BEMIDJI CITY COUNCIL
REGULAR MEETING AGENDA

Monday, August 18, 2025

Council Chambers
City Hall – 317 4th Street NW
(or as soon thereafter following the BEDA meeting)
6:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

SWEARING IN CEREMONY

AMENDMENTS TO THE AGENDA

MINUTES

1) June 23, 2025 Work Session
   July 7, 2025 Council Meeting
   July 21, 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 $1,691,997.45

3) Claims Submitted by ASM Global for the Sanford Center in the Amount of $101,281.45

4) 2025 Business License Approvals

5) Approve Quote from Zepole Restaurant Supply for $6,961.42 for the Sanford Center (CIP)

6) Approve Quote from Uline for $1,148.66 for the Sanford Center (CIP)

7) Approve RFP for Group Employee Health Insurance

8) Approve Special Event Permit for Bemidji High School Homecoming Parade (September 21)

9) Approve Temporary 1 Day Consumption and Display Permit (Watermark Art Center)

10) Approve Change Order No. 5 for WWTP Final Clarifier Project - City Project 23-03

11) Declare Surplus Equipment and Authorize Disposal (Police)

12) Resolution Establishing Taxicab Fares for Ride Away, LLC

13) Resolution Rejecting all Bids Received for the Rail Corridor Soil Remediation and Earthwork Project - City Project 25-05

CONSENT AGENDA #2

14) Approve Special Event Permit for Fall Food Festival (September 18-21)

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.

REPORT

15) Bemidji Police Department Security Camera Registration and Mapping (SCRAM) program

NEW BUSINESS

16) Consider Professional Services Agreement for 2027 Middle School Drive NW Reconstruction - City Project 27-02

COUNCIL COMMITTEE REPORTS

CLOSED MEETING

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

REOPEN MEETING

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

UPCOMING MEETINGS

17) August 25 (5:30) - Work Session (Storm Recovery Update)
August 28 (6:00) - Joint Informational Hearing with Northern Township
September 1 - Holiday
September 2 (6:00) - Council Meeting

ADJOURN

MEMBER ATTENDING REMOTELY

COUNCILMEMBER PETERSON WILL BE ATTENDING VIA WEBEX UNDER THE AUTHORITY OF MINNESOTA STATUTES SECTION 13D.02 MEMBERS OF THE PUBLIC MAY MONITOR THE MEETING BY ACCESSING THE REMOTE MEETING LINK ON THE CITY WEBSITE https://bemidjimn.portal.civicclerk.com/

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – June 23, 2025

DRAFT

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, June 23, 2025 at 5:30 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, Eaton, Thayer. Absent: Rivera

Present: Rich Spiczka, Justin Sherwood, Mike Mastin, Marcia Larson, Sam Anderson, Donna Coe, Michelle Miller, Caralee Nowack, Rob Elliott

Motion by Peterson, seconded by Thayer, amending the agenda by adding items to the agenda (1) City Departments Update Related to Storm Response and Status, (2) Consider Resolution Extending Emergency Declaration. Motion carried by unanimous voice vote.

<u>City Department Update Related to Storm Response and Status</u>
City departments provided a comprehensive update on their response to the recent severe storm:

- Emergency Management & Fire: The fire chief described the city's rapid transition into emergency management mode after the storm hit early Saturday morning. An Emergency Operations Center (EOC) was established, and all available city staff were mobilized. The initial focus was on ensuring staff safety, opening thoroughfares for emergency access, and coordinating with county and state partners. The fire department responded to over 80 emergencies in the first 12 hours, including a building explosion, fires, and numerous gas leaks. Mutual aid was received from 14 fire departments across Minnesota. Notably, there were zero deaths and zero injuries reported.

- Police/Public Safety: The police chief highlighted the importance of immediate safety and access, commending public works for quickly clearing roads. The transition from emergency response to recovery was discussed, with an emphasis on the need for outside resources and community volunteers. United Way was identified as the main point of contact for those wishing to help.

- Public Works/Utilities: The public works director reported that water service was uninterrupted, and most sewer lift stations were back online, though some were still running on generators. Debris removal was underway, with city crews conducting multiple rounds of curbside pickup. Residents were encouraged to bring debris to the curb, and alternative disposal sites were being considered. Refuse collection was challenged by blocked alleys and missing garbage cans, but normal routes were being run where possible.

- Parks & Recreation: The parks department supported street cleanup efforts and began assessing and clearing parks. Most parks were close to reopening, except for Diamond Point, which suffered significant damage. Volunteers were being organized to help with debris removal, and some recreation programs were canceled or modified. The department was also assisting with public communications.

- City Management: The city manager praised staff for their flexibility and teamwork, highlighted the importance of coordinated communication, and noted the transition from emergency response to long-term recovery. The city was working with state and federal partners for resources and funding. Special attention was given to vulnerable populations, such as the unhoused, and to ongoing power restoration efforts.

- Community Support: The Sanford Center shelter was closed as other facilities reopened, and the center transitioned to a supply distribution site. Team Rubicon and other organizations were coming to assist with cleanup at no cost to the city. Residents needing help were directed to Community Resource Connections.

Consider Resolution Extending Emergency Declaration
RESOLUTION NO. 6630: Extending a Local Emergency Declaration Pursuant to Minnesota Statutes Sections 12.29 and 21.37 Until July 7, 2025 was offered by Councilmember Fiskevold Gould, who moved its adoption, and upon due second by Councilmember Peterson, passed by unanimous voice vote.

Neilson Reise Facility Use/Grant Update
The council discussed the future of the Nielsen facility after a presentation from the Bemidji Indoor Sports Commission (BISC), which is a partnership of local softball, soccer, and baseball organizations. BISC received a $250,000 grant from the Nielsen Foundation and plans to use the facility as a multi-use indoor sports space. Councilmembers expressed strong support and enthusiasm for the project, noting the benefits for youth and the community. The city manager explained that staff will negotiate a lease agreement with BISC, modeled after the existing curling club lease, and aim to present it for council approval at future council meeting. The discussion also touched on the need for repairs to the building and the importance of ensuring equitable lease terms. Overall, the council was excited to see the facility repurposed for community recreation.

Prince called for a brief recess at 7:03 p.m. Meeting reconvened at 7:06 p.m. with all members present.

City Operations Discussion
The city manager presented several staffing and organizational proposals to the council:

1. Contracting Out Civil Legal Services: The city manager recommended continuing to use an outside law firm for civil legal work, citing benefits such as access to a broader range of expertise, efficiency, and continuity. Councilmembers asked about costs, the number of firms available, and how this would be budgeted. There was general openness to the idea, with requests for more detailed financial comparisons and contract terms.

2. Separation of Parks and Recreation: The manager proposed separating the Parks and Recreation Department into distinct units to improve focus and efficiency. This change does not require council approval but was shared for transparency. Some councilmembers wanted more discussion and information before fully supporting the change.

3. Communications and Engagement Director: There was strong support for creating this new position, with councilmembers noting the need for improved communication, especially during emergencies. The manager indicated that the city's budget could support the position and that a job description would be provided.

4. Community Development Director: The manager proposed reinstating this position to better manage large projects and support community growth. Councilmembers generally

supported the idea but requested more information about the role, costs, and potential overlap with other organizations.

Councilmembers expressed trust in the city manager's judgment but requested more details, especially regarding costs, job descriptions, and the impact of recent emergencies on the budget. The manager plans to bring more detailed proposals and job descriptions to a future council meeting for further discussion and possible approval. Overall, there was cautious support for the proposals, with a desire for additional information before making final decisions.

ADJOURN

There being no further business, motion by Thayer, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:28 p.m.

Respectfully submitted,

Michelle R. Miller

Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – July 7, 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, July 7, 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 (6:04), Peterson, Dickinson, Rivera (6:01), 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 Eaton, approving the agenda as presented. Motion carried by unanimous voice vote. Absent: Fiskevold Gould**

MINUTES

The following minutes were presented for approval:

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

Motion by Eaton, seconded by Thayer, approving minutes as presented. Motion carried by unanimous voice vote. Absent: Fiskevold Gould

CONSENT AGENDA #1

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

1. Claims Submitted by Finance Officer in the Amount of $1,938,042.73
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of $42,992.63
3. Approve May Financials from ASM Global for the Sanford Center
4. 2025 Business License Approvals
5. Approve Quote for City Street Striping to Sir Lines-A Lot ($33,174.40)
6. **RESOLUTION NO. 6630:** Approving Depositories for City Funds in 2025
7. **RESOLUTION NO. 6631:** Accepting Donation from Books and More/Union Station Thrift Shop ($2,386.19)
8. Approve Special Event Permit for Bemidji Dragon Boat Festival
9. **RESOLUTION NO. 6632:** Approving the Site and Alcohol for the Dragon Boat Festival
10. Approve Temporary 1-4 Day Liquor License for Bemidji Dragon Boat
11. Approve Temporary 1-4 Day Liquor License for United Way
12. Approve Settlement and Release Agreement Between City and William Batchelder
13. Approve Council Travel Authorization-MRCTI Annual Conference (Twin Cities), September 16-17-Prince

Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Prince, Rivera, Eaton. Abstain: Dickinson due to a relationship with individual in Item 12. Absent: Fiskevold Gould

CONSENT AGENDA #2

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

1. Claims Submitted by Finance Officer for Visit Bemidji in the Amount of $42,118.24

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- No appearance.

NEW BUSINESS

City Storm Response Update

- City staff provided an update on the storm response, highlighting the rapid mobilization for emergency response, curbside debris pickup, and the fast-tracking of business licenses for tree services and building permits. The city coordinated with the Red Cross for resource distribution and damage assessment.
- Governor Walz declared a peacetime emergency, allowing partial reimbursement for infrastructure cleanup.
- Council members and staff discussed challenges with debris pickup, especially on private roads due to liability concerns. The city is working to assist all neighborhoods, with a focus on public right-of-way.
- Multiple contractors are engaged in debris removal, and the city is tracking progress with internal maps. The goal is to complete one full round of pickup citywide before returning for additional rounds.
- There was discussion about providing resources for tree removal, including connecting residents with arborists, and exploring assistance for those without insurance.
- The city has waived late fees for utility bills due to mail delays and is open to further assistance for residents struggling with.
- Councilmembers expressed gratitude for staff and community efforts and discussed the emotional impact of tree loss and the importance of community.
- Questions were raised about responsibility for hazardous trees overhanging public roads, with staff explaining the process for prioritizing and addressing these hazards.
- The city is processing storm debris, with logs and branches being separated and mulched. There are ongoing discussions about potential public use of wood chips and the feasibility of using downed wood for lumber.
- Fire hazard concerns were discussed, with staff monitoring the situation and considering additional contractors if needed.
- Park cleanup is ongoing, with significant damage in some parks (e.g., Diamond Point Park). The city is balancing costs, safety, and public expectations for reopening parks.
- The council broadly supported using city housing funds ($214,000) and revolving loan funds ($784,000) to assist homeowners and businesses impacted by the storm. There was consensus on exploring partnerships with local organizations to maximize assistance and on possibly waiving certain fees.
- Staff will return with proposals for deploying these funds and partnering with other organizations for administration and outreach.

Resolution Extending Local Emergency Declaration

RESOLUTION NO. 6633: Extending a Local Emergency Declaration Pursuant to Minnesota Statutes Sections 12.29 and 12.37 Until July 22, 2025 was offered by Councilmember Peterson, who moved its adoption, and upon due second by Councilmember Thayer, passed by unanimous voice vote.

COUNCIL COMMITTEE UPDATES

- Councilmember Fiskevold Gould had no committee reports but did attend the League of Minnesota Cities Annual Meeting.
- Councilmember Peterson attended a long-range planning meeting with rural fire partners, discussed storm recovery and the status of the SAFER grant (not available this year). The group is working on alternative solutions for fire department staffing.
- Councilmember Thayer will forward minutes from the downtown business committee to Michelle for distribution. The meeting focused on storm damages, planning upcoming events, and support for local businesses affected by the storm.
- Councilmember Rivera had no committee reports; HRA meeting lacked a quorum. Noted that HRA director Debbie will retire at the end of the year, and discussions are underway about the replacement process and HRA's role.
- Councilmember Eaton attended a budget committee meeting for the Bemidji Regional Airport Authority, which is starting its annual budget process (about $1.6 million for operations). Upcoming meetings will address construction projects and a recently resolved bid challenge.
- Councilmember Dickinson had no report.
- Mayor Prince:
    - Gave a community update at the Launch Pad on June 18.
    - Attended a Sanford Center Advisory Board meeting, which included a report on the center's role as an emergency shelter and storm damage.
    - Participated in an airport commission meeting; financials are improving, and a special meeting is scheduled to address airport repairs.
    - Attended a Greater Bemidji board meeting, encouraged more information sharing about DEED business programs. Noted a railroad corridor update with potential development interest.
    - Attended a Greater Minnesota Housing Fund loan committee meeting
    - Briefly attended the LMC annual conference, where he connected with officials from other cities affected by disasters.
    - Provided a monthly update on local radio.

Prince called for a brief recess at 7:18 p.m. Meeting reconvened at 7:25 p.m. with all members present.

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 Fiskevold Gould 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 voice vote. Meeting closed at 7:28 p.m.

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

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 8:45 p.m.

UPCOMING MEETINGS

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

ADJOURN

There being no further business, motion by Fiskevold Gould, seconded by Peterson, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 8:46 p.m.

Respectfully submitted,

Michelle R. Miller

Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – July 21, 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, July 21, 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 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.**

MINUTES

The following minutes were presented for approval:

May 19, 2025 Council Meeting
May 27, 2025 Work Session
May 27, 2025 BEDA Meeting

Motion by Eaton, seconded by Thayer, approving minutes as presented. Motion carried by unanimous voice vote. Abstain: Fiskevold Gould due to being absent from those meetings.

CONSENT AGENDA

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

1. Claims Submitted by Finance Officer in the Amount Of $2,844,814.10
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of $69,197.30
3. 2025 Business License Approvals
4. Approve Special Event Permit for HRDC
5. Approve Special Event Permit for Bemidji Dragon Boat 5k
6. **RESOLUTION NO. 6634:** Approving Donation from Bike Bemidji - Loop the Lake ($250.00)
7. **RESOLUTION NO. 6635:** Rejecting all Bids Received for City Project 25-03
8. Approve OTP Site Host Agreement (EV Charger at South Shore)
9. Approve Professional Services Agreement Amendment for Barr Engineering - City Project 25-05

Motion carried by unanimous voice vote.

CITIZENS WITH BUSINESS NOT ON AGENDA

- Misty Bray addressed the council to express her appreciation for the city's prompt and effective response to the recent storm. She described witnessing the storm's aftermath firsthand and noted how responsive and helpful city staff were in answering questions and providing information. Misty specifically thanked the fire department, police department,

street works, and other city staff for their hard work and dedication during the cleanup and recovery efforts.

REPORT

State Representative District 2A Bidal Duran

Representative Bidal Duran provided a comprehensive legislative update to the council, covering the following key areas:

- Explained the delay in his visit due to legislative responsibilities and expressed appreciation for the city's leadership and community response to recent challenges.
- Emphasized his commitment to small government, local control, limiting unfunded mandates, and fiscal responsibility. Duran stated his role is to support local officials and ensure the state does not overreach.
- Acknowledged recent tragedies affecting elected officials and described his actions to ensure the safety of local officials, including requesting extra patrols.
- Highlighted the importance of working across the aisle, especially given the historic 67-67 tie in the House, which required bipartisan cooperation on committees and legislation.
- Discussed significant budget cuts, appropriations for labor, economic development, tourism, and small business assistance, and highlighted grant opportunities for local governments.
- Detailed state funding for various housing programs and described efforts to bring a housing pilot program to the area, targeting not just low-income but also middle-income residents (the "ALICE" population).
- Reviewed the state's tax situation, noting Minnesota's high tax rates and the out-migration of higher-income residents. He cautioned against further tax increases and discussed the need to incentivize people to stay in Minnesota.
- Reported on increased funding for public safety, new policies (e.g., fentanyl penalties, domestic violence notifications), and his advocacy for supporting law enforcement and fighting unfunded mandates.
- Mentioned bonding focused on water, roads, and bridges, and highlighted a bill he passed for hearing protection for peace officers.
- Warned about ongoing fraud issues in state programs and a looming $6 billion deficit, stressing the need for fiscal responsibility.
- Noted only minor changes to the Paid Family Medical Leave program this session and announced an upcoming presentation for the community to discuss concerns.
- Encouraged ongoing communication with the council and offered to provide updated data and further legislative updates as needed.

Throughout his report, Duran responded to council questions about housing, mental health, migration data, and local funding allocations, and he expressed willingness to follow up on specific requests for information.

NEW BUSINESS

Consider Professional Services Agreement for North Lake Bemidji Water & Sanitary Sewer Extension Project - City Project 25-07

Anderson stated that the Beltrami County Highway Department is proposing to reconstruct CSAH 20 (Birchmont Beach Road NE) in the 2026 construction season. This is an opportunity to extend City water and sanitary sewer to areas identified in our water & sanitary sewer comprehensive plans for proposed utility expansion while not having to cover the associated road replacement costs, which lessens the city's project costs overall. This proposed utility extension will not require improvements to the WWTP and provides an alternate solution to those properties along the corridor that may have current or future septic issues.

In order to meet the proposed timelines of the upcoming county road project, staff have procured a proposal from Bolton & Menk to provide design & bidding services for $351,000 to assist city staff

with design, and bidding services for this project. Bolton & Menk are a reputable and capable firm that has done other projects within the city. The engineering design fees are proposed to be covered by sanitary sewer reserve funds.

Upon approval, topographical survey and preliminary design would begin immediately with the intent to have those tasks completed by end of September. Final design is scheduled to be completed by the end of 2025 to meet the county's road design & bidding timelines.

Motion by Eaton, seconded by Thayer, authorizing staff to enter into a professional services agreement with Bolton & Menk in an amount not to exceed $351,000 for the North Lake Bemidji Water & Sanitary Sewer Extension Project – City Project 25-07. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

Storm Response Update

- City staff provided an update on ongoing storm cleanup and recovery efforts, emphasizing coordination with Beltrami County for tracking expenses and resources to ensure proper reimbursement under the state emergency declaration (75% reimbursable, city responsible for 25%).
- The city is at maximum contractor capacity for debris removal, with about 12 private contractor units working. City staff are now focused on managing operations and processing sites.
- The first round of debris cleanup is over halfway complete, with the goal to finish before winter. Public patience was requested as not all areas have been reached yet.
- Residents were reminded to keep debris (excluding stumps and root balls) on the curb, not in alleys, for pickup. Narrow streets and alleys present challenges, but case-by-case accommodations are being made for those unable to move debris.
- Parks and trails are being reopened as they are made safe, with about 80% of trails open. Diamond Point Park cleanup is nearly complete, but final stump removal and restoration are still pending.
- The city is stockpiling wood for potential public use (e.g., firewood, mulch) once processing congestion eases.
- Residents are encouraged to help keep storm drains clear of debris but not to rake debris into them.
- Public works provided a contact number for residents needing special assistance with debris or reporting issues like low-hanging wires or hazardous trees.
- There are plans to communicate directly with residents on private drives about a targeted debris pickup process, as these areas require special handling due to access and liability concerns.
- Stump removal for city-owned trees is being planned for after the main emergency cleanup, while options for private stumps are still being considered.
- MnDOT has assisted with initial cleanup on trunk highways, but street sweeping and catch basin maintenance remain primarily the city's responsibility.
- Councilmembers relayed community feedback, asked about specific problem areas, and discussed the need for clear public communication and mapping of cleanup progress.
- The city is considering future use of salvaged timber for community projects but is currently focused on immediate recovery.
- The update concluded with appreciation for staff and community cooperation, and a reminder that further communication and updates will continue as the situation evolves.

Resolution Extending Local Emergency Declaration

RESOLUTION NO. 6636: Extending a Local Emergency Declaration Pursuant to Minnesota Statutes Sections 12.29 and 12.37 until August 21, 2025 was offered by Councilmember Thayer, who moved its adoption, and upon due second by Councilmember Peterson, passed by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

COUNCIL COMMITTEE UPDATES

- Councilmember Peterson has no committee reports.
- Councilmember Thayer provided an update on the sustainability work session scheduled for July 28, focusing on preparation and the GreenStep Cities programs impact on the city. Also attended the HRDC annual meeting and distributed the annual report to councilmembers.
- Councilmember Rivera had no committee reports.
- Councilmember Eaton reported that the ordinance committee meets August 5 and is close to finalizing edits. The Airport Authority met on July 16 to discuss the 2026 preliminary budget, toured renovated facilities, and addressed storm damage. There was agreement on a levy increase but noted previous years' levies were offset by COVID funds. The Executive Director's annual review was completed. Deer management will continue on private property only. Was unable to attend the KRLS board meeting but shared updates on grant applications and a special personnel meeting scheduled for Thursday.
- Councilmember Dickinson had no committee report.
- Councilmember Fiskevold Gould Attended the Beltrami County Historical Society meeting, where they discussed grant applications, created a collection management committee, and updated the caboose exhibit. The society is considering moving the "History Mystery" from December to October. Currently drafting some new policies. Attended the "In Memoriam of Trees" concert and the "Art of the Park" event.
- Mayor Prince reported that Representative Pete Stauber toured Diamond Point Park and the Sanford Center with city officials. Attended airport commission meetings, noting significant storm damage and ongoing repairs. Participated in a Sanford Center Advisory Board special meeting focused on the board bylaws and member expectations. Met with the Minnesota State Auditor discussing reporting requirements and unfunded mandates. Attended the Greater Bemidji board meeting, which discussed business disaster relief and potential development projects. Reminded the council of the upcoming CGMC annual conference being hosted at the Sanford Center.

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.

Prince called for a brief recess at 7:40 p.m. Meeting reconvened at 7:45 p.m. with all members present.

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 the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould. Meeting closed at 7:47 p.m.

Those in attendance: Rich Spiczka, Sam Anderson, Robert Kringler, Chad Arnesen, Donna Coe, and Michelle Miller.

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 8:37 p.m.

UPCOMING MEETINGS

- July 28 – Work Session (HRA/Storm Relief Update/Sustainability)
- August 4 – Council Meeting
- August 11 – Planning Board
- August 18 – Council Meeting

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 8:38 p.m.

Respectfully submitted,

Michelle R. Miller

Michelle R. Miller
City Clerk

Bill List Summary

August 18th, 2025

Check /Wire	Vendor	Amount
43174 - 43286	See Attached List	1,691,997.45
		$1,691,997.45
	TOTAL	$ 1,691,997.45

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 08/13/2025 - 12:23PM
Warrant Request Date: 8/19/2025
DAC Fund:

Batch: 00419.08.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000043174	2,304.74
2	American Engineering Testing, Inc.	000043175	14,760.50
3	American Water Works Assn	000043176	252.00
4	Artisan Beer Company	000043177	804.12
5	Arvig	000043178	45.00
6	Auto Value Bemidji	000043179	735.08
7	Barr Engineering Company	000043180	1,320.00
8	Bellboy Corporation	000000000	1,394.30
9	Beltrami County Auditor/Treasurer	000043181	3,400.25
10	Beltrami County Dare Advisory	000000000	119.30
11	Beltrami County Recorder	000043182	236.20
12	Beltrami County Solid Waste	000043183	297.30
13	Beltrami Electric Coop	000043184	1,177.75
14	Bemidji Coca-Cola Bottling Co, Inc	000043185	803.30
15	Bemidji Community Arena	000043186	600.00
16	Bemidji Community Theater	000043187	7,610.72
17	Bemidji Coop Ass'n, Inc.	000043188	5,235.85
18	Bemidji Glass Company	000043189	375.00
19	Bemidji Marine	000043190	300.00
20	Bemidji Paper Sales, Inc.	000043191	2,126.87
21	Bemidji Veterinary Hosp.	000043192	317.00
22	Bernick's	000000000	42,802.43
23	Bessler Electric	000042691	12,029.07
24	Bialozynski,John	000000000	69.00
25	Bluefin Payment Systems	000000000	3,412.82
26	Bonded Lock & Key of Bemidji	000043193	270.25
27	Bowman & Sons Inc	000043194	2,800.00
28	Boyer Mechanical Services	000000000	270.00
29	Breakthru Beverage Minnesota Beer, LLC	000043195	1,400.52
30	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043196	33,648.22
31	Campus Recreation	000043197	1,155.00
32	Christensen,Ben	000043198	23,500.00
33	City of Bemidji - ACH	000000000	10,114.99
34	Column Software PBC	000043199	52.32
35	ComplianceGo, LLC	000043200	600.00
36	Core & Main	000043201	8,423.40
37	Crysteel Truck Equip., Inc	000043202	4,025.00
38	CSG Forte Payments, Inc.	000000000	883.47
39	Culligan	000043203	155.55
40	Dahlheimer Beverage Brainerd	000000000	6,884.85
41	Dale Teigland Trucking	000043204	30,375.00
42	Diamond Mowers LLC	000043205	158.55
43	D-S Beverages	000043206	37,669.78
44	DSGW Architects	000043207	60.00
		Page Total:	$264,975.50

Line	Claimant	Voucher No.	Amount
45	EROOF LLC	000043208	128.01
46	Evangelical Free Church	000043209	397.50
47	Ferguson Enterprises #1657	000043210	161.82
48	Flaherty & Hood, P. A.	000043211	64,361.49
49	FleetPride, Inc.	000043212	179.56
50	Forestedge Winery	000000000	414.00
51	Forum Communications Company	000000000	290.00
52	Freeberg & Grund, Inc.	000043213	4,730.20
53	Gopher State One-Call	000000000	1,073.30
54	Grand Forks Fire Equipment LLC	000000000	201.71
55	Granite City Armored Car, Inc.	000043214	799.50
56	Greater Minnesota Parks & Trails	000043215	30.00
57	Guardian Pest Control, Inc	000043216	61.53
58	Halverson Lawn Care LLC	000043217	70,000.00
59	Hawkins, Inc.	000043218	21,076.45
60	HBI Radio Bemidji	000043219	494.00
61	Hirshfields	000043220	104.99
62	Home City Ice Co.	000043221	1,313.18
63	Imperial Supplies LLC	000043222	221.03
64	Ink Spot Press	000043223	277.45
65	Ironhide Equipment, Inc.	000000000	2,255.55
66	J & L Oil	000043224	707.15
67	Jim Hirt Trucking, Inc	000043225	1,685.10
68	Johnson Bros., Inc.	000043226	36,307.49
69	JT Properties, LLC	000043227	7,266.36
70	Karvakko Engineering, Inc.	000000000	597.00
71	Katzenmeyer,Martin	000000000	728.56
72	Klockow Brewing Company	000043228	201.00
73	L & M Supply, Inc.	000043229	1,796.59
74	L and T Tree Services	000043230	31,050.00
75	Larry's Machine Shop	000043231	918.13
76	Lawson Products, Inc.	000043232	495.77
77	Locators & Supplies, Inc.	000000000	72.73
78	Loucks	000043233	27,334.44
79	LVC Companies	000043234	640.00
80	Macqueen Emergency Group	000000000	2,811.78
81	Marco, Inc.	000000000	547.05
82	Marshall-Bond Pumps, Inc.	000043235	853.19
83	Maverick Beverage Company	000043236	1,430.42
84	McKinnon Co., Inc.	000043237	41,035.24
85	McMaster-Carr Supply Co.	000000000	63.94
86	Menards-Bemidji	000043238	309.39
87	Milk and Honey Ciders	000043239	745.00
88	MN Energy Resources	000000000	2,253.08
89	MN Fire Service Certif. Board (MSFCB)	000043240	1,268.00
90	MN Native Landscapes	000043241	950.00
91	MN Valley Testing Lab, Inc.	000000000	150.40
92	Mobile Repair Service & Equipment, Inc.	000043242	1,285.50
93	NAPA Auto Parts/Premier	000043243	128.32
94	Nature's Edge Garden Center	000043244	8,572.70
95	Naylor Heating & Refrigeration, LLC	000000000	2,302.64
96	Nei Bottling, Inc.	000043245	282.00
97	Nordic Resource	000043246	78,161.25
98	North Central International	000043247	2,622.34
99	Northern Paving Inc.	000043248	233.75
100	Northwoods Lumber Company	000043249	14.99
101	NW Tire, Incorporated	000043250	2,946.58
		Page Total:	$427,339.15

Line	Claimant	Voucher No.	Amount
102	O'Reilly Auto Parts	000043251	122.27
103	Otter Tail Power Company	000043252	2,176.53
104	Pace Analytical Services, LLC	000043253	1,775.40
105	Paul Bunyan Drug Task Force	000043254	750.00
106	Paustis & Sons	000043255	1,115.33
107	Phillips Wine & Spirits	000043256	29,617.15
108	Port-Able John Rental & Service	000000000	1,455.00
109	Postmaster	000043257	2,141.22
110	Premium Plots LLC	000043258	19,500.00
111	Puddle Duck Properties LLC	000043259	16,099.24
112	Quality Flow Systems, Inc.	000000000	3,775.00
113	Rice Lake Construction Group	000043260	276,261.86
114	Richards Publishing Company	000043261	180.00
115	RMB Environmental Laboratories, Inc.	000043262	1,147.44
116	Ross Lewis Sign Co.	000043263	250.00
117	Sanford Center	000043264	5,650.76
118	Sanitation Products Inc.	000043265	577.21
119	Sawyer Enterprise LLC	000043266	35,025.00
120	Schmidt,Melanie	000043267	300.00
121	Shawn Fletcher Trucking Inc	000000000	385,551.25
122	Small Lot MN	000043268	108.00
123	Smith,Christopher	000000000	646.56
124	Sokoloski Specialized Transport, LLC	000043269	33,250.00
125	Solberg,Dustin	000043270	32,687.50
126	Southern Glazer's of MN	000043271	26,827.18
127	Southside Tow & Rec, Inc	000043272	201.00
128	Springbrook Software LLC	000000000	1,725.00
129	Stittsworth,Diana	000000000	66.50
130	Streicher's	000043273	1,515.45
131	T & K Outdoors, Inc.	000043274	500.76
132	The Party Store	000043275	3,051.01
133	Thomson Reuters-West	000043276	990.03
134	Town Law Center PLLP	000043277	881.50
135	Uline	000043278	1,148.66
136	UPS Store	000043279	30.20
137	US Bank Merchant Billing	000000000	705.29
138	US Bank-CM-9690	000043280	575.00
139	Vestis	000043281	1,424.58
140	Vinocopia, Inc.	000000000	5,329.54
141	W.D. Larson Companies LTD, Inc.	000043282	1,069.22
142	Wells Fargo.Business Track	000000000	4,019.27
143	Wells Fargo-ACH	000000000	29,325.57
144	Wendorff,Justin	000043283	31,500.00
145	WEX Health, Inc	000000000	535.25
146	Wine Merchants	000043284	428.20
147	Wyatt Zane Trucking LLC	000043285	30,500.00
148	Zepole Supply Co.	000043286	6,961.42
149	Ziegler, Inc.	000000000	209.45
		Page Total:	$999,682.80
		Grand Total:	$1,691,997.45

Sanford Center
Cash Requirements
As of Aug 19, 2025

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

Vendor	Description	Date	Amount Due
Ace on the Lake	**General Building Maintenance**	**8/4/25**	**1.73**
ASM Global	August IT Fees	8/5/25	1,162.50
ASM Global	August Management Fee	8/7/25	10,609.00
ASM Global	**ASM Global**		**11,771.50**
Beltrami County Solid Waste	**Solid Waste Service Fee**	**8/1/25**	**257.67**
Bemidji Coca-Cola Company	Inventory - Beverage	8/1/25	943.50
Bemidji Coca-Cola Company	CM: Inventory - Beverage	8/1/25	-102.00
Bemidji Coca-Cola Company	Inventory - Beverage	8/7/25	193.10
Bemidji Coca-Cola Company	**Bemidji Coca-Cola Company**		**1,034.60**
Bemidji Coop Assn	**Storm Relief - Fuel for Emergency Generator**	**7/31/25**	**633.56**
Bridgepay Network Solutions	July Merchant Gateway Fee	7/11/25	19.95
Bridgepay Network Solutions	August Merchant Gateway Fee	8/8/25	19.95
Bridgepay Network Solutions	**Bridgepay Network Solutions**		**39.90**
Carbonhouse	**Website Host**	**8/1/25**	**700.00**
Central McGowan Inc	**Food & Beverage CO2**	**7/31/25**	**55.06**
City of Bemidji	**Utility - Water & Sewer**	**7/31/25**	**7,013.26**
Dacotah Paper Co	Janitorial Supplies	7/29/25	94.98
Dacotah Paper Co	Operating Supplies	8/6/25	148.17
Dacotah Paper Co	**Dacotah Paper Co**		**243.15**
Forum Communications Co	**Car Show Advertising**	**7/31/25**	**240.00**
Higgins Heating, A/C	**HVAC Maintenance**	**7/29/25**	**1,234.89**
Hire Right, LLC	**HR Background Screening**	**7/31/25**	**101.58**
Luekens Village Foods - North	**Inventory - Food**	**8/6/25**	**402.87**
Marco Technologies LLC	**Copier/Printer Rental**	**8/8/25**	**413.78**
Marsh USA LLC	General Liability Insurance	7/31/25	33,040.00
Marsh USA LLC	General Liability Insurance	7/31/25	18,022.00
Marsh USA LLC	General Liability Insurance	8/2/25	4,806.00
Marsh USA LLC	Worker Comp Insurance	8/6/25	2,146.00

Sanford Center
Cash Requirements
As of Aug 19, 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
Marsh USA LLC	**Marsh USA LLC**		**58,014.00**
Menards Commerical	Storm Relief - Club Level Curtains to Block Sunlight for Events	8/7/25	234.23
Menards Commerical	General Building Supplies	8/9/25	259.75
Menards Commerical	**Menards Commerical**		**493.98**
Minnesota DOPS	**MCR: Caterer's Permit 25-26**	**7/31/25**	**300.00**
NLFX Professional	**Event Supplies Reimburseable**	**8/1/25**	**74.00**
ODP Business Solutions, LLC	**Office Supplies**	**7/25/25**	**181.67**
Paul Bunyan Communications	**Utility - Telephone**	**8/1/25**	**1,575.36**
Performance Food Group	Inventory - Food	7/31/25	92.57
Performance Food Group	Inventory - Food	7/31/25	226.90
Performance Food Group	Inventory - Food	8/4/25	3,834.67
Performance Food Group	Inventory - Food	8/6/25	836.22
Performance Food Group	Inventory - Food	8/7/25	25.01
Performance Food Group	CM: Inventory - Food	8/8/25	-431.16
Performance Food Group	CM: Inventory - Food	8/12/25	-19.66
Performance Food Group	Inventory - Food	8/13/25	930.70
Performance Food Group	**Performance Food Group**		**5,495.25**
Robert Anderson	Reimbursement: Storm Relief - Meals for Cleanup Staff, Office Supplies, Event Supplies for Car Show, Advertising for Car Show, Storm Relief - Tools & Electrical Testor, Express Mailing, Show Advertising Reimburseable, Gift for Employee Recognition, Square, Adobe, X, and Canva Subscriptions, Operating Supplies	7/30/25	1,777.63
Robert Anderson	**Robert Anderson**		**1,777.63**
Southern Glazer's of MN	**Inventory - Wine & Liquor**	**7/31/25**	**2,285.86**
Sysco Western Minnesota, Inc	Inventory - Food	8/1/25	1,260.59
Sysco Western Minnesota, Inc	Inventory - Food	8/12/25	2,226.24
Sysco Western Minnesota, Inc	**Sysco Western Minnesota, Inc**		**3,486.83**
T&K Outdoors, Inc	**Storage Unit Rent**	**8/6/25**	**100.00**
Uline	**General Building Supplies**	**8/5/25**	**452.02**

Sanford Center
Cash Requirements
As of Aug 19, 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
United Way of Bemidji Area	**NPO Payment**	**7/12/25**	**600.00**
Vestis Group, Inc	Laundry & Linen	7/31/25	147.52
Vestis Group, Inc	Laundry & Linen	7/31/25	817.43
Vestis Group, Inc	Laundry & Linen	8/7/25	147.52
Vestis Group, Inc	**Vestis Group, Inc**		**1,112.47**
WM Corporate Services, Inc	**Utility - Trash Removal**	**8/4/25**	**1,188.83**
			101,281.45

CITY COUNCIL AGENDA ITEM

Meeting Date: **August 18, 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:

Taxicab Service, $95.00
RIDE AWAY, LLC, WITHIN CITY LIMITS

Taxicab Drive, $20.00
AMBER URE, WITHIN CITY LIMITS
EDWARD URE, WITHIN CITY LIMITS

Tree Service Providers, $65.00
STEVE STAI, WITHIN CITY LIMITS
BESSLER TREE AND LAND SERVICES, WITHIN CITY LIMITS

Recommendation:
Approve 2025 Business License Submissions.

PURCHASE ORDER

The Sanford Center
1111 Event Center Dr NE
Bemidji, MN 56601
218-441-4000

Show purchase order number on all correspondence, invoices, etc.
Notify us immediately if you are unable to ship order as specified.

PURCHASE ORDER NUMBER:

2025-

To be aquired from accounting department

Accounting signature | Date / /

ORDER DATE 8/15/25
TERMS
DATE NEEDED 9/15/25

VENDOR NAME AND ADDRESS:

Zepole Restaurant Supply
3339 W. St. Germain Street Suite 210
St. Cloud, MN 56301

PHONE 630-783-1239
E-MAIL
EVENT ID #
ACCOUNT#

ITEM #	QTY	DESCRIPTION	ACCOUNTING CODE NUMBER	UNIT PRICE	TOTAL
1	14	Radiance Induction Chafer Stand Titanium10 Qt Rectangular		$ 348.71	$ 4,881.94
2	2	Radiance Induction Chafer Stand Titanium- 6 Qt Round		$ 300.51	$ 601.02
3	2	Radiance Induction Chafer Stand Titanium-6 Qt Square		$ 339.23	$ 678.46
4					$ -
5					$ -
6					$ -
7					$ -
8					$ -
9					$ -
10					$ -
11					$ -
12					$ -
		Sales Tax Rate =	***0.000%***	**SUBTOTAL**	$ 6,161.42
				SHIPPING	$ 800.00
				TAX	$ -
				TOTAL	$ 6,961.42

Gray highlighted cells contain formulas
The unit price and shipping cost will have to be added for each use

Requested by (Required information for all purchase orders)

Signature | Date / / | Janine L. Johnson (Print/Type Name)

Approved by Supervisor (Required information for all purchase orders)

Signature | Date 8/12/2025 | Janine L. Johnson (Print/Type Name)

General Manager (Required information for all purchase orders)

Signature | Date 8 / 11 / 25 | Bobby Anderson (Print/Type Name)

EXPLANATIONS/NOTES:

Stands for new chafers for areas that are either outside or not near an electrical outlet. These can be used with Sterno fuel instead of induction burners.

Item	Qty	Description	Sell	Sell Total
1	14 ea	**CHAFING DISH, PARTS & ACCESSORIES** Spring USA Model No. S571-8/11 Chafer Stand, 17-3/4"W x 22-1/2"D x 6"H, full size rectangular, titanium, for 10qt Radiance Induction Buffet Server	$348.71	$4,881.94
			ITEM TOTAL:	**$4,881.94**
2	2 ea	**CHAFING DISH, PARTS & ACCESSORIES** Spring USA Model No. S572-8/38 Chafer Stand, 21-1/4"Dia x 6"H, round, titanium, for 6qt Radiance Induction Buffet Server	$300.51	$601.02
			ITEM TOTAL:	**$601.02**
3	2 ea	**CHAFING DISH, PARTS & ACCESSORIES** Spring USA Model No. S574-8/23 Chafer Stand, 18-3/4"W x 17-3/4"D x 6"H, square, titanium, for 5.8qt Radiance Induction Buffet Server	$339.26	$678.52
			ITEM TOTAL:	**$678.52**
4	1 ea	**FREIGHT** Spring USA This will drop ship directly to zip code 56601 via standard ground for delivery. This is a drop ship only and does not include uncrating , inside delivery, set in place or installation. Please inspect the unit for concealed freight damage before signing off on the BOL. All freight damaged must be noted on the BOL and the unit refused	$800.00	$800.00
			ITEM TOTAL:	**$800.00**
5		**NOTE** This quote does not include any applicable tax as the city of Bemidji is tax exempt.		
			Total	$6,961.48

The above prices and specifications are hereby accepted by the undersigned.
Zepole Supply Co. reserves the right to adjust this proposal due to any inaccuracies, field conditions or the customer's request for changes or add-ons. Prices are subject to change due to manufacturer increases. A 50% deposit is due with signed agreement and balance due prior to delivery. If the order is a drop ship, payment is due when the order is placed. A 3% fee will be assessed per credit card transaction. All authorized returned item(s) are subject to a minimum 25% restocking fee, return freight and shipping charges. Product must be new/unused and credit

will be approved pending final inspection. Custom fabricated item(s) are not returnable.

All merchandise remains the property of Zepole Supply Co. until paid in full.
If order is not delivered within 90 days after receipt of all products in our warehouse, applicable storage fees will apply.
If payment terms are not satisfied, a 1.5% finance charge will be assessed per month.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $6,961.48

ZEPOLE SUPPLY CO.
Restaurant Supplies & Equipment

Quote
03/05/2025

To:
The Sanford Center
Janine Johnson
1111 Event Center Drive NE
Bemidji, MN 56601
218.441.4014 (Contact)

Project:
THE SANFORD CENTER - RADIANCE STANDS
1111 EVENT CENTER DRIVE NE
BEMIDJI, MN 56601

From:
Zepole Rest. Supply Co.
Craig Schroeder
3339 W. St. Germain Street
Suite 210
St. Cloud, MN 56301
630-783-1239
630-783-1239 (Contact)

Job Reference Number: 15243

NOTE: LEAD TIMES GIVEN ARE ONLY ESTIMATES AT THE TIME OF QUOTING AND CAN CHANGE AT ANY TIME BEFORE OR AFTER ORDERS ARE PROCESSED. PRICING IS SUBJECT TO CHANGE AT ANY TIME, DEPENDANT ON MANUFACTURER PRICE INCREASES.

**Terms: Special Order requires 50% down payment along with a signed quote to process the order. Remaining balance due at invoice **

** Zepole will make every effort to hold pricing for 30 days from date on quote, but pricing may change due to manufacturer price increases out of Zepole's control **

** Freight is an estimate only from the date of this quote. Final invoice for freight is subject to change pending actual charges at the time of shipment **

** Freight Damage: Customer must carefully inspect and verify condition and quantity received against order before signing delivery receipt. It is the responsibility of the Customer to inspect all goods and content and notate all signs of damage (shrink wrap not intact, broken crate, smashed box) or shortages on the delivery receipt before the driver leaves.

- IMPORTANT: Noting damage to packaging is often not enough to recoup costs if it is found that product has also been compromised as a result. It is strongly recommended that if there is damage to packaging, that the Customer should open the box and inspect product before signing delivery receipt. If damage or shortage is noted on carrier delivery receipt, please make a copy of carrier delivery receipt for your records. Failure to notate damage to product inside could result in the inability to recover costs. If shipment is damaged, Customer should refuse delivery.
- Freight damage is defined in two ways:

1. Internal – packaging is intact, but there is damage to the product inside the packaging.
2. External – visible as damage to the packaging.

** Sales tax subject to change pending local tax rates **

PURCHASE ORDER

The Sanford Center
1111 Event Center Dr NE
Bemidji, MN 56601
218-441-4000

Show purchase order number on all correspondence, invoices, etc.
Notify us immediately if you are unable to ship order as specified.

PURCHASE ORDER NUMBER:

To be aquired from accounting department

Accounting signature | Date / /

ORDER DATE	8/15/2025
TERMS	
DATE NEEDED	9/15/2025

VENDOR NAME AND ADDRESS:

Uline
Hudson, WI

PHONE	(800) 295-5510
E-MAIL	
EVENT ID #	
ACCOUNT#	

ITEM #	QTY	DESCRIPTION	ACCOUNTING CODE NUMBER	UNIT PRICE	TOTAL
1	4	Vinyl Clothes Rack Cover Clear		$ 51.00	$ 204.00
2	4	Cover Supports for Z-Rack		$ 22.00	$ 88.00
3	3	Heavy Duty Rolling Z-Rack - Orange		$ 125.00	$ 375.00
4	1	Canvas Basket Truck - 20 Bushel		$ 375.00	$ 375.00
5				$ -	$ -
6				$ -	$ -
7				$ -	$ -
		Sales Tax Rate =	***0.000%***	**SUBTOTAL**	$ 1,042.00
				SHIPPING	$ 106.66
				TAX	
				TOTAL	$ 1,148.66

Gray highlighted cells contain formulas
The unit price and shipping cost will have to be added for each use

Requested by (Required information for all purchase orders)

Signature	Date	Print/Type Name
	/ /	

Approved by Supervisor (Required information for all purchase orders)

Signature	Date	Print/Type Name
	8/12/2025	Janine L. Johnson

General Manager (Required information for all purchase orders)

Signature	Date	Print/Type Name
	8 / 11 / 25	Bobby Anderson

EXPLANATIONS/NOTES:

Z-Racks with supports and vinyl covers for Spandex Linens to keep them clean and unwrinkled. Canvas Basket Truck for Soiled Spandex linens. Uline quality is superior to anything on Amazon and will hold up over time better and longer.

ULINE 1-800-295-5510

JANINE JOHNSON
My Account | Contact Us

Search GO

Products | Uline Products | Quick Order | Catalog Request | Special Offers | About Us | Careers

Continue Shopping

Shopping Cart

Save Cart | Empty Cart | Share

Add Product by Model #

Model #	Description	Qty	Price	Total	Remove
S-17934	Vinyl Clothes Rack Cover - 66 x 63 x 26", Clear	4	$51.00/EA	$204.00	
	× This is the cover only. Uline Rolling and Z-Racks are sold separately.				
H-4285	Cover Supports for Z-Rack	4	$22.00/PR	$88.00	
H-8532ORG	Heavy Duty Rolling Z-Rack - Orange	3	$125.00/EA	$375.00	
H-1582	Canvas Basket Truck - 20 Bushel	1	$375.00/EA	$375.00	

SUBTOTAL = $1,042.00

Update | Checkout

Shipping | Sale Code: Add

$300+ orders are eligible for a free item.

ULINE 1-800-295-5510

View Cart Help Chat Live

SELECT SHIPPING METHOD

ADDRESS SHIPPING PAYMENT REVIEW AND SUBMIT

Continue

Shipping Method	Delivery Time		Shipping Date
Motor Freight - FedEx Freight	2 days	$106.66	3/10/2025

*Due to inclement weather, deliveries may be delayed.

Delivery Date
3/12/2025 *

Warehouse
HUDSON, WI

Show all items in shipment

Add Special Instructions

Continue

Freight Options

- [ ] Inside Delivery
- [ ] Liftgate Service
- [ ] Delivery Appointment (Adds 1 day to delivery time)

Order Summary

# of Shipments:	1
# of Items:	4
Subtotal:	$1,020.00
Shipping:	$106.66

CITY COUNCIL AGENDA ITEM

Meeting Date: August 18, 2025
Action Requested: Approve RFP for Group Employee Health Insurance
Prepared By: Donnna Coe, Finance Director

Background:
The attached Request for Proposal (RFP) is submitted for Council consideration and review. The RFP is for health insurance quotes to acquire quality health coverage at the most reasonable cost for City Employees.

A tentative timetable calls for proposals to be submitted on, or before September 5th, 2025, with a recommendation to the City Council on October 6th, 2025.

Recommendation:
Approve RFP with authorization to be released for publication in the classified sections of the Pioneer and League of Minnesota Cities.

REQUEST FOR PROPOSALS
For

Group Health Insurance

CITY OF Bemidji

317 4th Street NW
Bemidji, MN 56601

Release Date:	**8/19/2025**
Proposal Must be Received No Later Than:	**9/05/2025 4:30 p.m.**
Council Presentation Date:	**10/06/2025**

Plan Effective Date:	**1/1/2026**

REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of Bemidji will accept Proposals for the following specified group insurance benefits until **9/05/2025 at 4:30 p.m.**

Group Health Insurance

All Proposals shall be clearly identified as Insurance Proposal for the City of Bemidji. Copies of your Proposal should be forwarded to the City at the following address:

City of Bemidji
Attn: Michelle Miller, City Clerk
317 4th Street NW
Bemidji, MN 56601

Please note that no formal opening of the proposals will take place.

Proposals will be evaluated, and the successful carrier(s) will be determined and announced at the City Council meeting on **October 6th 2025.** The City Council reserves the right to reject any or all Proposals, waive formalities and to select the carrier and benefit options that best meet the needs of the City and its employees. The City reserves the right to select and terminate any servicing agent, agency, company or administrator.

Inquiries, clarification, or requests for Proposal forms and questionnaires by electronic mail should be directed by telephone or e-mail to the following City contact:

Sherry Rutledge
Accountant
218-759-3569
sherryrutledge@ci.bemidji.mn.us

PROPOSAL EVALUATION CRITERIA

The City will evaluate proposals based on the needs of the City and its employees. The following criteria will be used in evaluating each of the carrier responses:

1. Compliance with specifications.

2. Ability to provide good administrative support and member services to the City and its covered employees and dependents.

3. Compliance with applicable State and Federal laws and regulations.

4. Financial position of insurance company, managed care organization or cooperative purchasing group.

5. Premium rates, retention costs, administration fees and renewal underwriting procedures.

6. Renewal rate guarantees.

7. Size and location of the Medical Plan Provider Network (or Networks).

8. Nature of medical provider contracts, including provider discounts and other cost containment methods.

9. Ability to provide the City with the reports requested in the proposal.

10. Ability to administer claims processing in a seamless and efficient manner.

11. The amount or type of drugs covered under the formulary.

12. The ability of the City to customize a benefit program that will meet the needs of its employees.

13. Other criteria identified by the City as important in evaluation of submitted proposals. **Carrier must be able to administer VEBA (Voluntary Employee Benefit Association) and H.S.A. plans**.

The City will choose the proposals that best fits its needs and the needs of its employees and dependents. The City is not obligated to award the contract based on cost alone.

CONDITIONS AND STIPULATIONS

You are invited to submit your Proposal for the administration of the indicated benefit plans based on the information contained in this Request for Proposal. Unless a specific note is made to the contrary, we will assume that your Proposal conforms to the City's Specifications.

You are invited to ask questions during the proposal process and to seek additional information, if needed. We want this to be an interactive process and will make every effort to provide sufficient data for your response.

General Conditions and Stipulations

- Underwriting information pertaining to the City is correct and accurate to the best of our knowledge. All providers submitting Proposals will be provided information regarding changes or additions to the underwriting data.

- The City reserves the right to accept or reject any or all proposals and to waive formalities and select the carrier and benefit options that best meet the needs of the city and its employees. The City's objective is to select a carrier who will provide the best possible service at the best possible cost while meeting the Request for Proposal specifications. The City is not obligated to award the contract based on cost alone.

- Any proposed deviations to any part of these Specifications must be submitted in writing and clearly identified in the appropriate section of the Proposal. Any deviation deemed to be significant by the City will disqualify the Proposal.

  Failure to identify any such deviation(s) shall not in the future accrue to the disadvantage of the City nor any qualified participant or dependent in any manner.

- Provider(s) that are awarded the business shall submit properly executed contracts to the City within sixty (60) days of the plan effective date.

- It is not the desire of the City or participants to be involved with the handling of claims. Providers must specify their claims handling procedure and include a sample claim form with an example of an Explanation of Benefits.

- The Provider(s) awarded the business shall be required to provide city-specific loss data (i.e. premium / claims and utilization data) at least annually. After the first renewal, paid claims and utilization data covering at least a twelve (12) month period must be provided to the City prior to or concurrent with any subsequent rate adjustment.

- Employees (and their dependents) that terminate their employment for any reason must be given the option to continue or convert their insurance to individual contracts without

evidence of insurability per state mandates and federal COBRA regulations. Such coverage shall not be contingent upon the City's coverage continuing with the Provider.

- All Providers must be in full compliance with Minnesota and Federal requirements relating to the requested coverage or administration of or insuring of such benefits, including all applicable laws and regulations relating to retiree coverage under Minn. Stat. § 471.61.

- Any and all legislative mandates that apply to the State of Minnesota, including those that may not be included in the copy of benefits from the current provider, are to be included in all Proposals submitted. Failure to include any such benefits in the Proposal shall not accrue to the detriment of the City nor any employee or any dependent in any manner.

- Agents shall clearly identify the carrier in the Proposal being submitted. Carriers should identify all agents involved. Any and all commissions paid to agents or automatically built into the rates must be fully disclosed. The City reserves the right to select an agent of record or to go direct through the insurance carrier. The City reserves the right to select and terminate any servicing agent, agency, company or administrator.

- Comprehensive benefit brochures and provider directories must be made available to each covered participant at enrollment. Individual certificates, member cards or other pertinent information must be provided no later than 30 days after the effective date or delivery of enrollment data.

- A servicing representative must be available to the City on an on-going basis. Representatives must be available at the initial open enrollment meetings to explain the plan and enroll City employees.

Coverage Conditions and Stipulations

- Coverage under the accepted plan shall be from **January 1, 2026 to December 31, 2026.** The carrier has the right to amend rates at the beginning of the next plan period subject to at least forty-five (45) days written notice, prior to the effective date of the change, unless rate guarantee are in effect.

- Multiple year fees and/or rate guarantees are encouraged.

- All pre-existing conditions and illnesses are to be covered for currently enrolled participants and dependents. New employees and dependents enrolling at the time they are eligible are not subject to a pre-existing condition clause.

- Deductibles already paid by a participant during the existing year should be honored if there are any mid-year changes in carriers and/or plans. Deductibles should be honored for the prior three (3) months when there is a new carrier and/or plan selected at the beginning of the new contract year.

Eligibility and Enrollment Conditions and Stipulations

- Enrolled participants shall be immediately eligible for the plan upon its effective date. Eligible participants hired after the effective date shall become eligible for coverage on the 1st day of the month following hire date, or on the 1st day of hire if it is on the 1st of the month. Any employee absence from work due to illness or injury on the date coverage would otherwise become effective shall, upon return to work, have coverage retroactive to the effective date.

- Employees eligible to participate in the plan are permanent employees whose usual work schedule is equal or greater than 30 hours per week. These employees are eligible for employer contribution. Employees who do not enroll within thirty-one (31) days of the eligibility date may be required to submit evidence of insurability for themselves and dependents, as applicable.

- When two employees of the City are married and one is enrolled as a dependent under the other employee's policy, the employee enrolled as a dependent shall be allowed to enroll as a single covered employee without waiting periods, evidence of insurability or pre-existing condition limitations provided the reason for the enrollment is one of the following:

    - Termination of the employment of the spouse
    - Death of the spouse
    - Dissolution of marriage

  Application for coverage must then be made within thirty-one (31) days of such occurrence.

- When an employee's spouse and dependents are not covered as dependents under this plan, due to coverage at his/her own place of employment, such dependents may apply for coverage upon termination of employment or loss of coverage with current employer. Validation of such application must be completed within thirty-one (31) days.

- Must comply with all applicable Federal and State Health Insurance mandates.

REQUEST FOR MEDICAL BENEFITS

Funding Requested: **Either Fully Insured or Self-Insured**

The City currently offers its employees 4 major medical plan(s) through BCBS of Minnesota. It is the intent of the City to continue offering at least 3 plans. The City may consider offering additional plan options alongside the existing plans.

STATISTICAL INFORMATION

Current Medical Rates

See Current Plan Rate sheet included in § IV.

Premium and Claims History

See premium / claim report included in § IV.

Employee Census

See employee census report included in § IV.

CITY COUNCIL AGENDA ITEM

Meeting Date: August 18, 2025
Action Requested: Approve Special Event Permit for Bemidji High School Homecoming Parade (September 21)
Prepared By: Michelle Miller, City Clerk

Background:
Bemidji High School has submitted an application for the BHS Homecoming Parade on Sunday, September 21. Staff have no concerns with the application.

Recommendation:
Approve Special Event Permit for Bemidji High School Homecoming Parade (September 21).

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 High School

Address: 2900 Division St.

Event Contact Name (Required): Linda Newby
This person is the primary contact and must be able to coordinate with other members of the event

Cell Phone (Required): (218) 407-5703

Event Contact Email (Required): linda_newby@isd31.net

Event Contact Name #2 (Required): Jason Stanoch

Contact #2 Phone (Required): (218) 209-0781

Event Information

Event Name (Required): BHS Homecoming Parade

Event Date: 9/21/25
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: 4:00 - 5:00 pm

Set-up Time: 3:00 - 4:00 pm

Clean-up Time: 5:00 - 6:00 pm

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: Parade

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

Parade Route: Midway Drive to 2nd St. to Beltrami Ave, to 4th St. to America, to 2nd St.

Event Features

Amplified Sound (Required):
(Select only one option)
Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

- ☒ No
- ☐ Yes

List type of amplified sound: _____

Special Event Application

Electricity (Required):
(Select only one option)
Available in most parks upon request. Event organizers must communicate with the Parks Department regarding electricity for events on city streets. The Parks Department can be reached at 218-333-1861.

☐ Yes

☒ No

Tents/Structures

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

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

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

Tents or Canopies (Required):
(Select only one option)

☐ Yes

☒ No

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

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: 16

Number of Barricades Requested: 20

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

Number of picnic tables requested: 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: none

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

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

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

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

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

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

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

Street Closures

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

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

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

Are you requesting a street closure? Yes

Date(s) of requested street closure: 9/21/25

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

Between _____ *&/To* _____

Start Time of Street Closure: 3:00 pm

End Time of Street Closure: 5:00 pm

Number of *No Parking* Signs Requested: 30

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

Special Event Application

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

Vehicle Policy

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

Applicant Signature

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

Signature: Linda Newby

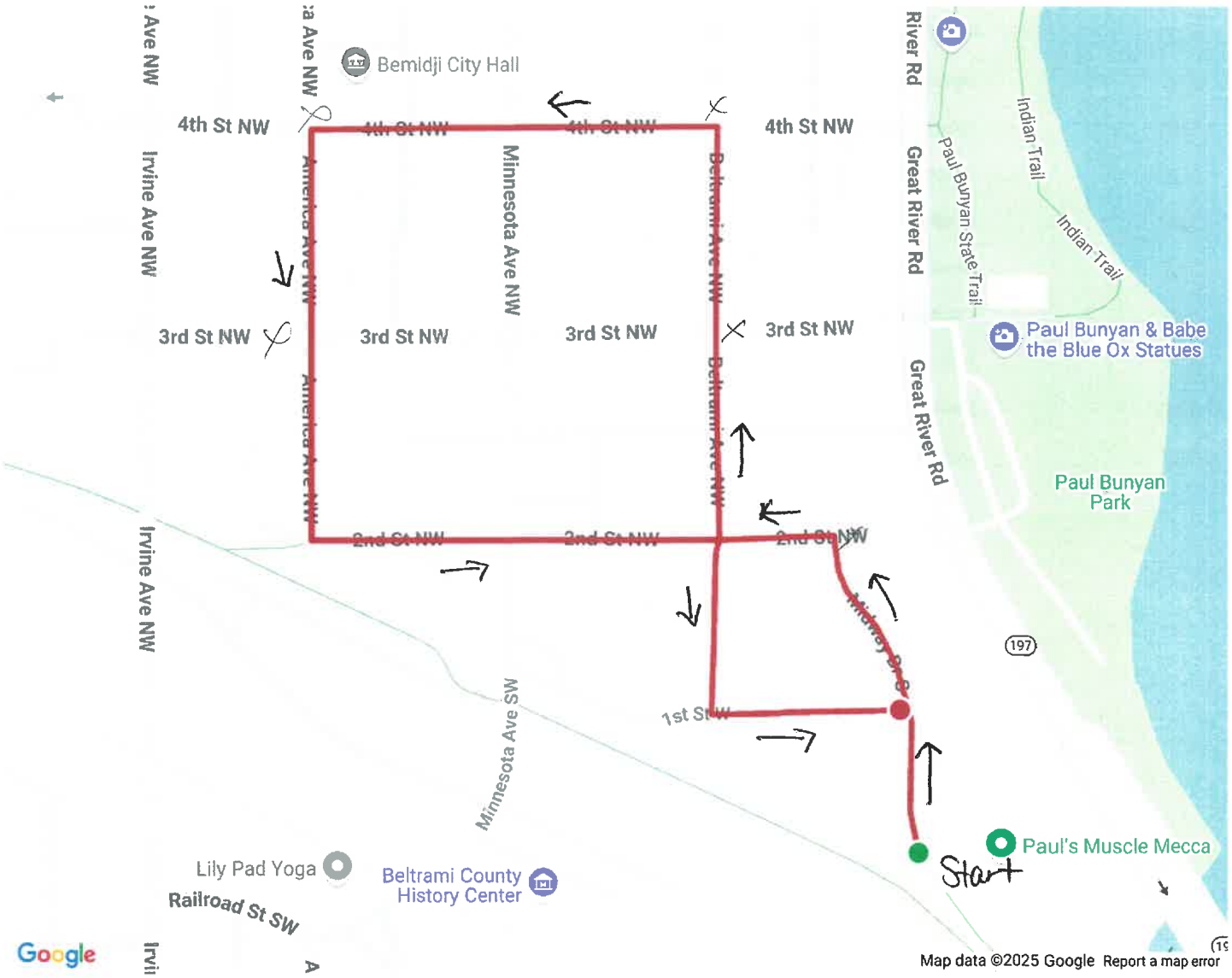
Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 or the Tourist Information Center, 300 Bemidji Avenue N, Bemidji, MN 56601 or email: cityclerk@ci.bemidji.mn.us

MAPMYRUN
POWERED BY Outside

BHS PARADE ROUTE

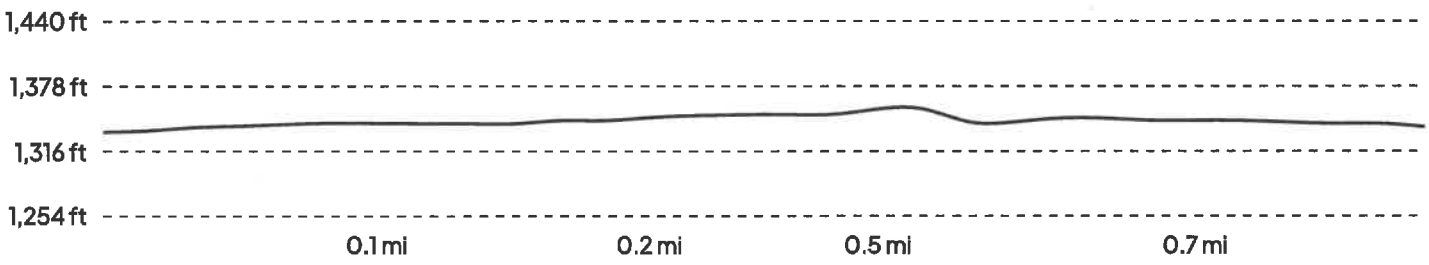
0.87 mi	19 ft	Walk
Distance	Elevation Gain	Activity Type

Notes



Elevation

Start	Max	Gain
1,336 ft	1,358 ft	19 ft



DISTANCE (MI)	DIRECTION
0.00	Head north on Midway Dr S toward 1st St W
0.12	Head west on 2nd St NW toward Beltrami Ave NW
0.16	Head north on Beltrami Ave NW toward 3rd St NW
0.30	Turn left onto 4th St NW
0.31	Head west on 4th St NW toward Minnesota Ave NW
0.45	Head south on America Ave NW toward 3rd St NW
0.59	Head east on 2nd St NW toward Minnesota Ave NW
0.72	Head east on 2nd St NW toward Beltrami Ave NW
0.74	Turn right onto Beltrami Ave NW
0.80	Head east on 1st St W toward Midway Dr S
0.87	Destination

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 - BHS Homecoming Parade
Date:	Monday, August 4, 2025 11:14:11 AM

No issues.

Dave

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, August 04, 2025 10:58 AM
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 - BHS Homecoming Parade

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:	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 - BHS Homecoming Parade
Date:	Monday, August 4, 2025 12:47:13 PM

No issues

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, August 4, 2025 10:58 AM
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 - BHS Homecoming Parade

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; David Hansen; 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 - BHS Homecoming Parade
Date:	Monday, August 4, 2025 11:17:48 AM

Should be OK at that time downtown on a Sunday.

Thanks!

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Monday, August 4, 2025 10:58 AM
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 - BHS Homecoming Parade

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 18, 2025**
Action Requested: **Approve Temporary 1-Day Consumption and Display Permit (Watermark Art Center)**
Prepared By: **Michelle Miller, City Clerk**

Background:
Minnesota Statutes, Section 340A.414, Subd. 9 allows a city to issue a temporary one-day consumption and display liquor permit to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization. Watermark Art Center has applied for and meets the qualifications to receive a license for its event on September 23 at its facility.

Recommendation:
Approve Temporary 1-Day Consumption and Display Permit (Watermark Art Center).

COUNCIL AGENDA ITEM

Meeting Date: **August 18th, 2025**

Action Requested: **Approve Change Order No. 5 – Wastewater Treatment Facility – Final Clarifier Project - City Project 23-03**

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

Background:

Attached is Change Order #05 for the construction of the new final clarifier at the wastewater treatment facility. This change order includes three items that came up as part of on-going construction, including an extension to the substantial and final completion dates.

The change order includes the following items:

1. Clash resolution, conduit, and bushings:		+ $6,308.55
2. Gallery sample taps and piping		+ $18,245.91
3. Wash down water service line		+ $37,939.40
	Net Change:	$62,493.86

Over the last 6-8 months, there's been a few minor items needing to be addressed via what could be the final change order on the project. One item is a minor reroute of duct work and electrical to avoid some existing conflicts with items in the existing final clarifier gallery. Staff have also requested some additional sample taps not in the current design and adding a wash down water service line within the new final clarifier for on-going maintenance. Delays caused by needing to postpone start-up of the new final clarifier to install the wash down water line will result in an extension of both substantial and final completion dates. Substantial completion is moved from August 1st, 2025 to August 15th, 2025 and final completion will move back the same 2 weeks from October 1st, 2025 to October 15th, 2025. This change order was reviewed by SEH Engineering and city staff and is recommended for approval.

Finance

The net amount of the attached change order is an increase of $62,493.86. This change order results in a new contract cost with Rice Lake Construction of $11,632,966.53. EPA federal earmark grant funds are paying for $4,400,000 of the project costs and the remainder of the project costs are being funded by sanitary sewer utility funds.

Recommendation

It is recommended that the city council pass a motion approving Change Order #5 for the Wastewater Treatment Plant Final Clarifier Project – City Project 23-03.

CHANGE ORDER NO.: 005

Owner:	City of Bemdji	Owner's Project No.:	23-03
Engineer:	SEH Inc	Engineer's Project No.:	BEMID 177064
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2406
Project:	Secondary Clarifier Expansion Project		
Contract Name:			
Date Issued:	8/8/2025	Effective Date of Change Order:	8/19/2025

The Contract is modified as follows upon execution of this Change Order:

Description:

Rice Lake has contracted the services of a clash detection consultant who provided a scan of the interior of the secondary gallery at the activated sludge complex. Drawings were prepared based on Record Drawings provided by Owner. Scan indicates record drawings were not accurate. Modifications were required to conduit and ductwork to avoid conflicts between new and existing items.

Owner requested:

- Bushings for polymer injection ports.
- Modifications to fittings and flushing connctions on process piping in secondary galleries, UDSC piping and valve modifications, and process water transition fittings for polymer feed equipment.
- Process water piping and hydrant to secondary clarifier 3.

Attachments:

COP 020 - Clash Resolution, Conduit, and Bushings

COP 021-01 - Gallery Sample Taps and Piping and PW Material

COP 023-01 - Wash Down Water

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 11,374,600.00	Original Contract Times: Substantial Completion: 403 days Ready for final payment: 585 days
Increase from previously approved Change Orders No. 1 to No. 4: $ 195,872.67	**Increase** from previously approved Change Orders No.1 to No. 4: Substantial Completion: 122 days Ready for final payment: 1 days
Contract Price prior to this Change Order: $ 11,570,472.67	Contract Times prior to this Change Order: Substantial Completion: 525 days Ready for final payment: 586 days
Increase this Change Order: $ 62,493.86	**Increase** this Change Order: Substantial Completion: 14 days Ready for final payment: 14 days
Contract Price incorporating this Change Order: $ 11,632.966.53	Contract Times with all approved Change Orders: Substantial Completion: 539 days Ready for final payment: 600 days

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	Recommended by Engineer (if required)	Authorized by Owner
By:	Jessica Hedin	
Print:	Jessica Hedin	Sam Anderson
Title:	Project Manager	Public Works Director/City Engineer
Date:	08/11/2025	

	Authorized by Contractor	Approved by Funding Agency (if applicable)
By:		
Print:	Ben Peterson	
Title:	Project Manager	
Date:	8/8/25	

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RICE LAKE
A WEG COMPANY

22360 County Road 12
PO Box 517
Deerwood, MN 56444
218-546-5519
ricelake.org

DEERWOOD | MONTICELLO

Change Order Proposal #: 18

March 13th, 2024

Bemidji Wastewater Treatment Facility
400 Midway Dr S
Bemidji, MN 56601

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose to provide labor, material, and equipment to move duct work and electrical conduit that was conflicting in our clash resolution. Labor and material included for tapping and installing stainless bushings.

All for the sum of: $6,308.55

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager

CHANGE ORDER PROPOSAL

RICE LAKE
A WRG COMPANY
22360 County Road 12, PO Box 517
Deerwood, MN 56444

RLCG PROJECT #: 24-06
PROJECT NAME: Bemidji WWTP
DATE: 3/13/2025
COP: 18

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR	EQUIPMENT	LINE
			HOURS	$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL
PSM	1.00	LS		$ -	$0.00	$ -	$0.00	$ 2,889.00	$ -	$2,889.00
Killmer	1.00	LS		$ -	$0.00	$ -	$0.00	$ 2,134.35	$ -	$ 2,134.35
RLCG Labor & Material (injector taps)	8.00	HRS	8.00	$ 98.00	$784.00	$ -	$0.00	$ -	$ -	$ 784.00
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							$ 39.20
Sales Tax	1.00	ea	8.500%							$ -
		Totals	$ 8.00		$ 784.00		$ -	$ 5,023.35	$ -	$ 5,846.55
									Rice Lake Mark-up on Subs (5%)	$ 251.17
									Rice Lake Mark-up on Labor, Material, and Equipment (15%)	$ 117.60
									Bond and Insurance Cost (1.5%)	$ 93.23
									Total Change Order Proposal Request	**$ 6,308.55**

Industrial
Commercial
Underground

KILLMER ELECTRIC Co., Inc.

5141 Lakeland Avenue North
Crystal, Minnesota 55429
Telephone: (763) 425-2525
Fax: (763) 424-1258

March 14, 2025

Mr. Ben Peterson
Rice Lake Construction Group

Re: Bemidji WWTP Secondary Clarifier Expansion

Dear Ben,

Killmer Electric Company proposes to the following change to our contract for the subject project:

Change Request – Relocate Conduit for Process piping Run
Cost proposal below is to relocate conduit and wiring from 1 pump control panel/disconnect to allow piping connection.

Conduit relocate for Existing Pump						
	QTY	Mat unit	Mat total	Labor unit	Total labor	
Demo/Cutback	1	8	$8.00	3	3	
#14 THHN (Reuse Wire)	150		$0.00	0.0055	0.825	
#12 THHN (Reuse Wire)	60		$0.00	0.0065	0.39	
#4 XHHW (Reuse Wire)	80		$0.00	0.012	0.96	
1 1/4" Rigid	10	7.8	$78.00	0.095	0.95	
3/4" Rigid	20	4.22	$84.40	0.065	1.3	
Panel/Circuit term	1	21	$21.00	4	4	
		Totals	$191.40		11.425	
		Tax	$15.07	144.375 / hour	$1,649.48	
			$206.47		$1,649.48	$1,855.96
					15.00%	$278.39
						$2,134.35

Total Cost Add: $2,134.35
Please call with any questions or comments.

Regards,

Matthew Pettit
Project Manager

An Equal Opportunity Employer

3728 Bemidji Ave N.
Suite 300
Bemidji, MN 56601
P: (218) 751-4502
F: (218) 444-4502

2471 Galpin Court
Suite 114
Chanhassen, MN 55317
P: (952)855-4830
F: (952) 855-4834

Change Request

Date:	3/11/2025
Project Name:	Bemidji Secondary Clarifier Expansion
Project Location:	Bemidji, MN
PSM Project Number:	CC2405
Change Request #:	**008**
CR Submitted to:	Rice Lake Construction Group

Description: **FO 003 - Modify ductwork routing.**

A. Labor	Hours	Rate/HR	
Plumbing Labor	0	$110.00	$0.00
Plumbing Labor Deduct	0	-$110.00	$0.00
Pipefitter Labor	0	$110.00	$0.00
Pipefitter Labor Deduct	0	-$110.00	$0.00
Ductwork Labor	14	$110.00	$1,540.00
Ductwork Labor Deduct	2	-$110.00	-$220.00
Fabrication Labor	7	$110.00	$770.00
Fabrication Labor Deduct	2	-$110.00	-$220.00
Insulation Labor	0	$115.00	$0.00
Insulation Labor Deduct	0	-$115.00	$0.00
Controls / Service / Refrigeration Labor	0	$110.00	$0.00
Controls / Service / Refrigeration Labor Deduct	0	-$110.00	$0.00
Shipping	1.75	$70.00	$122.50
Detailing	1.32	$110.00	$144.65
Commissioning	1.11	$110.00	$121.55
Engineering	0	$150.00	$0.00
	Labor Subtotal		$2,258.70

B. Material

Ductwork - Add			$218.00
Ductwork - Deduct			-$34.00
Safety Consumables			$7.00
Lift/Forklift/Excavator Rental	$525.00	Month	$42.44
	Material Subtotal		$233.44

3728 Bemidji Ave N.
Suite 300
Bemidji, MN 56601
P: (218) 751-4502
F: (218) 444-4502

2471 Galpin Court
Suite 114
Chanhassen, MN 55317
P: (952)855-4830
F: (952) 855-4834

C. Subcontractors

Test and Balance	$0.00
Controls	$0.00
Subcontractor Subtotal	$0.00

A: Labor Total		$2,258.70
B: Material Total		$233.44
C: Subcontractor Total		$0.00
Material Tax Total	8.500%	$19.84
Labor & Material Overhead Total	10.0%	$251.20
Labor & Material Profit Total	5.0%	$125.60
Sub Profit Total	5.0%	$0.00
Bond Total	0.0%	$0.00

Change Request Total: $2,889

Labor Total: $2,598 **Material Total: $292**

Delivery Lead Time:	0	Days
Additional Work:	1	Days
Total Additional Time	**1**	**Days**

Exclusions/Notes:

This change request pricing is good for 10 after the date listed above. The pricing above is interpreted from a proposal request by the appropriate consultant, any misinterpretation error's, or omissions of the proposal request is not the responsibility of Peterson Sheet Metal and will require an additional change request to correct its issue. Any non-consultant written change is an interpretation by Peterson Sheet Metal and is viewed as a contractor and not a licensed design professional, Peterson Sheet Metal is not to be held liable for any damages due to this design change. Work will not be started until an appropriate change order is issued or a signature is given below.

Authorized by: _____ **Title:** _____ **Date:** _____

Outlook

RE: BEMID 177064 COP 021-01 - Gallery Sample Taps and Piping and PW Material

From Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>
Date Tue 4/29/2025 12:29 PM
To Eric Miller <emiller@sehinc.com>; Marty Katzenmeyer <Marty.Katzenmeyer@ci.bemidji.mn.us>
Cc Chelsea Hernandez <chernandez@sehinc.com>

Hey Eric,

Cost seems okay to me. If you and Marty are good, I can live with it.

We'll want to talk about Change Order timing at some point as well.

Thanks,

Sam Anderson, P.E. *| City Engineer/Director of Public Works | City of Bemidji*
218-333-1851 | sam.anderson@ci.bemidji.mn.us

From: Eric Miller <emiller@sehinc.com>
Sent: Tuesday, April 29, 2025 12:11 PM
To: Marty Katzenmeyer <Marty.Katzenmeyer@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>
Cc: Chelsea Hernandez <chernandez@sehinc.com>
Subject: BEMID 177064 COP 021-01 - Gallery Sample Taps and Piping and PW Material

[EXTERNAL]

Sam and Marty,

Attached is the COP for:

- Modifications to and relocation of sample taps in the proposed and existing secondary gallery
- Additional piping and installation of Owner valves between the scum and secondary clarifier drain piping
- PW pipe materials in the polymer room of the Process Building

I added a cover sheet to identify it includes the items from RFP 013-01 Gallery Sample Taps and Piping and the piping materials portion of RFP 015 - PW Material and Accessories. The expansion tank, gauge, and isolation valve from RFP 015 - PW Material and Accessories will be in a separate submittal.

Ben with Rice Lake suggested this as the cost difference between the piping materials and the sample tap revision were similar and they would like to issue the PO for the additional ductile iron piping.

Let me know if his is acceptable or if there are any additional comments or questions.

It would be incorporated into future CO 004 which would include:

- COP 020 - Clash Resolution, Conduit, and Bushings - $6,308.55 and 0 days
- COP 021-01 - Gallery Sample Taps and Piping and PW Material - $18,245.91

Total for CO 004 would be $24,554.46 and 0 days.

Eric Miller
Graduate Engineer
Short Elliott Hendrickson Inc. (SEH®)
651.765.2913 direct | 651.600.7019 mobile | 800.325.2055 main

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Clarification of Scope of Supply for

COP 021-01 Gallery Sample Taps and Piping

Secondary Clarifier Expansion Project
Bemidji, Minnesota
SEH No. BEMID 177064

TO: Ben Peterson
Project Manager
Rice Lake Construction Group
22360 County Road 12
Deerwood, MN 56444

Date: April 29, 2025

Rice Lake Construction Group has provided COP 021-01 which includes the scope of supply identified in RFP 013-01 and includes elements of RFP 015. The scope of supply proposed for COP 021-01 includes the following items:

a. Adjustment to the orientation of (2) tees installed on the 10-inch UDRM piping. Re-orient tees such that blind flange with flushing connection is oriented vertically and install flushing connection as noted in E/P504. One (1) location in the existing secondary gallery and one (1) location at the proposed secondary gallery. Refer to the attached field sketch for locations.
b. Relocate proposed flushing connection on IFCS 20" tee to immediately upstream of plug valve 06-PV-03 in crown of the 20-inch IFCS pipe. 3/4-inch flushing connection to be installed in 1-1/2-inch 304 stainless steel bushing. Refer to detail E/P504 for flushing connection detail. Refer to the attached field sketch for locations. Add hose x MPT adaptor and second 3/4-inch stainless steel ball valve 24-inch above floor elevation. Attachment hose to proposed stanchion support pipe with rubber cushioned 304 stainless steel clamp, or similar, 6'-0" OC.
c. Modify the installed 6-inch UDSC piping for interconnect between 6-inch UDSC and 8-inch PD piping. Pipe, fittings, and accessories may be rigid groove joint or flanged. Connection to installed 6-inch and 8-inch pipe may be rigid groove flange adaptor or restrained mechanical flange adaptor. Field verify elevations to confirm piping can be connected via concentric or eccentric reducer as needed prior to cutting installed piping or ordering materials. Proposed flanged isolation plug valve to be furnished by Owner and installed by Contractor. Coordinate with Owner for determining valve dimensions and bolt pattern requirements. Shelf cost of plug valve shall be included in the BABA and AIS de minimis costs. Refer to the attached field sketch for locations.
d. Modify the installed 6-inch UDSC piping for the installation of an isolation valve near the 6-inch wye adjacent to the scum wetwell. Connection to installed 6-inch pipe may be rigid groove flange adaptor or restrained mechanical flange adaptor. Proposed flanged isolation plug valve to be furnished by Owner and installed by Contractor. Coordinate with Owner for determining valve dimensions and bolt pattern requirements. Shelf cost of plug valve shall be included in the BABA and AIS de minimis costs. Refer to the attached field sketch for locations.
e. Provide 304 stainless steel transition fittings between PW piping and clear reinforced vinyl tubing and clear reinforced vinyl tubing and skid piping for each skid in lieu of CPVC noted in keynote 4 sheet 07 P121.

The following is for clarification only:

a. 3" PW, 2" PW, and 1-1/2" PW as shown on sheets 07 M301 and 07 M302 materials are noted in Specification 22 11 16 Domestic Water Piping and Valves. Piping and valves shall be as noted in subparts 3.12.E.1. (type L solder joint copper), 3.12.E.2 (type L pressure-fit), or 312.E.3 (CPVC SCH80). Note subpart 2.12.D.1 for copper isolation valve requirements, which include unions at full-port valves. CPVC isolation valves shall be fill-port with union connections in accordance with subparts 2.12.D.1 and 3.13.B.

The following item from RFP 015 will be provided as a separate change order proposal:

a. Add a nominal 2.0 gallon, welded steel expansion tank near floor transition to PW line. Include isolation valve and wall-mounting kit. Coordinate with Owner for location. Refer to Specification 22 30 00 Plumbing Equipment subpart 2.02 for additional requirements.

This form requests information only. Authorization to execute the proposed modifications will be given subsequently by Work Change Directive or Change Order.

Requested by: Jessica Hedin
Signature

Jessica Hedin
Printed Name

Project Manager
Title

Short Elliott Hendrickson Inc.

c: Posted to Newforma
Eric Miller, SEH Inc.
Chelsea Hernandez, SEH Inc.

x:\ae\b\bemid\177064\7-const-svcs\71-mgmt\52-cop\cop 021-01 - gallery sample taps and piping (rfp 013, partial rfp 015)\rfp 013-01 partial rfp 015 cover.docx

Outlook

RE: Proposal Request Forwarded: Gallery Sample Taps and Piping - BEMID WWTF Secondary Clarifie... - ProposalRequest:RFP 013-01:nqM0i

From Ben Peterson <ben_peterson@ricelake.org>
Date Tue 4/29/2025 11:41 AM
To Eric Miller <emiller@sehinc.com>

1 attachment (185 KB)
COP20 - RFP 13 Gallery Sample Taps and Piping_Final.pdf;

Eric,

Can you use get this approved as is with the city and I will eat the cost of the piping associated with the Polymer system.

The only cost for RFP 15 would be the expansion tank.

Thank you,

Ben Peterson
22360 County Rd. 12 PO Box 517
Deerwood, MN 56444

Office 218-546-1928
Cell 218-670-1839
ben_peterson@ricelake.org

ricelake.org

From: Eric Miller <emiller@sehinc.com>
Sent: Friday, April 18, 2025 6:32 AM
To: Ben Peterson <ben_peterson@ricelake.org>
Subject: Proposal Request Forwarded: Gallery Sample Taps and Piping - BEMID WWTF Secondary Clarifie... - ProposalRequest:RFP 013-01:nqM0i

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Notification about Proposal Request **Gallery Sample Taps and Piping**

A Proposal Request has been forwarded.

Remarks

Owner has requested COP be resubmitted, modified as noted in red below.

Description of proposed modifications: (Brief description of changes itemized from attached drawings)
The Contractor is requested to provide a detailed change order proposal for costs associated with:

a. Adjustment to the orientation of (2) tees installed on the 10-inch UDRM piping. Re-orient tees such that blind flange with flushing connection is oriented vertically and install flushing connection as noted in E/P504. One (1) location in the existing secondary gallery and one (1) location at the proposed secondary gallery. Refer to the attached field sketch for locations.

b. Relocate proposed flushing connection on IFCS 20" tee to immediately upstream of plug valve 06-PV-03 in crown of the 20-inch IFCS pipe. 3/4-inch flushing connection to be installed in 1-1/2-inch 304 stainless steel bushing. Refer to detail E/P504 for flushing connection detail. Refer to the attached field sketch for locations. Add hose x MPT adaptor and second 3/4-inch stainless steel ball valve 24-inch above floor elevation. Attachment hose to proposed stanchion support pipe with rubber cushioned 304 stainless steel clamp, or similar, 6'-0" OC.

c. Modify the installed 6-inch UDSC piping for interconnect between 6-inch UDSC and 8-inch PD piping. Pipe, fittings, and accessories may be rigid groove joint or flanged. Connection to installed 6-inch and 8-inch pipe may be rigid groove flange adaptor or restrained mechanical flange adaptor. Field verify elevations to confirm piping can be connected via concentric or eccentric reducer as needed prior to cutting installed piping or ordering materials. Proposed flanged isolation plug valve to be furnished by Owner and installed by Contractor. Coordinate with Owner for determining valve dimensions and bolt pattern requirements. Shelf cost of plug valve shall be included in the BABA and AIS de minimis costs. Refer to the attached field sketch for locations.

d. Modify the installed 6-inch UDSC piping for the installation of an isolation valve near the 6-inch wye adjacent to the scum wetwell. Connection to installed 6-inch pipe may be rigid groove flange adaptor or restrained mechanical flange adaptor. Proposed flanged isolation plug valve to be furnished by Owner and installed by Contractor. Coordinate with Owner for determining valve dimensions and bolt pattern requirements. Shelf cost of plug valve shall be included in the BABA and AIS de minimis costs. Refer to the attached field sketch for locations.

The detailed change order proposal associated with the Work as described above shall be submitted to the Engineer and Owner for review and approval via NewForma.

Download all files

Proposal Request Info

To: **Kelly Mehlhoff (Rice Lake Construction Group); Ben Peterson (Rice Lake Construction Group)**
From: **Eric Miller (Short Elliott Hendrickson, Inc.)**
CC: **Chelsea Hernandez (Short Elliott Hendrickson, Inc.)**
Purpose: **For Review and Comment**
Expiration Date: **5/18/2025**

Transferred Files

RFP 013-01 - Gallery Sample Taps and Piping.pdf	4/18/2025	6:27 AM	949 KB
Transmittal_ProposalRequest - RFP 013-01 (Forwarded).pdf	4/18/2025	6:31 AM	66 KB

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RICE LAKE
A WAG COMPANY

22360 County Road 12
PO Box 517
Deerwood, MN 56444
218-546-5519
ricelake.org

DEERWOOD | MONTICELLO

Change Order Proposal #: 20

April 14th, 2024

Bemidji Wastewater Treatment Facility
400 Midway Dr S
Bemidji, MN 56601

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose to provide labor, material, and equipment to add the gallery sample taps and piping associated with RFP 13.

All for the sum of: $18,245.91

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager

RICE LAKE
A WRG COMPANY
22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 24-06
PROJECT NAME: Bemidji WWTP
DATE: 4/14/2025
COP: 20

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR	EQUIPMENT	LINE
			HOURS	$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL
RLCG Labor	64.00	HRS	64.00	$ 98.00	$6,272.00	$ -	$0.00	$ -	$ -	$6,272.00
Materials	1.00	LS		$ -	$0.00	$ -	$7,961.43	$ -	$ -	$ 7,961.43
Freight	1.00	LS		$ -	$0.00	$ -	$500.00	$ -	$ -	$ 500.00
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							$ 313.60
Sales Tax	1.00	ea	8.500%							$ 719.22
		Totals	$ 64.00		$ 6,272.00		$ 8,461.43	$ -	$ -	$ 15,766.25

Rice Lake Mark-up on Subs (5%)	$ -
Rice Lake Mark-up on Labor, Material, and Equipment (15%)	$ 2,210.01
Bond and Insurance Cost (1.5%)	$ 269.64
Total Change Order Proposal Request	**$ 18,245.91**

Bid Proposal

Bemidji, MN - Pending Change Order

RICE LAKE CONSTRUCTION GROUP
Job Location: Bemidji, MN
Engineer:
Bid Date: 04/08/2025
Bid Due Date:
Addendum Number:
Plan Sheet Date:
Core & Main Bid #: 4132560

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 9529379666
Fax: 9529378065

Disclaimers

THIS PROJECT IS BEING BID IN ACCORDANCE WITH CORE & MAIN'S INTERPRETATION OF BABA REQUIREMENTS. ANY ALTERNATES OFFERED WILL BE NOTED WITHIN THE SCOPE BELOW.

Seq #	Qty	Description	UoM	Sell	Ext Sell	Ext Weight	Line
10	1	1-1/2X3/4 304SS BUSHING IMPORT	EA	$9.64	$9.64		1
20	1	3/4X3 304SS NIPPLE IMPORT	EA	$3.38	$3.38		2
30	1	3/4 304SS 90 BEND IMPORT	EA	$4.60	$4.60		3
40	1	3/4X6 304SS NIPPLE IMPORT	EA	$6.29	$6.29		4
50	1	3/4" FIP SS BALL VALVE IMPORT	EA	$50.44	$50.44		5
60	1	3/4X3 304SS NIPPLE IMPORT	EA	$3.38	$3.38		6
70	1	3/4 304SS 90 BEND IMPORT	EA	$4.60	$4.60		7
80	1	3/4 MPT X 3/4 SS BARBED BANJO	EA	QBO	QBO		8
90	3	3/4 SS HOSE CLAMP/RUBBERIZED	EA	QBO	QBO		9
100	1	3/4 MPT X 3/4 SS BARBED BANJO	EA	QBO	QBO		10
110	1	3/4" FIP SS BALL VALVE IMPORT	EA	$50.44	$50.44		11
							12
130	1	6" VIC FLG ADPT #341	EA	$394.76	$394.76	12	13
140	1	6" VIC FLG ADPT #341	EA	$394.76	$394.76	12	14
150	2	6-8 316SS BOLT & NUT KIT USA	EA	$172.31	$344.62		15
180	1	8" FLANGE WYE PRIMED C110 USA	EA	$1,513.19	$1,513.19	201	16
190	1	8 FLGXFLG DI PIPE PR 1'	EA	$1,119.30	$1,119.30	80	17
200	2	6-8 316SS BOLT & NUT KIT USA	EA	$172.31	$344.62		18
230	2	8X1/8 SBR FLANGE TYTE FF GSKT	EA	$24.78	$49.56		19
240	1	8"X6" FLG ECC RED PRIMED USA	EA	$758.54	$758.54	80	20
250	2	6-8 316SS BOLT & NUT KIT USA	EA	$172.31	$344.62		21
280	2	6X1/8 SBR FLANGE TYTE FF GSKT	EA	$18.19	$36.38		22
290	1	6" FLANGE WYE PRIMED C110 USA	EA	$894.17	$894.17	119	23
300	2	6" VIC FLG ADPT #341	EA	$394.76	$789.52	24	24
310	2	6-8 316SS BOLT & NUT KIT USA	EA	$172.31	$344.62		25
							26
							27
							28
		Grand Total			**$7,961.43**	**528**	29
							30

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL 31 32 33

Seq #	Qty	Description	UoM	Sell	Ext Sell	Ext Weight	Line
COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD							34
TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE							35
OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME,							36
https://coreandmain.com/terms-of-sale/							37
							38
THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE							39
DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE							40
AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID							41
ANY ADDITIONAL RISING TARIFF COSTS.							42

RICE LAKE
A WRG COMPANY

22360 County Road 12
PO Box 517
Deerwood, MN 56444
218-546-5519
ricelake.org

DEERWOOD | MONTICELLO

Change Order Proposal #: 21

July 23, 2025

Bemidji Wastewater Treatment Facility
400 Midway Dr S
Bemidji, MN 56601

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose to provide labor, material, and equipment to add the wash down water to the new clarifier 3 per RFP 18.

All for the sum of: $37,939.40

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager

RICE LAKE
A WRG COMPANY

22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 24-06
PROJECT NAME: Bemidji WWTP
DATE: 7/23/2025
COP: 21

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR	EQUIPMENT	LINE
			HOURS	$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL
RLCG Labor	120.00	HRS	120.00	$ 98.00	$11,760.00	$ -	$0.00	$ -	$ -	**$11,760.00**
RLCG Equipment	1.00	LS		$ -	$0.00	$ -	$0.00	$ -	$ 1,600.00	**$1,600.00**
Materials	1.00	LS		$ -	$0.00	$ -	$7,343.54	$ -	$ -	**$ 7,343.54**
PSM	1.00	LS		$ -	$0.00	$ -	$0.00	$ 11,769.00	$ -	**$ 11,769.00**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
				$ -	$0.00	$ -	$0.00	$ -	$ -	**$ -**
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							**$ 588.00**
Sales Tax	1.00	ea	8.500%							**$ 624.20**
		Totals	$ 120.00		$ 11,760.00		$ 7,343.54	$ 11,769.00	$ 1,600.00	**$ 33,684.74**
									Rice Lake Mark-up on Subs (5%)	**$ 588.45**
									Rice Lake Mark-up on Labor, Material, and Equipment (15%)	**$ 3,105.53**
									Bond and Insurance Cost (1.5%)	**$ 560.68**
									Total Change Order Proposal Request	**$ 37,939.40**

14 Days add

GOODIN COMPANY

www.goodinco.com | shop.goodinco.com

Plumbing • HVAC • Pipe • Valves • Fittings • Water Well • Industrial Supplies

Quotation

Goodin Co Minneapolis Whse 1

2700 NO 2ND ST
MINNEAPOLIS, MN 55411-1602
Phone: (612)588-7811

Email: Jason.Hoppe@goodinco.com

Quote #	48242
Bid ID	JLH071125 (2)
Date	7/14/2025
PO Number	
Project Name	

Bill To	Ship To
Customer #: 1001196 RICE LAKE CONSTRUCTION GROUP PO BOX 517 22360 COUNTY ROAD 12 DEERWOOD, MN 56444-0517 Phone: (218)546-5519	Attn: RICE LAKE CONSTRUCTION GROUP 412 IRVING ACCESS LOOP SW KELLY 218-670-1015 BEMIDJI, MN 56601-9999 Phone: (218)546-5519

Sales Rep	Ship Via	Terms	Quote Expires
jason L. Hoppe		2% 10thP EOM	7/16/2025

Line #	Status	Part #	Description	Quantity	Unit	Net	Ext Net
1	**Stock**	**38X6THSSRO**	3/8-16X6' S/S 18-8 THREAD ROD	120.00	FT	2.17564	**261.08**
2	**Stock**	**38SSWA**	3/8" S/S WASHER	200.00	EA	0.05609	**11.22**
3	**Stock**	**38SSHENU**	3/8 S/S HEAVY HEX NUT	200.00	EA	0.21943	**43.89**
4	**Non Stock**	**DIA37SS**	3/8" 303SS DROP INS 1 WEEK LEAD TIME, ADD FOR FREIGHT VIA UPS GROUND	50.00	EA	2.86667	**143.33**
5	**Non Stock**	**112X25FIREHOSE**	1-1/2" X 25' DBL JACKET FIREHOSE HOSE ASSEMBLY 1.5" X 25FEET, DOUBLE JACKET MILL HOSE, COUPLED ALUMINUM PIN LUG MALE X FEMALE NST, CRIMPED ADD FOR FREIGHT	1.00	EA	225.00	**225.00**
6	**Stock**	**112LH**	1-1/2X20' LGH L HRD COP TUBE	320.00	FT	14.68192	**4,698.21**
7	**Non Stock**	**2351.5MNX1.5MP250**	1-1/2 MNST X 1-1/2 MNPT BRASS HYDRANT ADAPTER 1 WEEK LEAD TIME, ADD FOR FREIGHT	1.00	EA	35.00	**35.00**

Line #	Status	Part #	Description	Quantity	Unit	Net	Ext Net
8	**Stock**	**112COL**	1-1/2 C-C 90 COP ELL	18.00	EA	13.36793	**240.62**
9	**Non Stock**	**LS-275-S** 1-3 DAY LEAD TIME, ADD FOR FREIGHT VIA UPS GROUND	LS-275-S STAINLESS LINK SEAL	24.00	EA	9.75	**234.00**
10	**Stock**	**3X112COT**	3X1-1/2 C-C-C COP TEE	1.00	EA	95.56241	**95.56**
11	**Stock**	**11294A207**	1-1/2" 600# BRASS SWT FP BV 94ALF-207-01A NO LEAD	2.00	EA	52.21951	**104.44**
12	**Stock**	**112COFA**	1-1/2 C-F COP ADPT	1.00	EA	24.82198	**24.82**
13	**Stock**	**112X34X112COT**	1-1/2X3/4X1-1/2 C-C-C COP TEE	1.00	EA	41.19221	**41.19**
14	**Stock**	**34LH**	3/4X20' LGH TP L HRD COP TUBE	20.00	FT	4.83539	**96.71**
15	**Stock**	**3494A204**	3/4" 600# BRASS SWT FP BV 94ALF-204-01A NO LEAD	1.00	EA	13.23171	**13.23**
16	**Stock**	**34COEXCL**	3/4 COP EXT SPLIT CLAMP PHD #512H	6.00	EA	1.354	**8.12**
17	**Stock**	**112COEXCL**	1-1/2 COP EXT SPLIT CLAMP PHD #512H	12.00	EA	1.81	**21.72**
18	**Stock**	**112COSWRIHA**	1-1/2 COP ADJ SWIVEL RING HANGER #152	40.00	EA	0.926	**37.04**
19	**Non Stock**	**8500SS0158** STOCK IN WISCONSIN, ADD FOR FREIGHT VIA UPS GROUND	1-5/8 OD 304L CUSHION CLAMP	8.00	EA	19.80	**158.40**
20	**Stock**	**A12HSSS** ONLY STOCKED IN 1-5/8"	1-5/8X1-5/8 12GA 304SS 20FT CHANNEL SLOT 1012	40.00	FT	10.06098	**402.44**
21	**Stock**	**LBWASSO** QUOTING CANFIELD, WE DON'T STOCK BRIGIT	1# SPOOL WATERSAFE SOLDER CANFIELD	3.00	EA	46.64	**139.92**
22	**Stock**	**OA5PF**	#5 PASTE FLUX 30014	1.00	EA	6.654	**6.65**
23	**Stock**	**BTANK** ***UN1001 ACETYLENE DISSOLVED 2.1 FLAMMABLE GAS ***	"B" ACETYLENE CYLINDER 40CF 34-002	1.00	EA	294.012	**294.01**
24	**Stock**	**5YDSACL**	1-1/2X5YD OPEN MESH SAND CLOTH	1.00	EA	6.943	**6.94**
			BID TOTAL			**7,343.54**	

3728 Bemidji Ave N.
Suite 300
Bemidji, MN 56601
P: (218) 751-4502
F: (218) 444-4502

2471 Galpin Court
Suite 114
Chanhassen, MN 55317
P: (952)855-4830
F: (952) 855-4834

Change Request

Date:	7/22/2025
Project Name:	Bemidji Secondary Clarifier Expansion
Project Location:	Bemidji, MN
PSM Project Number:	CC2405
Change Request #:	**009**
CR Submitted to:	Rice Lake Construction Group

Description: **RFP-018 - Provide and install insulation for plumbing line.**

A. Labor	Hours	Rate/HR	
Plumbing Labor	0	$110.00	$0.00
Plumbing Labor Deduct	0	-$110.00	$0.00
Pipefitter Labor	0	$110.00	$0.00
Pipefitter Labor Deduct	0	-$110.00	$0.00
Ductwork Labor	0	$110.00	$0.00
Ductwork Labor Deduct	0	-$110.00	$0.00
Fabrication Labor	0	$110.00	$0.00
Fabrication Labor Deduct	0	-$110.00	$0.00
Insulation Labor	42	$115.00	$4,830.00
Insulation Labor Deduct	0	-$115.00	$0.00
Controls / Service / Refrigeration Labor	0	$110.00	$0.00
Controls / Service / Refrigeration Labor Deduct	0	-$110.00	$0.00
Shipping	0	$70.00	$0.00
Detailing	1.63	$110.00	$179.30
Commissioning	1.21	$110.00	$133.10
Engineering	0	$150.00	$0.00
	Labor Subtotal		$5,142.40

B. Material

Insulation materials	$2,671.00
Safety Consumables	$21.00
Lift/Forklift/Excavator Rental	$2,000.00
Material Subtotal	$4,692.00

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C. Subcontractors

Test and Balance	$0.00
Controls	$0.00
Subcontractor Subtotal	$0.00

A: Labor Total		$5,142.40
B: Material Total		$4,692.00
C: Subcontractor Total		$0.00
Material Tax Total	8.500%	$398.82
Labor & Material Overhead Total	10.0%	$1,023.32
Labor & Material Profit Total	5.0%	$511.66
Sub Profit Total	5.0%	$0.00
Bond Total	0.0%	$0.00

Change Request Total: $11,769

Labor Total: $5,914 **Material Total: $5,855**

Delivery Lead Time:	0	Days
Additional Work:	3	Days
Total Additional Time	**3**	**Days**

Exclusions/Notes:

This change request pricing is good for 10 after the date listed above. The pricing above is interpreted from a proposal request by the appropriate consultant, any misinterpretation error's, or omissions of the proposal request is not the responsibility of Peterson Sheet Metal and will require an additional change request to correct its issue. Any non-consultant written change is an interpretation by Peterson Sheet Metal and is viewed as a contractor and not a licensed design professional, Peterson Sheet Metal is not to be held liable for any damages due to this design change. Work will not be started until an appropriate change order is issued or a signature is given below.

Authorized by: _____ **Title:** _____ **Date:** _____

CITY COUNCIL AGENDA ITEM

Meeting Date: **August 18, 2025**
Action Requested: **Surplus Vehicle Declaration**
Prepared By: **David LaZella, Police Captain**

Background:
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 certain property owned by the City is no longer needed for a municipal purpose and should be sold.

The Police Department recommends that the following vehicles be declared surplus:

2013 Ford Police Interceptor SUV:	**VIN: 1FM5K8ARXDGA31499**
2018 Ford Police Interceptor SUV:	**VIN: 1FM5K8AR8JGA71657**
2019 Chevrolet Tahoe Pursuit SUV:	**VIN: 1GNSKDEC2KR369543**

Based on vehicle mileage, operating and physical condition, these 3 vehicles are no longer viable to be used as a police vehicles.

Recommendation:
Staff recommends that the City Council declare both vehicles surplus and authorize the City Manager to dispose of said property.

RESOLUTION NO.

A RESOLUTION ESTABLISHING TAXICAB FARES FOR RIDE AWAY LLC

WHEREAS, in accordance with Bemidji City Code 12.1334 the City Council of the City of Bemidji by resolution set taxicab fares within the City; and

WHEREAS, a request has been made by the operator of Ride Away, LLC in the City of Bemidji to establish taxicab fares.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bemidji, Minnesota, that the taxicab fare schedule be as follows:

$5.00	Per Passenger
$2.00	Per Mile
$20.00	Clean Up Fee if Necessary

Party Rates

$85.00	Per Hour
$50.00	Clean Up Fee if Necessary

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage.

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:

_____
Michelle R. Miller, City Clerk

APPROVED:

_____
Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM

Meeting Date: **August 18, 2025**
Action Requested: **Consider Resolution Rejecting all Bids Received for the Rail Corridor Soil Remediation and Earthwork Project - City Project 25-05**
Prepared By: **Samuel C. Anderson, City Engineer/DPW**

Background:
In February, design proposals from Barr and Loucks engineering firms was executed to begin the design of the soil clean-up/remediation bid package (Bid Package #1) for the rail corridor. Bid Package #1 would include the contaminated soil removal & mass grading of the entire rail corridor and will also include some of the stormwater pond construction, existing building demolition, and removal of a portion of the paved bike trail west of Minnesota Avenue NW. The design was completed and the project was advertised.

A bid opening for the project was held on Tuesday, July 22nd, 2025 and the following 5 bids were received:

	Base Bid	Alt #1	Total
US Siteworks	$2,776,067.50	$478,500	$3,254,567.50
Rachel Contracting	$3,087,494.00	$565,000	$3,652,994.00
Veit	$3,337,574.00	$493,000	$3,830,574.00
Park Construction	$3,383,407.50	$580,000	$3,963,407.50
Frattalone	$4,014,355.85	$511,850	$4,526,205.85
Engineer's Estimate	$2,304,825.00	$348,000	$2,652,825.00

Add Alternate #1 included adding clean sand material (29,000 CY) in the location of the future YMCA development required for their future development.

Due to the higher than estimated bids, staff are recommending that we reject the bids, complete additional field exploration, re-design the east building footprints, and advertise the project again this fall.

Recommendation:
Staff recommend approving the attached resolution to reject all received bids for the Rail Corridor Soil Remediation and Earthwork Project - City Project 25-05

RESOLUTION NO.

RESOLUTION REJECTING ALL BIDS RECEIVED FOR CITY PROJECT 25-05

WHEREAS, the City of Bemidji ("City") issued an advertisement for bids (the "Bid Documents") for its Rail Corridor Soil Remediation and Earthwork Project, known as City Project 25-07, (the "Project"), on June 28, 2025 and July 5, 2025; and

WHEREAS, the City received and opened bids pursuant to the request for bids in the Bid Documents, which exceeded the engineering estimate for the cost of the Project; and

WHEREAS, Minnesota Statutes, section 429.041, subd. 2, expressly gives the City the right to "reject all bids" received by the City in an effort to contract for public improvements; and

WHEREAS, the Bid Documents expressly reserved the City's right to "reject all bids"; and

WHEREAS, upon review of the received bid, City staff have recommended the City reject all bids on the Project and consider re-designing the project and advertising for new bids at a later date; and

WHEREAS, the City Council of the City of Bemidji considers it to be in the best interests of the City to reject all bids received pursuant to the Bid Documents and instructs staff to explore a re-design of the Project.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA, hereby rejects all bids received by the City pursuant to its advertisement for bids for the Rail Corridor Soil Remediation and Earthwork Project, City Project 25-05, which bids were opened by the City on July 22, 2025.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:

_____
Michelle R. Miller, City Clerk

APPROVED:

_____
Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM

Meeting Date: August 18, 2025
Action Requested: Approve Special Event Permit for Fall Food Festival
Prepared By: Michelle Miller, City Clerk

Background:
First City of Lights Foundation has submitted an application for a Fall Food Festival for September 18-21, 2025 in a portion of the north section of the Paul Bunyan Park parking and the festival area north of the Tourist Information Center for food vendors and a portion of Paul Bunyan Park for lawn games. Staff have addressed any concerns with the applicant.

Recommendation:
Approve Special Event Permit for First City of Lights Foundation Fall Food Festival for September 18-21, 2025.

Special Event Application

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

Applicant Information

Organization Name (Required): First City of Lights Foundation

Address: P.O. Box 1991

Event Contact Name (Required): Becky Kummet
This person is the primary contact and must be able to coordinate with other members of the event

Cell Phone (Required): (218) 556-2776

Event Contact Email (Required): firstcityoflights@gmail.com

Event Contact Name #2 (Required): Josh Peterson

Contact #2 Phone (Required): (218) 209-1705

Event Information

Event Name (Required): Fall Food Festival

Event Date: Sept 18-21, 2025
If the event is multiple days please enter them in the box below.

Event Dates (continued):

September 18-21, 2025

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: It will be in Paul Bunyan Park's North Parking lot
Festival grounds north of the Tourist Information Center

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: 11:00am-8:00pm Daily

Set-up Time: 8:00am on 9/18/25

Clean-up Time: 4:00pm on 9/21/25

Expected Daily Attendance: Unknown/500 per day
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:

Fall festival with food trucks and lawn games.

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.

- [x] 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
- [x] No

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

Alcohol (Select One) (Required):
(Select only one option)
**Application needs to be submitted with any applicable fee to the City Clerk and requires City Council approval.*

- [ ] Temporary 1-4 day Intoxicating liquor license*
- [ ] Temporary 3.2 Percent Malt Liquor License*
- [ ] Temporary Off-Premises Liquor License (only to holders of intoxicating liquor licenses)
  Name of Establishment _____
- [ ] Catered Event, Licensee holding caterer's permit.
- [x] No Alcohol

Special Event Application

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

Food Vendors

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

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

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

Please indicate the number of food vendors: 10-15

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: 8

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: 5 smaller light weight tables

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: None

Garbage

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

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

Certificate of Insurance

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

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

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

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

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

Street Closures

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

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

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

Are you requesting a street closure? No

Date(s) of requested street closure: _____

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

Between _____ *&/To* _____

Start Time of Street Closure: _____

End Time of Street Closure: _____

Number of *No Parking* Signs Requested: _____

Event Maps

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

Site Map

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

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

Route Map

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

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

Paul Bunyan Fishing Pier
Indian Trail
Paul Bunyan Park
Paul Bunyan & Babe the Blue Ox Statues
Roadside monument of Paul Bunyan & Babe
K'Dawg
Mac N' The Box
Sorenson AVE
Sweet & Salty
Paul Bunyan
Dirty Dough
Wings & Things
Manny's Tacos
Millers 3 trailers
Rolling Cones
Sugarlicious
Java Shack
KT Concessions
Great River Rd
2nd St NW

From:	Michelle Miller
To:	First City of Lights Foundation; Scott Schroeder; kevin@greatriverdesign.com
Subject:	RE: FW: Special Event Application - Review and Comment - Fall Food Festival
Date:	Thursday, August 14, 2025 10:52:00 AM
Attachments:	image001.png

If the event grows and there appears to be more than 200 attendees, we will need to reassess the need for portable restrooms.

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: First City of Lights Foundation <firstcityoflights@gmail.com>
Sent: Friday, August 8, 2025 1:17 PM
To: Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; kevin@greatriverdesign.com
Subject: Re: FW: Special Event Application - Review and Comment - Fall Food Festival

[EXTERNAL]

Hello,

We will amend the permit to include the festival grounds north of the TIC. At this time we plan to only use the 5 light way picnic tables. As for restrooms we have not been required to have them in the past due to the fact there are not more than 200 people at one time at this event.

Thanks

First City of Lights

On Fri, Aug 8, 2025 at 12:19 PM Michelle Miller <michelle.miller@ci.bemidji.mn.us> wrote:

> Can you amend your application to include the festival area in addition to the parking lot?
>
> Are you requesting the use of additional picnic tables?
>
> I believe you need to provide portable restroom(s) for this event.
>
> *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: First City of Lights Foundation <firstcityoflights@gmail.com>
Sent: Friday, August 8, 2025 12:03 PM
To: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Subject: Re: FW: Special Event Application - Review and Comment - Fall Food Festival

[EXTERNAL]

Hello,

Attached is the correct vendor map that was utilized in 2024. The plan is to have everything the same as 2024.

Thanks!

On Thu, Aug 7, 2025 at 9:01 AM Michelle Miller <michelle.miller@ci.bemidji.mn.us> wrote:

> Becky:
>
> Please see comments from Scott below.

Michelle

From: Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>
Sent: Thursday, August 7, 2025 7:16 AM
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 - Fall Food Festival

Good morning-

Per one of the parameters of the special permit requirements, there should be at least one handicap portable toilet. In the past there were picnic tables requested; I see none requested. Per the attached map, 5 and 7 are in the fire lane.

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: Wednesday, August 6, 2025 4:19 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 - Fall Food Festival

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 - Fall Food Festival
Date: Monday, August 11, 2025 12:27:03 PM

Not sure if I replied, but looks good.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, August 6, 2025 4:19 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 - Fall Food Festival

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 - Fall Food Festival
Date:	Thursday, August 7, 2025 10:03:15 AM

No issue.

Dave

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, August 06, 2025 4:19 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 - Fall Food Festival

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 18, 2025
Action Requested: Information only
Prepared By: Sergeant Jesse Becker

Background:
Security Camera Registration and Mapping (SCRAM) programs help police departments create a database of security camera locations to aid in investigations. Citizens and businesses voluntarily register their cameras, providing location and contact information, but not direct access to their systems. If a crime occurs nearby, police can then contact registrants to request video footage, potentially providing crucial evidence.

Recommendation:
Program Information - no action requested.

BEMIDJI POLICE DEPARTMENT
Chief Mike Mastin
613 Minnesota Ave NW ❖Bemidji MN 56601
Phone: 218-333-9111 Fax: 218-333-8133
policechief@ci.bemidji.mn.us

To: Chief Mastin
From: Sergeant Becker
Re: SCRAM Program Initiative

Proposal: Initiate a Security Camera Registration and Mapping Program (SCRAM) for the Bemidji Police Department

Synopsis: A SCRAM Program will encourage citizens to register their security cameras with Bemidji Police Department (BPD) to help investigators have timely access to potential footage of crimes that have been committed.

Problem:
A growing number of people are purchasing security cameras for their homes and businesses. The cost of surveillance systems is coming down and the quality of video is going up; the systems are also accessible with phone applications. Security cameras are proving to be incredibly valuable in criminal cases and often provide more accurate information than witness statements. The problem is knowing where the cameras are located, how many cameras exist, the types of cameras, and contact information for the owners. Searching for cameras in the area where a crime has occurred must be done by manually canvassing the area and observing a camera; concealed cameras often go undetected.

Impact On the Community:
This is an issue of solving and preventing crime. Not only are security cameras valuable in reconstructing a crime, they are also deterrents. Criminals tend to avoid areas where they know they are under surveillance.

How it works:
- Registration: Residents and businesses register their security camera systems with the local police department, often through an online form or app.
- Mapping: The police department uses this information to create a map of camera locations, which can be accessed by authorized personnel during investigations.
- Requesting footage: When a crime occurs, police can identify cameras in the area and contact registrants to request footage that may be relevant to the investigation.
- No direct access: The police department does not have direct access to the cameras themselves, nor do they monitor live feeds.
- Voluntary participation: Registration is voluntary, and individuals can choose to opt out at any time.

BEMIDJI POLICE DEPARTMENT
Chief Mike Mastin
613 Minnesota Ave NW ❖Bemidji MN 56601
Phone: 218-333-9111 Fax: 218-333-8133
policechief@ci.bemidji.mn.us

- Data privacy: The information collected is typically classified as protected nonpublic data and is not disclosed to the public.

Funding: There will be associated costs with stickers and mailing.

Outcome and Program Impact:

- Faster investigations:

SCRAM allows police to quickly identify potential video evidence, potentially speeding up investigations.

- Increased crime prevention:

The presence of the program itself can act as a deterrent to criminal activity.

- Community partnership:

SCRAM fosters a sense of partnership between law enforcement and the community in crime prevention efforts.

Critical Success Factors

People may be apprehensive about registering their cameras with the police department and there is a common misconception that the BPD will have access to the cameras, which is not the case. Registration provides only the location of the cameras and contact information. It is important to remind citizens that police cannot view the camera's recordings and do not have any access or log-in information for their system.

The program succeeds only if people register their cameras. If the BPD comes across a camera during a criminal investigation, officers can check to see whether it is registered. If not, the BPD can assist the citizen in completing the form.

The department will publicize the program through a media campaign, its website, and social media.

Additional Documents

SCRAM Form

SCRAM

SECURITY

CAMERA

REGISTRATION

AND

MAPPING

What is SCRAM?

Where are cameras located?

Who does Law Enforcement contact to review footage?

How does SCRAM work?

Registration:

Residents and businesses register their security camera systems with the Bemidji Police Department, online or in-person.

Mapping:

The Bemidji Police Department uses this information to create a map of camera locations.

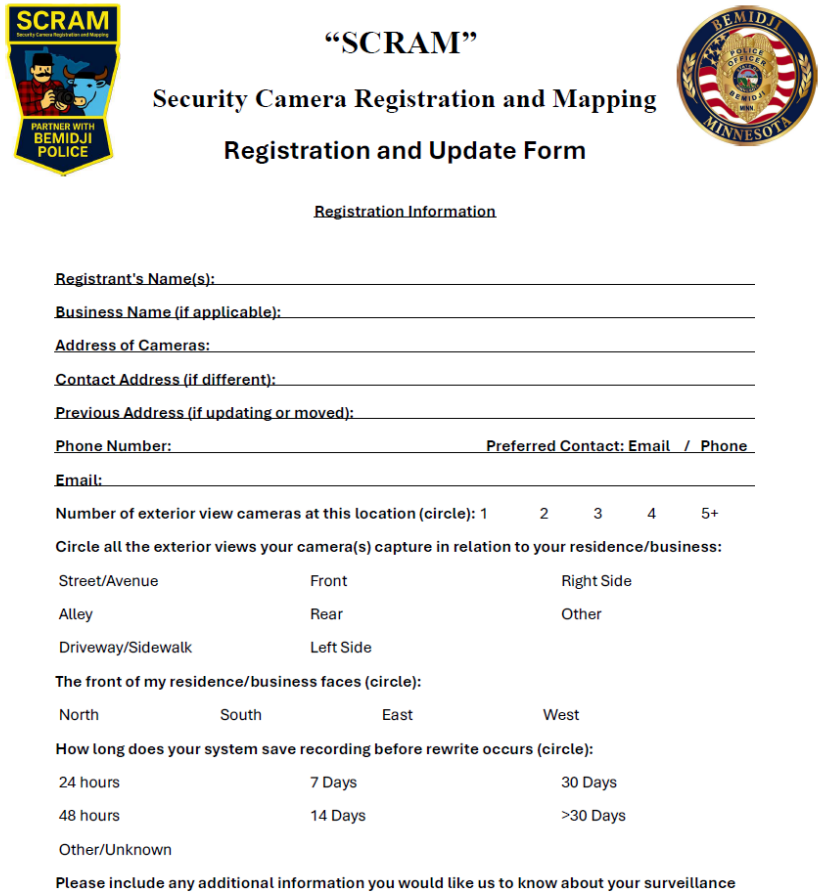
Requesting footage:

When a crime occurs, Police can identify cameras in the area and contact registrants to request relevant footage.

Registration:

Website: ci.bemidji.mn.us/police

In person form:



"SCRAM"

Security Camera Registration and Mapping

Registration and Update Form

Registration Information

Registrant's Name(s): _____

Business Name (if applicable): _____

Address of Cameras: _____

Contact Address (if different): _____

Previous Address (if updating or moved): _____

Phone Number: _____ **Preferred Contact: Email / Phone**

Email: _____

Number of exterior view cameras at this location (circle): 1 2 3 4 5+

Circle all the exterior views your camera(s) capture in relation to your residence/business:

Street/Avenue	Front	Right Side
Alley	Rear	Other
Driveway/Sidewalk	Left Side	

The front of my residence/business faces (circle):

North South East West

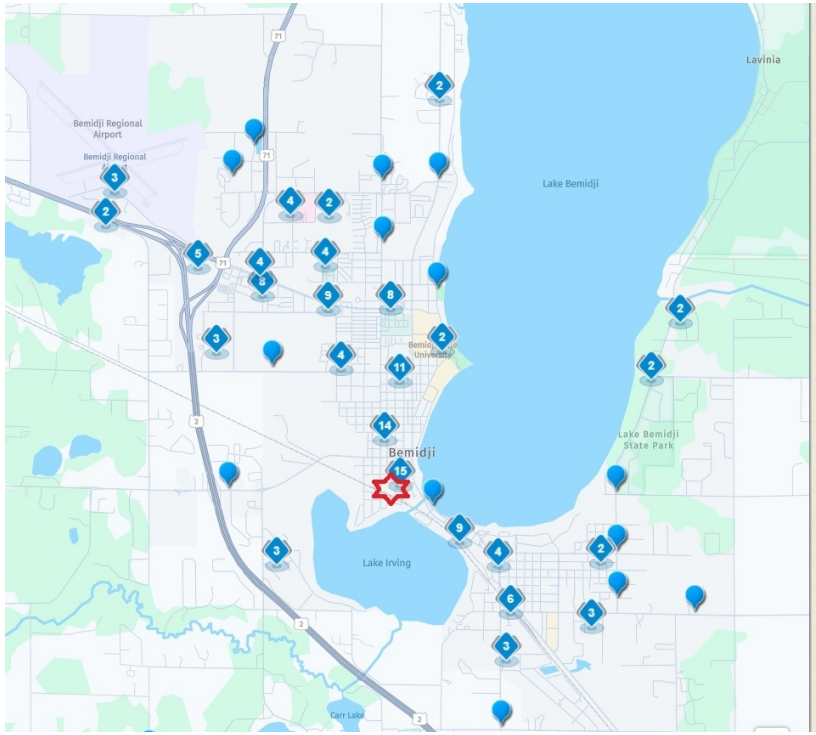
How long does your system save recording before rewrite occurs (circle):

24 hours	7 Days	30 Days
48 hours	14 Days	>30 Days
Other/Unknown		

Please include any additional information you would like us to know about your surveillance

How Police use SCRAM?

Crime Reported → Police Contact Registrant → Camera helps solve



Crime Reported

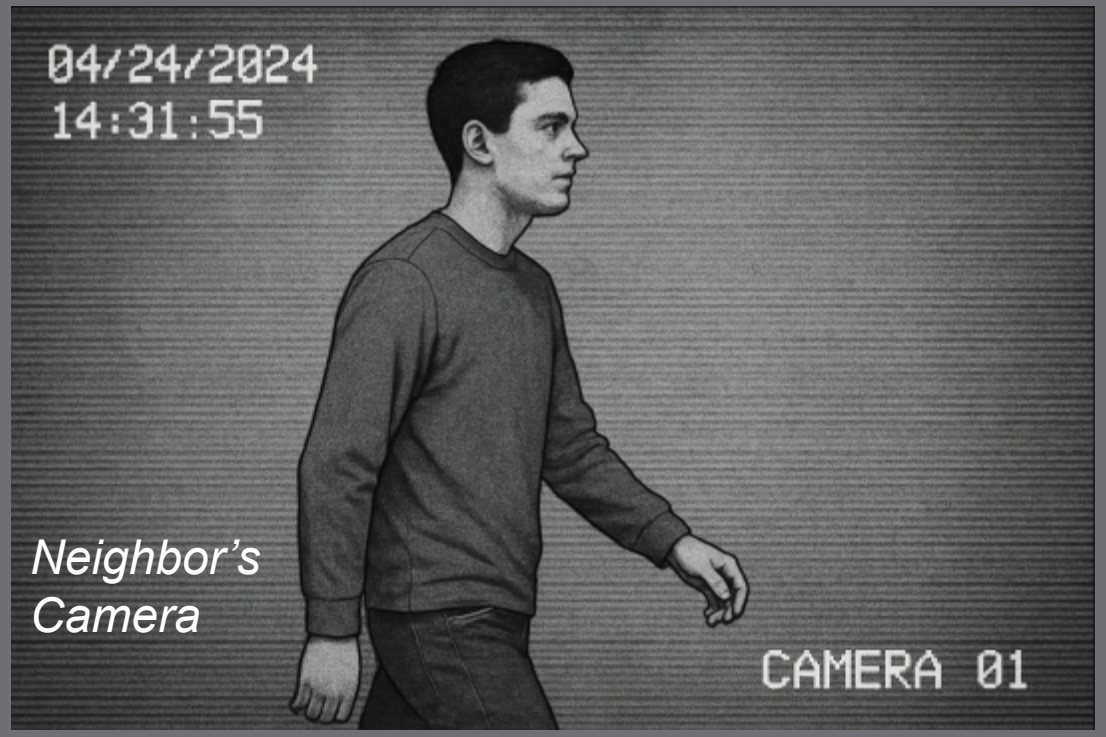
No Camera

Police Review SCRAM map

Police Request Video

Walking by neighbor's camera

Neighbor's Camera Helps Solve



Why Register?

What is SCRAM?

YES

- Where are cameras located?
- Who does Law Enforcement contact to review footage?

NO

- ~~Live Feed~~
- ~~Remote Access~~

Outcome and Program Impact:

Faster investigations:

- SCRAM helps Police to quickly locate potential video evidence, speeding up investigations.

Increased crime prevention:

- The presence of the program itself can act as a deterrent to criminal activity.

Community partnership:

- SCRAM fosters partnership between Law Enforcement and the community.

Important:

No direct access: The police department does not have direct access to the cameras themselves, nor do they monitor live feeds.

Voluntary participation: Registration is voluntary, and individuals can choose to opt out at any time.

Private Data: Registration data is only used by Law Enforcement for investigative purposes.

Questions?

Sergeant Jesse Becker – Bemidji Police Department

jbecker@ci.Bemidji.mn.us

BEMIDJI POLICE DEPARTMENT
SECURITY CAMERA REGISTRATION AND MAPPING (SCRAM)

POLICY #155

PURPOSE

This policy establishes guidelines for implementing and administering the Security Camera Registration and Mapping (SCRAM) Program within the Bemidji Police Department (BPD). The program is intended to enhance public safety by fostering community partnerships and enabling residents and business owners to voluntarily register the locations of their privately owned security cameras.

POLICY

This policy applies to all Bemidji residents and businesses that choose to register their security camera systems with the BPD, as well as all department personnel responsible for administering or utilizing the SCRAM database.

DEFINITIONS

Database - A protected internal system that stores registration information, not accessible to the public.

Registrant - A resident or business owner who voluntarily provides camera system information to the BPD.

SCRAM - Security Camera Registration and Mapping Program.

PROCEDURE

1. Registration Process

A. Residents and businesses may complete a registration form online through the City of Bemidji website or in person at the police department.
B. The registration form collects the following information:
   - Name and contact information
   - Business name (if applicable)
   - Camera location(s)
   - Number of camera(s)
   - Areas covered by the camera(s)
   - Video retention period
   - Any additional information voluntarily provided

2. Mapping, Maintenance and Access

A. The BPD compiles registration data in a secure internal database. This information may be updated or removed upon request.
B. The SCRAM Program Coordinator, or designee, is responsible for entering registrant information into the database and ensuring that camera locations and contact details are accessible to authorized personnel.
C. If a registrant chooses to opt out, the coordinator will ensure that the data is promptly removed.
D. The Chief of Police will assign the SCRAM Program Coordinator.

3. Footage Request Protocol

A. When a crime occurs, the BPD may consult the SCRAM map to identify nearby registered cameras.
B. Officers may contact registrants to request video footage for investigative purposes. Registrants retain the right to approve or deny any such request.
C. If necessary, the BPD reserves the right to seek a court order for the collection or production of evidence.

4. Privacy and Data Protection

A. Participation in the program is strictly voluntary.
B. Registration information will be used by the BPD for official purposes only.
C. Under no circumstances will the BPD access live recordings or direct camera feeds.
D. All registration data is considered protected nonpublic information and will not be shared publicly.
E. Video footage is not automatically shared with the BPD.
F. Registrants may opt out or update their information at any time by contacting the program coordinator.
G. BPD personnel who receive an opt-out request will forward it to the program coordinator or designee.

5. Public Engagement

A. The BPD will promote the SCRAM Program through public outreach, including social media, the city website, and in-person interactions.
B. Officers who encounter unregistered cameras during investigations are encouraged to inform individuals about the program and offer assistance in enrolling.
C. Personnel must emphasize that participation is entirely voluntary and does not grant the BPD access to live or stored video footage.
D. All detailed questions should be directed to the SCRAM Program Coordinator.

REFERENCE OR REVISION DATE(S)

A. Revision Date(s):

"SCRAM"

Security Camera Registration and Mapping

Registration / Update Form

PROGRAM CONCEPT

The Bemidji Police Department (BPD) is introducing a new community crime-fighting tool: the **Surveillance Camera Registration and Mapping (SCRAM) Program**. This voluntary program allows residents and business owners to support public safety efforts by registering the locations of their private surveillance cameras.

By registering cameras in advance, police can quickly identify potential video sources when a crime occurs, helping to locate critical evidence and improve the chances of solving crimes more efficiently.

Registration includes only the camera location and contact information. The BPD does not have access to your video system, live feeds, or login credentials. Camera footage remains private and is only shared at your discretion.

To participate, complete and submit this registration form to the BPD. By doing so, you agree to the terms and conditions listed below.

TERMS AND CONDITIONS

The SCRAM Program is designed to enhance public safety and deter crime through voluntary collaboration between the Bemidji Police Department and the community. By enrolling in the program, participants agree to the following:

1. Participation is entirely voluntary.
2. Registration information will be used by the Bemidji Police Department for official purposes only.
3. If officers believe a crime may have been occurred near your registered camera location, the BPD may ask you to review your footage for a specific date and time.
4. The BPD may collect footage that contains or relates to criminal activity for use as evidence in any phase of a criminal investigation or legal proceeding.
5. Program participation does not create an agency or employment relationship between the registrant and the City of Bemidji or the Bemidji Police Department.
6. The BPD will not access or monitor live feeds or video footage from registrants' systems.
7. Participants may withdraw from the program at any time by contacting the BPD SCRAM Coordinator.

Questions or Comments?

Contact SCRAM Coordinator **Sergeant Jesse Becker**

jbecker@ci.bemidji.mn.us

Find the form online: www.ci.bemidji.mn.us

"SCRAM"

Security Camera Registration and Mapping

Registration / Update Form

REGISTRATION INFORMATION

Registrant's Name(s): _____
Business Name (if applicable): _____

Address of Camera(s): _____
Contact Address (if different): _____
Previous Address (if updating or moved): _____

Phone Number: _____ **Preferred Contact Method:** ☐ Email ☐ Phone
Email: _____

Number of exterior view camera(s) at this location (circle): 1 2 3 4 5+

Circle all the exterior views your camera(s) capture in relation to your residence/business:
☐ Street/Avenue ☐ Alley ☐ Driveway/Sidewalk ☐ Other: _____

☐ Right Side ☐ Left Side ☐ Front ☐ Rear

The front of your residence/business faces (circle):
North South East West

How long does your system save recordings before overwriting? (circle):
24 hours 48 hours 7 days 14 days 30 days >30 days Other/Unknown: _____

Please include any additional information you would like us to know about your surveillance system:

_____

_____

_____

_____

CITY COUNCIL AGENDA ITEM

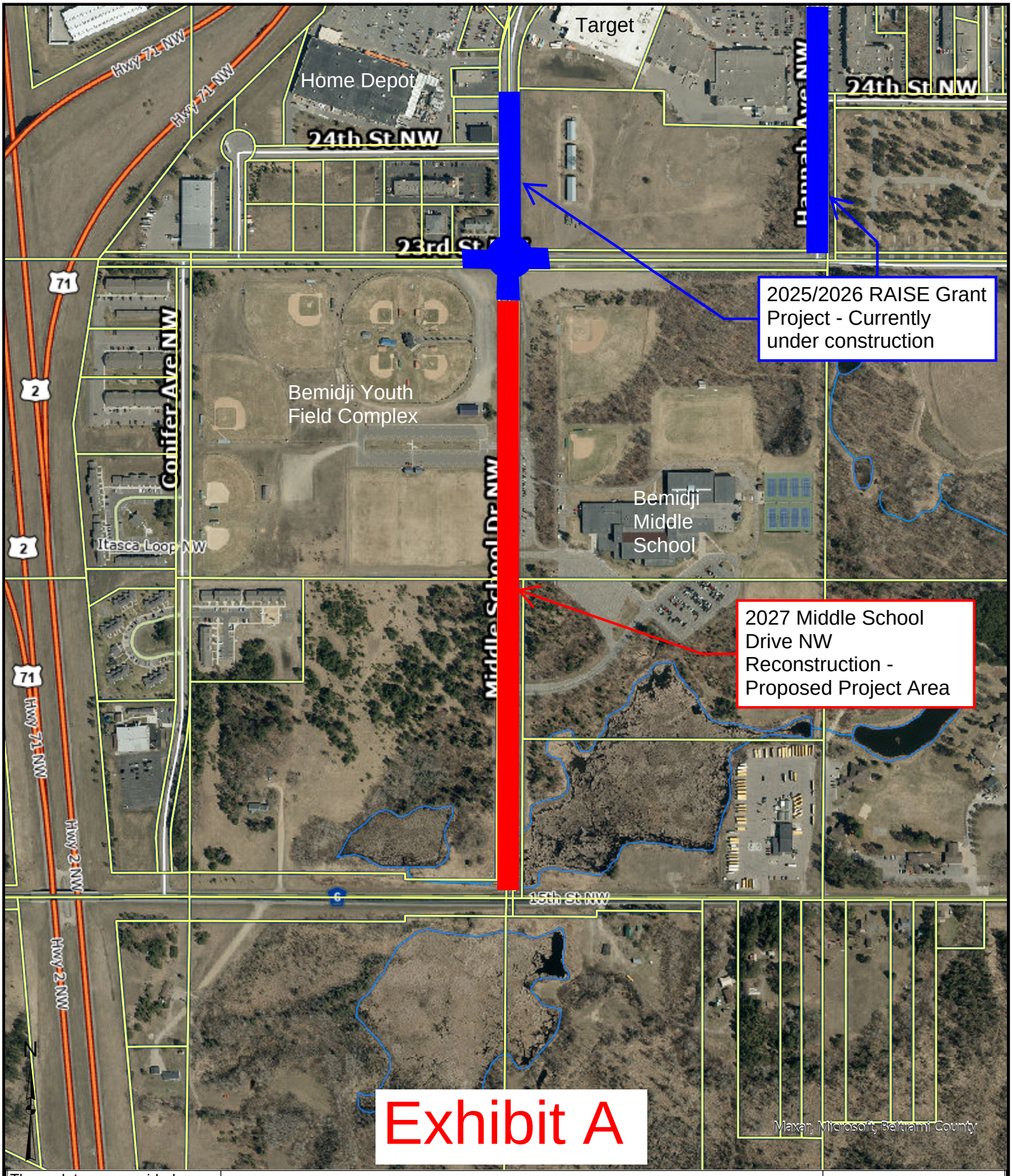
Meeting Date: August 18, 2025
Action Requested: Authorize Professional Services Agreement for 2027 Middle School Drive NW Reconstruction – City Project 27-02
Prepared By: Samuel C. Anderson, City Engineer/DPW

Background:
On a 4-year rotation, Bemidji receives federal grant money to assist with road reconstruction projects that meet certain criteria based on traffic volumes and state aid designations. The last project we used this funding on was Norton Avenue NW in 2023, and now we are anticipating roughly $1 million in federal funding again in 2027. In anticipation of the project, City staff have programmed in the remainder of Middle School Drive NW between 23rd Street NW and 15th Street NW to use this federal funding, see attached Exhibit A for reference.

Leading up to formal design and eventual construction, city staff would like the assistance from an engineering firm specializing in traffic analysis and road design to look at the current traffic levels and provide some alternatives for this corridor along with support city staff through a public engagement process. Staff have received a proposal from KLJ to assist staff with the concept design and public engagement for the project. KLJ assisted MnDOT through the TH 197 corridor study, and they have already analyzed a portion of Middle School Drive & Hannah Avenue as part of that TH 197 study.

With approval, this process would take the next 6-8 months to develop an approved concept design for the corridor prior to beginning preliminary and final design through the remainder of 2026 in anticipation of 2027 construction. The consultant fees would be covered by our State Aid Construction Account.

Recommendation:
Staff recommend the Council to authorize the mayor and city manager to enter into a professional services agreement with KLJ in an amount not to exceed $67,000 for the concept phase of the 2027 Middle School Drive NW Reconstruction Project – City Project 27-02.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Middle School Drive - Overview Map

1:9,028

Date: 8/11/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Bemidji First City On The Mississippi

Introduction

The purpose of this agreement is for KLJ to assist the City of Bemidji in completing a traffic and access study along Middle School Drive between 23rd Street and 15th Street. This effort will evaluate existing and future traffic operations, support school and community engagement, and develop improvement concepts that enhance safety and circulation for all users. The study will build on prior planning and consider recent development activity west of the corridor as well as potential school growth.

Corridor Overview and Existing Conditions

The study corridor includes approximately 0.5 miles of Middle School Drive between 23rd Street and 15th Street. This stretch of roadway provides primary vehicular access to Bemidji Middle School and adjacent athletic facilities including softball fields, tennis courts, and soccer fields. The corridor also borders several large multifamily residential complexes west of the roadway and supports peak-hour school traffic volumes associated with drop-off/pick-up activity.

Currently, Middle School Drive operates as a two-lane urban collector with limited turn lanes and minimal pedestrian/bicycle facilities. Key characteristics include:

- Multiple unsignalized access points to the middle school campus, resulting in turning movement conflicts during peak periods.
- High-volume peak traffic from buses, school staff, and parents accessing the school simultaneously during morning arrival and afternoon dismissal.
- Limited dedicated pedestrian infrastructure, with unclear or missing sidewalk connections between 15th and 23rd Streets, and few marked crossings.
- Bus depot access at 15th Street NW, which adds to operational complexity near the south end of the corridor.

The City has identified safety and circulation concerns for students, staff, and buses using the corridor. The intent of the study is to identify and evaluate improvement strategies to address existing operational deficiencies and prepare the corridor for future growth in school enrollment and area development.

Project Schedule and Deliverables

1. August 2025 – Notice to Proceed
2. September–November – Data Collection, Analysis, and Engagement
3. December 2026 – Draft Concepts and Initial Recommendations
4. February 2026 – Final Report

Meetings

- City and Stakeholder Coordination Meetings (5 total) - Includes two in-person meetings in Bemidji.
- Internal Team Coordination Meetings - Ongoing virtual meetings with KLJ staff for progress updates and task alignment.

Scope of Work

KLJ will complete the tasks below to support the development and delivery of the Middle School Drive Study:

Task 1 – Project Management (Lead: Joe DeVore)

- Overall project coordination, budgeting, and scheduling
- Monthly status emails with progress updates and task tracking
- Participation in up to five (5) coordination meetings with the City and Stakeholders (2 in-person in Bemidji)

Deliverables:

- Monthly status updates
- Meeting agendas and notes

Task 2 – Public and Stakeholder Engagement (Lead: Heidi Sedlacek)

- Host one (1) open house at Bemidji City Hall, Bemidji Middle School, or another location to be determined that may suit the needs of community stakeholders to present draft corridor concepts and gather input
- Present study findings and recommendations at one (1) City Council Work Session

Deliverables:

- Engagement summary memo
- Materials for open house, graphic boards, and social media graphic
- PPT Presentation

Task 3 – Data Collection and Analysis (Lead: Mark Powers)

- Conduct turning movement counts at four (4) intersections during early October 2025
- Analyze trip generation impacts of development west of the corridor
- Incorporate potential school enrollment growth if identified
- Perform traffic analysis for existing and 20-year forecast conditions
- Perform safety analysis of concepts
- Complete an environmental area screening to flag potential constraints

Deliverables:

- TMC data and analysis summary
- Environmental screening memo
- Existing and future traffic analysis results

Task 4 – Concept Development (Lead: Kevin Courtney)

- Develop up to four (4) corridor concept alternatives
- Develop up to two (2) internal school circulation options
- Prepare concept design plans for a preferred concept, including a focused intersection concept at 15th Street

Deliverables:

- Concept graphics (4 corridor and 2 school circulation)
- 10% concept design plans with intersection recommendation detail

Task 5 – Final Report (Lead: Mark Powers)

- Draft and finalize a report (up to 10 pages) documenting study process, findings, analysis, concepts, and recommendations

Deliverables:

- Draft Report
- Final Report

Conclusion

KLJ is committed to supporting the City of Bemidji and other key community stakeholders through a collaborative, data-driven process to improve safety and circulation along Middle School Drive. The study's findings and recommendations will provide a foundation for future project scoping, design, and implementation. Federal funding is anticipated to support project delivery beginning in 2027. This study will help position the City to move forward with next steps as funding and implementation planning advance.