Group	Operating Supplies	5/21/25	46.23
Performance Food Group	Inventory - Food	5/22/25	<u>986.39</u>
Performance Food Group	Performance Food Group		<u>2,828.44</u>
Robert Anderson	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Rodney Anderson	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Sean Crampton	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Shelana Ysen	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Sysco Western Minnesota, Inc	CM: Inventory - Food	5/21/25	-30.92
Sysco Western Minnesota, Inc	CM: Inventory - Food	5/21/25	<u>-5.25</u>
Sysco Western Minnesota, Inc	Sysco Western Minnesota, Inc		<u>-36.17</u>
TrekNorth Junior & Senior High School	NPO Payment	5/6/25	<u>351.72</u>
Trisha Vojak	May Cell Phone Reimbursement	5/31/25	<u>60.00</u>
Vestis Group, Inc	Laundry & Linen	5/12/25	703.48
Vestis Group, Inc	Laundry & Linen	5/15/25	147.52
Vestis Group, Inc	Laundry & Linen	5/22/25	147.52

Sanford Center
Cash Requirements
As of Jun 3, 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
Vestis Group, Inc	Vestis Group, Inc		998.52
			39,684.85

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Approve April Financials for the Sanford Center
Prepared By: Bobby Anderson, General Manager

Background:

Attached is The Sanford Center April 2025 Financial Packet.

For the month of April 2025, the Sanford Center transitioned out of hockey season hosting numerous convention center events, arena trade shows & arena conventions. We closed our book with a net operating income of \$31,589. This result is \$16,171 under budget for the month. The rolling forecast projected April's net income to be \$19,202, showing that April's net income was \$12,387 better than anticipated. The indirect expenses are \$46,376 under budget for the month. Necessity-based spending, utilities, and position vacancies continue to offset the budgeted shortfall in adjusted gross income. With this, the Sanford Center's net operating profit/loss is \$14,289 ahead of budget year to date. We look forward to upcoming events in May including several private events, Bemidji State University Commencement, the Northern MN Women's Expo, and Bemidji High School Graduation.

A recap of events for the month of April:

- Knife River Safety Training
- Mason Brothers Trade Show
- Tiny Tots Health & Wellness Fair
- Bemidji Rotary Club Meetings
- Headwaters Network Meeting
- Sanford Health - Sioux Falls Meeting
- Paul Bunyan Communications - GigaZone TechXpo
- Ruby's Pantry
- Sanford Health – Pour for a Purpose
- BSU Green & White Gala
- MT Zion Church – Good Friday Service
- RP Broadcasting Egg Drop
- Beltrami County Public Health and Emergency Management Meeting
- City of Bemidji Daddy Daughter Dance
- Bemidji Unified Gala
- Bemidji Chorale Concert
- MN Loggers Education Program Meetings

The current rolling forecast projects a net operating loss of \$491,512 which is a slight improvement of \$3,061 ahead of budget. No major changes to the event calendar are anticipated at this time.

Recommendation:

Approve April Financials for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING APRIL 30, 2025

DISTRIBUTED May 22, 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
Leonard Bonacci, SVP, ASM Global
John Drum, RVP, ASM Global
Stephanie Dorsey, Regional Director of Finance
Bobby Anderson, General Manager, The Sanford Center

ASM GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Apr-25

Financial Statements

Table of Contents

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ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

For the month of April 2025, the Sanford Center transitioned out of hockey season hosting numerous convention center events, arena trade shows & arena conventions. We closed our book with a net operating income of \$31,589. This result is \$16,171 under budget for the month. The rolling forecast projected April's net income to be \$19,202, showing that April's net income was \$12,387 better than anticipated. The indirect expenses are \$46,376 under budget for the month, necessity-based spending, utilities, and position vacancies continue to offset the budgeted shortfall in adjusted gross income. With this, the Sanford Center's net operating profit/loss is \$14,289 ahead of budget year to date. We look forward to upcoming events in May including several private events, Bemidji State University Commencement, the Northern MN Women's Expo, and Bemidji High School Graduation.

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**Sanford Center
Income Statement
For the Four Months Ending April 30, 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	\$ 34,735	\$ 42,970	(\$ 8,235)	\$ 213,289	\$ 199,125	14,164	237,763
Service Revenue	100,102	165,551	(65,449)	316,159	584,592	(268,433)	336,574
Service Expenses	(43,331)	(89,592)	46,261	(161,095)	(396,165)	235,070	(265,257)
Total Direct Event Income	91,506	118,929	(27,423)	368,353	387,552	(19,199)	309,080
Ancillary Income							
F & B Concessions	11,168	14,242	(3,074)	93,862	143,624	(49,762)	175,847
F & B Catering	88,444	108,491	(20,047)	148,472	242,104	(93,632)	118,152
Novelty Sales	0	0	0	0	6,300	(6,300)	1,855
Promoter Share	0	0	0	0	0	0	0
Total Ancillary Income	99,612	122,733	(23,121)	242,334	392,028	(149,694)	295,854
Other Event Income							
Suite Sales	0	500	(500)	24,356	23,852	504	16,444
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ticket Rebates	0	2,025	(2,025)	8,180	13,480	(5,300)	30,970
Facility Fees	0	2,700	(2,700)	45,923	39,810	6,113	42,252
Total Other Event Income	0	5,225	(5,225)	79,880	79,675	205	93,463
Total Event Income	191,118	246,887	(55,769)	690,567	859,255	(168,688)	698,397
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	23,642	32,006	(8,364)	97,213	128,024	(30,811)	70,402
Sanford Naming Rights	16,667	16,667	0	66,667	66,668	(1)	66,667
Coke Mktg Sponsorship	0	0	0	0	0	0	0
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,587	1	1,586	6,553	3	6,550	5,500
Total Oth. Operating Income	41,896	48,674	(6,778)	170,433	194,695	(24,262)	153,268
Adjusted Gross Income	233,014	295,561	(62,547)	861,000	1,053,950	(192,950)	851,665
INDIRECT EXPENSES							
Salaries & Wages	102,166	114,096	(11,930)	388,970	456,384	(67,414)	354,795
Payroll Taxes & Benefits	25,684	38,877	(13,193)	117,464	155,508	(38,044)	108,686
Net Salaries and Benefits	127,850	152,973	(25,123)	506,434	611,892	(105,458)	463,481
Contracted Services	0	0	0	0	0	0	0
General and Administrative	13,048	21,910	(8,862)	61,322	86,940	(25,618)	82,028
Operating	6,215	5,110	1,105	50,748	45,640	5,108	50,748
Repairs & Maintenance	2,736	3,917	(1,181)	14,807	13,299	1,508	23,182
Operational Supplies	9,080	8,208	872	36,885	45,832	(8,947)	11,983
Insurance	4,018	13,374	(9,356)	19,764	53,496	(33,732)	26,040
Utilities	27,869	31,700	(3,831)	152,700	192,800	(40,100)	179,716
ASM Management Fees	10,609	10,609	0	42,436	42,436	0	41,200
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expenses	201,425	247,801	(46,376)	885,096	1,092,335	(207,239)	878,378
Net Income (Loss)	\$ 31,589	\$ 47,760	(\$ 16,171)	(\$ 24,096)	(\$ 38,385)	14,289	(26,713)
Non-Operating Income							
City of Bemidji Subsidy	\$ 0	\$ 0	\$ 0	\$ 0	0	0	175,000
Property Insurance	(7,713)	0	(7,713)	(30,853)	0	(30,853)	0
Adjusted Net Income (Loss)	\$ 23,876	\$ 47,760	(\$ 23,884)	(\$ 54,949)	(\$ 38,385)	(16,564)	148,287

**Sanford Center
Balance Sheet
April 30, 2025**

ASSETS

Current Assets

Cash	\$749,477	
Accounts Receivable	137,419	
Prepaid Assets	75,516	
Inventory	82,995	
	<u>?</u>	
Total Current Assets		1,045,407

Fixed Assets

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

Other Assets

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

Total Assets

\$1,071,320

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$166,862	
Accrued Expenses	76,549	
Deferred Income	289,058	
Advance Ticket Sales/Deposits	447,160	
Other Current Liabilities	0	
	<u>?</u>	
Total Current Liabilities		979,629

Equity

Net Funds Received	0	
Retained Earnings	146,640	
Net Income (Loss)	(54,949)	
	<u>?</u>	
Total Equity		<u>91,691</u>

Total Liabilities & Equity

\$1,071,320

<u>?</u>	<u>?</u>	<u>?</u>
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**The Sanford Center
2025**

Rolling Forecast

	Year to Date Actual Thru April	Projected May Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	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	213,290	431,759	645,049	541,183	103,866	19.19%	522,224	122,825	23.52%
Service Income	316,160	408,413	724,573	1,076,938	(352,365)	-32.72%	908,408	(183,835)	-20.24%
Service Expenses	(161,097)	(342,232)	(503,329)	(948,124)	444,795	-46.91%	(806,057)	302,728	-37.56%
Total Direct Event Income	368,352	497,940	866,293	669,997	196,296	29.30%	624,575	241,718	38.70%
Ancillary Income									
F & B Concessions	93,863	206,834	300,697	356,336	(55,639)	-15.61%	438,743	(138,046)	-31.46%
F & B Catering	148,473	360,427	508,900	797,794	(288,894)	-36.21%	279,329	229,571	82.19%
Novelty Sales	-	4,750	4,750	16,550	(11,800)	-71.30%	12,157	(7,407)	-60.93%
Total Ancillary Income	242,336	572,011	814,347	1,170,680	(356,333)	-30.44%	730,229	84,118	11.52%
Other Event Income									
Luxury Box Ticket Sales	24,356	3,000	27,356	7,500	19,856	264.75%	68,178	(40,822)	-59.88%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,180	9,600	17,780	23,080	(5,300)	-22.96%	132,580	(114,800)	-86.59%
Facility Fees	45,923	61,467	107,390	101,277	6,113	6.04%	192,833	(85,443)	-44.31%
Total Other Event Income	79,880	74,067	153,947	131,857	22,090	16.75%	405,832	(251,885)	-62.07%
Total Event Income	690,568	1,144,018	1,834,587	1,972,534	(137,947)	-6.99%	1,760,636	73,951	4.20%
Other Operating Income	170,436	370,826	541,262	637,403	(96,141)	-15.08%	490,830	50,432	10.27%
Adjusted Gross Income	861,004	1,514,844	2,375,849	2,609,937	(234,088)	-8.97%	2,251,466	124,383	5.52%
Operating Expenses									
Employee Salaries and Wages	388,967	893,264	1,282,231	1,369,148	86,917	6.35%	1,144,135	(138,096)	-12.07%
Benefits	117,466	308,311	425,777	466,519	40,742	8.73%	371,020	(54,757)	-14.76%
Net Employee Wages and Benefits	506,433	1,201,575	1,708,008	1,835,667	127,659	6.95%	1,515,155	(192,853)	-12.73%
General and Administrative	61,323	175,670	236,993	262,610	25,617	9.75%	241,689	4,696	1.94%
Operations	50,749	42,196	92,945	80,100	(12,845)	-16.04%	127,734	34,789	27.24%
Repair & Maintenance	14,808	34,399	49,207	55,434	6,227	11.23%	55,572	6,365	11.45%
Supplies	36,886	72,668	109,554	118,500	8,946	7.55%	49,064	(60,490)	-123.29%
Insurance	19,764	99,282	119,046	160,491	41,445	25.82%	60,996	(58,050)	-95.17%
Utilities	152,700	271,600	424,300	464,400	40,100	8.63%	436,513	12,213	2.80%
SMG Management Fees	42,436	84,872	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	885,103	1,982,262	2,867,361	3,104,510	237,149	7.64%	2,610,948	(256,413)	-9.82%
Net Income (Loss) From Operations	(24,095)	(467,418)	(491,512)	(494,573)	3,061	-0.62%	(359,482)	(132,030)	36.73%
Other Income (Expenses)	(30,853)	(7,713)	(38,566)	-	38,566		-	38,566	
Net Income After Other Income (Expenses)	(54,948)	(475,131)	(530,078)	(494,573)	41,627	-8.42%	(359,482)	(93,464)	26.00%

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: 2025 Business License Approvals
Prepared By: Michelle Miller, City Clerk

Background:

The following businesses have submitted applications and paid the applicable fees:

Restaurant/Food Service

BOREALIS BAKING COMPANY, 419 BELTRAMI AVE NW, STE 2, \$35.00

Fireworks Exclusive

GENEROUS JERRY'S FIREWORKS, LUEKEN'S VILLAGE FOODS NORTH PARKING LOT, 1171 PAUL BUNYAN DR NW, \$350.00

Fireworks Non Exclusive

TARGET #0657, 2100 PAUL BUNYAN DR NW, \$35.00

Recommendation:

Approve 2025 Business License Submissions.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025

Action Requested: Approve Submission of Application for SAFER Grant

Prepared By: Justin Sherwood, Fire Chief

Background:

The Staffing for Adequate Fire and Emergency Response (SAFER) Grants are a federal funding program administered by FEMA designed to help fire departments achieve and maintain adequate staffing levels. These grants aim to improve response times, reduce overtime and burnout, and enhance public safety by providing financial support for hiring, recruiting, and retaining firefighters. Through the SAFER Grants program, communities can effectively ensure they have enough personnel and resources to protect against and respond to fire-related hazards. SAFER Grants offer financial assistance to fire departments for hiring, recruiting, and retaining firefighters. This funding covers salaries and benefits for three years without requiring a matching contribution.

The Bemidji Fire Department applied for funding for four firefighters in 2024 but was unsuccessful.

Recommendation:

Staff recommends that the Bemidji City Council authorize the Bemidji Fire Department to submit a SAFER Grant application for four firefighters, or an estimated \$1,455,712.99



BEMIDJI FIRE DEPARTMENT

318 5th Street NW • Bemidji, MN 56601 • 218-751-8001

Justin M. Sherwood

Fire Chief

firechief@ci.bemidji.mn.us

Michael K. Yavarow, Jr

Deputy Fire Chief

firecode@ci.bemidji.mn.us

Staffing for Adequate Fire and Emergency Response (SAFER) Grant

Description:

The Staffing for Adequate Fire and Emergency Response (SAFER) Grant is a federal grant program administered by FEMA through the Assistance to Firefighters Grant (AFG) Program. The SAFER Grant is designed to help fire departments and volunteer firefighter organizations increase or maintain their staffing levels to meet industry standards and improve response capabilities.

Award Purpose: Hiring of Firefighters

- Provides funding for the salary and benefits of new firefighters for three years.
- Encourages departments to hire additional firefighters to meet minimum staffing standards.
- It covers 100% of the cost for three years with no match.

Eligibility Requirements:

Open to career, combination, and volunteer fire departments that meet eligibility requirements.

- Career, combination, and volunteer fire departments operating in the U.S.
- Must be registered with System for Award Management (SAM) (SAM.gov)
- Must comply with National Incident Management System (NIMS) requirements
- Must have an NFIRS (National Fire Incident Reporting System) account or a local equivalent

How the Grant Works:

- Application Process: Fire departments submit applications through FEMA's Grants Portal during the application period.
- Award Period: Varies depending on the grant type, typically up to 36 months for hiring.
- Cost Share: Unlike some other FEMA grants, SAFER does not require a cost-share for the hiring category.

Benefits of SAFER Grants:

- Increased Staffing Without Immediate Budget Strain
- The grant helps fund firefighter salaries and benefits for a set period (typically three years), allowing the department to increase staffing levels without straining the city's budget.
- This could be crucial for Bemidji, especially with increasing call volumes and budget constraints.
- The grant provides a multi-year funding buffer, allowing the city to plan for long-term financial sustainability.
- This gives Bemidji time to explore and plan for additional funding sources.
- Meeting the “2-in/2-out” OSHA standard is easier with more personnel available.
- More personnel ensure adequate staffing for high-risk operations, such as water rescues, technical rescues, and fire responses.

April 24, 2025

To the Bemidji City Council,

During the Rural Fire Association meeting held on Thursday, March 27th, members unanimously approved a motion supporting the Bemidji Fire Department's application for a Staffing for Adequate Fire and Emergency Response (SAFER) grant.

This grant application seeks to secure funding for four full-time firefighters over three years, with an estimated total cost of \$1,455,712.99. The SAFER grant is a competitive federal program designed to help fire departments increase or maintain the number of trained, front-line firefighters available in their communities. If awarded, this funding will significantly enhance the department's ability to respond to emergencies, reduce response times, and improve overall public safety for the City of Bemidji and the surrounding rural communities we serve.

The unanimous support from the Rural Fire Association reflects the shared commitment to strengthening our regional fire protection capabilities. We respectfully request the City Council's support in submitting this application and, if awarded, in the implementation of the SAFER grant.

Please don't hesitate to contact us with any questions or for further information. Thank you for your continued partnership and dedication to public safety.

Respectfully,



Bemidji Rural Fire Association

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025

Action Requested: Approve Public Arts Commission Policies and Procedures

Prepared By: Michelle Miller, City Clerk

Background:

As a power and duty of the Public Arts Commission ordinance, the commission shall implement policies and procedures as necessary, with the approval by the city council, to meet the purpose and objectives of commission including, but not limited to, acquisition and location of artwork, artist selection and public art signage. The commission shall also establish standards and guidelines for donations of public art to the city, and recommend to the city council the acceptance and contributions and gifts of art offered to the city.

The current draft of the Public Arts Commission Policies and Procedures was adopted by the council on March 21, 2016. In recent meetings, members of the Public Arts Commission have reviewed and revised the document adopted in 2016. At its May 13, 2025 meeting, members approved recommendation of the attached revised Policies and Procedures for approval by the city council.

Recommendation:

Approve Public Arts Commission Policies and Procedures

Public Art Policies And Procedures

Bemidji Public Arts Commission

City Council Adopted March 21, 2016

City of Bemidji

Bemidji Public_Arts Commission
317 4th Street NW
Bemidji, MN 56601
218-759-3560

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SECTION 1

STATEMENT OF PURPOSE AND HISTORY

Statement of Purpose

Art enhances Bemidji's identity as a community that values creative and diverse expressions. It builds our sense of civic pride, and enriches the quality of our lives. Public art fulfills these purposes in a myriad of ways; by improving our experience of public spaces through excellent harmonious design, by sensitively preserving or highlighting vistas, by introducing surprising and enlivening elements into otherwise ordinary spaces, and by engaging us with insightful interpretations of our community's activities, aspirations and history. In sum, public art has the capacity to humanize our urban environments. In recognition of the importance of integrating public art into the daily lives of the residents of Bemidji, the City of Bemidji supports a strong public arts program. To this end the City hereby establishes the Bemidji Public Arts Policy with the following values and goals in mind.

The purpose of this policy is to encourage the display of public art in the City of Bemidji and to provide a mechanism for the inclusion of public art and memorial structures throughout the city primarily in parks, open spaces, in the downtown area, and inside and outside City structures.

History

In 2011 the city council appointed an ad hoc committee to draft an ordinance to establish a Public Arts Commission (PAC). The council passed the ordinance after three readings in 2012. The PAC began meeting in 2012 and drafted by laws that the council approved in 2013.

SECTION 2

DEFINITION AND SCOPE

What is Public Art

"Public art is not an art 'form'. Its size can be huge or small. It can tower fifty feet high or call attention to the paving beneath your feet. Its shape can be abstract or realistic (or both), and it may be cast, carved, built, assembled, or painted. It can be site-specific or stand in contrast to its surroundings. What distinguishes public art is the unique association of how it is made, where it is, and what it means. Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions. Placed in public sites, this art is there for everyone, a form of collective community expression. Public art is a reflection of how we see the world—the artist's response to our time and place combined with our own sense of who we are."—Association for Public Art

Scope of Policies and Procedures

These public art policies and procedures pertain to permanent artwork commissioned or purchased by the City, donated to the City as a gift, or on temporary loan. These policies also apply to the planning for, purchasing, commissioning, conserving and maintaining public artwork under the jurisdiction of the City.

Any agreements the City of Bemidji develops with private site owners or managers, and other partners for public art projects, shall be consistent with these policies. The breadth of public art is vast. Artworks can be made of bronze, brick, steel, water, or fabric; they can be in the form of a mural, sculpture, park bench, banner, or imprint; it can be colorful or subdued, interior or exterior, monumental or diminutive, utilitarian or decorative. Artworks can be integral to public works projects or a stand-alone piece of art.

SECTION 3

VALUES AND GOALS

3.1 Create Exciting, Appealing and Harmonious Public Spaces.

- a. Integrate art into architecture, urban design and planning of infrastructure at the earliest design stage.
- b. Insure consideration of artistic/aesthetic issues in local decision-making.
- c. Identify sites in the City's built and natural environments with the greatest potential for enhancement of art and the space in which it would reside.

- 3.2 Celebrate Our Community's Heritage, Ethnicity, Commonality and Civic Pride.**
- ~~Initiate~~ ~~Stimulate and collaborate~~ ~~collaboration and understanding~~ between artists and Bemidji's diverse community.
 - Provide support and encouragement for the development of public art programs.
 - Encourage partnerships with neighborhoods, commercial areas, and other City and Regional cultural/heritage organizations.
- 3.3 Enhance Bemidji's Image Locally, Regionally, and Nationally.**
- Insure the creation of the highest quality public art.
 - Review all proposed artwork for compliance and aesthetic appropriateness.
 - Coordinate with various City departments to encourage inclusion of art spaces in the early development of public spaces and parklands.
- 3.4 Value Artists and Artistic Processes.**
- Encourage artists to live and work in the Bemidji area and participate in community life.
 - Promote working spaces for artists.
 - Investigate means to promote Bemidji as an attractive place for artists to live in various media/information sources.
- 3.5 Generate Economic Impact.**
- Coordinate with various tourism departments on new ways to promote local artwork.
 - Attract new audiences, media attention, and cultural tourism.
 - Provide support and collaborative efforts among existing arts organizations that are currently promoting/displaying public art in the city.
- 3.6 Use Resources Wisely.**
- Identify potential public/private resources for public arts programs and projects and use those resources wisely.
 - Work with various City and State organizations to identify new funds and/or grants and other enhancements to existing funding for public arts programs.
 - Ensure budgets adequately support artists and programs, and funds are used in the most cost effective manner.

SECTION 4

RESPONSIBILITY, AUTHORITY AND PARTNERS

- 4.1 The Bemidji Public Arts Commission**
The Bemidji Public Art Commission shall initiate or manage the review of public art projects based on the criteria identified in these policies and procedures.
- 4.2 City Departments**
City departments may initiate public art projects but they shall adhere to the PAC policies and procedures and be subject to the PAC evaluation and approval. City departments may also be called upon to offer assistance and advice to public art projects.
- 4.3 Independent Boards and Commissions of the City**
Independent Boards and Commissions may recommend public art projects to the PAC. Public art projects developed in partnership with these entities must be reviewed and approved according to these public art policies and procedures. Agreements with these boards and commissions shall reflect the policies and procedures of all partners.
- 4.4 ~~Greater Bemidji Area Joint~~ Planning Board**
The preliminary location and design of public art projects shall be reviewed by the Planning Board (unless they waive this review).
- 4.5 The City Council**
The City Council approves the membership and budget for the Public Arts Commission, as well as other budgets for public art. The execution of all contracts must be approved by the City Council. The City's ownership of artworks must be documented in writing upon receipt, completion, and

acceptance of the artwork, and upon approval by the City Council.

4.6 Artists

Artists may suggest public art projects to the city or be invited to submit RFPs for the creation of works of public art. Local Artists shall also serve on project steering committees and artist selection panels.

4.7 Bemidji Sculpture Walk Board

The Bemidji Sculpture Walk is a 501(c)(3) non-profit organization. The BSW program partners with City staff on installation and maintenance of the sculpture walk. The program conducts an annual juried sculpture competition and approved works are displayed downtown for one year. The PAC will approve art works that are to be displayed on city property or right-of-way.

4.8. Private Site Owners

Site owners must also comply with the City's Public Art Policies and Procedures when working in partnership with the City. Project Steering Committees coordinating public art projects shall work closely with the representatives of these sites and adhere to their policies when working in partnership or placing projects on their property. Agreements entered into with private site owners shall reflect the policies and procedures of all partners.

4.9 Project Steering Committees

Various project steering committees may be created to provide guidance and leadership for public art projects. Project Steering Committees shall be determined by the Public Arts Commission.

4.10 Artist Selection Panel

The purpose of the Artist Selection Panel shall be to interpret and review artist's proposals based on the selection criteria. The PAC will recommend Artist Selection Panel members for each project. In most cases the Project Steering Committee will act as the Artist Selection Panel. In some cases the PAC may act as the Artist Selection Panel. However, additional or alternative panel members may be recommended by the PAC to satisfy needed expertise or insight not present on the current panel, or to replace someone with a conflict of interest.

SECTION 5

PUBLIC EDUCATION

5.1 Objectives

- Educate the community about public artworks and artists.
- Use artworks as a means to educate the community about City services and places.
- Encourage educational programs that are appropriate for the community.
- Reduce the risk of vandalism.

5.2 Public Information and Events

Upon completion of a public artwork, the City shall distribute a press release to local media informing the public about the, artwork, post information on the City's website and hold a public dedication. The City may provide informational flyers about the artwork at the site and to relevant community groups and neighborhood organizations. Information about each public artwork owned by the City shall be posted on the City's website.

5.3 ~~Plaques Signage~~

~~SignagePlaques~~ shall be installed for each public artwork developed by the City. ~~SignagePlaques~~ shall contain the title of the artwork, artist name(s), year of dedication, responsible department for the commission, and a credit to all sponsors who contribute major funding if required by a Project Steering Committee (if applicable). Sponsor credits shall be limited to the individual or institution name and shall not exceed the point size of responsible department. The ~~signageplaque~~ shall also acknowledge the Bemidji Public Arts Commission and the City of Bemidji. When appropriate, ~~signageplaques~~ shall include contact information~~a phone number~~ for reporting vandalism or damage.

SECTION 6
ART ACQUISITION~~GIFTS AND LOANS~~

The process of evaluating and accepting, or rejecting, a gift or loan of art shall begin with a presentation to the Public Art Commission. The PAC will then advise the city of their recommendation.

SECTION 7
ARTWORK ON PUBLIC RIGHT-OF-WAY

The Public Arts Commission will review and coordinate with the city street and parks departments on placement of art on right of way or in parks.

At the request of the City, the Public Art Commission shall evaluate and comment upon requests to place art in the right of way. For long-term projects or projects of significant public interest, this review process may include a request form and one or more public meetings. Requests for art in the right of way shall be evaluated based on the review criteria outlined in Section 3.

SECTION 8
REMOVAL~~DECOMMISSIONING~~

The City shall remove and dispose of works of art and memorials in its collection when it finds such action to be in the public interest. Life spans that have been assigned to the work during the commissioning process shall be taken into consideration as part of requests for removal. For artworks that have not been assigned a life span, the City may engage experts to assist in assigning the artwork a life span, based on the life expectancy of the artwork's materials and fabrication methods.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Accept Donation from Kevin and Jody Thomas
Prepared By: Justin Sherwood, Fire Chief

Background:

The Bemidji Fire Department requested the purchase of 10 cords of firewood to support a practical training initiative focused on improving firefighter confidence and proficiency in ventilation-related operations. Members will cut the wood into predetermined lengths at waist level using power saws, simulating the control and precision required during vertical ventilation.

Following the cutting phase, firefighters will split and stack the wood using axes and hand tools to reinforce manual tool skills, physical conditioning, and teamwork in a safe, controlled environment.

Upon completion of the training, bundles of split wood will be donated to members of our Native American community for use during spirit fires, demonstrating our continued commitment to cultural respect and community service. Any remaining wood will be raffled off to help recoup any associated training-related expenses, ensuring fiscal responsibility while maximizing the benefit to both our personnel and community.

Upon receiving the invoice, the department was notified that the full load of wood was being donated at no cost.

Recommendation:

Staff recommends that the council accept the donation from Kevin and Jody Thomas for \$800.

918474

Statement

DATE

5/14/25

TERMS

TO

Bemidji Fire Department

318 5th St NW

Bemidji, MN 56601

IN ACCOUNT WITH

Kevin Thomas

17838 Popplewood Rd NE

Hines MN 56647

Donated

10 Cords Firewood

\$ 800.00

Delivery Charge \$ 250.00

Thank you

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

\$ 250.00

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION
(Kevin and Jody Thomas)

WHEREAS, the City Council of the City of Bemidji encourages public donations to help defray the costs to the general public of providing services and improving the quality of life in the City of Bemidji; and

WHEREAS, Kevin and Jody Thomas has offered to donate \$800 of firewood for use by the City of Bemidji Fire Department for training; and

WHEREAS, Minnesota Statutes 465.03, requires that all gifts and donations of real or personal property, including money, be accepted by adoption of a resolution approved by two-thirds of the members of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bemidji, Beltrami County, Minnesota, that this donation is hereby accepted for the use it was intended.

BE IT FURTHER RESOLVED that the City sincerely thanks Kevin and Jody Thomas for its gracious and generous donation.

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

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Accept Donation from the National Fire Safety Council
Prepared By: Justin Sherwood, Fire Chief

Background:

The Bemidji Fire Department recently obtained an inflatable fire safety house through the National Fire Safety Council as part of its ongoing commitment to community risk reduction and public education. This portable, interactive tool allows firefighters to engage children and families in realistic fire safety scenarios, teaching critical skills such as home escape planning, smoke alarm awareness, and stop-drop-and-roll techniques in a fun and memorable way.

The inflatable design allows the Bemidji Fire Department to use it at schools, community events, and outreach programs throughout our service area, enhancing our ability to deliver life-saving education to residents of all ages.

Recommendation:

Staff recommends that the council accept the National Fire Safety Council donation, estimated at approximately \$7500.

THE FIRE SAFETY HOUSE

**For Exciting Fire Safety
Presentations & Community Events!**

- **Customize with your logo!**
- **Size: 20' x 30' x 12' H**
- **Blower & sand bags included.**
- **Inflates in 5-7 minutes.**
- **Lightweight: 150 lbs.**
- **Easy to store.**

Rooms Inside: entry/hallway, kitchen, living room, and more.



Topics Covered: 911; fire extinguishers; fireplace; home fire escape plan; smoke alarms; batteries; crawl low below the smoke; matches, lighters, and candles; security bars; electrical safety; kitchen safety.



Interactive Safety Educational Messages

Safety message flaps can be lifted to reveal correct fire prevention actions.



**Your
F.D. logo on
front &
back side!**

BASIC INFORMATION SHEET

THE FIRE SAFETY HOUSE

The house should be used under
ADULT SUPERVISION at all times.

Children are **STRICTLY FORBIDDEN**
to play in the house unattended.

WHAT IS PROVIDED:

- air blower (120V, 60Hz, 5HP, 1100W)
- 7 ropes (no stakes)
- 14 fabric sandbags/ties
- fabric detachable fire safety messages
- repair kit
- storage bag
- 2 pieces of green roof fabric your department can personalize.

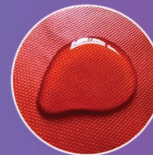


FEATURES:



MACHINE SEWING

meticulous sewing,
high quality
stitching



WATERPROOF MATERIAL

PU/PVC-coated Oxford
fabric, PVC tarpaulin,
waterproof, strong,
wear resistant



ZIPPER

sturdy resin zipper
hundreds of bite force
tests without any
damage



WATERPROOF MATERIAL

waterproof material
covers zipper,
protects zipper,
enhances air tightness



FIXING POINT-NYLON LOOPS

strong, firm,
strategically placed
internal/external
increased stability



GROUND LOOPS- STAINLESS STEEL HOOKS

strengthen stability,
strong, durable
good for outside



NYLON ROPES

superior tensile
strength,
wind resistant
load-bearing



SAND BAG

420D Oxford fabric,
strong, durable

WHAT YOU PROVIDE:

- ☐ Clear area 30' L x 20' W x 12' high.
- ☐ Electricity to run the blower to inflate.
- ☐ Sand or other appropriate material to fill sandbags.
- ☐ Stakes, if setting up outside.
- ☐ A rolling flat cart to move the house more easily. *Note: House weighs 150 lbs.*
- ☐ At least 2 adults to inflate and deflate the house safely/event supervision.

The Fire Safety House must only be used at programs or events that further public information, education, and awareness of fire safety.

INFLATING TIPS:

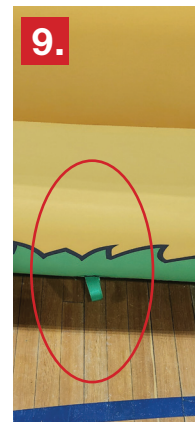
Inflates in 5-7 minutes.

1. You will need electricity to run the blower and inflate the house.
2. At least 2 people to set up/take down.
3. Green is roof and floor/base.
4. Purple is inside walls of the house.
5. Lay out the house flat on the ground.
6. Zip up zippers at the base of each outer wall before inflating, or as inflating if you see the zippers are unzipped.
7. Connect blower to green fabric hose on the back of house. (Use tie provided to wrap around nose of the blower.)
8. Gently lift parts as it inflates.
9. Green loops at bottom for anchoring with sandbags (or stakes you provide). Yellow loops up higher can also be used to secure the house in place.



DEFLATING TIPS:

- A. Shut off and disconnect the blower.
- B. Let the house deflate naturally.
- C. Unzip the zipper on each side of the house at the base (floor).
- D. Once deflated to a certain point, squeeze the air out. (If helpers lay on the fabric and role on it, make sure you do not have any sharp objects on your body that would puncture the fabric.)
- E. Fold the house like a tarp. Continue to remove air as you fold. Crew can carefully roll across the house to squeeze the final air out.
- F. Once small enough, place deflated house in the large white storage bag.
- G. Store in cool, dry area.



MAINTENANCE:

- Check cords, etc., for damage before each use. Stop using until fully repaired.
- Clean with a soft cloth and water. Avoid harsh soap or chemical solvents.

National Fire Safety Council, Inc., is not liable for an incidental or consequential damages/injuries in connection with or arising from the use of the Fire Safety House. The buyer/fire department is responsible for training individuals to use The Fire Safety House, as it is impossible to cover every scenario.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION
(National Fire Safety Council)

WHEREAS, the City Council of the City of Bemidji encourages public donations to help defray the costs to the general public of providing services and improving the quality of life in the City of Bemidji; and

WHEREAS, National Fire Safety Council has offered to donate an inflatable fire safety house valued at \$7,500 for use by the City of Bemidji Fire Department for public education fire safety events and programs; and

WHEREAS, Minnesota Statutes 465.03, requires that all gifts and donations of real or personal property, including money, be accepted by adoption of a resolution approved by two-thirds of the members of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bemidji, Beltrami County, Minnesota, that this donation is hereby accepted for the use it was intended.

BE IT FURTHER RESOLVED that the City sincerely thanks the National Fire Safety Council for its gracious and generous donation.

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

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Approve Special Event Permit-10th Anniversary
Shaynowishkung
Prepared By: Michelle Miller, City Clerk

Background:

Beltrami County Historical Society has submitted an application for the 10th Anniversary of Shaynowishkung Statue Dedication event on Saturday, June 7. The event will begin with an opening drum ceremony at the statue, followed by a walk to the site of Shaynowishkung's home (Coffee District location) and end at the History Center. Staff have reviewed the application and have no issues with the event. Captain Lazella stated that PD can assist the group if needed in crossing the intersection at 2nd Street.

Recommendation:

Approve Special Event Permit-10th Anniversary Shaynowishkung (June 7)

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): Beltrami County Historical Society

Address: 130 Minnesota Ave SW

Event Contact Name (Required): Emily Thabes

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

Cell Phone (Required): (218) 444-3376

Event Contact Email (Required): ethabes@beltramihistory.org

Event Contact Name #2 (Required): Emma Realing

Contact #2 Phone (Required): (218) 333-1872

Event Information

Event Name (Required): 10th Anniversary of the Shaynowishkung Statue Dedication

Event Date: June 7th

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

Event Dates (continued):

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

- | | |
|---|--|
| ☐ 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: Event will begin at the statue site and from there the group will walk to the site of Shaynowishkung's home (around the Coffee District area)

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: 10:00am

Set-up Time: 9:00am

Clean-up Time: 12:00pm

Expected Daily Attendance: 99

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: Historical Event

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

on June 7th there will be an event to recognize the 10th Anniversary of the Shaynowishkung Statue dedication. There will be a short ceremony at the statue site. There will be a drum group there for the ceremony. From the statue the group will walk to the site of Shaynowishkung's home, which is near where The Coffee District is now located. From there the group will walk to the History Center for a program that will discuss Shaynowishkung and the times he lived, an essay reading, and potentially words from the Statue's sculptor, Gareth Curtiss. Light food and refreshments will be available.

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: _____

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:

1 10x10 Tent provided by Parks and Recreation

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: 0

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.

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: 0

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.

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

Special Event Application



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:

Start Time of Street Closure:

Between _____ *&To* _____

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.

Detour Map

Special Event Application



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: _____

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

Bemidji Jaycees

424

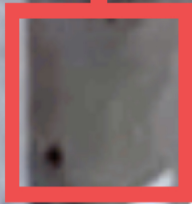
Paul Bunyan State Trail Paul Bunyan State Trail

426

Library

Great River Rd

10x10 Tent
Drummers
underneath



Shaynowishkung Statue

n State Trail

Indian Trail

Indian Trail



CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025

Action Requested: Approve Special Event Permit for Nature Neighbors Event

Prepared By: Michelle Miller, City Clerk

Background:

Bemidji Parks & Recreation has submitted an application for a Nature Neighbors event on Saturday, June 7. The event will take place at Paul Bunyan Park (festival area) with a concert, food trucks and vendors. Staff have reviewed the application and have no issues with the event.

Recommendation:

Approve Special Event Permit for Nature Neighbors Event (June 7)

Bemidji
First City On The Mississippi

Applicant Information

Address: 426 Bemidji Ave N

Cell Phone (Required): (218) 368-0422

Contact #2 Phone (Required): (218) 444-5151

--

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: 2:00-6:00pm

Set-up Time: 10:00am-2:00pm

Clean-up Time: 6:00-8:00pm

Expected Daily Attendance: 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:

Concert in the Festival Area- using the Mississippi Music Trailer
1-3 Food trucks in the Festival Area
10-20 Vendors- selling non food items and promoting their programs/businesses

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: Mics and instruments- Okee Dokee Brothers

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:

20- 10 x 10 Canopies

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: 1-3

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.

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 john

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.

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

Special Event Application



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:

Start Time of Street Closure:

Between _____ &/To _____

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 Map Banner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

Detour Map

Special Event Application



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

Vehicle Policy

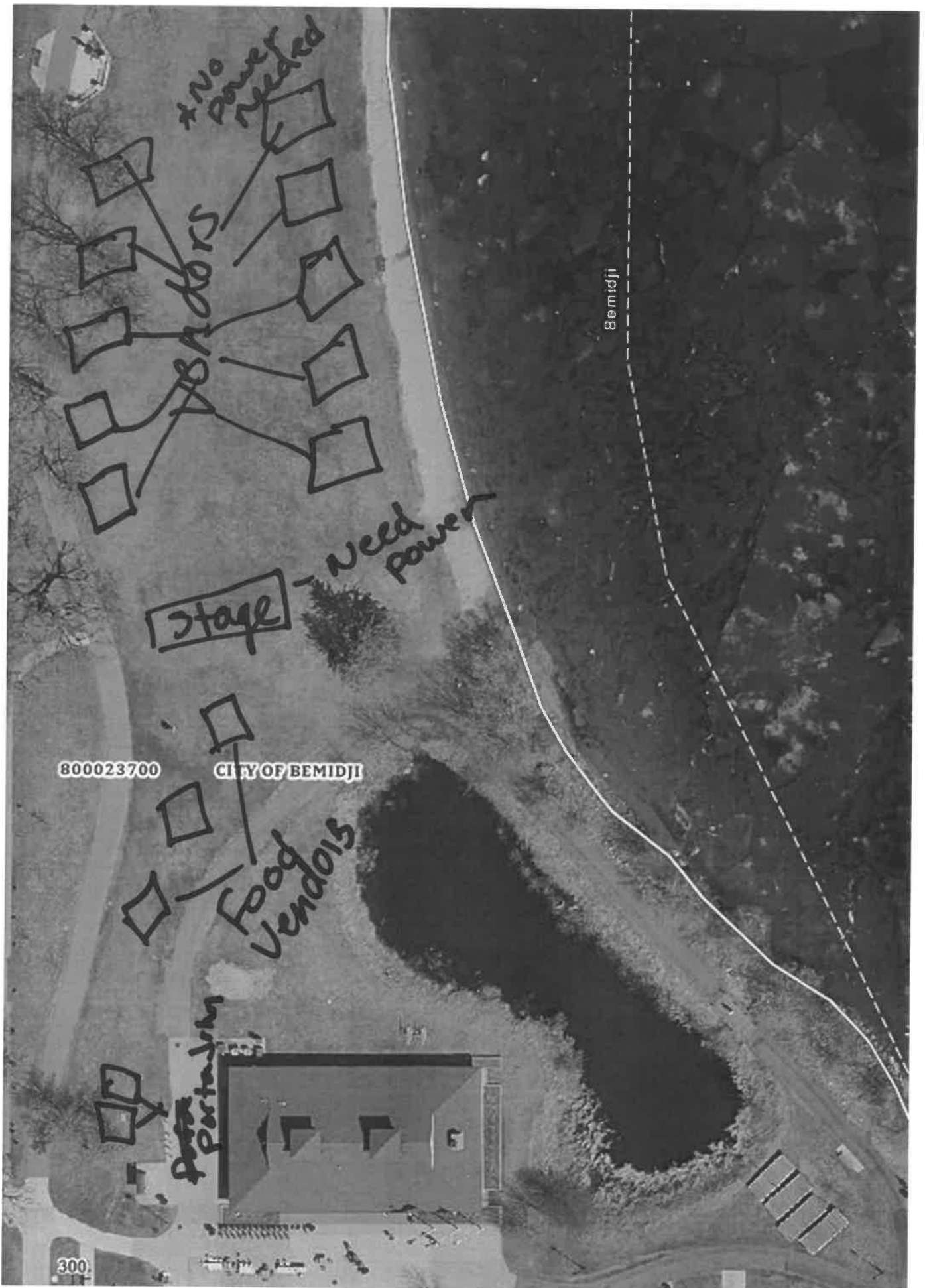
Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this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

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



Nature Neighbors

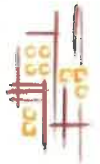
Children's Resource Fair & Concert!

June 7, 2025

2:00-6:00pm

Bemidji Waterfront

**Grammy Award Winning
The Okee Dokee Brothers**
Free concert at 4:30!



**REGION 2
ARTS
COUNCIL**



This activity is made possible by the voters of Minnesota, through a grant from the Region 2 Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Approve Special Event Permit for First City Antique Flea Market.
Prepared By: Michelle Miller, City Clerk

Background:

First City Antique Mall has submitted an application for a flea market to take place June 14 and July 12. Staff have reviewed the application and have addressed any issues with the event organizer. The attached application is being recommended for approval by council.

Recommendation:

Approve Special Event Permit for First City Antique Flea Market (June and July)

MAY 13 2025

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): First City Antique Mall
Address: 120 Minnesota Ave. NW, Bemidji 56601
Event Contact Name (Required): Jan Burger
This person is the primary contact and must be able to coordinate with other members of the event
Cell Phone (Required): (218) 556-3398
Event Contact Email (Required): jburger45@msn.com
Event Contact Name #2 (Required): Carol Liebel
Contact #2 Phone (Required): (218) 821-3357

Event Information

Event Name (Required): First City Antiques Flea Market
Event Date: June 14, July 12, XXXXXXXXXXXX 2025
If the event is multiple days please enter them in the box below.

Event Dates (continued):

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

- | | |
|---|---|
| ☐ 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: The open grassy lot
across the street from our store.
we used this location in 2024.

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:

8am - 3pm

Set-up Time:

6 am

Clean-up Time:

3:30 pm

Expected Daily Attendance:

public walk through

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:

Flea Market

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

City Street - Minnesota Avenue

Event size on drawing with this application.

Request for city to mow lot prior to June 14

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:

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:

They will be 8' x 8' or 10' x 10'

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:

0

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:

None

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

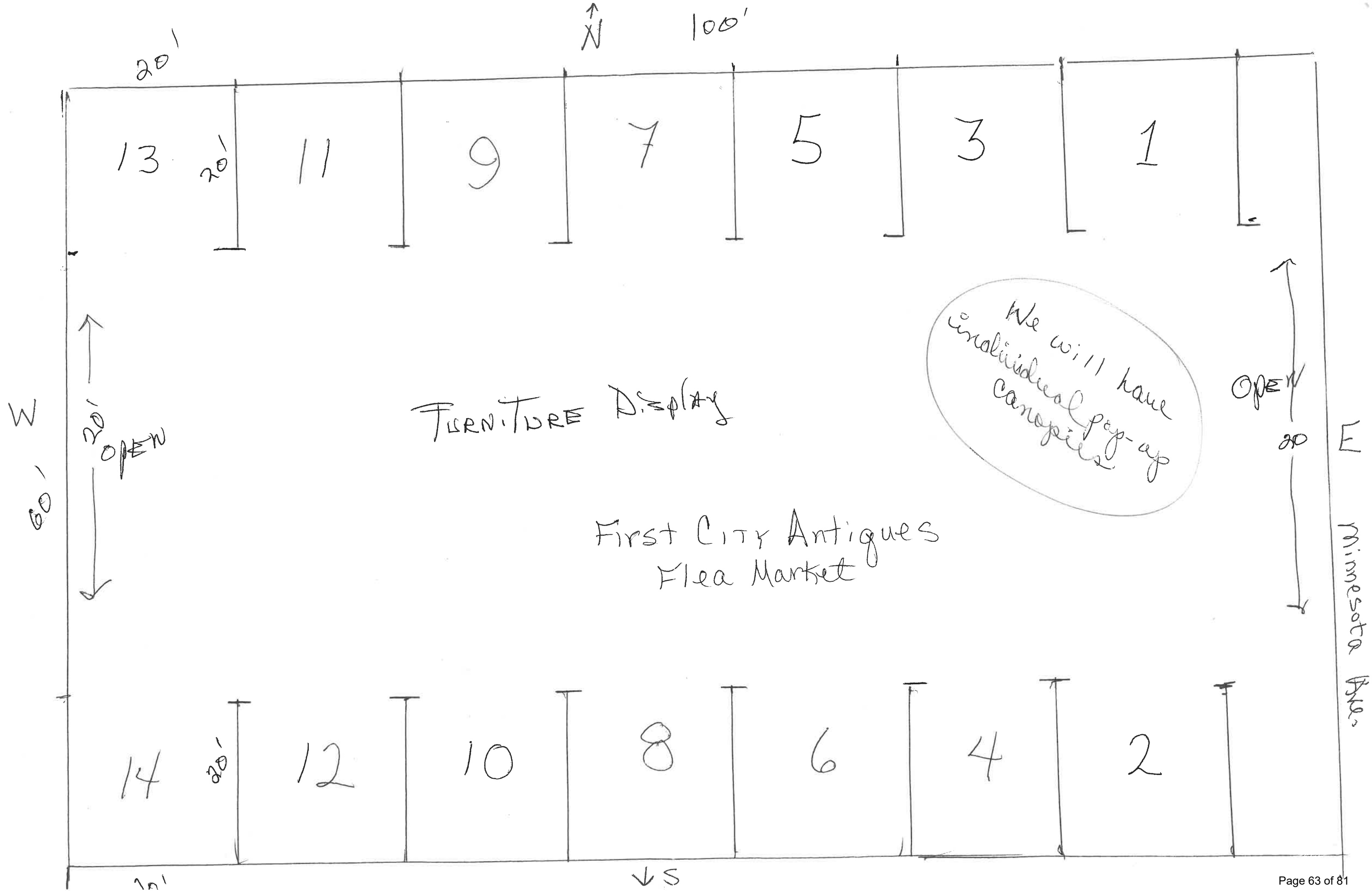
Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this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

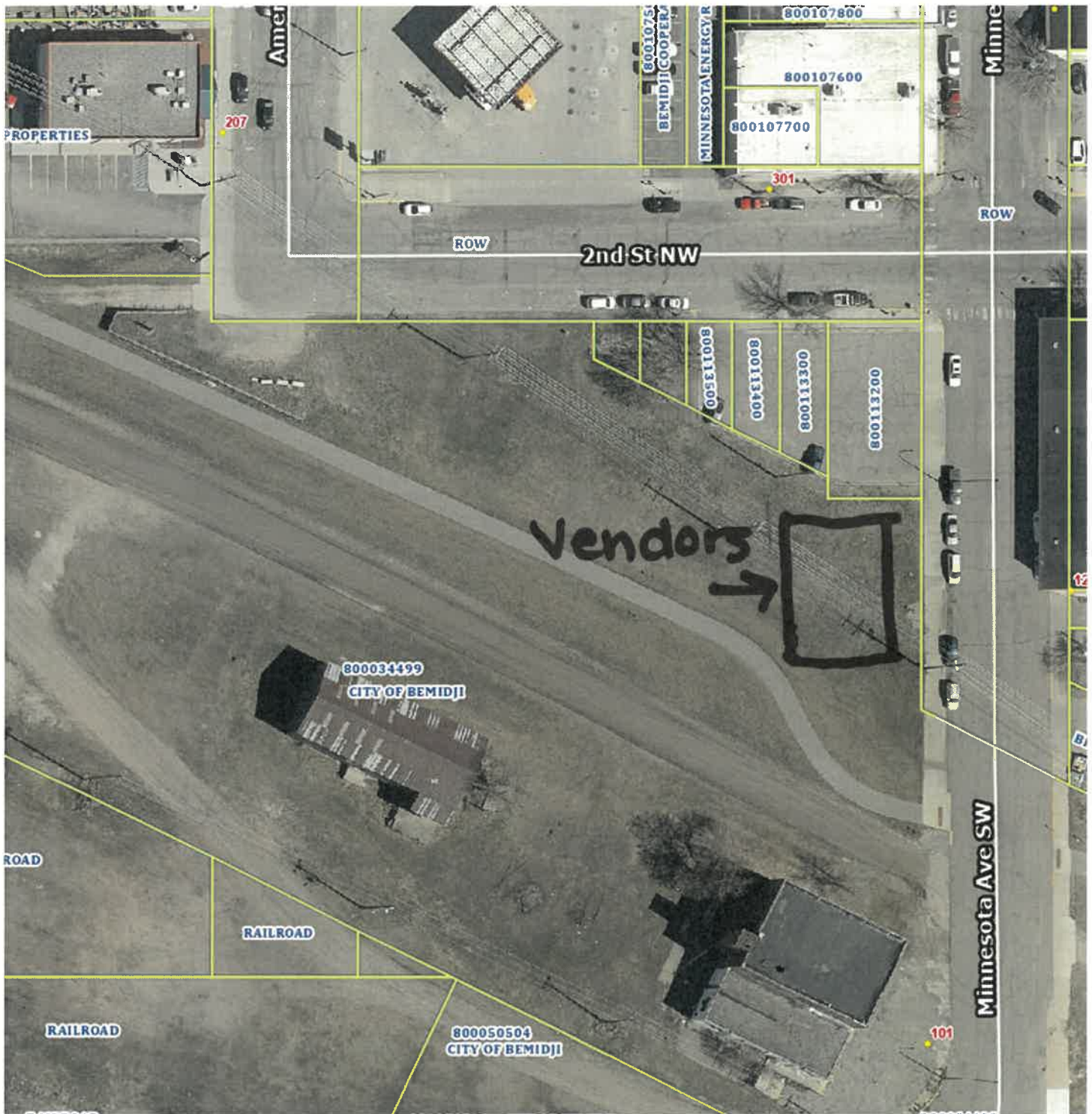
Applicant Signature

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: _____

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





Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 05/28/2025 - 7:49AM
Warrant Request Date: 6/3/2025
DAC Fund:



Batch: 00402.06.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	33,405.75
Page Total:			\$33,405.75
Grand Total:			\$33,405.75

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Conduct Public Hearing for Possible Charter Amendment
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their April 16, 2025 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 12, General Provisions by adding Section 12.17. Charter Violations.

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Conduct Public Hearing for Possible Charter Amendment

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Bemidji City Council will meet in the Council Chambers of City Hall, 317 4th Street NW, Bemidji, MN on Monday, June 2, 2025 at 6:00 p.m. or as soon thereafter as the matter can be heard, to hold a Public Hearing on recommended charter amendment by ordinance from the Bemidji Charter Commission pursuant to Minnesota Statutes Section 410.12, Subd. 7:

Chapter 12, General Provisions. Section 12.17 Charter Violations. A violation of this Charter by a councilmember or employee of the City of Bemidji may be charged with Misconduct of a Public Official, under Minn. Stat. §609.43.

Such persons who desire to comment on the recommended charter amendment by ordinance will be given an opportunity to be heard at this meeting. Questions can be directed to the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Michelle R. Miller, Bemidji City Clerk

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Consider Ordinance Amending Charter
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their April 16, 2025 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 12, General Provisions by adding Section 12.17. Charter Violations.

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. Council can either vote on the ordinance at this meeting, or table it until the June 16, 2025 council meeting.

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 12 (GENERAL PROVISIONS)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The City of Bemidji Council-Manager Charter, Chapter 12 entitled "General Provisions", is hereby amended to read as follows:

CHAPTER 12

GENERAL PROVISIONS

Section 12.17 CHARTER VIOLATIONS. A violation of this Charter by a councilmember or employee of the City of Bemidji may be charged with Misconduct of a Public Official, under Minn. Stat. §609.43.

SECTION 2. This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Yeas:
Nays:
Absent:

Public Hearing:
Adoption:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Publish Summary of Ordinance
Prepared By: Michelle Miller, City Clerk

Background:

Request to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

LEGAL NOTICE

ORDINANCE NO. , 3rd SERIES: Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 12 Entitled "General Provisions", Adding Section 12.17 Charter Violations. This Ordinance was approved by the City Council on Monday, June 2, 2025. This Ordinance shall become effective 90 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Recommendation:

Authorize publication of Ordinance summary.

Good evening Mayor, City Manager, Council, Staff and public.

My name is Linda Lemmer and I am current chair of Bemidji Heritage Preservation Commission. I am excited.

As I told you a couple of months ago the Heritage Preservation Commission was working to establish an avenue to recognize 100 year old buildings in Bemidji.

We created an application process with a fee of \$10.00. Kevin Johnson of My Bemidji submitted ideas for a decal, and with approval, the commission ordered decals to place in the window of an accepted applicant.

We have approved one applicant. We have tentatively approved three other buildings pending further information.

To high light the importance of recognizing 100 year old buildings, and to encourage others to apply, we want to make a media splash of awarding the decals and would like members of this body to attend.

We are planning to do this on Wednesday, June 11th, at 12:30 p.m.

Our first decal will be to the building housing Northwest Minnesota Foundation. The other three, if the information we requested is provided, will be buildings in close proximity.

We would like Michelle to do a press release. T.J. Rhodes has already been asking for information. We will invite Larissa Donovan in both of her capacities, Lakeland TV and everyone we can think of.

This is my special invitation to all of you. Please come. Thank you.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 2, 2025
Action Requested: Consider Special Event Permit for Ojibwe Forests Rally Event
Prepared By: Michelle Miller, City Clerk

Background:

Rally Minnesota LLC has submitted an application for a Street Race and Event for the conclusion of the Ojibwe Forests Rally on Saturday, August 23. The event will be held in the parking lot next to the Sanford Center Center as well as closure of streets surrounding the parking lot. Staff have met with event organizers and have submitted their recommendations for the event.

- Parks and Recreation requires there be "No Parking" signs at the South Shore parking lot entrance, 24 hours in advance of the road closure. - Scott Schroeder
- With the proposed 4 hour street closure of Central Avenue NE, staff would recommend a left turn lane closure on 1st Street E to prevent vehicles getting into the left turn lane and then needing to merge back into eastbound traffic lane. Public works staff would plan to provide additional closures to prevent parking at the Event Center Lift Station are near the finish line in the event of emergency access is needed during the event. Staff anticipate some "burn out" marks to occur from the race on the city streets, but it's tough to predict actual scale. From the event organizers experience, these impacts haven't been major on other street venues that have hosted in the past. - Sam Anderson
- Heidi with the Sanford Center advised there is a wedding ceremony and reception the same day. She stated that she has spoken with the bride and discussed the timeline. The bride is okay with the event being run on the same day.
- Scott Putnam, Chairman of Ojibwe Forests Rally has been trying to connect with Carrie Strassburg of Boardwalk Mini Golf and a potential partnership with the business to help with volunteer meals, Subaru Ambassador Function and spectator flow and seating. He hopes to have connected with her by the time of the council meeting.

Event "clerk of course" Jonathan Atkins will be attending the meeting to address any questions or concerns.

Recommendation:

Approve Special Event Permit for Ojibwe Forests Rally Event.

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): Rally Minnesota, LLC

Address: 7732 Upton Ave, Richfield MN, 55423

Event Contact Name (Required): Jonathan Atkins

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

Cell Phone (Required): (701) 367-9867

Event Contact Email (Required): clerkofcourse@rallyminnesota.com

Event Contact Name #2 (Required): Scott Putnam

Contact #2 Phone (Required): (612) 309-5938

Event Information

Event Name (Required): Ojibwe Forests Rally

Event Date: August 23, 2025

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

Event Dates (continued):

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

☐ 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: Sanford Center Parking Lot

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: 5PM - 10PM

Set-up Time: 12PM - 5PM

Clean-up Time: 10PM-12PM

Expected Daily Attendance: 500-1000

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: Rally Street Stage with after party open to all.

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

The Ojibwe Forests Rally takes place over multiple days and will finish in Bemidji on Saturday afternoon.

The event starts in Detroit Lakes on Thursday, followed by racing in the Paul Bunyan State Forest on Friday, and in the White Earth Forest on Saturday. Once the forest stages are complete, the competition will move to Bemidji for the final Street Stage, Podium celebration, and after party.

The race will consist of up to 60 cars, however due to mechanical issues and crashes in the earlier stages, we expect approximately 45 cars to arrive in Bemidji. Each car is released from the start line, one at a time, at 30s intervals. Each car will be on the road by itself and will be stopped by the time it gets to the roundabout at Event Center Dr and Grant Ave. Once the cars pass the finish, they transit at normal car speed back to the designated parking area, observing all normal traffic laws.

It is requested to close a portion of Lake Shore Dr NE, Central Ave NE, and Event Center Dr NE, where it is adjacent to the Sanford Center Parking lot.

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: Microphone for awards, and music

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 Sanford Center

☐ 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:

We would like food, at least one local merchant, will work with Sanford Center.

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: 50

Number of Barricades Requested: 20

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: 20 total (will work with parks)

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

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: Portable Johns - 6

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.

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

Special Event Application



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\$ 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.

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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?	Yes
Date(s) of requested street closure:	8/23/2025
Street Name(s) and/or number to be closed:	Lake Shore Dr, Central Ave, Event Center Dr.
Start Time of Street Closure:	Between 4pm & To 8pm
End Time of Street Closure:	8pm
Number of No Parking Signs Requested:	0

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
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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.

Detour Map

Special Event Application



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

Vehicle Policy

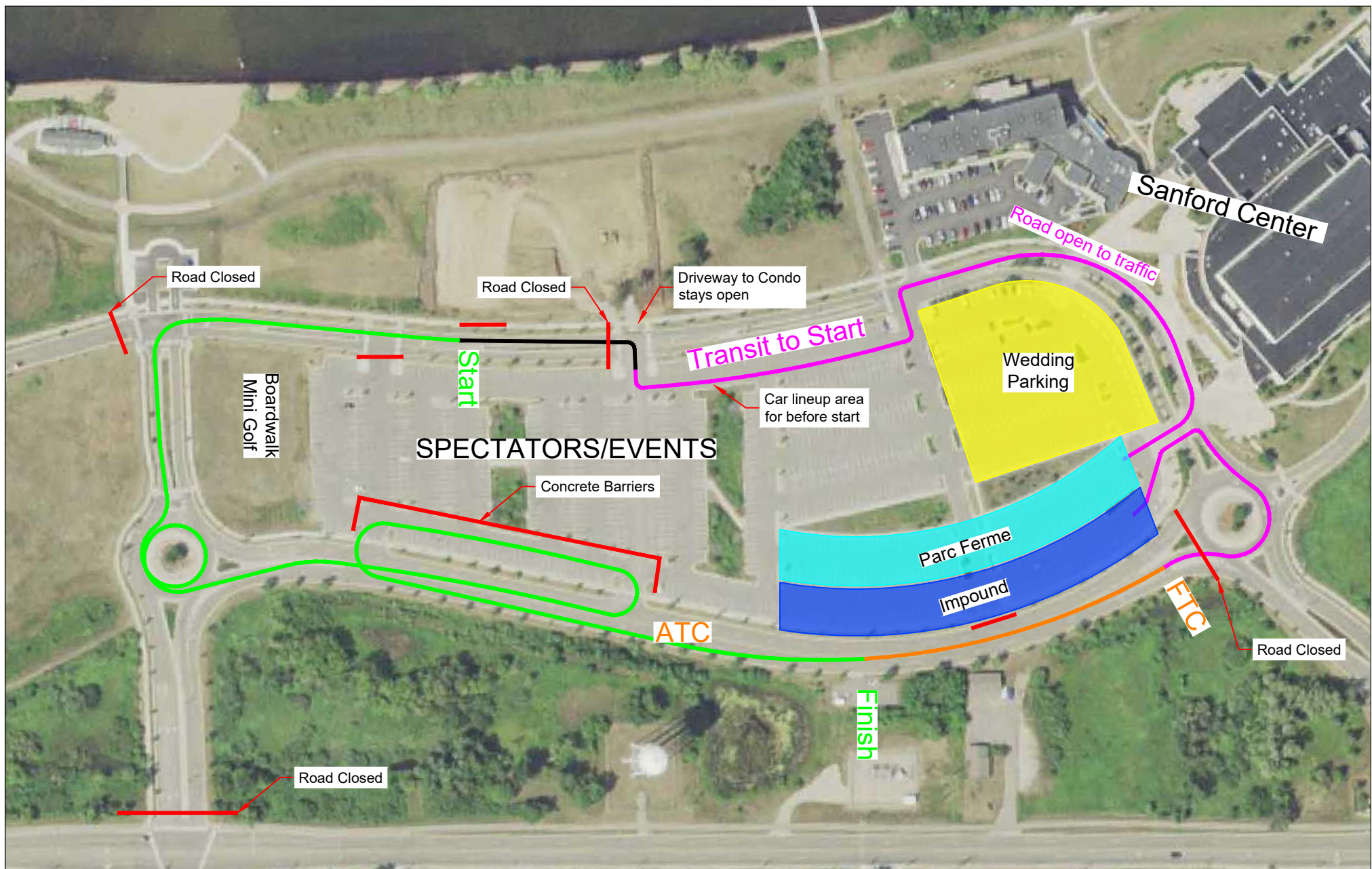
Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this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

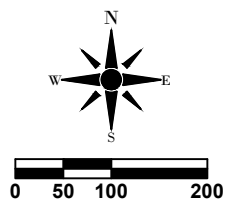
Signature: 

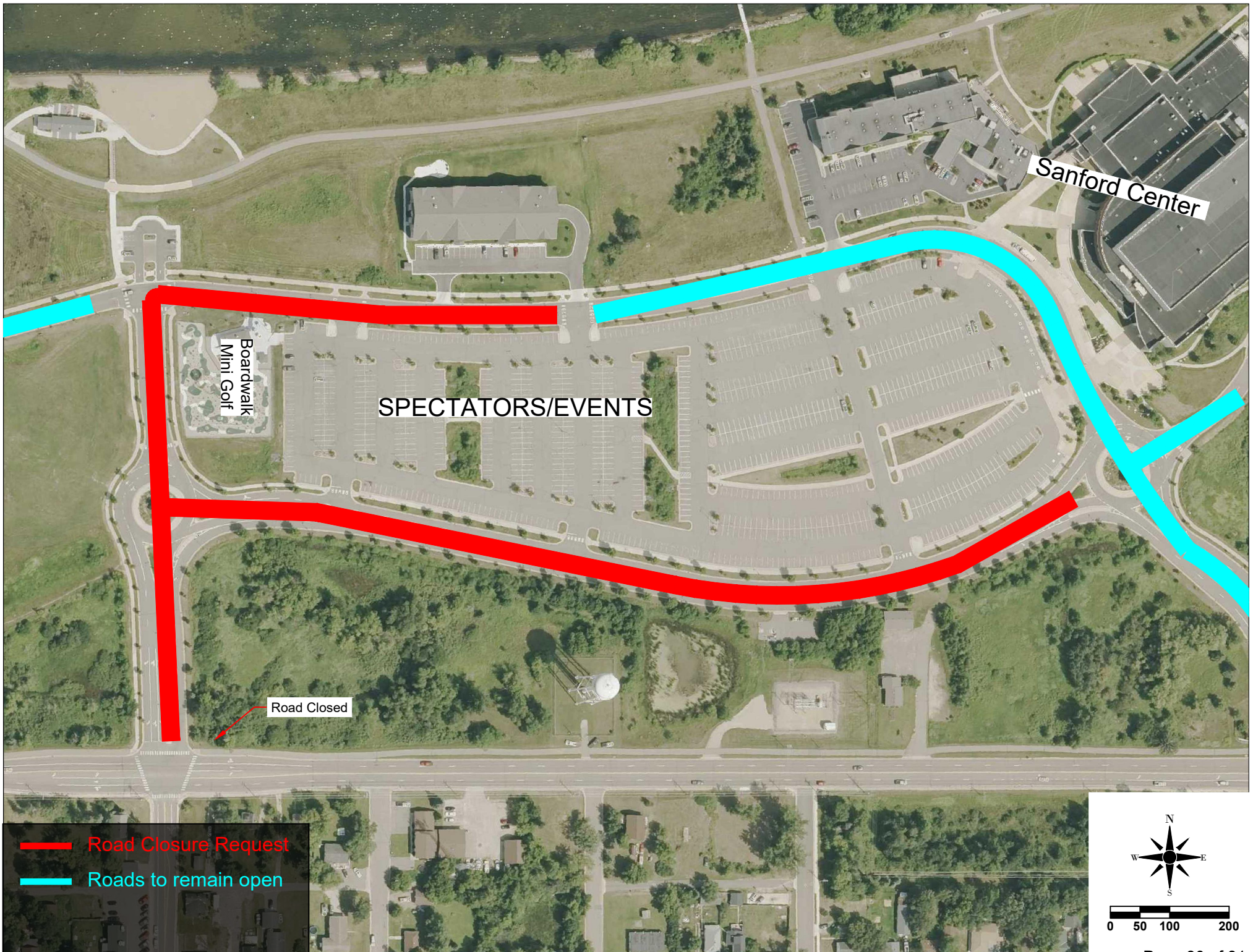
Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 or the Tourist Information Center, 300 Bemidji Avenue N, Bemidji, MN 56601 or email: cityclerk@ci.bemidji.mn.us



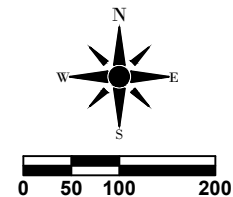
Stage Information

- Transit
- Competition Stage
- Shut Down Area





- Road Closure Request
- Roads to remain open



RESOLUTION NO.

A RESOLUTION APPROVING TEMPORARY OFF- PREMISES ALCOHOL PERMIT FOR THE OJIBWE FORESTS RALLY EVENT

WHEREAS, Rally Minnesota, LLC, hereinafter the “Event Organizers”, are holding a podium celebration and after party for the Ojibwe Forests Rally in the City of Bemidji on August 23, 2025; and

WHEREAS, the Event Organizers have requested that the center portion of the South Shore Parking Lot located next to the Sanford Center be closed for the purpose of serving and consumption of alcohol; and

WHEREAS, the Event Organizers will provide the City with a Certificate of Liability Insurance naming the City as an “additional insured” for the duration of the special event; and

WHEREAS, the Event Organizers agree to observe all state and local laws relating to the sale of alcoholic beverages; and

WHEREAS, the Event Organizers agree to abide by all city rules and regulations in the use of the designated areas, to clean and restore the areas used to the satisfaction of Street Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

NOW, THEREFORE, be it resolved by the Bemidji City Council to authorize the Temporary Off-Premises Liquor Permit to the Sanford Center from 5:00 p.m. to 10:00 p.m. within the designated event area on August 23, 2025.

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