

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, July 7, 2025

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



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO THE AGENDA

MINUTES

- 1) May 5, 2025 Board of Review
May 5, 2025 Council Meeting
May 5, 2025 BEDA Meeting
May 12, 2025 Special Council Meeting

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.

- 2) Claims Submitted by Finance Officer in the Amount of \$1,938,042.73
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$42,992.63
- 4) Approve May Financials from ASM Global for the Sanford Center
- 5) 2025 Business License Approvals
- 6) Approve Quote for City Street Striping to Sir Lines-A Lot (\$33,174.40)
- 7) Resolution Approving Depositories for City Funds in 2025
- 8) Resolution Accepting Donation from Books and More/Union Station Thrift Shop (\$2,386.19)
- 9) Approve Special Event Permit for Bemidji Dragon Boat Festival
- 10) Resolution Approving the Site and Alcohol for the Dragon Boat Festival
- 11) Approve Temporary 1-4 Day Liquor License for Bemidji Dragon Boat
- 12) Approve Temporary 1-4 Day Liquor License for United Way
- 13) Approve Settlement and Release Agreement Between City and William Batchelder
- 14) Approve Council Travel Authorization-MRCTI Annual Conference (Twin Cities), September 16-17-Prince

CONSENT AGENDA #2

- 15) Claims Submitted by Finance Officer to Visit Bemidji in the Amount of \$42,118.24

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.

NEW BUSINESS

- 16) City Storm Response Update
- 17) Resolution Extending Local Emergency Declaration

COUNCIL COMMITTEE REPORTS

CLOSED MEETING

Consider Potential Closed Session Pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) to discuss pending litigation concerning the consolidated boundary adjustment proceedings involving Northern Township and the City of Bemidji, Minnesota Office of Administration File Numbers OAH 71-0330-40846 and OAH 71-0330-40869.

REOPEN MEETING

Reopen meeting if closed and consider possible action therefrom, if necessary.

UPCOMING MEETINGS

- 18) July 14 - Planning Board
- July 21 - Council Meeting
- July 28 - Work Sesion (HRA/Storm Relief Update)

ADJOURN

**BEMIDJI CITY COUNCIL
BOARD OF REVIEW
May 5, 2025**

DRAFT

Pursuant to due call and published notice, the Board of Review of the City of Bemidji reconvened at City Hall on Monday, May 5, 2025, at 5:00 p.m. with Chair Pro Tem Rivera presiding, for the purpose of reviewing and correcting the assessment of properties within city limits of the City of Bemidji for the year 2025 payable in 2026.

Upon roll call, the following Board Members were declared present: Prince, Fiskevold Gould, Peterson, Johnson, Rivera, Eaton, Thayer.

City Staff: City Manager Rich Spiczka, Planning & Building Administrative Assistant Ainslee Krause

Beltrami County Assessor's Office: Kaleb Bessler

ASSESSOR'S REMARKS/PRESENTATION

County Assessor Kaleb Bessler stated that he met with and reviewed the properties of Gina Erickson and Lisa Putney and were able to come to an agreement on assessment values. No changes were recommended for the Rick Hanson properties. Regarding the Teig properties, Bessler recommends making no change; however, he will continue to work with the property owner and will likely suggest a reduction in value of the land of 5-10%. For all of the properties with no change, those properties will then go to the county board of appeal meeting.

Motion by Fiskevold Gould, seconded by Thayer, approving an adjustment in value to \$317,000 for 1005 Lake Blvd NE, Parcel 80.02486.00. Motion carried by unanimous voice vote.

Motion by Fiskevold Gould, seconded by Peterson, approving an adjustment in value to \$203,1000 for 1415 Bixby Ave NE, Parcel 80.01474.00. Motion carried by unanimous voice vote.

Motion by Dickinson, seconded by Eaton, recommending no change in value to 3125 Bemidji Avenue, Parcel 80.06189.00. Motion carried by unanimous voice vote.

Motion by Eaton, seconded by Dickinson, recommending no change in value to 3217 Bemidji Avenue, Parcel 80.06199.01. Motion carried by unanimous voice vote.

Motion by Dickinson, seconded by Eaton, recommending no change in value to vacant lot on Bemidji Avenue, Parcel 80.06190.00.

Motion by Dickinson, seconded by Fiskevold Gould, recommending no change in value to 3721 Birchmont Drive NE, Parcel 80.06278.00. Motion carried by unanimous voice vote.

Motion by Dickinson, seconded by Eaton, recommending no change in value to 3040 Birchmont Dr NE, Parcel 80.06247.00. Motion carried by unanimous voice vote.

Motion by Thayer, seconded by Fiskevold Gould, recommending no change in value to 2821 Whispering Ridge Dr NE, Parcel 80.06247.00. Motion carried by unanimous voice vote.

ADJOURN

**Motion by Peterson, seconded by Eaton, to adjourn. Motion carried by majority voice vote.
The meeting adjourned at 5:14 p.m.**

Respectfully submitted,



Ainslee Krause
Planning & Building Administrative Assistant

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – May 5, 2025

DRAFT

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, May 5, 2025, at 6:00 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Staff Present: City Manager Rich Spiczka, Finance Director Donna Coe, City Engineer Sam Anderson, Assistant Planner Melissa Fahrenbruch, Planning Administrative Assistant Ainslee Krause

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Peterson, seconded by Dickinson to add Discuss City's Response to Letter from Northern Township to the agenda. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson. Motion by Peterson, seconded by Eaton, approving the agenda as amended. Motion carried by unanimous voice vote.**

MINUTES

The following minutes were presented for approval:

March 24, 2025 Work Session
April 7, 2025 Council Meeting

Motion by Eaton, seconded by Thayer, approving minutes as presented. Motion carried by unanimous voice vote.

CONSENT AGENDA #1

Mayor Prince called for any amendments to be made to Consent Agenda. The following Consent Agenda items were presented for approval. **Motion by Peterson, seconded by Eaton, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount Of \$758,956.57
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$54,989.31
3. Approve March Financials from ASM Global for the Sanford Center
4. 2025 Business License Approvals
5. Approve Special Event Permit for MMIW218 Awareness Walk (May 17)
6. Approve Special Event Permit for 2025 Bike Bemidji - Loop the Lake (June 21)
7. Recommendation from Charter Commission Regarding Charter Amendment
8. Award of Low Quote for Lift Station Refurbishment to Quality Flow Systems (\$42,860)
9. Award of Low Quote for 2025 Sanitary Sewer Slip Lining Project to Visu-Sewer (\$119,750)
10. Authorize Consultant Service Contract with Moore Engineering
11. Declare Surplus Equipment and Authorize Disposal (Parks)
12. **RESOLUTION NO. 6617:** Accepting Donation from North Country Snowmobile Club (\$2,000)
13. **RESOLUTION NO. 6618:** Not Waive the Monetary Limits on Tort Liability

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

CONSENT AGENDA #2

Mayor Prince called for any items to be pulled from consent agenda #2. The following Consent Agenda item was presented for approval. **Motion by Thayer, seconded by Dickinson, approving Consent Agenda #2 as follows:**

1. Claims Submitted by Finance Officer for Visit Bemidji in the Amount of \$31,376.93

Motion carried by the following roll call vote: Yeas: Rivera, Dickinson, Fiskevold Gould, Thayer, Prince, Eaton. Abstain: Peterson due to his role as the Executive Director of Visit Bemidji.

CITIZENS WITH BUSINESS NOT ON AGENDA

- Mary Crary, 6425 Lavinia Road NE, addressed the council and expressed opposition to Northern Township's application for incorporation and wastewater treatment system.
- Jeanne Jaeger, 5624 Lavinia Road NE, addressed the council and expressed opposition to Northern Township's wastewater treatment system and their plan to incorporate.

PUBLIC HEARING

MS4 Permit – Storm Water Pollution Prevention Program

One of the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit is that an annual meeting must be held to update the city council and to allow the public to make oral and/or written comments on the adequacy of the City's Storm Water Pollution Prevention Program (SWPPP). This meeting has been advertised as a public hearing and after a presentation by city staff the city council should ask for any public questions or comments.

The provisions of the permit require that over the 5-year life of the permit, we address the following six minimum control measures.

1. Public Education and Outreach
2. Public Participation / Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management for New Development & Redevelopment
6. Pollution Prevention / Good Housekeeping for Municipal Operations

The annual meeting satisfies one of the requirements of the first minimum control measures – public education and outreach.

Permit accomplishments from the past year (2024) include:

1. Completed 22 commercial site plan reviews within the city. Development and designs were reviewed for compliance with city and state runoff treatment and runoff requirements.
2. Articles were published in the city's newsletter about storm water management.
3. We updated our storm water system map in the City of Bemidji.
4. Inspected the condition of 69 of the 177 city storm sewer outlets and 5 out of 29 city storm water ponds in 2024.
5. Erosion Control Residential & Commercial Site Inspections for 2024 totaled 49 sites inspected, with a total of over 64 individual site inspections completed and documented over the course of the construction season.
6. The Street Department used the city's rubber-tired backhoe on storm water maintenance. Refer to the items below for details:
 - Cleaning ends of culverts (outfalls)
 - Ditch dredging
 - Pond dredging (small ponds or swales)

- Installing rip rap materials
- 7. There was 900 LF of storm sewer pipe cleaned
- 8. Approximately 2850 miles of street sweeping was completed which collected 824 cubic yards of street sweepings.
- 9. 3 manholes and catch basins had minor repairs completed on them.
- 10. 50 cubic yards of material was removed from storm sewer outfalls in ditches.

Staff will continue to expand the required work and provisions that the City of Bemidji needs to do for the MS4 Permit. Each year staff evaluates and improves record keeping, providing the most accurate information on file for the MPCA, the public and the City of Bemidji.

Rain Barrel & Compost Bin Program Update

Anderson stated that one of the requirements of our MS4 Program is that the City is required to organize and complete a Public Involvement Activity each year. In 2022, the City implemented a rain barrel program through the Recycling Association of Minnesota (RAM) website that allows city residents to purchase rain barrels online at a discounted rate and reserve it for pick-up. Last year staff ordered 72 and sold-out. Staff pre-ordered 72 rain barrels and with the success of the program added an additional 36 rain barrels. Last year staff added Compost Bins to the program. Staff pre-ordered 54 compost bins and with the success of the program added an additional 36 compost bins.

Orders were accepted online on a first come, first serve basis until all the barrels are purchased ahead of the pick-up date in May. Both the rain barrels and compost bins sold out. The City covers 70% of the cost, plus sales tax using a promotion code at checkout for City residents for both the compost bins and rain barrels. The cost, with the discount, for a rain barrel is \$30 and for a compost bin is \$24. That equates to roughly \$14,000 in city contribution that comes from Stormwater Utility Fund.

Construction Inspection Software Update

Starting in 2024, staff implemented a new web-based program called "ComplianceGO" which was designed to assist with tracking active construction projects throughout the city limits and allowed staff to complete inspections from a phone or tablet. This new program has an added feature of allowing contractors or public users to use it, without a fee, to track on-going inspections required with their projects that disturb over an acre and are also governed by a MPCA Construction Stormwater General Permit. The program tracks rainfall events in real-time and notifies staff and other users when inspections are required based on those pre-set limits set in the system.

Pursuant to published notice, a public hearing was held regarding the MS4 Permit – Storm Water Pollution Prevention Program. Mayor Prince opened the hearing at 6:17 p.m.

Councilmembers addressed questions and concerns with staff.

Hearing no further comments, Prince closed the Public Hearing at 6:26 p.m.

Councilmember Dickinson left at 6:28 p.m.

Public Hearing for Keg N' Cork for the Seasonal Expansion of Liquor License Regarding Outdoor Dining - Consider Permit for Street Café and Seasonable Expansion of Liquor License (2024)

Pursuant to published notice, a Public Hearing was held to receive input regarding a Permit for Keg N' Cork for the Seasonable Expansion of Licenses Regulating Outdoor Dining. Mayor Prince opened the Public Hearing at 6:27 p.m., hearing no comments, Prince closed the Public Hearing at 6:30 p.m.

Motion by Fiskevold Gould, seconded by Thayer, approving the permit to Keg N' Cork for the Seasonable Expansion of Liquor License and Street Dining. Motion carried by unanimous voice vote.

ORDINANCES

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code Entitled "Development Code" (Planning Case ZOA-2025-0002, HBS Properties, LLC. Mayor Prince opened the Public Hearing at 6:32 p.m., hearing no comments the public hearing was closed was 6:33 p.m.

AN ORDINANCE Amending the Zoning Map Adopted in Chapter 28 of the Bemidji City Code Entitled "Development Code" (Planning Case ZOA-2025-0002, HBS Properties, LLC) was given a second reading.

REPORT

Analysis of 2023 Municipal Liquor Store Operations

Coe stated that each year the Office of the State Auditor releases comparative data on municipal liquor operations owned and operated by Minnesota cities.

The tables and analysis derived from the data in this report provides a basis of comparison for municipal liquor operations to highlight the current trends and financial condition of these operations.

For many communities in Greater Minnesota, municipal liquor operations provide access and convenience in areas that might be unable to attract a privately-run establishment. In addition to these functions, profitable municipal liquor operations have provided another source of revenue to supplement traditional tax and fee revenues.

Highlights:

The following ranking includes both Bemidji liquor stores.

- 8th out of 176 cities in highest Operating Revenues (Amount of Sales)
- 7th out of 176 cities in highest Gross Profit (Revenue less Cost of Product)
- 9th out of 176 cities in highest Operating Income (Revenue less the combined Cost of Product and Operating Expenses)

Room for improvement:

The City of Bemidji is 59th out of 176 cities in highest Net Profit as a Percent of Revenue (7.6%). Coe suggested exploring ways to increase efficiency including reducing costs, examining credit card fees, and potentially consolidating purchasing power. There was brief mention of new recreational cannabis products potentially increasing revenue in 2025.

Some councilmembers, including the mayor, suggested exploring ways to use liquor store funds to address social issues like substance abuse recovery programs.

The overall tone was analytical, with council interested in understanding the financial details and potential improvements to the municipal liquor store operations.

NEW BUSINESS

Discuss City's Response to Letter from Northern Township

Spiczka stated that staff is seeking direction with regards to responding to a letter received from Northern Township in response to our request via Resolution No. 6616. Council consensus was to draft a response letter. City staff and legal counsel will review the letter's contents for accuracy. Councilmembers were asked to provide additional context or information they might have about the information in the letter from Northern Township. The city attorney noted the response would help prepare for potential future litigation and would involve a thorough review. Some councilmembers noted inaccuracies in the letter and wanted those addressed in the response.

Motion by Peterson, seconded by Thayer to authorize staff and legal counsel to prepare a response letter to Northern Township. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton. Absent: Dickinson.

COUNCIL COMMITTEE UPDATES

- Councilmember Rivera reported no committee reports.
- Councilmember Thayer reported no committee reports but noted it is National Missing and Murdered Indigenous Relatives Awareness Day (May 5)
- Councilmember Peterson reported no committee reports.
- Councilmember Eaton reported Animal Ordinance Review Committee meets May 6, Airport Authority meets May 21, KRLS Board meets May 15 and Library Board meets May 13
- Mayor Prince reported on the Sanford Center Advisory Board meeting discussing refocusing board mission, potential reporting to the council, discussed scheduling work session regarding subcommittees, changing meeting location back to City Hall; attended Take Back the Night event; attended Affordable Housing Summit in Twin Cities on Mayor's panel; Welcomed Delta Kappa Gamma at their state convention; and attended State of the State address at the capitol

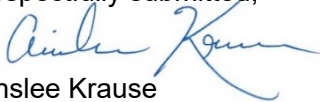
UPCOMING MEETINGS

- Monday, May 12 - 5:30 p.m. - Planning Board
- Monday, May 19 - 6:00 p.m. - Council Meeting
- Monday, May 26 - HOLIDAY

ADJOURN

There being no further business, motion by Fiskevold Gould, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:21 p.m.

Respectfully submitted,



Ainslee Krause
Planning & Building Administrative Assistant

BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY MINUTES

Monday, May 5, 2024

Pursuant to due call and notice, a special meeting of the Bemidji Economic Development Authority (BEDA) of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, May 5, 2024, at 7:29 p.m. in the Chambers of City Hall, Chair Prince presiding.

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

Staff Present: Rich Spiczka, Ainslee Krause

Others Present: Chris Hamilton with Lake-n-Woods Realty

President Prince stated that the purpose of the BEDA meeting was to develop or consider offers or counteroffers for the purchase or sale of real or personal property in the Plat of South Shore, Lot 1, Block 3, Parcel No. 80.05983.00.

Motion by Eaton, seconded by Thayer Gould, to close the meeting in accordance with Minnesota Statutes Section 13D.05, Subd. 3(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property in the Plat of South Shore, Lot 1, Block 3, Parcel No. 80.05983.00. Motion carried by unanimous roll call vote. Meeting closed at 7:30 p.m.

Commission members received an offer for the purchase of land in the Plat of South Shore, Parcel No. 80.05983.00 in closed session. Staff was given direction related to an offer or counteroffer.

Prince reopened the meeting at 8:00 p.m.

ADJOURN

There being no further business, motion by Peterson, seconded by Fiskevold Gould to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 8:00 p.m.

Respectfully submitted,



Ainslee Krause
Planning Administrative Assistant

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Meeting – Monday, May 12, 2024

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, May 12, 2025 at 6:01 p.m. in the Chambers of City Hall, Mayor Prince presiding.

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

Present: City Manager Rich Spiczka, City Clerk Michelle Miller, Brandon Fitzsimmons from Flaherty and Hood

Mayor Prince stated that the purpose of the meeting was to conduct the City Manager's performance review.

Prince recessed the meeting at 6:02 p.m. to conclude the Planning Board Meeting. Prince reconvened the special meeting of council at 6:30 p.m.

Motion by Thayer, seconded by Eaton, to close the meeting in accordance with Minnesota Statute Section 13D.05, Subd. 3(b) for the purpose of evaluating the performance of City Manager Rich Spiczka. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson. Meeting closed at 6:35 p.m. Miller and Spiczka left the meeting.

Present in closed session: Brandon Fitzsimmons.

The City Council met in closed session for the purpose of conducting the performance review of City Manager Rich Spiczka.

The meeting was reopened and recessed at 7:42 p.m. and reconvened in closed session at 7:43 p.m. with all members present.

Present in closed session: Rich Spiczka and Brandon Fitzsimmons

The City Council met in closed session for the purpose of conducting the performance review of City Manager Rich Spiczka.

The meeting was reopened at 9:47 p.m.

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried. Meeting adjourned at 9:47 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

July 7th, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
42779	Johnson Brothers	\$8,964.05
42780	Milk and Honey Ciders	\$206.00
42781	Phillips Wine & Spirits	\$16,792.67
42791 - 42897	See Attached List	<u>1,912,080.01</u>
		\$1,938,042.73
	 TOTAL	 \$ 1,938,042.73

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 07/01/2025 - 11:21AM
Warrant Request Date: 7/8/2025
DAC Fund:



Batch: 00408.07.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000042791	5,921.14
2	Acme Tools-Bemidji	000042792	1,144.00
3	Advanced Eng.& Environ.Serv., Inc.	000042793	213.00
4	American Engineering Testing, Inc.	000042794	6,379.50
5	Anderson,Ellie	000042795	78.00
6	APWA Membership	000042796	306.25
7	Arrow Printing	000042797	2,093.76
8	Artisan Beer Company	000042798	2,116.55
9	Ascentek, Inc.	000042799	2,988.49
10	Barr Engineering Company	000042800	33,086.71
11	Battery Wholesale Inc-Bemidji	000042801	164.56
12	Bellboy Corporation	000000000	5,137.19
13	Beltrami County Auditor/Treasurer	000042802	449.96
14	Beltrami County Recorder	000042803	208.70
15	Bemidji Coca-Cola Bottling Co, Inc	000042804	959.45
16	Bemidji Community Arena	000042805	400.00
17	Bemidji Paper Sales, Inc.	000042806	2,258.57
18	Bernick's	000000000	63,941.54
19	Bessler Electric	000042807	2,507.30
20	Bonded Lock & Key of Bemidji	000042808	544.45
21	Boyer Mechanical Services	000000000	60.12
22	Breakthru Beverage Minnesota Beer, LLC	000042809	478.50
23	Breakthru Beverage Minnesota Wine & Spirits, LLC	000042810	29,935.55
24	Brogren,Madison	000000000	10.98
25	Campus Recreation	000042811	312.00
26	Cenex Fleetcard	000042812	19,820.09
27	CivicPlus	000042813	2,587.57
28	Cleaning Maid Simple	000000000	1,080.00
29	Core & Main	000042814	14,307.43
30	Cross Nurseries, Inc.	000042815	4,274.00
31	Customized Training Solutions	000042816	6,200.00
32	Dahlheimer Beverage Brainerd	000000000	8,218.45
33	Dakota Supply Group, Inc.	000000000	1,466.23
34	D-S Beverages	000042817	47,304.35
35	EAPC Architects Engineers	000042818	6,226.50
36	Electric Pump, Inc	000000000	36,146.99
37	Emergency Automotive Technologies, Inc.	000000000	198.94
38	Evangelical Free Church	000042819	977.50
39	Fastenal Company	000042820	555.01
40	Fed Ex	000042821	50.68
41	Firehouse LLC	000000000	23,348.78
42	Flaherty & Hood, P. A.	000042822	83,697.25
43	FleetPride, Inc.	000042823	3,380.85
44	Flexible Pipe Tool Company	000000000	181.90

Page Total: \$421,718.79

Line	Claimant	Voucher No.	Amount
45	Forestedge Winery	000000000	1,656.00
46	Forum Communications Company	000000000	300.00
47	Grafix Shoppe	000042824	1,065.00
48	Graham,Greg	000000000	537.00
49	Great River Rescue	000042825	600.00
50	Greater Bemidji	000042826	30,000.00
51	Gregg's Plumbing & Heating	000042827	158.92
52	Hawkins, Inc.	000042828	4,494.16
53	Hill's Plumbing & Heating	000042829	171.00
54	Home City Ice Co.	000042830	1,211.54
55	Honeywell International Inc.	000000000	2,371.39
56	Huot,Mark	000000000	150.00
57	Insure Forward, Inc.	000042831	25,244.00
58	Ironhide Equipment, Inc.	000000000	3,077.28
59	Iverson Corner Drug, Inc.	000042832	3.70
60	J & L Oil	000042833	365.92
61	Jim Hirt Trucking, Inc	000042834	2,977.45
62	JM Operations LLC	000042835	13,580.00
63	Joe's Northwoods Pest Control	000042836	1,155.50
64	Johnson Bros., Inc.	000042837	50,697.20
65	Jon's Refuse Solutions, Inc	000042838	2,576.50
66	Karl of Marshalltown LLC	000042839	47,641.51
67	Karvakko Engineering, Inc.	000000000	2,000.00
68	Keprios,Chloe	000042840	170.02
69	Kimley-Horn & Associates, Inc.	000000000	4,867.83
70	KULETA,MARK	000042841	240.00
71	Lakes Concrete Plus Inc.	000042842	252.00
72	Larry's Machine Shop	000042843	303.28
73	Lawson Products, Inc.	000042844	474.32
74	Locators & Supplies, Inc.	000000000	555.84
75	LVC Companies	000042845	483.50
76	MagneGrip	000042846	3,847.52
77	Maid In Bemidji, Inc.	000000000	600.00
78	Marco Technologies LLC	000042847	193.68
79	Marco, Inc.	000000000	640.37
80	Mastin,Mike	000000000	16.00
81	Maverick Beverage Company	000042848	1,516.00
82	McKinnon Co., Inc.	000042849	25,164.03
83	Menards-Bemidji	000042850	394.79
84	Metropolitan Compounds, Inc	000042851	559.46
85	Milk and Honey Ciders	000042852	618.00
86	MN Dept of Labor & Industry	000042853	20.00
87	MN Dept of Natural Resources	000042854	489.16
88	MN Dept of Revenue ACH	000000000	95,300.00
89	MN Energy Resources	000000000	2,612.96
90	MN Municipal Beverage Assn	000042855	5,700.00
91	MN Pollution Control Agency	000042856	1,087.50
92	MN Valley Testing Lab, Inc.	000000000	366.80
93	MoeCo Fire & Safety	000042857	181.00
94	Municipal Service Co., Inc.	000042858	63,650.00
95	NAPA Auto Parts/Premier	000042859	2,508.07
96	Nature's Edge Garden Center	000042860	324.09
97	Nei Bottling, Inc.	000042861	273.92
98	Nelsen,Taylor	000000000	22.50
99	Nic's Works Tree Service LLC	000042862	50,000.00
100	Northern Rides Inc.	000042863	2,505.50
101	Northwoods Bait & Tackle	000042864	711.65

Page Total: \$458,683.86

Line	Claimant	Voucher No.	Amount
102	NovaCare Rehabilitation	000042865	185.00
103	NW Tire, Incorporated	000042866	600.39
104	OTIS Elevator Company	000042867	875.40
105	Otter Tail Power Company	000042868	46,476.60
106	Paul Bunyan Communications	000042869	3,015.64
107	Paustis & Sons	000042870	1,232.00
108	Per Mar Security Services	000042871	1,704.59
109	Phillips Wine & Spirits	000042872	57,950.89
110	PowerPlan OIB	000042873	1,162.90
111	Recycling Association of MN	000042874	674.72
112	Renko Construction Inc	000042875	1,200.00
113	RIHM Kenworth	000042876	357.25
114	RMB Environmental Laboratories, Inc.	000042877	2,299.05
115	Roger's Two Way Radio, Inc.	000042878	105.00
116	Sandmeyer,Joshua	000000000	44.90
117	Sanford Health Occupational Med.	000042879	322.00
118	Sanitation Products Inc.	000042880	2,466.06
119	Scotts Radiator Repair	000042881	3,169.60
120	Short Elliott Hendrickson, Inc.	000042882	31,148.08
121	SiteOne Landscape Supply, LLC	000042883	1,399.60
122	Small Lot MN	000042884	369.00
123	Southern Glazer's of MN	000042885	28,869.68
124	Southside Tow & Rec, Inc	000042886	630.24
125	Sparky's Construction, Inc.	000042887	50,925.70
126	Strand,Linsey	000042888	50.29
127	Streicher's	000042889	453.93
128	T & K Outdoors, Inc.	000042890	965.66
129	The Bancorp Bank, N.A.	000042891	80.00
130	Thomson Reuters-West	000042892	768.39
131	TriMark Industrial	000042893	7,800.00
132	US Bank - ACH	000000000	743,412.52
133	Vestis	000042894	1,723.44
134	Vinocopia, Inc.	000000000	7,091.32
135	Weinmann,Amy	000042895	300.00
136	Wells Fargo-ACH	000000000	24,227.63
137	Wes Plumbing & Heating	000042896	5,144.89
138	Wine Merchants	000042897	2,118.00
139	Ziegler, Inc.	000000000	357.00
Page Total:			\$1,031,677.36
Grand Total:			\$1,912,080.01

Sanford Center Cash Requirements

As of Jul 8, 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	6/18/25	514.94
Ace on the Lake	Operating Supplies	6/11/25	58.57
Ace on the Lake	Operating Supplies	6/17/25	1.63
Ace on the Lake	Operating Supplies	6/26/25	12.98
Ace on the Lake	General Building Repair	6/27/25	46.61
Ace on the Lake	Ace on the Lake		119.79
Adam Kadrlik	June Cell Phone Reimbursement	6/30/25	60.00
ADP, Inc	Payroll Software	6/20/25	560.26
Alicia Wickner	June Cell Phone Reimbursement	6/30/25	60.00
Always There Staffing Inc	Contracted Event Labor Reimbursable	6/24/25	333.70
Amanda Schackman	May & June Cell Phone Reimbursement	6/30/25	120.00
Arrow Printing Inc	Event Banners for July Car Show	6/27/25	450.19
Bemidji Coca-Cola Company	Inventory - Beverage	6/12/25	606.26
Bemidji Coca-Cola Company	CM: Inventory - Beverage	6/12/25	-27.00
Bemidji Coca-Cola Company	Bemidji Coca-Cola Company		579.26
Bernick's	Inventory - Beer	6/12/25	1,370.00
Bernick's	Inventory - Beer	6/25/25	200.00
Bernick's	Inventory - Beer	6/26/25	-295.00
Bernick's	Inventory - Beer	6/26/25	-240.00
Bernick's	Bernick's		1,035.00
Brandon Mack	June Cell Phone Reimbursement	6/30/25	60.00
Camfil USA, Inc	HVAC Maintenance	6/12/25	2,196.15
Central McGowan Inc	Propane Fuel	6/17/25	153.53
Constellation Newenergy	Utility - Natural Gas	6/19/25	1,891.87
Dacotah Paper Co	Operating Supplies	6/17/25	45.57
Ethan Rogers	June Cell Phone Reimbursement	6/30/25	60.00
Fastenal Company	Operating Supplies	6/23/25	316.65

**Sanford Center
Cash Requirements
As of Jul 8, 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
Green Tech Manufacturing, Inc	Award Trophies for July Car Show	6/26/25	<u>4,700.40</u>
Hard Target Inc	Contracted EMT Reimbursable	6/16/25	<u>472.50</u>
Heidi Neese	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Janine Johnson	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Jason Larimer	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Jordan Mann	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Lexi Mudrick	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Luekens Village Foods - North	Inventory - Food	6/11/25	<u>157.12</u>
Luekens Village Foods - South	Inventory - Food	6/11/25	31.51
Luekens Village Foods - South	Inventory - Food	6/28/25	<u>103.92</u>
Luekens Village Foods - South	Luekens Village Foods - South		<u>135.43</u>
Malaak Khattab	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Morgan Skiles	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Nate Anderson	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
NLFX Professional	Contracted AV Reimbursable	6/16/25	<u>340.00</u>
OtterTail Power Company	Utility - Electric	6/24/25	<u>13,059.55</u>
Paul Bunyan Communications	Utility - Telephone	7/1/25	<u>1,474.00</u>
Paustis Wine Company	Inventory - Wine	6/16/25	<u>57.25</u>
Performance Food Group	Inventory - Food	6/11/25	1,796.36
Performance Food Group	Inventory - Food	6/12/25	103.65
Performance Food Group	Inventory - Food	6/12/25	14.09
Performance Food Group	Inventory - Food	6/13/25	46.97
Performance Food Group	Inventory - Food	6/23/25	<u>1,033.91</u>
Performance Food Group	Performance Food Group		<u>2,994.98</u>
Powerhouse Mobile Dyno	Mobile Dyno for July Car Show	6/13/25	<u>4,160.00</u>
Robert Anderson	June Cell Phone Reimbursement	6/30/25	60.00

Sanford Center
Cash Requirements
As of Jul 8, 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
Robert Anderson	Reimbursement: July Car Show Supplies, Operating Supplies, Advertising for July Car Show, Lodging for Corporate RVP, Fuel for Toolcat, Meal w/DOF Candidate, Subscriptions for Pollstar, Later, X, Keycafe, and Canva	6/30/25	<u>4,629.48</u>
Robert Anderson	Robert Anderson		<u>4,689.48</u>
Rodney Anderson	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Sandstrom's Inc	Inventory - Food	6/13/25	<u>248.79</u>
Sean Crampton	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Shelana Ysen	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Social Indoor	Advertising for July Car Show	6/1/25	<u>400.00</u>
Trisha Vojak	June Cell Phone Reimbursement	6/30/25	<u>60.00</u>
Vestis Group, Inc	Laundry & Linen	6/12/25	147.52
Vestis Group, Inc	Laundry & Linen	6/12/25	383.66
Vestis Group, Inc	Laundry & Linen	6/19/25	147.52
Vestis Group, Inc	Laundry & Linen	6/26/25	<u>147.52</u>
Vestis Group, Inc	Vestis Group, Inc		<u>826.22</u>
			<u><u>42,992.63</u></u>

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025
Action Requested: Approve May Financials for the Sanford Center
Prepared By: Bobby Anderson, General Manager

Background:

The Sanford Center's May 2025 FS are attached.

For the month of May 2025, the Sanford Center was full of meaningful celebratory events. We proudly hosted BSU/NTC commencement, Bemidji High School Graduation, the Northern MN Women's Expo, and much more. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$88,284). This result is (\$33,934) behind budget for the month. The rolling forecast projected May's net loss to be (\$115,450), showing that May's net loss was \$27,166 better than anticipated. The indirect expenses are \$44,037 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 (\$19,642) behind budget year to date. As we enter the summer months, we are excited to host upcoming events including the Knights of Columbus Walleye Classic, Sanford Health's Pour for a Purpose, Ruby's Pantry, Babe's Burnout Car Show, and many private events.

A recap of events for the month of May:

- MN Association of Townships Meeting
- Bemidji High School Prom
- Sanford Health's National Hospital Week Event
- Sanford Health's Nurses Week Award Ceremony
- BSU/NTC Commencement
- Northern MN Women's Expo
- MMIW218 Honoring Event
- Rotary Club of Bemidji Meetings
- Sanford Health's Doc Talk
- Paul Bunyan Communications Annual Meeting
- Ruby's Pantry
- Bemidji High School Graduation
- Northwoods Caregivers Alzheimer's Awareness Walk

The current rolling forecast projects a net operating loss of (\$464,631), which is an improvement of \$26,881 over last month's forecast. This is due to lower than anticipated May actuals. No major changes to the event calendar are anticipated at this time.

Recommendation:

Approve May Financials for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING MAY 31, 2025

DISTRIBUTED June 18, 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

May-25

Financial Statements

Table of Contents

<u>Description</u>	<u>Page(s)</u>
Narrative	1
Lead Income Statement	2
Balance Sheet	3
Rolling Forecast	4

ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

For the month of May 2025, the Sanford Center was full of meaningful celebratory events. We proudly hosted BSU/NTC commencement, Bemidji High School Graduation, the Northern MN Women's Expo, and much more. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$88,284). This result is (\$33,934) behind budget for the month. The rolling forecast projected May's net loss to be (\$115,450), showing that May's net loss was \$27,166 better than anticipated. The indirect expenses are \$44,037 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 (\$19,642) behind budget year to date. As we enter the summer months, we are excited to host upcoming events including the Knights of Columbus Walleye Classic, Sanford Health's Pour for a Purpose, Ruby's Pantry, Babe's Burnout Car Show, and many private events.

A recap of events for the month of May:

- MN Association of Townships Meeting
- Bemidji High School Prom
- Sanford Health's National Hospital Week Event
- Sanford Health's Nurses Week Award Ceremony
- BSU/NTC Commencement
- Northern MN Women's Expo
- MMIW218 Honoring Event
- Rotary Club of Bemidji Meetings
- Sanford Health's Doc Talk
- Paul Bunyan Communications Annual Meeting
- Ruby's Pantry
- Bemidji High School Graduation
- Northwoods Caregivers Alzheimer's Awareness Walk

The current rolling forecast projects a net operating loss of (\$464,631), which is an improvement of \$26,881 over last month's forecast. This is due to lower than anticipated May actuals. No major changes to the event calendar are anticipated at this time.

**Sanford Center
Income Statement
For the Five Months Ending May 31, 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	\$ 29,216	\$ 46,725	(\$ 17,509)	\$ 242,505	\$ 245,850	(3,345)	276,507
Service Revenue	69,635	99,156	(29,521)	385,793	683,748	(297,955)	406,354
Service Expenses	(56,840)	(72,494)	15,654	(217,935)	(468,659)	250,724	(313,280)
Total Direct Event Inc	42,011	73,387	(31,376)	410,363	460,939	(50,576)	369,581
Ancillary Income							
F & B Concessions	4,682	5,317	(635)	98,547	148,942	(50,395)	194,147
F & B Catering	19,332	53,358	(34,026)	167,803	295,462	(127,659)	145,308
Novelty Sales	0	0	0	0	6,300	(6,300)	1,855
Promoter Share	0	0	0	0	0	0	0
Total Ancillary Income	24,014	58,675	(34,661)	266,350	450,704	(184,354)	341,310
Other Event Income							
Suite Sales	0	500	(500)	24,356	24,352	4	16,444
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ticket Rebates	5	0	5	8,185	13,480	(5,295)	32,049
Facility Fees	0	4,030	(4,030)	45,923	43,840	2,083	42,678
Total Other Event Inc	5	4,530	(4,525)	79,885	84,205	(4,320)	94,968
Total Event Income	66,030	136,592	(70,562)	756,598	995,848	(239,250)	805,859
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 & Sponsors	23,481	32,006	(8,525)	120,694	160,030	(39,336)	84,802
Sanford Naming Rights	16,667	16,667	0	83,333	83,335	(2)	83,333
Coke Mktg Sponsorship	0	0	0	0	0	0	1,500
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,118	2	1,116	7,676	4	7,672	6,528
Total Oth. Operating I	41,266	48,675	(7,409)	211,703	243,369	(31,666)	186,862
Adjusted Gross Income	107,296	185,267	(77,971)	968,301	1,239,217	(270,916)	992,721
INDIRECT EXPENSES							
Salaries & Wages	104,888	114,096	(9,208)	493,856	570,480	(76,624)	456,837
Payroll Taxes & Benefit	24,580	38,877	(14,297)	142,047	194,385	(52,338)	143,188
Net Salaries and Benefit	129,468	152,973	(23,505)	635,903	764,865	(128,962)	600,025
Contracted Services	0	0	0	0	0	0	0
General and Administra	16,664	21,560	(4,896)	77,987	108,500	(30,513)	99,657
Operating	10,487	5,110	5,377	61,235	50,750	10,485	55,970
Repairs & Maintenance	200	2,583	(2,383)	15,007	15,882	(875)	28,823
Operational Supplies	2,916	8,208	(5,292)	39,801	54,040	(14,239)	18,454
Insurance	4,018	13,374	(9,356)	23,782	66,870	(43,088)	31,464
Utilities	21,218	25,200	(3,982)	173,918	218,000	(44,082)	205,918
ASM Management Fees	10,609	10,609	0	53,045	53,045	0	51,500
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expense	195,580	239,617	(44,037)	1,080,678	1,331,952	(251,274)	1,091,811
Net Income (Loss)	(\$ 88,284)	(\$ 54,350)	(\$ 33,934)	(\$ 112,377)	(\$ 92,735)	(19,642)	(99,090)
Non-Operating Income							
City of Bemidji Subsid	\$ 0	\$ 0	\$ 0	\$ 0	0	0	350,000
Property Insurance	(7,713)	0	(7,713)	(38,566)	0	(38,566)	0
Adjusted Net Income	(\$ 95,997)	(\$ 54,350)	(\$ 41,647)	(\$ 150,943)	(\$ 92,735)	(58,208)	250,910

**Sanford Center
Balance Sheet
May 31, 2025**

ASSETS

Current Assets

Cash	\$ 639,918	
Accounts Receivable	153,351	
Prepaid Assets	45,917	
Inventory	<u>79,769</u>	
Total Current Assets		918,955

Fixed Assets

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

Other Assets

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

Total Assets	\$ 944,868	
---------------------	-------------------	--

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 104,687	
Accrued Expenses	91,458	
Deferred Income	248,942	
Advance Ticket Sales/Deposits	504,082	
Other Current Liabilities	<u>0</u>	
Total Current Liabilities		949,169

Equity

Net Funds Received	0	
Retained Earnings	146,640	
Net Income (Loss)	<u>(150,941)</u>	
Total Equity		<u>(4,301)</u>

Total Liabilities & Equity	\$ 944,868	
---------------------------------------	-------------------	--

**The Sanford Center
2025**

Rolling Forecast

	Year to Date Actual Thru May	Projected June 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	242,506	413,449	655,955	541,183	114,772	21.21%	522,224	133,731	25.61%
Service Income	385,795	318,380	704,175	1,076,938	(372,763)	-34.61%	908,408	(204,233)	-22.48%
Service Expenses	(217,937)	(257,101)	(475,038)	(948,124)	473,086	-49.90%	(806,057)	331,019	-41.07%
Total Direct Event Income	410,363	474,728	885,092	669,997	215,095	32.10%	624,575	260,517	41.71%
Ancillary Income									
F & B Concessions	98,545	202,016	300,561	356,336	(55,775)	-15.65%	438,743	(138,182)	-31.49%
F & B Catering	167,805	326,321	494,126	797,794	(303,668)	-38.06%	279,329	214,797	76.90%
Novelty Sales	-	4,750	4,750	16,550	(11,800)	-71.30%	12,157	(7,407)	-60.93%
Total Ancillary Income	266,350	533,087	799,437	1,170,680	(371,243)	-31.71%	730,229	69,208	9.48%
Other Event Income									
Luxury Box Ticket Sales	24,356	2,500	26,856	7,500	19,356	258.08%	68,178	(41,322)	-60.61%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,185	9,600	17,785	23,080	(5,295)	-22.94%	132,580	(114,795)	-86.59%
Facility Fees	45,923	57,437	103,360	101,277	2,083	2.06%	192,833	(89,473)	-46.40%
Total Other Event Income	79,885	69,537	149,422	131,857	17,565	13.32%	405,832	(256,410)	-63.18%
Total Event Income	756,598	1,077,352	1,833,951	1,972,534	(138,583)	-7.03%	1,760,636	73,315	4.16%
Other Operating Income	211,702	329,153	540,855	637,403	(96,548)	-15.15%	490,830	50,025	10.19%
Adjusted Gross Income	968,300	1,406,505	2,374,806	2,609,937	(235,131)	-9.01%	2,251,466	123,340	5.48%
Operating Expenses									
Employee Salaries and Wages	493,855	786,668	1,280,523	1,369,148	88,625	6.47%	1,144,135	(136,388)	-11.92%
Benefits	142,046	270,334	412,380	466,519	54,139	11.60%	371,020	(41,360)	-11.15%
Net Employee Wages and Benefits	635,901	1,057,002	1,692,903	1,835,667	142,764	7.78%	1,515,155	(177,748)	-11.73%
General and Administrative	77,987	154,110	232,097	262,610	30,513	11.62%	241,689	9,592	3.97%
Operations	61,236	39,020	100,256	80,100	(20,156)	-25.16%	127,734	27,478	21.51%
Repair & Maintenance	15,008	29,882	44,890	55,434	10,544	19.02%	55,572	10,682	19.22%
Supplies	39,802	64,460	104,262	118,500	14,238	12.02%	49,064	(55,198)	-112.50%
Insurance	23,782	93,621	117,403	160,491	43,088	26.85%	60,996	(56,407)	-92.48%
Utilities	173,918	246,400	420,318	464,400	44,082	9.49%	436,513	16,195	3.71%
SMG Management Fees	53,045	74,263	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,080,683	1,758,758	2,839,437	3,104,510	265,073	8.54%	2,610,948	(228,489)	-8.75%
Net Income (Loss) From Operations	(112,379)	(352,253)	(464,631)	(494,573)	29,942	-6.05%	(359,482)	(105,149)	29.25%
Other Income (Expenses)	(38,566)	-	(38,566)	-	38,566		-	38,566	#DIV/0!
Net Income After Other Income (Expenses)	(150,945)	(352,253)	(503,197)	(494,573)	68,508	-13.85%	(359,482)	(66,583)	18.52%

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 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

LIL BITTY DONUTS, WITHIN CITY LIMITS (MOBILE VENDOR), \$35.00
ZIP ZAP ICE CREAM & FOOD STAND, WITHIN CITY LIMITS (MOBILE VENDOR), \$35.00

Massage Therapist

ADRIANNA MASALTA, 2317 BEMIDJI AVE N, \$120.00
ALIZABETH BLANKENSHIP, 3620 BEMIDJI AVE N, \$120.00
NICHOLE GRUIS, 2317 BEMIDJI AVE N, \$120.00

Massage Establishment

THE BODY ROOM MASSAGE AND STRETCH, 3620 BEMIDJI AVE N, \$120

General - Photography

LAINIE HILLER PHOTOGRAPHY, 2114 DIVISION ST W, \$40.00

Carnivals

MERRIAMS MIDWAY SHOWS, WATER CARNIVAL, \$240.00

Tree Service Providers

TREPANIER MASONRY, WITHIN CITY LIMITS, \$65.00
SEE ATTACHED LIST, \$65.00

Recommendation:

Approve 2025 Business License Submissions.

2025 LICENSED TREE SERVICE PROVIDERS

218-556-1638	RANDY LOFGREN	LOFGREN LANDSCAPING & TREE SERVICE LLC
218-897-5116	TIM KUHLMAN	J & T TREE SERVICE AND LANDSCAPING LLC
218-368-8676	MATTHEW GLEN	GLEN PROPERTY IMPROVEMENT
218-760-1354	MICHAEL FORSETH	LUMBERJACK TREE SERVICE LLC
218-467-3289	GEOFFRE STEFFEN	NORTHLAND TREE SERVICE & LOGGING
218-556-1453	CHARLES ELLIS	WOODCHUCKS TREE SERVICE
218-637-1023	PEYTON KAZMIERCZUK	KZ BUILDER BROS
218-368-1569	TRAVIS YERBICH	A1 BACKHOE & SEPTIC SERVICE
218-821-1361	MELANIE QUAST	JM OPERATIONS LLC
320-436-1234	DAWN DISE	OUR FAMILY TREE SERVICE
612-978-7052	JOSEPH DEBLIECK	JOEY D'S TREE SERVICE
612-839-0114	STEVE ANDERSON	S/A TREE SERVICE
828-612-3988	DERICK SWEET	SWEET'S TREE SERVICE
832-847-0250	ROBERTO SEPULVEDA – DE PAZ	DE PAZ TREE SERVICE
651-350-9068	COLTEN SOTHMAN	DOWN TO EARTH TREE SERVICE
218-270-0861	NICHOLAS ATHNOS	NIC'S WORKS LLC
218-308-0264	COLT JOHNSON	TRIPLE C EXCAVATING
612-709-3828	JAKE SEIDENSTRICKER	JAKE'S TOP NOTCH TREE SERVICE
218-205-2229	LUKAS SEM	TREE TRIMMERS LLC
218-398-4234	ANDY GROSSELL	GROSSELL TOP DOWN TREE SERVICE
218-760-1250	JORDAN WIZNER	WIZNER CONSTRUCTION LLC
218-256-2037	COLE SHAKE	TREE PROS TREE SERVICE
218-367-3355	JILL CARLSON	CARR'S TREE SERVICE
218-201-0564	BRAD JOHNSON	KB STUMP REMOVAL
320-983-5700	JOHN WIMMER	PIONEER TREE & LANDSCAPE/TREE SERVICE
218-759-2376	TIM ALLEN	T&K OUTDOORS
651-274-2945	NICK SCHROEDER	SCHROEDER OUTDOOR SERVICE
218-368-0833	MARK TREGO	TIMBERWORKS LLC
218-751-0534	LELAND HILL	HILL'S COUNTRY GREENHOUSE
218-259-0037	KEVIN KUBECZKO	218 TREE SERVICE
763-443-2631	WILLIAM PENNINGS	TREE FELLERS TREE SERVICE
320-980-1106	BARRY ALBRIGHT	BARRY WESTERN TREE SERVICE
320-290-3402	MICHAEL DUGGEN	MIDWEST TREE EXPERTS MN
218-766-9667	RICK REINARZ	R&R TREE SERVICE
218-766-0340	CHAD MUSEUS	NATURE'S EDGE GARDEN CENTER
218-556-6460	RYAN LOVOLD	BEMIDJI SKIDSTEER SERVICE
320-296-5896	COLE CARTER	UP NORTH TREE SERVICE
218-766-6833	GRANT JOHNSON	AURORA LANDSCAPES
218-791-0619	JOSEPH MARTIN	LOST LIMB LOGGING & TREE SERVICE
713-998-0478	VICTOR PALACIOS	PALACIOS TREE SERVICE
507-993-9286	PHILLIP WHALEN	PSQUARED TREE SERVICE
612-865-2459	SPENCER STREMPKE	PRIORITY TREE EXPERTS
320-292-5403	HARRISON WARD	WARD'S TREE CARE
715-441-7735	HARLEY HOTCHKISS	PREMIUM PLOTS
952-426-8234	AARON ATHMANN	A+ A TREE CARE
320-291-5242	JESSE VORPAHL	PRECISION CLEARING SERVICES

218-368-6740	TYLER ROGSTAD	ROGSTAD LAND SERVICES
218-355-0290	EDWARD WILKINSON	LIBERTY EXTERIORS
218-730-8764	ANDREW PRZEKVAS	PRZEKVAS CONSTRUCTION
612-401-4165	ANNA MERKWAN	CLEAN CUTS TREE SERVICE
218-556-7771	ANDREW LUNDMARK	LP CONTRACTING
701-610-1148	MATTHEW NELSON	NELSON TREE SERVICE
218-232-7328	JOE NELSON	JN TREE SERVICE
641-330-5583	CHRISTOPHER ZIMMERMAN	PRECISION TREE SERVICE LLC
218-820-5255	MIKE ANDREWS	LAND PREPPERS
218-368-8905	TYLER EIDE	ICE DAM SOLUTIONS LLC
612-242-5646	BRIAN GILBERTSON	ANDOVER TREE CARE LLC
218-766-5951	LOGAN MISTIC	FREEDOM FORESTRY LLC
218-224-2754	BRIAN SHEPARD	SHEPARD EXCAVATING
218-368-2943	TRISTON TEIGLAND	2T'S LLC
218-368-8679	GAVIN PRICE	BLUE OX OUTDOORS
218-290-6014	MICHAEL SOKOLOSKI	SOKOLOSKI SPECIALIZED TRANSPORT
218-308-4377	ERIC CALLAGAN	APE MAN GAMES
218-407-7348	RANDY HILLIARD	AUTOMOTIVE RECYLCING
320-248-4266	JOSH POGREBA	POGREBA EXCAVATING
218-533-0448	CHASE NETLAND	ELEVEN ELEVEN CONTRACTING
218-838-7798	JASON PREBLE	LAKEVIEW TREE CO
763-458-9502	JOHN HAYES	HAYES LANDSCAPE SERVICES
218-398-1542	TYLER TOURIGNY	BIRCH & BEYOND
218-407-7396	ANDREW MURRAY	MURRAY CUSTOM TREE WORX

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025
Action Requested: Approve City Street Striping
Prepared By: Samuel C. Anderson DPW/City Engineer

Background:

Every other year the street department contracts line painting of streets throughout the city. All paved city streets get painted, this included centerlines and fog lines. In total it's roughly 300,000 linear feet of striping.

This used to be an annual task, but due to rising costs, city staff have have transitioned to an every other year model. Request for quotes were sent to four (4) companies but only one (1) responded. The following quote was received:

Sir Lines-A-Lot LLC \$33,174.40

If approved, the contractor adds us to a list and will most likely get to us within the next couple months. We've specifically requested no sooner than August to allow additional time to get roads clear of tree debris prior to painting. The street department maintenance budget will be used to fund the project.

Recommendation:

Accept the quote for paint striping from Sir Lines-A-Lot LLC for total price of \$33,174.40.

**Estimated Quantities
City of Bemidji Pavement Markings**

ITEM NO	SPEC NO	ITEM	UNIT	EST QTY	ACT QTY	Unit Price	Total Price
1	2582.502	4" BROKEN LINE YELLOW - LATEX	LIN FT	14,000		0.105	1,470.00
2	2582.502	4" SOLID LINE YELLOW - LATEX	LIN FT	100,000		0.105	10,500.00
3	2582.502	4" SOLID WHITE - LATEX	LIN FT	200,000		0.105	21,000.00
4	2582.502	4 " BROKEN WHITE - LATEX	LIN FT	1,800		0.105	189.00
5	2582.502	6" Broken Line White- Latex	LIN FT	110		0.14	15.40
		Total Price					\$33,174.40

Note: Interested bidders may refer to the attached map of city streets designated for pavement marking and types of markings.
A city employee will be available to guide and direct the successful bidder at time of work.
The city retains the right to reject any or all quotes.

Company name and Address Sir Lines-A-Lot, LLC 7175 Cahill Road
Edina, MN 55439

Signature and Title 
Charse Van Overbeke, President

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025

Action Requested: Approve Resolution Designating Depositories for City Funds in 2025

Prepared By: Donna Coe, Finance Director

Background:

On January 4th, 2021, resolution no. 6334 was passed, designating depositories for the city funds for 2021.

Minnesota Statute, Chapter 427 allows the City Council to designate or redesignate financial institutions on a yearly basis or when deemed necessary from time to time.

Recommendation:

It is recommended to the City Council to approve the designation of depository financial institutions in a resolution for 2025.

RESOLUTION NO.

A RESOLUTION DESIGNATING DEPOSITORIES FOR CITY FUNDS IN 2025

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Bemidji, Minnesota that the following institutions are designated as depositories of City funds in 2025:

Wells Fargo Bank
2024 Paul Bunyan Drive NW, Bemidji

First National Bank/Raymond James Investments
1600 Paul Bunyan Drive NW, Bemidji

Security Bank, USA
1025 Paul Bunyan Drive NW, Bemidji

National Bank of Commerce
214 5th Street, Bemidji

Deerwood Bank
1350 Paul Bunyan Drive NW, Bemidji

Koda Bank
1060 Paul Bunyan Drive NW, Bemidji

Wells Fargo Advisors
80 South 8th Street, #3400
Minneapolis, MN 55402

Bank Forward
716 Paul Bunyan Drive NW, Bemidji

PMA – 4M Fund
6551 Jansen Avenue
Albertville, MN 55301

BE IT FURTHER RESOLVED, that changes to these depositories or closing of accounts may be authorized during the course of the year by appropriate written action of the City Manager.

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: July 7, 2025

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025

Action Requested: Accept Donation from Books and More/Union Station Thrift Shop

Prepared By: David LaZella, Police Captain

Background:

The Bemidji Police and Parks and Recreation Departments continue to engage community youth through their innovative and very popular program, "Casting with Cops". This program was initiated in 2023 and has been instrumental in providing opportunities for youth in the area who would normally not have a chance to go fishing in a controlled, safe, environment with representatives from the Bemidji Police Department.

As a result of this program, several persons and businesses have expressed desire to donate funding to help offset program costs which include fuel, bait, fishing equipment, safety equipment and refreshments/lunches for the participants.

On 6/18/2025, Captain LaZella received a check from Mark Wilkowski from the Books-NMore/Union Station Thrift Shop for \$2,386.19 as a donation to the program.

Recommendation:

Staff recommends that the City Council authorize and accept the donation to BPD's Casting with Cops program at 223-00000-36230.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION
(Books-N More/Union Station Thrift Shop)

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, Books-N More/Union Station Thrift Shop has offered to donate \$2,386.19 for use by the City of Bemidji Parks and Recreation Department and Bemidji Police Department for Casting with Cops; 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 Books-N More/Union Station Thrift Shop 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: July 7, 2025

Action Requested: Approve Special Event Permit for Dragon Boat Festival

Prepared By: Michelle Miller, City Clerk

Background:

Bemidji Dragon Boat has submitted an application for their 19th Annual Dragon Boat Festival. The event will take place July 30-August 2, 2025 with set-up and take-down occurring July 28/August 3. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Dragon Boat Festival.

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): Bemidji Dragon Boat LLC

Address: PO Box 279, Bemidji, MN 56619

Event Contact Name (Required): Scott Turn

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

Cell Phone (Required): (218) 766-3646

Event Contact Email (Required): scott@bemidji.org

Event Contact Name #2 (Required): Scott Johnson

Contact #2 Phone (Required): (218) 407-7016

Event Information

Event Name (Required): 19th Annual Lake Bemidji Dragon Boat Festival

Event Date: July 28th - Aug 3rd

2025

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

Event Dates (continued):

Set up begins on Monday, July 28th. Takedown and Clean up occurs Sunday, Aug 3rd.

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

☐ Nymore Park

☐ Cameron Park

☐ City Park

☒ Paul Bunyan Park

☒ Library Park

☒ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☐ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

Special Event Application



Please select your anticipated event size (Required)

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

☐ Under 99 Participants - \$250 Damage Deposit

☐ 100-299 Participants - \$500 Damage Deposit

☒ 300+ Participants - \$1000 Damage Deposit

Event Time:

Wed-Saturday

Set-up Time:

Monday, July 28th

Clean-up Time:

Sunday August 3rd

Expected Daily Attendance: Wed - Sat - 1000 to 5000 people

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:

The Bemidji Dragon Boat Festival offers something for everyone, including: great food, music, kids activities, a parade of teams, 5k race/kids fun run and much more all along the shores of beautiful Lake Bemidji. Races are Friday Night, Aug 1st and All day Saturday, August 2nd.

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: Friday and Saturday Evening Bands

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:

60 by 120 Tent, 30 by 20 Tent, 20 by 20 tent and 10x10 tent. Same amount and sizes as in previous years and will be located in same spot as years past.

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: 10-12

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: 26

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

Bike Racks Requested: _____

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 John Rental - 40 Units

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:

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.

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: _____

A handwritten signature in black ink, appearing to be "B. Smith", is written over a horizontal line.

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



RESOLUTION NO.

A RESOLUTION APPROVING THE SITE AND ALCOHOL FOR THE 2025 LAKE BEMIDJI DRAGON BOAT FESTIVAL

WHEREAS, Bemidji Dragon Boats, LLC, hereinafter referred to as “BDB LLC”, have requested use of the waterfront for the Annual Lake Bemidji Dragon Boat Festival in the City of Bemidji; and

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

WHEREAS, BDB LLC is planning to hold the festival beginning July 30 through August 2, 2025 (setup and practice beginning on July 28 and removal by August 3); and

WHEREAS, the area to be used during this celebration will be the waterfront park (north of the Tourist Information Center) including Library Park; and

WHEREAS, BDB LLC agrees 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 Parks Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

WHEREAS, BDB LLC will provide the City with a Certificate of Insurance naming the City as an “additional insured” for the duration of the event.

NOW, THEREFORE, BE IT RESOLVED by the Bemidji City Council to authorize the use of the aforementioned areas by BDB LLC commencing July 28, 2024 through August 3, 2024 for the purpose of the Lake Bemidji Dragon Boat Festival.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, 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: July 7, 2025

Action Requested: Approve 1-4 Day Temporary On-Sale Liquor License

Prepared By: Michelle Miller, City Clerk

Background:

Minnesota Statutes, Section 340A.410 allows a city to issue a temporary on-sale liquor license to qualifying organizations. Bemidji Dragon Boat has applied for and meets the qualifications to receive a license for the Dragon Boat Festival for July 30-August 2, 2025.

Recommendation:

Approve 1-4 Day Temporary On-Sale Liquor License to the Bemidji Dragon Boat for July 30-August 2, 2025.

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025

Action Requested: Approve 1-4 Day Temporary On-Sale Liquor License

Prepared By: Michelle Miller, City Clerk

Background:

Minnesota Statutes, Section 340A.410 allows a city to issue a temporary on-sale liquor license to qualifying organizations. United Way of Bemidji Area has applied for and meets the qualifications to receive a license for an event at the Sanford Center on August 21, 2025.

Recommendation:

Approve 1-4 Day Temporary On-Sale Liquor License to the United Way of Bemidji Area for August 21, 2025.

**SETTLEMENT AND RELEASE AGREEMENT
BETWEEN
CITY OF BEMIDJI
AND
WILLIAM BATCHELDER**

This Settlement and Release Agreement (hereinafter “Agreement”) is made and entered into by and between the City of Bemidji, Minnesota (hereinafter “City”), a municipal corporation, and William Batchelder.

Recitals

WHEREAS, William Batchelder was employed with the City in its fire department from February 1985 through May 2023 – over 38 years;

WHEREAS, City terminated William Batchelder from employment with the City, effective May 16, 2023 “(Termination)”;

WHEREAS, William Batchelder appealed his termination to the City Merit Hearing Board (“Appeal”);

WHEREAS, the City denied the Appeal in its entirety;

WHEREAS, substantive and unique circumstances precluded and delayed the Appeal from proceeding to hearing;

WHEREAS, based on further review and consideration of the totality of the circumstances related to the Appeal, the City determined that proceeding further with the Appeal is not warranted; and

WHEREAS, City and William Batchelder mutually feel that it is in the best interests of each party to avoid the time, expense, effort, and risk of proceeding with the Appeal.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, City and William Batchelder agree as follows:

Article 1. Reinstatement and Leave

Section 1.1. Rescission and Reinstatement

The Termination is rescinded in its entirety. William Batchelder is reinstated to employment with the City as Paid On-Call Firefighter, effective May 17, 2023.

Section 1.2. Leave

William Batchelder will be deemed employed by the City and on leave from employment with the City, effective from May 17, 2023 through January 1, 2025.

Article 2. Voluntary Resignation and Retirement

William Batchelder will be deemed to have voluntarily resigned and retired from employment with the City, effective January 1, 2025, which will be his last date of employment with the City.

Article 3. Consideration

Section 3.1. Amount

In consideration for William Batchelder's waivers and releases described in Article 4 of this Agreement and the entire terms of this Agreement, City will pay William Batchelder a lump sum payment of \$80,000.00. This consideration is not payment for, severance pay, or other consideration for William Batchelder leaving employment with the City.

Section 3.2. Components of Consideration

The payment specified in Section 3.1. of this Agreement will be paid through payroll on the first payroll that is at least 5 calendar days after the expiration of the 15-day period provided in Article 7 of this Agreement and subject to any appropriate deductions and withholdings. City makes no representations to William Batchelder as to the proper tax treatment of this payment to him.

Section 3.3. Required Compensation and Benefits

In addition to the consideration specified in Section 2.1, City will pay William Batchelder compensation and benefits as established by law and/or City governing authority through his last date of employment with City.

Section 3.4. No Other Compensation or Benefits

The compensation and benefits described in this Article are the full and final compensation and benefits related to or arising out of William Batchelder's employment with the City. City will not provide William Batchelder any compensation or benefits other than those provided in this Article or as otherwise required by law. The consideration specified in this Agreement does not preclude or limit any compensation or benefits owing to William Batchelder by the Bemidji Fire Relief Association – a separate and distinct entity from the City.

Article 4. William Batchelder's Waivers and Releases

Section 4.1 William Batchelder knowingly and voluntarily withdraws Appeal in its entirety and with prejudice and waives his right to pursue and releases to

the extent not prohibited by law the City and its affiliated bodies, officers, officials, employees, agents, or other constituents from any and all grievances, claims, demands, actions, hearings, liability, damages or rights of any kind, whether known or unknown, that he has asserted or may assert, directly arising out of or resulting from acts or occurrences that occur on or before the effective date of this Agreement related to William Batchelder's employment with City, City health insurance coverage or contributions, or compensation or benefits, including, but not limited to, those grievances, claims, demands, actions, hearings, liability, damages or rights arising under City's charter, ordinances, personnel policies, or group insurance policies, Title VII of the Civil Rights Act, Family and Medical Leave Act, Americans with Disabilities Act, Rehabilitation Act of 1973, 42 U.S.C. § 1983, Age Discrimination in Employment Act, Veterans Preference Act, Minnesota Human Rights Act, Public Employment Labor Relations Act, Minnesota Occupational Health and Safety Act, Minnesota Whistleblower Act, the Minnesota and federal Fair Labor Standards Acts, Minnesota Government Data Practices Act, Minnesota Open Meeting Law, and common law.

Section 4.2 The waivers and releases set forth in Section 4.1 of this Agreement do not apply to any waivers or releases prohibited by or ineffectual under law and any claims related to William Batchelder's pension benefits.

Section 4.3 If William Batchelder does not rescind the waiver and release of the claims set forth in Section 4.1 of this Agreement with regard to claims arising under the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-34, within 7 calendar days of execution of this Agreement, then the waiver and release specified in Section 4.1 related to such claims under the Age Discrimination in Employment Act apply to acts or occurrences that occur on or before the fifteenth calendar day after the effective date of this Agreement related to William Batchelder's employment with City or compensation or benefits.

Section 4.4 If William Batchelder does not rescind the waiver and release of the claims set forth in Section 4.1 of this Agreement with regard to claims arising under the Minnesota Human Rights Act, Minn. Stat. §§ 363A.01-41, within 15 calendar days of execution of this Agreement, then the waiver and release specified in Section 4.1 related to such claims under the Minnesota Human Rights Act apply to acts or occurrences that occur on or before the fifteenth calendar day after the effective date of this Agreement related to William Batchelder's employment with City or compensation or benefits.

Article 5. Prohibition on Disclosing Certain Data or Making Certain Statements

William Batchelder will not release, discuss, or comment on the following data: (1) not public, nonpersonnel City data; or (2) private data that identifies other City employees. William Batchelder will not make any disparaging or defamatory statements concerning any aspect of his employment relationship with City to the extent such statements are not protected speech. City will not make any disparaging or defamatory statements concerning any aspect of its employment relationship with William Batchelder. This Article does not apply to any data disclosed by the City to a party requesting or compelling disclosure of such data if required by law.

Article 6. No Application or Reinstatement

William Batchelder will not apply for nor is he entitled to any reinstatement to employment with City other than as specified in Article 1 of this Agreement.

Article 7. Consideration and Rescission of Agreement

Section 7.1. William Batchelder has 21 calendar days from June 9, 2025 - the date he received this Agreement - in which to consider this Agreement pursuant to the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-34.

Section 7.2. William Batchelder has the right to rescind the release of the claims set forth in Article 4 of this Agreement with regard to claims arising under the Minnesota Human Rights Act, Minn. Stat. §§ 363A.01-41, within 15 calendar days of execution of this Agreement, and with regard to his rights arising under the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-34, within 7 calendar days of execution of this Agreement. These rescission periods shall run concurrently. In order to be effective, the rescission must:

A. Be in writing;

B. Be delivered to:

City Clerk
317 4th Street NW
Bemidji, MN 56601

C. If delivered by mail, the rescission must be postmarked within the required period, properly addressed to City of Bemidji City Clerk as set forth above, and sent by certified mail, return receipt requested.

Section 7.3. If William Batchelder rescinds the release of claims in accordance with this article, he will not receive the consideration set forth in Article 3 of

this Agreement. But, all other provisions of this Agreement will be in full force and effect.

Article 8. Entire Agreement

This Agreement constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this Agreement, other than the representations, covenants, or inducements contained and memorialized in this Agreement. This Agreement supersedes all prior negotiations and oral and written agreements and understandings with respect thereto.

Article 9. Amendment, Modification, or Termination

This Agreement or any of its terms may only be amended, modified, or terminated by a written instrument signed by or on behalf of all of the parties hereto or their successors in interest.

Article 10. Governing Law and Severability

Section 10.1. This Agreement is governed by the laws of the State of Minnesota, both as to interpretation and performance. The rule of construction of interpreting a contract against its drafter will not apply to this Agreement.

Section 10.2. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable by any branch of government with authority over such provision or portion thereof, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Article 11. No Precedent or Practice

This Agreement is solely for the purposes of resolving the matters described in this Agreement. The terms of this Agreement do not have any precedential value beyond this Agreement nor establish any practice.

Article 12. No Admission of Liability or Wrongdoing

Neither City nor William Batchelder admits to any legal liability or violation of any contract or law, or that it or he has engaged in any wrongdoing in this matter. Nothing in this Agreement shall be construed to be an admission by either City or William Batchelder of any liability, violation, or wrongdoing.

Article 13. Attorney's Fees, Costs, and Disbursements

Each party is responsible for its/his attorney's fees, costs, and disbursements in reaching this Agreement and no party will seek an award of attorney's fees, costs, or disbursements against a party hereto incurred in reaching this Agreement.

Article 14. Binding Effect and No Assignment

This Agreement is binding upon, and inures, to the benefit of the successors, executors, heirs and legal representatives of the parties hereto. This Agreement is not assignable by any party. Any purported assignment by any party shall be null and void and not operate to relieve such party of its obligations hereunder.

Article 15. Counterparts

This Agreement may be executed in counterparts. Facsimile, photocopied, scanned, or electronic signatures shall be considered as valid signatures as of the date affixed to the signature.

Article 16. Representations of Parties

The respective parties hereto hereby represent that this Agreement has been duly authorized and, upon execution, will constitute a valid and binding contractual obligation, enforceable in accordance with its terms, of each of the parties hereto.

Article 17. Headings

The headings of the paragraphs of this Agreement are not binding and are for reference only and do not limit, expand or otherwise affect the contents of this Agreement.

Article 18. Remedies

The parties will negotiate in good faith all disputes and/or claims between them related to the validity, interpretation, application or the like of this Agreement in good faith for a period of 30 calendar days from the date of notice from a party of a dispute or claim prior to proceeding to formal dispute resolution or exercising their rights under law. Any party that desires to resolve a dispute of claim if it is unresolved after the 30-calendar day negotiation period must first submit the dispute or claim to mediation utilizing a mediator in the State of Minnesota, Bureau of Mediation Services or Minnesota District Court Rule 114 Roster as selected by the alleged aggrieved party. Any party that desires to resolve a dispute of claim if it is unresolved after participating in mediation, either party may bring a legal action in court against the other party for appropriate equitable relief and damages, but not attorneys' fees. In addition, the City may suspend the terms set forth in Section 1.1 of this Agreement if there is a dispute.

Article 19. Indemnification

City makes no representation as to the taxability of the amount paid to William Batchelder. William Batchelder agrees to pay federal or state taxes, if any, which are required by law to be

paid by him. William Batchelder agrees to indemnify City and hold it harmless from any penalties, taxes, or interest assessed against it by any government agency as a result of it or William Batchelder's non-payment of taxes on any amounts paid to William Batchelder under the terms of this Agreement.

Article 20. Voluntary and Knowing Action

William Batchelder acknowledges that: (1) he has read and understands the contents of this Agreement; (2) he has been given a fair opportunity to discuss and negotiate the terms of this Agreement; (3) he is advised to consult an attorney before signing this Agreement; (4) he agrees with the Agreement's provisions and is voluntarily and without duress entering into this Agreement; and (5) he has been given at least 21 days to consider this Agreement. If William Batchelder signs the Agreement before the expiration of the 21-day period, it is because he has decided voluntarily that he does not need any additional time to decide whether to sign the Agreement.

Article 21. Execution and Effective Date

This Agreement is executed and effective on the latest date affixed to the signatures on the next page.

William F. Batchelder
William Batchelder

Dated: 6-10-2025

Accepted on behalf of the City of Bemidji

By: _____
Its Mayor

Dated: _____

By: _____
Its City Clerk

Dated: _____

MRCTI



WELCOME TO THE TWIN CITIES REGION



June 16, 2025

The Honorable Jorge Prince
Office of the Mayor
317 4th Street, NW
Bemidji, MN 56601

Dear Mayor Prince:

On behalf of the Twin Cities Region Host Committee, it is our distinct pleasure to invite you to join us in Minnesota for a Conference on Middle America Leading. This gathering will bring together leaders from every state along the River to chart a path forward; one that protects our drinking water, revitalizes our infrastructure, strengthens our local economies, and restores the health of this critical natural system.

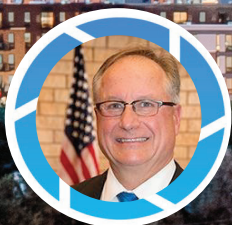
Date: September 16—17, 2025

Location: Twin Cities Region

The Mississippi River has always been more than a geographic feature. It is the spine of our nation's economy, a source of life and livelihood, a highway for trade, a wellspring of culture, and a lifeline for the ecosystems and communities that stretch from Itasca to the Gulf. Today, the future of this iconic river, and of the cities that rely upon it, demands our shared vision, urgent action, and coordinated leadership.

Join us for a memorable moment during which cities and states come together to lift the most important riverine region in the world out of compromise and into certainty. Topics we will address include:

- Interstate Water Security
- Unified Policy Priorities
- Sustained Infrastructure Build/Protection
- River-Based Economic Development
- Disaster Mitigation



Jerry Koch
Mayor
Coon Rapids, MN



Gary Iocco
Mayor
Red Wing, MN



Hollies Winston
Mayor
Brooklyn Park, MN



Jacob Frey
Mayor
Minneapolis, MN



Melvin Carter
Mayor
St. Paul, MN



John Hoffman
State Senator
Minnesota Senate

MRCTI



TWIN CITIES

Registration and accommodations: Our host hotel is the beautiful InterContinental Saint Paul Hotel. Mayors can secure a discounted rate for rooms until September 2nd. To register, please visit www.mrcti.org and click on the annual meeting registration link. The annual meeting is free to all MRCTI member mayors, corporate advisory board members, and speakers. All meals and inter-meeting transportation are included. A unique registration of all attendees is required.

We know that every city along the River has unique challenges. But we also know that we are stronger when we speak with one voice. This conference will be our opportunity to define that voice, strengthen our alliance, and commit to shaping a sustainable future for all who depend on the Mississippi.

We look forward to seeing you in the Twin Cities this coming September.

Very sincerely,

Hon. Jerry Koch
Mayor of Coon Rapids
MRCTI Co-Chair
MRCTI Annual Mtg Host

Hon. Gary Iocco
Mayor of Red Wing, MN
MRCTI Annual Mtg Host

Hon. Hollies Winston
Mayor of Brooklyn Park, MN
MRCTI Annual Mtg Host
MRCTI Minnesota State Chair

Hon. Jacob Frey
Mayor of Minneapolis, MN
MRCTI Annual Mtg Host

Hon. Melvin Carter
Mayor St. Paul, MN
MRCTI Annual Mtg Host

Hon. John Hoffman
Minnesota State Senator
MRCTI Annual Mtg Host



Twin Cities Region, Middle America Leading

Mississippi River Cities & Towns Initiative, 1520 Market Street, Suite 2000, St. Louis, MO 63103

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 06/30/2025 - 10:05AM
Warrant Request Date: 7/8/2025
DAC Fund:



Batch: 00407.07.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	42,118.24
Page Total:			\$42,118.24
Grand Total:			\$42,118.24

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025
Action Requested: No action requested.
Prepared By: Rich Spiczka, City Manager

Background:

A brief update on the City's storm response and discussion about the emergency declaration.

Governor Walz declared a Peacetime Emergency in Beltrami County. This declaration will assist entries within Beltrami County access to resources, including the reimbursement of certain types of storm recovery efforts. The possibility of FEMA assistance doesn't

UPDATE

The City continues its efforts to clean up and assist residents in cleaning up. The process of curbside pickup is ongoing. We will visit most areas, likely multiple times over the course of the coming weeks, to ensure we will provide as much debris pickup assistance as we can. We want residents to be mindful that we will pick up all debris that can be collected with a grapple, but small sticks, leaves and small branches may remain on the property and be the owners' responsibility.

The City created a fast-track process to assure tree service businesses are licensed and insured. The goal was to protect the public and also make sure recovery efforts were not slowed. In the days before the storm, we had 6 licensed tree service providers. As of today, we have 68. All of these businesses have obtained a business license to operate in the city and have provided necessary bonding and insurance information.

The City also created a fast-track building permit process to ensure folks could get to work securing and protecting their homes, businesses and buildings. We currently have roughly 50 new permits since the storm, but anticipate a large influx as soon as property owners have adjusters visit that allow for work to begin.

The City has allowed the Red Cross to work out of the former First National Bank property on the City Hall campus. It was originally used as a resource center for supplies and meal distribution. It is now serving as the home for the Red Cross' Disaster Assessment Team as they evaluate damage in the area.

LOOKING FORWARD

As we head into recovery as opposed to cleanup, the City is being approached on what it can do to help businesses, residents, etc. As a council it would make sense to discuss how we see our role moving forward. The City proper does not have great mechanisms to seamlessly assist the public in these ways, but I want to be sure to provide an arena for discussion on what council temperament in staff finding a way to assist where we can.

Recommendation:

Council discussion that provides clarity on if staff should seek options for assistance.

CITY COUNCIL AGENDA ITEM



Meeting Date: July 7, 2025

Action Requested: Approve Resolution Extending Local Emergency Declaration

Prepared By: Rich Spiczka, City Manager

Background:

The extension of the declaration allows staff flexibility in continuing our process of recovery.

There are likely things we need to address that we don't realize yet or haven't discovered because of the volume of the damage. This declaration just allows us to continue to move fluidly as we slowly return all things back to normal.

Recommendation:

Approve Resolution of the Bemidji City Council Extending a Local Emergency Declaration Pursuant to Minnesota Statutes, Sections 12.29 and 12.37 until July 22.

RESOLUTION NO. _____

A RESOLUTION OF THE BEMIDJI CITY COUNCIL EXTENDING
A LOCAL EMERGENCY DECLARATION PURSUANT TO MINNESOTA
STATUTES SECTIONS 12.29 AND 12.37.

- WHEREAS,** the Mayor of City of Bemidji (City) has found the following situation exists:
- Dangerous conditions now exist and are likely to persist in and around the City of Bemidji due to severe storms, high winds, and heavy rain that hit the City the morning of June 21st, 2025, creating an imminent danger to persons and property; and
- WHEREAS,** the Mayor has declared that the situation is a local emergency, making an official declaration on June 21st, 2025, pursuant to Minnesota Statutes section 12.29; and
- WHEREAS,** the City Council, pursuant to the duly approved Resolution, extended the local emergency on June 23rd, 2025, which is set to expire July 7th, 2025; and
- WHEREAS,** pursuant to Bemidji City Code, the City Manager of the City of Bemidji has been in direct contact with the Mayor and City Council regarding the emergency conditions within the City, and supports the extension of the emergency declaration under City Code Section 24-129; and
- WHEREAS,** the City Council of the City of Bemidji agrees with the Mayor’s findings and the recommendations of the City Manager, and finds that the situation will continue to last for the coming weeks, warranting an extension of the emergency declaration.

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

1. The Bemidji City Council declares this situation to be a local emergency, which shall be herby extend until July 22nd, 2025, in accordance with governing law.
2. This declaration of a local emergency will invoke the City’s emergency plan and all powers granted to the Mayor and City in accordance with state law, Charter and City Code, including but not limited to the exercise of the powers vested by Minn. Stat. § 12.37 in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to: the performance of public work; entering into contracts; incurring of obligations; employment of temporary workers; rental of equipment; purchase of supplies and materials; limitations upon tax levies; and the appropriation and expenditure of public funds.

The foregoing resolution was offered by _____, and upon due second by _____, was passed by the following vote:

Yeas:
Nays:
Absent:

PASSED by the City Council of the City of Bemidji on this 7th day of July, 2025.

ATTEST

APPROVED

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor