

BEMIDJI PARKS AND RECREATION COMMISSION MEETING AGENDA

Wednesday, June 11, 2025

**Carnegie Library
426 Bemidji Avenue N
4:30 PM**



- 1) CALL MEETING TO ORDER**
- 2) AMENDMENTS TO THE AGENDA**
- 3) APPROVAL OF MINUTES**
 - a) Minutes May 13, 2025
- 4) PUBLIC COMMENTS/AGENDA ITEMS**

(Comments limited to Agenda items only and a 3- minute maximum per speaker; 15-minute maximum per meeting regarding groups).
- 5) UPDATES PROJECTS**
 - b) Bemidji Hashtag Sign
 - c) Algoma Park
 - d) Cameron Park Project
- 6) INTERSECTION PROJECT**
 - e) Update and Establish Ride Date
- 7) MEETING SCHEDULE AND TIME**
 - f) Consider Time Change and Review Schedule
- 8) COMMISSIONER UPDATES**
- 9) DIRECTOR'S UPDATES**
- 10) ADJOURN**
- 11) NEXT MEETING**

MINUTES
PARKS & RECREATION COMMISSION MEETING

May 13th, 2025

MEMBERS PRESENT: Vicky Beckmann, Tim Faver, Kristine Bommersbach, Mike Cronin, and Bethany Wesley

MEMBERS ABSENT: Don Heinonen, Tom Anderson

COUNCIL & BOARD REPRESENTATIVE: Gwenia Fiskevold Gould

CITY STAFF & OTHERS: Marcia Larson, Emma Realing, and Scott Schroeder

CALL TO ORDER:

Wesley called the meeting to order at 4:32 p.m.

AMENDMENTS TO AGENDA:

Motion by Bommersbach, seconded by Beckman, to approve the agenda as presented. Motion carried.

APPROVAL OF April 8th, 2025 MEETING MINUTES:

Motion by Bommersbach, seconded by Beckman, to approve the April 8th, 2025 Meeting Minutes with the correction of switching Don Heinonen and Tom Anderson in the attendance. Motion carried.

PUBLIC COMMENT

No one was present to address the Commission

Algoma Park and Playground Design Discussion

- Bethany Wesley calls for a motion to approve the agenda, which is seconded and approved.
- Scott Schroeder discusses the six playground design proposals, favoring option one for its better flow and design.
- Marcia Larson mentions the community build interest from the Sunrise Rotary and the inclusion of a zip line in the design.
- Bethany Wesley and Scott Schroeder discuss accessibility issues, including wheelchair ramps and activity panels.
- The group considers adding shade and customizing colors for the playground design.

Pickleball Court Project Update

- Marcia Larson reports on the pickleball agreement, noting concerns from the pickleball group about the maintenance fee split.
- The agreement's wording was adjusted to clarify that the city would handle cost overages.
- The pickleball group is concerned about the timing of their \$7,000 maintenance fee payment.
- Marcia Larson mentions a higher-than-expected engineering estimate for the project, raising concerns about fundraising and cost management.
- The group discusses the feasibility of the project and the potential need for additional funding or grants.

Dog Park Planning

- Marcia Larson presents potential sites for a new dog park, including North Country and a county-city recycling site.
- The group discusses the benefits and design standards for a dog park, including the need for small and large dog areas.
- Funding options are explored, including Parkland dedication funds from nearby developments.
- The group considers the impact of tree coverage and the need for adequate parking at potential sites.
- The importance of community input and the potential for a public-private partnership is highlighted.

Visit Bemidji Sign Lighting Improvement

- Marcia Larson discusses plans to improve the lighting and appearance of the Visit Bemidji sign.
- The group considers inlaying the lighting into rock landscaping to protect it from damage.
- The design includes a low wall in front of the letters to protect the lighting from snow and vandalism.
- The group debates the permanence of the sign and its potential future relocation.
- Concerns are raised about the sign's impact on the surrounding area and the need for maintenance.

Motion by Cronin to approve 50% funding of the lighting, Seconded by Beckman. One member abstained. Motion Carried.

Commissioner Updates and Summer Schedule

- Bethany Wesley reminds the group about the summer meeting schedule, with June as a normal meeting month.
- The group discusses the possibility of skipping July if there is no significant business.
- The potential need for a special meeting in June to address the pickleball agreement is considered.
- Commissioners share updates on their activities, including involvement in the Loop the Lake meeting and the wellness expo.
- The group discusses the importance of having a quorum for important decisions and the potential need to adjust meeting times.

ADJOURNMENT

- Motion made by Wesley to change meeting date to June 11th, seconded by Bommersbach. Motion Carried
- Motion to adjourn by Bommersbach and seconded by Beckman. Motion Carried.

Respectfully submitted,

Marcia Larson
Parks and Recreation Director

PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested: No action required.
Prepared By: Presented by & Title

Background:

At the Commission meeting in May, the Commission approved the landscaping improvement at the Bemidji Hashtag Sign. The project was completed in early June and as per the Commission request, an email was sent to Visit Bemidji to clarify the long-term plans or vision for the sign. I am attaching the email from Visit Bemidji regarding the vision for the sign, which in general is to keep the sign in the park, with the ability to move it for special events or occasions. The landscape improvement will assist with protecting the lighting and provide a more professional/improved appearance.

Recommendation:



RE: Hashtag Sign

From josh@visitbemidji.com <josh@visitbemidji.com>

Date Sat 6/7/2025 4:50 PM

To Marcia Larson <marcia.larson@ci.bemidji.mn.us>

Cc Richard Spiczka <Richard.Spiczka@ci.bemidji.mn.us>; brady@visitbemidji.com <brady@visitbemidji.com>; sydni@visitbemidji.com <sydni@visitbemidji.com>

[EXTERNAL]

Hello,

As Visit Bemidji has said many times before. Nothing has changed with the vision or planning for the #Bemidji monument. Paul Bunyan Park is the "home base" for the monument as it has always been from the start. The #Bemidji monument still has the ability to move for repairs or large – key – special events... if requested and transportation for the monument is provided. The display would then, as it has always done, return to "home base" in Paul Bunyan Park.

Josh Peterson

Executive Director

O: 218-444-6081

C: 218-209-1705

josh@visitbemidji.com



From: Marcia Larson <marcia.larson@ci.bemidji.mn.us>

Sent: Wednesday, June 4, 2025 2:33 PM

To: 'Josh Peterson' <josh@visitbemidji.com>

Subject: Hashtag Sign

Importance: High

Hi Josh,

As we have discussed, Commission did vote to partner on the landscaping in front of the hashtag sign, but did request some clarification on the on the sign's long-term plans and to address concerns about its permanence and potential future use.

If you could provide that clarification on vision, permanence or mobility of the sign that would be much appreciated. In general, the commission wants to ensure any improvements or potential relocation are carefully considered, especially regarding lighting and maintenance.

You are always welcome to attend Commission meetings, a response via email would also work fine, given your schedule!

Marcia Larson
Parks and Recreation Director

Historic Carnegie Library
426 Bemidji Avenue N
PO Box 1346
Bemidji MN 56619
218-333-1860

PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested:
Prepared By: Presented by & Title

Background:

A meeting with the Pickleball Committee is anticipated to take place in the next week. The Club has some concerns regarding the wording of the agreement as the Board has reviewed it over the last month. I continue to work with the engineer on costs and other aspects of the potential project.

Recommendation:

No Recommended action.

PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested:
Prepared By: Presented by & Title

Background:

Cameron Park Project is moving forward. We are working with Public Works on options for the lift station that are economical and fit within the current utility system. The Contractor is working on painting and plumbing. A construction meeting is scheduled for June 10th so will provide and update at that time. Change Order 2 is included in the packet - at a cost of \$1000 for an additional divider screen for the men's restroom.

Recommendation:

Approve Change Order #2 in the amount of \$1000.



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Cameron Park Restroom
2504 Birchmont Dr. NE
Bemidji, MN 56601

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

CHANGE ORDER INFORMATION:
Change Order Number: TWO (2)
Date: May 27th, 2025

OWNER: *(Name and address)*
City of Bemidji
317 4th Street NW
Bemidji, MN 56601

ARCHITECT: *(Name and address)*
DSGW Architects
2 West 1st Street, Suite 201
Duluth, MN 55802

CONTRACTOR: *(Name and address)*
Frenzel Construction, Inc.
6975 Danielle Lane NE
Bemidji, MN 56601

THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. Labor and materials to supply and install an additional urinal screen. ADD: \$1,000.00

TOTAL NET ADD THIS CHANGE ORDER: \$1,000.00

The original Contract Sum was	\$ 144,000.00
The net change by previously authorized Change Orders	\$ 6,396.53
The Contract Sum prior to this Change Order was	\$ 150,396.53
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,000.00
The new Contract Sum including this Change Order will be	\$ 151,396.53

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be SAME

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

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

DSGW Architects
ARCHITECT *(Firm name)*

Frenzel Construction, Inc.
CONTRACTOR *(Firm name)*

City of Bemidji
OWNER *(Firm name)*

Matthew Smith
SIGNATURE

SIGNATURE

SIGNATURE

Matt Smith, AIA, Senior Architect
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

05/27/2025
DATE

DATE

DATE

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



Estimate

ADDRESS

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

ESTIMATE # 1928-601

DATE 05/02/2025

ACTIVITY	DESCRIPTION	AMOUNT
Construction	Labor and materials to supply and install an additional urinal screen.	1,000.00
TOTAL		\$1,000.00

Accepted By

Accepted Date

ESTIMATE IS GOOD FOR 5 DAYS

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

PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested:
Prepared By: Emma Realing, Outreach Coordinator

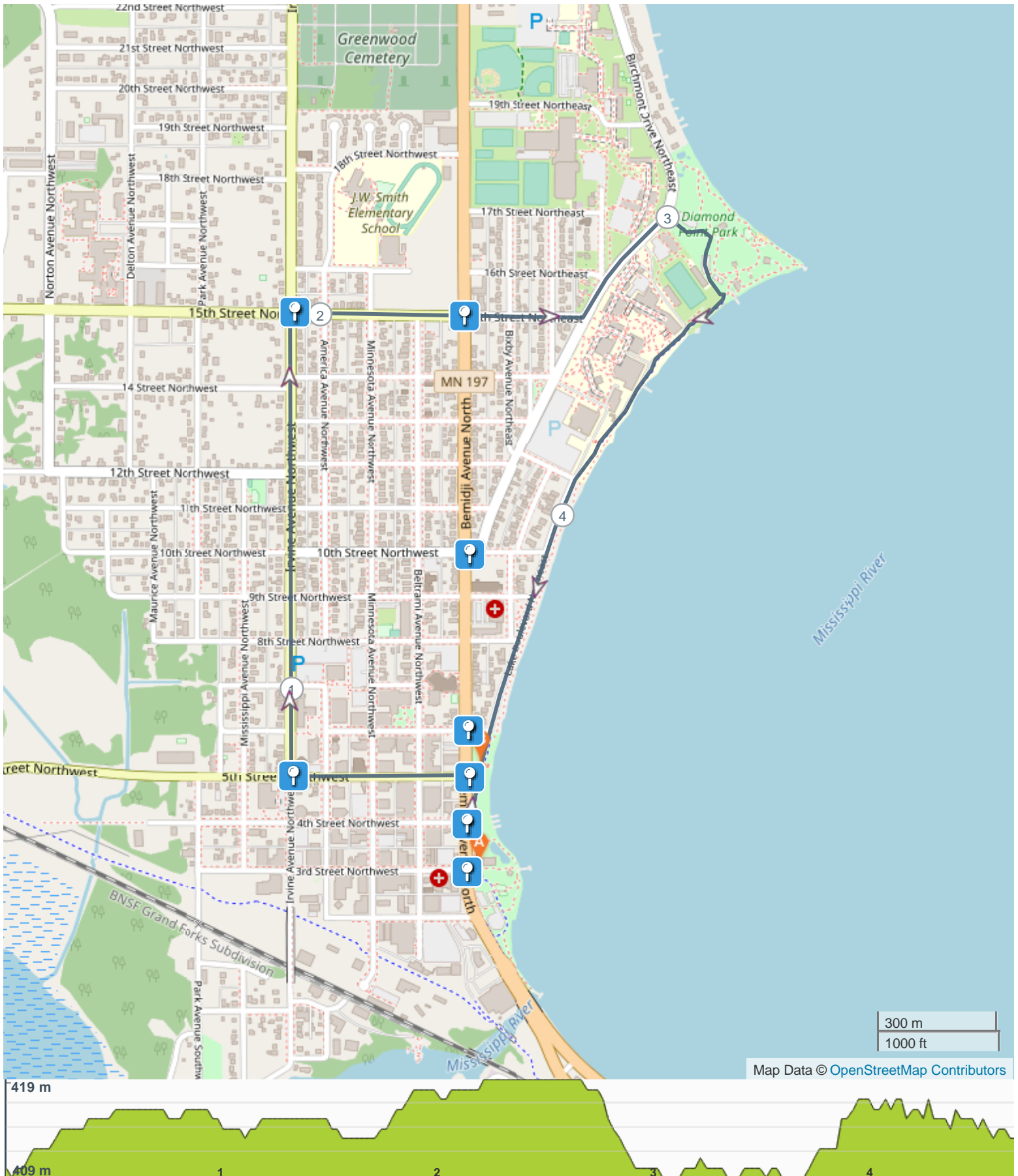
Background:

The Intersection Committee Meeting focused on organizing a bike ride for the commission, proposing routes starting at Paul Bunyan and including key intersections like 5th and Bemidji Ave, Irvine Intersections, and 15th Street Intersections. The group discussed the need for a traffic study and potential improvements, such as sidewalks and crosswalks. They also considered the logistics of the ride, including dates (July 16 and August 13), and the involvement of various stakeholders, including MnDOT, City Council, Commissioners, etc. The meeting concluded with plans to GoPro the route for documentation and future reference.

Recommendation:

Discuss and consider a date for Bike Ride

Intersection Ride



PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested:
Prepared By: Presented by & Title

Background:

At the last meeting there was discussion on the time of the meeting and process to change the meeting time or date to accommodate the commission members' schedules. The meeting time/day is identified in the bylaws on page 1 Section I d. The Commission may change the bylaws for the longer term as the location of the meetings could also be updated.

The Process of Amendment of the Bylaws : IX. Amending Process

These By-laws may be amended at any meeting of the Commission by a majority vote of the Commission, providing previous notice of the nature of any proposed amendment shall have been given at least one meeting before the action thereon shall be taken.

Recommendation:

Consider updates to the ByLaws to reflect the new location of the meetings and preferred meeting time.

**BY-LAWS
PARKS AND RECREATION COMMISSION**

The purpose of the Parks and Recreation Commission is to serve as an advisory board. The By-laws shall be constructed to assist the committee to make meaningful recommendations to the City Council, Mayor, City Manager, or department heads.

I. Meetings

The Commission shall hold meetings regularly at least once each month, and shall designate time and place thereof. It shall adopt its own rules of procedure and shall keep a record of its proceedings. All meetings, records, and accounts of the Commission shall be public.

- a) General parliamentary rules, as given in Robert's Rules of Order, as modified by rules and regulations of the Commission shall be observed in conducting meetings of the Commission.
- b) The following shall be the order of business of the Commission, but the rules of order may be suspended and any matters considered or postponed by action of the Commission:
 - 1. Call to Order
 - 2. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
 - 3. Election of Officers (annual meeting)
 - 4. Old Business
 - 5. New Business
 - 6. Report of Commissioners
 - 7. Reports from Parks & Recreation Director
 - 8. Public Comments
 - 9. Adjournment
- c) The annual meeting of the Parks and Recreation Commission shall be held within three weeks after the first of each year for election of officers and such other business as is necessary.
- d) The regular meeting shall be held on the second Tuesday of each month at the hour of 4:30 p.m. in the Public Works Facility Conference Room or a place designated in the agenda.

Notice of all meetings shall be mailed or emailed to each member of the Commission by the secretary prior to each meeting. Meetings may be called at any time by the Chair of the Commission.

- e) The Commission may from time to time make and designate the rules and regulations under which the Commission shall be operated. These rules shall be kept in suitable records by the Secretary of the Commission.

II. Commission Members

The Parks & Trails Commission shall consist of seven (7) members. Commission Members are appointed by the Mayor and City Council.

III. Officers and Election

At the annual meeting, the Commission shall elect by nomination a Chair and Vice Chair to serve for one year from date of election and until their respective successors have been duly elected.

In the event of a failure for any reason to elect any of the said officers, or in case a vacancy shall occur in any of the said officers for any reason, then an election may be held at any regular or special meetings, a notice of such election having been given in the notice of the call of the meeting.

IV. Duties of Officers

The Chair of the Commission shall preside at the meeting of the Commission, and shall perform the other duties ordinarily performed by the officer. Chair may vote on any motion presented to the Commission.

The Vice Chair of the Commission, in the absence of the Chair, shall perform all the duties of the Chair of the Commission. In the absence of both the Chair and Vice Chair, the Commission shall elect a Chair pro tempore who shall perform the duties of the Chair of the Commission.

V. Quorum

Four regular members constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

VI. Removal of Commission Members

- a) Any vacancy in the office may be filled by the Mayor for the remainder of the unexpired term.
- b) Any appointed member of the Commission who fails to attend three (3) regular meetings in succession without notifying the Parks & Recreation Director in advance or who does not attend at least sixty (60) percent of the regularly scheduled board meetings within a

twelve-month period will be considered to have automatically resigned from the Commission.

VII. Vacancies

Vacancies in said Commission occurring otherwise than by expiration of term shall be filled in the manner herein set forth for the unexpired term of the Commissioner leaving the Commission.

To aid the Mayor in selecting members for appointment, the Parks and Recreation Commission may suggest qualified and interested persons for appointment for each vacancy to be filled.

VIII. Committees

Ad-hoc committees as needed shall be appointed by the Chair of the Commission and serve until their successors are appointed and qualified, or committee's work is completed.

Ad-hoc committees shall be made up of Commission members and other individuals for resource and advisory purposes. It is recommended that department heads be consulted by committees.

A record of the action of each committee shall be kept by a member of said committee and shall be reported to the Commission at its next meeting for action by the Commission if the Commission so desires.

IX. Amending Process

These By-laws may be amended at any meeting of the Commission by a majority vote of the Commission, providing previous notice of the nature of any proposed amendment shall have been given at least one meeting before the action thereon shall be taken.

X. Complaints

The Commission shall promptly investigate and make report to the Council, concerning all complaints referred by such Council or Mayor to the Commission relative to the administration of the parks and recreation program.

PARKS AND RECREATION COMMISSION AGENDA ITEM



Meeting Date: June 11, 2025
Action Requested:
Prepared By: Presented by & Title

Background:

Recommendation:
No Recommendations