

# BEMIDJI PARKS AND RECREATION COMMISSION MEETING AGENDA

Tuesday, August 26, 2025

Carnegie Library  
426 Bemidji Avenue N  
4:30 PM



- 1) **CALL MEETING TO ORDER**
- 2) **AMENDMENTS TO THE AGENDA**
- 3) **APPROVAL OF MINUTES**
- 4) **PUBLIC COMMENTS/AGENDA ITEMS**  
(Comments limited to Agenda items only and a 3- minute maximum per speaker; 15-minute maximum per meeting regarding groups).
- 5) **PARKS AND RECREATION DEPARTMENT UPDATE**  
Richard Spiczka, City Manager
- 6) **ACCEPT RESIGNATION OF COMMISSIONER HEINONEN**
  - a) COMMISSIONER RESIGNATION
- 7) **PARKS AND TRAILS UPDATE**
  - b) Updates
- 8) **RECREATION UPDATE**
  - c) Cost Recovery Policy and Fall Programming
  - d) Youth Recreation Scholarships
- 9) **COMMISSIONER UPDATES**
- 10) **ADJOURN**
- 11) **NEXT MEETING**

**MINUTES**  
**PARKS & RECREATION COMMISSION MEETING**

**June 11th<sup>th</sup>, 2025**

**MEMBERS PRESENT:** Vicky Beckmann, Tim Faver, Kristine Bommersbach, Mike Cronin, and Bethany Wesley, Don Heinonen, Tom Anderson

**MEMBERS ABSENT:** Gwenia Fiskevold Gould

**COUNCIL & BOARD REPRESENTATIVE: ABSENT**

**CITY STAFF & OTHERS:** Marcia Larson and Emma Realing

**CALL TO ORDER:**

Wesley called the meeting to order at 4:30 p.m.

**AMENDMENTS TO AGENDA:**

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

**APPROVAL OF May 13<sup>th</sup>, 2025 MEETING MINUTES:**

**Motion by Bommersbach, seconded by Heinonen, to approve the May 13th, 2025 Meeting Minutes**

**PUBLIC COMMENT**

Jane Kilger was present to discuss the potential resurfacing of the Nymore tennis courts. Kilger stated that the courts have not been resurfaced in 10-15 years and currently get a lot of public use.

**Bemidji Hashtag Sign Update**

- Marcia Larson updates on the Bemidji hashtag sign project, mentioning that it was completed and invoiced, and that it looks nice.
- Larson previously requested information from Visit Bemidji on their long-term plans for the sign.
- Bethany Wesley asks if there are any questions about the hashtag sign or the project.
- Marcia Larson clarifies that the landscaping block is owned by the City. The Hashtag is owned by Visit Bemidji, and they carry the insurance.
- The functionality of hashtags is discussed. Larson notes that Visit Bemidji has good marketing and can track metrics on their posts.

**Algoma/Pickleball Update**

- Marcia Larson reports on the Algoma playground project, mentioning positive feedback from the Rotary Club and ongoing discussions with the pickleball group.
- Larson notes the high cost of resurfacing pickleball courts and the need for further negotiations with the pickleball board.
- Bethany Wesley asks about a drop-dead date for the project, and Larson explains the timeline for design and fundraising.
- The group discusses the possibility of moving forward with the playground if the pickleball project is delayed.

**Cameron Park Update**

- Marcia Larson provides an update on Cameron Park, mentioning ongoing repairs and the involvement of the utility department for the lift station.
- She explains that the lift station will be repaired using funds from the sewer fund, which is a cost-saving measure for the parks department.
- Marcia Larson recommends approving a change order for a privacy screen to separate the sink from the urinal at the cost of \$1,000.

**Motion by Heinonen, seconded by Bommersbach, to approve Change Order #2 for the amount of \$1,000.**

### **Intersection Project**

- Emma Realing updates on the Intersection Committee's meeting, focusing on setting ride dates and routes for the upcoming rides.
- The Intersection Committee set suggested ride dates on July 16 and August 13, with a meeting to discuss intersections and improvements after the rides.
- Marcia Larson suggests meeting at Paul and Babe for the rides and providing bikes and snacks for participants.
- The group discusses the importance of having a GoPro video available for those who cannot attend the rides.

### **Meeting Schedule and Time**

- The group discusses the schedule and meeting times, considering a change to 4:45 PM to accommodate different schedules.
- Marcia Larson suggests updating the bylaws to reflect the new meeting time and location.
- The group agrees to cancel the July meeting and set the August meeting for the 13th at 4:45 PM at Diamond Point.
- Marcia Larson mentions the need to update the bylaws regularly and suggests revisiting them in the winter.
- Group decides to check on language before making an official motion on meetings going forward.

**Motion by Faver, seconded by Cronin, to cancel July meeting and move August meeting to the 13<sup>th</sup> at 4:45pm. Amendment made to change location to Diamond Point Park's Jiigibiig Building. Motion Carried.**

### **Commissioner and Director Updates**

- Mike Cronin provides an update on the county's wellness track and the upcoming Loop the Lake Festival.
- Heinonen mentions the upcoming Birch Palm Beach event and the need for traffic management during the festival.
- Marcia Larson reports on the busy schedule at the parks, including the 10th Anniversary of the Shaynowishkung statue and the start of camps.

### **ADJOURNMENT**

- Motion made by Wesley to change meeting date to August 13<sup>th</sup>, seconded by Bommersbach. Motion Carried
- Motion to adjourn by Bommersbach and seconded by Beckman. Motion Carried.

Respectfully submitted,

Marcia Larson  
Parks and Recreation Director



# Don Heinonen

Dear Parks Chair,

Please accept this letter as my formal resignation from the Bemidji Parks and Recreation Commission, effective immediately. It has been a privilege to serve on the commission and contribute to the city's impressive parks and trail system.

Due to recent personal commitments, I am no longer able to dedicate the time and focus that this role demands. I have great confidence in commission future, I hope they continue to strive to improve our city parks and trails.

Thank you for the wonderful opportunity to work alongside such a team of commissioners.

Sincerely,

Don Heinonen

415 Gould Ave NE  
Bemidji, MN 56601

C: (218)556-9689

**CITY OF BEMIDJI  
PARKS AND RECREATION COMMISSION**

**RESOLUTION NO. 2025-1**

**A RESOLUTION OF APPRECIATION FOR DON HEINONEN**

WHEREAS, Don Heinonen has faithfully served as a member of the Parks and Recreation Commission since 2008; and

WHEREAS, during his tenure he has been an active and engaged Commissioner, providing valuable input, thoughtful guidance, and leadership in advancing the mission of the Parks and Recreation Department; and

WHEREAS, Mr. Heinonen played a key role in the redevelopment and growth of the community's park system, including major improvements at Diamond Point Park and South Shore Park; and

WHEREAS, his advocacy and dedication have significantly contributed to the enhancement of parks, trails, and recreation opportunities for the residents of Bemidji;

NOW, THEREFORE, BE IT RESOLVED that the Bemidji Parks and Recreation Commission hereby expresses its sincere appreciation to Don Heinonen for his many years of dedicated service, leadership, and contributions to the community, and extends best wishes in all future endeavors.

Adopted this \_\_\_ day of \_\_\_\_\_, 2025, by the Bemidji Parks and Recreation Commission.

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**Chair, Parks and Recreation Commission**

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# PARKS AND RECREATION COMMISSION AGENDA ITEM



**Meeting Date:** August 26, 2025  
**Action Requested:**  
**Prepared By:** Presented by & Title

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**Background:**

**Recommendation:**

## Parks and Trails updates

### Parks-

- Diamond Point- Open as of 8/8
- City Park- Disc golf/trails are open as of 8/19
- Debris in the other parks will have to wait until the Streets Department is able to assist.
- Bench donation in Library park (Penny Yon-Nemgar)
- Cameron Park Restroom- Marcia and I did a punchlist walk through with the Contractor 8/6. Hopes of the facility opening for September...

### Trails-

- All trails are currently open
- Seal Coat project- Trails from Nymore up to Library park (6<sup>th</sup> St) were sealed the week of the 8/4

### Grants-

- The City is in the process of applying for two DNR grants that came out 8/15
- The ReLeaf Grant will fund a tree inventory, 5-year management plan, tree ordinance review with a tree manual and stump removal. There currently are over 400 stumps to be removed within public right of way and or parks.
- Community Tree Planting Grant will fund the purchase, install and temporary maintenance of trees. We are in the beginning stages of how many trees we are going to apply for.

Stump locations



## Bemidji Recreation Department Cost Recovery and Cross-Subsidization Policy

This policy outlines the [Bemidji Recreation Department's](#) approach to establishing fees and charges for programs and services. The policy aims to recover program costs while prioritizing community benefit and access for all residents. To achieve this, the department employs a tiered cost recovery model and a cross-subsidization strategy, where revenue from higher-tier programs helps offset costs and provide free or reduced-fee programs.

### I. Defining Direct and Indirect Costs

To accurately determine program fees and cost recovery targets, it's essential to understand the different types of costs involved:

- **Direct Costs:** These are expenses that are directly related to a specific program, event, or service. They typically include all the specific, identifiable expenses associated with providing a service and would not exist without that service.
  - Examples:
    - Instructor fees for a yoga class or art workshop.
    - Materials and supplies for youth and theatre camps or art classes.
    - Equipment rental specifically for a 5k/10k race (e.g., timing equipment, barricades).
    - Printing and marketing materials for a specific program.
    - Specialized permits or insurance required for a particular event.
- **Indirect Costs:** These are expenses that are necessary for the overall function of the department and its programs, events, and operations but cannot be directly tied to a specific program or service. Indirect costs often benefit multiple programs and are allocated across them.
  - Examples:
    - Administrative salaries (e.g., Recreation Director, Program Supervisor).
    - Facility operating costs *specifically for recreation facilities* (e.g., utilities, janitorial services for recreation centers, rent for dedicated recreation spaces).
    - General insurance for the department's operations.
    - Overall marketing and advertising for the Bemidji Recreation Department
    - Depreciation of equipment used across multiple programs.

### II. Cost Recovery Tiers

Programs and services are categorized into tiers based on the level of individual and community benefit provided. Each tier has a target cost recovery percentage. The full cost of service, encompassing both direct and allocated indirect costs, will be determined for each program.

### **Tier 1: Community Benefit (0-25% Cost Recovery)**

1. Description: These programs and services primarily benefit the community as a whole and are considered fundamental public services, largely funded through taxes. They are essential for public well-being and are designed to be accessible to all residents.
2. Examples: Free community event – movie nights, free youth/ preschool outdoor play time, pop up programs in neighborhood parks, free community art workshops, open access to recreation areas within recreation buildings or areas (not including parks or trails, which would fall under a separate "Parks and Trails Department").
3. Fees: Minimal or no fees.
4. Direct & Indirect Costs: Primarily funded through general tax revenue and cross-subsidization. Efforts are made to minimize costs through volunteer efforts or partnerships.

### **Tier 2: Community/Individual Benefit (26-50% Cost Recovery)**

1. Description: Programs and services in this tier offer a blend of community and individual benefits. They promote physical and mental health, skill development, and community engagement.
2. Examples: After school programs, youth art classes; home alone)
3. Fees: Partially subsidized by tax revenue and cross-subsidization, with fees covering a portion of the total cost (direct costs plus a portion of allocated indirect costs).

### **Tier 3: Individual/Community Benefit (51-75% Cost Recovery)**

1. Description: These programs offer a greater degree of individual benefit, focusing on specific skill development, training, or specialized activities. There is still a community aspect through participation and opportunities for social interaction.
2. Examples: Adult fitness classes (e.g., yoga, specialized fitness workshops, 5k/10k training programs), youth and adult art classes focusing on advanced techniques, youth and theatre camps.
3. Fees: Reflect a higher individual benefit, with fees designed to recover a larger portion of the costs, including direct costs and a higher percentage of allocated indirect costs.

### **Tier 4: Mostly Individual Benefit (76-100% Cost Recovery)**

1. Description: Programs and services in this tier primarily benefit individuals or specific groups. These often include specialized instruction, higher-cost materials, or a premium experience.
2. Examples: Specialized adult art workshops, advanced youth theatre camps, day camps,
3. Fees: Designed to recover the full cost of providing the service, including all direct and allocated indirect costs.

### **Tier 5: Individual Benefit (100%+ Cost Recovery)**

1. Description: These services have a high individual benefit and may have profit potential, potentially contributing to the overall funding of the department.
2. Examples: Concessions, rentals of recreation facilities for private events, specific merchandise sales, winter/summer rentals; administrative/registration service.
3. Fees: Aim to recover full costs (direct and allocated indirect) and generate additional revenue to support other programs.

### **III. Revenue Generation and Cross-Subsidization**

The Bemidji Recreation Department actively seeks to generate revenue through higher-tier programs and services. This revenue plays a crucial role in supporting the department's ability to offer:

- Tier 1 and 2 programs at affordable rates or for free, thereby increasing accessibility for all residents, regardless of income.
- A strong scholarship program, ensuring that income is not a barrier to participation in youth activities. The goal of the youth scholarship program is to ensure that youth are not denied the benefits of public recreation due to the inability to pay.

### **IV. Cost Allocation Methodology**

To accurately determine the full cost of service for each program, indirect costs will be allocated using a fair and consistent methodology. The method will be regularly reviewed and may involve:

- Identifying cost drivers: This involves determining measurable factors that influence the relationship between the indirect cost and each program area. For example, square footage for rent, or staff hours for administrative costs.
- Defining an allocation method: This could involve distributing indirect costs based on:
  - A rate that includes personal services or total costs.
  - A rate calculated by program hours.
  - A rate calculated by facility usage.
- Distributing each cost item: Each indirect cost item will be distributed across the program areas according to the estimated percentages or chosen allocation method.

### **V. Pricing Adjustments and Accessibility**

The department will utilize various strategies to ensure equitable pricing and program accessibility:

- Special Circumstances: The department may offer reduced fees or waivers for senior citizens, youth, or individuals with disabilities for certain programs, consistent with existing practices.
- Market Rates: Fees will be reviewed and adjusted periodically to keep pace with market rates and demand for specific programs and services.

- Fee Assistance: In addition to scholarships for youth, the department will explore and offer fee assistance programs for other groups or individuals, especially for higher-tier programs where cost could be a barrier.

#### **VI. Review and Evaluation**

- This cost recovery policy will be analyzed annually, utilizing data on programs, events, and services to update pricing as needed.
- Cost recovery goals will be reviewed and updated, if needed, at least every two years after a review of past years' expenses, revenues, and market value comparisons.
- Detailed cost analysis and documentation, including the breakdown of direct and allocated indirect costs, will support the calculation of fees for programs and services. The formula utilized was  $[\text{Total Revenue} / \text{Total Expenses}]$ , with consideration given to direct and indirect costs.
- The department will continually seek feedback from residents to evaluate the effectiveness of the policy in achieving its goals of cost recovery, accessibility, and quality programming.

This comprehensive policy aims to foster a sustainable and thriving Bemidji Recreation Department that serves the diverse needs of the community, offering a range of programs and services while responsibly managing financial resources.

Program	Program Type	Budget Category	Program Date (start)	Program Date (end)	Location	Age Group	Time	Cost/participant
Lego Afterschool	Afterschool	Youth Programs	9/9/2025	11/19/2025	City Park	Ages 6-12	3:30-5pm	\$ 40.00
Art Afterschool Program	Afterschool	Youth Programs	9/9/2025	10/1/2025	Jigibig	Ages 6-12	3:30-5pm	\$ 42.00
Yoga	Fitness	Wellness/Fitness	Oct?		Carnegie	Adult	TBA	
Home Alone	Non-School Day	Youth Programs	10/15/2025	10/15/2025	Carnegie	Ages 6-12	12:30-4:30	\$ 25.00
Kid's Kitchen - 1/2 Day	Non-School Day	Youth Programs	12/12/2025	12/12/2025	City	Ages 6-12	12:30-4:30	\$ 50.00
Scavenger Hunts	On Your Own	Special Event	10/13/2025			Family		\$ 6.00
Clue Game	On Your Own	Special Event	11/1/2025			Family		\$ 6.00
Fall Walking Challenge	Wellnes/Fitness	Wellness/Fitness	9/1/2025	11/30/2025		All Ages		\$ 30.00
Run Club	Wellnes/Fitness	Wellness/Fitness	9/25/2025			Family	5:30-6:30	\$ 40.00
Storytime	Preschool	Preschool	9/9/2025	12/15/2025		Preschool		\$ -
Juice and Canvas Art Program	Preschool	Preschool	9/18; 10/23; 11/20	11/20/2025	City	Preschool	5-6pm	\$ 12.50
Boo Dash	Seasonal Event	Special Event	10/25/2025	10/25/2025	City	all		\$ 35.00
Bark and Boo	Seasonal Event	Special Event	10/30/2025	10/30/2025	Nymore	Adult		\$ 12.00
Ugly Sweater	Seasonal Event	Special Event	12/13/2025	12/13/2025		Adult		\$ 35.00
Parent's Night Out	Special Event	Special Event	Dec TBA		Carnegie	Ages 6-10	5-8:30	
Puzzle Palooza	Special Event	Special Event	10/10; 11/5; 12/5		Carnegie	All Ages	5-7PM	\$ 30.00

# RESOLUTION NO. 6065

## A RESOLUTION ESTABLISHING A YOUTH RECREATION SCHOLARSHIP PROGRAM

**WHEREAS**, the Parks and Trails Commission believes that every resident should have the opportunity to take part in public recreational programs; and

**WHEREAS**, such a program provides a public benefit by allowing and encouraging private donations; and

**WHEREAS**, the City of Bemidji established a scholarship program in an effort to ensure that residents are not denied the benefits of public recreation due to the inability to pay. The Parks and Trails Commission believes that every resident should have the opportunity to take part in public recreational programs.

**NOW, THEREFORE**, the City of the City of Bemidji, Minnesota hereby resolves as follows:

### Section 1: Purpose

The purpose of the Youth Recreation Scholarship Fund is to provide financial support for offsetting fees paid by families participating in programs of the Bemidji Parks and Recreation Department.

### Section 2: Scholarship Eligibility

- a) Residents of the Bemidji School District may apply for a youth scholarship for park and recreation day camps;
- b) Attend a school or reside in Bemidji or the Surrounding area, preference given to City Residents.

### Section 3: Income Eligibility

- a) Eligibility will be determined by showing proof of qualification or participation in the free or reduced lunch program.

### Section 4: Application Review

- a) Scholarships will be provided on a first come first serve basis based on the availability of donated funds.
- b) The City of Bemidji Parks and Recreation Department believes a strong sense of ownership and pride is developed when the scholarship recipient contributes to the cost of participation in programming. Therefore, applications will be required to pay a minimum of 50% of the camp registration fee.
- c) Each participant must complete a Recreation Program Scholarship Application form annually to remain eligible.
- d) Participants must commit to attend camp as nonattendance could affect future scholarships.

### Section 5: Funding

- a) The Bemidji Parks and Recreation Department will sponsor one annual fundraising event, either by offering an additional event that requires admission, or by offering the opportunity to donate to the Youth Recreation Scholarship at existing Events.
- b) The City will offer each person registering for a program an opportunity to earmark additional funds for the Youth Recreation Scholarship Fund at the time of Registration.
- c) Grants and donations will be sought from local organizations, businesses and individuals.
- d) All funds will be in a designated fund "Youth Recreation Scholarship Program Fund" with the Northwest Minnesota Foundation.

### Section 6: Roles and Authority for the Youth Recreation Scholarship Fund

- a) City Staff will administer the program as directed by this resolution.
- b) The Parks and Trails Commission in order to ensure successful implementation of the program will evaluate the policy and applications for scholarships on an annual basis.

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

Ayes: Albrecht, Meehlhause, Hellquist, Johnson, Erickson, Larson  
Nays: None  
Absent: None  
Passed: March 20, 2017

ATTEST:

  
Kay M. Murphy, City Clerk

APPROVED:

  
Rita C. Albrecht, Mayor