

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, August 4, 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) June 2, 2025 Council Meeting
June 9, 2025 Special Meeting
June 16, 2025 BEDA Meeting
June 16, 2025 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 \$3,103,409.84
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$165,019.80
- 4) Approve June Financials from ASM Global for the Sanford Center
- 5) 2025 Business License Approvals
- 6) Approve Special Event Permit for Bemidji Downtown Alliance
- 7) Approve Special Event Permit for Headwaters Alliance for Suicide Prevention
- 8) Approve Special Event Permit for Bemidji State University Alumni
- 9) Declare Surplus Equipment and Authorize Disposal (Fire)
- 10) Approve Professional Services Agreement for Airport Fence Realignment
- 11) Approve Bid to Naylor Heating for History Center HVAC Improvement (\$255,454)
- 12) Resolution Accepting Donation from Bemidji Noon Rotary Club and Shield 616
- 13) Resolution Accepting Donation from Confidence Learning Center of East Gull Lake

CONSENT AGENDA #2

- 14) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$54,429.63

CITIZENS WITH BUSINESS BEFORE THIS COUNCIL-NOT ON AN AGENDA

Public Comment – Please give your name, address, and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's

presentation if it becomes redundant, repetitive or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.

PUBLIC HEARING

- 15) Conduct Public Hearing for 2025-2029 Capital Improvement Plans for City of Bemidji
 - a. Consider Resolution Adopting the 2025-2029 Capital Improvement Plan for City of Bemidji

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 16) August 11 - Planning Board
August 18 - Council Meeting
August 25 - Work Session
September 1 - Holiday
September 2 - Council Meeting

ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – June 2, 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, June 2, 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 Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Peterson, seconded by Thayer, approving the agenda as presented. Motion carried by unanimous voice vote.**

CONSENT AGENDA #1

Mayor Prince called for any amendments to be made to Consent Agenda. The Safer Grant was removed at the request of staff for additional review. The following Consent Agenda items were presented for approval. **Motion by Peterson, seconded by Thayer, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount Of \$1,119,362.28
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$39,684.85
3. Approve April Financials from ASM Global for the Sanford Center
4. 2025 Business License Approvals
5. Approve Public Arts Commission Policies and Procedures
6. **RESOLUTION NO. 6622:** Accepting Donation from Kevin and Jody Thomas
7. **RESOLUTION NO. 6623:** Accepting Donation from the National Fire Safety Council
8. Approve Special Event Permit-10th Anniversary Shaynowishkung (June 7)
9. Approve Special Event Permit for Nature Neighbors Event (June 7)
10. Approve Special Event Permit for First City Antique Flea Market (June and July)

Motion carried by unanimous voice vote.

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 Fiskevold Gould, seconded by Dickinson, approving Consent Agenda #2 as follows:**

1. Claims Submitted by Finance Officer for Visit Bemidji in the Amount of \$33,405.75

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- CT Marhula, 4524 Birchmont Dr NE, Apt. 10, urged review of fire-service costs, questioned bank lease terms, and suggested exploring alternatives to adding more full-time firefighters, such as separating from rural fire or adopting the greater Alexandria model.

PUBLIC HEARING**Conduct Public Hearing for Possible Charter Amendment**

Pursuant to published notice a public hearing was held regarding input on a recommended Charter Amendment, Chapter 12, Charter Violations. Mayor Prince opened the Public Hearing at 6:08 p.m.

Mayor Prince clarified that the proposed charter amendment essentially codified an existing Minnesota Statute. Robert Kringler confirmed that citizens already have mechanisms to address charter violations, such as (1) potential legal action; (2) recall elections and (3) future elections

The following provided public testimony:

- CT Marhula, 4524 Birchmont Drive NE, #10, opposes the charter amendment.

Hearing no further public comments, Mayor Prince closed the Public Hearing at 6:12 p.m.

ORDINANCES**Consider Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 12 Entitled “General Provisions”, Adding Section 12.17 Charter Violations**

Motion by Fiskevold Gould, seconded by Thayer tabling the vote on the Ordinance until the June 16 council meeting. Motion carried with the following roll call vote: Yeas: Rivera, Thayer, Eaton, Fiskevold Gould. Nays: Prince, Dickinson, Peterson.

REPORT

Linda Lemmer, Chair of the Heritage Preservation Commission reported that the Commission launched the “Century-Old Building” recognition program; two applicants approved, with one tentatively approved and others pending. The first awards ceremony is scheduled for June 11 with a personal invitation to the council.

NEW BUSINESS**Consider Special Event Permit for Ojibwe Forests Rally Street Dance and Event**

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

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

Councilmembers asked about potential noise levels, with organizers explaining the race would last about 45-55 minutes, starting around 5:30 PM, with one car racing per minute.

Motion by Peterson, seconded by Thayer approving the Special Event Permit for the Ojibwe Forests Raley Street Race and Event. Motion carried by unanimous voice vote.

Resolution Approving Temporary Off-Premises Alcohol Permit for the Ojibwe Forests Rally Event
RESOLUTION NO. 6624: Approving Temporary Off-Premises Alcohol Permit for the Ojibwe Forests Rally Event was offered by Councilmember Peterson, who moved its adoption, and upon due second by Councilmember Eaton passed by the following unanimous voice vote.

COUNCIL COMMITTEE UPDATES

- Councilmember Peterson reported on Casting with Cops:
 - Casting with Cops event received awarded
 - Next Casting with Cops event to be held again on August 8 at Diamond Point Park
- Councilmember Thayer had no report.
- Councilmember Rivera reported on HRA:
 - Awarded \$300,000 for capital improvements
 - Increased housing vouchers from 13 to 20
 - Potential significant HUD cuts could impact 115 housing vouchers
- Councilmember Eaton reported on the Library Board:
 - Accepted \$300,000 Breitenbach family donation
 - Considering a facilities assessment consultant
 - Noted reduced unsheltered population due to warmer weather
- Councilmember Dickinson reported on Visit Bemidji:
 - Positive discussions about increasing site traffic
 - Preparing for State Fair
 - Producing podcasts and Facebook posts
- Councilmember Fiskevold Gould:
 - Parks and Recreation: Algoma Park renovations; reviewed intersection safety maps
 - Beltrami County Historical Society: successful menstruation week events, encouraging business partnership fundraising
- Mayor Prince:
 - Airport: toured facilities, noted aging equipment; ongoing financial clean-up; continuing strategic planning
 - Greeted Economic Development Commission Executive Directors from HRDC event.

UPCOMING MEETINGS

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

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:45 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Council Meeting – June 9, 2025

DRAFT

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, June 9, 2025 at 6:28 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Present: City Manager Rich Spiczka, Planning & Building Administrative Assistant Ainslee Krause, HRDC Community Development Specialist Sandy Hennum

HRDC Greater Minnesota Housing Infrastructure Grant

Spiczka reported that in order to support the grant for infrastructure with the proposed project the City needs to match \$500,000 in funding in order to be awarded the maximum match which is \$500,000. A summary TIF run sheet for the proposed 39 unit project the Beltrami County HRA is proposed for the match was provided. That run, which is likely conservative to present values being over a year old, generates \$448,188. The Beltrami County HRA is also willing to partner in the match and have pledged \$100,000 to the match portion. This total is more than enough to meet the maximum grant we could receive.

As City staff and BHRA/HRDC staff we realize there are a lot of moving parts with a project of this scope, none of which can be 100% fully vetted at this point. Staff realize in the event we are awarded the grant and start working through the project there could be changes required that may increase the scope and cost of the project. We believe the baseline we are starting from is appropriate and accurate, but obviously when moving through final design and construction changes of some nature will likely be needed. We think it is mindful for all to understand we are committing to working together and there is no burden of expectation falling directly on the City's shoulders for these changes. Councilmembers were unanimously supportive, asking minimal questions about the project's layout, property ownership, and potential development challenges.

RESOLUTION NO. 6625: Certifying the Match Portion of Application and Authorizing to Submit to Minnesota Housing's 2025 Housing Infrastructure Grant Program was offered by Councilmember Thayer, who moved its adoption, and upon due second by Councilmember Peterson, passed by unanimous voice vote.

ADJOURN

There being no further business, motion by Thayer, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:42 p.m.

Respectfully submitted,


Ainslee Krause
Planning & Building Administrative Assistant

BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY MINUTES

Monday, June 16, 2025

DRAFT

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, June 16, 2025, at 5:45 p.m. in the Chambers of City Hall, Chair Prince presiding.

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

Present: Rich Spiczka, Michelle Miller, Chris Hamilton

Closed Meeting

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, 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 5:46 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.

Prince reopened the meeting at 5:57 p.m.

Motion by Eaton, seconded by Thayer accepting the Letter of Intent to Purchase with regards to Lot 1, Block 3, Plat of South Shore, removing the carrying costs to date term, subject to BEDA sale of property process. Motion carried by unanimous roll call vote.

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 5:59 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – June 16, 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, June 16, 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, City Engineer Sam Anderson, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Peterson, seconded by Thayer, approving the agenda 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 Dickinson, seconded by Rivera, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount of \$2,563,135.40
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$36,101.89
3. **RESOLUTION NO. 6626:** Authorizing Grant Agreement with Minnesota Department of Transportation for State Funded Program for IIJA Discretionary Grant Assistance
4. **RESOLUTION NO. 6627:** Approving State of Minnesota JPA with the City of Bemidji on Behalf of its Police Department Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC)
5. **RESOLUTION NO. 6628:** Approving the First Amendment to the Real Property Declaration for the Grant Agreement Between the City of Bemidji and the State of Minnesota for the Bemidji Regional Airport Development Park BDPI Project
6. **RESOLUTION NO. 6629:** Approving Gambling Premises Permit for Lawful Gambling to BYHA at the Corner Bar
7. Approve Opioid Grant Funding and Agreement with Beltrami County Opioid Steering Committee.
8. Approve Purchase of Tommy Gate Lift Gate (Parks)
9. Approve Grant Agreement for Office of Violence Against Women Analyst
10. Approve Change Order #2 for the Cameron Park Restroom Project for \$1,000
11. Approve Comparable Cities List for Grading and Compensation Study
12. Declare Surplus Equipment and Authorize Disposal
13. Declare Neilson Reise's Ice Plant and Associated Piping as Surplus Property

Motion carried by unanimous voice vote.

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 Eaton, seconded by Dickinson, approving Consent Agenda #2 as follows:**

1. Claims Submitted by Finance Officer for Visit Bemidji in the Amount of \$1,185.25

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- Linda Odegaard expressed concerns about safety and cleanliness at the Bemidji Public Library, which she believes has become a shelter for homeless individuals, affecting the library's use and community connection.
- Anna Carlson addressed the council regarding the Sustainability Commission emphasizing collaboration, transparency, and continued engagement in sustainability initiatives for the Bemidji community.

ORDINANCES

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

AN ORDINANCE Amending the City of Bemidji Council-Manager Charter Amending Chapter 12 Entitled "General Provisions", Adding Section 12.17 Charter Violations was given a final reading and failed by the following roll call vote: Yeas: Rivera. Nays: Prince, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

REPORT

HRDC, led by Naomi Carlson and Anna Carlson, presented an update on the Comprehensive Plan, highlighting the following:

Community Engagement Strategy:

- Relationship-focused approach
- Prioritizing trust-building
- Aiming to go "far together" rather than "fast alone"
- Networking with multiple community organizations

Engagement Tools:

- Developing a hub site to showcase community input
- Creating GIS mapping tool for neighborhood identification'
- Using iPads for interactive surveys at community events
- Planning surveys with 3-5 broad questions

Targeting diverse events like:

- Music at the Waterfront
- Dragon Boat Festival
- Watermark Arts Festival
- National Night Out
- County Fair
- Beach Bash

Specific Focus Areas:

- Reaching out to businesses (including those outside city limits)
- Engaging with nonprofits
- Connecting with various community groups

- Hosting neighborhood picnics
- Developing comprehensive community calendar

Timeline:

- Six-month progress so far
- Community engagement throughout summer and fall
- Aiming for comprehensive, inclusive plan
- Flexible approach to accommodate community needs

Overall goal: Create a collaborative, community-driven comprehensive plan that reflects Bemidji's diverse perspectives and future aspirations.

Councilmembers raised several key questions and concerns about the HRDC comprehensive plan:

Business and Economic Development Concerns:

- Need to engage businesses beyond Chamber of Commerce members
- Include economic development agencies like Greater Bemidji
- Reach out to developers who build outside city limits
- Understand barriers to business development

Community Engagement Depth:

- Ensure diverse representation
- Engage with multiple community groups (LGBTQ+, indigenous businesses, nonprofits)
- Avoid survey bias
- Provide accessibility for people with vision issues or language barriers
- Consider proxy surveying for confidential settings

Survey and Outreach Methodology:

- Implement technical safeguards to prevent duplicate responses
- Create alternative survey formats
- Extend survey timelines for nonprofits
- Engage with groups serving underrepresented populations

Event Coverage:

Expand beyond arts-focused events

Include community events like:

- Beltrami County Fair
- Water Carnival
- National Night Out
- High school and BSU sports events
- Fourth of July parade

Housing and Development:

- Understand why developers build outside city limits
- Engage with housing developers and landlord associations

Timeline Concerns:

- Recognize the complexity of creating a comprehensive, long-term plan
- Build flexibility into the planning process
- Focus on creating a sustainable engagement framework

COUNCIL COMMITTEE UPDATES

- Councilmember Eaton:
 - KRLS met on June 12 discussed 2026 levy request (3% increase)
 - Library board meeting scheduled for next day
- Councilmember Rivera:
 - Upcoming HRA meeting; requested potential work session regarding HRA
- Councilmember Thayer:
 - Attended 100-year-old celebration
 - Met with Northern Township representatives
 - Participated in League of Minnesota Cities event
- Councilmember Peterson reported on Fire Relief Association:
 - Events: Fishing Has No Boundaries; Water Carnival parade, trash pickup, "Fill the Boot" fundraiser; pancake breakfast for Heroes and Helpers; assisting with fireworks perimeter boats
 - Business: finalizing bylaws; exploring gambling fundraising opportunities
- Councilmember Dickinson had no report
- Councilmember Fiskevold Gould had no report.
- Mayor Prince:
 - Attended League of Minnesota Cities Insurance Trust orientation
 - Met with Northern Township representatives
 - Discussed potential modifications to city manager agreement with legal counsel

CLOSED MEETING

Prince stated that council will need to discuss in closed session for pending or threatened litigation, pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) 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. Prince read into the record that the need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- The City Council and legal counsel need to have a candid and open discussion of strategic considerations regarding the pending litigation.
- The only business to be discussed in the closed session is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals or parties involved in the litigation and thereby divulge legal strategy that may be detrimental to the interests of the City and taxpayers.
- A closed session would benefit the public because the ultimate outcome of the threatened litigation may impact the finances, operations, future growth, services, economic development, and rights of the City.

Motion by Eaton, seconded by Peterson to close the meeting pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) regarding pending or threatened 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. Motion carried by unanimous roll call vote. Meeting closed at 7:26 p.m.

Those in attendance: Rich Spiczka, Sam Anderson, Robert Kringler and Michelle Miller.

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 9:15 p.m.

UPCOMING MEETINGS

- Monday, June 23 - Work Session (Neilson Reise Facility Use/Grant Update and City Operations Discussion)
- Monday, June 30 - Work Session (if needed)
- Monday, July 7 - Council Meeting
- Monday, July 14 - Planning Board

ADJOURN

There being no further business, motion by Peterson, seconded by Dickinson, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 9:19 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

August 4th, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
43046	HRA - Northland Apartments	\$36,050.00
43047 - 43170	See Attached List	<u>3,067,359.84</u>
		\$3,103,409.84
	TOTAL	\$ 3,103,409.84

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 07/30/2025 - 11:27AM
Warrant Request Date: 8/5/2025
DAC Fund:



Batch: 00405.08.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000043047	1,273.00
2	Acme Tools-Bemidji	000043048	1,249.96
3	Alden Pool and Municipal Supply Co.	000043049	264.48
4	Allen,Eric	000043050	25.00
5	Anderson,Steve	000043051	65.00
6	Artisan Beer Company	000043052	1,083.55
7	Arvig	000043053	1,884.19
8	Ascentek, Inc.	000043054	173.12
9	Auto Value Bemidji	000043055	13.79
10	Barr Engineering Co	000043056	1,500.00
11	Baycom, Inc.	000043057	1,897.00
12	Beer,Joe	000043058	1,500.00
13	Bellboy Corporation	000000000	5,746.05
14	Beltrami County Auditor/Treasurer	000043059	359.79
15	Bemidji Bus Line	000043060	600.00
16	Bemidji Coca-Cola Bottling Co, Inc	000043061	711.10
17	Bemidji Coop Ass'n, Inc.	000043062	2,607.16
18	Bemidji Paper Sales, Inc.	000043063	2,746.54
19	Bernick's	000000000	38,768.02
20	BNSF Railway Company	000043064	5,580.89
21	Bonded Lock & Key of Bemidji	000043065	2.70
22	Bowman & Sons Inc	000043066	14,245.00
23	Boyer Mechanical Services	000000000	782.00
24	Breakthru Beverage Minnesota Beer, LLC	000043067	1,140.00
25	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043068	10,616.69
26	Campus Recreation	000043069	2,536.00
27	Cannon River Winery	000043070	1,270.10
28	Carquest Auto Parts-Bemidji	000043071	75.65
29	Carr's Tree Service, Inc.	000043072	161,975.00
30	Cenex Fleetcard	000043073	21,606.58
31	Christensen,Ben	000043074	29,250.00
32	Cleaning Maid Simple	000000000	1,350.00
33	Clearbrook Fire Department	000043075	8,060.00
34	Climate Control, Inc.	000043076	2,576.43
35	Core & Main	000043077	1,527.17
36	Customized Training Solutions	000043078	6,686.99
37	Dahlheimer Beverage Brainerd	000000000	3,407.20
38	Dale Teigland Trucking	000043079	36,625.00
39	Darrell's Auto Glass	000043080	485.00
40	D-S Beverages	000043081	39,581.52
41	EAPC Architects Engineers	000043082	3,113.25
42	Electric Pump, Inc	000000000	5,440.00
43	Escape Fire Protection	000043083	5,745.00
44	Ettesvold,Mike	000043084	1,000.00

Page Total: \$427,145.92

Line	Claimant	Voucher No.	Amount
45	Fastenal Company	000043085	99.52
46	Flaherty & Hood, P. A.	000043086	33,438.10
47	FleetPride, Inc.	000043087	728.16
48	Flexible Pipe Tool Company	000000000	1,766.30
49	Garrison Fire Department	000043088	7,750.00
50	Grand Forks Fire Equipment LLC	000000000	154.25
51	Gregg's Plumbing & Heating	000043089	8,187.00
52	Guardian Fleet Safety	000043090	180.66
53	Guardian Pest Control, Inc	000043091	43.64
54	Hadrava,Lily	000043092	150.00
55	Hanson,Derek	000043093	500.00
56	Hawkins, Inc.	000043094	22,989.97
57	Headwaters Science Center	000043095	84.00
58	Hill,Jeff	000043096	1,000.00
59	Home City Ice Co.	000043097	1,902.12
60	HRA	000043098	791,220.00
61	Ironhide Equipment, Inc.	000000000	3,115.46
62	Isaiah's Woodwork	000043099	1,150.00
63	Jim Hirt Trucking, Inc	000043100	1,767.89
64	JM Operations LLC	000043101	35,000.00
65	Joe's Northwoods Pest Control	000043102	109.50
66	Johnson Bros., Inc.	000043103	43,065.30
67	Jon's Refuse Solutions, Inc	000043104	2,601.00
68	Juntila,Kyle	000000000	59.98
69	Kennedy & Graven Charter	000043105	1,368.00
70	Kenny's	000043106	622.64
71	Kurt Davis Bobcat Inc.	000043107	4,275.00
72	Lands' End Business	000043108	160.16
73	Larry's Machine Shop	000043109	57.90
74	Lawson Products, Inc.	000043110	237.80
75	Macqueen Emergency Group	000000000	1,523.89
76	Maid In Bemidji, Inc.	000000000	600.00
77	Marco, Inc.	000000000	425.02
78	Mastin,Mike	000000000	64.00
79	Mathews,Leo	000000000	14.99
80	Maverick Beverage Company	000043111	621.00
81	McKinnon Co., Inc.	000043112	25,186.10
82	Menards-Bemidji	000043113	290.88
83	Minnesota Pump Works	000043114	2,384.00
84	MN Continuing Legal Education (CLE)	000043115	38.70
85	MN Dept of Labor & Industry	000043116	145.00
86	MN Dept of Revenue ACH	000000000	94,485.00
87	MN Valley Testing Lab, Inc.	000000000	1,264.30
88	Mobile Repair Service & Equipment, Inc.	000043117	3,126.64
89	Modern TV & Elecrtonics Svc.	000043118	3,734.16
90	MoeCo Fire & Safety	000043119	59.90
91	Moen,Richard	000043120	250.00
92	Moore Engineering, Inc.	000043121	117,769.50
93	MTI Distributing Co.	000043122	272.93
94	NAPA Auto Parts/Premier	000043123	1,370.66
95	Nei Bottling, Inc.	000043124	397.85
96	New Life Contracting	000043125	1,149.18
97	Nordic Resource	000043126	89,418.75
98	Northern Paving Inc.	000043127	340.00
99	Northland Consulting Engineers LLP	000043128	950.00
100	Northwoods Lumber Company	000043129	129.75
101	NW Tire, Incorporated	000043130	23.99

Page Total: \$1,309,820.54

Line	Claimant	Voucher No.	Amount
102	Olson Improvements, LLC	000043131	1,718.00
103	O'Reilly Auto Parts	000043132	177.08
104	Otter Tail Power Company	000043133	47,715.70
105	Paul Bunyan Communications	000043134	3,321.64
106	Paustis & Sons	000043135	2,217.00
107	Peterson,Rodney	000043136	500.00
108	Phillips Wine & Spirits	000043137	26,246.49
109	Pomp's Tire Service, Inc.	000043138	1,072.00
110	Port-Able John Rental & Service	000000000	780.00
111	Portable Welding	000043139	650.00
112	PowerPlan OIB	000043140	3,280.54
113	Premium Plots LLC	000043141	27,000.00
114	Reierson Construction, Inc.	000000000	541,759.06
115	RMB Environmental Laboratories, Inc.	000043142	2,222.76
116	Roseau Fire Department	000043143	17,115.00
117	Sawyer Enterprise LLC	000043144	18,630.00
118	Scotts Radiator Repair	000043145	408.00
119	Security Bank USA	000043146	500.00
120	SERVPRO of Wright County	000043147	4,422.59
121	Shawn Fletcher Trucking Inc	000043148	237,025.00
122	Sherwin-Williams Co	000043149	55.45
123	Sikkink,Malayna	000000000	28.00
124	SiteOne Landscape Supply, LLC	000043150	3,273.33
125	Small Lot MN	000043151	2,216.16
126	Smith,Christopher	000000000	99.98
127	Sokoloski Specialized Transport, LLC	000043152	37,937.50
128	Solberg,Dustin	000043153	15,500.00
129	Southern Glazer's of MN	000043154	25,375.15
130	Southside Tow & Rec, Inc	000043155	870.32
131	Sparky's Construction, Inc.	000043156	223,373.45
132	Staples Advantage	000043157	449.62
133	Streicher's	000043158	2,843.61
134	Sunbelt Rentals, Inc.	000043159	20,101.52
135	T & K Outdoors, Inc.	000043160	220.87
136	TC Lighting Supplies & Recycling, Inc	000043161	22,050.00
137	TRAFx Reasearch Ltd	000043162	630.00
138	UPS Store	000043163	153.41
139	Vestis	000043164	1,134.32
140	Vinocopia, Inc.	000000000	4,814.30
141	Wagner Builders	000043165	250.00
142	Weeks,Carla	000000000	55.80
143	Wendorff,Justin	000043166	8,375.00
144	Whits End Tree Care	000043167	65.00
145	Wine Merchants	000043168	1,564.00
146	Wyatt Zane Trucking LLC	000043169	16,250.00
147	Zepole Supply Co.	000043170	1,528.56
148	Ziegler, Inc.	000000000	4,417.17

Page Total: \$1,330,393.38

Grand Total: \$3,067,359.84

Sanford Center
Cash Requirements
As of Aug 5, 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	7/18/25	<u>487.12</u>
Ace on the Lake	Event Supplies for Car Show	7/12/25	55.31
Ace on the Lake	Event Supplies for Car Show	7/24/25	<u>22.76</u>
Ace on the Lake	Ace on the Lake		<u>78.07</u>
Adam Kadrlik	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
ADP, Inc	Payroll Software	7/18/25	<u>319.84</u>
Alicia Wickner	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Amanda Schackman	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
ASM Global	Finance Support - Interim DOF	7/17/25	3,937.50
ASM Global	Workday - HR Software	7/21/25	5,557.00
ASM Global	Event Liability Insurance Reimbursable	7/25/25	400.00
ASM Global	ASM Global Academy - Employee Training	7/29/25	<u>4,515.00</u>
ASM Global	ASM Global		<u>14,409.50</u>
Bob's Econo Pump, Inc.	Portable Bathrooms for Car Show	7/11/25	<u>1,139.25</u>
Brandon Mack	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
City of Bemidji	Building Property Insurance	7/14/25	<u>90,698.00</u>
Colby Magenau	Reimbursement: Travel-Mileage	7/3/25	<u>338.80</u>
Constellation Newenergy	Utility - Natural Gas	7/17/25	<u>3,545.55</u>
Country Inn & Suites Bemidji	Lodging for ASM Corporate RVP John Drum	7/23/25	<u>128.23</u>
Dacotah Paper Co	Janitorial Supplies	7/22/25	<u>235.82</u>
Ethan Rogers	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Grainger	Operating Supplies	7/18/25	<u>7.51</u>
Hard Target, Inc.	EMT for Car Show	7/16/25	<u>360.00</u>
Heidi Neese	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Janine Johnson	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Jason Larimer	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>

**Sanford Center
Cash Requirements
As of Aug 5, 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
Jordan Mann	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Lexi Mudrick	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Luekens Village Foods - North	Inventory - Food	7/23/25	223.20
Luekens Village Foods - North	Inventory - Food	7/24/25	<u>228.11</u>
Luekens Village Foods - North	Luekens Village Foods - North		<u>451.31</u>
Malaak Khattab	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Menards Commerical	Storm Relief - Supplies for Artificial Wall for Events in Convention Center	7/17/25	20.40
Menards Commerical	Storm Relief - Supplies for Artificial Wall for Events in Convention Center	7/22/25	<u>254.93</u>
Menards Commerical	Menards Commerical		<u>275.33</u>
Morgan Skiles	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Nate Anderson	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
NLFX Professional	Music Tent AV for Car Show	7/15/25	<u>4,000.00</u>
Dennis A. Noska	HVAC Maintenance	7/1/25	<u>250.00</u>
OtterTail Power Company	Utility - Electric	7/25/25	<u>30,739.00</u>
Performance Food Group	Inventory - Food	7/16/25	1,472.73
Performance Food Group	Inventory - Food	7/21/25	2,262.13
Performance Food Group	Inventory - Food	7/23/25	677.21
Performance Food Group	Inventory - Food	7/24/25	239.87
Performance Food Group	Inventory - Food	7/30/25	<u>3,738.78</u>
Performance Food Group	Performance Food Group		<u>8,390.72</u>
R&R Specialties of Wisconsin Inc	Street Tires for Zambonis	7/7/25	<u>4,135.40</u>
Robert Anderson	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Rodney Anderson	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Sean Crampton	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
Shelana Ysen	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>

**Sanford Center
Cash Requirements
As of Aug 5, 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
Skeeter Stitch, Inc.	Merchandise/Novelty for Car Show	7/17/25	<u>3,090.75</u>
Sysco Western Minnesota, Inc	Inventory - Food	7/29/25	<u>114.14</u>
The Home Depot Pro	Operating Supplies	7/17/25	39.84
The Home Depot Pro	Operating Supplies	7/17/25	<u>90.92</u>
The Home Depot Pro	The Home Depot Pro		<u>130.76</u>
Trisha Vojak	July Cell Phone Reimbursement	7/31/25	<u>60.00</u>
TSBL Distributing	Operating Supplies	7/18/25	<u>106.29</u>
Vestis Group, Inc	Laundry & Linen	7/17/25	147.52
Vestis Group, Inc	Laundry & Linen	7/17/25	213.37
Vestis Group, Inc	Laundry & Linen	7/24/25	<u>147.52</u>
Vestis Group, Inc	Vestis Group, Inc		<u>508.41</u>
			<u><u>165,019.80</u></u>

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025
Action Requested: Approve June Financials for the Sanford Center
Prepared By: Bobby Anderson, General Manager

Background:

For the month of June 2025, the Sanford Center kicked off summer hosting various meetings and banquets. Many gathered to support the Sanford Health Pours for a Purpose, and many anglers from the region rallied to participate in the annual Knights of Columbus Walleye Classic. This month's activity concluded with the Sanford Center closing its book with a net operating loss of (\$111,578). This result is (\$45,908) behind budget for the month. The rolling forecast projected June's net loss to be (\$113,770), showing that June's actual net loss was \$2,192 better than anticipated.

Unfortunately, a large concert was budgeted in June, and it was not able to be booked. This is a significant reason why the income statement shows a large shortfall in 'Total Event Income.'

Please note that this was accounted for in the previous month's forecast. To combat this, we continue to spend on a necessity basis for indirect expenses; position vacancies and utility costs within indirect expenses are also contributing to the offset of the adjusted gross income shortfall. With these points, the Sanford Center is behind budget by (\$65,551) year to date through June. With the summer months historically being low revenue generating months, we requested and received a budgeted subsidy from the City of Bemidji in the amount of \$350,000. This amount is reflected below the 'Net Income' line on the income statement.

On the night of June 20th-21st, a strong thunderstorm with powerful winds hit Bemidji leaving our community with heavy tree and building damage. Along with the community, the Sanford Center sustained severe damage to the building's roof; this was followed by destructive water damage to the interior of the building. Staff, in collaboration with the City of Bemidji and contractors, are currently working to determine the extent of the damage, and to restore the building back to its normal state. Following the storm, the Sanford Center served as an emergency shelter serving the City of Bemidji, the County of Beltrami, and the surrounding area affected by the storm. From an operating standpoint, the Sanford Center does not anticipate that any events currently booked will be cancelled or postponed. We would also like to note that all expenses incurred directly from storm damage are being tracked separately for insurance purposes.

Coming up in July and the following months, we are excited to host the 3rd annual Babe's Burnout Car Show, BSU Hockey Camp, MercyMe, many private events, and the kickoff of the BSU 25-26 hockey season.

A recap of events for the month of June:

- Bemidji Rotary Meetings

- Annual Retired Law Enforcement Breakfast
- West Fraser Meeting
- TEAM Industries Meeting
- Sanford Health Pours for a Purpose
- Knights of Columbus Walleye Classic
- Ruby's Pantry
- Heisler-McKain Wedding

The current rolling forecast projects a net operating loss of (\$466,302) for FY2025; this is a small decrease of (\$1,672) over May's forecast. We would like to reiterate that no major changes to the event matrix are expected with the storm damage to the building.

Recommendation:

Approve June Financials for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING JUNE 30, 2025

DISTRIBUTED JULY 23, 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

Jun-25

Financial Statements

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Lead Income Statement	2
Balance Sheet	3
Rolling Forecast	4

ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

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Sanford Center
Income Statement
For the Six Months Ending June 30, 2025

	Current Month Actual	Current Month Budget	Current 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	\$ 12,250	\$ 20,750	(\$ 8,500)	\$ 254,755	\$ 266,600	(11,845)	297,908
Service Revenue	9,696	120,542	(110,846)	395,488	804,290	(408,802)	498,700
Service Expenses	(8,049)	(112,717)	104,668	(225,984)	(581,376)	355,392	(423,180)
Total Direct Event Income	13,897	28,575	(14,678)	424,259	489,514	(65,255)	373,428
Ancillary Income							
F & B Concessions	6,861	25,399	(18,538)	105,408	174,341	(68,933)	247,504
F & B Catering	14,576	34,447	(19,871)	182,376	329,912	(147,536)	170,652
Novelty Sales	0	5,000	(5,000)	0	11,300	(11,300)	6,975
Total Ancillary Income	21,437	64,846	(43,409)	287,784	515,553	(227,769)	425,131
Other Event Income							
Suite Sales	0	2,500	(2,500)	24,356	26,852	(2,496)	21,895
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ticket Rebates	0	6,750	(6,750)	8,185	20,230	(12,045)	50,294
Facility Fees	0	18,000	(18,000)	45,923	61,840	(15,917)	51,746
Total Other Event Income	0	27,250	(27,250)	79,885	111,455	(31,570)	127,732
Total Event Income	35,334	120,671	(85,337)	791,928	1,116,522	(324,594)	926,291
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	24,477	32,006	(7,529)	145,171	192,036	(46,865)	106,217
Sanford Naming Rights	16,667	16,667	0	100,000	100,002	(2)	100,000
Coke Mktg Sponsorship	0	0	0	0	0	0	1,500
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,324	3	1,321	8,998	3	8,995	7,614
Total Oth. Operating Income	42,468	48,676	(6,208)	254,169	292,041	(37,872)	226,030
Adjusted Gross Income	77,802	169,347	(91,545)	1,046,097	1,408,563	(362,466)	1,152,321
INDIRECT EXPENSES							
Salaries & Wages	97,259	114,096	(16,837)	591,116	684,576	(93,460)	558,359
Payroll Taxes & Benefits	27,132	38,877	(11,745)	169,180	233,262	(64,082)	183,189
Net Salaries and Benefits	124,391	152,973	(28,582)	760,296	917,838	(157,542)	741,548
Contracted Services	0	0	0	0	0	0	0
General and Administrative	12,388	21,560	(9,172)	90,371	130,060	(39,689)	114,417
Operating	2,777	5,110	(2,333)	64,011	55,860	8,151	69,133
Repairs & Maintenance	2,714	1,483	1,231	17,721	17,365	356	33,986
Operational Supplies	3,699	8,208	(4,509)	43,499	62,248	(18,749)	23,315
Insurance	11,576	13,374	(1,798)	35,358	80,244	(44,886)	36,888
Utilities	21,226	21,700	(474)	195,144	239,700	(44,556)	222,169
ASM Management Fees	10,609	10,609	0	63,654	63,654	0	61,800
Total Indirect Expenses	189,380	235,017	(45,637)	1,270,054	1,566,969	(296,915)	1,303,256
Net Income (Loss)	(\$ 111,578)	(\$65,670)	(\$ 45,908)	(\$ 223,957)	(\$ 158,406)	(65,551)	(150,935)
Non-Operating Income							
City of Bemidji Subsidy	\$ 350,000	\$ 0	\$ 350,000	\$ 350,000	\$ 0	350,000	350,000
Property Insurance	0	0	0	(38,566)	0	(38,566)	0
Adjusted Net Income (Loss)	\$ 238,422	(\$65,670)	\$ 304,092	\$ 87,477	(\$ 158,406)	245,883	199,065

Sanford Center
Balance Sheet
June 30, 2025

ASSETS

Current Assets

Cash	\$ 929,083
Accounts Receivable	107,387
Prepaid Assets	63,942
Inventory	<u>77,124</u>

Total Current Assets 1,177,536

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 0

Total Assets **\$ 1,203,449**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 115,367
Accrued Expenses	56,007
Deferred Income	287,993
Advance Ticket Sales/Deposits	509,964
Other Current Liabilities	<u>0</u>

Total Current Liabilities 969,331

Equity

Net Funds Received	0
Retained Earnings	146,640
Net Income (Loss)	<u>87,478</u>

Total Equity 234,118

Total Liabilities & Equity **\$ 1,203,449**

**The Sanford Center
2025**

Rolling Forecast

	Year to Date Actual Thru June	Projected July 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	254,756	393,149	647,905	541,183	106,722	19.72%	522,224	125,681	24.07%
Service Income	395,491	309,161	704,652	1,076,938	(372,286)	-34.57%	908,408	(203,756)	-22.43%
Service Expenses	(225,986)	(258,386)	(484,372)	(948,124)	463,752	-48.91%	(806,057)	321,685	-39.91%
Total Direct Event Income	424,260	443,924	868,185	669,997	198,188	29.58%	624,575	243,610	39.00%
Ancillary Income									
F & B Concessions	105,406	204,641	310,047	356,336	(46,289)	-12.99%	438,743	(128,696)	-29.33%
F & B Catering	182,381	299,556	481,937	797,794	(315,857)	-39.59%	279,329	202,608	72.53%
Novelty Sales	-	4,307	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	287,787	508,504	796,291	1,170,680	(374,389)	-31.98%	730,229	66,062	9.05%
Other Event Income									
Luxury Box Ticket Sales	24,356	-	24,356	7,500	16,856	224.75%	68,178	(43,822)	-64.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,185	2,850	11,035	23,080	(12,045)	-52.19%	132,580	(121,545)	-91.68%
Facility Fees	45,923	34,037	79,960	101,277	(21,317)	-21.05%	192,833	(112,873)	-58.53%
Total Other Event Income	79,885	46,887	126,772	141,857	(15,085)	-10.63%	405,832	(279,060)	-68.76%
Total Event Income	791,932	999,315	1,791,248	1,982,534	(191,286)	-9.65%	1,760,636	30,612	1.74%
Other Operating Income	254,170	287,480	541,650	637,403	(95,753)	-15.02%	490,830	50,820	10.35%
Adjusted Gross Income	1,046,102	1,286,795	2,332,898	2,619,937	(287,039)	-10.96%	2,251,466	81,432	3.62%
Operating Expenses									
Employee Salaries and Wages	591,114	677,072	1,268,186	1,369,148	100,962	7.37%	1,144,135	(124,051)	-10.84%
Benefits	169,178	232,357	401,535	466,519	64,984	13.93%	371,020	(30,515)	-8.22%
Net Employee Wages and Benefits	760,292	909,429	1,669,721	1,835,667	165,946	9.04%	1,515,155	(154,566)	-10.20%
General and Administrative	90,375	132,550	222,925	262,610	39,685	15.11%	241,689	18,764	7.76%
Operations	64,013	35,844	99,857	80,100	(19,757)	-24.67%	127,734	27,877	21.82%
Repair & Maintenance	17,722	26,465	44,187	55,434	11,247	20.29%	55,572	11,385	20.49%
Supplies	43,501	56,252	99,753	118,500	18,747	15.82%	49,064	(50,689)	-103.31%
Insurance	35,358	80,247	115,605	160,491	44,886	27.97%	60,996	(54,609)	-89.53%
Utilities	195,144	224,700	419,844	464,400	44,556	9.59%	436,513	16,669	3.82%
SMG Management Fees	63,654	63,654	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,270,063	1,529,141	2,799,200	3,104,510	305,310	9.83%	2,610,948	(188,252)	-7.21%
Net Income (Loss) From Operations	(223,957)	(242,346)	(466,302)	(484,573)	18,271	-3.77%	(359,482)	(106,820)	29.72%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	#DIV/0!
Net Income After Other Income (Expenses)	87,477	(242,346)	(154,868)	(484,573)	(293,163)	60.50%	(359,482)	(418,254)	116.35%

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 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, \$35.00
ONTHE HOOK FISH AND CHIPS, WITHIN CITY LIMITS (MOBILE VENDOR)

Tree Service Providers, \$65.00
ELITE PAVING INC, WITHIN CITY LIMITS

Recommendation:

Approve 2025 Business License Submissions.

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025

Action Requested: Approve Special Event Permit for Bemidji Downtown Alliance

Prepared By: Michelle Miller, City Clerk

Background:

Bemidji Downtown Alliance has submitted an application for the Crazy Daze and Paul Bunyan Vendor Market on Saturday, August 16 on a portion of 3rd Street NW and Beltrami Avenue NW. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Bemidji Downtown Alliance for August 16, 2025.

Special Event Application



Please fill out this application form for special events, festivals, block parties, fun runs/races, road closures, parades, and park events. Applications for street closures or events with less than 300 participants must be submitted 30 days prior to event date, for large events involving 300-1000 participants, application must be submitted 90 days prior to the event; and for events with over 1,000 participants applications must be submitted 120 days prior to the event.

Applicant Information

Organization Name (Required): Bemidji Downtown Alliance

Address: PO Box 235, Bemidji, MN 56619

Event Contact Name (Required): Crazy Daze

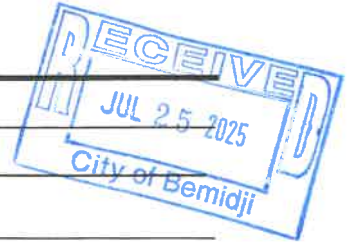
This person is the primary contact and must be able to coordinate with other members of the event

Cell Phone (Required): (218) 368-7731

Event Contact Email (Required): kevin@greatriverdesign.com

Event Contact Name #2 (Required): Gina Grinde

Contact #2 Phone (Required): (218) 497-2665



Event Information

Event Name (Required): Crazy Daze + Paul Bunyan Vendor Market

Event Date: Saturday, August 16th

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

Event Dates (continued):

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

☐ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☒ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

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: 9am-5pm

Set-up Time: 8am

Clean-up Time: 5pm

Expected Daily Attendance: 300

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: Crazy Daze + Paul Bunyan Vendor Market

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

We would like to close 3rd Street from Beltrami/3rd St intersection to Minnesota/3rd St intersection and Beltrami Ave/3rd St intersection to Beltrami Ave/4th St. intersections (excluding the intersections themselves).

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

☒ No

☐ Yes

List type of amplified sound: _____

Special Event Application



Electricity (Required):

(Select only one option)

Available in most parks upon request. Event organizers must communicate with the Parks Department regarding electricity for events on city streets. The Parks Department can be reached at 218-333-1861.

☐ Yes

☒ No

Tents/Structures

- If you plan to put up a tent or other structure (including volleyball nets, horseshoes, etc.), you must call GOPHER STATE ONE CALL 1-800-252-1166 then notify our office of the ticket number.
- Structures may be erected the day before your event with prior approval.
- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Tents or Canopies (Required):

(Select only one option)

☒ Yes

☐ No

Quantity and Size of Tents. Must be identified on the site map:

10x10 vendor tents. No stakes into the ground at all.

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

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

Special Event Application



Applicants shall specify the location of all proposed food vendors by including them on a site plan.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling and ensure compliance with local and state regulation included grease/debris collection. The Special Event Permit will allow you control and regulation of any concessionaires /vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized activities or large group gatherings.

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

Barricades and cones can be requested from the Street Department - pending availability. Please contact the Street Superintendent at 333-1855 to make arrangements for pick-up of equipment.

Number of Cones Requested: 15

Number of Barricades Requested: 10

Picnic Tables, Benches, and Event Bike Racks

The Parks and Recreation Department has additional amenities, available upon request. Please contact the Parks Superintendent at 333-1861. It is the responsibility of the event organizers to pick up and return the requested amenities.

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

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

Bike Racks Requested: 0

Event Logistics

If you are planning to install or use any of these structures, please describe below and identify location on the Site Map. Event Organizer is liable for any damage caused to the site or facility and must obtain prior approval.

Portable Restrooms

Events larger than 200 persons will be required to provide portable restrooms. Events in public spaces must be compliant with American Disabilities Act.

Portable/temporary restrooms may be placed 24 hours prior to the event and must be removed within 24 hours following the event.

Company & Number of portable restrooms: stores

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?

Yes

Date(s) of requested street closure:

August 16th, 2025

Street Name(s) and/or number to be closed:

3rd St from Patterson's to Eapc, Beltrami Ave NW from Patterson's to Blue Oyster

Start Time of Street Closure:

Between 8am &/To

End Time of Street Closure:

6pm

Number of No Parking Signs Requested:

16

Event Maps

Please submit a site or route map either via email or as an upload.

Site Map

Please submit a site map clearly indicating the setup of the event. All site maps should indicate the location of the following (if Applicable):

- All amplified sound and direction of the sound
- Food Vendors
- Tents/canopies (Include sizes)
- Stages
- Promotional vehicles
- Inflatables
- Portable toilets
- Refuse containers
- Fencing
- Barricades and other structures.

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route MapBanner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

Special Event Application



Detour Map

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

Vehicle Policy

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

Applicant Signature

I agree to abide by the event guidelines and attest that all of the information in this application is correct. I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. I hereby agree to comply with all rules and ordinances including, but not limited to, City Ordinance Chapter 20, Section 20-8 "Special Events, City Ordinance Chapter 14, Section 14-35 "Rules and Regulations governing public parks" and City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy. The applicant agrees to indemnify and hold the City of Bemidji harmless from any and all liability to any person resulting from any property damage or personal injury (including death) occurring in connection with the event caused by the application or the sponsoring organization, its officers, employees or any person under its control.

Signature: _____

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 or the Tourist Information Center, 300 Bemidji Avenue N, Bemidji, MN 56601

Bar 209

Trove & Tea

Rapheal's

Minnesota Ave

Living
Legends

Patterson's

3rd Street

Just
Dandy's

NW MN
Foundation

Alleyway

Parking Lot

Chocolates
Plus

Beltrami Ave

Insurance

Tutto Bene's Keg N Cork

Chief
Theater

Blue Oyster

From: [Scott Schroeder](#)
To: [Michelle Miller](#); [David Lazella](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: RE: Special Event Application - Review and Comment - Crazy Daze and Vendor Market
Date: Friday, July 25, 2025 2:25:06 PM

All god on Park's end.

Have a great weekend!

[Scott Schroeder](#) | Parks Superintendent

City of Bemidji | 1351 5th St NW | Bemidji | MN | 56601

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Friday, July 25, 2025 2:04 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Crazy Daze and Vendor Market

Attached is a special event application for your review and comment. This was received today. I will need to put on August 4 agenda since the event is scheduled for August 16 (before the 2nd meeting in August) so I will need any comments before July 30 (next week).

Michelle R. Miller

City Clerk

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

(218) 759-3570

michelle.miller@ci.bemidji.mn.us

From: [David Hansen](#)
To: [Scott Schroeder](#); [Michelle Miller](#); [David Lazella](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: Re: Special Event Application - Review and Comment - Crazy Daze and Vendor Market
Date: Friday, July 25, 2025 2:39:58 PM

No issues.

Get [Outlook for iOS](#)

From: Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>
Sent: Friday, July 25, 2025 2:25:04 PM
To: Michelle Miller <michelle.miller@ci.bemidji.mn.us>; David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: RE: Special Event Application - Review and Comment - Crazy Daze and Vendor Market

All good on Park's end.

Have a great weekend!

[Scott Schroeder](#) | Parks Superintendent

City of Bemidji | 1351 5th St NW | Bemidji | MN | 56601

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Friday, July 25, 2025 2:04 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Crazy Daze and Vendor Market

Attached is a special event application for your review and comment. This was received today. I will need to put on August 4 agenda since the event is scheduled for August 16 (before the 2nd meeting in August) so I will need any comments before July 30 (next week).

Michelle R. Miller
City Clerk

City of Bemidji
317 4th Street NW
Bemidji, MN 56601
(218) 759-3570
michelle.miller@ci.bemidji.mn.us

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025

Action Requested: Approve Special Event Permit for Headwaters Alliance for Suicide Prevention

Prepared By: Michelle Miller, City Clerk

Background:

Headwaters Alliance for Suicide Prevention has submitted an application for a Walk for Hope that will take place September 27, 2025 along various trails. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Headwaters Alliance for Suicide Prevention for September 27, 2025.

Special Event Application



Please fill out this application form for special events, festivals, block parties, fun runs/races, road closures, parades, and park events. Applications for street closures or events with less than 300 participants must be submitted 30 days prior to event date, for large events involving 300-1000 participants, application must be submitted 90 days prior to the event; and for events with over 1,000 participants applications must be submitted 120 days prior to the event.

Applicant Information

Organization Name (Required): Headwaters Alliance For Suicide Prevention

Address: 3124 Hannah Ave NW Bemidji MN

Event Contact Name (Required): April Milller

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

Cell Phone (Required): (218) 210-3321

Event Contact Email (Required): april.miller@sanfordhealth.org

Event Contact Name #2 (Required): kalee.browne@sanfordhealth.org

Contact #2 Phone (Required): (218) 508-7428

Event Information

Event Name (Required): A Walk for Hope

Event Date: September 27th

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

Event Dates (continued):

N/A

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: 9:00am

Set-up Time: 6:30am

Clean-up Time: 12:30pm

Expected Daily Attendance: 300

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:

"A Walk For Hope" is a event designed to bring forth mental health awareness and resources and provide community connections to prevent suicide.
Parking at the Sanford Event center
Sign in 9:00am-9:30am
Event starting at 10am
Start at Nymore boat access, walk down Paul Bunyan trail until it meets the intersection of the Blue ox trail where there will be a water station and volunteers
Walk the Blue Ox trail until you meet the intersection of 5th st/Gould where porta potties and another water station will be.
Walk Gould all the way down to 1st street.
Walk 1st street all the way down to Keiths pizza intersection
walk Paul Bunyan state trail all the way to lake shore drive

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: Small speaker for music/announcements

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:

5 Tents

Alcohol (Select One) (Required):

(Select only one option)

**Application needs to be submitted with any applicable fee to the City Clerk and requires City Council approval.*

☐ Temporary 1-4 day Intoxicating liquor license*

☐ Temporary 3.2 Percent Malt Liquor License*

☐ Temporary Off-Premises Liquor License (only to holders of intoxicating liquor licenses)
Name of Establishment _____

☐ Catered Event, Licensee holding caterer's permit.

☒ No Alcohol

Special Event Application



Site plan and written security plan are required for events with alcohol. The written security plan must include plans for checking IDs, wrist banding and perimeter security. Additionally, event organizers must contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

Applicants shall specify the location of all proposed food vendors by including them on a site plan.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling and ensure compliance with local and state regulation included grease/debris collection. The Special Event Permit will allow you control and regulation of any concessionaires /vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized activities or large group gatherings.

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

Barricades and cones can be requested from the Street Department - pending availability. Please contact the Street Superintendent at 333-1855 to make arrangements for pick-up of equipment.

Number of Cones Requested: 12

Number of Barricades Requested: 3

Picnic Tables, Benches, and Event Bike Racks

The Parks and Recreation Department has additional amenities, available upon request. Please contact the Parks Superintendent at 333-1861. It is the responsibility of the event organizers to pick up and return the requested amenities.

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

Bike Racks Requested: 0

Event Logistics

If you are planning to install or use any of these structures, please describe below and identify location on the Site Map. Event Organizer is liable for any damage caused to the site or facility and must obtain prior approval.

Portable Restrooms

Events larger than 200 persons will be required to provide portable restrooms. Events in public spaces must be compliant with American Disabilities Act.

Portable/temporary restrooms may be placed 24 hours prior to the event and must be removed within 24 hours following the event.

Company & Number of portable restrooms: Port-able John-2

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:	2

Event Maps

Please submit a site or route map either via email or as an upload.

Site Map

Please submit a site map clearly indicating the setup of the event. All site maps should indicate the location of the following (if Applicable):

- All amplified sound and direction of the sound
- Food Vendors
- Tents/canopies (Include sizes)
- Stages
- Promotional vehicles
- Inflatables
- Portable toilets
- Refuse containers
- Fencing
- Barricades and other structures

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map Banner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use [mapmyrun.com](#) (this is a free website), Bing maps or Google maps.

Detour Map

Special Event Application



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

Vehicle Policy

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

Applicant Signature

I agree to abide by the event guidelines and attest that all of the information in this application is correct. I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. I hereby agree to comply with all rules and ordinances including, but not limited to, City Ordinance Chapter 20, Section 20-8 "Special Events, City Ordinance Chapter 14, Section 14-35 "Rules and Regulations governing public parks" and City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy. The applicant agrees to indemnify and hold the City of Bemidji harmless from any and all liability to any person resulting from any property damage or personal injury (including death) occurring in connection with the event caused by the application or the sponsoring organization, its officers, employees or any person under its control.

Signature: _____

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

Map explained

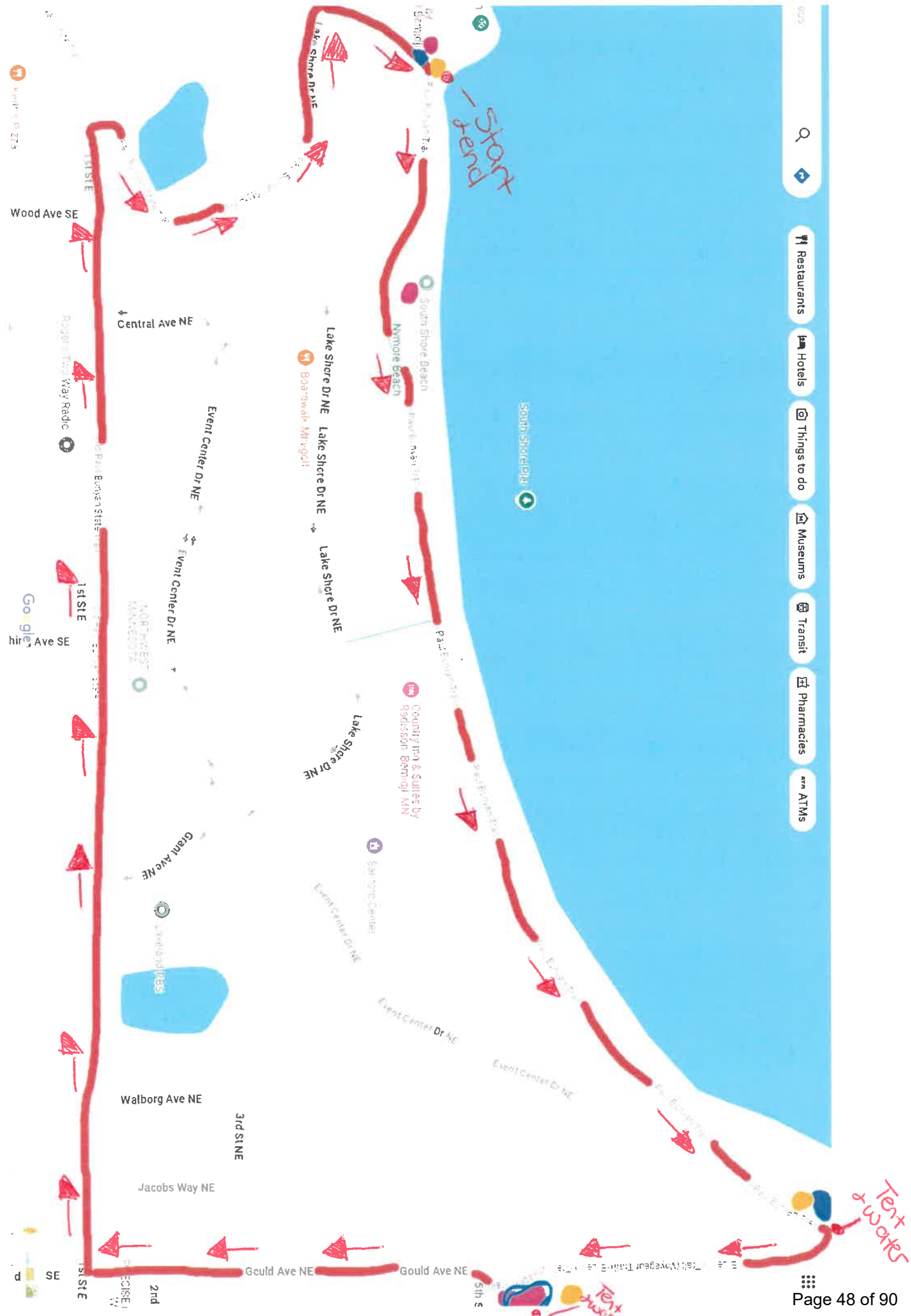
Pink on map=Bathrooms/porta potties

Blue on map=Water stations

Orange on map=Tents

- The sign in and start location of the walk is the Nymore boat launch. At the start there will be three 10X10 tents and two already established porta potties (one being handicapped accessible)
- The route then takes participants along the Paul Bunyan trail where there is an additional bathroom area located at South Shore beach.
- Participants will continue walking until they meet the Blue Ox and Paul Bunyan intersection. This intersection will have volunteers with water under a tent.
- From there, participants will then walk the Blue Ox trail until they hit the Gould AVE intersection.
- The Gould and 5th st intersection has a small parking area where the two porta potties will be and additional water station and tent.
- Participants will then walk down Gould AVE NE until they hit the intersection of 1st st.
- The Route then follows along 1st st until again it again intersects with the Paul Bunyan trail

No roads will need to be closed, and no roads will be crossed other than a small section of Lake shore Drive which will have volunteers monitoring .



From: [Scott Schroeder](#)
To: [Michelle Miller](#); [David Lazella](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: RE: Special Event Application - Review and Comment - Suicide Prevention Walk
Date: Tuesday, July 29, 2025 7:43:28 AM

All good

[Scott Schroeder](#) | Parks Superintendent

City of Bemidji | 1351 5th St NW | Bemidji | MN | 56601

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, July 28, 2025 2:22 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Suicide Prevention Walk

Attached is a special event application for your review and comment.

Michelle R. Miller

City Clerk

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

(218) 759-3570

michelle.miller@ci.bemidji.mn.us

From: [David Lazella](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - Suicide Prevention Walk
Date: Tuesday, July 29, 2025 11:15:37 AM

Good here

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, July 28, 2025 2:22 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Suicide Prevention Walk

Attached is a special event application for your review and comment.

Michelle R. Miller
City Clerk
City of Bemidji
317 4th Street NW
Bemidji, MN 56601
(218) 759-3570
michelle.miller@ci.bemidji.mn.us

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025

Action Requested: Approve Special Event Permit for Bemidji State University Alumni

Prepared By: Michelle Miller, City Clerk

Background:

Bemidji State University Alumni and Foundation has submitted an application for the BSU Home Football Pre-Game Tailgate events for August 28, September 13, September 20, October 4, October 25 and November 15 at Diamond Point Park. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Bemidji State University Alumni and Foundation for the BSU Home Football Pre-Game Tailgate events for August 28, September 13, September 20, October 4, October 25 and November 15 at Diamond Point Park.

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 State University Alumni and Foundation

Address: 1500 Birchmont Dr NE #17, Bemidji MN 56601

Event Contact Name (Required): Jesse Katz

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

Cell Phone (Required): (224) 489-8190

Event Contact Email (Required): jesse.katz@bemidjistate.edu

Event Contact Name #2 (Required): Angela Schmidt

Contact #2 Phone (Required): (218) 755-2599

Event Information

Event Name (Required): BSU Football Pre-Game "Tailgate" Events

Event Date: Multiple

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

Event Dates (continued):

Thursday, Aug 28, 2025	3pm-9pm
Saturday, Sept 13, 2025	11am-5pm
Saturday, Sept 20, 2025	11am-5pm
Saturday, Oct 4, 2025	10am-4pm
Saturday, Oct 25, 2025	10am-4pm
Saturday, Nov 15, 2025	10am-4pm

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: Diamond Point Park, Green space adjacent to the Chet Anderson Stadium

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:

Various, see page 1

Set-up Time:

3 hours prior to game time, see page 1

Clean-up Time:

following the conclusion of the FB game.

Expected Daily Attendance:

150-250 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: Pre game gathering of BSU Football fans

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

Traditional Tailgate area, green space adjacent to the Chet Anderson Stadium

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

- ☒ No
- ☐ Yes

List type of amplified sound:

Special Event Application



Electricity (Required):

(Select only one option)

Available in most parks upon request. Event organizers must communicate with the Parks Department regarding electricity for events on city streets. The Parks Department can be reached at 218-333-1861.

☐ Yes

☒ No

Tents/Structures

- If you plan to put up a tent or other structure (including volleyball nets, horseshoes, etc.), you must call GOPHER STATE ONE CALL 1-800-252-1166 then notify our office of the ticket number.
- Structures may be erected the day before your event with prior approval.
- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Tents or Canopies (Required):

(Select only one option)

☒ Yes

☐ No

Quantity and Size of Tents. Must be identified on the site map:

5-6 10 X 10 pop up tents within the green space.

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

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

Special Event Application



Applicants shall specify the location of all proposed food vendors by including them on a site plan.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling and ensure compliance with local and state regulation included grease/debris collection. The Special Event Permit will allow you control and regulation of any concessionaires /vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized activities or large group gatherings.

Please indicate the number of food vendors: 1-2

Request to Use City Property

Barricades and Cones

Barricades and cones can be requested from the Street Department - pending availability. Please contact the Street Superintendent at 333-1855 to make arrangements for pick-up of equipment.

Number of Cones Requested: 0

Number of Barricades Requested: 0

Picnic Tables, Benches, and Event Bike Racks

The Parks and Recreation Department has additional amenities, available upon request. Please contact the Parks Superintendent at 333-1861. It is the responsibility of the event organizers to pick up and return the requested amenities.

Number of picnic tables requested: 0

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

Number of Benches Requested: 0

10 Benches have backs; 12 are backless

Bike Racks Requested: 0

Event Logistics

If you are planning to install or use any of these structures, please describe below and identify location on the Site Map. Event Organizer is liable for any damage caused to the site or facility and must obtain prior approval.

Portable Restrooms

Events larger than 200 persons will be required to provide portable restrooms. Events in public spaces must be compliant with American Disabilities Act.

Portable/temporary restrooms may be placed 24 hours prior to the event and must be removed within 24 hours following the event.

Company & Number of portable restrooms: 4-6, Portable John

Garbage

Event applicants/organizers must arrange for trash and recycling services.

Street, boulevard, and adjacent property must be left clean. The applicant shall properly dispose of debris from the event. If the City Parks or Public Works determines cleanup is inadequate, the cost for cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Certificate of Insurance

For events and series of events occurring on city-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Bemidji as additional insured and Certificate holder for up to \$1,000,000.

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down

Special Event Application



dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

\$ 1,000,000 per occurrence • \$ 2,000,000 aggregate general liability • \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable) • \$ 1,000,000 liquor liability insurance (if applicable). Additional limits may be required after review.

For information on the Tenant User Liability Insurance Program (TULIP) offered by the League of Minnesota Cities, check out the following link: TULIP

Street Closures

Applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing and provide a blank written objection form with the notice to businesses. Businesses electing to object, must do so no later than 7 days prior to the scheduled event. If 51% of affected businesses file such written objection, the City may consider withholding or canceling the event permit. Applicant and City staff will meet to determine which businesses may be affected. Parade applicants shall provide notice 7 days prior to the event by releasing a Public Service Announcement.

a) Applicant is responsible for posting, maintaining and removal of the "No Parking" signs. Signs must be posted 24 hours before street closure and can be mounted on existing parking regulations signage; signs must be removed within 24 hours of the conclusion of the event.

b) If any vehicles need to be towed on the day of the event, notify dispatch at 218-333-9111.

Are you requesting a street closure?	No
Date(s) of requested street closure:	
Street Name(s) and/or number to be closed:	
Start Time of Street Closure:	Between _____ & To _____
End Time of Street Closure:	
Number of No Parking Signs Requested:	

Event Maps

Please submit a site or route map either via email or as an upload.

Site Map

Please submit a site map clearly indicating the setup of the event. All site maps should indicate the location of the following (if Applicable):

- All amplified sound and direction of the sound
- Food Vendors
- Tents/canopies (Include sizes)
- Stages
- Promotional vehicles
- Inflatables
- Portable toilets
- Refuse containers
- Fencing
- Barricades and other structures.

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map Banner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

Special Event Application



Detour Map

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

Vehicle Policy

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

Applicant Signature

I agree to abide by the event guidelines and attest that all of the information in this application is correct. I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. I hereby agree to comply with all rules and ordinances including, but not limited to, City Ordinance Chapter 20, Section 20-8 "Special Events, City Ordinance Chapter 14, Section 14-35 "Rules and Regulations governing public parks" and City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy. The applicant agrees to indemnify and hold the City of Bemidji harmless from any and all liability to any person resulting from any property damage or personal injury (including death) occurring in connection with the event caused by the application or the sponsoring organization, its officers, employees or any person under its control.

Signature: Jesse Katz

Digitally signed by Jesse Katz

Date: 2025.07.11 09:55:39 -05'00'

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

BSU Football Tailgating Map



Bar



Food



Restrooms



Alcohol Boundary



From: [Scott Schroeder](#)
To: [Michelle Miller](#); [David Lazella](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: RE: Special Event Application - Review and Comment - BSU Home Football Tailgating
Date: Tuesday, July 29, 2025 7:46:06 AM

Public restrooms close October 1st.

[Scott Schroeder](#) | Parks Superintendent

City of Bemidji | 1351 5th St NW | Bemidji | MN | 56601

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>

Sent: Monday, July 28, 2025 2:16 PM

To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>

Subject: Special Event Application - Review and Comment - BSU Home Football Tailgating

Attached is a special event application for your review and comment.

Michelle R. Miller

City Clerk

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

(218) 759-3570

michelle.miller@ci.bemidji.mn.us

From: [David Lazella](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - BSU Home Football Tailgating
Date: Tuesday, July 29, 2025 9:43:05 AM

Looks good. BPD will be at all BSU home games.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, July 28, 2025 2:16 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - BSU Home Football Tailgating

Attached is a special event application for your review and comment.

Michelle R. Miller
City Clerk
City of Bemidji
317 4th Street NW
Bemidji, MN 56601
(218) 759-3570
michelle.miller@ci.bemidji.mn.us

From: [David Hansen](#)
To: [Michelle Miller](#); [David Lazella](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Scott Schroeder](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: RE: Special Event Application - Review and Comment - BSU Home Football Tailgating
Date: Monday, July 28, 2025 2:29:04 PM

No issue.

David Hansen

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, July 28, 2025 2:16 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Parks and Recreation <parks.recreation@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Emma Realing <Emma.Realing@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - BSU Home Football Tailgating

Attached is a special event application for your review and comment.

Michelle R. Miller
City Clerk
City of Bemidji
317 4th Street NW
Bemidji, MN 56601
(218) 759-3570
michelle.miller@ci.bemidji.mn.us

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025
Action Requested: Vehicle Surplus Declaration
Prepared By: Justin M. Sherwood, Fire Chief

Background:

The Bemidji Fire Department has taken delivery of a new command vehicle, according to the Bemidji Fire Department Capital Improvement Plan. The vehicle that has been replaced has been identified as equipment that does not fit our current and future operational needs. To be fiscally responsible, and at the recommendation of our staff, we believe this equipment should be declared surplus.

According to the Bemidji City Code Subdivision IV, Sec. 2-541, Disposal of Excess Property, the City Manager may, from time to time, recommend to the Council that specific personal property owned by the City is no longer needed for a municipal purpose and should be sold.

Staff recommend that the following equipment be declared surplus:

- 2016 Chevrolet Tahoe Command Vehicle

Recommendation:

Staff recommend that the City Council declare the equipment surplus and authorize the disposal of the above property.

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025
Action Requested: Consider Professional Services Proposal for Airport Fence Realignment
Prepared By: Samuel C. Anderson, DPW/City Engineer

Background:

The proposed TH 197 corridor layout from L & M Fleet to Hannah Avenue NW includes the construction of 3 roundabouts, including a new roundabout at the current signalized intersection at the Menard's entrance. The current design proposal is to realign Gillett Drive NW, which currently aligns with the L & M Fleet intersection, to connect to the north side of the new Menard's intersection roundabout. This proposed realignment would keep full access to Gillett Drive at TH 197 by allowing users to enter and exit from Gillett Drive in all directions from the highway.

Back in May 2024, Council approved a proposal from SEH to assist city staff with completing a FAA land release to allow Gillette Drive to be realigned. The FAA land release process is nearly completed and now staff would like SEH to assist with the necessary design to have the airport fence relocated to match the newly released boundary in advance of the TH 197 highway project construction.

The FAA land release proposal previously completed was \$53,600 with MnDOT covering 80% of the cost. The remaining \$10,720 of the consultant fees and the Fair Market Value appraised amount of \$2,200 was the city share using our construction reserves account. The attached proposal to assist with the fence relocation from SEH is for \$34,800 and MnDOT has again agreed to cover 80% of those costs, which leaves \$6,960 of additional city share coming from our construction reserves account.

In working with our District 2 State Aid Office, we plan to complete the fence relocation as a change order to the current Middle School Drive & Hannah Avenue project. This will allow grant funding to be used for the fence relocation construction and should require no additional city funds.

Recommendation:

It is recommended that the city council pass a motion authorizing the City Manager to enter into a professional services agreement with Short Elliot Hendrickson not to exceed \$34,800 for the Airport Fence Realignment project.

Agreement for Professional Services

This Agreement is effective as of August 4, 2025, between City of Bemidji (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Airport Fence Realignment Project**

Client's Authorized Representative: Sam Anderson
Address: 1351 5th Street NW, Bemidji, Minnesota 56601, United States
Telephone: 218-333-1851 **email:** Sam.Anderson@ci.bemidji.mn.us

Project Manager: Melissa Underwood
Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110
Telephone: 763.442.2849 **email:** munderwood@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement. See Attachment A for Scope of Services.

Schedule: Schedule will be determined during project scoping with FAA and mutually agreed upon by City and SEH.

Payment: A retainer in the amount of \$0.00 will be paid in advance of Consultant starting work and will be applied to the final invoice(s).

The lump sum fee is \$34,800.00 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

By: 
Full Name: Shawn McMahon
Title: Principal

City of Bemidji

By: _____
Full Name: _____
Title: _____

Exhibit A-2
to Agreement for Professional Services
Between City of Bemidji (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated August 4, 2025

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
2. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

ATTACHMENT A
City of Bemidji, Minnesota
Bemidji Regional Airport (BJI)
Airport Perimeter Fence Realignment Project
Associated with the development of
Roundabouts on Paul Bunyan Drive NW near Gillett Drive NW
Scope of Work – Design Phase Services

General:

The City of Bemidji, in cooperation with MnDOT, proposes the reconstruction of a portion of Paul Bunyan Drive NW between Gillet Drive NW and Hannah Avenue NW. The proposed roadway project includes the reconfiguration of several roadway intersections, including the introduction of a roundabout to serve Gillett Drive NW, at a location approximately 500 feet East of the current intersection. The proposed project includes an extension of Gillett Drive NW, relocation of the intersection with Paul Bunyan Drive NW, and associated grading, drainage, utilities, roadway, and fence improvements.

Because portions of the proposed Gillet Drive NW modifications are located on the property of the Bemidji Regional Airport (BJI), coordination with, and approval by, the Federal Aviation Administration (FAA), MnDOT Office of Aeronautics (MnDOT Aero), and the BJI Airport Manager, Kyle Christiansen, is required. The FAA reviewed the proposed project scope and issued (in April 2025) a Categorical Exclusion (CATEX) determination in accordance with the requirements of the National Environmental Policy Act (NEPA). The FAA indicated that approval of an airport land release would be issued to enable the proposed project improvements.

This proposal includes a scope of work and estimated fee for design phase services related to the airport perimeter fence realignment project needed to support the proposed roadway. All airport perimeter fence realignment design, documents, and services will be provided in accordance with applicable FAA Advisory Circulars, Orders, Regulations, and Policy Memorandums or Minnesota Department of Transportation.

Proposed Project Schedule

July 2025	City of Bemidji considers airport perimeter fence realignment proposal
August 2025	City of Bemidji approves contract with SEH and issues Notice to Proceed
September 2025	SEH commences design services and associated coordination with the FAA, MnDOT Aero, BJI, City, and related stakeholders (NOTE: New location of relocated Paul Bunyan Drive NW and Gillett Drive NW intersection will need confirmation to ensure proper siting of the realigned fence. This proposal assumes that no major changes to the roadway improvements design will be made after September 2025.) Submission of final design documents to the City for incorporation into the larger roadway construction project as a change order
October 2025	Answer Contractor change order questions and evaluate change order pricing for the City.

Outline of Project Deliverables and Services

The project deliverables and services include the following:

1. Existing utilities survey in the immediate vicinity of the proposed airport perimeter fence realignment,
2. Plans and Specifications related to the design of the airport perimeter fence realignment,
3. FAA Form 7460 submittals related to the airport perimeter fence realignment,
4. Change order support.

1. Project Formulation and General Project Management

1.1 Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the City of Bemidji to develop the appropriate scope of work.

1.2 General Project Management – SEH will provide general project administration, coordination, documentation, and administrative tasks related to invoicing.

2. Final Design

2.1 Topographic Survey – SEH will perform a topographic survey of existing conditions in the vicinity of the proposed airport perimeter fence realignment. The survey will include existing surface grades, prominent features, and underground utilities alignments.

2.2 Existing Utilities Investigation – SEH will conduct an investigation to collect information on any existing underground utilities in the vicinity of the proposed airport perimeter fence realignment. SEH will request and coordinate utility locates and document the approximate horizontal location of the utilities. Underground utilities will not be exposed. Therefore, depth below grade will not be determined.

2.3 Airport Operational Safety and Phasing Considerations – SEH will analyze the airport operational safety and phasing implications of the proposed airport perimeter fence realignment and develop a plan for maintaining airport security during construction. Development of airport safety requirements, project phasing, and project coordination of airport perimeter fence realignment with the related roadway improvements will be reviewed with FAA, MnDOT Aero, and BJI representatives for their concurrence.

2.4 Design of Airport Fence Infrastructure – SEH will design the removal of existing airport fencing and construction of new airport fencing necessary to support the adjacent roadway project improvements.

2.5 FAA Forms 7460-1 and 7460-2 – SEH will prepare and submit (through the OE/AAA website) FAA Forms 7460-1 and 7460-2 to document the modified portions of the airport perimeter fence.

3. Construction Plans

3.1 Construction Plan Sheets – Specific plan sheets to be developed and included in the plan set are as follows:

- Title Sheet
- Airport Construction Safety Plan
- Project Coordination and Phasing Plan
- Statement of Estimated Quantities
- Details and Construction Notes
- Existing Conditions and Removals Plan
- Fence Construction Plan

3.2 Plan Review Meetings – SEH will coordinate two (2) virtual plan review meetings with representatives from the FAA, MnDOT Aero, BJI, the City of Bemidji, and stakeholders identified by the City (such as roadway project representatives) to solicit, receive, and respond to project review comments. It is anticipated that these plan review meetings will occur at the 30% and 90% design milestones.

3.3 Quality Control Site Visit – SEH will conduct one (1) quality control site visit during final design to verify existing conditions, proposed improvements, and other relevant site features to ensure conformance to change order documents and verify overall impacts to airport infrastructure.

3.4 Quality Control Review – SEH will perform a quality control review of the project plans and specifications, and quantity determinations.

4. Construction Change Order Documents

4.1 Construction Change Order Documents – A change order request will be prepared, which will consist of change order plans and specifications, pricing form, and project requirements.

4.2 Construction Technical Specifications – Construction technical specifications will be prepared for the project. These specifications will be created from the FAA Advisory Circular 150/5370-10H - Standard Specifications for Construction of Airports and modified for the project.

4.3 Contractor Change Order Proposal Review – SEH will take questions from the Contractor to assist with change order definition and will review the proposed Contractor pricing.

Exclusions:

- Geotechnical exploration or analysis,
- Federal, State, or Local Permits,
- FAA Construction Safety Phasing Plan (CSPP),
- Design of infrastructure other than the identified segment of existing/proposed airport perimeter fence realignment,
- Contractor construction submittals review,
- Construction material testing, and
- Construction administration services.

ATTACHMENT B
Estimated Fees and Expenses
Airport Perimeter Fence Realignment Project
City of Bemidji, Minnesota
Bemidji Regional Airport (BJI)

Task No.	Task Description	Principal / Senior Engineer	Project Manager / Senior Planner	Senior Engineer	Project Engineer	Technician	Survey Crew Chief	Survey Crew	Administrative Assistant
1. Project Formulation and General Project Management									
1.1	Scoping, Review, and Coordination	2	4	0	0	0	0	0	0
1.2	General Project Management	4	8	0	0	0	0	0	12
2. Final Design									
2.1	Topographic Survey	0	0	0	0	0	12	12	0
2.2	Existing Utilities Investigation	0	0	0	2	0	0	0	0
2.3	Airport Operational Safety and Phasing Considerations	4	2	0	4	0	0	0	0
2.4	Design of Airport Fence Infrastructure	2	0	0	8	0	0	0	0
2.5	FAA Forms 7460-1 and 7460-2	2	0	0	8	0	0	0	0
3. Construction Plans									
3.1	Construction Plan Sheets (7)	4	0	0	16	16	0	0	0
3.2	Plan Review Meetings	4	4	0	0	0	0	0	0
3.3	Quality Control Site Visit	0	0	8	0	0	0	0	0
3.4	Quality Control Review	0	0	0	4	0	0	0	0
4. Construction Change Order Documents									
4.1	Construction Change Order Documents	1	1	0	3	0	0	0	3
4.2	Construction Technical Specifications	1	1	0	4	0	0	0	0
4.3	Contractor Change Order Proposal Review	1	2	0	2	0	0	0	0
	Total hours per labor category	25	22	8	51	16	12	12	15

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal / Senior Engineer	25	\$ 89.38	\$ 2,234.50
Project Manager / Senior Planner	22	\$ 80.69	\$ 1,775.18
Senior Engineer	8	\$ 77.38	\$ 619.04
Project Engineer	51	\$ 44.37	\$ 2,262.87
Technician	16	\$ 50.54	\$ 808.64
Survey Crew Chief	12	\$ 47.00	\$ 564.00
Survey Crew	12	\$ 45.00	\$ 540.00
Administrative Assistant	15	\$ 47.37	\$ 710.55

Total Direct Labor Costs:	161	\$	9,514.78
Overhead:		\$	18,180.84

Total Labor Costs	\$ 27,695.62
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Fixed Fee on Labor Costs (15%)	\$ 4,154.34
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ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Flight	1	\$ 500.00	\$ 500.00
Mileage	2000	\$ 0.70	\$ 1,400.00
Per Diem	0	\$ 200.00	\$ -
Computer Charge	161	\$ 6.00	\$ 966.00
Reproductions / Miscellaneous	1	\$ 100.00	\$ 100.00

Total Expenses	\$ 2,966.00
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SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$ 34,815.96
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Estimated Total	\$34,800.00
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CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025
Action Requested: Approve Bid from Naylor Heating for HVAC System Improvement/Replacement
Prepared By: Mathew M. Ridlon, Building Official

Background:

The HVAC system at the history center is in need of a combination of reconfiguration and replacement. EAPC completed a study of the current system and a design of the reconfigured/new system. EAPC facilitated the bidding process on the city's behalf. Three bids were received:

Naylors Heating & Refrigeration	\$237,139	Alt 1	\$18,315
Kraft	\$279,000	Alt 1	\$18,500
Peterson Sheet Metal	\$265,000	Alt 1	\$16,000

As shown on the attached letter, EAPC is recommending Naylor Heating and Refrigeration to perform the work in the amount of \$255,454. The City Finance Director recommends funding for this project from reserves.

Recommendation:

Approve the low bid from Naylor Heating in the amount of \$255,445 and authorize the Mayor and City manager to enter into a contract for the reconfiguration/replacement of the History Center HVAC system.

July 21, 2025

City of Bemidji
Attn: Matt Ridlon
317 4th Street NW
Bemidji, MN 56601

Subject: Beltrami County Historical Center Dehumidification

Re: Bid Tabulation Results & Recommendation

Project: 20244181

Dear Matt:

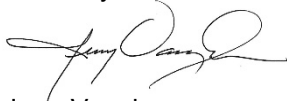
For the Beltrami County Historical Center Dehumidification design project, the bids received are as follows:

Naylors Heating & Refrigeration	\$ 237,139	Alt 1 \$18,315
Kraft	\$ 279,000	Alt 1 \$18,500
Peterson Sheet Metal	\$ 265,000	Alt 1 \$16,000

After reviewing the results of the bid tabulation and confirming the bid with Dave McCollum, it is our recommendation to engage Naylor Heating & Refrigeration of Bemidji, MN to perform the work as described in the construction documents for the entire project for a combined total of \$255,454.

Let us know if you have any questions and if we should proceed with an award letter to the contractor.

Sincerely,



Jerry Vaughn
Senior Mechanical Designer

CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025
Action Requested: Accept donation from Shield 616
Prepared By: Justin M. Sherwood, Fire Chief

Background:

The Bemidji Fire Department has received a donation of four sets of ballistic armor (vest and helmet) from the Bemidji Noon Rotary Club and Shield 616 at a value of \$13,200 for its tactical SWAT medics.

In December 2023, the Bemidji Fire Department and the Headwaters SWAT Team recognized a critical need to integrate a tactical medic component into their operations. This collaboration was identified as essential to enhancing the level of care and support available during high-risk incidents, where immediate medical intervention can significantly impact outcomes. By inserting trained medics within SWAT deployments, the goal is to bridge the gap between tactical response and emergency medical care, ensuring that both team members and civilians have access to advanced medical support in potentially life-threatening situations. This initiative underscores the shared commitment of fire and law enforcement to prioritize safety, readiness, and comprehensive community service.

With the assistance of the Bemidji Noon Rotary Club, Shield 616, and many others, the integration and operation of this team has had minimal impact on the Bemidji Fire Department's operating budget.

Recommendation:

Staff recommend that the Bemidji City Council accept the donation from Shield 616 valued at \$13,200.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION

(Bemidji Noon Rotary and Shield 616)

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, Bemidji Noon Rotary and Shield 616 has offered to donate four sets of ballistic armor valued at \$13,200 for use by the City of Bemidji Fire Department for its tactical SWAT medics; and

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

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

BE IT FURTHER RESOLVED that the City sincerely thanks the Bemidji Noon Rotary and Shield 616 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: August 4, 2025

Action Requested: Accept Donation from Confidence Learning Center of East Gull Lake

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 2 checks from Confidence Learning Center of East Gull Lake MN totaling \$1,002.00 as a donation to the program.

Recommendation:

Accept donation from Confidence Learning Center of East Gull Lake for Casting with Cops for the Bemidji Police Department and Bemidji Parks and Recreation Departments in the amount of \$1,002 (fund 223-00000-36230).

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION

(Confidence Learning Center of East Gull Lake)

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, Confidence Learning Center of East Gull Lake has offered to donate \$1,002 for use by the City of Bemidji Parks and Recreation Departments 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 Confidence Learning Center of East Gull Lake for its gracious and generous donation.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____, was passed by the following vote:

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 07/23/2025 - 10:42AM
Warrant Request Date: 8/4/2025
DAC Fund:

Batch: 00404.08.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	54,429.63
Page Total:			\$54,429.63
Grand Total:			\$54,429.63



CITY COUNCIL AGENDA ITEM



Meeting Date: August 4, 2025

Action Requested: Conduct Public Hearing and Adopt 2025-2029 CIP

Prepared By: Rich Spiczka, City Manager

Background:

The City is looking to update the 5 year CIP due to recent events and to maintain as much flexibility in taking care of the City's needs. In the update you will see some items having to do with current projects that are in various stages, items to allow us to recover after the storm and needs identified since the plan was adopted. Please take note that MANY of the items are unfunded, so the ask is not to allocate dollars, but getting them in the plan opens up potential funding sources should we move forward with them.

Recommendation:

Staff is requesting that the amended Capital Improvement Plan is approved.



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Administration	Codification; software for Clerk	12/15/24	25,000.00					25,000.00	ARPA
Building & Rental	Inspector Vehicle - Used	12/15/24		40,000.00				40,000.00	Bldg Fund
Building & Rental	Cold storage building for vehicles	12/15/24	180,000.00					180,000.00	Bldg Fund
Building & Rental	Inspector Vehicle - Used	12/15/24	80,000.00					80,000.00	Bldg Fund
City Hall	Land Purchase for new City Hall site		500,000.00					500,000.00	UNFUNDED
Depot	HVAC system replacement	12/15/24	250,000.00					250,000.00	ARPA
Engineering	Scanner/Plotter	12/15/24		10,000.00				10,000.00	UNFUNDED
Engineering	Pickup	12/15/24		40,000.00				40,000.00	UNFUNDED
Engineering	GPS Rover & Tablets	12/15/24	40,000.00					40,000.00	Levy General Fund
Finance	Software Upgrade to Cloud	12/15/24		70,000.00				70,000.00	UNFUNDED
Finance	Electronic Time Keeping System	12/15/24	25,000.00					25,000.00	UNFUNDED
Fire Protection	Radio Equipment	12/15/24	203,000.00	0.00				203,000.00	Reserves 101
Fire Protection	Chief's Vehicle	12/15/24	50,000.00					50,000.00	Reserves 101
Fire Protection	Chief's Vehicle	12/15/24	50,000.00					50,000.00	Levy General Fund
Fire Protection	Engine	12/15/24		1,000,000.00				1,000,000.00	UNFUNDED
Fire Protection	Station Two Upgrade	12/15/24		25,000.00				25,000.00	UNFUNDED
Fire Protection	Yavarow Office build out	12/15/24	50,000.00					50,000.00	ARPA
GIS	Aerial digital photography	12/15/24		21,000.00				21,000.00	UNFUNDED
GIS	GPS Survey Equipment Upgrade	12/15/24			40,000.00			40,000.00	UNFUNDED
Legal	Phoenix Pro Legal Software	12/15/24	20,000.00					20,000.00	UNFUNDED
Library	Drywall removal from support columns	3/17/25	3,500.00					3,500.00	Reserves
Library	Children's book browsers	3/17/25	3,816.00					3,816.00	Reserves
Liquor - First City	Improvements	12/15/24	15,000.00	15,000.00	20,000.00	15,000.00	15,000.00	80,000.00	Liquor
Liquor - Lakeview	Outside painting & repairs	12/15/24	25,000.00	25,000.00	15,000.00	25,000.00	15,000.00	105,000.00	Liquor
Parking	Parking Lot # 4	12/15/24			150,000.00			150,000.00	Reserves
Parking	Parking Lot # 5	12/15/24	75,000.00					75,000.00	Reserves
Parking	Parking Lot # 7	12/15/24		75,000.00				75,000.00	Reserves
Parks & Trails	Cameron Bldg rehab	12/15/24	40,500.00					40,500.00	Levy General Fund
Parks & Trails	Cameron Trail Project Grant	3/17/25		140,567.00				140,567.00	Grant
Parks & Trails	Cameron Trail Project Grant	3/17/25		48,000.00				48,000.00	UNFUNDED
Parks & Trails	Trail Sealcoating	4/21/25	25,000.00	25,000.00				50,000.00	Levy General Fund
Parks & Trails	Library Park Irrigation	12/15/24		15,000.00				15,000.00	UNFUNDED
Parks & Trails	Library Park Bottle Filler	12/15/24			13,000.00			13,000.00	UNFUNDED
Parks & Trails	Otto Schmunk -shade/tables/scaping	12/15/24			15,000.00	25,000.00		40,000.00	UNFUNDED
Parks & Trails	Algoma Project (joining project) grants	12/15/24	30,000.00	150,000.00				180,000.00	ARPA
Parks & Trails	Diamond Point Water /Drink station	12/15/24		13,000.00				13,000.00	UNFUNDED



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Parks & Trails	Trail Asphalt Patching - Lakeshore Trails	12/15/24	5,000.00					5,000.00	Levy General Fund
Parks & Trails	Nymore Playground	12/15/24				195,000.00		195,000.00	UNFUNDED
Parks & Trails	Cameron Park - shower Station	12/15/24	15,000.00					15,000.00	Levy General Fund
Parks & Trails	Paul Bunyan Park Lg Shade/Event Strtr	12/15/24					400,000.00	400,000.00	UNFUNDED
Parks & Trails	South Shore Shade Structure - Beach	12/15/24				21,000.00		21,000.00	UNFUNDED
Parks & Trails	Outdoor Rec-Brinkman trails/parking	12/15/24			50,000.00			50,000.00	UNFUNDED
Parks & Trails	Toro 6040 field groomer	12/15/24	48,000.00					48,000.00	UNFUNDED
Parks & Trails	Bobcat SG 60 stump grinder	12/15/24		12,500.00				12,500.00	UNFUNDED
Parks & Trails	Chipper box for 2006 4500	12/15/24	40,000.00					40,000.00	UNFUNDED
Parks & Trails	Altoz XP660HD Mower 2017 repl	12/15/24			12,500.00			12,500.00	UNFUNDED
Parks & Trails	Altoz XC610S mower 2016 rpl	12/15/24		11,500.00				11,500.00	UNFUNDED
Parks & Trails	Sand Pro 3040 rpl 2015	12/15/24			25,000.00			25,000.00	UNFUNDED
Parks & Trails	BOBCAT 720 rpl 2000	12/15/24		45,000.00				45,000.00	UNFUNDED
Parks & Trails	Bobcat Tool Cat 5600 + bkt rpl 2020	12/15/24					55,000.00	55,000.00	UNFUNDED
Parks & Trails	Boss Plow rpl 2017	12/15/24			7,500.00			7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2018	12/15/24				7,500.00		7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2019	12/15/24					8,000.00	8,000.00	UNFUNDED
Parks & Trails	96" Toro rpl 2024	12/15/24				45,000.00		45,000.00	UNFUNDED
Parks & Trails	RAM 1500 TRUCK (w/plow mts) rpl 215	12/15/24			50,000.00			50,000.00	UNFUNDED
Parks & Trails	SIERRA WT 4WD w/plow mts rpl 2016	12/15/24		60,000.00				60,000.00	UNFUNDED
Parks & Trails	SIERRA 2500HD w/plow mts rpl 2018	12/15/24				55,000.00		55,000.00	UNFUNDED
Parks & Trails	Cameron Bldg rehab		159,500.00					159,000.00	ARPA
Recreation	Transit 150 (REC)	12/15/24	50,000.00					50,000.00	UNFUNDED
Recreation	EXPRESS 3500 VAN (REC) rpl 2014	12/15/24					55,000.00	55,000.00	UNFUNDED
Recreation	Pacifica (REC) rpl 2018	12/15/24			35,000.00			35,000.00	UNFUNDED
Tourist Info Center	Paul Bunyan Statue/Repair	1/20/25	15,000.00					15,000.00	NWF Fund
Tourist Info Center	Paul Bunyan Statue/Repair	1/20/25	10,000.00					10,000.00	Levy General Fund
Planning & Zoning	Comp/Plan Ordinance Revision	12/15/24	200,000.00					200,000.00	ARPA
Police	Squad vehicles - equipped	12/15/24	240,000.00	160,000.00	160,000.00	170,000.00	200,000.00	930,000.00	Levy General Fund
Police	Detective SUV	12/15/24		75,000.00	75,000.00			150,000.00	UNFUNDED
Police	Admin Vehicle	12/15/24				75,000.00		75,000.00	UNFUNDED
Police	Computers	12/15/24	15,000.00	15,000.00	17,000.00	20,000.00	20,000.00	87,000.00	Levy General Fund
Police	BWC Audit	12/15/24		5,000.00		5,000.00		10,000.00	UNFUNDED
Police	Police Bldg Maintenance	12/15/24	45,000.00	50,000.00	50,000.00	50,000.00	50,000.00	245,000.00	Levy General Fund
PW Facility	D/X cooling replacement	12/15/24				60,000.00		60,000.00	User Fees
PW Facility	Caulking - Panel Joints	12/15/24	50,000.00					50,000.00	User Fees



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
PW Facility	Garage doors	12/15/24	10,000.00					10,000.00	User Fees
PW Facility	Parking Lot/Entrance Road Bituminous	12/15/24	100,000.00			100,000.00		200,000.00	User Fees
PW Facility	Interior Flooring & Painting	12/15/24	35,000.00					35,000.00	User Fees
PW Facility	Exterior Painting	12/15/24	20,000.00					20,000.00	User Fees
PW Facility	Water Heater	12/15/24			10,000.00			10,000.00	User Fees
PW Facility	Locker room upgrades	12/15/24			130,000.00			130,000.00	User Fees
PW Facility	HVAC Boiler upgrades	12/15/24	100,423.80					100,423.80	ARPA
PW Facility	Fire Alarm Panel @ PW Facility	12/15/24	50,000.00					50,000.00	ARPA
PW Facility	Breakroom Remodel	12/15/24					60,000.00	60,000.00	User Fees
Res Refuse	Auto loader Refuse Truck	12/15/24				420,000.00		420,000.00	Refuse Fees
Res Refuse	Canister replacement	12/15/24	30,000.00		30,000.00		35,000.00	95,000.00	Refuse Fees
Res Refuse	Hook Truck replacement	12/15/24	25,000.00	190,000.00				215,000.00	Refuse Fees
Res Refuse	Curbside recycling Feasibility Study	12/15/24	75,000.00					75,000.00	Refuse Fees
Railroad Corridor	Water 500K replacement, Sewer 500K	12/15/24	500,000.00					500,000.00	Water Fees
Railroad Corridor	Water 500K replacement, Sewer 500K	12/15/24	500,000.00					500,000.00	Sewer fees
Sanford Center	Sanford Center	12/15/24	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00	1,050,000.00	Levy Sanford Center
Sanford Center	Sanford Marquee	12/15/24	112,903.00					112,903.00	ARPA
Sewer Line	Pickup 4x4 3/4 ton; replaces 2013	3/3/25	65,000.00					65,000.00	Sewer Fees
Sewer Line	Generator, replaces 2003	12/15/24	70,000.00		70,000.00			140,000.00	Sewer Fees
Sewer Line	Old High School site utilities	12/15/24			60,000.00			60,000.00	Water Fees
Sewer Line	Old High School site utilities	12/15/24			90,000.00			90,000.00	Sewer fees
Sewer Line	Slip lining clay tile	5/5/25	150,000.00	160,000.00		175,000.00		485,000.00	Sewer Fees
Sewer Line	Lift Station Refurbishment	5/5/25	660,000.00	60,000.00	65,000.00	65,000.00	65,000.00	915,000.00	Sewer Fees
Sewer Line	Water & Truck Tank	12/15/24		65,000.00				65,000.00	Water Fees
Sewer Line	Water & Truck Tank	12/15/24		195,000.00				195,000.00	Sewer fees
Sewer Line	W/S 5th St to airport on adams ave	12/15/24			5,000,000.00			5,000,000.00	Go Bonds
Sewer Line	MCPA Climate Action Plan	12/15/24	82,500.00					82,500.00	Sewer fees
Sewer Line	MCPA Climate Action Plan,grant	12/15/24	50,000.00					50,000.00	Fed/State Grants
Storm	Sweeper	12/15/24	250,000.00					250,000.00	Storm Water Fees
Storm	Phosphorus Treatment	12/15/24	50,000.00					50,000.00	Storm Water Fees
Storm	Storm water system repairs	12/15/24	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	Storm Water Fees
Storm	Spruce Street NW Storm Sewer Rpl	12/15/24	250,000.00					250,000.00	Storm Water Fees
Street	Downtown Reconstruction Study	12/15/24		150,000.00				150,000.00	UNFUNDED
Perm Improvement	Alley Paving	12/15/24	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	300,000.00	Reserves
Perm Improvement	Annual Street Reconstruction Project	12/15/24			1,000,000.00			1,000,000.00	Fed/State Grants
Perm Improvement	Annual Street Reconstruction Project	4/21/25	980,000.00	350,000.00	750,000.00	1,260,000.00	1,200,000.00	4,540,000.00	MSA



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Perm Improvement	Annual Street Reconstruction Project	4/21/25	500,000.00	150,000.00	300,000.00	510,000.00	300,000.00	1,760,000.00	Sewer Fees
Perm Improvement	Annual Street Reconstruction Project	4/21/25	200,000.00	150,000.00	300,000.00	325,000.00	250,000.00	1,225,000.00	Sp Assessments
Perm Improvement	Annual Street Reconstruction Project	4/21/25	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00	2,000,000.00	Storm Water Fees
Perm Improvement	Annual Street Reconstruction Project	4/21/25	535,000.00	535,000.00	535,000.00	535,000.00	535,000.00	2,675,000.00	Levy Street
Perm Improvement	Annual Street Reconstruction Project	4/21/25	450,000.00	275,000.00	350,000.00	598,000.00	400,000.00	2,073,000.00	Water Fees
Perm Improvement	Hannah Ave & MS Drive recon 23-05	12/15/24	2,800,000.00					2,800,000.00	Fed/State Grants
Perm Improvement	Hannah Ave & MS Drive recon 23-05	12/15/24	700,000.00					700,000.00	MSA
Perm Improvement	TH 197 RAISE Grant	12/15/24		800,000.00				800,000.00	Fed/State Grants
Perm Improvement	TH 197 RAISE Grant	12/15/24		1,200,000.00				1,200,000.00	MSA
Street	Motor Grader	12/15/24	285,000.00					285,000.00	Levy
Street	Backhoe	12/15/24			160,000.00			160,000.00	Levy General Fund
Street	Single Axle snowplow	12/15/24				270,000.00		270,000.00	UNFUNDED
Street	Medium Duty truck/1 ton	2/18/25	80,000.00					80,000.00	Levy General Fund
Street	Truck & Roll off box	12/15/24		250,000.00				250,000.00	UNFUNDED
Street	Pickup Truck (4x4) w/plow	12/15/24			65,000.00			65,000.00	UNFUNDED
Street	Tool Cat	12/15/24		85,000.00				85,000.00	UNFUNDED
Street	Single Axle snow plow	12/15/24				270,000.00		270,000.00	UNFUNDED
Water	Lead & Copper issues	12/15/24	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100,000.00	Water Fees
Water	Pickup 3/4 Ton 4x4	12/15/24		65,000.00				65,000.00	Water Fees
Water	Replace WTP Media	12/15/24		500,000.00		500,000.00		1,000,000.00	Water Fees
Water	Fire Hydrants, 755 as of 2006 city	12/15/24	25,000.00	25,000.00	28,000.00	28,000.00	30,000.00	136,000.00	Water Fees
Water	Well Refurbishment & VFD	12/15/24	30,000.00	40,000.00	40,000.00	40,000.00	40,000.00	190,000.00	Water Fees
Water	Change out old water meters	12/15/24	100,000.00	100,000.00	100,000.00	120,000.00	120,000.00	540,000.00	Water Fees
Water	Adams Ave Main	12/15/24				1,000,000.00		1,000,000.00	Water Fees
Water	Comp Plan Update	12/15/24		50,000.00				50,000.00	Water Fees
Water	Portable Generator	12/15/24	90,000.00					90,000.00	Water Fees
Water	Water Tower Maint	12/15/24	500,000.00	50,000.00				550,000.00	Water Fees
Water	Airport PA # 3 water main loop	12/15/24				700,000.00		700,000.00	Water Fees
Water	Leak Detection Equipment	12/15/24	10,000.00					10,000.00	Water Fees
WWTP	Controls and Upgrades	12/15/24	50,000.00	50,000.00	50,000.00	50,000.00		200,000.00	Sewer Fees
WWTP	Final Clarifier	12/15/24	7,000,000.00					7,000,000.00	Utility Bonds
WWTP	Final Clarifier	12/15/24	5,200,000.00					5,200,000.00	Fed/State Grants
WWTP	DAF Removal project	12/15/24	200,000.00					200,000.00	Sewer Fees
WWTP	Roof Replacement	12/15/24		150,000.00			150,000.00	300,000.00	Sewer Fees
WWTP	UV Valve & Primary Digester pipe rpl	12/15/24	70,000.00					70,000.00	Sewer Fees
WWTP	Primary Clarifier reconstruction	12/15/24		4,000,000.00				4,000,000.00	Sewer Fees



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
WWTP	Preliminary Bldg Electrical upgrades	12/15/24		300,000.00				300,000.00	Sewer Fees
WWTP	Preliminary Bldg Makeup Air Unit (MAU)	12/15/24			240,000.00			240,000.00	Sewer Fees
WWTP	Pump Replacement	1/25/25	60,000.00					60,000.00	Sewer Fees
WWTP	Sludge Storage Tank With Mixer	12/15/24				6,500,000.00		6,500,000.00	Sewer Fees
WWTP	Chemical Feed Room Improvements	12/15/24			100,000.00			100,000.00	Sewer Fees
WWTP	3/4 ton pickup with plow	12/15/24		65,000.00				65,000.00	Sewer Fees
WWTP	Biosolids application vehicle	12/15/24				350,000.00		350,000.00	Sewer Fees
WWTP	Primary Digester Cover Repari	12/15/24		30,000.00				30,000.00	Sewer Fees
WWTP	Exterior Building Repair WWTP	12/15/24			170,000.00			170,000.00	Sewer Fees
WWTP	Standby Generator & Switchgear rpl	12/15/24					250,000.00	250,000.00	Sewer Fees
	Original Total		26,524,142.80	13,076,567.00	11,268,000.00	15,474,500.00	5,143,000.00	71,485,709.80	

Requested Revisions

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Railroad Corridor	Rail Corridor Project	8/4/25	2,200,000.00					1,200,000.00	Unfunded
Parks & Trails	Park Restoration	8/4/25	300,000.00					300,000.00	Unfunded
Sanford Center	Sanford Center	8/4/25	300,000.00					300,000.00	Unfunded
Parks & Trails	Neilson Reise Exterior	8/4/25	400,000.00					400,000.00	Unfunded
Administration	Lake Bemidji North Extension	8/4/25		3,000,000.00				3,000,000.00	Water Reserves
Administration	Lake Bemidji North Extension	8/4/25		6,000,000.00				6,000,000.00	Sewer Reserves
	Revision Requested		3,200,000.00	9,000,000.00				11,200,000.00	
	Revised Total (pending)		29,724,142.80	22,076,567.00	11,268,000.00	15,474,500.00	5,143,000.00	82,685,709.80	

RESOLUTION NO.

A RESOLUTION ADOPTING THE CITY OF BEMIDJI 2025-2029 CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT PLAN

WHEREAS, the Capital Improvement Program (CIP) is a long-term guide plan (2025-2029) for capital expenditures and equipment replacement in the City of Bemidji; and

WHEREAS, the Bemidji City Council held a public hearing on the Capital Improvement Plan at its regular meeting on August 4, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Bemidji City Council hereby adopts the City of Bemidji 2025 to 2029 Capital Improvement and Equipment Replacement Plan as the official five-year guide plan for the City.

The foregoing resolution was offered by Councilmember _____, who moved its adoption, and on due second by Councilmember _____ Thayer, was passed by the following vote:

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor



City of Bemidji Capital Improvement Plan 2025 - 2029

Updated 8/4/25

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Administration	Codification; software for Clerk	12/15/24	25,000.00					25,000.00	ARPA
Building & Rental	Inspector Vehicle - Used	12/15/24		40,000.00				40,000.00	Bldg Fund
Building & Rental	Cold storage building for vehicles	12/15/24	180,000.00					180,000.00	Bldg Fund
Building & Rental	Inspector Vehicle - Used	12/15/24	80,000.00					80,000.00	Bldg Fund
City Hall	Land Purchase for new City Hall site		500,000.00					500,000.00	UNFUNDED
Depot	HVAC system replacement	12/15/24	250,000.00					250,000.00	ARPA
Engineering	Scanner/Plotter	12/15/24		10,000.00				10,000.00	UNFUNDED
Engineering	Pickup	12/15/24		40,000.00				40,000.00	UNFUNDED
Engineering	GPS Rover & Tablets	12/15/24	40,000.00					40,000.00	Levy General Fund
Finance	Software Upgrade to Cloud	12/15/24		70,000.00				70,000.00	UNFUNDED
Finance	Electronic Time Keeping System	12/15/24	25,000.00					25,000.00	UNFUNDED
Fire Protection	Radio Equipment	12/15/24	203,000.00	0.00				203,000.00	Reserves 101
Fire Protection	Chief's Vehicle	12/15/24	50,000.00					50,000.00	Reserves 101
Fire Protection	Chief's Vehicle	12/15/24	50,000.00					50,000.00	Levy General Fund
Fire Protection	Engine	12/15/24		1,000,000.00				1,000,000.00	UNFUNDED
Fire Protection	Station Two Upgrade	12/15/24		25,000.00				25,000.00	UNFUNDED
Fire Protection	Yavarow Office build out	12/15/24	50,000.00					50,000.00	ARPA
GIS	Aerial digital photography	12/15/24		21,000.00				21,000.00	UNFUNDED
GIS	GPS Survey Equipment Upgrade	12/15/24			40,000.00			40,000.00	UNFUNDED
Legal	Phoenix Pro Legal Software	12/15/24	20,000.00					20,000.00	UNFUNDED
Library	Drywall removal from support columns	3/17/25	3,500.00					3,500.00	Reserves
Library	Children's book browsers	3/17/25	3,816.00					3,816.00	Reserves
Liquor - First City	Improvements	12/15/24	15,000.00	15,000.00	20,000.00	15,000.00	15,000.00	80,000.00	Liquor
Liquor - Lakeview	Outside painting & repairs	12/15/24	25,000.00	25,000.00	15,000.00	25,000.00	15,000.00	105,000.00	Liquor
Parking	Parking Lot # 4	12/15/24			150,000.00			150,000.00	Reserves
Parking	Parking Lot # 5	12/15/24	75,000.00					75,000.00	Reserves
Parking	Parking Lot # 7	12/15/24		75,000.00				75,000.00	Reserves
Parks & Trails	Cameron Bldg rehab	12/15/24	40,500.00					40,500.00	Levy General Fund
Parks & Trails	Cameron Trail Project Grant	3/17/25		140,567.00				140,567.00	Grant
Parks & Trails	Cameron Trail Project Grant	3/17/25		48,000.00				48,000.00	UNFUNDED
Parks & Trails	Trail Sealcoating	4/21/25	25,000.00	25,000.00				50,000.00	Levy General Fund
Parks & Trails	Library Park Irrigation	12/15/24		15,000.00				15,000.00	UNFUNDED
Parks & Trails	Library Park Bottle Filler	12/15/24			13,000.00			13,000.00	UNFUNDED
Parks & Trails	Otto Schmunk -shade/tables/scaping	12/15/24			15,000.00	25,000.00		40,000.00	UNFUNDED
Parks & Trails	Algoma Project (joining project) grants	12/15/24	30,000.00	150,000.00				180,000.00	ARPA
Parks & Trails	Diamond Point Water /Drink station	12/15/24		13,000.00				13,000.00	UNFUNDED



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Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Parks & Trails	Trail Asphalt Patching - Lakeshore Trails	12/15/24	5,000.00					5,000.00	Levy General Fund
Parks & Trails	Nymore Playground	12/15/24				195,000.00		195,000.00	UNFUNDED
Parks & Trails	Cameron Park - shower Station	12/15/24	15,000.00					15,000.00	Levy General Fund
Parks & Trails	Paul Bunyan Park Lg Shade/Event Strtr	12/15/24					400,000.00	400,000.00	UNFUNDED
Parks & Trails	South Shore Shade Structure - Beach	12/15/24				21,000.00		21,000.00	UNFUNDED
Parks & Trails	Outdoor Rec-Brinkman trails/parking	12/15/24			50,000.00			50,000.00	UNFUNDED
Parks & Trails	Toro 6040 field groomer	12/15/24	48,000.00					48,000.00	UNFUNDED
Parks & Trails	Bobcat SG 60 stump grinder	12/15/24		12,500.00				12,500.00	UNFUNDED
Parks & Trails	Chipper box for 2006 4500	12/15/24	40,000.00					40,000.00	UNFUNDED
Parks & Trails	Altoz XP660HD Mower 2017 repl	12/15/24			12,500.00			12,500.00	UNFUNDED
Parks & Trails	Altoz XC610S mower 2016 rpl	12/15/24		11,500.00				11,500.00	UNFUNDED
Parks & Trails	Sand Pro 3040 rpl 2015	12/15/24			25,000.00			25,000.00	UNFUNDED
Parks & Trails	BOBCAT 720 rpl 2000	12/15/24		45,000.00				45,000.00	UNFUNDED
Parks & Trails	Bobcat Tool Cat 5600 + bkt rpl 2020	12/15/24					55,000.00	55,000.00	UNFUNDED
Parks & Trails	Boss Plow rpl 2017	12/15/24			7,500.00			7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2018	12/15/24				7,500.00		7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2019	12/15/24					8,000.00	8,000.00	UNFUNDED
Parks & Trails	96" Toro rpl 2024	12/15/24				45,000.00		45,000.00	UNFUNDED
Parks & Trails	RAM 1500 TRUCK (w/plow mts) rpl 215	12/15/24			50,000.00			50,000.00	UNFUNDED
Parks & Trails	SIERRA WT 4WD w/plow mts rpl 2016	12/15/24		60,000.00				60,000.00	UNFUNDED
Parks & Trails	SIERRA 2500HD w/plow mts rpl 2018	12/15/24				55,000.00		55,000.00	UNFUNDED
Parks & Trails	Cameron Bldg rehab		159,500.00					159,000.00	ARPA
Recreation	Transit 150 (REC)	12/15/24	50,000.00					50,000.00	UNFUNDED
Recreation	EXPRESS 3500 VAN (REC) rpl 2014	12/15/24					55,000.00	55,000.00	UNFUNDED
Recreation	Pacifica (REC) rpl 2018	12/15/24			35,000.00			35,000.00	UNFUNDED
Tourist Info Center	Paul Bunyan Statue/Repair	1/20/25	15,000.00					15,000.00	NWF Fund
Tourist Info Center	Paul Bunyan Statue/Repair	1/20/25	10,000.00					10,000.00	Levy General Fund
Planning & Zoning	Comp/Plan Ordinance Revision	12/15/24	200,000.00					200,000.00	ARPA
Police	Squad vehicles - equipped	12/15/24	240,000.00	160,000.00	160,000.00	170,000.00	200,000.00	930,000.00	Levy General Fund
Police	Detective SUV	12/15/24		75,000.00	75,000.00			150,000.00	UNFUNDED
Police	Admin Vehicle	12/15/24				75,000.00		75,000.00	UNFUNDED
Police	Computers	12/15/24	15,000.00	15,000.00	17,000.00	20,000.00	20,000.00	87,000.00	Levy General Fund
Police	BWC Audit	12/15/24		5,000.00		5,000.00		10,000.00	UNFUNDED
Police	Police Bldg Maintenance	12/15/24	45,000.00	50,000.00	50,000.00	50,000.00	50,000.00	245,000.00	Levy General Fund
PW Facility	D/X cooling replacement	12/15/24				60,000.00		60,000.00	User Fees
PW Facility	Caulking - Panel Joints	12/15/24	50,000.00					50,000.00	User Fees



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Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
PW Facility	Garage doors	12/15/24	10,000.00					10,000.00	User Fees
PW Facility	Parking Lot/Entrance Road Bituminous	12/15/24	100,000.00			100,000.00		200,000.00	User Fees
PW Facility	Interior Flooring & Painting	12/15/24	35,000.00					35,000.00	User Fees
PW Facility	Exterior Painting	12/15/24	20,000.00					20,000.00	User Fees
PW Facility	Water Heater	12/15/24			10,000.00			10,000.00	User Fees
PW Facility	Locker room upgrades	12/15/24			130,000.00			130,000.00	User Fees
PW Facility	HVAC Boiler upgrades	12/15/24	100,423.80					100,423.80	ARPA
PW Facility	Fire Alarm Panel @ PW Facility	12/15/24	50,000.00					50,000.00	ARPA
PW Facility	Breakroom Remodel	12/15/24					60,000.00	60,000.00	User Fees
Res Refuse	Auto loader Refuse Truck	12/15/24				420,000.00		420,000.00	Refuse Fees
Res Refuse	Canister replacement	12/15/24	30,000.00		30,000.00		35,000.00	95,000.00	Refuse Fees
Res Refuse	Hook Truck replacement	12/15/24	25,000.00	190,000.00				215,000.00	Refuse Fees
Res Refuse	Curbside recycling Feasibility Study	12/15/24	75,000.00					75,000.00	Refuse Fees
Railroad Corridor	Water 500K replacement, Sewer 500K	12/15/24	500,000.00					500,000.00	Water Fees
Railroad Corridor	Water 500K replacement, Sewer 500K	12/15/24	500,000.00					500,000.00	Sewer fees
Sanford Center	Sanford Center	12/15/24	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00	1,050,000.00	Levy Sanford Center
Sanford Center	Sanford Marquee	12/15/24	112,903.00					112,903.00	ARPA
Sewer Line	Pickup 4x4 3/4 ton; replaces 2013	3/3/25	65,000.00					65,000.00	Sewer Fees
Sewer Line	Generator, replaces 2003	12/15/24	70,000.00		70,000.00			140,000.00	Sewer Fees
Sewer Line	Old High School site utilities	12/15/24			60,000.00			60,000.00	Water Fees
Sewer Line	Old High School site utilities	12/15/24			90,000.00			90,000.00	Sewer fees
Sewer Line	Slip lining clay tile	5/5/25	150,000.00	160,000.00		175,000.00		485,000.00	Sewer Fees
Sewer Line	Lift Station Refurbishment	5/5/25	660,000.00	60,000.00	65,000.00	65,000.00	65,000.00	915,000.00	Sewer Fees
Sewer Line	Water & Truck Tank	12/15/24		65,000.00				65,000.00	Water Fees
Sewer Line	Water & Truck Tank	12/15/24		195,000.00				195,000.00	Sewer fees
Sewer Line	W/S 5th St to airport on adams ave	12/15/24			5,000,000.00			5,000,000.00	Go Bonds
Sewer Line	MCPA Climate Action Plan	12/15/24	82,500.00					82,500.00	Sewer fees
Sewer Line	MCPA Climate Action Plan,grant	12/15/24	50,000.00					50,000.00	Fed/State Grants
Storm	Sweeper	12/15/24	250,000.00					250,000.00	Storm Water Fees
Storm	Phosphorus Treatment	12/15/24	50,000.00					50,000.00	Storm Water Fees
Storm	Storm water system repairs	12/15/24	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	Storm Water Fees
Storm	Spruce Street NW Storm Sewer Rpl	12/15/24	250,000.00					250,000.00	Storm Water Fees
Street	Downtown Reconstruction Study	12/15/24		150,000.00				150,000.00	UNFUNDED
Perm Improvement	Alley Paving	12/15/24	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	300,000.00	Reserves
Perm Improvement	Annual Street Reconstruction Project	12/15/24			1,000,000.00			1,000,000.00	Fed/State Grants
Perm Improvement	Annual Street Reconstruction Project	4/21/25	980,000.00	350,000.00	750,000.00	1,260,000.00	1,200,000.00	4,540,000.00	MSA



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Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Perm Improvement	Annual Street Reconstruction Project	4/21/25	500,000.00	150,000.00	300,000.00	510,000.00	300,000.00	1,760,000.00	Sewer Fees
Perm Improvement	Annual Street Reconstruction Project	4/21/25	200,000.00	150,000.00	300,000.00	325,000.00	250,000.00	1,225,000.00	Sp Assessments
Perm Improvement	Annual Street Reconstruction Project	4/21/25	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00	2,000,000.00	Storm Water Fees
Perm Improvement	Annual Street Reconstruction Project	4/21/25	535,000.00	535,000.00	535,000.00	535,000.00	535,000.00	2,675,000.00	Levy Street
Perm Improvement	Annual Street Reconstruction Project	4/21/25	450,000.00	275,000.00	350,000.00	598,000.00	400,000.00	2,073,000.00	Water Fees
Perm Improvement	Hannah Ave & MS Drive recon 23-05	12/15/24	2,800,000.00					2,800,000.00	Fed/State Grants
Perm Improvement	Hannah Ave & MS Drive recon 23-05	12/15/24	700,000.00					700,000.00	MSA
Perm Improvement	TH 197 RAISE Grant	12/15/24		800,000.00				800,000.00	Fed/State Grants
Perm Improvement	TH 197 RAISE Grant	12/15/24		1,200,000.00				1,200,000.00	MSA
Street	Motor Grader	12/15/24	285,000.00					285,000.00	Levy
Street	Backhoe	12/15/24			160,000.00			160,000.00	Levy General Fund
Street	Single Axle snowplow	12/15/24				270,000.00		270,000.00	UNFUNDED
Street	Medium Duty truck/1 ton	2/18/25	80,000.00					80,000.00	Levy General Fund
Street	Truck & Roll off box	12/15/24		250,000.00				250,000.00	UNFUNDED
Street	Pickup Truck (4x4) w/plow	12/15/24			65,000.00			65,000.00	UNFUNDED
Street	Tool Cat	12/15/24		85,000.00				85,000.00	UNFUNDED
Street	Single Axle snow plow	12/15/24				270,000.00		270,000.00	UNFUNDED
Water	Lead & Copper issues	12/15/24	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100,000.00	Water Fees
Water	Pickup 3/4 Ton 4x4	12/15/24		65,000.00				65,000.00	Water Fees
Water	Replace WTP Media	12/15/24		500,000.00		500,000.00		1,000,000.00	Water Fees
Water	Fire Hydrants, 755 as of 2006 city	12/15/24	25,000.00	25,000.00	28,000.00	28,000.00	30,000.00	136,000.00	Water Fees
Water	Well Refurbishment & VFD	12/15/24	30,000.00	40,000.00	40,000.00	40,000.00	40,000.00	190,000.00	Water Fees
Water	Change out old water meters	12/15/24	100,000.00	100,000.00	100,000.00	120,000.00	120,000.00	540,000.00	Water Fees
Water	Adams Ave Main	12/15/24				1,000,000.00		1,000,000.00	Water Fees
Water	Comp Plan Update	12/15/24		50,000.00				50,000.00	Water Fees
Water	Portable Generator	12/15/24	90,000.00					90,000.00	Water Fees
Water	Water Tower Maint	12/15/24	500,000.00	50,000.00				550,000.00	Water Fees
Water	Airport PA # 3 water main loop	12/15/24				700,000.00		700,000.00	Water Fees
Water	Leak Detection Equipment	12/15/24	10,000.00					10,000.00	Water Fees
WWTP	Controls and Upgrades	12/15/24	50,000.00	50,000.00	50,000.00	50,000.00		200,000.00	Sewer Fees
WWTP	Final Clarifier	12/15/24	7,000,000.00					7,000,000.00	Utility Bonds
WWTP	Final Clarifier	12/15/24	5,200,000.00					5,200,000.00	Fed/State Grants
WWTP	DAF Removal project	12/15/24	200,000.00					200,000.00	Sewer Fees
WWTP	Roof Replacement	12/15/24		150,000.00			150,000.00	300,000.00	Sewer Fees
WWTP	UV Valve & Primary Digester pipe rpl	12/15/24	70,000.00					70,000.00	Sewer Fees
WWTP	Primary Clarifier reconstruction	12/15/24		4,000,000.00				4,000,000.00	Sewer Fees



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Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
WWTP	Preliminary Bldg Electrical upgrades	12/15/24		300,000.00				300,000.00	Sewer Fees
WWTP	Preliminary Bldg Makeup Air Unit (MAU)	12/15/24			240,000.00			240,000.00	Sewer Fees
WWTP	Pump Replacement	1/25/25	60,000.00					60,000.00	Sewer Fees
WWTP	Sludge Storage Tank With Mixer	12/15/24				6,500,000.00		6,500,000.00	Sewer Fees
WWTP	Chemical Feed Room Improvements	12/15/24			100,000.00			100,000.00	Sewer Fees
WWTP	3/4 ton pickup with plow	12/15/24		65,000.00				65,000.00	Sewer Fees
WWTP	Biosolids application vehicle	12/15/24				350,000.00		350,000.00	Sewer Fees
WWTP	Primary Digester Cover Repari	12/15/24		30,000.00				30,000.00	Sewer Fees
WWTP	Exterior Building Repair WWTP	12/15/24			170,000.00			170,000.00	Sewer Fees
WWTP	Standby Generator & Switchgear rpl	12/15/24					250,000.00	250,000.00	Sewer Fees
	Original Total		26,524,142.80	13,076,567.00	11,268,000.00	15,474,500.00	5,143,000.00	71,485,709.80	

Requested Revisions

Dept Name	Project Name/Description	Date	2025	2026	2027	2028	2029	2025-2029 Totals	Where \$ coming from
Railroad Corridor	Rail Corridor Project	8/4/25	2,200,000.00					1,200,000.00	Unfunded
Parks & Trails	Park Restoration	8/4/25	300,000.00					300,000.00	Unfunded
Sanford Center	Sanford Center	8/4/25	300,000.00					300,000.00	Unfunded
Parks & Trails	Neilson Reise Exterior	8/4/25	400,000.00					400,000.00	Unfunded
Administration	Lake Bemidji North Extension	8/4/25		3,000,000.00				3,000,000.00	Water Reserves
Administration	Lake Bemidji North Extension	8/4/25		6,000,000.00				6,000,000.00	Sewer Reserves
	Revision Requested		3,200,000.00	9,000,000.00				11,200,000.00	
	Revised Total (pending)		29,724,142.80	22,076,567.00	11,268,000.00	15,474,500.00	5,143,000.00	82,685,709.80	