

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, September 15, 2025

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



ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO THE AGENDA

MINUTES

- 1) August 18, 2025 BEDA Meeting
August 18, 2025 Council Meeting

CONSENT AGENDA

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 \$2,352,759.07
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$45,483.91
- 4) 2025 Business License Approvals
- 5) Approve Special Event Permit for Bemidji Fall Classic (September 28)
- 6) Approve Special Event Permit for BSU Homecoming Street Dance (October 4)
- 7) Approve Special Event Permit for Fire Department Open House (October 11)
- 8) Resolution Approving Temporary Off Premises Liquor Permits for the 2025 BSU Homecoming Street Dance
- 9) Resolution Authorizing Grant Agreement with MN Dept of Public Safety for Traffic Safety Enforcement Projects
- 10) Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls, and Establishing a Date for Public Hearing for City Project 25-01
- 11) Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment Rolls, and Establishing a Date for Public Hearing for City Project 25-02
- 12) Resolution Establishing Charge(s) for Connection to Sanitary Sewer and Water Utility Facilities for Proposed North Lake Bemidji Utility Extension Project
- 13) Approve Submission to MN DNR ReLeaf Community Forestry Grants
- 14) Approve Quote for Tree Trimming/Pruning to Wood Chucks Tree Service (\$56,000)
- 15) Approve Quote for Tree Trimming/Pruning to Jake's Stump Grinding (\$50,000)
- 16) Approve Suite Upgrades from Sanford Center CIP

- 17) Approve MOU with Beltrami County for Tactical Medical Support
- 18) Approve Professional Services Amendment for Loucks Engineering - Bemidji Rail Corridor Project - City Project 25-05
- 19) Approve Lease Agreement with Bemidji Indoor Sports Commission
- 20) Approve Council Travel Authorization-2025 CGMC Fall Conference (Grand Rapids), November 12-14-Prince, Thayer, Eaton

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

- 21) HRDC - Housing Study

NEW BUSINESS

- 22) Consider Resolution Approving Agreement Between the City and UFCW 1189, Liquor Store for 2025-2027
- 23) Consider Resolution Approving Agreement Between the City and Uniformed Firefighters, Local 2302 for 2025-2027

COUNCIL COMMITTEE REPORTS

CLOSED MEETING

Consider Potential Closed Session Pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) to discuss pending litigation with Northern Township concerning consolidated boundary adjustment petitions, 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

- 24) September 22 (5:30 pm) - Work Session (MN DOT TH 197 Update)
September 29 (5:30 pm) - Work Session (if necessary)
October 6 (6:00 pm) - Council Meeting

ADJOURN

MEMBER ATTENDING REMOTELY

MAYOR PRINCE 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/>

BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY MINUTES

Monday, August 18, 2025

DRAFT

Pursuant to due call and notice, a special meeting of the Bemidji Economic Development Authority (BEDA) of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, August 18, 2025, at 6:00 p.m. in the Chambers of City Hall, Chair Prince presiding.

Upon roll call, the following Commissioners were declared present: Prince, Fiskevold Gould, Peterson (attended via WebEx-out of town), Dickinson, Rivera, Eaton, Thayer.

President Prince stated that the purpose of the BEDA meeting was to hold a public hearing on proposed sale of land in the City of Bemidji's South Shore Addition Plat of South Shore, Lot 1, Block 3, Parcel No. 80.05983.00.

PUBLIC HEARING – Sale of Property – Approve Findings

Pursuant to published notice, a Public Hearing was held to receive input regarding the proposed sale of property in the City of Bemidji located in South Shore Addition to KLC Holdings, LLC. President Prince opened the public hearing at 6:01 p.m. Hearing no comments Prince closed the public hearing at 6:02 p.m.

Motion by Commissioner Thayer, seconded by Commissioner Eaton, approving the proposed Findings and Decision for the sale of Lot 1, Block 3 in the Plat of South Shore Addition, to KLC Holdings, LLC. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

Resolution Authorizing Transfer of Real Property

RESOLUTION NO. 35: Authorizing Transfer of Real Property Legally Described as Lot One (1), Block Three (3), South Shore Addition was offered by Commissioner Thayer, who moved its adoption, and upon due second by Commissioner Fiskevold Gould, passed by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

ADJOURN

There being no further business, motion by Dickinson, seconded by Eaton to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould. Meeting adjourned at 6:05 p.m.

Respectfully submitted,



Michelle R. Miller
Secretary/City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – August 18, 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, August 18, 2025, at 6:05 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 (attended via WebEx-out of town), Dickinson, Rivera, Eaton, Thayer.

Staff Present: City Manager Rich Spiczka, City Engineer Sam Anderson, Finance Director Donna Coe, Police Chief Mike Mastin, Police Sergeant Jesse Becker, City Clerk Michelle Miller

SWEARING IN CEREMONY FOR POLICE DEPARTMENT

City Clerk Miller administered the Oath of Office to Police Officers Sanderson and Avila and Community Service Officers Allwine and Murphy Vossberg.

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Eaton, seconded by Peterson, approving the agenda as presented. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson**

MINUTES

The following minutes were presented for approval:

June 23, 2025 Work Session
July 7, 2025 Council Meeting
July 21, 2025 Council Meeting

Motion by Eaton, seconded by Fiskevold Gould, approving the June 23, 2025 minutes as presented. Motion carried by the following roll call vote: Yeas: Prince, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson. Rivera abstained due to absence from the June 23 meeting.

Motion by Eaton, seconded by Thayer, approving the July 7 and July 21 minutes as presented. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, 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 Thayer, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount Of \$1,691,997.45
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$101,281.45
3. 2025 Business License Approvals
4. Approve Quote from Zepole Restaurant Supply for \$6,961.42 for the Sanford Center (CIP)
5. Approve Quote from Uline for \$1,148.66 for the Sanford Center (CIP)
6. Approve RFP for Group Employee Health Insurance
7. Approve Special Event Permit for Bemidji High School Homecoming Parade (September 21)
8. Approve Temporary 1 Day Consumption and Display Permit (Watermark Art Center)
9. Approve Change Order No. 5 for WWTP Final Clarifier Project - City Project 23-03

10. Declare Surplus Equipment and Authorize Disposal (Police)
11. **RESOLUTION NO. 6640:** Establishing Taxicab Fares for Ride Away, LLC
12. **RESOLUTION NO. 6641:** Rejecting all Bids Received for the Rail Corridor Soil Remediation and Earthwork Project - City Project 25-05

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

CONSENT AGENDA #2

Mayor Prince called for any items to be pulled from consent agenda #2. Rivera requested that the item be pulled for discussion.

CITIZENS WITH BUSINESS NOT ON AGENDA

- Reed Olson, 711 14th Street NW, Reed Olson announced the formation of a tenant's union for Bemidji, highlighting the decline in owner-occupied homes and the increasing need for renter support in the community. The union aims to provide a safe space for renters to voice concerns without fear of retaliation, advocate for a local and potentially statewide renters' Bill of Rights, and support efforts to rebuild affordable housing.

REPORT

Bemidji Police Department Security Camera Registration and Mapping (SCRAM) Program

Jesse Becker, Police Sergeant, presented the Security Camera Registration and Mapping (SCRAM) program, stating it is a voluntary initiative by the police department to help solve crimes more efficiently. Residents and businesses can register their security cameras with the department, providing contact information and camera locations. This information is used to create a private map accessible only to law enforcement, allowing officers to quickly identify and contact camera owners near a crime scene to request footage. Becker emphasized that (1) Registration is voluntary and only collects location and contact info, not live access or login credentials; and (2) The program aims to build community partnerships and speed up investigations by reducing the need for door-to-door inquiries.

Councilmembers provided the following comments:

- Privacy and Legal Concerns: Councilmembers asked about privacy for camera owners, how data would be protected, and whether registration could make owners subject to court orders or data requests. The city attorney clarified that registered information would likely be protected as investigative data, but further legal review was suggested.
- Community Education: Several members emphasized the need for clear public education about what the program is (voluntary, no live access, no login info collected) and what it is not, to prevent misunderstandings and alleviate fears.
- Outreach: Suggestions included presenting the program to the Community and Police Advisory Board and reaching out to apartment complexes and landlord associations.

NEW BUSINESS

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

Anderson reported that 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 the City used this funding on was Norton Avenue NW in 2023 and 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.

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 the State Aid Construction Account.

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

Councilmember Peterson stepped away from the Fall Food Festival item due to his involvement with the First City of Lights Foundation.

Consider Special Event Permit for the Fall Food Festival (September 18-21)

Councilmember Rivera raised several points regarding the fall food festival:

- Asked about the expected number of attendees and whether the event would require portable toilets, especially since the event runs after the tourist information center closes.
- Inquired if there were more vendors this year compared to last year and whether all participating food trucks had current city licenses.
- Expressed that, while staff did not require additional portable toilets this year, it would be wise to monitor attendance and restroom needs for future events as the festival grows.
- Supported following staff recommendations for this year but requested that the issue of portable restroom facilities be noted in the minutes for future evaluation.

Councilmember Thayer commented on applying restroom requirements consistently across all events, including nonprofit and other community gatherings.

Motion by Fiskevold Gould, seconded by Thayer approving the special event permit for the Fall Food Festival from the First City of Lights Foundation for September 18-21. Motion carried by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Fiskevold Gould, Prince.

Councilmember Peterson returned to the meeting.

COUNCIL COMMITTEE UPDATES

- Councilmember Eaton reported on upcoming meetings for the animal ordinance, Airport Authority, and Library Board.
- Councilmember Rivera shared updates from the Public Arts committee, including efforts to refurbish public art at the wastewater treatment plant requesting council input on funding.
- Councilmember Thayer provided updates from the HRDC, Sanford Event Center Advisory Board, and Sustainability Commission (discussing comprehensive planning, a successful community picnic, tree inventory efforts); and Downtown Business Alliance meeting.
- Councilmember Peterson summarized the Firefighters' Relief Association meeting, including fundraising success, bylaw amendments, and benefit level discussions.
- Councilmember Fiskevold Gould had no report.
- Councilmember Dickinson had no report.
- Mayor Prince reported on radio updates, National Night Out participation, a Federal Reserve Bank roundtable, and Police Advisory Board candidate interview.

Prince called for a brief recess at 7:24 p.m. Meeting reconvened at 7:30 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 Dickinson 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: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Dickinson, Thayer. Meeting closed at 7:32 p.m.

Those in attendance: Rich Spiczka, Sam Anderson, Robert Kringler, Chad Arnesen, and Michelle Miller. Peterson left the meeting at approximately 8:46 p.m.

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 9:16 p.m.

UPCOMING MEETINGS

- 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

There being no further business, motion by Dickinson, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 9:17 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

September 15th, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
43394 - 43498	See Attached List	<u>2,352,759.07</u> \$2,352,759.07
TOTAL		\$ 2,352,759.07

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 09/10/2025 - 2:13PM
Warrant Request Date: 9/16/2025
DAC Fund:



Batch: 00416.09.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	4th Street Lodge LLC	000043394	500.00
2	Ace On The Lake	000043395	1,564.24
3	Acme Tools-Bemidji	000043396	79.97
4	American Engineering Testing, Inc.	000043397	14,102.75
5	Anderson, Todd	000000000	300.00
6	Artisan Beer Company	000043398	313.95
7	Auto Value Bemidji	000043399	1,167.70
8	Baker Tilly US, LLP	000043400	18,300.00
9	Baycom, Inc.	000043401	4,803.00
10	Bellboy Corporation	000000000	3,795.97
11	Beltrami County Auditor/Treasurer	000043402	449.07
12	Beltrami County Dare Advisory	000000000	101.98
13	Beltrami County Recorder	000043403	208.00
14	Beltrami County Solid Waste	000043404	30.25
15	Beltrami Electric Coop	000043405	1,180.88
16	Bemidji Coca-Cola Bottling Co, Inc	000043406	703.20
17	Bemidji Coop Ass'n, Inc.	000043407	3,281.78
18	Bemidji Paper Sales, Inc.	000043408	1,144.84
19	Bemidji Regional Airport	000043409	2,200.00
20	Bernick's	000000000	28,947.64
21	Bessler Electric	000000000	20,780.56
22	Bluefin Payment Systems	000000000	3,482.38
23	Bob's Towing	000043410	180.00
24	Bolton & Menk, Inc.	000043411	32,115.00
25	Bonded Lock & Key of Bemidji	000043412	1,134.40
26	Boyer Mechanical Services	000000000	1,815.00
27	Brady Martz & Associates P.C.	000043413	15,000.00
28	Breakthru Beverage Minnesota Beer, LLC	000043414	225.00
29	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043415	21,833.24
30	Central McGowan, Inc	000043416	148.95
31	City of Bemidji - ACH	000000000	12,077.06
32	ComplianceGo, LLC	000043417	600.00
33	Core & Main	000043418	13,641.78
34	CSG Forte Payments, Inc.	000000000	694.15
35	Culligan	000043419	293.35
36	Dacotah Paper Co.	000043420	526.17
37	Dahlheimer Beverage Brainerd	000000000	2,603.10
38	Dakota Business Solutions	000043421	281.99
39	D-S Beverages	000043422	31,616.56
40	EROOF LLC	000043423	56,513.05
41	FleetPride, Inc.	000043424	983.92
42	Flexible Pipe Tool Company	000000000	171.85
43	Forum Communications Company	000000000	530.00
44	Frenzel Construction, Inc.	000043425	494.45

Page Total: \$300,917.18

Line	Claimant	Voucher No.	Amount
45	Galls, LLC	000043426	566.91
46	Georgia Expo	000043427	15,310.22
47	Glen Property Improvement	000043428	2,000.00
48	Gopher State One-Call	000000000	664.40
49	Granite City Armored Car, Inc.	000043429	799.50
50	Greater Bemidji	000043430	2,500.00
51	Hamrin, John	000043431	500.00
52	HBI Radio Bemidji	000043432	667.20
53	Hill's Country Greenhouse	000043433	1,300.72
54	Hokuf, Sharon	000043434	355.00
55	Home City Ice Co.	000043435	635.06
56	Honeywell International Inc.	000000000	2,371.39
57	Ink Spot Press	000043436	1,575.53
58	Ivaniszyn, Paige	000043437	185.00
59	Jim Hirt Trucking, Inc	000043438	1,377.56
60	Joe's Northwoods Pest Control	000043439	112.50
61	Johnson Bros., Inc.	000043440	25,530.00
62	Jon's Refuse Solutions, Inc	000043441	2,601.00
63	Klockow Brewing Company	000043442	321.00
64	Kniss, Rachel	000043443	276.00
65	Krause, Ainslee	000000000	69.00
66	L & M Supply, Inc.	000043444	530.51
67	Lawson Products, Inc.	000043445	238.01
68	League of MN Insurance Trust	000043446	316.40
69	Luekens Village Foods North	000043447	83.43
70	Maid In Bemidji, Inc.	000000000	600.00
71	Marco Technologies LLC	000043448	210.55
72	Marco, Inc.	000000000	1,658.66
73	McKinnon Co., Inc.	000043449	23,909.65
74	McMaster-Carr Supply Co.	000000000	101.74
75	Menards-Bemidji	000043450	585.61
76	Minnesota Pump Works	000043451	258.57
77	MN Bureau of Criminal Apprehension	000043452	15.00
78	MN Dept of Labor & Industry	000043453	150.00
79	MN Energy Resources	000000000	2,074.65
80	MN Fire Service Certif. Board (MSFCB)	000043454	300.00
81	Moore Engineering, Inc.	000043455	27,084.25
82	Murray Surveying, Inc.	000043456	775.00
83	NAPA Auto Parts/Premier	000043457	2,246.16
84	Nature's Edge Garden Center	000043458	7,103.41
85	Naylor Heating & Refrigeration, LLC	000000000	194.04
86	Nei Bottling, Inc.	000043459	356.00
87	Neopost-ACH	000000000	2,997.00
88	North Central International	000043460	125.36
89	Northern Paving Inc.	000043461	675.75
90	NW Tire, Incorporated	000043462	1,900.78
91	Options Exteriors	000043463	384,707.41
92	Otter Tail Power Company	000043464	59.06
93	Paustis & Sons	000043465	2,486.00
94	Phillips Wine & Spirits	000043466	23,883.42
95	Port-Able John Rental & Service	000000000	1,620.00
96	Postmaster	000043467	2,141.65
97	Quadient Leasing	000043468	177.51
98	Railroad Management Co III, LLC	000043469	417.05
99	Reierson Construction, Inc.	000000000	800,421.96
100	Riley, Ryan	000000000	56.00
101	RMB Environmental Laboratories, Inc.	000043470	1,197.60

Page Total: \$1,351,376.18

Line	Claimant	Voucher No.	Amount
102	Roger's Two Way Radio, Inc.	000043471	555.48
103	Ross Lewis Sign Co.	000043472	45.00
104	RP Broadcasting	000043473	12,193.50
105	Sanford Health	000043474	1,793.03
106	Sanford Health Occupational Med.	000043475	440.00
107	Sawyer Enterprise LLC	000043476	32,700.00
108	Schermerhorn,Guy	000000000	136.00
109	SEPI Marketing Corp.	000043477	509.00
110	Shawn Fletcher Trucking Inc	000000000	126,887.50
111	Sherwin-Williams Co	000043478	280.12
112	SiteOne Landscape Supply, LLC	000043479	510.00
113	Sokoloski Specialized Transport, LLC	000043480	12,250.00
114	Southern Glazer's of MN	000043481	20,840.29
115	Southside Tow & Rec, Inc	000043482	917.20
116	Springbrook Software LLC	000000000	1,726.00
117	Stittsworth,Diana	000000000	70.00
118	Team Laboratory Chemical, LLC	000043483	4,600.00
119	The Bearded Hauler	000043484	600.00
120	The Wine Company	000043485	720.25
121	Thomson Reuters-West	000043486	221.64
122	Todavich Electric, Inc	000043487	3,938.00
123	Town Law Center PLLP	000043488	709.50
124	Uline	000043489	15.63
125	Universal Truck Equipment, Inc.	000043490	1,151.25
126	UPS Store	000043491	15.10
127	US Bank Merchant Billing	000000000	619.31
128	US Bank-CM-9690	000043492	750.00
129	USA Bluebook	000043493	379.75
130	Verified First	000043494	91.00
131	Vestis	000043495	1,555.00
132	Vinocopia, Inc.	000000000	4,409.56
133	Voyageurs Expeditionary School	000043496	892.50
134	Wells Fargo.Business Track	000000000	3,133.41
135	Wells Fargo-ACH	000000000	27,259.90
136	Wes Plumbing & Heating	000043497	1,362.04
137	WEX Health, Inc	000000000	540.75
138	Wine Merchants	000043498	1,128.00
139	Ziegler, Inc.	000000000	434,520.00
Page Total:			\$700,465.71
Grand Total:			\$2,352,759.07

**Sanford Center
Cash Requirements
As of Sep 16, 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	Operating Supplies	8/25/25	21.68
Ace on the Lake	Operating Supplies	9/4/25	90.96
Ace on the Lake	Ace on the Lake		112.64
Acme Tools	Operating Supplies	9/2/25	3.24
Arrow Printing Inc	Inventory - F&B Labels	9/8/25	200.61
ASM Global	September Management Fee	9/3/25	10,609.00
ASM Global	September IT Fees	9/3/25	1,162.50
ASM Global	ASM Global		11,771.50
Carbonhouse	Website Host	9/1/25	700.00
Central McGowan Inc	F&B CO2	8/31/25	55.06
Central McGowan Inc	Propane Fuel	9/5/25	255.79
Central McGowan Inc	Central McGowan Inc		310.85
City of Bemidji	Utility - Water & Sewer	8/31/25	6,218.45
Dacotah Paper Co	Janitorial Supplies	8/26/25	1,753.66
Dacotah Paper Co	Janitorial Supplies	8/26/25	235.93
Dacotah Paper Co	Janitorial Supplies	9/3/25	46.22
Dacotah Paper Co	Janitorial Supplies	9/3/25	416.51
Dacotah Paper Co	Dacotah Paper Co		2,452.32
Glacier Dry Ice Cleaning Inc	General Building Maintenance	8/31/25	4,450.95
Grainger	Operating Supplies	9/2/25	504.69
Higgins Heating, A/C	General Building Maintenance	8/27/25	265.00
Johnson Brothers Liquor Co	Inventory - Wine & Liquor	8/29/25	282.73
Knights of Columbus #1544 Bemidji	NPO Payment	8/1/25	662.14
Luekens Village Foods - North	Inventory - Food	9/8/25	8.97
Luekens Village Foods - South	Inventory - Food	9/8/25	88.06
Luekens Village Foods - South	Inventory - Food	9/8/25	6.99
Luekens Village Foods - South	Luekens Village Foods - South		95.05

**Sanford Center
Cash Requirements
As of Sep 16, 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
Marco Technologies LLC	Copier/Printer Rental	9/7/25	413.78
Marsh USA LLC	General Liability Insurance	9/1/25	4,806.00
Marsh USA LLC	Workers Comp Insurance	9/8/25	3,677.00
Marsh USA LLC	Marsh USA LLC		8,483.00
MoeCo Inc	General Building Maintenance	8/29/25	1,953.69
NLFX Professional	Contracted AV Reimbursable	9/3/25	415.00
Dennis A. Noska	HVAC Maintenance	8/25/25	200.00
Paul Bunyan Communications	Utility - Telephone	9/1/25	1,450.36
Performance Food Group	Inventory - Food	9/5/25	1,081.24
Performance Food Group	Inventory - Food	9/10/25	2,039.75
Performance Food Group	Performance Food Group		3,120.99
R&R Specialties	Operating Supplies	8/27/25	205.00
Sysco Western Minnesota, Inc	CM: Inventory - Food	9/6/25	-2.83
T&K Outdoors, Inc	Storage Unit Rent	9/2/25	100.00
Vestis Group, Inc	Laundry & Linen	8/28/25	147.52
Vestis Group, Inc	Laundry & Linen	9/4/25	147.52
Vestis Group, Inc	Vestis Group, Inc		295.04
WM Corporate Services, Inc	Utility - Trash Removal	9/3/25	810.74
			45,483.91

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: 2025 Business License Approvals
Prepared By: Michelle Miller, City Clerk

Background:

The following have submitted application(s) and paid the applicable fee(s):

Tree Service, \$65.00

JAKE'S STUMP GRINDING, WITHIN BEMIDJI CITY LIMITS

Recommendation:

Approve 2025 Business License Submissions.

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approve Special Event Permit for Bemidji Fall Classic
Prepared By: Michelle Miller, City Clerk

Background:

Bemidji Disc Golf Club has submitted an application for the Bemidji Fall Classic, disc golf tournament for Sunday, September 28. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Bemidji Fall Classic from Bemidji Disc Golf Club for September 28.

Special Event Application



Please fill out this application form for special events, festivals, 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 Disc Golf Club

Address: 404 Beltrami AVE NW #205 Bemidji MN 56601

Event Contact (Required): Wade VanKempen

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

Cell Phone (Required): (218) 3686969

Email (Required): wadevk@gmail.com

Event Contact #2 (Required): Logan Hanrahan

Contact #2 Phone (Required): (218) 3681333

Event Information

Event Name (Required): Bemidji Fall Classic

Event Date: 9/28/2025

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

Event Date(s):

Park/Location Requested:

- | | |
|---|---|
| ☐ 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: Disc Golf Course and Jaycee Pavilion

Special Event Application



Event Time: 8am-6pm
Set-up Time: 7am
Clean-up Time: 7pm
Expected Daily Attendance: 80

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 brief description of the event.

- ☐ Festival ☐ Bike Ride
☐ Walk/Fun Run ☐ Concert/Performance
☒ Other

If Other, please explain: Disc Golf Tournament

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

Tournament will be held on the City Park Disc Golf Course. Small course parking lot will be blocked off and attendees will be asked to park at the City Park with check in located in the Jaycee pavilion.

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:

Electricity (Required):

(Select only one option)

Available in most parks upon request.

- ☐ 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.

Special Event Application



- 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.

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 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

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: 1

Special Event Application



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: _____

Number of Barricades Requested: _____

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: _____

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

Number of Benches Requested: _____

10 Benches have backs; 12 are backless

Bike Racks Requested: _____

Event Logistics

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

Portable Restrooms

Events larger than 200 person 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: _____

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

Special Event Application



Street Closures

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

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

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

Are you requesting a street closure? No

Date(s) of requested street closure: _____

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

Start Time of Street Closure: _____
Between _____ &/To _____

End Time of Street Closure: _____

Number of No Parking Signs Requested: _____

Event Maps

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

Site Map

Please submit a site map clearly indicating the setup of the event. An example would be the start/finish of a walk, run, race event and/or the setup area of a festival or cultural event. The site map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents/canopies with sizes, stages, promotional vehicles, inflatables, portable toilets, refuse containers, fencing, barricades, and other structures.

Route Map

All events that include a run, walk, or other activity in which participants will be following a course will be required to attach a Route Map 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

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

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. 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: Wade VanKempen

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601.

From: [David Lazella](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - Bemidji Disc Golf
Date: Thursday, September 4, 2025 9:08:43 AM

Good here.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Thursday, September 4, 2025 9:07 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 - Bemidji Disc Golf

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: [Scott Schroeder](#); [Michelle Miller](#); [David Lazella](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#); [Emma Realing](#)
Subject: RE: Special Event Application - Review and Comment - Bemidji Disc Golf
Date: Thursday, September 4, 2025 11:02:46 AM

No issue.

From: Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>
Sent: Thursday, September 04, 2025 10:10 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 - Bemidji Disc Golf

All is good

[Scott Schroeder](#) | Parks Superintendent

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

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Thursday, September 4, 2025 9:07 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 - Bemidji Disc Golf

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: [Jamin Carlson](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - Bemidji Disc Golf
Date: Thursday, September 4, 2025 9:51:39 AM
Attachments: [image001.png](#)

No concerns.

Thanks,

Jamin Carlson

Planning Director

City of Bemidji
Planning & Zoning Department
City Hall
317 4th St NW, Lower Level
Bemidji, MN 56601
Office Phone: (218) 759-3582
Cell Phone: (218) 556-6764
Fax: (218)-759-3591
jamin.carlson@ci.bemidji.mn.us



Statement of Confidentiality

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From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Thursday, September 4, 2025 9:07 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 - Bemidji Disc Golf

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 - Bemidji Disc Golf
Date: Thursday, September 4, 2025 10:10:20 AM

All is good

[Scott Schroeder](#) | Parks Superintendent

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

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Thursday, September 4, 2025 9:07 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 - Bemidji Disc Golf

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: September 15, 2025
Action Requested: Approve Special Event Permit for BSU Homecoming Street Dance
Prepared By: Michelle Miller, City Clerk

Background:

Keg'nCork, Brigid's Pub and Hard Times have submitted an application for BSU Homecoming Street Dance for Saturday, October 4. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for BSU Homecoming Street Dance from Keg'nCork, Brigid's Pub and Hard Times for Saturday, October 4.

Bemidji
First City On The Mississippi

Applicant Information

Address: Beltrami Ave from 3rd to 4th street.

Cell Phone (Required): (218) 209-7752

Event Contact Name #2 (Required): Jake Robinson

Contact #2 Phone (Required): (218) 368-2310

--

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: 9pm-Midnight

Set-up Time: 4 pm

Clean-up Time: 2 am

Expected Daily Attendance: 1000

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:

Annual Street dance following the BSU homecoming football game. Blocking off beltrami ave from 3rd from 4th street for a live band and block party to celebrate.

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: Live Music

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: 0

Number of Barricades Requested: 16

Picnic Tables, Benches, and Event Bike Racks

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

Number of picnic tables requested: 0

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Port-o-Jon 10

Garbage

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

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

Certificate of Insurance

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

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

Special Event Application



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



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:

~~October 5th~~ October 4th

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

Beltrami Ave

Start Time of Street Closure:

Between 3rd & To 4th
4 pm

End Time of Street Closure:

2 am

Number of No Parking Signs Requested:

12

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

Special Event Application



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

Vehicle Policy

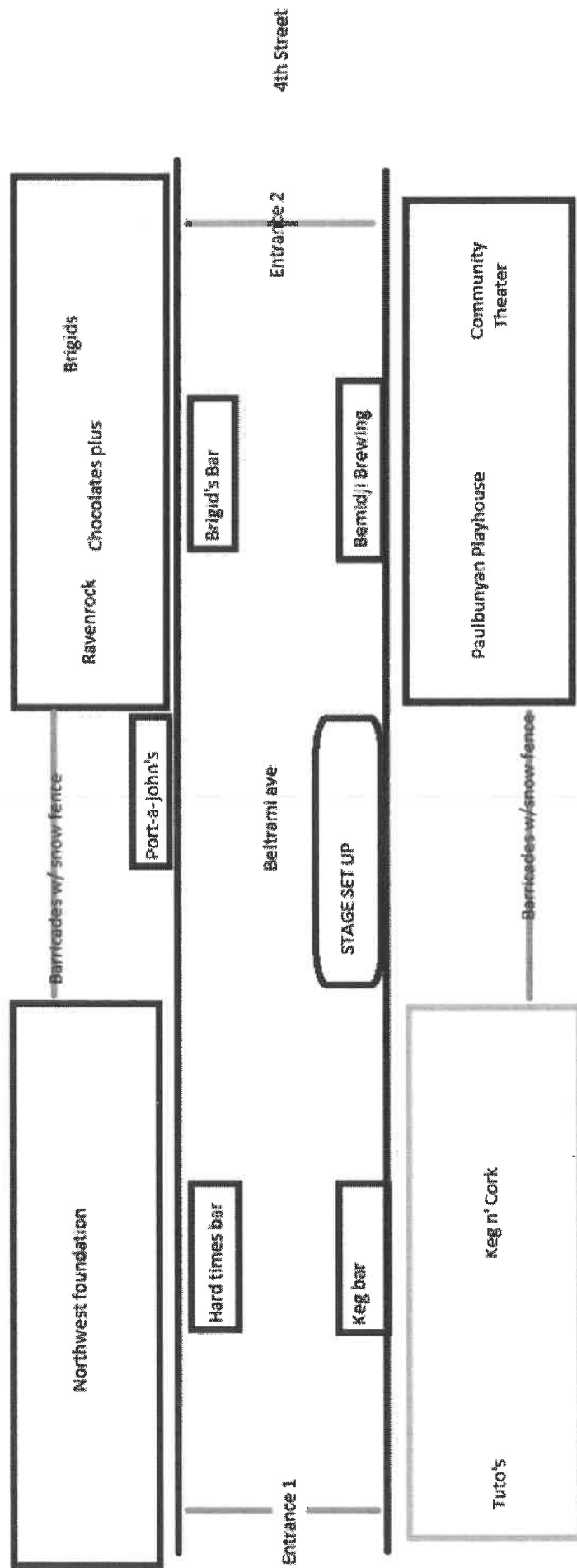
Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this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

Applicant Signature

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

Signature:

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



Homecoming Street Dance Security Plan

- Barricades with snow fencing in alleys and at each end of street enclosing area.
- Hiring two Bemidji Police officers for security. They will be on from setting up to when the streets are cleared 1 hour after event.
- Hiring 4 Hard target security personnel on top of officers for additional security.
- Checking all I.D.s and using wristbands. Attendees must have a wristband on to be enter the enclosed area. Staff will also be trained on catching fake I.D.s
- All staff are trained in proper and safe serving practices to prevent overserving.
- Security patrolling the blocked off area to ensure no minors sneak in, or alcohol is brought out of the enclosed area.

August 22nd 2025st.

Mayor Jorge Prince
Bemidji City Council
317 4th Street
Bemidji, MN 56601

Dear Mayor Prince and City Council Members

We are seeking permission to host a street dance in conjunction with BSU homecoming this year on Saturday October 4th. It has been a staple event for BSU homecoming each year, that brings alumni back to Bemidji as well provides funding for BSU clubs that are unable to receive funding from the school such as the Angry Beavers Rugby team.

We would like to block Beltrami Ave, between 3rd and 4th streets for a live band. Street closer will begin at 4 p.m. for set up and the event itself begins at 9 p.m. The band will play until 12 a.m. After the event has ended, we will have the streets cleared by 2 a.m. Along with barricades requested we request permission to use snow fencing again to help enclose the area and extend our barricaded area to include the alley north of Beltrami along the NW Minnesota Foundation building for the portable toilets. Then go south in the alley along Keg n' Cork to have an area for the band to park their van. We would also like permission to serve alcohol on the streets from 4 licensed vendors (Keg n' Cork, Brigid's Pub, Hard times, and Bemidji Brewing) with 4 different bar set ups. This will be the same approach we have used for years and has worked well in past years.

Following are details regarding this event:

1. Must be 21 or older to participate. Access points will be established on both ends of Beltrami Ave. All entrants will be ID'd, given a wristband, and charged an entrance fee.
2. Additional Security will be hired to patrol event area
3. We will provide additional toilets and ensure the area is cleaned up once the event is over. We really emphasize having the streets cleaner after than at the start of the event.
4. Money raised from entrance fees will go to scholarships for BSU students, and BSU club programs. We had a great year last year and raised over \$5000 for club programs as well as other nonprofits like St. Jude's.
5. We work with other businesses on the block to ensure this event does not negatively affect them.

Thank you for your consideration and support of this request

Tyler Winkka
Keg n' Cork



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Risk Partners 1499 Anne St NW Bemidji MN 56601	CONTACT NAME: Marlena Pope PHONE (A/C, No, Ext): (218) 759-1201 FAX (A/C, No): (218) 444-8291 E-MAIL ADDRESS: marlena.pope@northriskpartners.com																					
INSURED WINKK INC DBA Keg N' Cork 310 Beltrami Ave NW Bemidji MN 56601	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Society Insurance</td><td>15261</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Society Insurance	15261	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 2024-2025**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			BP20037898	11/09/2024	11/09/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMPI/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMPI/OP AGG	\$ 2,000,000		\$
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	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			UM20037901	11/09/2024	11/09/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$		\$								
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AGGREGATE	\$																				
	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N		N/A	WC20037900	11/09/2024	11/09/2025	<table><tr><td>☒ PER STATUTE ☐ OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	☒ PER STATUTE ☐ OTHER		E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000						
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A	Liquor Liability			LL20037899	11/09/2024	11/09/2025	<table><tr><td>Per Occurrence</td><td>1,000,000</td></tr><tr><td>Aggregate</td><td>1,000,000</td></tr></table>	Per Occurrence	1,000,000	Aggregate	1,000,000										
Per Occurrence	1,000,000																				
Aggregate	1,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage extends to outdoor patio / seating area. Covers all catering events. Sandwich signs are covered under the general liability. Coverage continuous until cancelled. Certificate Holder is additional insured under the Commercial General Liability on a primary and non-contributory basis including ongoing and completed operations when required by written contract per policy provisions.

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATE HOLDER Bemidji State University Minnesota State Colleges and Universities 1500 Birchmont Dr NE Bemidji MN 56601-2699	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marlena R. Pope</i>
--	--

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From: [David Lazella](#)
To: [Michelle Miller](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Scott Schroeder](#); [Parks and Recreation](#); [Jamin Carlson](#)
Subject: RE: Special Event Application - Review and Comment - BSU Homecoming Street Dance
Date: Wednesday, September 3, 2025 11:33:09 AM

He has reached out to me for PD Officer presence, this looks ok.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 3, 2025 11:25 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>
Subject: Special Event Application - Review and Comment - BSU Homecoming Street Dance

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: [Jamin Carlson](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - BSU Homecoming Street Dance
Date: Thursday, September 4, 2025 10:31:19 AM
Attachments: [image001.png](#)

No concerns.

Thanks,

Jamin Carlson

Planning Director

City of Bemidji
Planning & Zoning Department
City Hall
317 4th St NW, Lower Level
Bemidji, MN 56601
Office Phone: (218) 759-3582
Cell Phone: (218) 556-6764
Fax: (218)-759-3591
jamin.carlson@ci.bemidji.mn.us



Statement of Confidentiality

The information in this email message, including attachments, is legally privileged and confidential information intended only for the use of the addressee listed above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender by replying to this message, and then delete it from your system immediately.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 3, 2025 11:25 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>
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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: [David Lazella](#); [Michelle Miller](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Parks and Recreation](#); [Jamin Carlson](#)
Subject: RE: Special Event Application - Review and Comment - BSU Homecoming Street Dance
Date: Wednesday, September 3, 2025 1:48:55 PM

All good with Parks

[Scott Schroeder](#) | Parks Superintendent

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

Tel: 218.333.1861

From: David Lazella <dlazella@ci.bemidji.mn.us>
Sent: Wednesday, September 3, 2025 11:33 AM
To: Michelle Miller <michelle.miller@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>; 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>
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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: September 15, 2025
Action Requested: Approve Special Event Permit for Fire Department Open House (October 11)
Prepared By: Michelle Miller, City Clerk

Background:

The Bemidji Fire Department has submitted an application for Fire Department Open House for October 11. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Fire Department Open House (October 11).

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 Fire Department

Address: 318 5th St NW

Event Contact Name (Required): Alexis Joyce

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

Cell Phone (Required): (612) 310-2804

Event Contact Email (Required): alexis.joyce@ci.bemidji.mn.us

Event Contact Name #2 (Required): Justin Sherwood

Contact #2 Phone (Required): (218) 751-8001

Event Information

Event Name (Required): Fire Department Open house

Event Date: 10/11/2025

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

Event Dates (continued):

10/11/2025 from 10:00 am to 2:00 pm

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: The parking lot to the east of City Hall and the Fire Department

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: 10:00am - 2:00 pm

Set-up Time: 8:00 am

Clean-up Time: 3:00 pm

Expected Daily Attendance: 500

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: Annual Open house

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

Annual BFD Open House. We request to shut down the parking lot to the east of City Hall and both alleyways to the east of the station and south of the station.

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: 10

Number of Barricades Requested: 5

Picnic Tables, Benches, and Event Bike Racks

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

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Port-Able John Rental & Service Inc.

Garbage

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

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

Certificate of Insurance

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

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

Special Event Application



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

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

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

Street Closures

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

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

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

Are you requesting a street closure?	Yes
Date(s) of requested street closure:	10/11/25
Street Name(s) and/or number to be closed:	Alleys surrounding the station & Lot #4
	Between 4th St NW & To 5th St NW
Start Time of Street Closure:	0800
End Time of Street Closure:	1500
Number of No Parking Signs Requested:	6

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



Beltrami County Minnesota

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.

1:1,761

Date: 9/30/2019

This map is not a substitute for accurate field evidence or for locating actual property lines and non-adjacent features.

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 - Fire Department Open House
Date: Wednesday, September 10, 2025 12:43:37 PM

Fun. Good here.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 10, 2025 9:38 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 - Fire Department Open House

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 - Fire Department Open House
Date: Wednesday, September 10, 2025 10:03:19 AM

No issue.

DH

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 10, 2025 9:38 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 - Fire Department Open House

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: [Jamin Carlson](#)
To: [Michelle Miller](#)
Subject: RE: Special Event Application - Review and Comment - Fire Department Open House
Date: Wednesday, September 10, 2025 12:11:18 PM
Attachments: [image001.png](#)

All good.

Thanks,

Jamin Carlson

Planning Director

City of Bemidji
Planning & Zoning Department
City Hall
317 4th St NW, Lower Level
Bemidji, MN 56601
Office Phone: (218) 759-3582
Cell Phone: (218) 556-6764
Fax: (218)-759-3591
jamin.carlson@ci.bemidji.mn.us



Statement of Confidentiality

The information in this email message, including attachments, is legally privileged and confidential information intended only for the use of the addressee listed above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender by replying to this message, and then delete it from your system immediately.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
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Subject: Special Event Application - Review and Comment - Fire Department Open House

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 - Fire Department Open House
Date: Wednesday, September 10, 2025 12:36:01 PM

All is good

[Scott Schroeder](#) | Parks Superintendent

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

Tel: 218.333.1861

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 10, 2025 9:38 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 - Fire Department Open House

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

RESOLUTION NO.

A RESOLUTION APPROVING TEMPORARY OFF- PREMISES LIQUOR PERMITS FOR THE 2025 BSU HOMECOMING STREET DANCE

WHEREAS, the Bemidji Area Alumni Chapter, in partnership with Keg n' Cork and Brigid's Pub, hereinafter the "Event Organizers", are sponsoring a Street Dance in conjunction with BSU Homecoming in the City of Bemidji on October 4, 2025; and

WHEREAS, the Event Organizers have requested that Beltrami Avenue NW between 3rd and 4th Street be closed including both alleys; and

WHEREAS, the Event Organizers will provide the City with a Certificate of Liability Insurance naming the City as an "additional insured" for the duration of the special event; and

WHEREAS, the Event Organizers agree to observe all state and local laws relating to the sale of alcoholic beverages; and

WHEREAS, the Event Organizers agree to abide by all city rules and regulations in the use of the designated areas, to clean and restore the areas used to the satisfaction of Street Department staff, and to submit appropriate applications and user and permit fees to the City Clerk; and

NOW, THEREFORE, be it resolved by the Bemidji City Council to authorize the Temporary Off-Premises Liquor Permits to Keg'nCork, Brigid's Pub, Hard Times and Bemidji Brewing within the designated event area and closure of street, alleys and sidewalks as described herein on October 4, 2025 beginning at **9:00 p.m. and ending at 12:00 a.m. for the purpose of the 2025 BSU Homecoming Street Dance.**

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approve Resolution Entering into a 2026 Towards Zero Deaths (TZD) Enforcement Grant Agreement
Prepared By: Chief Michael Mastin

Background:

For more than a decade the Bemidji Police Department has partnered with the state of Minnesota in the Traffic Safety program Toward Zero Deaths (TZD). Minnesota TZD (Toward Zero Deaths) is Minnesota's comprehensive, data-driven traffic safety program that coordinates efforts to eliminate traffic-related fatalities and serious injuries on state roadways. It uses an interdisciplinary approach integrating engineering, enforcement, education, and emergency medical services to reduce crashes by analyzing data, implementing strategies, and partnering with communities at both state and regional levels.

Each year the program offers grant funding for numerous projects under each of the disciplines. The Bemidji Police Department routinely participates in the TZD traffic enforcement campaigns as well as the monthly regional TZD committee meetings and events. The Bemidji Police Department recently submitted an application, and were awarded, grant funding to be used in conjunction with the 2026 TZD enforcement campaign in the amount of \$22,550.00

Included with this memo is a resolution which authorizes Chief of Police, Michael Mastin to execute the agreement and any additional amendments as necessary for implementation.

Recommendation:

Approve Resolution Entering into a 2026 Towards Zero Deaths (TZD) Enforcement Grant Agreement.

RESOLUTION NO.

A RESOLUTION ENTERING INTO A GRANT AGREEMENT WITH MN DEPARTMENT OF PUBLIC SAFETY (OTS) FOR TRAFFIC SAFETY ENFORCEMENT PROJECTS

BE IT RESOLVED that the Bemidji Police Department enters into a grant agreement with the Minnesota Department of Public Safety (OTS), for traffic safety enforcement projects during the period from October 1, 2025 through September 30, 2026.

BE IT FURTHER RESOLVED that the Bemidji Police Chief Michael Mastin is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Bemidji Police Department and to be the fiscal agent and administer the grant.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CERTIFICATION

I certify that the attached Resolution is an accurate copy of the Resolution adopted by the Council of the City of Bemidji at an authorized meeting held on _____, 2025, as shown by the minutes of the meeting in my possession.

(Seal)

Michelle R. Miller, Bemidji City Clerk

RESOLUTION NO.

A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #25-01

WHEREAS, costs have been determined for City Project #25-01:

2025 Street Renewal Project

Street		From/To
Hannah Avenue NW	/	30th Street NW – 600' north of 34th Street NW
Norton Avenue NW	/	12th Street NW – 15th Street NW
14th Street NW	/	Norton Avenue NW – Delton Avenue NW
Taft Avenue NE	/	Mill Street NE – Dead End
Mill Street NE	/	Taft Avenue NE – Lake Avenue NE

AND WHEREAS, the cost of the improvement was \$1,324,870.47 and expenses incurred or to be incurred in the making of said improvement amount to \$ 236,190.71 with the total cost of the improvement being \$1,561,061.18.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$1,255,981.53 and the portion of the cost to be assessed against benefited property owners is declared to be \$305,079.65.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years with the first of the installments to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 4.4% percent per annum from the first day of December, 2025.
3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in her office for public inspection.
4. A hearing shall be held on the 20th day of October, 2025, in the City Hall Council Chambers at 6:00 p.m. or as soon thereafter as the matter can be heard, to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued

to the date of payment, to the Bemidji City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of the assessment. The property owner may at any time thereafter, pay to the Bemidji City Clerk the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the succeeding year.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

RESOLUTION NO.

A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLLS, AND ESTABLISHING A DATE FOR PUBLIC HEARING FOR CITY PROJECT #25-02

WHEREAS, costs have been determined for City Project #25-02:

2025 Park Avenue Reconstruction Project

Street	From/To
Park Avenue NW	/ 15 th Street NW – Trunk Highway 197

AND WHEREAS, the cost of the improvement was \$1,532,647.75 and expenses incurred or to be incurred in the making of said improvement amount to \$305,745.18 with the total cost of the improvement being \$1,838,392.93.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$1,698,410.43 and the portion of the cost to be assessed against benefited property owners is declared to be \$139,982.50.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years with the first of the installments to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 4.4% percent per annum from the first day of December, 2025.
3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in her office for public inspection.
4. A hearing shall be held on the 20th day of October, 2025, in the City Hall Council Chambers at 6:00 p.m. or as soon thereafter as the matter can be heard, to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Bemidji City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days of the adoption of the assessment. The property owner may at any time thereafter, pay to the Bemidji City Clerk the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be

charged through December 31 of the succeeding year.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

RESOLUTION NO.

A RESOLUTION ESTABLISHING CHARGE(S) FOR CONNECTION TO SANITARY SEWER AND WATER UTILITY FACILITIES FOR PROPOSED NORTH LAKE BEMIDJI UTILITY EXTENSION PROJECT

WHEREAS, the City Council of the City of Bemidji, recognizing the need to extend municipal sanitary sewer and water utilities to impacted properties along the North Shore of Lake Bemidji, have approved the preparation of engineering designs for the North Lake Bemidji Utility Extension, which will extending sanitary sewer and drinking water infrastructure from the current Northern boundary of Bemidji's City limits up and around the Northwest corner of Lake Bemidji to the entrance of Bemidji State Park (hereinafter the "Project"); and

WHEREAS, the City has not yet formally approved and ordered the Project, but desires to provide the public with key information as to what connection fees and charges they can expect should the Project be ultimately ordered and constructed; and

WHEREAS, pursuant to Minnesota Statutes Section 444.075, consistent with City Code, Charter, and adopted policies, the City is authorized to establish and impose reasonable rates and charges for connection of the individual properties to the municipal sewer and water utilities, and in determining the reasonableness of the charges to be imposed, consideration may be given to all costs of the establishment, operation, maintenance, depreciation and necessary replacements of the system, and of improvements, enlargements and extensions necessary to serve adequately the territory, including the principal and interest to become due on obligations issued or to be issued, and the costs of obtaining and complying with permits required by law; and

WHEREAS, the Council deems it reasonable and in the best interests of the City and its residents to establish charges for connection of the individual properties to the municipal sewer and water utilities, based upon the cost of construction of said Project, and to permit said charges to be paid in whole or in equal installments as is the case with special assessments, with the unpaid balance to be certified over to the County Auditor with taxes against the property served for collection as other taxes are collected.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bemidji, Minnesota, as follows:

1. The following are hereby established as charges for connection to the proposed North Lake Bemidji Utility Extension project, which shall be due only upon request of the property owner to connect to the sanitary sewer and water utilities, and shall be due prior to the connection to said utilities. The connection charge for the North Lake Bemidji Utility Extension project shall be as follows:

\$12,000 for connection to Municipal Sanitary Sewer and Water for single family residential properties.

Property owners requesting to connect to the Facilities may also request to pay the connection charges in up to **fifteen** annual equal installments, with the

unpaid balance certified to the County Auditor for collection as other taxes are collected. Upon certification, the unpaid balance shall be subject to interest accrual. The interest rate shall be calculated at the current market rate at the time of certification, plus an additional 0.5%, which shall apply until the full balance has been paid.

2. The above connection charge is limited only to single family residential properties. Commercial, industrial, recreational, and other multi-family residential properties shall be subject to a separate fee set by the City Council at a later date, should the Project be awarded and ordered.
3. The City's fee schedule for such connection charges may be amended as needed by Council resolution, and, furthermore, the charges shall be reflected in the City's Fee Schedule Ordinance, as amended from time to time.
4. The implementation of this Resolution and its connection charge is conditioned upon the City Council's final approval and ordering of the North Lake Bemidji Utility Extension project. Should the Project not be approved and ordered by separate action of the City Council, this Resolution and the connection charge established above shall have no effect.

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

Yeas:

Nays:

Absent:

Passes:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approval to Seek Funding for DNR ReLeaf Grant
Prepared By: Scott Schroeder, Parks Superintendent

Background:

This memo seeks City Council approval to apply for the Minnesota Department of Natural Resources (DNR) ReLeaf Grant. There is a max ask of \$500,000 with no requirement of a financial match. The funding would support five critical urban forestry initiatives:

Tree Inventory- A complete and up-to-date public tree inventory is the foundation of a strong urban forestry program. Currently, the City of Bemidji does not have a current inventory of public trees in our parks and right-of-way areas. This lack of data significantly hinders our ability to make informed decisions regarding tree maintenance, risk assessment, pest and disease monitoring and future plantings. The DNR ReLeaf Grant would allow the city to conduct a professional tree inventory that captures vital data including the species, size, condition, and location of each tree. This information would enable our departments to transition from a reactive approach to a proactive and strategic model of urban forest management.

Tree Management Plan- Once the inventory is completed, we propose developing a comprehensive five-year urban forestry management plan. This document would use inventory data to establish clear goals, identify risk-prone areas, prioritize tree care, and outline budget needs. It will also support broader city initiatives such as climate resilience, public safety, and equitable access to green space. Having a formal plan will improve coordination across departments and help ensure accountability and continuity in tree care across future budget cycles.

Tree Ordinance and Manual Development- There is a need to update the tree ordinance for the City of Bemidji based on current best practices and standards. An accompanying 'Tree Manual and Standards of Practice' will be developed to support the ordinance.

Stump Removals- The June 2025 storm caused significant tree damage throughout Bemidji's parks and boulevard areas. While the initial debris was removed, numerous stumps remain, many of which pose tripping hazards for pedestrians or obstacles for maintenance equipment. Addressing these stumps is essential for public safety and for preparing these areas for future tree planting and landscape restoration. Stump grinding is a short-term but necessary step in returning our Parks and boulevards to full usability. Of the stumps needing to be removed, there are 19 specific stumps located downtown. These specific stumps are within the sidewalk downtown and are an extra expense due to the removal and replacement work around. There would be future City resources needed to maintain the tree replacement for these said 19 locations.

Tree Planting Efforts- The City of Bemidji is launching a tree restoration initiative in response

to a severe storm that struck the area in June, causing widespread tree loss. More specifically, the City's parks, green spaces and right of way. Considering the trees lost were mature trees, this grant would fund the purchase of a variety of 250 replacement trees with a max caliper of 2.5" and a height range of 7 to 10 feet. The grant would also fund a qualified contractor to plant and maintain the trees, including regular watering, through the duration of the grant (June 30, 2027). The grant would also fund tree bags, staking for the tree, tree guards, mulch and equipment for City staff to maintain post-grant contract. This effort aims to kick-start the reforestation of the city's tree canopy within the City's parks.

Recommendation:

Staff respectfully requests City Council approval to apply for the Minnesota DNR ReLeaf Grant to support a City-wide public tree inventory, develop a five-year tree management plan, tree ordinance review with manual development, conduct stump removal and tree planting efforts. We estimate the total project cost to fall within the eligible funding range.



ReLeaf Community Forestry Grants

2025 Request for Applications

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-259-5274. TTY users can call the Minnesota Relay Service at 711. Minnesota DNR is an equal opportunity employer and provider.

Grant Overview

The Minnesota Department of Natural Resources (DNR) welcomes applications from local units of government and nonprofit organizations within Minnesota that will encourage and promote the inventory, planting, assessment, maintenance, improvement, protection, utilization, and restoration of trees and forest resources to enhance community forest ecosystem health and sustainability as well as to reduce atmospheric carbon dioxide levels and promote energy conservation.

Eligible Applicants

Nonprofit organizations with 501(c) status, educational institutions, and local units of government within Minnesota, including cities, counties, regional authorities, joint powers boards, towns, and Tribal governments. Parks and recreation boards in cities of the first class are also eligible to apply.

Eligible Activities

The following activities are eligible for grant funding:

- Community forestry work conducted on non-state public land, or on residential land for low-income residents (work on residential land must be conducted by companies or organizations with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent qualification)
- Work conducted by staff or contractors
- Tree inventories
- Developing a management plan, which can include but is not limited to a forestry-related climate adaption plan, all lands management plan, or emerald ash borer management plan. *Incorporation of environmental justice components and wood utilization components into management plans is encouraged.*
- Tree and stump removal and tree replacement
- Tree planting for diversity
- Chemical treatment of ash trees with an injectable non-neonicotinoid insecticide (e.g. emamectin benzoate) if it provides long-term impact or seed funds an intended long-term program in communities up to 10 miles outside of generally infested areas across Minnesota (please see [online](#) guidance for more information)
- Gravel bed construction and maintenance
- Developing a tree ordinance
- Tree cabling, if a long-term evaluation plan is included
- Maintenance pruning
- Development, purchase, or printing of materials used to educate, engage, and conduct outreach to residents about urban and community forestry
- Urban and community forestry or arboriculture education and outreach
- Professional certifications and/or training related to the proposed project
- Wood utilization
- Additional plant healthcare treatments, as approved

Grant Priority

Consistent with legislative direction, priority for ReLeaf grant awards will be given to projects located in a census block group with a supplemental demographic index score in the 70th percentile or higher as identified using the United States Environmental Protection Agency's Environmental Justice Screening and Mapping Tool methodology provided in the United States Environmental Protection Agency's environmental justice screen technical documentation dated July 31, 2024. Please click [here](#) to view the Priority Area map.

The supplemental demographic index is a combination of five socioeconomic factors averaged together for

each Census block group. The supplemental demographic index can provide an additional perspective on potential community vulnerability. The formula is as follows: supplemental demographic index = (% low-income + % persons with disabilities + % less than high school education + % limited English speaking + low life expectancy) / 5.

These priorities align with the State of Minnesota’s policy of ensuring fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities, or both.

Project Evaluation

Applications will be rated by a tiered structure to meet statutory priority. The priority is evaluated and carries a unique weight to identify at what level the applicant meets the statutory priority.

Applications will be sorted into one of three tiers based on the criteria outlined. To be funded, the application must be complete, meet Minimum Required Project score of 70, and a Minimum Past Grant Performance score of 3 (or have no Grant Closeout Form with the Urban & Community Forestry UCF program). Applications must meet all requirements to receive funding (see “Application Requirements” section below), they will be funded based on their eligible request and amount of available funding.

In addition to assessing how well a proposed project aligns with the stated priorities, applications will be reviewed and scored based on the overall strength of the proposal. This evaluation serves the following purposes:

- To help ensure the quality of the projects receiving taxpayer dollars
- To distinguish among priority projects if funding is insufficient to support all that meet the application requirements
- To rank remaining projects if funding allows awards beyond the priority

Please review the tiers outlined in the “Application evaluation scoresheet” to determine how your application may be scored.

Funding

A total of \$7,198,200 is available in general fund dollars to fund projects managing forest pest and disease, through community forestry activities on non-state public lands and residential land for low-income residents. There is no minimum to the dollar amount applicants can request. The maximum amount that will be funded is \$500,000.

No matching funds are required and **submitting match as part of your application is not recommended**. If match is provided, it cannot come from other grants or monies from the State of Minnesota.

Grant Requirements

- Applicant must comply with all Federal and State laws and regulations related to the completion of projects, as stated in the grant agreement.
- Application must show the applicants ability to provide photo documentation of the project’s progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results. All public trees removed and planted must be mapped and submitted.
- Applicant must publicly post and promote grant project information and purpose.

Application Requirements

Applicants must meet the following application requirements to be considered for this grant opportunity:

GENERAL

- Applications must be completed in full to be considered. This includes:
 - A detailed project description, including goals, objectives, and a timeline.
 - A budget outlining project costs, including labor, materials, and equipment.
 - A letter of support from any identified partner organization(s).
- Applications must show the ability to implement the project, meet all grant objectives, and submit a final report by June 30, 2027.

PRE-AWARD RISK ASSESSMENT

- Applicants who request \$50,000 or more in grant funds must complete and submit the Pre-Award Risk Assessment Questionnaire (not applicable for Tribal governments).
- If required, the questionnaire must be completed in full and all supporting financial documentation must be submitted to be considered.

PAST GRANT PERFORMANCE EVALUATION

- Applicants who have completed one or more grant projects with the DNR Urban and Community Forestry (UCF) Program will need to address their past grant performance in the application. Applicants should request their most recent UCF Grant Closeout form, which can be requested from ucf.dnr@state.mn.us. If you are unsure if your organization has previously held a grant contract with UCF program, please reach out to ucf.dnr@state.mn.us and staff will confirm your past grant status and provide the closeout form, if applicable.
- Past grant performance, when applicable, will be a consideration when awarding grant funding. This means that a project could score well based on the strength of the application, but receive additional grant conditions, reduced funding, or even no funding due to past grant performance issues for which there is no evidence of corrective actions being taken.
- If an applicant was a previous grant recipient but no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program, the section can be left blank. There will be no penalty for those where no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program.

Additional Requirements

INVENTORY, MANAGEMENT PLANS, EDUCATION

- Tree inventory projects must submit obtained data to the DNR in a shapefile format.
- Local units of government must adopt an urban and community forest management plan through this grant process if the community does not yet have one in place. The management plan must be adopted or re-adopted after June 30, 2017, and must be submitted to DNR.
- Any education provided through this program must be conducted by an ISA Certified Arborist, TCIA accreditation or equivalent qualification, or must qualify for ISA continuing education units.
- Management plans are encouraged to incorporate wood utilization when removals are occurring.
- Management plans are encouraged to incorporate priority for environmental justice communities as defined in the priority project section of this document. This may include prioritizing plantings in areas of low canopy cover, focusing education and outreach in these areas, etc.

TREE REMOVALS AND PLANTING

- Planting trees can take place without removal.
- Tree removals from boulevards and manicured parks, must be replaced at least one-for-one (i.e., at least one

tree planted for every tree removed), and trees must be replanted at the same location of the removal whenever possible and feasible.

- Tree removals conducted in park woodlands:
 - For the purposes of this grant, park woodlands are defined as publicly owned spaces that, beyond trail creation or access, are not regularly mowed.
 - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
 - Removals must meet a minimum of one tree planted for five trees removed.
- Tree planting projects must follow the best practices set in [A Pocket Guide to Planting Trees](#).
- Tree planting projects must identify the tree species to be planted; site location(s); and number, and type/size of planting stock:
 - The species identified for planting must increase the diversity of the community's tree canopy and advanced the goal of working toward the 20-10-5 guidelines, meaning a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Communities without a completed tree survey may contact the DNR at ucf.dnr@state.mn.us to receive available community tree survey data.
 - Tree species listed on the [Minnesota Invasive Terrestrial Plants](#) list are not eligible for grant expenses, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
 - Species list for trees to be planted must be submitted to and approved by DNR prior to planting.
 - Species list and numbers can be amended following the submission of tree inventory/survey data.
 - Tree stock must meet [ANSI Z-60.1](#) and can be:
 - ¾-2 inch caliper bareroot,
 - a container class size #20 or smaller, or
 - balled and burlapped trees smaller than 2.5" caliper ([MNDOT Certified Landscape Specialist](#) training required by planting organization in order for B&B trees to be eligible).
 - Flexibility is possible in instances where desired stock is unavailable.
 - DNR recommends trees be purchased with a one-year warranty.
- All trees removed and planted on public land must be mapped and submitted as shapefiles, with the planted trees identified by species. If your community does not have access to shapefile-generating software, you may purchase it as part of this grant, or please contact DNR at ucf.dnr@state.mn.us to discuss options for addressing this requirement.
- Projects that incorporate tree planting must submit a 3-year establishment plan with application.
- Tree removal projects must report how wood material was managed.

RESIDENTIAL TREE CARE

- Removals conducted on residential property must be offered a tree replacement of one tree planted for each tree removed. Property owner must decline trees planted in order to not meet the one-to-one replanting requirement.
- Work on residential land can only be conducted on a property in service to low-income residents. The definition of low-income must be defined and reasonably justified by the applicant and submitted to the DNR.
- Work conducted on residential property will either be completed by residents (tree planting only), or by tree care companies holding liability insurance and with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, or [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent certification.
- A link to, or paper copy of, the Forest Service's Tree Owner's Manual ([English](#) / [Spanish](#)) must be provided to

residents receiving maintenance work or a newly planted tree.

- For activities on residential land, a formal agreement between the resident and the ReLeaf grant recipient is required. Each residential agreement must contain the following language:
 - *The State of Minnesota is released from any liability associated with work completed on private property.*
 - *Access is granted by the landowner for all planned activities within agreement; this may include, but is not limited to: planting, follow-up maintenance, monitoring, or other on-site work.*
 - *I will plant and care for my tree according to the Tree Owner's Manual for as long as it is within my right to do so.*

WOOD UTILIZATION

- Wood utilization projects must report on how many board feet or cords of wood are utilized.

Emerald Ash Borer (EAB) Considerations

Minnesota Department of Agriculture considers **May 1 – September 30** to be the flight season for EAB. This means that EAB adult beetles are emerging from infested wood or trees and flying in search of new hosts during this time. The best management practice is to not remove ash trees when EAB are actively flying (May-September), to avoid the risk of EAB emerging from this material in transit or at a processing location.

EAB infestations are difficult to identify in the early stages of the infestation. EAB infestation areas grow via human-assisted movement and through natural dispersion. For these reasons, when new EAB infestations are discovered, quarantines are enacted on a large scale with the assumption that the infestation is spread beyond what is observed. However, while the quarantine necessarily covers a large area where EAB may be present, the distribution of EAB is likely not uniform throughout the quarantine and may be in areas outside these boundaries.

These guidelines ideally should be followed 100 percent of the time when working with ash trees throughout the state of Minnesota. However, *once a community is heavily infested with EAB (the point at which EAB-infested ash are so numerous that year-round removal of hazardous trees is necessary to mitigate risk to public), conducting ash tree removals during the emerald ash borer flight season may be necessary to avoid risk to public safety and property.* Following these guidelines will provide the lowest degree of risk for movement of EAB.

Eligible Project Expenses

Eligible project expenses are those incurred through eligible project activities directly related and necessary to achieve the outcomes described in the project application and that meet the conditions of the grant contract. Grant funds can be used for, but may not be limited to:

- Professional contracts for technical assistance or project implementation. Eligible activities, under such contracts included but may not be limited to outreach, public tree inventories, management plans, treatment, and tree removal and replanting.
- Time spent on the project by staff of the grant recipients.
- Project-related materials may include tree stock, mulch, watering bags, staking materials, tree wrap or guards, shovels, printing, etc.
- Equipment purchases of \$4,999 or less, that are used to complete the project. Multiple pieces of equipment, tools, or project supplies can be purchased with grant funds, but no one tool can have a unit cost of \$5,000 or more, even if that cost is split across grant and match funds.
- Equipment rental

Ineligible Project Expenses

Ineligible project expenses include, but are not limited to:

- Costs incurred prior to the start date of the fully executed grant agreement.
- Purchase of trees listed on the [Minnesota Noxious Weed List](#), or the DNR's [Invasive Terrestrial Plants List](#), including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
- Purchase of balled and burlapped trees larger than 2.5" caliper, containerized trees larger than #20, or bareroot trees greater than 2" caliper diameter.
- Purchase of tree species that already make up 10% or more of the community's public trees, or in a family that makes up 20% or more of the public trees.
- Purchase of plants other than trees, such as living ground covers, sod, grass seed, and flowers.
- Purchase of land or easements.
- Major soil purchases, grade changes or construction.
- Capital expenditures (items with a unit cost of \$5,000 or more), such as buildings, motor vehicles, trails, or other permanent structures.
- Experimental practices not approved by DNR.

Questions about additional eligible or ineligible expenses can be directed to ucf.dnr@state.mn.us.

Application Details and Instructions

When filling out the application, ensure all sections are completed and the application is submitted by the deadline. Pay close attention to the requested information and respond to all questions. Detailed responses and completeness are strongly encouraged: if funded, the application responses will become a grantee's work plan. Make sure enough information is provided, especially in the timeline and budget sections, to serve as a complete work plan. Grantees will need to meet the objectives stated in their work plans by the end of the grant program. Clearly demonstrate in the application how the proposed project does or does not meet the grant priority and how it aligns with eligibility requirements (including project activities and costs). Be sure that the application does not request funding for any ineligible project expenses.

A complete application will consist of the following:

1. Application form ([PDF, format unchanged](#))
2. Budget ([Excel, format unchanged, additional lines added as needed](#))
3. Application identifies locations of grant project work. Submission must show whether work will take place within the Priority Areas; examples may include:
 - Application states:
 - that project work is taking place community-wide based on your organization's geographic purview; or
 - that work will only take place within areas identified by the supplemental demographic index; or
 - that no project work will take place within the supplemental demographic index.
 - Maps are provided, showing project area (ex. printing screenshot of [Priority Area map](#), outlining project area, scanning, and submitting with application;)
4. 3-Year Tree Establishment Plan for newly-planted trees, *if planting trees* ([PDF, format unchanged](#))
5. Species and Stock List from which trees will be planted, *if planting trees* (any format acceptable; contact ucf.dnr@state.mn.us with questions about species eligibility)
6. Local units of government, submit a management Plan, if already completed (local units of government **must** have adopted on or after June 30, 2017, and submitted with their application or plan to adopt a management plan through this grant process- if your community does not have a management plan in place, budget for the cost of obtaining one during this grant program)
7. Letter(s) of support, *if collaborating with an outside organization* (any format acceptable)
8. Pre-Award Risk Assessment Questionnaire and associated financial documents, *if applicant is requesting \$50,000 or more in grant funds. Tribal governments are exempt from this requirement.* ([PDF, format unchanged](#))

9. List of Authorized Signer(s), *including name(s), title(s), and email address(es)*. (Any format acceptable)

Data Privacy and Trade Secret Notice

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Applications are private or non-public until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or non-public data until all agreements are fully executed. After DNR has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn.

Stat. § 13.37. A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application (Minn. Stat. § 13.599, subd. 3).

Application Submission Instructions

After reading through the Request for Applications, complete all parts of the application, which can be found [online](#). Grant applicants are required to submit applications by email to ucf.dnr@state.mn.us. Applications must be received electronically by October 28, 2025, to be considered for funding. The applicant is responsible for ensuring their submission is received by DNR by the deadline; applications received after the deadline will not be eligible for consideration. DNR is not responsible for any technical or logistical problems causing an application to be received late.

Review Process and Timeline

All applicants must meet the minimum requirements identified in this Request for Applications to obtain funding.

A UCF Grants Steering Committee, made up of staff from the DNR Division of Forestry, and select stakeholders, will evaluate applications received by the application deadline, recommend projects and award amounts to the DNR. DNR will review the UCF Grants Steering Committee recommendations and is responsible for final award decisions. Final grant awards are contingent upon a pre-award financial to ensure there are no concerns that cannot successfully be mitigated upon negotiation with the State. *The award decisions of DNR are final and not subject to appeal.*

Process	Timeline
RFA posted on the DNR website	August 13, 2025
Questions from applicants on application process due	October 14, 2025
Applications due	October 28, 2025
Project Selection Recommendations; Financial and Capacity Review; Grant Agreement Negotiations	December 1, 2025-January 23, 2026
Work Plans Approved, Contracts Executed, Grant Work Begins	April 15, 2026

DNR expects to contact selected grantees by January 23, 2026. If selected, grantees may only incur eligible expenditures after the grant contract is fully executed and the grant has reached its effective date.

Awards are not publicly announced until all grant agreements are fully executed.

Required financial and grantee capacity review

To protect the interest of the State and to ensure the effective and timely completion of publicly funded grant projects, agencies must ensure that entities that receive grants are financially and operationally capable of performing all duties required of the grant. The [OGM 08-06](#) policy establishes minimum requirements for granting agencies conducting pre-award risk assessment and financial review of potential grantees. As required by *Minn. Stat. §16B.981/Chapter 62 - MN Laws, Article 7, Section 11*, a pre-award risk assessment must be conducted for grant awards of \$50,000 or more. This policy does not apply to Tribal governments.

All grantees as defined in *Minn. Stat. §16B.981 Subd. 1 (c)* applying for grants in the state of Minnesota must undergo a financial and capacity review prior to final grant award of \$50,000 and higher. Such applicants must include the Pre-Award Risk Assessment Questionnaire and associated financial documents with their application.

Review of the Pre-Award Risk Assessment Questionnaire and associated financial documents may result in a request for more information for the purpose of satisfying any DNR concerns. When requesting additional information from a potential grantee, the DNR will give the potential grantee 15 calendar days to respond or to work with the DNR to develop a risk mitigation plan to satisfy the concerns.

Questions:

Submit questions to ucf.dnr@state.mn.us. Answers will be posted weekly [online](#). Questions must be submitted no later than October 14, 2025 to be included on the website.

Liability and Project Implementation

DNR is not liable for any costs incurred by any organization or individual for work performed in the preparation and production of an application, nor for any work performed prior to the execution of the grant contract. Project work and expenses that are eligible for reimbursement with grant funds CANNOT be started or incurred until the grant contract is fully executed. Grant agreements for awarded projects are expected to be fully executed by April 15, 2026. A fully executed grant agreement is one where all necessary signatures have been obtained.

Reimbursement and Reporting

All grant funds will be provided on a reimbursement basis. Reimbursement may be submitted semi-annually by the following deadlines:

1. June 15, 2026
2. December 15, 2026
3. June 30, 2027 Final Report Due

The following information must be submitted to be deemed a complete reimbursement request:

- An Accomplishment Report describing the grant accomplishments/deliverables and their impacts since the last reimbursement request.
- A Partial Payment Form along with detailed invoices and proof of payment for grant-funded purchases.
- Photo documentation of project progress at appropriate phases, and illustration, diagrams, charts, graphs, and maps to show results.
- Shapefiles of 1) all trees removed (including stumps ground), treated, maintained, and planted on public land, with the trees identified by species, and 2) all work on residential land aggregated by census track. (Note: Grantees without access to shapefile-generating software can notify DNR staff at ucf.dnr@state.mn.us, who will work with the grantee to assist in this requirement.)

All complete reimbursement requests received by the deadlines will be reviewed by DNR staff. Provided that the grantee is in compliance with all terms of the Request for Application and grant contract, verified project activities and eligible expenses will be reimbursed up to 90%, with 10% retained until the project is completed.

Accommodations may be offered in select circumstances, and in accordance with Office of Grants Management policies, at the discretion of the agency. Please reach out to DNR staff at ucf.dnr@state.mn.us for more information on requesting accommodations.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted

on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

If two successive updates are missed, DNR staff will contact grantee requesting a grant progress update and explanation of why grant reporting has been late. If a report is not received within 60 days of the request, DNR will assume work is not being conducted and begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.

If within two successive updates necessary progress has not been made in accomplishing work within the grant contract, DNR staff may request a meeting to discuss why progress is not being made and may begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.

Project Completion

All project work must be completed, and the final request for reimbursement (along with the final report) must be submitted by **June 30, 2027**.

Grant Performance

If awarded, grant performance will be reviewed on timeliness, budget management, reporting and documentation, meeting outcomes and deliverables, responsiveness and communication, and acknowledgement and reflection on grant performance. This information may be considered for future grant application and award processes.

Other Considerations

DNR reserves the right to:

- Contact awarded applicants about applications for other UCF grants.
- Post funded applications and reports, including images and maps, to the DNR website
- Consider existing open grants for performance and community need for additional funding
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Clarify the scope of this program, within the RFA requirements and with appropriate notice to potential applicants, to best serve the interests of the state of Minnesota
- Amend program specifications after the RFA release, with appropriate notice to potential applicants
- Require a good faith effort on the part of the grantee to work with DNR after project completion to develop or implement project as proposed and contracted
- Withhold any payments or cancel contracts when contract conditions are not met

Exhibit A: Application evaluation score sheet

Selection Criteria and Weight

The steering committee will be reviewing each eligible application on a 100-point scale, and past grant performance on a 5-point scale. Scores will be used to develop final recommendations. Applicants are encouraged to score their own applications using the evaluation score sheet before submitting the application. While not required, this step may help applicants meet the criteria that grant reviewers will be scoring.

PROJECT PRIORITY SCORING (maximum score is 6)				
<i>Application projects for the MN ReLeaf grant will be evaluated and prioritized according to the following criteria:</i> <i>- Projects located in a census block group with a supplemental demographic index score in the 70th percentile or higher within the state of Minnesota.</i> <i>- Justification of Priority Area focus methodology.</i>				
Criterion	Meets Priority (High) – 3 points	Meets Priority (Medium) – 2 points	Meets Priority (Low) – 1 point	Does Not Meet Priority (Very Low) – 0 points
Project in Priority Area (SDI ≥70%). Project occurs fully or mostly in a census block group at or above the 70th percentile SDI. Includes map.	100% of the grant project work is within the Priority Area.	50%, or more, of the grant project work is within the Priority Area.	49%, or less, of the grant project work is within the Priority Area.	Applicant is not conducting any work within the Priority Area.
Justification of Priority Area Focus. Justification of calculation through assumptions or data.	Justification is clear, logical, and data-informed . Applicant demonstrates a strong understanding of how each eligible activity ties to the Priority Areas, using quantitative or spatial data (e.g., GIS maps, cost estimates, time allocations, or tree inventory stats). Includes realistic assumptions	Justification is generally sound but lacks detailed evidence. Applicant explains activities in Priority Areas but provides only partial quantification or assumptions.	Justification is vague or inconsistent . Little explanation of how the percent was determined or activities are not clearly tied to Priority Areas.	Justification is missing, illogical, or unsupported . No attempt to explain how the number was calculated or claimed percentage seems inflated/unrealistic.

Priority Tiered Review Rubric

To be funded, the application must meet Minimum Required Project score of 70 and either no Past Grant Performance Score (e.g. no Grant Closeout Form was available) or a Minimum Past Grant Performance score of 3, or greater. Applications must meet all requirements for funding (see "Application Requirements" section), applicants will be funded based on their eligible request and amount of available funding.

Priority Score = Project in Priority Area Score + Justification of Priority Area Focus			
	Priority Score	Minimum Required Project Score (Out of 100)	Minimum Past Grant Performance Score (Out of 5), if applicable
Tier A – 1 st Scored	5-6	70	3
Tier B – 2 nd Scored	3-4	70	3
Tier C – 3 rd Scored	0-2	70	3

PROJECT APPLICATION SCORING (maximum score is 100)

Application projects for the MN ReLeaf Grants will be evaluated and ranked according to the following criteria and points:		Points
1. Project Overview and Need - Application is clear, complete, descriptive and clearly meets all minimum requirements and additional requirements. - Community has a readiness to take on a project of the proposed scope and size. - Application details the projects impact and shows high need for project and state grant funding. - Application incorporates the preservation and increase of canopy cover, and/or maintenance, especially within Priority Areas.		30
2. Project Timeline - Timeline provides specific dates for all activities. - Timeline is easy to read and comprehend. - Timeline follows best management practice. - Timeline accounts for grant reporting and end dates. - Timeline is realistic given the extent of the proposed project activities and the resources available and requested to accomplish the project.		20
3. Project Budget and Budget Explanation - Budget explanation is detailed and provides specific dollar amounts for anticipated use. - Budget totals equal amount requested. - Financially realistic and cost effective. - Project budget uses grant funds only for eligible expenses. - Project seeks to maintain tree canopy or replant more trees than removed.		10
4. Community Engagement and Impact - Planning and collaboration clearly serves and includes residents within the project area. - Affected/benefitted communities are engaged and input is incorporated prior to project implementation and throughout the project. - Potential environmental impacts to residents have been addressed and shows an appropriate approach to mitigate negative impacts. - Application demonstrates awareness to potential barriers to participation by some community members and addresses with actionable items for these communities (examples include program focal areas, outreach in multiple languages, inclusion throughout the project), impacts on priority populations are clear and tangible. - Project focuses on Priority Areas, and or within populations that comprise Priority Areas (communities with higher populations of low-income residents, persons with disabilities, less than high school education, limited English speaking, and low life expectancy).		15

5. Communications • Communication strategies are directly related to project accomplishments, activities, or both, and multiple forms of communication are listed with potential to reach the public. • Tree care-related messaging includes EAB information designed to slow the spread, the importance of trees in communities, and/or pruning and maintenance.	10
6. Key Personnel • Key personnel are listed with corresponding project roles and showcase the expertise and capacity to complete proposed grant work. • All components that require a certification are met and listed (e.g. for residential work, planting Balled & Burlapped, etc.). • All certifications and education degrees are listed for staff or contractors. • A high scoring community will have staff or contractors with a degree in a related field, or a combination/multiple staff with ISA Certified Arborist, TCIA accreditations, or both.	15
Total	100

PAST GRANT PERFORMANCE SCORING (maximum score is 5)	
PAST DNR URBAN & COMMUNITY FORESTRY GRANT RECIPIENTS ONLY The section on past grant performance within the Community Tree Planting Grant application will be evaluated and ranked according to the following criteria and points:	Points
1. Past Grant Performance • The most recent UCF Grant Closeout form is addressed. This may include addressing meeting timeliness, budget management, reporting and documentation, meeting outcomes and deliverables, responsiveness and communication. • Past performance issues and corrective actions are explained, if applicable. • Past performance of strong grant management practices is described, and continued implementation is explained, if applicable. • A high scoring applicant will provide insightful reflection on past performance, and provide specific examples of learning and corrective actions, or continued strong grant management practices.	5
Total	5

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approval for Wood Chucks Tree Service for Tree Trimming/Pruning
Prepared By: Scott Schroeder, Parks Superintendent

Background:

In June, our community experienced a severe storm that caused widespread damage to trees throughout the City. Many right-of-way trees were left with broken branches, weakened limbs, and other issues that now pose safety risks to pedestrians, motorists, and nearby properties. City staff has responded to the most immediate hazards, but much of the remaining damage requires specialized attention.

To ensure the long-term health and stability of these trees, proper pruning and trimming by a certified tree service contractor is needed. Contractors have the expertise and equipment to safely manage large or compromised limbs, while also promoting healthy growth. Their work will help reduce the risk of future storm damage and maintain the strength of the urban canopy. This investment in corrective and preventive care will improve public safety, protect infrastructure, and preserve the natural beauty of our neighborhoods for years to come.

City staff reached out for quotes for tree trimming in “Section B” (per the attached map) and received one quote from local contractors. Wood Chucks Tree Service, Bemidji, MN had the lowest quote at \$56,000.00.

Vendor	Section	Unit Cost	Cost
Lumberjack Tree Service	B	Did not supply	\$0.00
Lofgren Landscaping & Tree Service	B	Did not supply	\$0.00
Jake's Tree Service	B	Did not supply	\$0.00
Wood Chucks Tree Service	B	\$56,000.00	\$56,000.00

Recommendation:

It is recommended that the City Council pass a motion approving the purchase of tree pruning services through Wood Chucks Tree Service, Bemidji, MN had the lowest quote at \$56,000.00 to be funded from the Parks Department budget along with proposed disaster relief.

City of Bemidji

Right Of Way Tree Trimming

Due to the storm this past June, the City is looking to hire a local contractor to go through the City and prune/trim the right of way trees.

Light or Safety Prune shall consist of the minimum pruning necessary to correct extreme or undesirable conditions that may be hazardous to persons or property.

- i. Remove all dead and dying branches greater than 2.5 inches in diameter
 - ii. Remove all broken or loose branches lodged in the trees
 - iii. Remove all lower limbs that constitute a threat to persons or property, including those that fall within the City clearance standards. I.e. buses, snow plows, garbage trucks...
-
- Project NEEDS to be done before winter.
 - Trimming is defined as raising up the canopy and trimming tree branches back from overgrowth. (detailed above)
 - Remove any hangers or hazardous tree branches in trees.

The map shows two areas; A and B. Knowing that is a lot of area to cover, we are asking each contractor to supply a bid for each area.

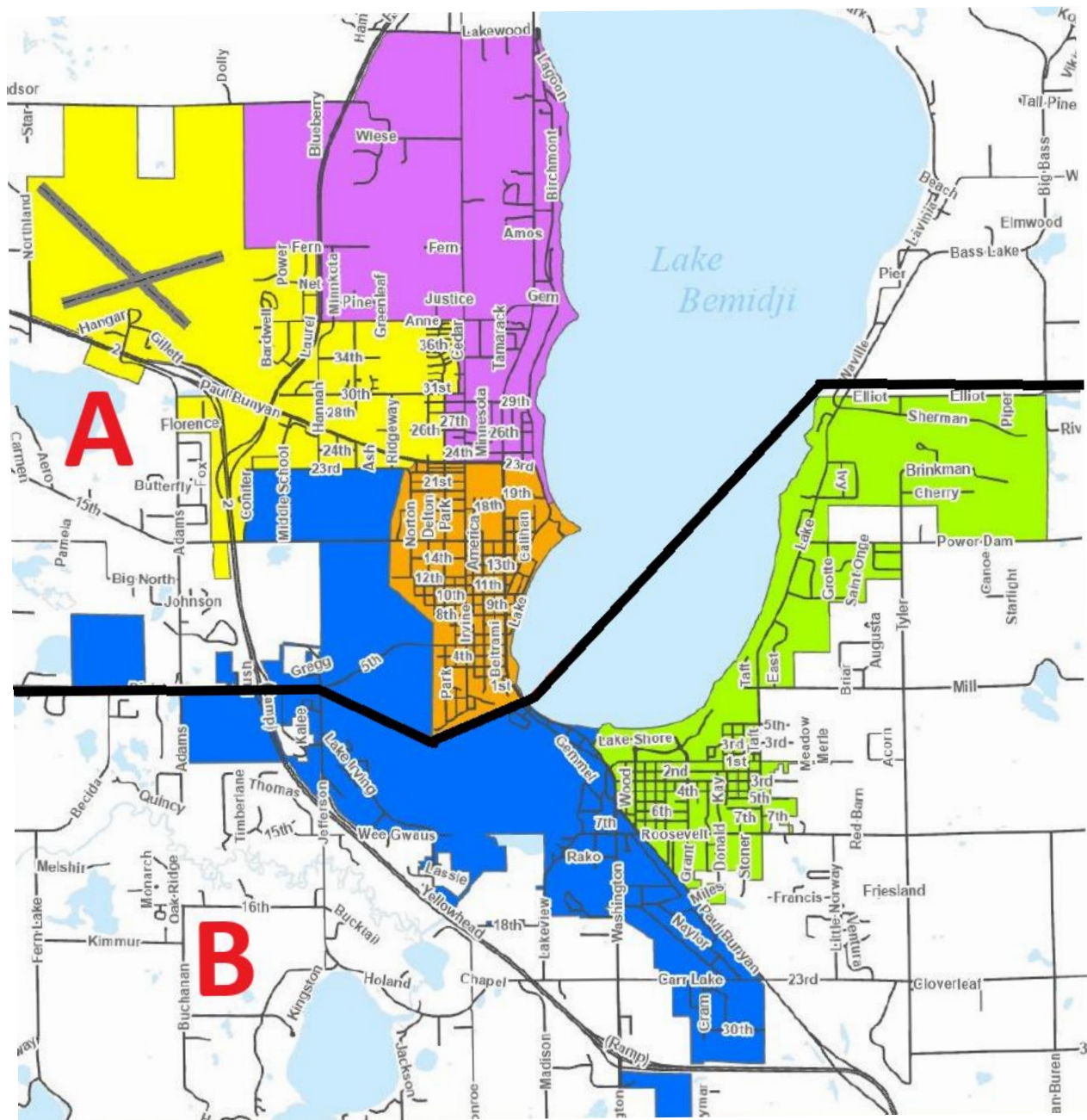
Full disclosure, City staff has trimmed back/up the ROW's in the orange, purple, yellow areas and some of the southern end of green area in 2024-25.

There are a couple ways to determine what's a right of way tree. If there is interest in this project, it is REQUIRED that you meet with the Parks Superintendent or City Arborist to be sure the contractor understands what the scope of work is.

Please let me know if there are any questions.

Thank you

Scott Schroeder
218.333.1861



Wood Chucks Tree Service

Tree Removal • Stump Grinding • Snow Plowing
Brush Hog • Lot Cleaning • Bobcat Work • Custom Logging

Chuck Ellis

696 Schroeder Rd NW
Bemidji MN 56601
Cell: 218-556-1453
Home: 218-444-6819



INSURED

Name City of Bemidji Date 8-28-25

Address _____

Tree Trimming Job

Section A				
\$375 per hour				
about 4 weeks to				
Finish				
@ 50 hrs per week	\$	18,750	00	
\$18,750 x 4 weeks =	\$	75,000	00	
Total	\$	75,000	00	
EST				

1.5% per Month interest added on accounts past due over 30 days. \$1.00 min charge

Wood Chucks Tree Service

Tree Removal • Stump Grinding • Snow Plowing
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Chuck Ellis

696 Schroeder Rd NW
Bemidji MN 56601
Cell: 218-556-1453
Home: 218-444-6819



INSURED

Name City of Bemidji Date 8-28-25

Address _____

Tree Trimming Job

Section B				
\$375 per hour				
about 3 weeks to				
Finish				
@ 50 hour weeks	\$	18,750	00	
\$18,750 x 3 weeks	\$	56,250	00	
Total	\$	56,250	00	
EST				

1.5% per Month interest added on accounts past due over 30 days. \$1.00 min charge

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approval for Jake's Stump Grinding for Tree Trimming/Pruning
Prepared By: Scott Schroeder, Parks Superintendent

Background:

In June, our community experienced a severe storm that caused widespread damage to trees throughout the City. Many right-of-way trees were left with broken branches, weakened limbs, and other issues that now pose safety risks to pedestrians, motorists, and nearby properties. City staff has responded to the most immediate hazards, but much of the remaining damage requires specialized attention.

To ensure the long-term health and stability of these trees, proper pruning and trimming by a certified tree service contractor is needed. Contractors have the expertise and equipment to safely manage large or compromised limbs, while also promoting healthy growth. Their work will help reduce the risk of future storm damage and maintain the strength of the urban canopy. This investment in corrective and preventive care will improve public safety, protect infrastructure, and preserve the natural beauty of our neighborhoods for years to come.

City staff reached out for quotes for tree trimming in "Section A" (per the attached map) and received two quotes from local contractors. Jake's Tree Service, Bemidji, MN had the lowest quote at \$50,000.00.

Recommendation:

It is recommended that the City Council pass a motion approving the purchase of tree pruning services through Jakes Tree Service, Bemidji, MN had the lowest quote at \$56,000.00. to be funded from the Parks Department budget along with proposed disaster relief.

City of Bemidji

Right Of Way Tree Trimming

Due to the storm this past June, the City is looking to hire a local contractor to go through the City and prune/trim the right of way trees.

Light or Safety Prune shall consist of the minimum pruning necessary to correct extreme or undesirable conditions that may be hazardous to persons or property.

- i. Remove all dead and dying branches greater than 2.5 inches in diameter
 - ii. Remove all broken or loose branches lodged in the trees
 - iii. Remove all lower limbs that constitute a threat to persons or property, including those that fall within the City clearance standards. I.e. buses, snow plows, garbage trucks...
-
- Project NEEDS to be done before winter.
 - Trimming is defined as raising up the canopy and trimming tree branches back from overgrowth. (detailed above)
 - Remove any hangers or hazardous tree branches in trees.

The map shows two areas; A and B. Knowing that is a lot of area to cover, we are asking each contractor to supply a bid for each area.

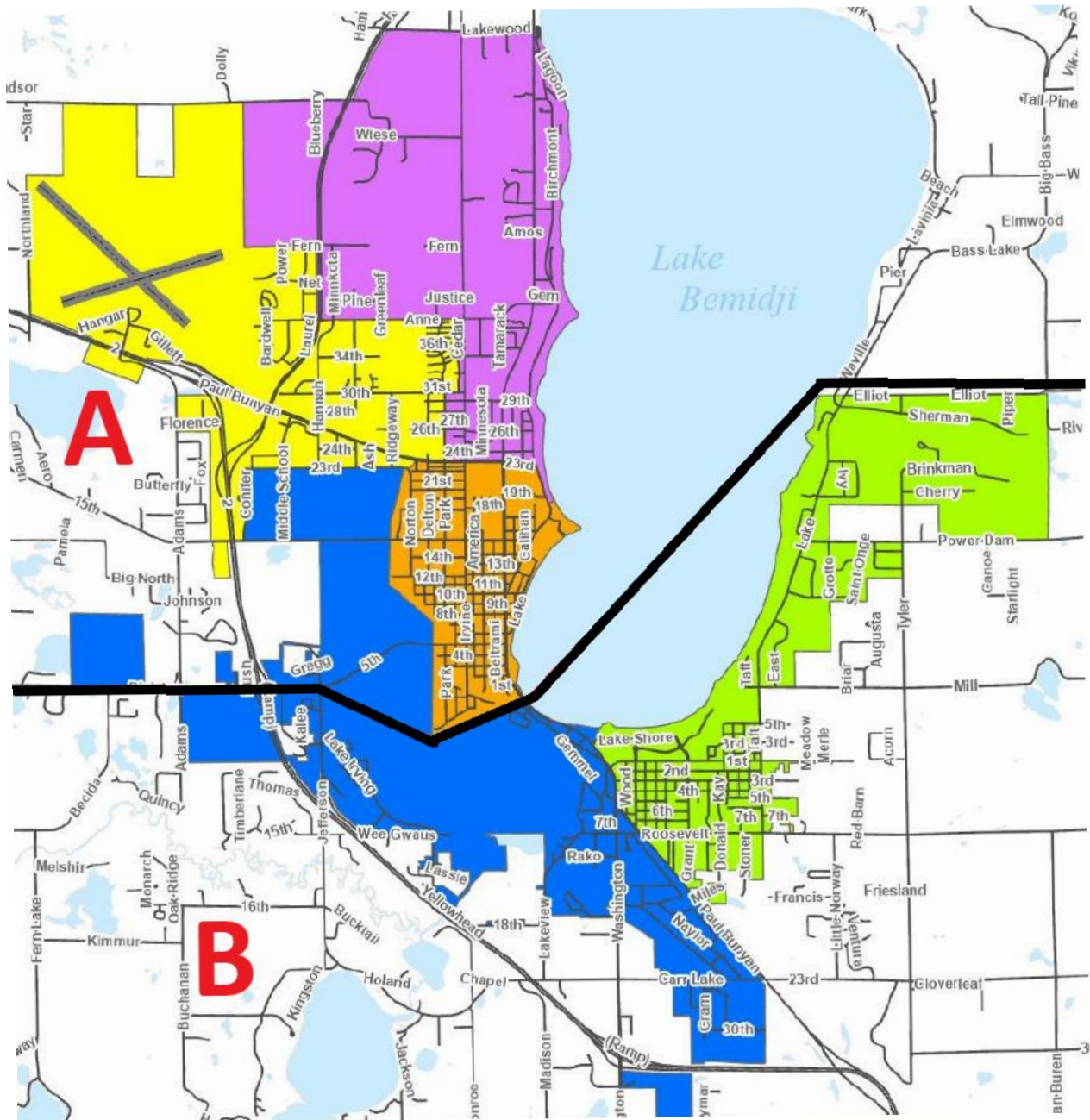
Full disclosure, City staff has trimmed back/up the ROW's in the orange, purple, yellow areas and some of the southern end of green area in 2024-25.

There are a couple ways to determine what's a right of way tree. If there is interest in this project, it is REQUIRED that you meet with the Parks Superintendent or City Arborist to be sure the contractor understands what the scope of work is.

Please let me know if there are any questions.

Thank you

Scott Schroeder
218.333.1861





Citi of Bemidji

Scott Schroeder

Bid for section A (trimming city of Bemidji)

To start on or around October 1st

To Trim section A would be 50,000\$

Thanks Jacob R Mellema

Dated 8/29/2025

A handwritten signature in black ink, which appears to read "Jacob R Mellema". The signature is written in a cursive, flowing style with a large, prominent initial 'J'.

Wood Chucks Tree Service

Tree Removal • Stump Grinding • Snow Plowing
Brush Hog • Lot Cleaning • Bobcat Work • Custom Logging

Chuck Ellis

696 Schroeder Rd NW
Bemidji MN 56601
Cell: 218-556-1453
Home: 218-444-6819



INSURED

Name City of Bemidji Date 8-28-25

Address _____

Tree Trimming Job

Section A				
\$375 per hour				
about 4 weeks to				
Finish				
@ 50 hrs per week	\$	18,750	00	
\$18,750 x 4 weeks =	\$	75,000	00	
Total	\$	75,000	00	
EST				

1.5% per Month interest added on accounts past due over 30 days. \$1.00 min charge

Wood Chucks Tree Service

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Chuck Ellis

696 Schroeder Rd NW
Bemidji MN 56601
Cell: 218-556-1453
Home: 218-444-6819



INSURED

Name City of Bemidji Date 8-28-25

Address _____

Tree Trimming Job

Section B				
\$375 per hour				
about 3 weeks to				
Finish				
@ 50 hour weeks	\$	18,750	00	
\$18,750 x 3 weeks	\$	56,250	00	
Total	\$	56,250	00	
EST				

1.5% per Month interest added on accounts past due over 30 days. \$1.00 min charge

COUNCIL AGENDA ITEM



Meeting Date: September 15th, 2025

Action Requested: Approve Flooring Option and Built in Induction Units

Prepared By: Bobby Anderson, General Manager at The Sanford Center

Reviewed By: Rich Spiczka, City Manager

We are recommending the approval of the upgraded options of Flooring for in the suites and built in Induction Heating Units in the Counter Tops. There will be significant savings in labor as well as efficiencies for our suite holders while staying on the leading edge of industry technology.

- | | |
|------------------------------------|-------------|
| • Shaw Flooring LVT option | \$9,014.62 |
| • St. Germain's Built In Induction | \$58,270.00 |

Financing:

This would be paid for out of the City's Sanford Center CIP budget for the facility.

Recommendation:

Authorize the Upgrade from Shaw Flooring and St. Germain's for \$67,284.62 out of the CIP budget for the Sanford Center.

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approve and sign MOU
Prepared By: Justin M. Sherwood, Fire Chief

Background:

The Bemidji Fire Department and the Headwaters SWAT Team have recognized a critical need to incorporate a tactical medic component into their operations. This collaboration was viewed as crucial to enhancing the level of care and support available during high-risk incidents, where prompt medical intervention can significantly impact outcomes. By placing trained medics within SWAT deployments, the aim is to bridge the gap between tactical response and emergency medical care, ensuring both team members and civilians have access to advanced medical support in potentially life-threatening situations. This initiative highlights the shared commitment of fire and law enforcement to prioritize safety, preparedness, and comprehensive community service.

Since December 2023, Bemidji Fire Department members have been training monthly alongside this group, building proficiency in specialized movements, mastering critical tactical skills, and refining communication techniques essential in high-stress operations. These joint sessions have not only strengthened the operational capabilities of our personnel but have also built trust, teamwork, and a unified approach to incident response.

The creation and continued operation of this group have sustained minimal costs to the department. Through the generosity of donations and grant funding, the program has been able to provide high-quality training and equipment without creating a financial burden on the city or departmental budget.

After 18 months of preparation, development, and integration, this group has proved its readiness to move from training status to active deployment. They are now fully prepared to be officially recognized as part of the Headwaters SWAT Team and to deploy alongside the team whenever called upon. I believe that this reflects both the dedication of the members involved and the value of interagency collaboration in ensuring the highest level of public safety for our region.

Recommendation:

Staff recommends that the City Council approve and sign the Tactical Medic Support Agreement with Beltrami County.

TACTICAL MEDICAL SUPPORT AGREEMENT

THIS AGREEMENT is between Beltrami County, a political subdivision of the state of Minnesota, 701 Minnesota Ave NW, Bemidji, MN 56601, on behalf of the Beltrami County Sheriff's Office, (the "County") and the City of Bemidji, a municipal corporation under the laws of the state of Minnesota, 317 4th St NW, Bemidji, MN 56601, on behalf of the Bemidji Fire Department. (the "City"), (collectively the "Parties").

WITNESSETH:

WHEREAS the Beltrami County Sheriff Special Weapons and Tactics (S.W.A.T.) Team, and its affiliated Headwaters S.W.A.T. Team requires on-site medical support during training and tactical incidents; and

WHEREAS the City operates and oversees the Bemidji Fire Department as a duly organized department of the City; and

WHEREAS the City represents that it's Fire Department personnel are qualified to provide such medical support, and the City is interested in furnishing such services under the terms of this Agreement.

NOW, THEREFORE, the Beltrami County, on behalf of the Beltrami County Sheriff's Office and the City of Bemidji, on behalf of the Bemidji Fire Department agree to the following:

I. PURPOSE

This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to one government, the Beltrami County Sheriff's Office, from another governmental unit, the City of Bemidji Fire Department.

II. TERM

This Agreement shall commence on September 02, 2025 and shall continue until terminated as provided herein.

III. SCOPE OF SERVICES

The Bemidji Fire Department agrees to provide medical support during tactical incidents that the Beltrami County Sheriff S.W.A.T. Team responds to, upon receiving a request for assistance, and shall provide such support when and where such services are requested.

The Bemidji Fire Department will provide qualified medical support personnel and necessary equipment to the Beltrami County Sheriff S.W.A.T. representatives under the terms of this Agreement.

Medical support shall include, but not be limited to, the following services:

- Treatment of injuries to Headwaters S.W.A.T. personnel and others during tactical callouts or training.
- Provide primary medical support for all persons located inside operation perimeters established during a tactical incident.
- Provide medical information and assistance during tactical incidents.
- Assistance, as may be appropriate, during a training exercise.

Except for the Bemidji Fire Department assigned personnel, the scope of this agreement does not include any other services or equipment that may otherwise be provided by the Bemidji Fire Department, such as a fire suppression vehicles that may be dispatched to an incident where a Bemidji Fire Department personnel has previously been assigned.

IV. REQUESTS FOR ASSISTANCE

Request for Assistance. Whenever, in the opinion of the Beltrami County Sheriff's Office, there is a need for assistance under this Agreement, the County may call upon the Bemidji Fire Department to furnish Assistance.

Response to Request. Upon the request for Assistance from the Beltrami County Sheriff's Office, the Bemidji Fire Department may authorize and direct the assigned personnel to provide assistance. This decision will be made after considering the needs of the Beltrami County Sheriff's Office and the availability of resources.

Recall of Assistance. The Bemidji Fire Department may at any time recall such assistance when, in his or her best judgment or by an order from the governing body, it is considered to be in the best interests of the City to do so.

Command of Scene. The Beltrami County Sheriff's Office shall be in command of the tactical operation scene. The assigned personnel and equipment of the Bemidji Fire Department shall be under the direction and control of the County until dismissed, or until withdrawn by the City.

V. SELECTION AND REMOVAL OF PERSONNEL

A panel of representatives from the Bemidji Fire Department and the Beltrami County Sheriff will mutually select the personnel assigned to the Beltrami County Sheriff S.W.A.T. Team under this Agreement. The selection process will include a review of job performance history and testing deemed appropriate for the assignment, such as, but not limited to, interviews and a physical agility test.

The Beltrami County Sheriff's Office and the Bemidji Fire Department reserve the right to remove the assigned personnel for reasons related to team integrity or operational continuity.

VI. MEDICAL DIRECTION

The Bemidji Fire Department shall retain a medical director to support it's assigned personnel. All physician contact and standard operating procedures involving medical support shall be under the supervision of the Bemidji Fire Department medical director. Upon request from the Beltrami County Sheriff's Office, the Bemidji Fire Department medical

director will be available for consultation during tactical operations, review any incidents occurring during tactical operations, and review the Bemidji Fire Department's tactical performance related to medical issues.

VII. EMPLOYMENT STATUS AND WORKERS' COMPENSATION COVERAGE

Bemidji Fire Department personnel shall remain employees of the Bemidji Fire Department at all times when providing services under and related to this Agreement. The Bemidji Fire Department expressly acknowledged it is responsible for providing workers' compensation coverage for its personnel during the time such personnel provides assistance to the Beltrami County Sheriff's Office under this Agreement including while arriving or while leaving a scene or while Bemidji Fire Department members are receiving training as part of the obligations of this Agreement.

Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteers or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

VIII. EQUIPMENT

The Bemidji Fire Department will provide its tactical medics with medical equipment and supplies.

The Bemidji Fire Department will provide its tactical medics with any tactical equipment and any tactical uniforms required to be used or worn by the paramedic personnel.

Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

IX. INDEMNIFICATION

Each party shall indemnify and hold harmless the other party against all claims, losses, damage, liability, suits, judgments, costs, and expenses because of the actions or inactions of personnel assigned by that party to participate in Beltrami County Sheriff activities where the claim, loss, damage, liability, suit, judgment, cost, and expense is not based on a claim of negligence by Bemidji Fire Department, its agents, employees or assignee. This agreement to indemnify and hold harmless does not constitute a waiver of limitations on liability provided by Minn. Stat. Chap. 466.

X. LIABILITY

To the extent permitted under the Federal Tort Claims Act, the Minnesota Municipal Tort Liability Act (Minn. Stat. Chap. 466), and any other applicable federal or state law, Beltrami County shall be responsible for any and all damage, loss, expense, claims, suits, or other expenses incurred as a result of, or in connection with, the providing of services by the Bemidji Fire Department personnel under this Agreement, but only where such damage, loss,

expense, claims, suits or other expenses incurred are not based on a claim of negligence by Bemidji Fire Department, its agents, employees or assignee. The presence of, and the supervision by, any medical, administrative, staff, or other employee of the Bemidji Fire Department shall in no way be construed to relieve Beltrami County of its responsibility or to limit it to only the extent that damage or loss is covered by existing professional liability insurance.

For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

The intent of this section is to impose on Beltrami County a duty to defend and indemnify a the City for claims related to the performance of obligations under this Agreement, subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

XI. SUBCONTRACTING AND ASSIGNMENTS

The Bemidji Fire Department shall not enter into any subcontract for the performance of any of the services contemplated under this Agreement.

XII. COMPLIANCE WITH LAWS

The parties agree to abide by all pertinent state and federal statutes, rules, and regulations, including data practices, Minn. Stat. Chap. 13, and health records, Minn. Stat. 144.291-.298.

XIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon thirty (30) days written notice delivered by mail or in person. Notice shall be delivered to the address first written above. If notices are delivered by mail, they shall be effective two days after mailing.

XIV. ENTIRE AGREEMENT

This agreement constitutes the entire agreement of the parties. This agreement shall not be altered or amended except by agreement in writing signed by the parties.

XV. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this contract, the legal relations between the parties, and the performance under this agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those District courts located within Beltrami County, State of Minnesota, or other such State of Minnesota Court or administrative agency having jurisdiction over the litigation. Litigation, however, in federal courts involving the herein parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates listed below:

CITY OF BEMIDJI

Richard Spiczka, City Manager

Date: _____

Justin Sherwood, Fire Chief
Bemidji Fire Department

Date: _____

Jorge Prince, Mayor

Date: _____

BELTRAMI COUNTY

Thomas Barry, County Administrator

Date: 9-3-25

Jason Riggs, Sheriff
Beltrami County Sheriff's Office

Date: 09-05-2025

Craig Gaasvig, Board Chair

Date: 9/2/2025



CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Consider Professional Services Amendment for Loucks Engineering - Bemidji Rail Corridor Project - City Project 25-05
Prepared By: Samuel C. Anderson, City Engineer/DPW

Background:

Back in February, Council authorized professional services proposals for both Barr Engineering & Loucks to complete design & bidding services for the soil clean-up/remediation bid package (Bid Package #01) for the rail corridor.

Due to the need to re-bid the soil remediation & earthwork bid package with some additional re-design. Loucks will have additional staff time and fees required that were not assumed in the initial proposal for design services for the project.

The current design services contract with Loucks was approved for \$107,098 to assist city staff with design & bidding services for Bid Package #01. The addition redesign & re-bidding assistance for \$29,384 will bring the overall total of the agreement to \$136,482. The increased costs will be covered using the overall project budget sources anticipated to be a combination of DEED clean-up grant (\$902K), DEED redevelopment grant (\$590K) funds, City land proceeds (Circle K), potential rail corridor land purchase funds, and/or stormwater utility funds.

Upon approval, these items would be started to keep the project on its revised schedule of building removal and some contaminated soil removal this fall and the remaining earthwork moving in the Spring 2026.

Recommendation:

It is recommended that the city council pass a motion authorizing a professional services agreement amendment with Loucks Engineering in the amount of \$29,384 for the Bemidji Rail Corridor Project - City Project 25-05.



To: **Sam Anderson, PE | City Engineer/Director of Public Works**
City of Bemidji
317 4th Street NW
Bemidji, Minnesota 56601
Tel: 218.333.1851
Email: sam.anderson@ci.bemidji.mn.us

From: Jeffrey A. Shopek, PE, fNSPE, Principal Engineer- Loucks
Jon Knutson, EIT – Loucks

Project: Bemidji Redesigned Rail Corridor Soil Remediation and Earthwork
Bemidji, MN. City Project No. 25-05

Date: 09/10/2025
Loucks # 17343.0D
Subject: Rebidding Documents services

This provides a summary of our proposed work to rebid the Rail Corridor Soil Remediation and Earthwork project.

The change order to the original contract will include services for the following tasks with an estimated fee of \$29,384. The fee will be billed hourly for the additional services.

Scope of Work:

- Revise Soil Remediation Construction Management Plans for earthwork below the groundwater elevation
- Revise Soil Geotechnical Construction Management Plans for earthwork below the groundwater elevation
- Revise Construction Specifications to detail groundwater and dewatering procedures.
- Adjust earthwork quantities and plans to relocate the mixed-use buildings away from deeper corrections after analysis of excavation trenches.
- Revise Public Bidding Documents (Bid Tab, Advertisement for Bid, Project Manual)
- Set up Quest CDN for the new bid
- Provide updated Opinion of Cost
- Provide Bid Summary

Bemidji Rail Corridor Redevelopment

August 28, 2025

Loucks Project No. 17343.0D

**LOUCKS ESTIMATED ENVIRONMENTAL/GEOTECHNICAL EARTHWORK**

Staff	Principal Civil Engineer	Sr. Project Engineer - Manager	Sr. Construction Rep	Sr. Civil Technician	Project Surveyor	Sr. Surveying Technician	Field Crew	TOTAL ESTIMATED HOURS	TOTAL
Hourly Rate	\$269	\$229	\$196	\$172	\$198	\$175	\$307		

LOUCKS ESTIMATED DESIGN AND REBIDDING DOCUMENTS FOR ENVIRONMENTAL/GEOTECHNICAL EARTHWORK**1 Construction Design Environmental and Geotechnical Earthwork Analysis (Complete CD's)**

Soil Remediation Construction Management Plans	8	12		12				32	\$6,964
Soil Geotechnical Construction Management Plans	8	12		12				32	\$6,964
Construction Specifications (Geotechnical)	4	8		0				12	\$2,908
Construction Specifications (Soil Remediation)	4	8						12	\$2,908
Tabulation of Bid Quantities (Geotechnical)	2	4						6	\$1,454
Tabulation of Bid Quantities (Soil Remediation)	2	4						6	\$1,454
Public Bidding Documents (Bid Tab, Advertise, Addenda, Bid Summary, Recommend)	4	12						16	\$3,824
Updated Opinion of Cost	4	8		0				12	\$2,908
Subtotal	36	68	0	24	0	0	0	470	\$29,384

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approval of Lease Agreement with Bemidji Indoor sports Commission
Prepared By: Rich Spiczka, City Manager

Background:

The City Council was previously supportive of the Bemidji Indoor Sports Commissions endeavor to secure grant funding to renovate the Niesen Reise Arena in order to provide an indoor, turf surface sports facility. The BISC is partnering with Bemidji Youth Softball, Bemidji Youth Baseball and Bemidji Youth Soccer to develop a facility that is open to the public to provide indoor training space for a multitude of activities. Attached is a lease agreement in line with the lease agreement for the neighboring Bemidji Curling Club that uses part of the facility already.

Recommendation:

Staff recommendation is that the city council pass a motion to approve the lease agreement between the City of Bemidji and the Bemidji Indoor Sports Commission.

REVISED BEMIDJI CURLING CLUB LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease Agreement"), made and entered into this 1st day of October, 2025 by and between the **City of Bemidji**, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as "**City**", and the **Bemidji Indoor Sports Commission** a Minnesota Non-Profit Corporation, hereinafter referred to as "**Lessee**":

WITNESSETH:

WHEREAS, the parties hereto agree to promote and encourage recreational opportunities in the City of Bemidji, and, particularly, in furtherance the usage of the Nielsen Fieldhouse for recreational activities

WHEREAS, the Bemidji Indoor Sports Commission intends to invest up to \$350,000 in the build out and renovation of the Nielsen Fieldhouse to

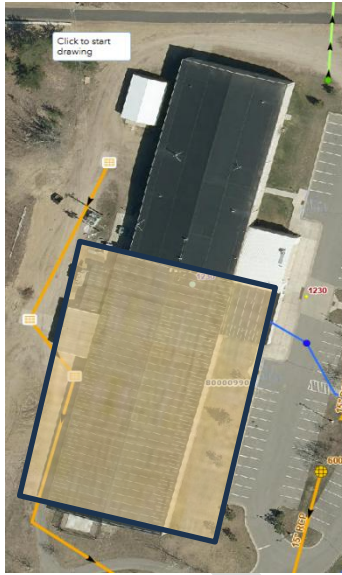
NOW, THEREFORE, in consideration of the rents and covenants hereinafter mentioned, the parties agree as follows:

I. LEASED PREMISES

The City does hereby demise, lease and let unto the Lessee, and the Lessee does hereby take from the City the following described premises (hereinafter referred to as the "**Leased Premises**") situated in the City of Bemidji, State of Minnesota, to-wit:

A part of the Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section Five (5), Township One Hundred Forty-six (146), Range Thirty-three (33), described as follows:

Beginning at the southwesterly corner of the Bemidji Curling Club running southwesterly direction along a line to the southwest corner of the arena for approximately 240', then running easterly for approximately '100, then running in a northeasterly direction for approximately '240 and back westerly approximately '100 as noted in the shade area of the attached exhibit.



TO HAVE AND TO HOLD the Leased Premises as they are, without any liability or obligation by the City of making any alterations, improvements or repairs of any kind or nature on or about the Leased Premises, except as hereinafter provided.

II. LEASE TERM

Subject to earlier termination as otherwise provided in this Lease Agreement, the term hereof shall be from the 1st day of October 2025 to the following 31st day of September of each year, for a period of **9 years**, commencing October 1st, 2025 terminating on October 31st, 2034.

III. RENT

In consideration of the Lessee's conveyance of the building and facilities to the City and, its continued operation of a governmental program, no rent shall be required of or payable by Lessee during the lease term.

IV. USES

A. Except as provided under Section VII. herein, Lessee shall use the Leased Premises for the conduct of activities and events under the mission of the Bemidji Indoor Sports Commission purview.

8. The Lessee shall have the right to store supplies and equipment relevant to commission activities on the Leased Premises without payment of rental.

C. If Lessee abandons the use of the premises for BSIC related activities, the City may give written notice as required under Sections IX and XII.B. herein and terminate the Lease Agreement.

V. REPAIRS, MAINTENANCE AND UTILITIES

A. The Lessee shall pay all electric, water, sewage and refuse disposal charges for the Leased Premises during the term of the Lease Agreement.

B. Lessee shall keep the Leased Premises in neat and reasonable order and shall employ, at its own expense, sufficient help for the maintenance of the curling sheets as well as for the maintenance of good order of participants and spectators in and about the Leased Premises at all times during activities conducted or permitted by the Lessee.

C. The Lessee shall have the right, with approval of the City, to remodel, repair, alter, reconstruct or improve the building and facilities without obligation on the part of the City, but only after providing City with 30 days written notice.

D. That the City shall budget each year, the sum of up to **\$5,000** as the City's share of the capital repair and maintenance of the Leased Premises. This money shall only be disbursed during the month of October each year, and only after presentations of properly documented bills which have been previously paid by the Lessee. Such presentation of bills shall be made to the City Manager or the Manager's designee.

VI. RIGHT TO ENTER

City shall have the right to enter onto the Leased Premises at all reasonable times for the purpose of examining the same or making repairs, provided that entry and making of repairs does not interfere with the Lessee's use and enjoyment of the Leased Premises. In addition, Lessee, at all times, shall allow the City, in particular the Parks and Recreation Director, Public Safety Director and the Fire Chief or their designees, to enter upon the Leased Premises to inspect to ensure Lessee's compliance with the terms and conditions of this Lease Agreement, as well as of any liquor license or permit issued by the City. Should such inspection disclose, or should information coming to the attention of the City Manager disclose, that any of the structure, fixtures or operations of the Lessee on the Leased Premises are unsafe or pose a hazard or danger to the public health or welfare, or are in violation of any liquor license or permit, the City Manager shall give the Lessee notice of the condition or violation.

VII. SUBLEASING, ASSIGNMENT AND MORTGAGE

Lessee shall not assign, transfer, hypothecate, or mortgage the whole or any part of the Leased Premises or this Agreement or any or all of its rights hereunder, except on the prior written consent of the Bemidji City Council, and any transfer or assignment to the contrary shall be voidable at the option of the City. Lessee may sublease the whole or any part of the Leased Premises for purposes of permitting or conducting an event along the purview of the BISC in the Leased Premises. Lessee may also sublease the whole or any part of the Leased Premises for special events upon reasonable notice of such an event being given ahead of time to the City Manager. In all cases, Lessee must ensure that any sublessee shall abide by the terms and conditions of this Lease Agreement and comply with all laws and regulations, including those relating to the sale, serving and consumption of alcoholic beverages.

VIII. INSURANCE AND INDEMNITY

A. The contents, equipment or furnishings of the Leased Premises and other equipment attached to the building, shall be personal property for lease purposes so that the Lessee may pledge the contents, equipment and furnishings as collateral for lending purposes. Lessee shall provide Property Insurance coverage for its contents, improvements and betterments to the building on a replacement cost basis. A Special Coverage Property form shall be used for the described Leased Premises.

Lessee shall maintain General Liability Insurance covering the Leased Premises, Products sold and its operations authorized by this Lease Agreement. Minimum liability limits shall be at least \$1,000,000 Combined Single Limit (CSL).

Lessee shall maintain Worker's Compensation insurance as required by statute.

Lessee shall also maintain Liquor Liability insurance as required by statute with liability limits of at least \$500,000 CSL.

The cancellation provision of each policy must provide for a thirty (30) day notice of cancellation by the issuing company to the City should the policy be cancelled for any reason before its expiration date. Annually prior to November 1, Lessee shall provide the City (file with the City Clerk) a Certificate of Insurance evidencing the required coverages.

Should Lessee sublease the Leased Premises, the Lessee either shall sponsor such event and insure the use and activity(s) under the coverages required herein or it shall require that the sublessee acquire and maintain the required coverages and limits for the event or use subject of the sublease, and that the sublessee provide written proof of said insurance coverage(s) to the Lessee and City in the form of a Certificate of Insurance.

Every three (3) years on October 1, or as soon thereafter as the parties are able to coordinate, during the term of this Lease Agreement, City and Lessee representatives will meet to assess the level and types of insurance required under the Lease Agreement, and amend the Lease Agreement's insurance term(s), if need be, as changed circumstances dictate, with such amendment to be effective the immediately following November 1 annual anniversary date of the Lease Agreement. The foregoing notwithstanding, Lessee shall have thirty (30) days within which to procure the changed insurance coverage and provide written proof of said insurance coverage to the City.

B. Indemnity

Lessee agrees to indemnify and hold harmless the City, its agents and employees, from and against any and all liability, loss, damage, costs or expenses, including attorney's fees, which may be claimed against the City, its agents and employees, by reason of any person(s) suffering personal injury, death, or property damage or loss,

out of activities of Lessee, its agents, its employees, sublessees, and assigns, contemplated under this Lease Agreement, or arising out of Lessee's performance of or failure to perform obligations pursuant to this Lease Agreement or pursuant to any liquor license or permit obtained by Lessee for the Leased Premises.

C. Insurance Proceeds/Reconstruction

In case the building on the Leased Premises shall be so damaged by the elements, fire or any cause as to be unfit for occupancy for curling purposes, the City agrees to promptly use all net insurance proceeds collected by it for the reconstruction and repair of the building.

IX. CANCELLATION AND DEFAULT

If any term or condition of this Lease Agreement on the part of the Lessee to be kept and performed shall be violated or neglected and shall not be corrected by Lessee within thirty (30) days of delivery to it of a written notice of the default, unless otherwise provided in this Lease Agreement, then the Lessee does hereby authorize and fully empower the City or any duly authorized agent of the City to cancel and annul this Lease Agreement at once and to reenter and remove all property therefrom and to recover at once full and exclusive possession of all of the Leased Premises whether in possession of the Lessee or third persons.

X. CIVIL RIGHTS

Lessee shall not discriminate on the grounds of race, color or national origin against any person in access to and use of the facilities and services operated or otherwise maintained on the Leased Premises. Lessee shall operate and maintain such facilities and services in compliance with the provisions of Minnesota Statute Section 181.59, as the same may be amended from time to time. These statutory provisions are incorporated in this Lease Agreement as if set forth in their entirety.

XI. STATUTORY REQUIREMENTS

A. Statutory Authority

The Lease Agreement is entered into pursuant to the authority set forth in MSA 471.191, Subd. 1.

B. Governmental Program

The Lease Agreement is entered into in order to carry out a governmental program consisting of use of an indoor curling rink for youth and adult athletic activities (the "Governmental Program") pursuant to MSA Sections 471.15 through 471.191.

C. Reports and Budgets

Lessee shall continue to provide the City annually on or before the anniversary date of the Lease Agreement, with an evaluation report and a budget showing revenues and expenses, all such plans, reports and budgets relating to the Governmental Program.

XII. MISCELLANEOUS

A. Club Rules and Regulations

The Lessee may make and enforce rules and regulations respecting the use of the Leased Premises by its members, guests, and the people of the City as in its discretion it deems necessary and desirable.

B. Notice

All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and served personally on the City or Lessee, or deposited in the United States mail, postage prepaid and addressed as follows:

Bemidji Indoor
Sports Commission
PO Box 601
Bemidji MN 56619

City of Bemidji
City Manager
317 4th Street NW
Bemidji, MN 56601

The address to which notices are mailed may be changed by written notice given by the party to the other as herein provided.

C. Taxes

Lessee shall promptly pay any taxes which may be assessed and levied upon its interest in the Leased Premises under the terms of the Lease Agreement.

D. Waiver

Waiver by the City of any default in performance by Lessee of any of the terms or conditions contained herein, shall not be deemed a continuing waiver of that default or any subsequent default.

E. Laws

Lessee agrees to comply with all State and local laws, ordinances, and regulations that may pertain or apply to the Leased Premises and Lessee's activities and operations thereon.

F. Amendment

Any alteration, modification, or variation of this Lease Agreement shall be reduced to writing as an amendment and signed by the parties.

G. Severability Clause

The provisions of this Lease Agreement shall be severable, and the invalidity of any paragraph, sub-paragraph or sub-division thereof, shall not make void any other paragraph, sub-paragraph or sub-division, or any other part.

H. Successors in Interest

It is mutually agreed that all the terms and conditions of this Lease Agreement shall extend, apply to and firmly bind all successors in interest of the respective parties.

I. Data Practices

The City and Lessee must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq, as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Lessee under this Agreement. If Lessee receives a request to release the data referred to in this clause, Lessee shall immediately notify the City. The City will give Lessee instructions concerning the release of the data to the requesting party before the data is released. Lessee's response to the request shall comply with applicable law.

J. Annual Review and Evaluation

The City and Lessee shall meet as needed and no less than annually to review Lease Agreement matters, including costs, expenditures and division of responsibilities, in order to maintain compliance with laws and rules governing their respective operations, and to allow for renegotiation of relevant terms to maintain economic feasibility of and for each party's performance under this Lease Agreement. To effect necessary modifications, the parties may also meet to discuss proposed amendments to the Lease Agreement and wherein each will extend reasonable efforts to mutually accommodate and benefit each other as a party to the Lease Agreement.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement on the day and year first above written.

Bemidji Indoor Sports Commission

City of Bemidji

By: _____

BISC Designee

By: _____

Rich Spiczka- City Manager

By: _____

BISC Designee

By: _____

Jorge Prince- Mayor of Bemidji

Event Schedule

Please see a tentative schedule for the 2025 Fall Conference below. More information about conference sessions [is available here](#) and will continue to be updated as the agenda is finalized.

Thursday, November 13

10am - Registration opens at Timberlake Lodge & Event Center

10:30am - Board of Directors meeting

11:30am - Lunch buffet open

12pm - Conference welcome & introductions

12pm - 5pm - Conference sessions & workshops

5pm - Break for hotel check-in

6pm - Cocktail reception

6:30pm - Dinner & entertainment

Friday, November 14

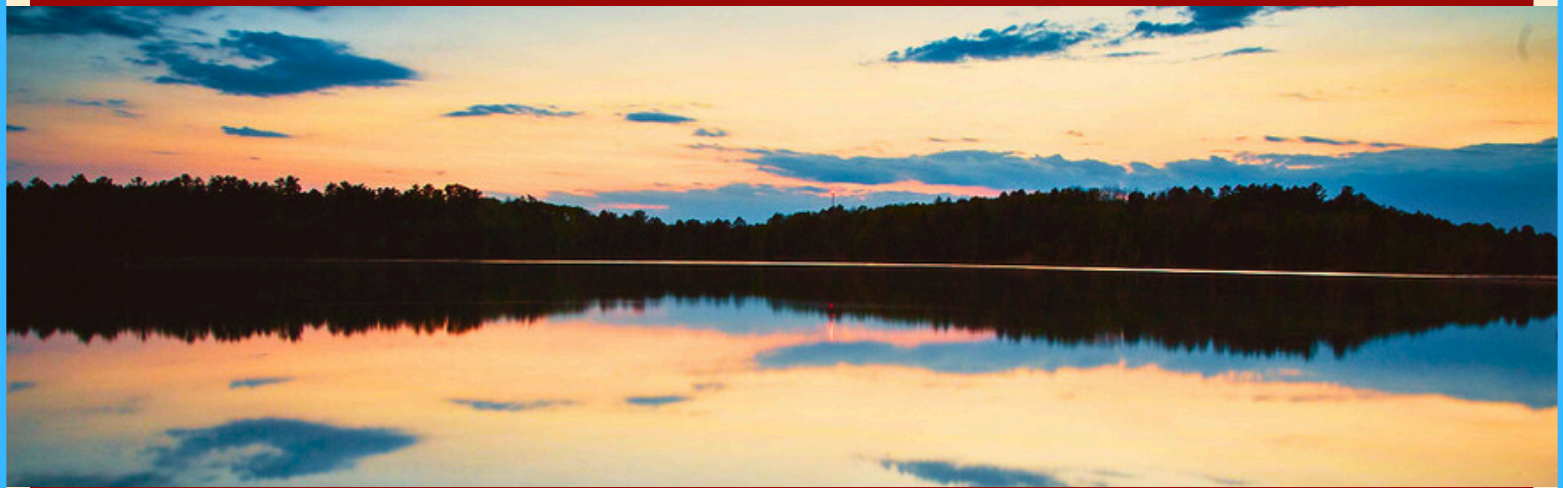
7:45am - Breakfast buffet open

8:15am-10:15am - Conference sessions & workshops

10:30am - CGMC membership meeting (open to CGMC members only)

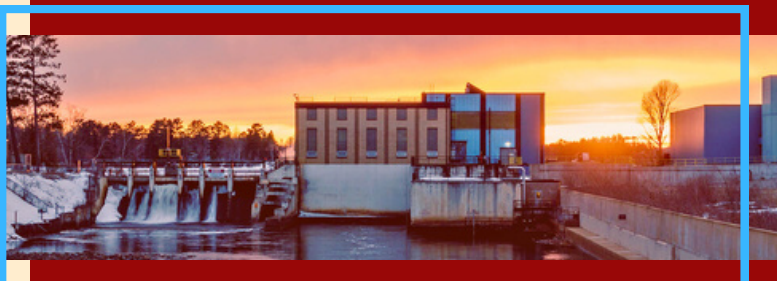
11:30am - Conference adjourns

2025 FALL CONFERENCE



NOV. 13-14, 2025

JOIN US FOR OUR ANNUAL 2-DAY, IN-PERSON CONFERENCE IN GRAND RAPIDS! THE EVENT WILL FEATURE INFORMATIVE SPEAKERS, INTERACTIVE DISCUSSIONS, AND AN OPPORTUNITY FOR THE FULL CGMC MEMBERSHIP TO REVIEW AND ADOPT CGMC'S POLICY POSITIONS AND PRIORITIES FOR THE UPCOMING LEGISLATIVE SESSION.



**TIMBERLAKE LODGE &
EVENT CENTER**
144 17TH STREET SE
GRAND RAPIDS, MN 55744



REGISTER NOW!
RSVP @
[BIT.LY/CGMC-FALL25](https://bit.ly/cgmc-fall25)
OR SCAN THE
QR CODE



FOR **QUESTIONS**, PLEASE CONTACT
EMMA NELSON AT
ENNELSON@FLAHERTY-HOOD.COM
OR 651-259-1936.

Bemidji Housing Study

June 2025



Prepared for the
City of Bemidji

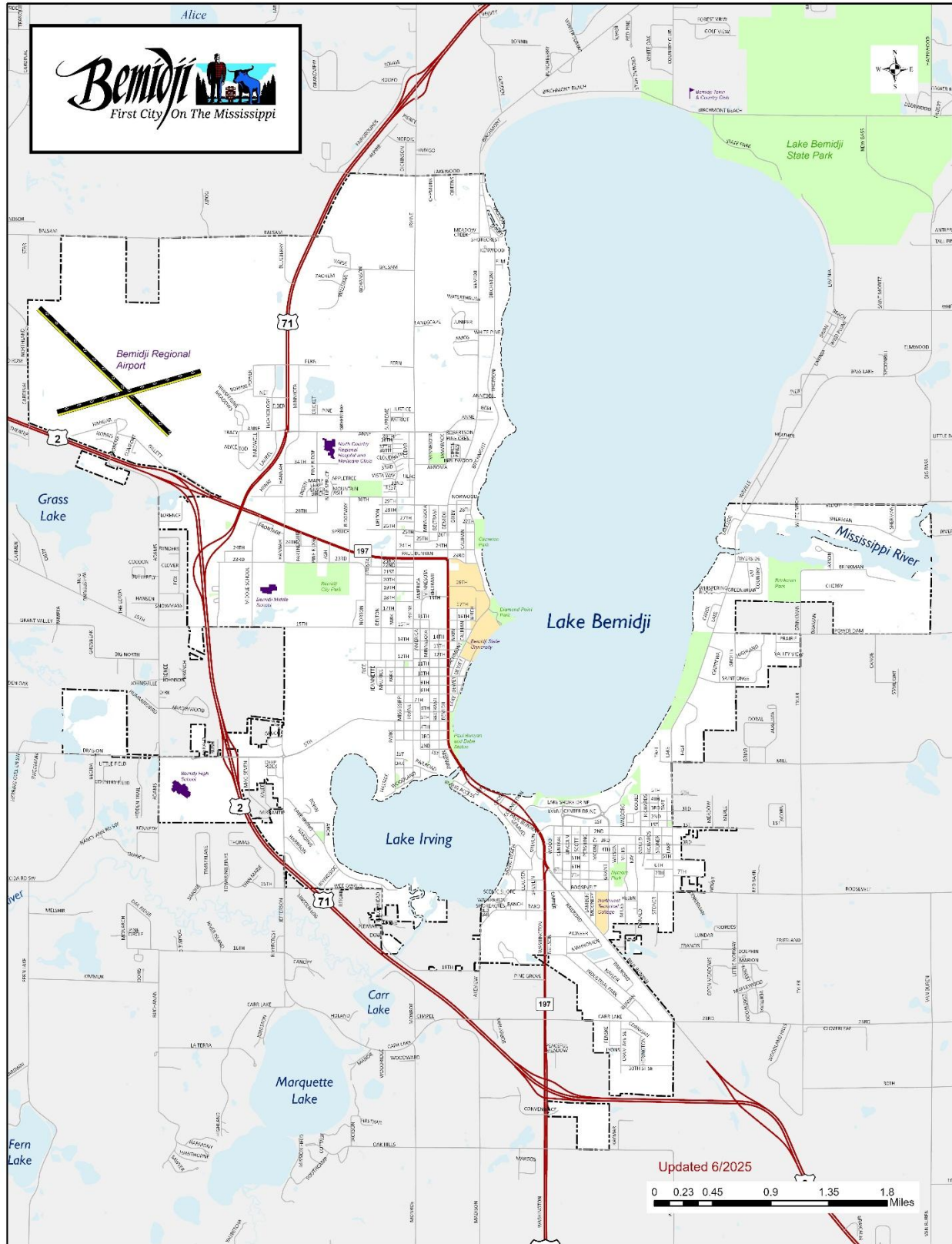
By



Bemidji Housing Study

Table of Contents

	<u>Page</u>
Introduction	3
Demographic Analysis	5
Community Engagement	35
Housing Challenges and Priorities	57
Appendix	69



Overview

Headwaters Regional Development Commission, was hired to complete a Housing Study for the City of Bemidji. This document specifically focuses on the *Bemidji City, Minnesota* dataset and may include data for Beltrami County and the State of Minnesota as appropriate for comparison purposes.

Methodology

A variety of resources were utilized to obtain information for the Housing Study.

Data sources included:

- U.S. Census Bureau
- Minnesota State Demographer
- MN Dept. of Employment & Economic Development (DEED)
- MN Dept. of Transportation (Minnesota GO)
- Minnesota Housing Partnership
- World Population Review
- Census Reporter
- National League of Cities
- American Planning Association
- United for ALICE
- Wilder Research
- Records and data from the City
- Records and data maintained by Beltrami County
- Conversations with elected officials and city staff
- Interviews with community leaders and stakeholders
- Community-wide surveys

Limitations

The information contained in this Housing Study is based on published data available for review between August 2024 and May 2025 and supplemented by various types of public input collected as part of community engagement efforts during this same period. All suggestions and recommendations offered as part of the study are based upon existing programs in Bemidji as well as the best available information on future trends and projections. As with most studies, these outcomes may be significantly impacted by a variety of changes that may occur in the future related to the area's socio-economic characteristics and related conditions. This study does not attempt to project future economic conditions or make assumptions regarding other factors that may influence growth and long-term sustainability for the City of Bemidji.

This study was prepared by:

Headwaters Regional Development Commission





Demographic Analysis:
**How to Understand Who
Makes Up Your Community**

Chapter Table of Contents

	Page
Overview	7
Population Trends	8
Population by Age and Race	13
Population Projections	15
Household Composition	17
Income and Poverty Levels	19
Housing Characteristics	26
Housing Values	28
Age of Housing	30
Building Permit and Real Estate Trends	32
Consolidated Zoning Map	34

Overview

The Demographics section presents information representing the most recent available data for the City of Bemidji. It is intended to reflect the community's current situation and characteristics as accurately as possible.

Sources of Data

A variety of data sources have been reviewed for this Study. The primary source is the U.S. Census Bureau which produces annual population estimates and annual detailed reports through the American Community Survey (ACS) as well as the decennial census conducted at the beginning of each decade. Additional data sources include the most recent information available from the Minnesota State Demographic Center, effective for 2024, and the World Population Review, effective for 2025, as well as various other state-level offices. Information gathered from local records available through the city and county are also included where appropriate.

Accuracy of Data

Some of the information presented in this section may be somewhat inaccurate or simply dated. The latest Census data is for 2020 and the most recent ACS information is for 2023. Several other sources appear to have combined demographic information from different years. Every effort was made to ensure that the information presented within this section corresponds with the primary data source – the U.S. Census Bureau – and identifies the appropriate year the data represents. Despite possible flaws, these sources are the best information available on the specific topics.

Population Trends

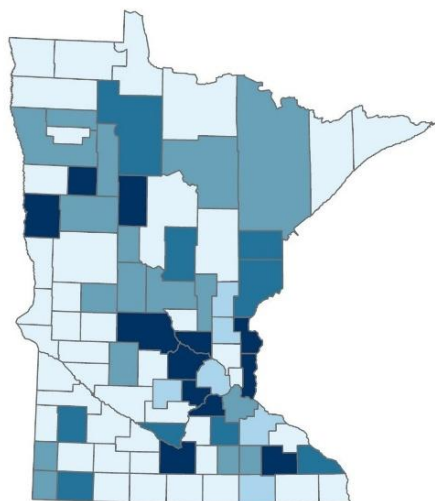
The following table tracks population change between 2000 and 2023 for Bemidji as well as Beltrami County.

Population	2000 Census	2010 Census	% Change 2000-2010	2020 Census	% Change 2010-2020	2023 ACS	% Change 2020 - 2023
Bemidji city	10,385	13,431	29.33%	14,574	8.51%	15,490	6.29%
Remainder of Beltrami County	27,367	31,011	13.32%	31,654	2.07%	30,931	-2.28%
Beltrami County	37,752	44,442	17.72%	46,228	4.02%	46,421	0.42%

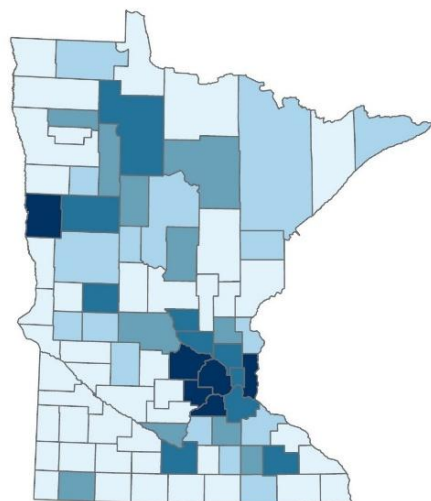
Source: U.S. Census Bureau (Census & American Community Survey)

In 2023, there were 15,490 residents living within the City of Bemidji representing a 6.3% increase in population since 2020. A total of 46,421 people were living in Beltrami County in 2023. Both areas have maintained overall positive growth since 2000. The City experienced exceptional growth (over 29%) between 2000 and 2010 while the remainder of Beltrami County grew by 13%. Between 2010 and 2020, growth continued but at a much slower pace. Bemidji grew by 8.5% while the remainder of the County grew by 2.1%. This follows similar growth trends experienced throughout the State of Minnesota between 2005 and 2019 as documented below.

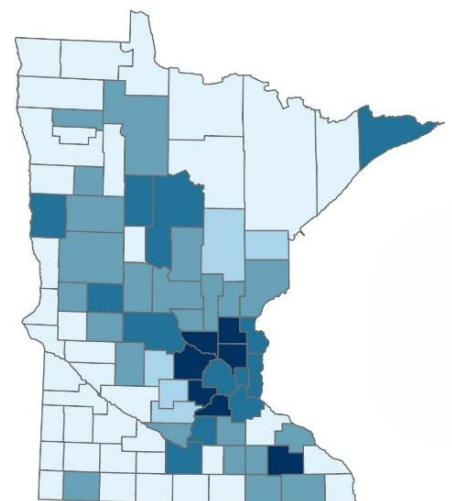
Percent Change in County Population



2005 – 2010



2010 – 2015



2015 – 2019

Source: Minnesota GO – Urban and Rural Population Trend Analysis

Demographic Analysis

During this period, urban areas continued to experience growth as more people were drawn to those areas for employment and other factors. However, population growth was also occurring in rural areas. Population growth in Greater Minnesota counties was typically tied to at least one of three common characteristics:

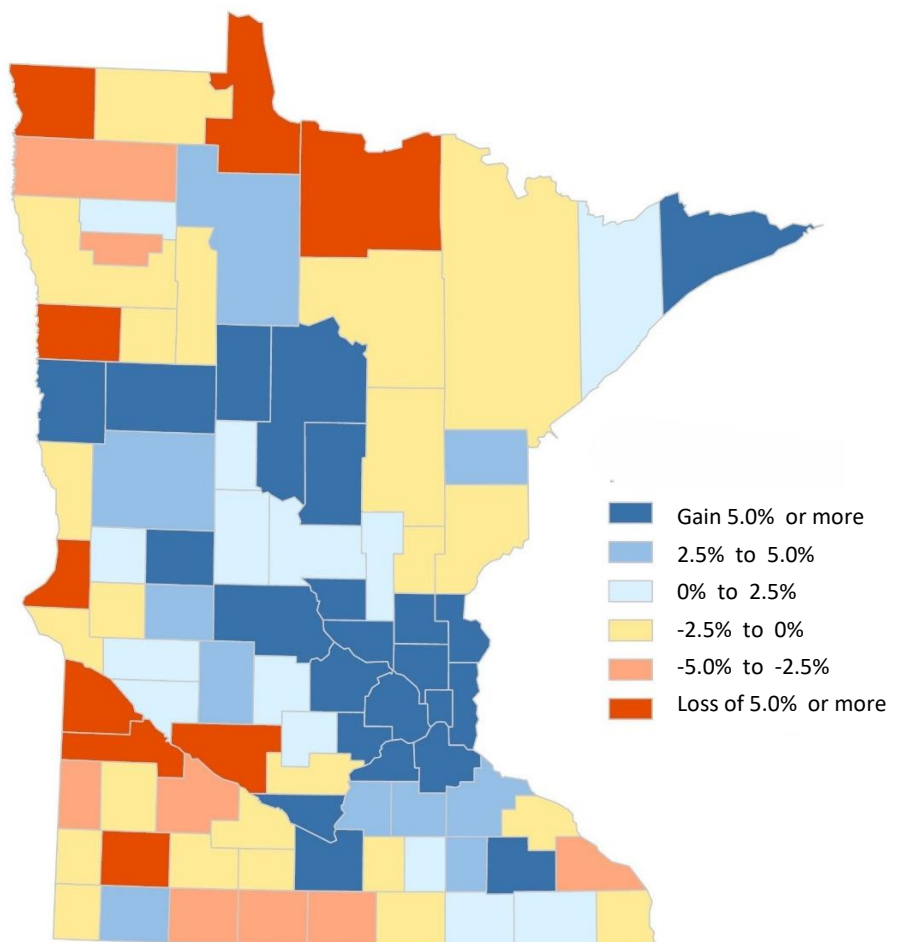
- Recreational focus (centered around lakes)
- Higher concentrations of non-white populations
- Larger community centers serving rural areas

Between 2005 and 2010, growth occurred in many areas of Minnesota with Beltrami County experiencing a 3 to 5% increase in population. From 2010 to 2015, growth in many counties slowed while remaining steady in Beltrami County. Population growth eventually began to slow in Beltrami County between 2015 and 2019 dropping to a rate of 1 to 3% growth. By 2019, population levels had declined in over half of Minnesota counties (46 of 88) since 2010.

However, this trend began to rebound in 2022 when reporting indicated only 36 counties had experienced a decline in population. By 2023, this number dropped again with only 21 counties reporting lower populations. Rural areas were beginning to see renewed growth. These increases spilled over to counties that did not share any of the identified common characteristics. Frequently, these changes could be attributed to shifts in migration patterns away from the more densely populated urban centers to rural areas. In Minnesota, urban counties, particularly those within the seven-county metro area, experienced a significant out-migration beginning in 2020. At the same time, many population centers in rural counties throughout Greater Minnesota saw an influx of people moving to these communities.

Percent Change in population since 2010

Many rural counties have higher population than in 2010



Source: State of Rural Minnesota, 2023

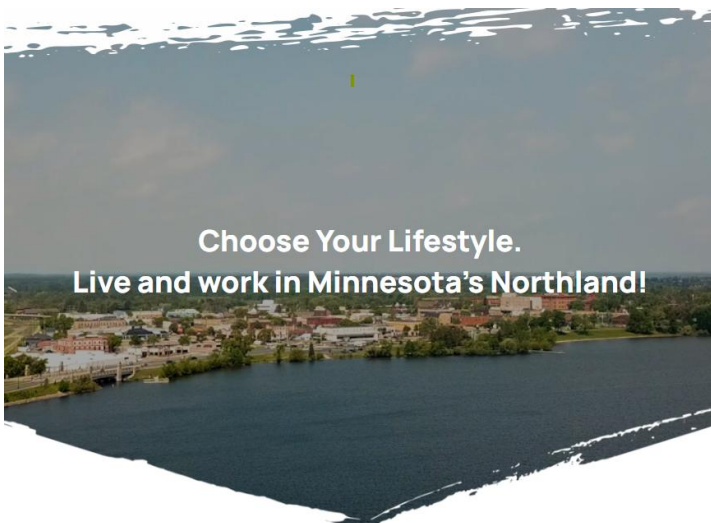
Demographic Analysis

Domestic migration became a significant driver in rural population growth not only in Minnesota but across the nation. The pandemic significantly altered the way that many Americans live and work. As employers began to be open to hybrid or fully remote work, many people seized this as an opportunity to move further from their place of employment. Long commute times were no longer a consideration impacting where to live. Other factors – cost of living, less congestion, more space - could now be prioritized as families and individuals determined where to live and put down roots. Relocation became a viable option for many.



The Greater Bemidji 218 Relocate Programs were created to encourage professionals interested in moving to the Bemidji area to choose their lifestyle and take the leap.

Many rural communities throughout the country experienced unforeseen growth as a result of this emerging pattern of in-migration. It opened up new opportunities for economic growth and spurred community revitalization efforts - bringing increased spending power and greater support for local goods and services while helping to bolster the tax base.



Recognizing the value of this influx of remote workers, some rural communities – including Bemidji – developed programs to attract individuals and families to relocate to their area. Known as *218 Relocate*, Bemidji's program provided several incentives for those who were interested in relocating to Bemidji and were able to work remotely for companies based elsewhere. A program for new residents was also developed.

Source: Greater Bemidji

There are many questions that arise in connection with this trend of domestic migration and its potential long-term impact on both urban and rural communities. Paulsen – a marketing firm based in Sioux Falls SD – and partner Audience Audit Inc. conducted a study in 2021 to determine why people are moving to rural areas. Some of the top reasons are:

- More land or space around home
- More home for less money
- Desire to live in a safer environment
- Fewer people
- Lower cost of living
- No traffic

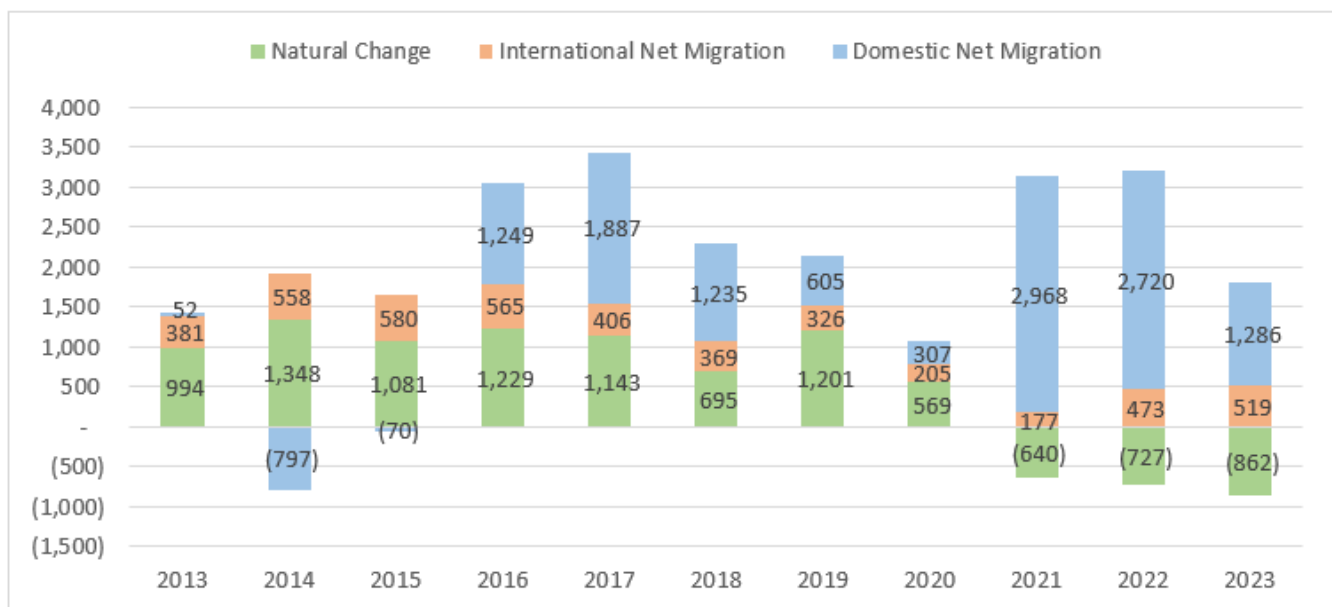
Another key outcome of the study found that the recent change in migration patterns “is more than city-dwellers moving away to the country. Americans are moving towards something – safety, security, fulfillment, connectedness.” (The Great Rural Migration, Paulsen)

Demographic Analysis

Rural communities like those found in Northwest Minnesota are prime locations for those who may be considering such moves. Rich in natural amenities that feature clear skies, peaceful surroundings, and open land dotted with communities where small-town character is celebrated, this region beckons to those who have grown tired of the dense urban centers where noise and activity are constant. Bemidji and other nearby communities in greater Minnesota often benefit from what has become known as amenity migration - a phenomenon entailing the movement of urban dwellers to rural areas. Paulsen's study is further evidence of this growing trend. Driven by a desire to live in areas with natural beauty and outdoor recreation opportunities often found near lakes, forests, and prairielands, growing numbers of people are choosing to relocate to less populated regions. Here, they find communities that offer reliable internet services and access to critical urban conveniences (airport, education, healthcare, shopping, entertainment). Retirees have long valued these amenities but other age groups are beginning to as well as they determine where to live and build their lives. In Bemidji, many residents cite the local lakes, recreational opportunities, and various amenities as primary reasons to live in the community.

Like many rural areas, Northwest Minnesota is experiencing positive net migration. The region grew by 5,900 people between 2020 and 2023. This is also a likely contributor behind the 6% growth experienced specifically in Bemidji during that same period.

Northwest Minnesota Natural Changes and Net Migration, 2013 to 2023



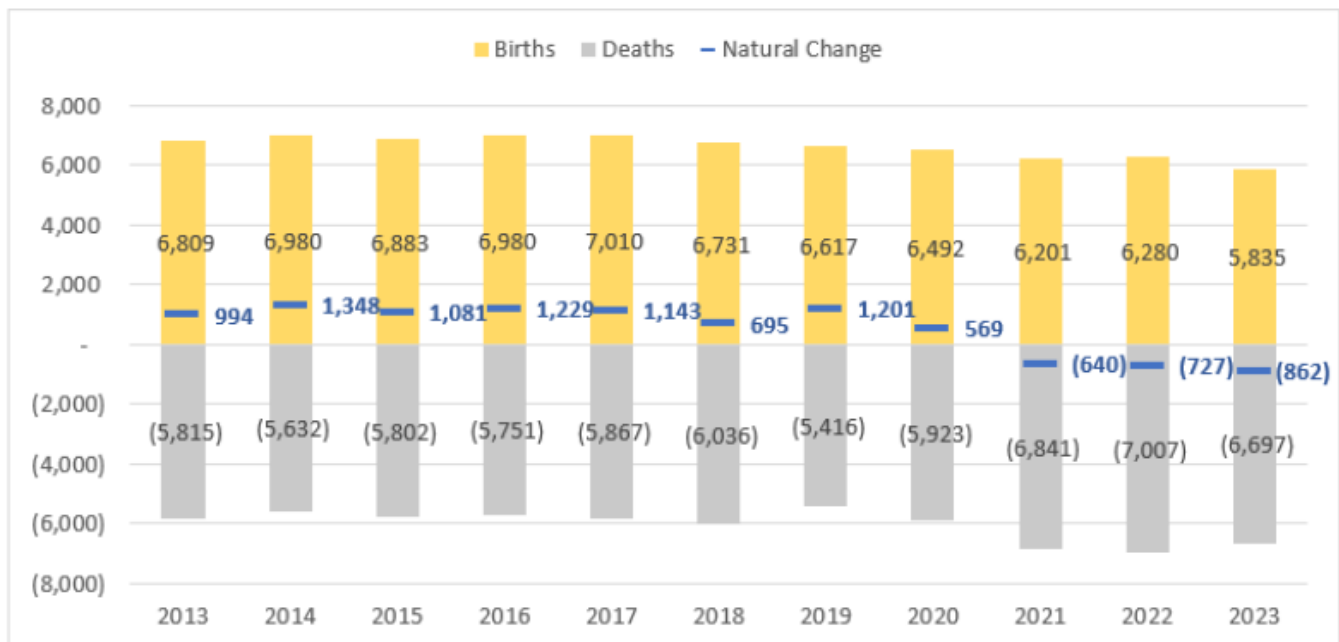
Source: MN DEED, Northwest Region Blog, 10/21/2024

Two primary factors drive population changes within an area. As mentioned above, migration patterns represent one factor. The second is defined as naturally-occurring changes - the difference between the number of births compared to deaths each year. Throughout the United States, many communities must contend with the impact of both the decreasing

number of births and the expected increase in mortality rates as a large segment of the population ages. In Northwest Minnesota, both of these factors have directly impacted the population growth of rural counties in recent years. Net migration has spiked from 2020 to 2023 while declining fertility rates have not kept pace with growing mortality rates.

In general, the United States typically has recorded net population growth each decade with the number of births exceeding deaths resulting in a natural increase in population. However, this changed beginning with the period between 2010 and 2019. For the first time in history, nonmetropolitan areas of the U.S. lost population from 2010 to 2019. Mortality rates increased and fertility rates fell causing a natural decline in net population growth. This natural decline is expected to continue in many areas of the country in the coming years.

Northwest Minnesota Births, Deaths, and Natural Change, 2013 to 2023



Source: MN DEED, Northwest Region Blog, 10/21/2024

The combination of higher death rates and lower birth rates impacts rural regions particularly hard. Northwest Minnesota is no different. The region has begun to experience a downward trend for naturally occurring population changes. Between 2021 and 2023, there were 20,545 deaths and 18,316 births in the region resulting in a population loss of 2,229. This compares to the gains documented in the two preceding three-year periods. From 2018 to 2020, the population increased by 2,465 while from 2015 to 2017, there was an increase of 3,456. While this trend toward population loss is not expected to subside, projection models continue to forecast growth – perhaps in smaller increments – for the community.

Population by Age and Race: 2020 to 2023

The following table compares changes in population by age for the City of Bemidji between 2020 and 2023.

Bemidji city, Minnesota	2020		2023	
	Count	Percentage	Count	Percentage
SEX AND AGE				
Total population	14,574		15,490	
Male	7,033	48.26%	7,399	47.77%
Female	7,541	51.74%	8,091	52.23%
Under 5 years	837	5.74%	1,021	6.59%
5 to 9 years	752	5.16%	764	4.93%
10 to 14 years	776	5.32%	804	5.19%
15 to 19 years	1,290	8.85%	1,613	10.41%
20 to 24 years	2,228	15.29%	2,672	17.25%
25 to 34 years	2,173	14.91%	1,766	11.40%
35 to 44 years	1,464	10.05%	1,992	12.86%
45 to 54 years	1,149	7.88%	1,009	6.51%
55 to 59 years	620	4.25%	555	3.58%
60 to 64 years	752	5.16%	698	4.51%
65 to 74 years	1,239	8.50%	1,303	8.41%
75 to 84 years	784	5.38%	772	4.98%
85 years and over	510	3.50%	521	3.36%
Median Age	30.9		29.8	
Selected Age Categories				
Under 18 years	2,855	19.59%	3,121	20.15%
16 years and over	12,057	82.73%	12,795	82.60%
18 years and over	11,719	80.41%	12,369	79.85%
21 years and over	10,233	70.21%	10,364	66.91%
62 years and over	2,963	20.33%	2,966	19.15%
65 years and over	2,533	17.38%	2,596	16.76%

Source: U.S. Census Bureau – Census & American Community Survey (ACS)

Bemidji experienced significant population growth between 2020 and 2023 with an increase of over 6% reported for the period. The number of children age 18 and under increased by 266 (9.33%) representing over 20% of the total population. Nearly 17% of the population were age 65 and older. The total number of people within each age range through age 24 increased during this three-year period. Additional numerical increases were also seen for those ages 35 to 44 and 65 to 74. The median age dropped from 30.9 years to 29.8 years.

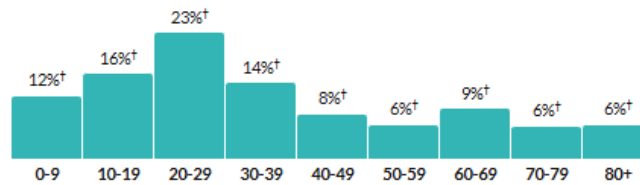
Demographic Analysis

Age

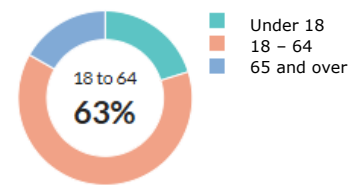
29.8

Median age

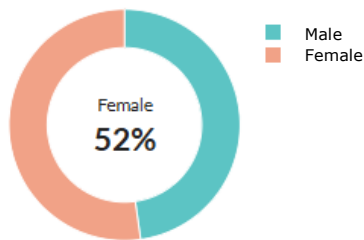
Population by age range



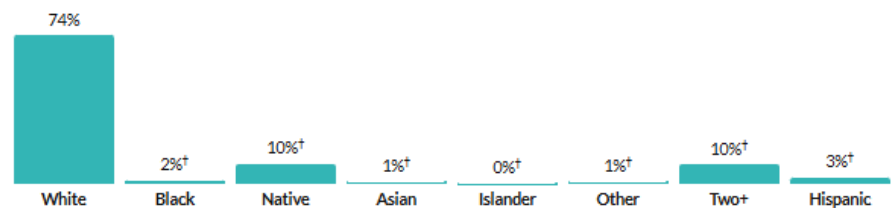
Population by age category



Sex



Race & Ethnicity



* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Source: Census Reporter, 2023 Data

In 2023, the population of Bemidji included 8,091 females (52.2%) and 7,399 males (47.8%). Similar percentages were seen among those age 18 years and older, with 53.3% female and 46.7% male. The differences became more pronounced as people aged. Among those age 65 years and older, females numbered 1,630 (62.8%) compared to 966 males (37.2%).

RACE	2020		2023	
Total population	14,574		15,490	
One Race	13,499	92.62%	13,927	89.91%
White	10,730	73.62%	11,599	74.88%
Black or African American	411	2.82%	499	3.22%
American Indian / Alaska Native	2,093	14.36%	1,562	10.08%
Asian	138	0.95%	130	0.84%
Native Hawaiian / Pacific Islander	4	0.03%	25	0.16%
Some Other Race	123	0.84%	112	0.72%
Two or More Races	1,075	7.38%	1,563	10.09%
HISPANIC OR LATINO				
Total population	14,574		15,490	
Hispanic or Latino (of any race)	587	4.03%	479	3.09%
Not Hispanic or Latino	13,987	95.97%	15,011	96.91%

Source: U.S. Census Bureau – Census & American Community Survey (ACS)

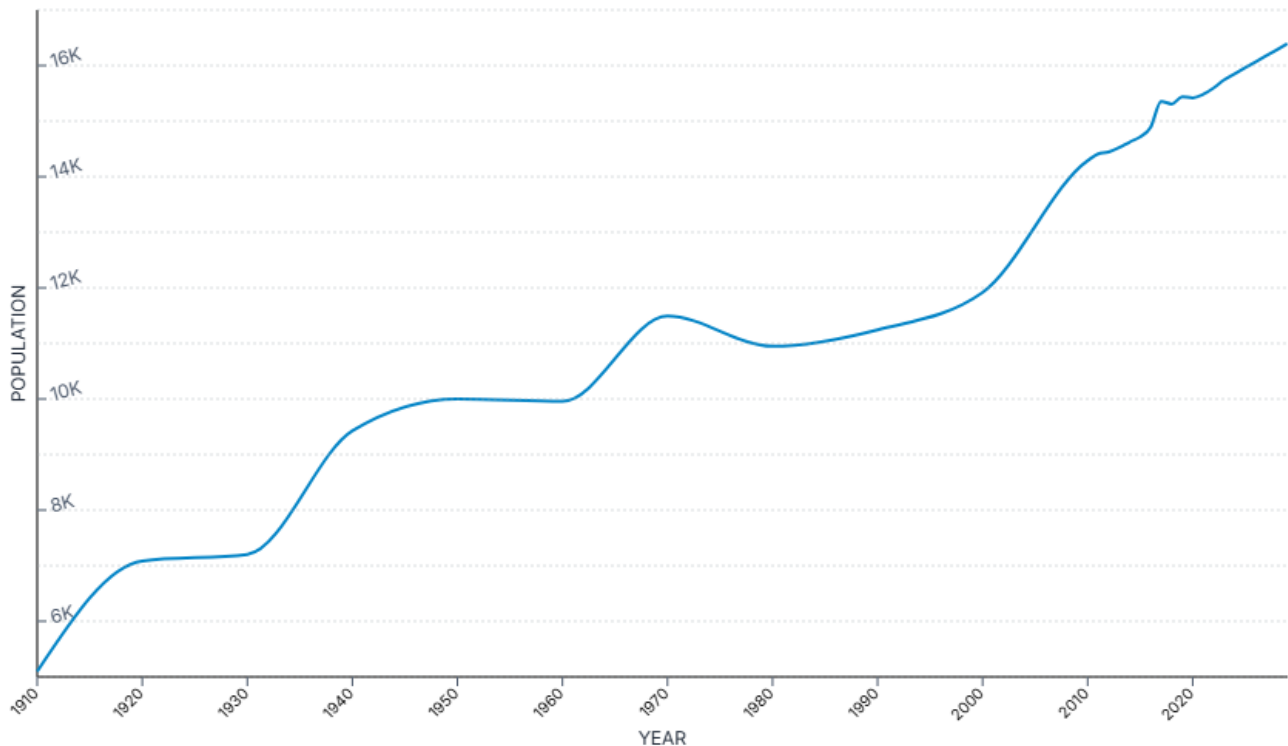
According to the 2023 American Community Survey, 74.9% of the City's residents were White, 10.1% were Native American, and 10.1% were of two or more races. Over 96% were not of Hispanic/Latino ethnicity. There were no significant changes noted in comparison to data reported for 2020.

Population Projections

The City's population has increased steadily since 2000. Current projections indicate this trend will continue through 2030 when the population is expected to be 16,499 people.

Bemidji Population

Data after 2023 is projected based on recent change



Source: World Population Review (2030 Projections)

While this projection is promising, achieving this level of continued growth will be influenced by a variety of factors, many of which can be difficult to predict. Chief among them is the availability of viable housing options that provide suitable accommodations throughout the community for various household types, age groups, and income levels.

The following table lists population projections generated through 2030.

Population	2025 Estimate	2026 Projection	2027 Projection	2028 Projection	2029 Projection	2030 Projection
Bemidji city	15,959	16,067	16,175	16,283	16,391	16,499
Remainder of Beltrami County	31,173	31,272	31,371	31,470	31,569	31,668
Beltrami County	47,132	47,339	47,546	47,753	47,960	48,167

Source: World Population Review

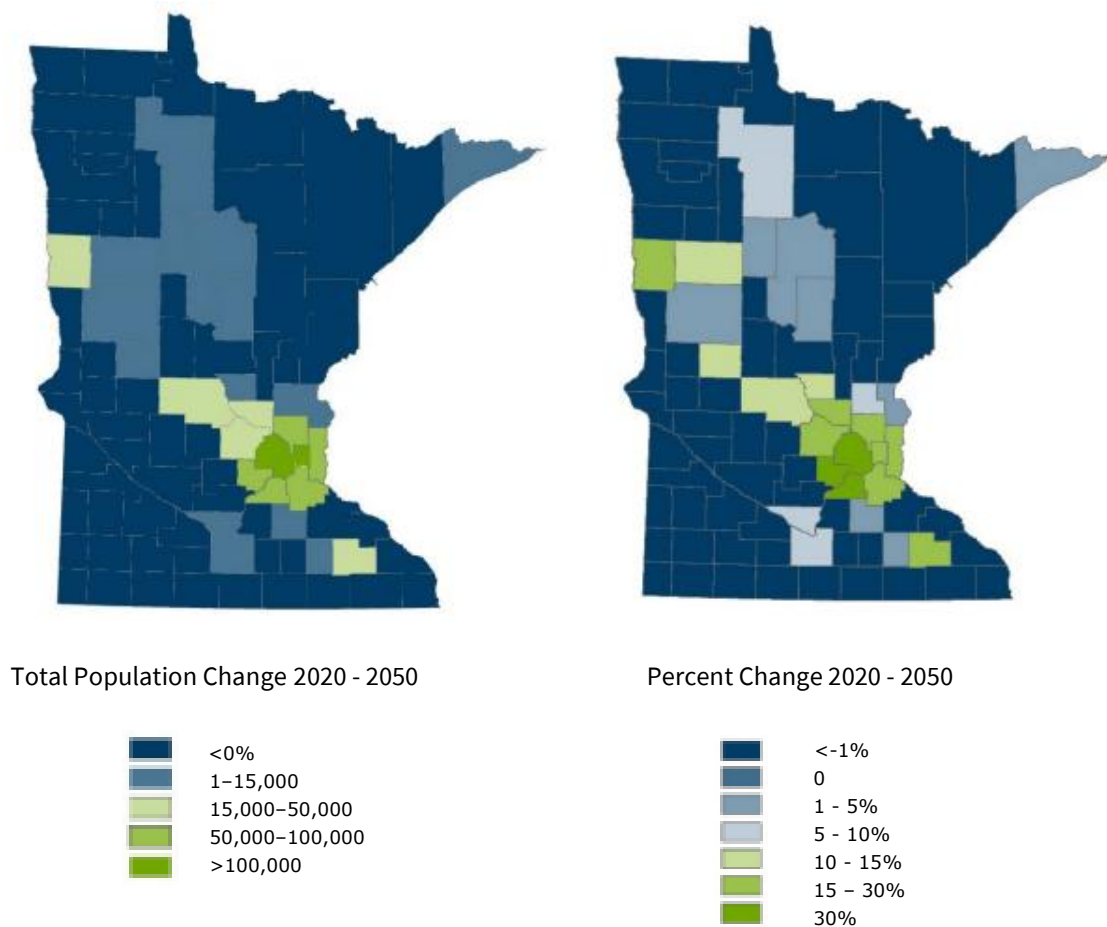
Based on these predictions, Bemidji is expected to add approximately 540 new residents

Demographic Analysis

between 2025 and 2030 while Beltrami County is expected to add 1,035 people. Over half of the projected population growth - approximately 108 people per year - is expected to occur within the city.

Recent information available through the Minnesota State Demographic Center estimates that most Minnesota counties will lose population over the next 30 years. This is particularly true for counties that are rural in nature. However, another more promising and impactful trend for the Bemidji area indicates that counties rich in natural features such as lakes and forests or those that have developed areas for outdoor recreation are expected to grow. This may prove to be a valuable attribute in helping to sustain and grow the local population.

Projected total population and percent change by county, 2020 to 2050



Source: Minnesota GO – Urban and Rural Population Trend Analysis

As shown above, Beltrami County and Bemidji are projected to experience up to 5% growth with the possibility of adding up to 15,000 people by 2050. At a time when many counties across the state are experiencing little to no gain in population, this projected increase bodes well for the community and points to a greater need for growth management and planning for long-term sustainability.

Household Composition

Information regarding household composition in Bemidji and Beltrami County is shown below.

Bemidji

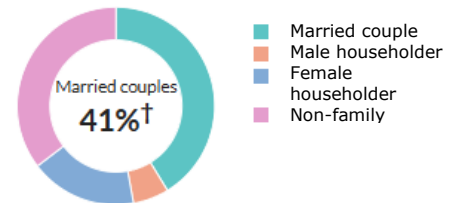
6,455

Number of households

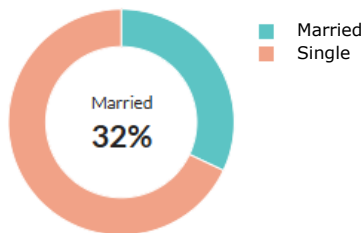
2.2

Persons per household

Population by household type

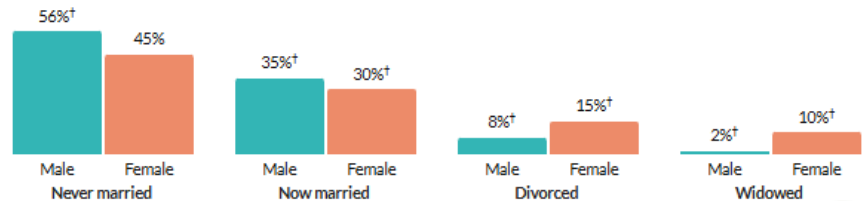


Marital status



* Universe: Population 15 years and over

Marital status, by sex



Beltrami County

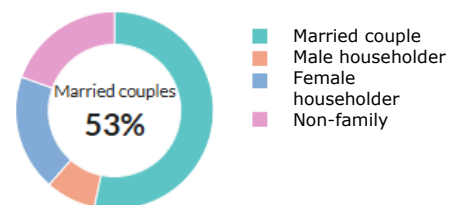
17,908

Number of households

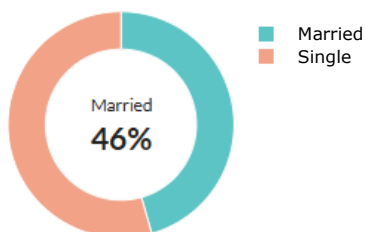
2.5

Persons per household

Population by household type

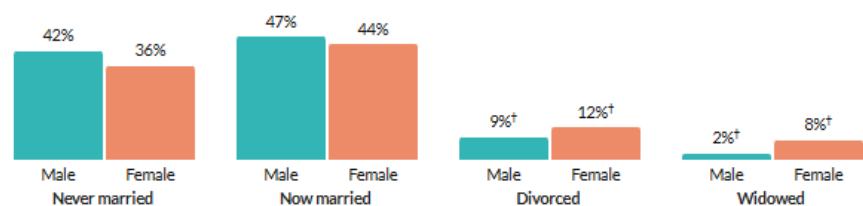


Marital status



* Universe: Population 15 years and over

Marital status, by sex



Source: Census Reporter

Demographic Analysis

The following table shows changes in Household Type from 2020 to 2023 for Bemidji and Beltrami County. Most categories of household type increased in number during this period. However, there were some exceptions. Single Male Householders decreased significantly by 2023, losing 463 households within Bemidji. Most of those losses were among those living alone. Single Female Householders with Children also experienced a loss of 146 households.

Households By Type	Bemidji			Beltrami County		
	2020 Census	2023 ACS	Change	2020 Census	2023 ACS	Change
Total Households	6,265	6,455	190	17,882	17,908	26
Married Couple	1,568	1,957	389	7,395	7,960	565
With children under 18	570	858	288	2,592	2,923	331
Unmarried couple	578	805	227	1,576	1,890	314
With children under 18	188	232	44	607	711	104
Single Male Householder	1,703	1,240	-463	3,769	3,307	-462
With children under 18	82	165	83	304	358	54
Living alone	1,212	902	-310	2,709	2,404	-305
Age 65 and over	214	274	60	720	793	73
Single Female Householder	2,416	2,453	37	5,142	4,751	-391
With children under 18	445	299	-146	984	942	-42
Living alone	1,597	1,640	43	2,866	2,656	-210
Age 65 and over	728	760	32	1,293	1,293	0
With one or more individuals under 18	1,591	1,697	106	5,331	5,572	241
With one or more individuals over 65	1,618	1,776	158	5,205	5,514	309

Source: U.S. Census Bureau - Census & American Community Survey (ACS)

Since 2010, the average household size in Bemidji has remained relatively stable while average family size has fluctuated. The averages for both household size and family size have consistently been larger in the County than in Bemidji.

Households By Type	Bemidji			Beltrami County		
	2010 Census	2020 Census	2023 ACS	2010 Census	2020 Census	2023 ACS
Average Household Size	2.13	2.15	2.15	2.87	2.50	2.48
Average Family Size	2.49	3.03	2.79	3.06	3.10	2.99

Source: U.S. Census Bureau - Census & American Community Survey (ACS)

According to definitions utilized by the U.S. Census Bureau, a household is composed of one or more people who occupy a housing unit while a family household consists of two or more individuals related by birth, marriage, or adoption who reside in the same housing unit. Not all households contain families. Non-family households include people who live alone as well as those who share their residence with unrelated individuals.

Income and Poverty Levels

2023 income and poverty levels for Bemidji and Beltrami County are shown below. In Bemidji, 46% of households reported incomes below \$50,000 with nearly 21% below poverty line.

Bemidji

Income

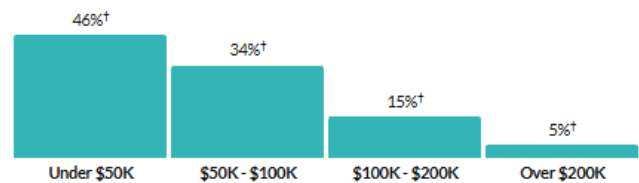
\$30,619

Per capita income

\$53,850

Median household income

Household income

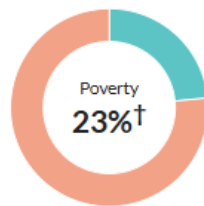


Poverty

20.7%

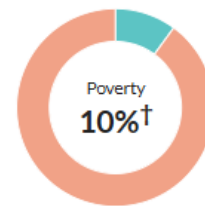
Persons below poverty line

Children (Under 18)



■ Poverty
■ Non-poverty

Seniors (65 and over)



■ Poverty
■ Non-poverty

Beltrami County

Income

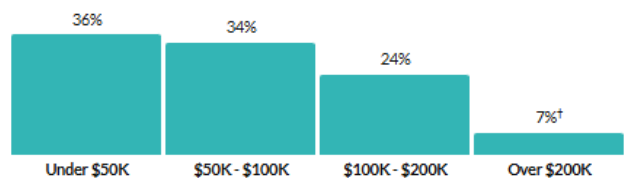
\$34,429

Per capita income

\$67,257

Median household income

Household income

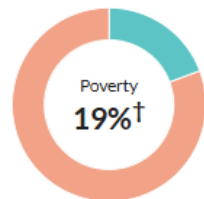


Poverty

16%

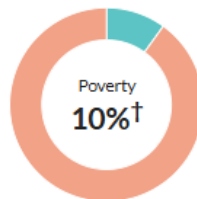
Persons below poverty line

Children (Under 18)



■ Poverty
■ Non-poverty

Seniors (65 and over)



■ Poverty
■ Non-poverty

Source: Census Reporter

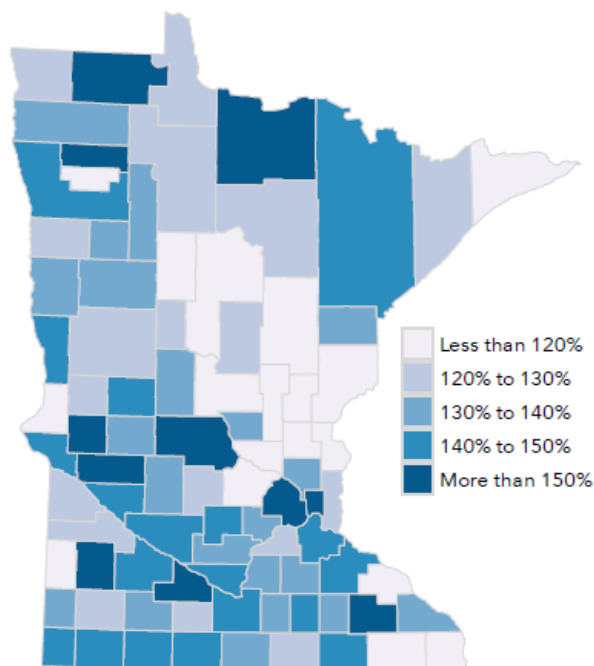
Income levels for the majority of residents in Bemidji (80%) as well as those in Beltrami County (70%) were below \$100,000 in 2023. This compares to only 58% of residents in all of Minnesota. In Bemidji, 46% of residents have annual incomes below \$50,000 while 36% of Beltrami County residents have incomes below \$50,000. Approximately 34% of residents in both areas have incomes between \$50,000 and \$100,000.

The lower income levels in Bemidji are also reflected in the higher levels of poverty. In Bemidji, approximately 21% of residents in Bemidji and 23% of children under 18 are living below the poverty line. This compares to 16% of residents and 19% of children under 18 in Beltrami County. Approximately 10% of residents aged 65 or older are living below the poverty line within both the City and County.

Many rural communities across Minnesota have experienced similar results regarding recent changes in median income and poverty levels. It is important to note that income is only one factor among many in determining why a community is viewed favorably. The local cost of living must also be considered. Both of these factors significantly contribute to a community's level of economic vitality and often are the basis for the growing appeal of rural communities. As reported in *The State of Rural Minnesota, 2023*, "although rural Minnesota's median wages and earnings are still below those for the Twin Cities, regions outside of the Twin Cities are experiencing the largest increases. Increasing earnings and wages coupled with rural regions' lower cost of living makes up for the difference in wages and earnings."

Median wages as a percent of the cost of living - 2023

The ability to make a living varies significantly across all of Minnesota.



This map shows the percentage of the cost of living in a county that the median wage of that county covers. The cost of living is calculated by MN DEED for a three-person household with one person working full-time and another working part-time with one child needing childcare. As the map shows, even though wages tend to be lower in Greater Minnesota, the ability to afford the cost of living is comparable to metro areas. Rural wages tend to cover the local cost of living. Much of that difference is due to lower housing costs in rural areas.

Source: The State of Rural Minnesota, 2025 (Data: MN DEED Cost of Living & QCEW)

Demographic Analysis

In general, income levels have increased since 2020. Median income levels for both the City and County remain below those for the State but this is not unusual given the rural character of the area. Household income for Bemidji increased by over 48% during the most recent three-year period. This compares to a 33% increase for the County and a 19% increase for the State. Increases were also reported for Family Households across all geographic levels.

Median Household Income	Households			Families		
	2020 Median	2023 Median	% Change	2020 Median	2023 Median	% Change
Bemidji	\$36,250	\$53,850	48.55%	\$56,339	\$76,250	35.34%
Beltrami County	\$50,525	\$67,257	33.12%	\$66,307	\$85,344	28.71%
Minnesota	\$73,382	\$87,556	19.32%	\$92,692	\$111,492	20.28%

Source: U.S. Census (ACS)

Household Definitions: There are two defined categories – Households and Family Households – used within the Census. Household income represents all independent households, including people living alone and unrelated individuals together in a housing unit. Family Households are two or more related individuals living in a household. Family incomes tend to be higher than the overall household median, as families have at least two household members and potentially more income-earners, while many non-family households have only one household member.

The median income level within a community directly impacts housing affordability for its residents. It also informs decisions regarding development of new housing opportunities in the community and provides a guide to the types of units that are most needed. Another key factor that influences local housing demand is how monthly housing costs relate to monthly income – what percentage of income is needed to cover housing costs each month.

In Bemidji, approximately 33% of all households spend 30% or more of their monthly income on housing costs. Nearly 42% (1,519) of renter occupied households are paying 30% or more for housing while only 22% (593) of owner occupied households paying 30% or more.

Household Cost Burden Percent of Income (2023 Data)	Owner Occupied Households			Renter Occupied Households	Total Households by Category
	With a Mortgage	Without a Mortgage	Total		
Less than 20%	616	962	1,578	1,124	2,702
20% to 24.9%	291	139	430	504	934
25% to 29.9%	81	22	103	510	613
30% to 34.9%	115	0	115	359	474
35% or more	256	222	478	1,160	1,638
Total	1,359	1,345	2,704	3,657	6,361
Not Computed	0	3	3	91	94

Source: U.S. Census (ACS)

Demographic Analysis

HUD defines housing as affordable when the occupant(s) is/are paying no more than 30 percent of his or her income for all housing costs including utilities. Housing costs may also include property insurance, real estate taxes, and other fees depending on the specific type of housing. At this level, a median income household in Bemidji could pay approximately \$1,346 per month toward housing costs and a median income family household could pay up to \$1,906 per month. However, there is often a significant difference between renter and owner household income levels. Many renter households are in the lower income ranges and have significantly less income that can be applied to housing costs.

The incomes necessary to support the cost of typical types of housing are provided below:

\$52,950

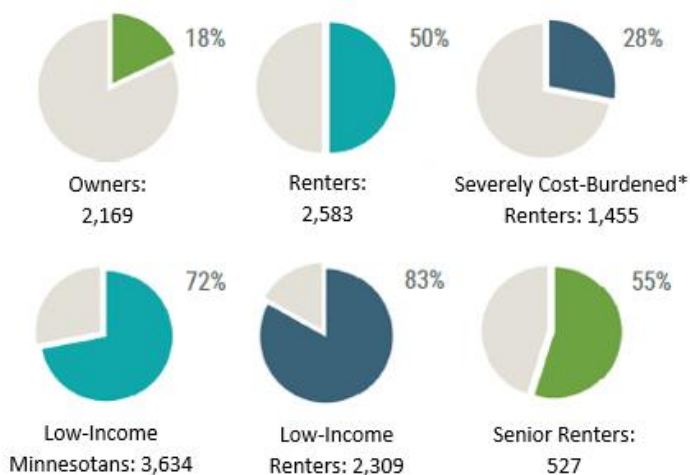
Salary needed to afford a
median-priced home

\$36,400

Salary needed to afford a
2-bedroom apartment

While data specific to the City of Bemidji is not available, the information presented below for Beltrami County is indicative of similar circumstances for Bemidji residents.

COST-BURDENED* COUNTY HOUSEHOLDS



4,752 households in the county are "cost-burdened" – at risk of being forced to choose between a home and other basic needs like food, clothing, and medicine.

*Cost burden: Spending 30% or more of household income on housing costs.

*Severe cost burden: Spending more than 50%

*Low-income: Households earning under \$35,000 annually

EXTREMELY LOW-INCOME HOUSEHOLDS (ELI)*

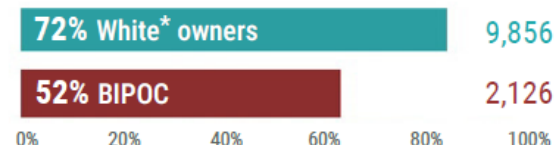
of ELI renter households in the county: **2,050**

Homes affordable / available* to the ELI: **890**

Shortage of affordable/available homes for ELI in the county: **1,160**

*ELI: households earning under \$30,190 annually.

COUNTY HOMEOWNERSHIP RATE



*non-Hispanic white

Source: Minnesota Housing Partnership – 2023 County Profile

Demographic Analysis

Many local households – 33% in Bemidji and 27% in the County - are considered “cost-burdened”. These households spend 30% or more of their income on monthly housing costs. A cost-burdened household may include those classified as Poverty households or ALICE households. Poverty households have traditionally been defined as those living below the federal poverty level. ALICE households are defined as those who have incomes above the Federal Poverty level yet still struggle to afford basic living expenses each month. Between 2007 and 2022, the number of ALICE households has grown steadily in Minnesota. While the total number of households increased by 10% during this period, ALICE households have increased by 33%. In 2022, over 53% of Bemidji households struggled to make ends meet compared to 47% of Beltrami County households and 36% of Minnesota households.

ALICE Households

- Span all races, ages, ethnicities, and abilities
- Include workers whose wages cannot keep up with the rising cost of goods and services
- Often include those who are working two or more jobs and still cannot pay their bills
- May include family members who need care and assistance, which makes it harder for their caregivers to find adequate work
- Live paycheck to paycheck and forced to make impossible choices: between rent or food, medical care or child care, utility bills or gas in the car
- Are part of every community nationwide

Year	Geographic Area	Households	Poverty Households	ALICE Households	Above ALICE Households
2022	Bemidji city	6,451	1,213	2,214	3,024
2022	Beltrami	17,870	2,541	4,931	10,398



For a growing number of U.S. households, financial stability is nothing more than a pipe dream, no matter how hard their members work to improve their circumstances. Known as ALICE households (Asset Limited, Income Constrained, Employed), they are part of every community nationwide and span all races, ages, ethnicities, and abilities.

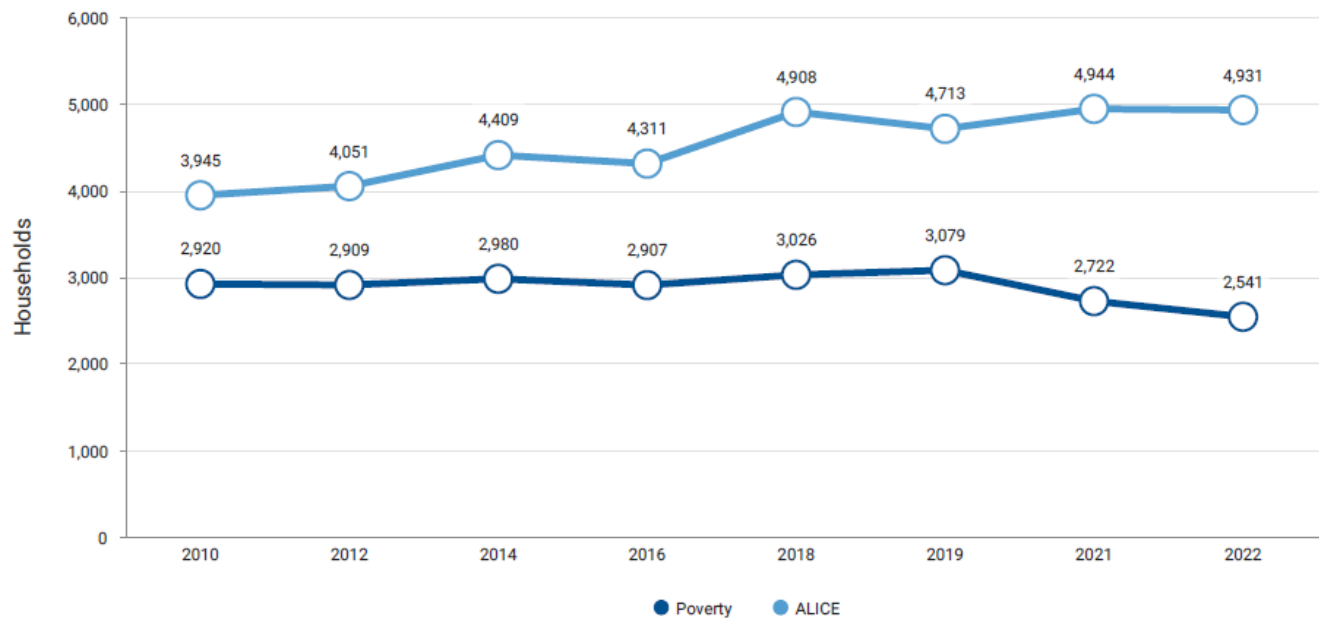
Historic Data - Beltrami County

Year	County	Households	Poverty Households	ALICE Households	Above ALICE Households	ALICE Threshold - HH under 65	ALICE Threshold - HH 65 years and over
2010	Beltrami	16,762	2,920	3,945	9,897	\$35,000	\$30,000
2012	Beltrami	16,677	2,909	4,051	9,717	\$40,000	\$30,000
2014	Beltrami	16,793	2,980	4,409	9,404	\$40,000	\$35,000
2016	Beltrami	16,906	2,907	4,311	9,688	\$40,000	\$35,000
2018	Beltrami	17,271	3,026	4,908	9,337	\$45,000	\$40,000
2019	Beltrami	17,372	3,079	4,713	9,580	\$45,000	\$40,000
2021	Beltrami	17,555	2,722	4,944	9,889	\$50,000	\$45,000

Source: United for ALICE - ALICE in Minnesota: A Study of Financial Hardship, 2024

Financial hardships can affect households in different ways over the course of a lifetime. As circumstances change, a household may rise above or fall below designated thresholds. In Beltrami county, the number of ALICE households has risen steadily since 2010, growing by nearly 1,000 households by 2022. The number of poverty households remained fairly stable from 2010 through 2019 when it began to decrease of around 500 households by 2022.

Number of Households



Source: United for ALICE

One of the most significant drivers behind the increasing number of ALICE households is the accelerating cost of household basics – the minimum costs for household necessities. In communities throughout the nation, hardworking families and individuals continue to struggle to afford basic essentials, leaving no money available for unexpected emergencies or even for modest savings accounts. Wages simply are not keeping pace with inflation.

According to the 2024 report ***Alice In Minnesota: A Study of Financial Hardship***:

The cost of basics as measured by the ALICE Essentials Index is increasing faster (3.1% annually between 2007 and 2023 in Minnesota) than the Consumer Price Index that measures the increase in cost of a much larger basket of goods and services (2.5%).

With this gap, it is impossible for ALICE workers to catch up.

For example, the median wage for a retail salesperson was \$9.44 per hour in 2010 (\$19,635 annually), nearly \$9,800 short of the Survival Budget for one adult and one child (\$29,374).

By 2022, the wage had increased 60% to \$15.11 per hour (\$31,429 annually), but the Survival Budget had also increased, by 44%, to \$42,324.

This worker was nearly \$11,000 short of basic costs in 2022 — further behind than in 2010.

Demographic Analysis

By 2022, the ALICE Household Survival Budget had risen to \$25,524 for a single adult and \$74,700 for a family of four in Beltrami County. These were slightly lower than the average for Minnesota overall where the Survival Budget had risen to \$26,712 for a single adult and \$77,304 for a family of four. At this point of time, basic household costs in every county in Minnesota exceeded the Federal Poverty Level confirming that the number of households facing financial hardship continues to grow.

Alice Household Survival Budget - 2022								
Beltrami County	Single Adult	1 Adult, 1 Child	1 Adult, 1 in Childcare	2 Adults	2 Adults, 2 Children	2 Adults, 2 in Childcare	Single Senior	Two Seniors
Monthly Costs								
Housing Costs - (Rent + Utilities)	\$605	\$692	\$692	\$692	\$910	\$910	\$605	\$692
Child Care	-	227	604	-	453	\$1,229	-	-
Food	\$425	\$721	\$647	\$779	\$1,310	\$1,158	\$392	\$719
Transportation	\$404	\$538	\$538	\$645	\$1,055	\$1,055	\$340	\$517
Health Care	\$170	\$423	\$423	\$423	\$658	\$658	\$542	\$1,084
Technology	\$86	\$86	\$86	\$116	\$116	\$116	\$86	\$116
Miscellaneous	\$169	\$269	\$299	\$266	\$450	\$513	\$197	\$313
Tax Before Credits	\$268	\$641	\$725	\$352	\$844	\$1,019	\$343	\$665
Monthly Total	\$2,127	\$3,597	\$4,014	\$3,273	\$5,796	\$6,658	\$2,505	\$4,106
ANNUAL TOTAL Before Tax Credits	\$25,524	\$43,164	\$48,168	\$39,276	\$69,552	\$79,896	\$30,060	\$49,272
Tax Credits (CTC and CDCTC)	0	(\$2,544)	(\$2,604)	0	(\$5,088)	(\$5,196)	\$0	\$0
ANNUAL TOTAL With Tax Credits	\$25,524	\$40,620	\$45,564	\$39,276	\$64,464	\$74,700	\$30,060	\$49,272
Full-Time Hourly Wage	\$12.76	\$20.31	\$22.78	\$19.64	\$32.23	\$37.35	\$15.03	\$24.64

Source: United for ALICE – ALICE in Minnesota: A Study of Financial Hardship, 2024

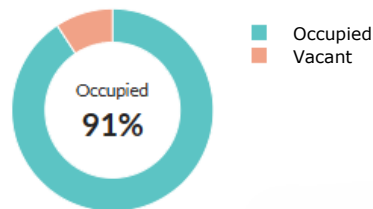
Housing Characteristics

An important indicator of community vitality in rural areas centers around the characteristics of the housing found there. Housing issues remain one of the key challenges for residents and community leaders alike. But, it isn't as simple as building more housing. The existing housing – amount, type, size, age, etc. – must be considered as part of decisions around future housing. A snapshot of the current housing characteristics found in Bemidji follows.

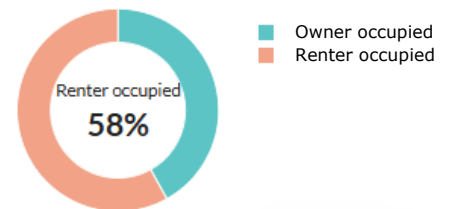
7,112

Number of housing units

Occupied vs. Vacant



Ownership of occupied units



Source: Census Reporter

Bemidji has a higher percentage (58%) of rental units than most rural communities. It also has very few vacant housing units. Both of these may be influenced by Bemidji's roles as a regional hub for education and commerce as well as a popular destination for outdoor recreation. Demand for both rental and ownership units persists.

Housing Characteristics	Bemidji				Beltrami County			
	2020		2023		2020		2023	
HOUSING OCCUPANCY								
Total housing units	6,714		7,112		21,767		21,583	
Occupied units	6,265	91.5%	6,455	90.8%	17,882	83.1%	17,908	83.0%
Vacant units	449	8.5%	657	9.2%	3,885	16.9%	3,675	17.0%
HOUSING TENURE								
Occupied units	6,265		6,455		17,882	100.0%	17,908	
Owner-occupied	2,572	43.2%	2,707	41.9%	2,128	68.1%	12,441	69.5%
Renter-occupied	3,693	56.8%	3,748	58.1%	5,754	31.9%	5,467	30.5%
HOUSEHOLD SIZE								
Owner-occupied	2.53		2.44		2.61		2.58	
Renter-occupied	1.89		1.94		2.28		2.27	
VACANCY RATES								
Ownership Units	1.0%		0.0%		0.7%		0.2%	
Rental units	3.8%		5.5%		6.3%		6.1%	

Source: U.S. Census (ACS)

In Beltrami County, the percentage of rental and ownership units is reversed. Nearly 70% of the homes are owner-occupied. This aligns with national trends often cited for rural areas where more people own their homes and tend to stay in them much longer. The higher rate of homeownership in the County may also be driven by the increasing number of new housing developments outside of the city limits as well as the opportunity for larger lots.

Demographic Analysis

Another factor contributing to the higher number of rental units within Bemidji is the greater probability of multi-family developments being located within the city limits. Over 32% of the structures with 5 or more units were located within the City while less than 13% were in the County. The number of single family residences is also significant. Including both rental and ownership units, these homes may be detached (typical house) or attached (with at least one shared exterior wall). Nearly 54% (3,827) of the housing units in Bemidji were single family homes while 72% (15,539) of the housing units in the County were single family homes.

Units in Structure (2023 Data)	Bemidji		Beltrami County	
	Units	Percentage	Units	Percentage
Total Housing Units	7,112		21,583	
1 unit detached	3,305	46.5%	14,934	69.2%
1 unit attached	522	7.3%	605	2.8%
2 units	133	1.9%	258	1.2%
3 or 4 units	375	5.3%	487	2.3%
5 - 9 units	222	3.1%	310	1.4%
10 - 19 units	579	8.1%	718	3.3%
20 units or more	1,539	21.6%	1,716	8.0%
Mobile home	437	6.1%	2,549	11.8%
Boat, RV, van, etc.	0	0.0%	6	0.0%

Source: U.S. Census (ACS)

In Bemidji, the length of time that a resident has lived in their current home is significantly less than those who live in Beltrami County. In 2023, over 20% of Bemidji residents had only lived in their current housing unit since 2021 compared to less than 12% of County residents. This may be due to the number of students who have moved to the area to attend college as well as the higher number of rental units that may come available within the city limits.

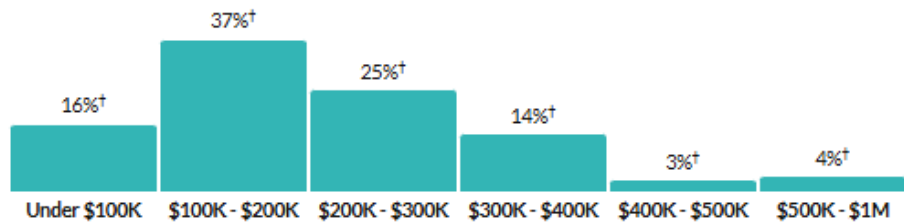
Year Householder Moved Into Unit (2023 Data)	Bemidji		Beltrami County	
	Units	Percentage	Units	Percentage
Occupied Housing Units	6,445		17,908	
2021 or Later	1,329	20.6%	2,096	11.7%
2018 - 2020	1,484	23.0%	3,630	20.3%
2010 - 2017	2,181	33.8%	5,082	28.4%
2000 - 2009	739	11.4%	3,270	18.3%
1990 - 1999	304	4.7%	1,941	10.8%
1989 or Earlier	418	6.5%	1,889	10.5%

Source: U.S. Census (ACS)

Housing Values

\$189,500

Median value of owner-occupied housing units



Source: Census Reporter

Housing values have continued to increase steadily since 2010. In Bemidji, the median home value increased by 34% since 2020 with an overall increase of nearly 60% since 2010.

Bemidji (City)	2010		2020		2023	
Housing Value	Units	%	Units	%	Units	%
Owner-occupied units	2,969		2,572		2,707	
Less than \$50,000	347	11.7%	248	9.6%	360	13.3%
\$50,000 - \$99,999	817	27.5%	427	16.6%	86	3.2%
\$100,000 - \$149,999	867	29.2%	808	31.4%	407	15.0%
\$150,000 - \$199,999	29	14.4%	518	20.1%	594	1.9%
\$200,000 - \$299,999	369	12.4%	341	13.3%	668	24.7%
\$300,000 - \$499,999	117	3.9%	149	5.8%	451	16.7%
\$500,000 - \$999,999	23	80.0%	38	1.5%	99	3.7%
\$1,000,000 or more	0	0.0%	43	1.7%	42	1.6%
Median Value	\$119,300		\$141,300		\$189,500	

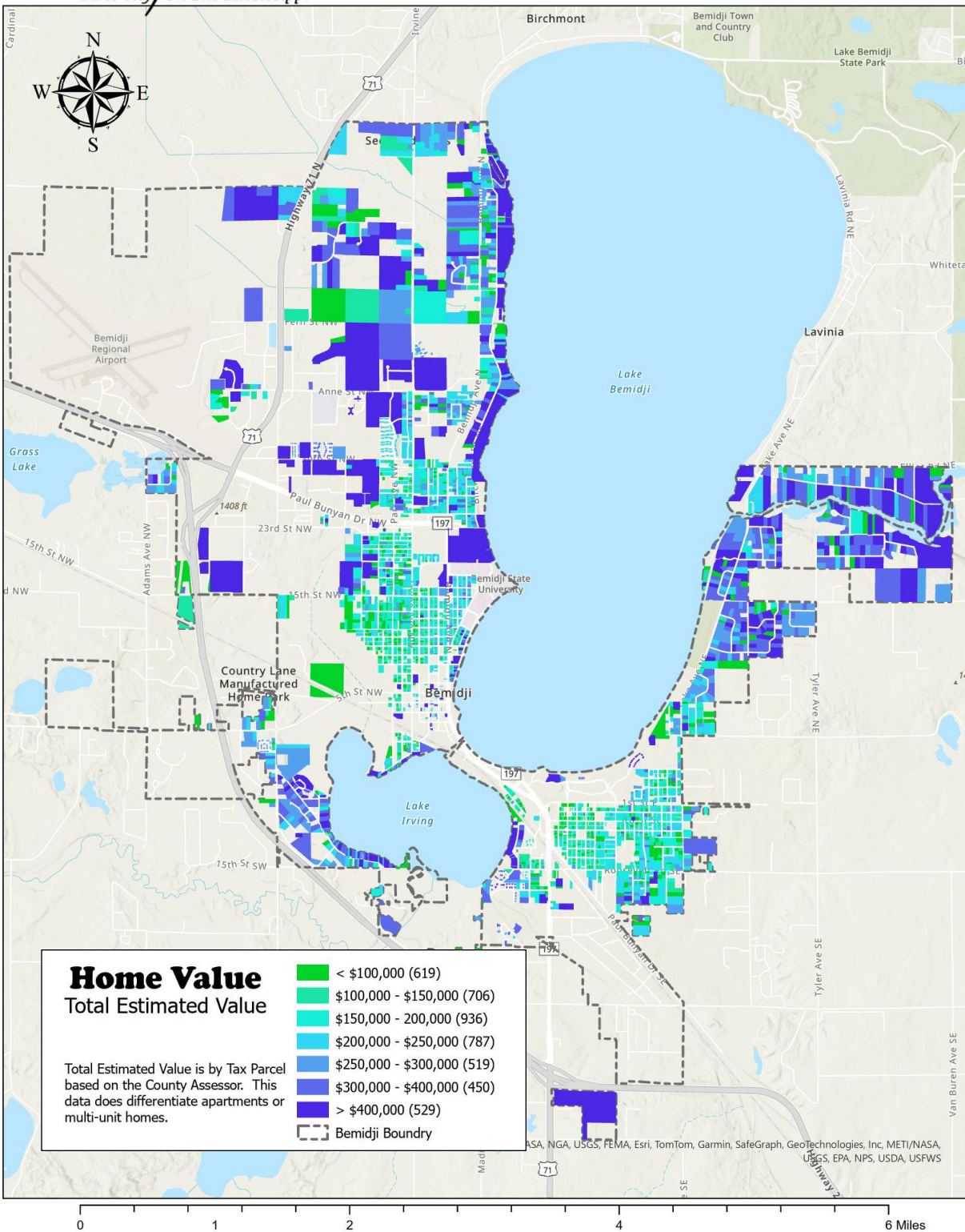
Beltrami County	2010		2020		2023	
Housing Value	Units	%	Units	%	Units	%
Owner-occupied units	12,175		12,128		12,441	
Less than \$50,000	1,355	11.1%	1,382	11.4%	1,308	10.5%
\$50,000 - \$99,999	2,479	20.4%	1,352	11.1%	913	7.3%
\$100,000 - \$149,999	2,564	21.1%	2,368	19.5%	1,267	10.2%
\$150,000 - \$199,999	2,323	19.1%	2,520	20.8%	1,965	15.8%
\$200,000 - \$299,999	1,905	15.6%	2,563	21.1%	3,208	25.8%
\$300,000 - \$499,999	1,165	9.6%	1,544	12.7%	2,783	22.4%
\$500,000 - \$999,999	333	2.7%	320	2.6%	905	7.3%
\$1,000,000 or more	51	0.4%	79	0.7%	92	0.7%
Median Value	\$143,800		\$167,000		\$222,300	

Source: U.S. Census (ACS)

Home values in the County have increased at a similar rate with the median value rising to \$222,300 in 2023. However, it is important to note that the number of homes valued at \$300,000 or higher have increased to over 30% of the total homes in Beltrami County compared to only 21% of total homes within Bemidji.



Bemidji Housing



Age of Housing

The American Community Survey includes an estimate of the age of the housing stock.

Year Structure Built (2023 Data)	Bemidji		Beltrami County		Minnesota	
	Units	Percentage	Units	Percentage	Units	Percentage
Total Housing Units	7,112		21,583		2,519,538	
2020 or Later	67	0.9%	240	1.1%	27,135	1.1%
2010 - 2019	1,158	16.3%	2,602	12.1%	201,673	8.0%
2000 - 2009	1,062	14.9%	3,861	17.9%	335,091	13.3%
1990 - 1999	632	8.9%	2,928	13.6%	320,320	12.7%
1980 - 1989	609	8.6%	2,698	12.5%	309,597	12.3%
1970 - 1979	1,048	14.7%	3,613	16.7%	361,505	14.3%
1960 - 1969	647	9.1%	1,531	7.1%	230,600	9.2%
1950 - 1959	594	8.4%	1,253	5.8%	234,192	9.3%
1940 - 1949	452	6.4%	854	4.0%	105,588	4.2%
1939 or Earlier	843	11.9%	2,003	9.3%	393,837	15.6%

Source: U.S. Census Bureau (American Community Survey)

The age of the housing stock in Bemidji is similar to that found in many rural communities around the United States. Approximately 32% of the existing homes in Bemidji were constructed since 2000. This compares to 31% in Beltrami County and 22% in Minnesota. Of greater significance, over 50% of the existing homes in Bemidji were built prior to 1980. This is slightly higher than the 43% in Beltrami County and just under the 53% in Minnesota.

In many communities with older homes, there are an increasing number of existing homes that may need repairs due to deferred maintenance. Often, these repairs may be extensive depending on the economic circumstances and age of the current owner. The greatest concentrations of older homes in Bemidji are in the neighborhoods immediately adjacent to the downtown and in parts of Nymore. Within these neighborhoods, there is a mix of owner-occupied and investor-owned units. Many are well maintained while others may need general maintenance or minor repairs. Some may require significant repairs or renovation.

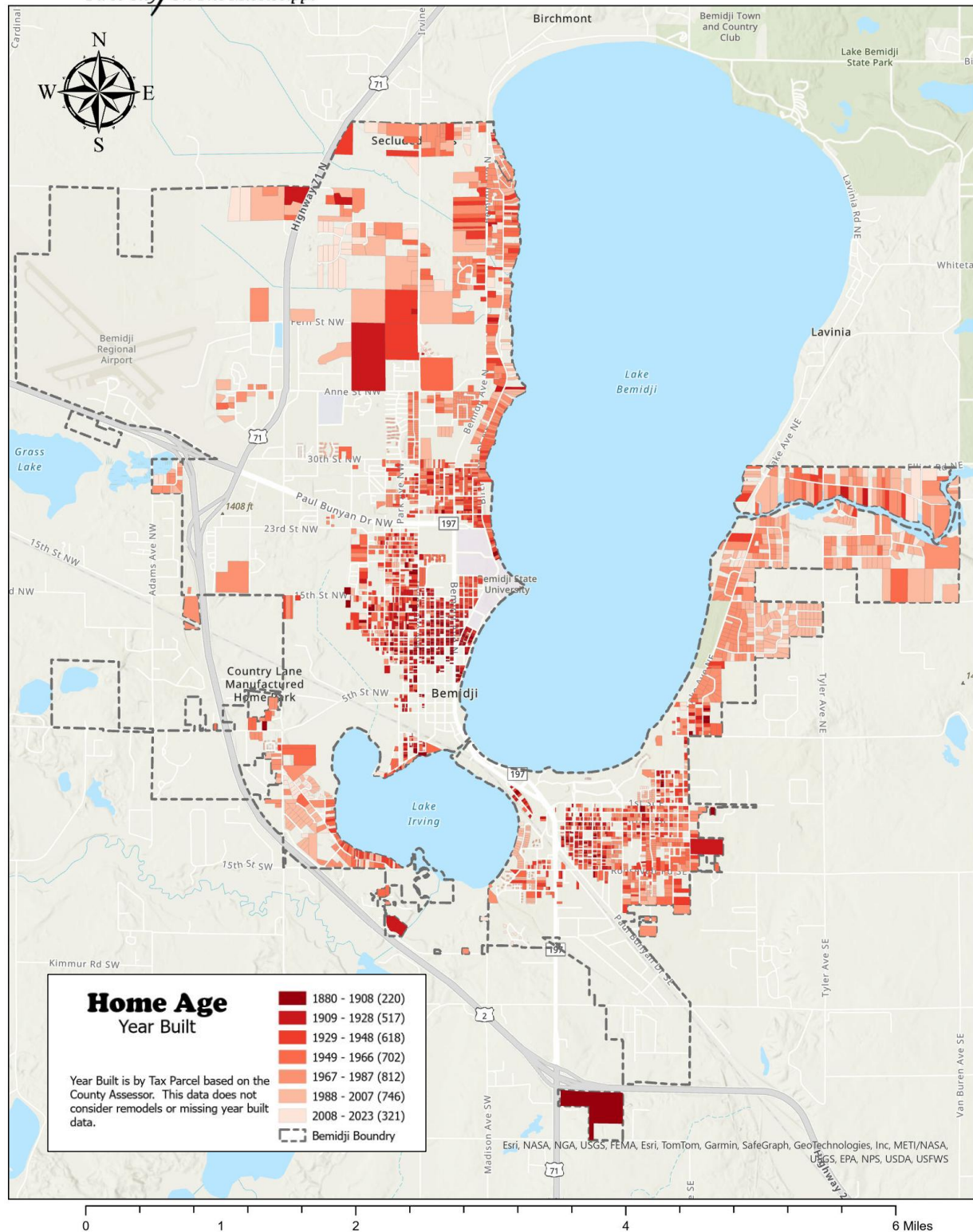
To ensure safety and habitability of rental units, the City conducts periodic inspections of current rental units and requires rental licenses and rental certificates of occupancy.

Residential Rental Information	2021	2022	2023	2024
Inspections (Per Unit)	1,450	2,002	2,205	1,858
Rental Certificate of Occupancy	626	554	771	600
Rental Licenses	1,126	1,091	1,100	1,091
Rental Units	3,678	3,694	3,700	3,734

Source: City of Bemidji



Bemidji Housing



Building Permit and Real Estate Trends

The estimated value of new construction activity in Bemidji since 2021 is shown below. Data reported represents permits issued for newly built units, modifications to existing homes, and installation of solar panels.

City of Bemidji Permits	2021	Estimated Project Value	2022	Estimated Project Value	2023	Estimated Project Value	2024	Estimated Project Value
Residential Building - New	22	\$17,363,743	18	\$4,563,200	13	\$4,246,153	10	\$3,092,611
SF (units)	14	\$2,961,249	18	\$4,563,200	12	\$2,320,412	10	\$3,092,611
MF (units)	150	\$14,402,494	0	----	52	\$1,925,741	0	----
Residential Modification	2	\$22,500	6	\$347,000	7	\$34,225	3	\$28,500
Renovation (+/- Bedroom)	2	\$22,500	5	\$292,000	2	\$5,225	2	\$25,000
Mobile Home	0	----	1	\$55,000	5	\$19,000	1	\$3,500
Solar Panel Installation					1	\$72,000	2	\$82,694
Commercial					1	\$72,000	1	\$70,000
Residential					0	----	1	\$12,694

Source: City of Bemidji

Completion of each permitted project adds value to the Bemidji community in multiple ways and helps to support and sustain a thriving community. Each project:

- increases consumer spending during construction (materials and labor)
- creates wealth for the property owner (higher market value)
- generates additional tax revenue to support local government
- adds to the number of housing units available to meet local housing demand.

The following table lists the number of building permits that were issued for new housing units each year since 2018.

Residential Building Permits	2018	2019	2020	2021	2022	2023	2024
Single Family	13	21	12	14	18	12	10
Multi Family	3	0	6	8	0	1	0

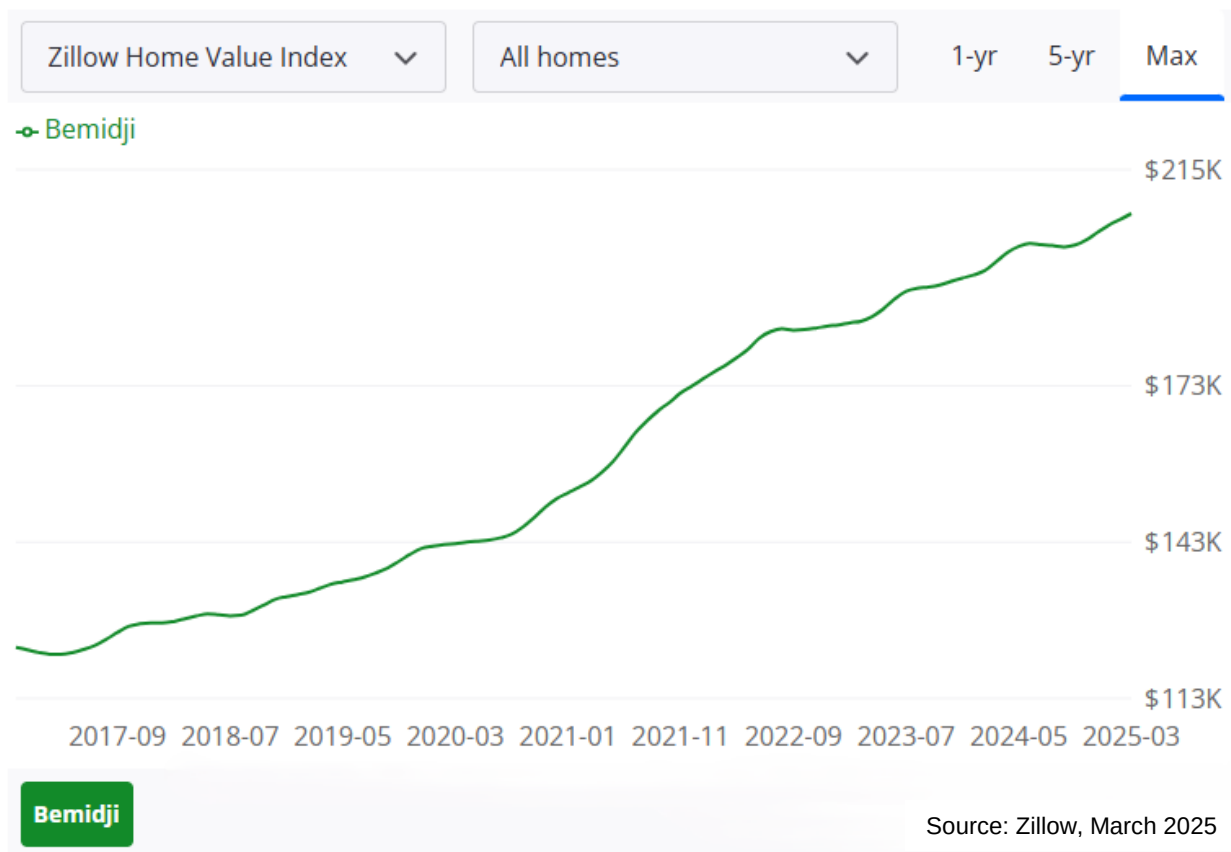
Source: City of Bemidji

New residential construction within the City of Bemidji has remained fairly constant since 2018. Permits for a minimum of 10 single family homes have been issued each year. Permits for construction of multi-family structures has been more sporadic. However, the combined total of these permits is not an accurate indicator of residential construction activity occurring within the greater Bemidji community. New residential neighborhoods continue to be developed beyond

Demographic Analysis

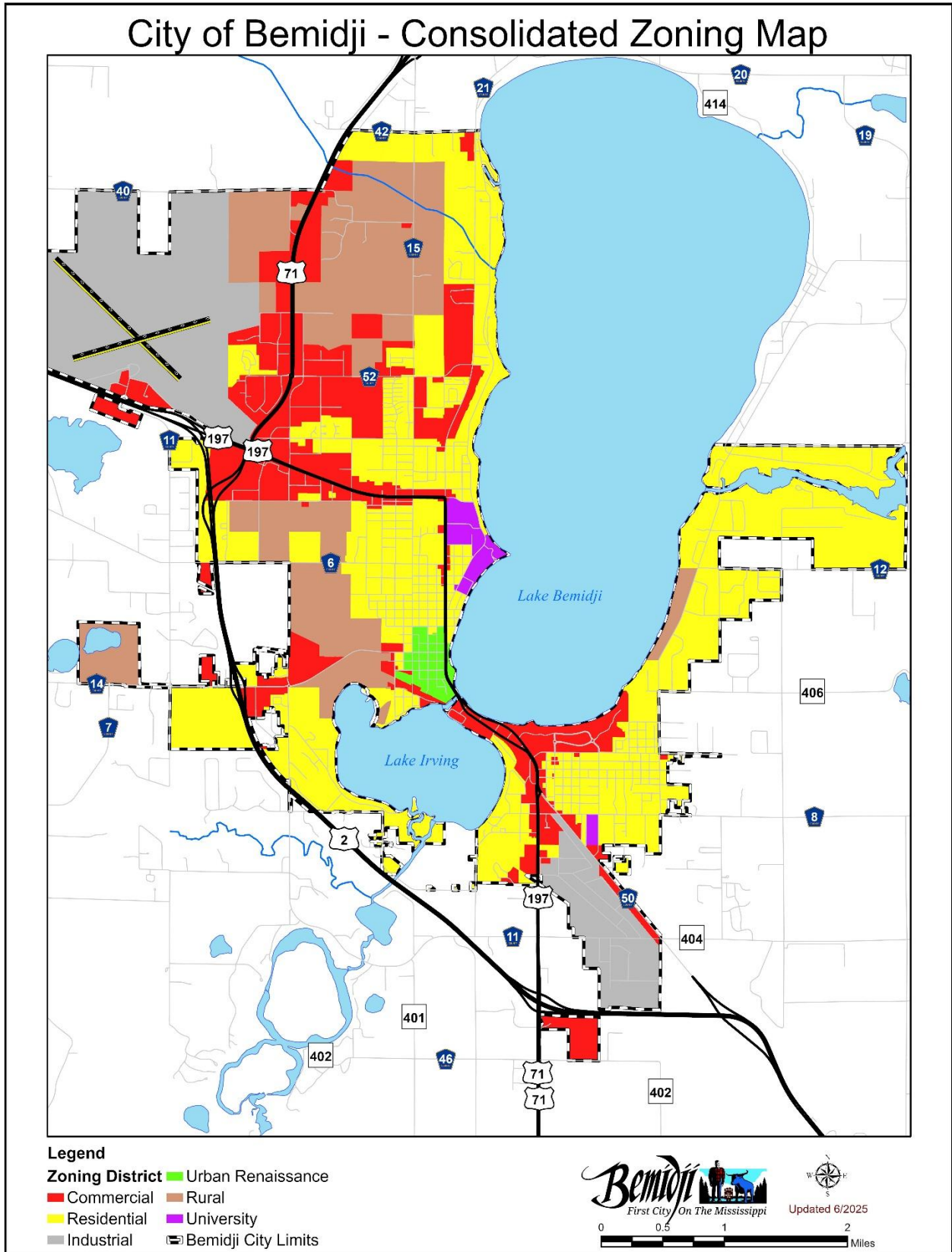
the city limits in response to the growing demand for additional housing options. Opportunities for the construction of new single-family houses within the city limits are significantly hampered by the availability of vacant land that is ready for development. Often, available land is limited to in-fill lots that require demolition of existing structures before any new residential units can be constructed. Current zoning classifications and lot size may also impede re-development efforts. Similar issues also impact the development of multi-family projects.

Based on information available through Zillow, median home values within the local real estate market have continued to climb. Values increased from \$123,252 in January 2017 to \$206,985 as of March 2025. Since March 2024, local home values have increased nearly \$10,000.



The average price point for local real estate listings is primarily influenced by house size (square footage), specific features included in the home, year built, lot size, and location as well as overall condition and appearance. Market demand, competition among similar homes, and general availability also impact local sales prices. Various financial indicators – particularly mortgage rates – and other economic factors at the state and national levels may also trickle down to the local economy and influence the real estate market.

As Bemidji looks toward the future, current land use and zoning classifications may need to be evaluated to ensure the city is well-prepared for future growth and long term sustainability. A consolidated zoning map is included for review on the following page. Updated in June 2025, it serves as an important guide for all future development in the city.



Source: City of Bemidji



Chapter Table of Contents

	Page
Overview	37
Stakeholder Meeting Outcomes	38
Community-Wide General Survey Results	39
Unhoused Population Survey Results	49

Overview

This section presents information gathered as part of community engagement efforts undertaken during the months of January to April in 2025. As part of this effort to gather community input, meetings were held with various stakeholders. Two different housing surveys were also conducted. The outcomes of these activities are detailed on the following pages.

Stakeholder Meetings

A list of community leaders and other key stakeholders with a connection to housing in Bemidji was compiled. Individual meetings were scheduled to discuss the current housing situation and gather opinions and potential suggestions. A summary of these meetings is included.

Housing Surveys

A community-wide survey to gather public input about housing in Bemidji was developed. Available as an online survey, it was promoted through public services announcements, social media posts, and email distribution lists. Paper copies were also made available when needed. A second survey was also created specifically for the unhoused population. This was shared through various service providers and case managers as they worked with their clients. Results for the questions from both of these surveys are provided for review in this section. The survey documents are also included in the Appendix.

Stakeholder Meeting Outcomes

HRDC staff met with local leaders and representatives of various stakeholder groups to discuss the housing situation in Bemidji. Participants included representatives from:

- Bemidji Chamber of Commerce
- City of Bemidji Rental Department
- Headwaters Landlord Association
- Nonprofit Housing Organizations
- Northwest Minnesota Association of Realtors
- Bemidji Housing & Redevelopment Authority
- Service Providers and Case Managers
- Real Estate Developers/Homebuilders

All participants were asked a version of the following questions.

1. Would you share your experience in working with housing in the City of Bemidji?
2. What are the biggest needs or most significant housing challenges you see as it relates to the City?
3. What priorities does your organization have related to housing?
4. What are your plans to address housing in whichever capacity you serve?

Several themes emerged from these conversations:

Availability and Affordability

- Availability of land that can be used for development is minimal
- Lack of infrastructure often stops development
- Zoning is sometimes a large issue
- Incomes don't keep up with the cost of housing for many households

Income and Employment

- Attracting new businesses is a primary goal for many within the City of Bemidji
- Jobs do not provide sufficient income to find housing that is affordable
- Skilled homebuilders and tradespeople are in demand
- Employers express that there is an issue with attracting a workforce

Housing Quality

- Many landlords do not keep their units up to a habitable standard
- Some owner-occupied households may not have the resources or physical ability to maintain their homes

Education and outreach

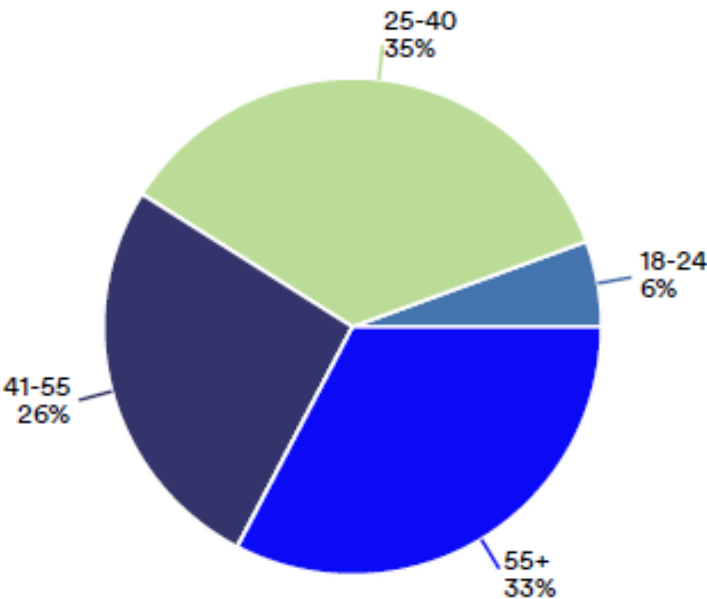
- Lack of understanding of what resources exist
- Pushback and "not in my back yard" hinder housing development

Needs of Households

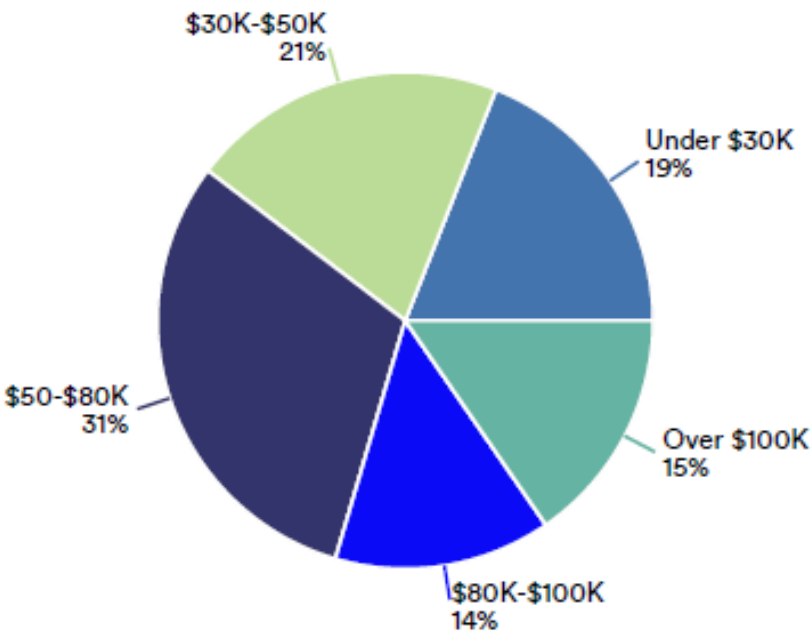
- Homelessness is a large challenge
- The number of households experiencing addiction makes it difficult to address housing needs and find long-term solutions
- Addiction and mental health are contributing factors to homelessness – better access to treatment options along with more supportive housing units and sober living facilities are needed

Community-Wide General Survey Results

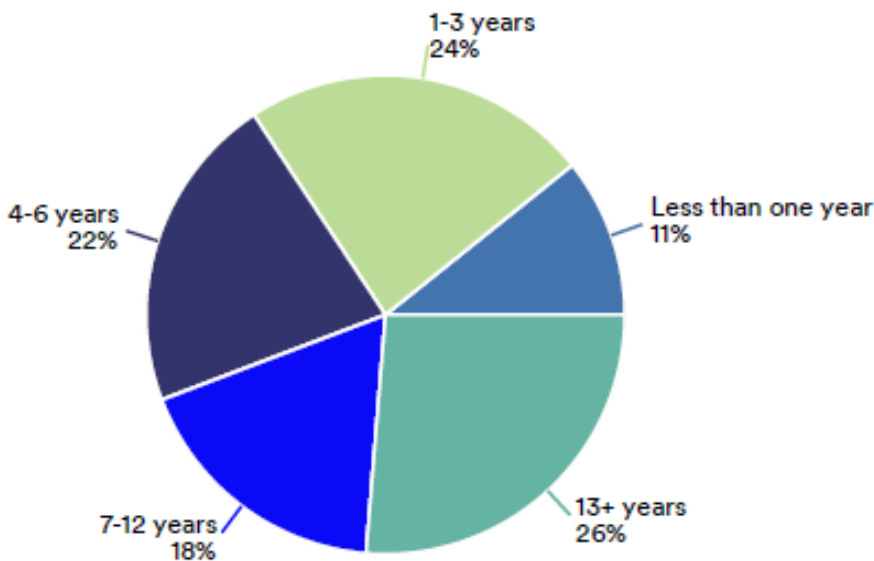
What is your age?



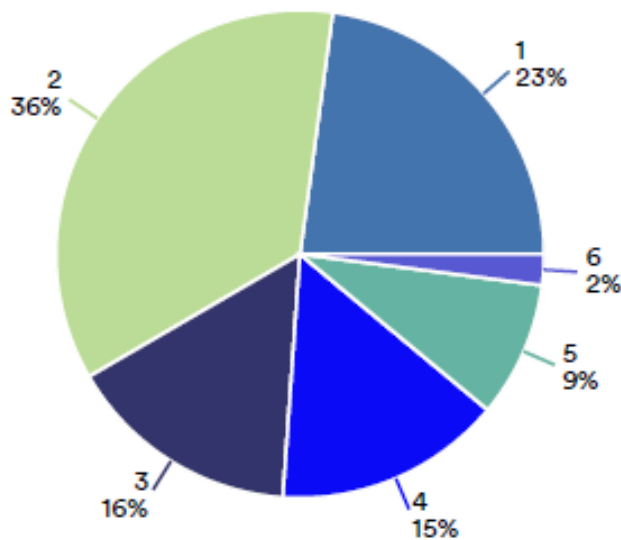
What is your income?



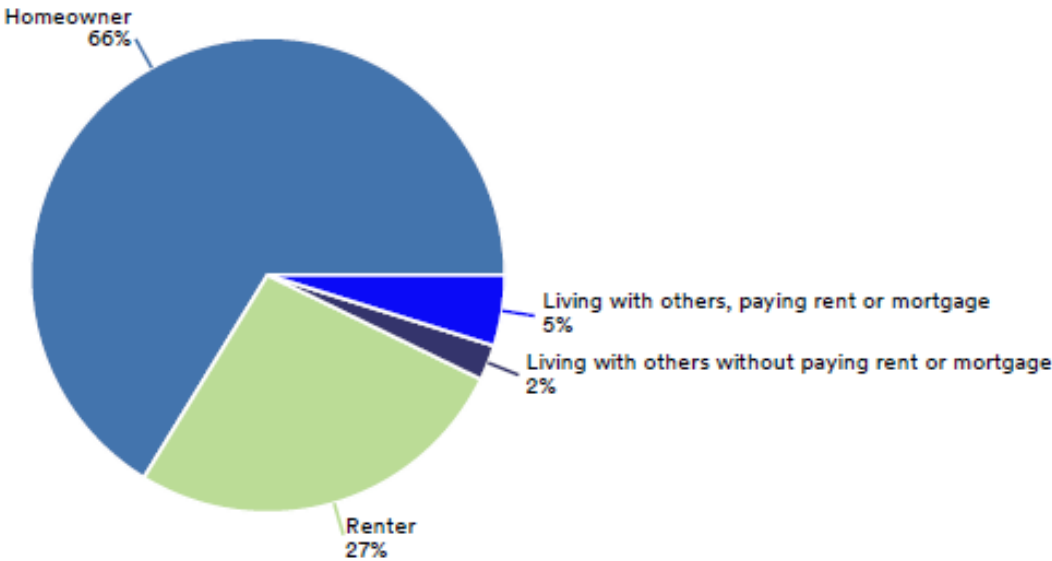
How long have you lived at your current residence?



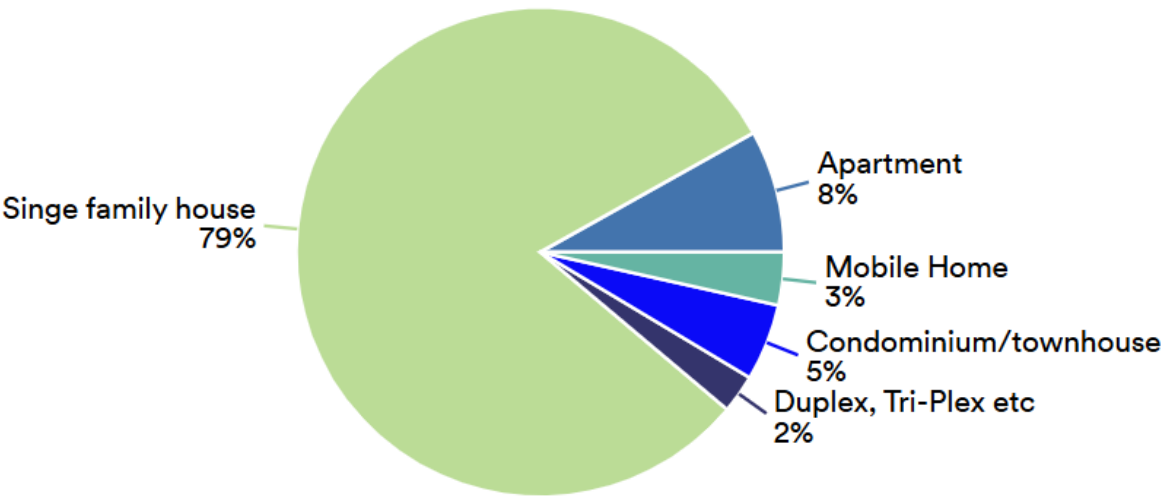
How many people live in your home or apartment including you?



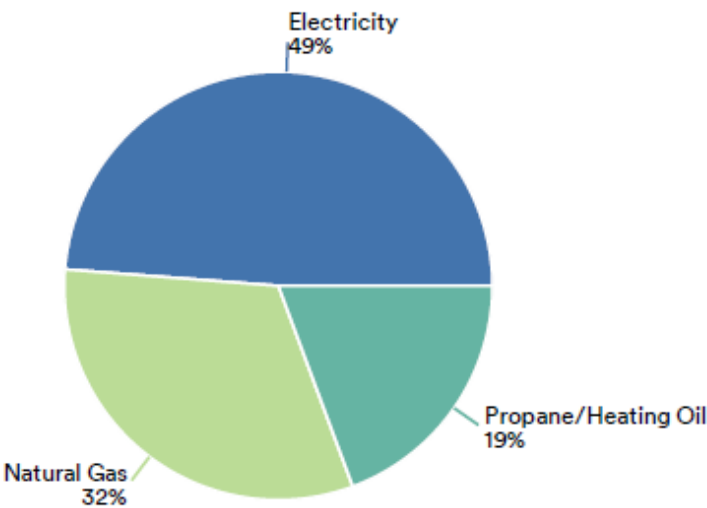
Which one(s) best describe your housing situation right now?



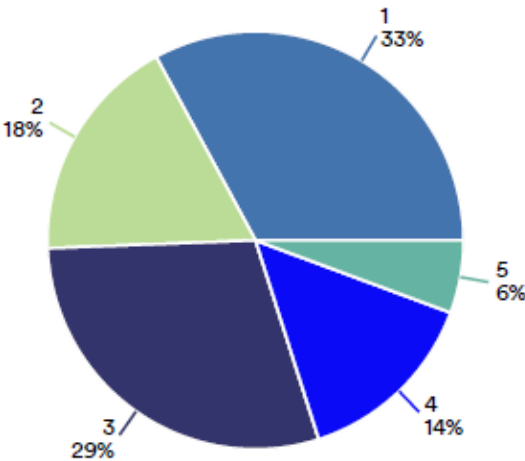
What type of housing do you live in right now?



What source(s) do you use for heating and cooling your home? (Check all that apply)

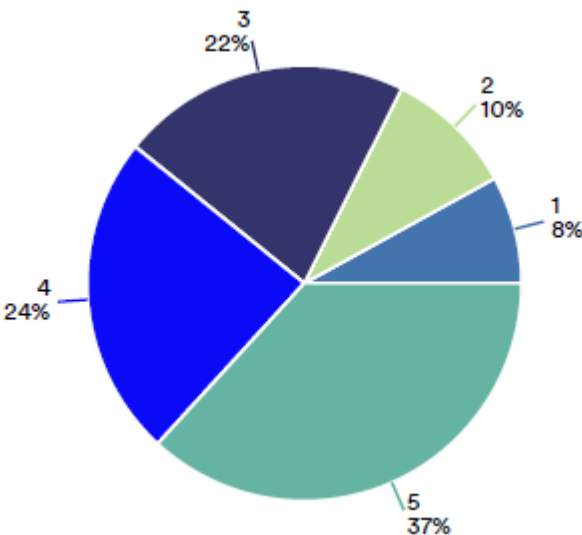


It is difficult to pay the utility bills each month (1 = Strongly Disagree, 5 = Strongly Agree)



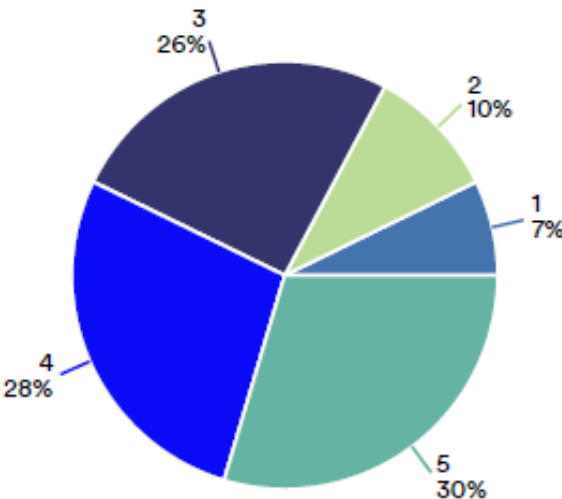
How satisfied are you with your current housing situation?

(1 = Unsatisfied, 5 = Very Satisfied)

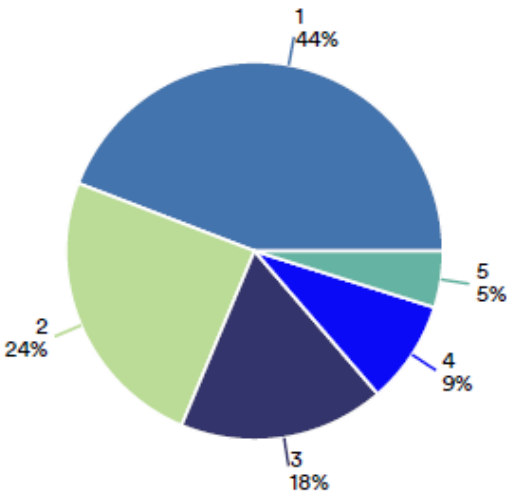


My/our current home is affordable and appropriate for my/our needs:

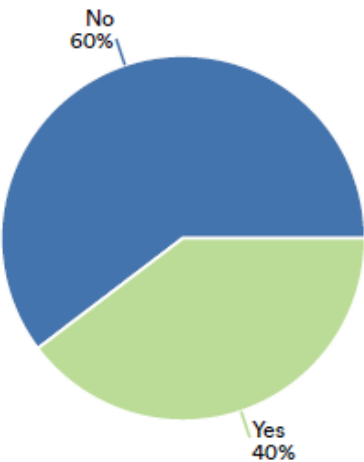
(1 = Strongly Disagree, 5 = Strongly Agree):



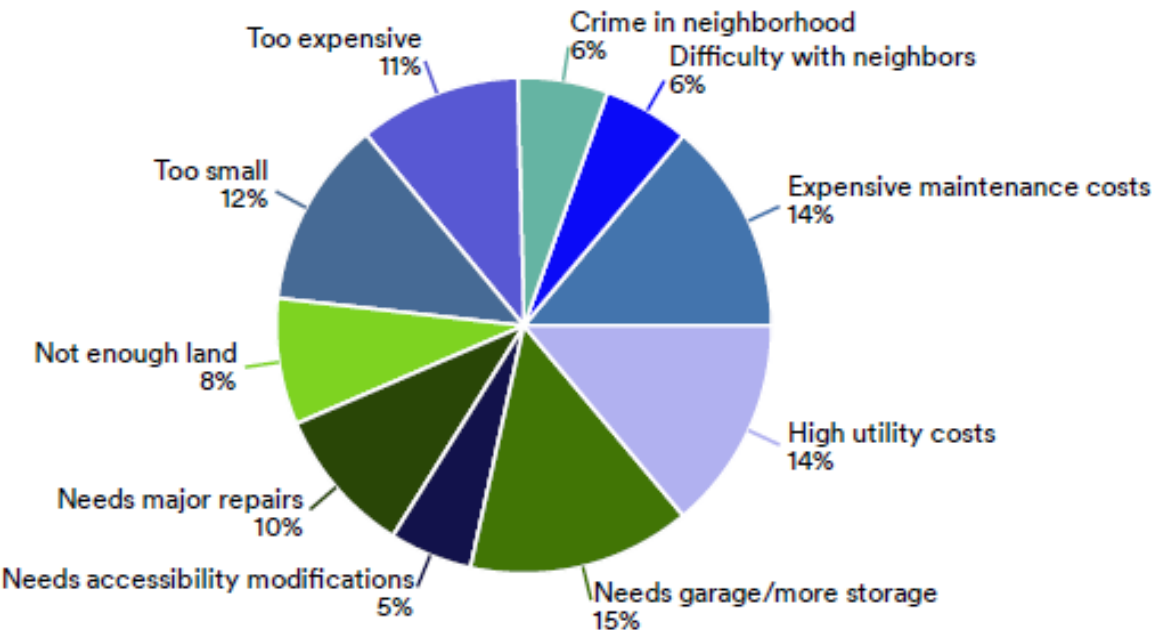
If I/we want or need to move, there are available housing options that are affordable and appropriate in the community: (1 = Strongly Disagree, 5 = Strongly Agree)



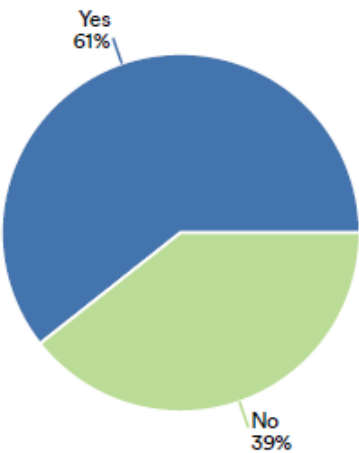
My/our current home needs modifications, updates, and/or major repairs to allow me/us to continue living in it long term:



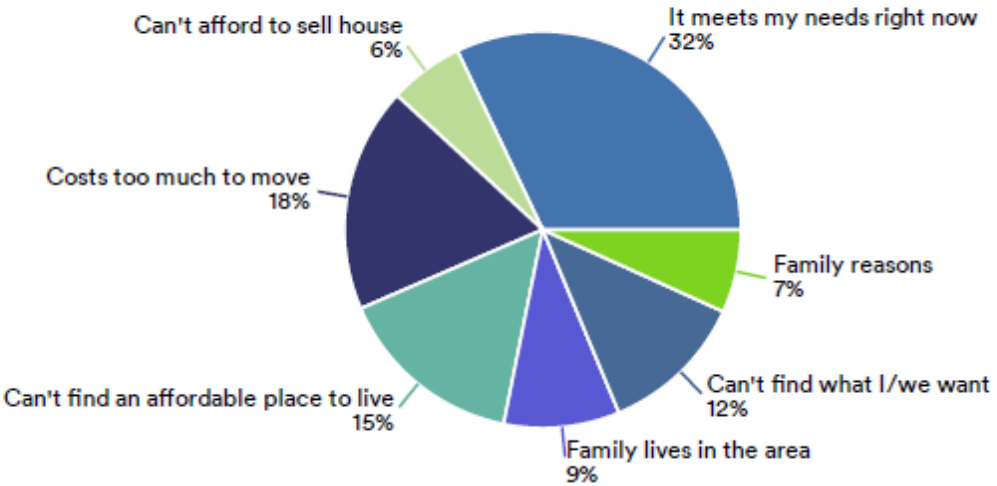
Please select any problems or concerns you have with your home:



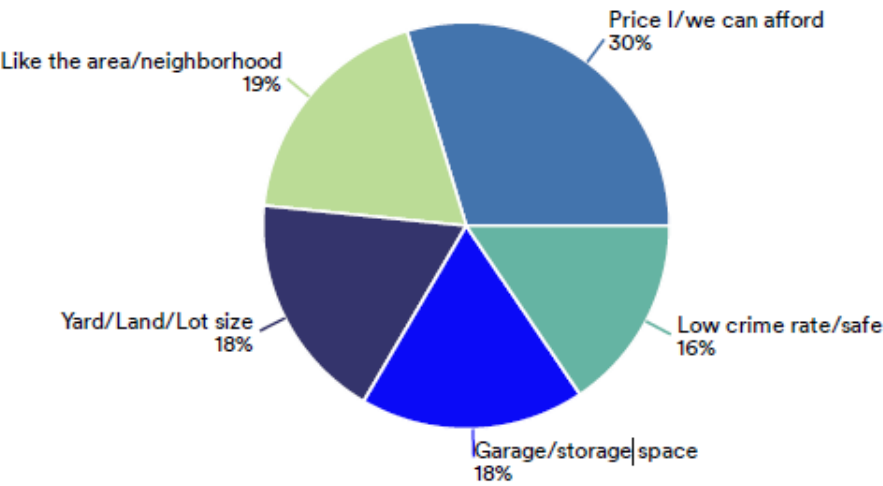
Would you consider moving from your current home if other options were available to better meet your needs?



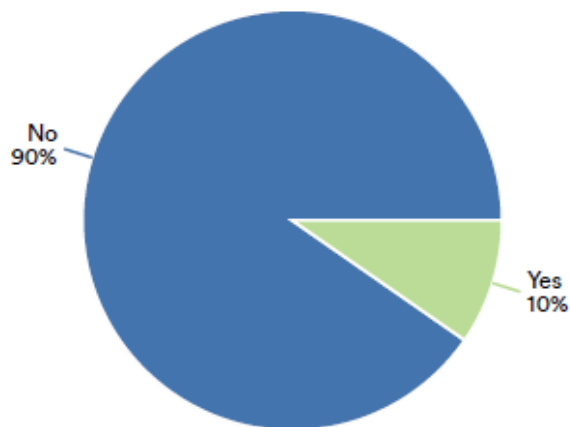
What are the most important reasons why you choose to stay in your current home?
(Choose all that apply):



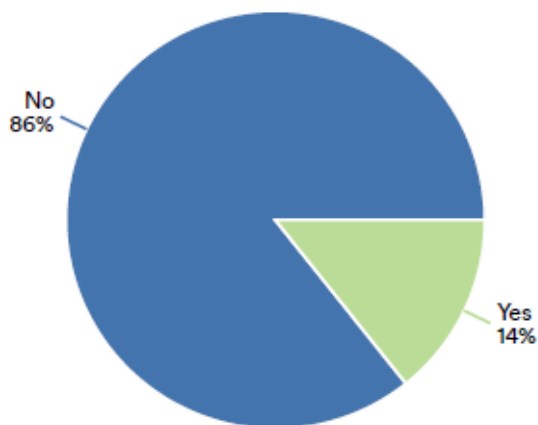
If you were shopping for a home, please select your Top 5 most important features/qualities:



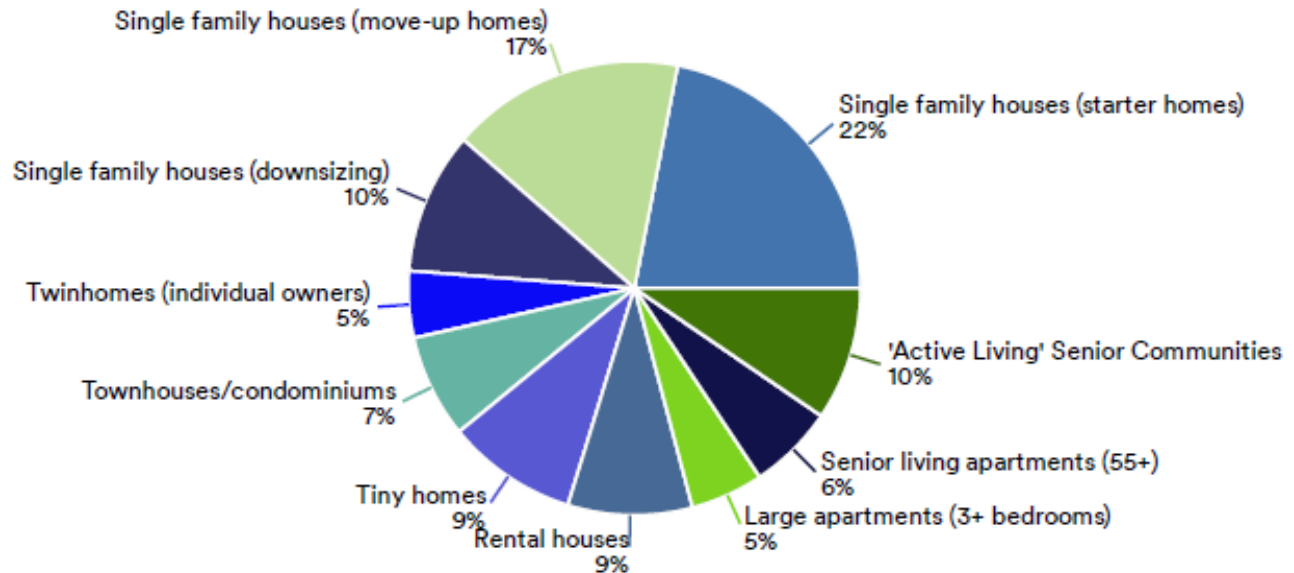
Do you feel that there is adequate affordable housing in your area?



Do you feel there is adequate handicapped accessible housing in your area?



What type of housing would you like to see in your area?



Community residents would like to see many different types of housing become available in the area. However, roughly 49% of respondents indicated they would most like to see more single family houses – starter and move up homes as well as homes for those looking to downsize.

Key Takeaways

- 37% reported they were satisfied with their current housing situation
- 30% felt their current home was affordable and met their current needs
- 44% have lived at their current residence for 7 or more years while 34% have lived in the same place less than 3 years
- 90% did not believe there is adequate affordable housing in Bemidji
- 61% would move if other options were available to meet their needs
- 66% did not agree that affordable, appropriate housing is available in Bemidji if they would want or need to move

Nearly 30% of survey respondents indicated they would be interested in attending a listening session regarding housing issues and concerns in the future.

Unhoused Population Survey

In our preparations for the general community-wide survey detailed above, we discovered that our questions did not adequately address the housing needs for those who may currently be unhoused or living in a temporary housing situation. The number of people who are unsheltered continues to grow in communities across the state including Bemidji.

In the **2023 Minnesota Homeless Study**, the Wilder Research team found that:

People face precarious shelter options, especially in greater Minnesota.



Across the state, a concerning number of people are spending most of their time unsheltered. People who are homeless in greater Minnesota are more precariously sheltered, spending more time doubled up, more often moving from place to place for shelter, and experiencing more repeat episodes of homelessness. Those who are homeless in greater Minnesota have a higher rate of complex challenges that perpetuate the cycle of homelessness.

Homelessness is a result of multiple system failures. This includes profound shortages of available, affordable housing and inadequate support systems for interrelated needs. Individuals experiencing homelessness have often been impacted by trauma, systemic racism, unemployment, or personal health challenges. Geography also may play an important part in homelessness. In rural areas, the lack of shelter beds may become more critical. Even if shelter beds are available on a given night, they may not meet the needs of the person seeking shelter. One quarter of the homeless population in greater Minnesota has spent at least half of the previous month unsheltered (outside, in encampments or a vehicle, etc.).

On top of this, people experiencing homelessness in greater Minnesota are more likely to:

- Be doubled up, as opposed to staying in a formal shelter
- Move from one place to another in a 60-day period
- Be homeless multiple times in their life

Experience with trauma and violence is higher in greater Minnesota for the homeless population. 77% of this group experienced some type of generational or childhood trauma including:

- Living with someone who used substances
- Witnessing abuse of a family member
- Being physically mistreated or abused
- Having a parent or guardian who struggled with mental health issues

In 2024, the National Coalition for the Homeless reported an increase on attacks against people experiencing homelessness, particularly those who are forced to live outdoors. Unsheltered women are particularly vulnerable. In greater Minnesota, 59% of the homeless population experienced violence while homeless while 84% had significant mental, physical, or chemical health issues.

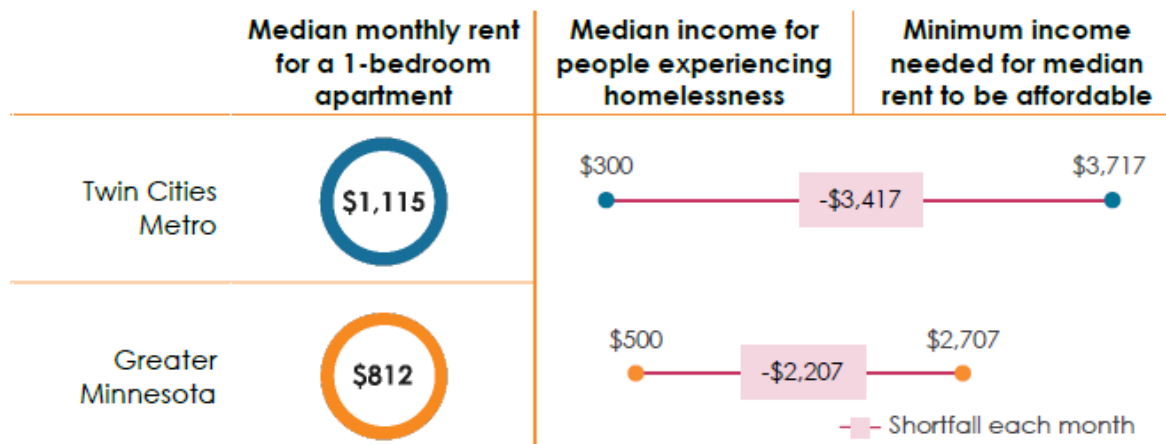


Lack of affordable housing for very low-income people remains a top challenge to finding housing, both in greater Minnesota and the Twin Cities metro.

Challenges to finding housing

	Statewide (N=6,006)	Twin Cities Metro (N=4,180)	Greater Minnesota (N=1,826)
No affordable housing	49%	46%	55%
Credit problems	34%	31%	41%
No local rental history or references	26%	24%	29%

Median monthly income for people experiencing homelessness, compared to median monthly rent in 2023



Source for median monthly rent: Housing Link. (2024). Rental Revue data.

Lack of affordable housing for very low income people is an obvious challenge to finding housing, but additional factors – systemic racism, high rates of trauma and violence, and complex health conditions – make it nearly impossible for some people to access even deeply affordable housing. Layered on top of each other, these factors create a cycle of homelessness that is difficult to break. This complexity highlights the intense need to fund intentional, robust services and supports to address the multiple needs of people experiencing homelessness.

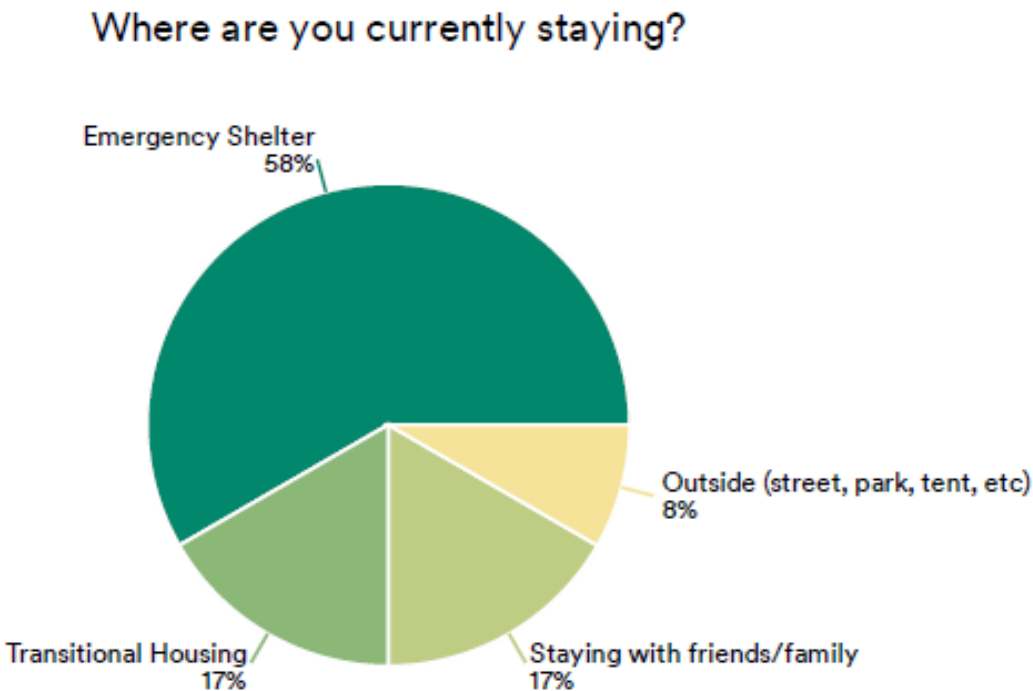
Source: Minnesota Homeless Survey – Wilder Research, revised 2025

Shelter systems throughout Minnesota, and across the nation, are often stretched to capacity. Many people must piece together various shelter options and may be faced with sleeping outside which becomes extremely precarious during harsh winter months. In rural areas, vulnerable populations may be more likely to stay with others for brief times. They may be able to stay with friends or family for a time but often this too is an unstable situation. The house may become overcrowded or other strains on the household may arise causing tempers to flare and, soon, someone will once again be without a stable home.

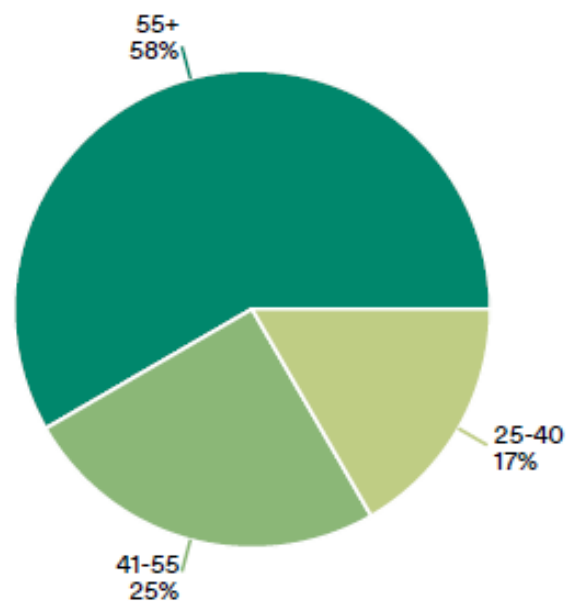
There are many barriers to securing housing. In addition to affordable housing shortages, other issues encountered include credit problems, lack of rental history or references, and criminal backgrounds. In Greater Minnesota, 55% of those experiencing homelessness cite the lack of affordable housing as their biggest challenge. Despite a relatively low median monthly rental cost of \$812 in rural areas of the state, this group still faced a \$2,207 income shortfall each month – an often insurmountable barrier to stable housing. These numbers accurately reflect the experience of some residents of Bemidji as well.

This hidden segment of the population may not be obvious in general observations about a community but should not be overlooked. The needs of this group of residents are important and should be included as part of the complete housing picture of a community. Based on feedback from local service providers, a shorter survey specifically for this population group was developed. These survey results are included below.

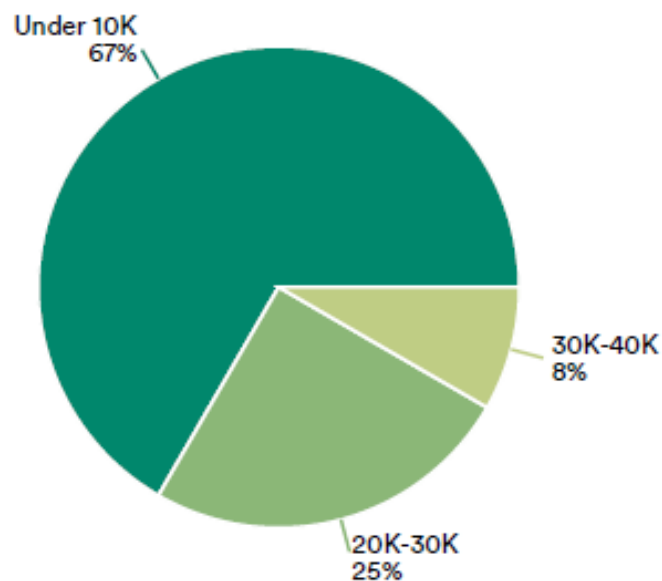
Unhoused Population Survey Results



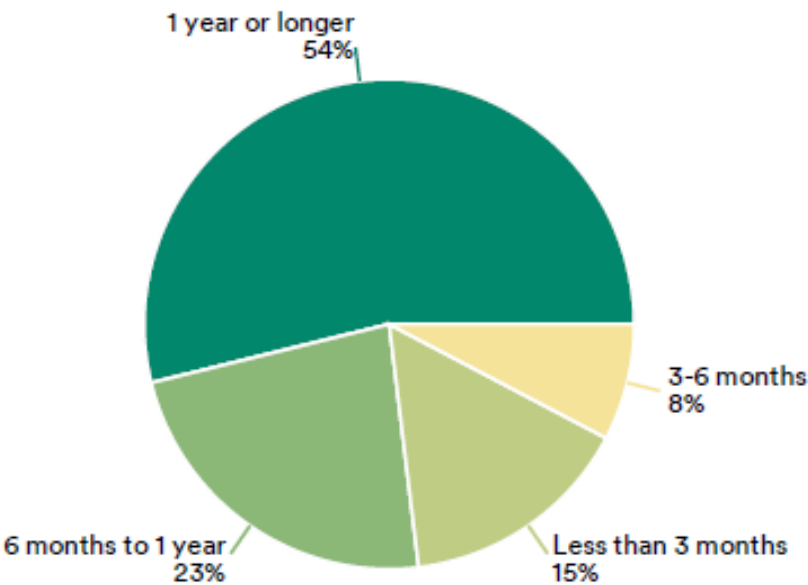
What is your age?



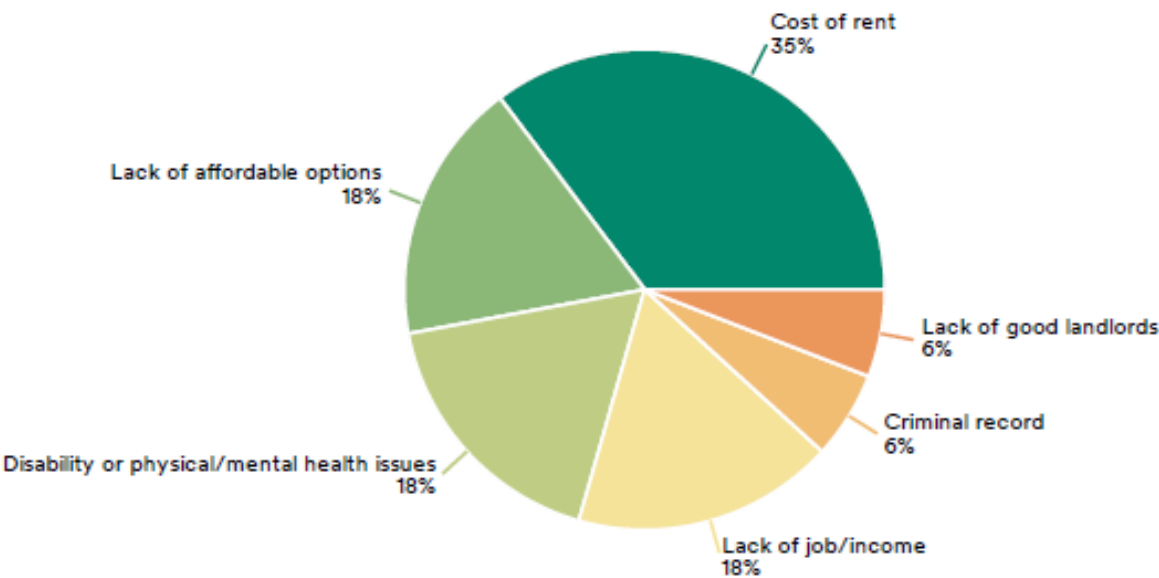
What is your income?



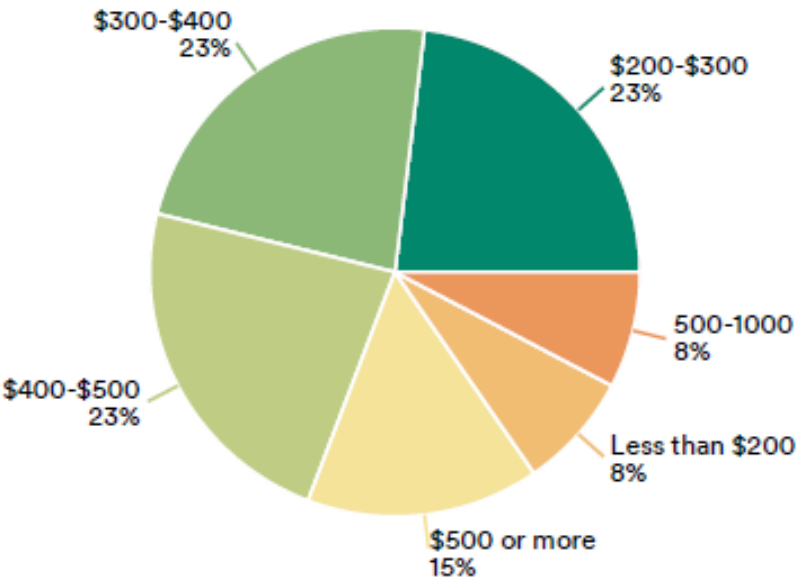
How long have you been without stable housing?



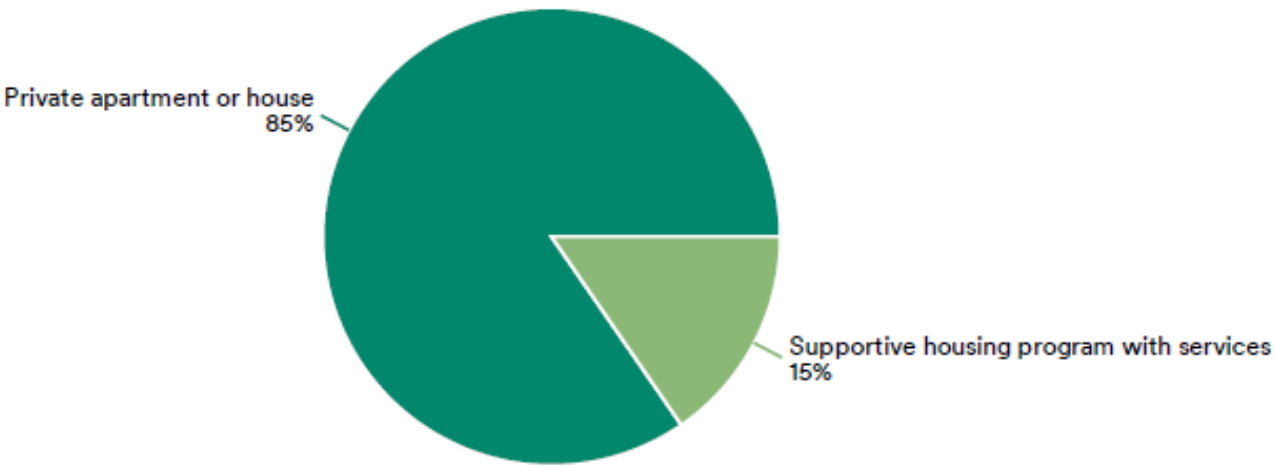
What are the biggest challenges in finding housing? (check all that apply)



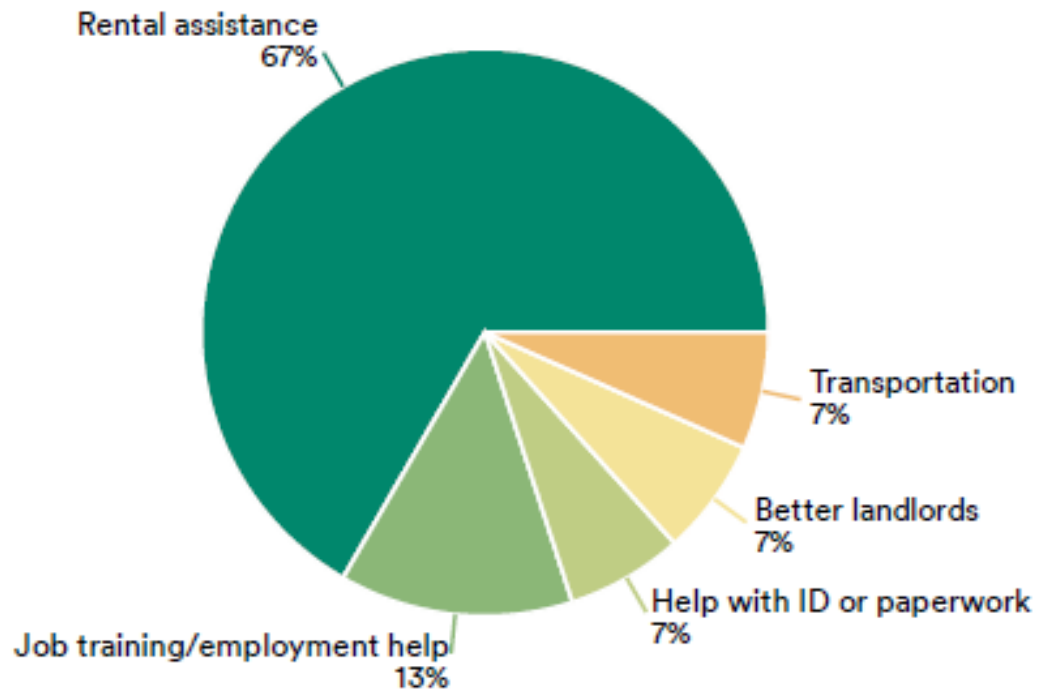
What monthly rent or mortgage do you consider as affordable?



If permanent housing was available, what type would best suit your needs?



What types of support would help you maintain stable housing? (Check all that apply)



Key Takeaways

- 58% were currently staying in an emergency shelter while 8% were living outside (no shelter)
- 54% have been without stable housing for a year or more
- 85% indicated that a private apartment or house would best meet their needs (without any additional supportive services)
- 30% reported that the cost of rent was their greatest challenge
- 67% required rental assistance to maintain stable housing



Housing is the single biggest factor impacting economic mobility for Americans. When residents have stable living conditions, the benefits are apparent – students do better in school and health outcomes improve. Communities benefit as a whole from this stability. Opportunities for investment growth and economic prosperity develop when sustainable housing serves the needs of the residents across generations and income levels. It's up to local governments to make the right housing decisions to create positive outcomes for residents and communities.

Stable housing is a prerequisite for:

- Economic mobility
- Job security
- Health and well-being



Source: Homeward Bound, The Road to Affordable Housing, 2019

Housing Challenges and Priorities



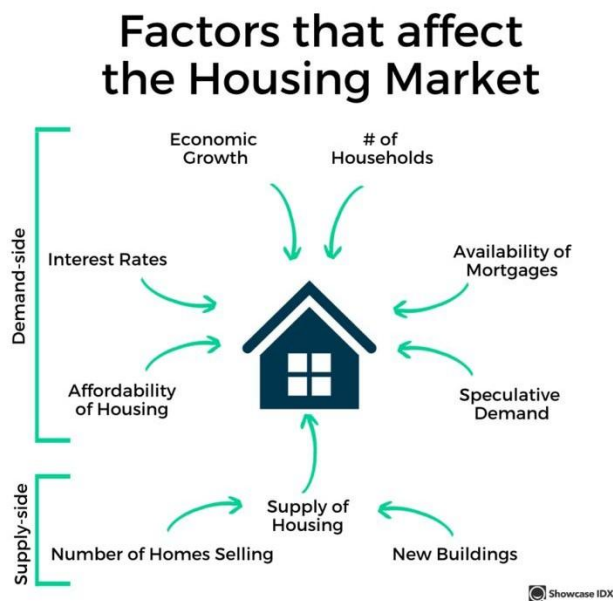
Chapter Table of Contents

	Page
Overview	59
Identified Challenges	60
Suggested Priorities and Actions	63

Overview

The overall goal of most communities is to grow both the population and the economy. A secondary goal is to ensure that this growth is accomplished in a manner that preserves local character and leads to both long-term vitality and sustainability. As local leaders seek to position their communities for the future, a recurring barrier to economic growth ties back to the quality, availability, and affordability of the housing stock. Without adequate housing, communities will struggle to grow. Issues of scarcity as well as market demand create significant barriers for community leaders and impede progress toward their core goals.

Unmet market demand creates a downward pressure that serves to constrict all layers of the residential market. Limited new construction activity impedes growth and prohibits the natural progression that occurs within the residential market. In a typical market, renters become first-time homebuyers who transition to move-up buyers and eventually become empty nesters who may desire to downsize. But, when there aren't any new units being built that meet the criteria for specific segments of the market, these families and individuals don't move and their units don't open up for other residents. The natural progression is torpedoed and the resulting fallout contributes to the current housing crisis.



Bemidji continues to face a mounting housing crisis that impacts nearly every sector of the community. The local tax base, the availability of government and nonprofit services, the school district, local efforts in workforce development and business recruitment and retention – all are impacted by limited housing opportunities in the community. Home prices and rents have risen significantly in recent years while income levels have often not kept pace. Housing need and demand have significantly increased yet most housing activity continues to be focused outside of the city limits. Questions of how to address this growing need persist as available resources continue to dwindle.

Bottom line – the housing crisis is about so much more than available housing or how much it costs. It's about economic and community development, quality of life, community character, recreation, tourism, workforce development, quality schools, and family stability as well as community resilience, vitality, and long-term sustainability. It's about local people coming together for the good of their entire community. The following pages list a number of housing challenges and priorities identified as part of the Housing Study. City leaders and other stakeholders can utilize this information to assist in decision-making that will guide Bemidji's future growth and lead to long-term vitality and sustainability that benefits all residents.

Identified Challenges

The information presented in the previous two sections was used to identify the following key housing challenges that exist in the City of Bemidji. Like many rural communities, the City is faced with an overwhelming need for additional housing - both affordable and market rate units. The six challenges identified below are some of the most critical issues that must be considered as the community moves forward toward a sustainable future.

1. Housing Affordability and Availability

This is a crucial issue for rural communities where local housing options are often limited both in terms of affordability and type. It may be the most pressing challenge identified for 2025 and beyond. Many community leaders are quick to note that local residents cannot find housing that meets their budget, needs, or standards. This, in turn, impacts long-term sustainability and future growth. As employers consider expanding current operations or opening new locations, they also research the availability of housing in the area for their employees. Communities with an array of housing options are better positioned to attract and retain workers and families. Yet, providing that may prove difficult.

An insufficient supply of housing directly impacts affordability. When the available supply is low and demand is high, housing costs naturally increase. The local real estate market may become much more competitive. Often, homes are sold before even making it to the market, which further limits the number of homes available to current or prospective new residents. First-time homebuyers or those with modest incomes also find fewer available options. In some rural communities, many older residents reluctantly decide to stay in their homes longer than they would prefer. For those who want to downsize, the lack of affordable options for good quality, smaller homes often suppresses natural turnover.

2. Housing Stock

In Bemidji, over 50% of the local housing stock was built prior to 1980. This effectively limits the availability of homes that are attractive to new residents or other potential buyers or tenants. Older houses or apartments are often outdated, lacking the features and conveniences many people seek when looking for a home. Other concerns may include deferred maintenance, declining neighborhoods, or general safety. Residents in many rural areas struggle to expand, update, or even maintain their current homes.

Many adults in the early stages of their careers are hesitant to purchase older homes that require substantial resources – both time and money – either to comply with current codes or to update with the amenities they want in their homes. Similarly, many older individuals or couples who may be considering downsizing or moving into town to be closer to goods and services are also reluctant to undertake significant home renovations. Potential new residents may be discouraged by the lack of move-up homes or homes that are ready for immediate occupancy. In addition, residents in many rural areas may struggle to expand, update, or even maintain their current homes due to financial and/or physical constraints.

3. Aging Population

The older population continues to increase as the Baby-Boomer generation ages. Bemidji, like many other rural communities, is not well-positioned to provide the variety of housing options needed by the older generations – be they patio homes, independent or “active” living apartments or condos, or assisted living facilities. Currently, local choices are limited and may be either unavailable or unaffordable. If such housing options are not available, elderly residents are oftentimes forced to leave their community or even their county to meet their changing housing needs – frequently moving to more populated communities. The resulting psychological and social costs can often be traumatic for many of these individuals who have severed long-term ties to the people and communities where they spent most of their lives.

The costs associated with moving to a residence that better meets their current needs may also be a barrier. The thought of moving from their spacious, long-time family home to a smaller, often more expensive dwelling makes little, if any, sense to many in this generation. Many other factors also influence the decision to remain in their current home as long as they can. As their physical mobility decreases, their ability to care for and maintain the property also declines. They also may be reluctant to ask for or accept help. The longer they remain in the home, the greater the likelihood that extensive maintenance and rehabilitation will eventually be needed to ensure future habitability.

4. Capital Resources

Access to capital may be problematic for those who are seeking loans to build or finance the purchase of a single home or the development of a housing project. Capital impacts individual homebuyers as well as local homebuilders and small, first-time developers. Often, income levels, particularly for ALICE households, are simply too low to qualify for conventional financing or to meet minimum requirements for rental applications. Monthly mortgage or rent payments combined with utility costs may stretch the family budget too far and force difficult decisions that ultimately impede much-needed housing stability and inhibit generational wealth-building. In some cases, the down payment required to purchase a home is well beyond the capacity of many families, especially younger families. Occasionally, rural residents may not have a relationship with a financial institution, making applications for housing of any type more difficult. Lower wages and persistent poverty in many rural communities simply make housing harder to afford.

Local homebuilders, small real estate developers, and non-profit organizations may also encounter significant barriers that impede their ability to access needed capital to support housing development activities. Local lenders may be reluctant to fund a speculative building project, particularly if it is outside of the norm for the community. In today’s ever-changing market, some projects may require layering several types or sources of funding to be successful – a daunting task. Federal and state investments in rural areas are declining. Funding to support necessary infrastructure improvements in rural communities is in short supply. Local governments face increasing demands to fund more budgetary line items while operating on less dollars. Resources are scarce and disinvestment in rural communities continues.

5. Risk Aversion by Developers

Many potential housing developers are risk-averse when it comes to building new homes or rental properties in lower-populated rural areas. The potential market for these units is smaller in number than it would be in an urbanized area while costs of development may be higher. Even though the economy has shown substantial improvement over the past few years, builders and developers remain concerned that the length of time needed to recoup a return on their investments is simply too long in rural areas. Escalated costs of construction are another factor. Labor shortages in the building trades, rising costs of building materials, and supply chain disruptions have limited new home construction and home renovations. Locations like Bemidji may experience a need for longer lead-time on certain materials and supplies to accommodate transport or shipping to a more remote area of the state. The relatively short building season in northern Minnesota also poses an additional consideration that may limit a developer's interest in working in Bemidji.

Locally, annual permits for new residential construction typically total around 10-12 units within the city limits. Most single-family construction activity seems to occur elsewhere in the county capitalizing on the desires of many buyers for larger lot sizes. Some builders in the area have tried to address the need for more affordable, entry-level homeownership options. Costs for a small, basic house with no garage are coming in at nearly \$200,000 with a slim profit margin. Costs for in-fill development (on an existing city lot) may be similar unless there are demolition costs. Few developers or builders are willing to limit their profit margin that severely. As a result, they often choose to build beyond the city limits where they can focus on developing larger, more expensive homes that deliver better returns on their investment. They may also decide to build in another community.

6. Building Requirements and Planning, Zoning, and Land Use Regulations

For many people, one of the great attractions of living in a rural community is freedom from the more restrictive regulations that exist in larger urban cities. Yet, these regulations are important components of general health and safety protections that are vital for every community. They also serve as a valuable tool for local leaders to guide future community growth. Local governments have limited flexibility and must follow industry standards as well as State and Federal regulations governing both new and existing development. It is important to find ways to balance the need for such requirements with the desire to maintain existing rural character.

Perceptions and mis-information about local codes and regulations can often contribute to reduced construction activity and decreased housing supply in rural communities. Land-use and zoning regulations and building requirements are viewed as restrictive, increasing project costs and extending completion dates. This makes local decision-making by community leaders even more critical in guiding growth within their community. One way to address this can be found through potential changes to local codes and regulations. Such changes can focus on innovative strategies and development alternatives that support and promote the community's vision for housing and economic growth as well as long-term sustainability.



Suggested Priorities and Actions

The following housing priorities are suggested as pathways to potentially address the previously identified housing challenges the City of Bemidji is facing. It is hoped that these suggestions will help guide City leaders in their decision-making around future growth and housing development opportunities while enhancing local quality-of-life.

1. Increase the total number of housing units

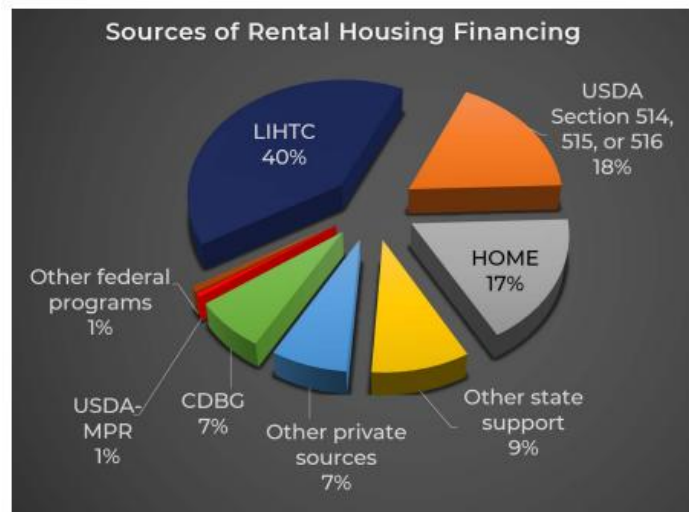
- Compile a comprehensive inventory of vacant land and unused buildings detailing current ownership and suitability for potential development.
 - Identify opportunity sites for potential development by private developers who may be interested in developing a project in the community
 - Identify publicly owned land that could be transferred to non-profits or other approved developers for affordable housing projects
 - Identify vacant or underutilized structures suitable for adaptive reuse
- Spear-head efforts to develop a local housing coalition – including homebuilders, residential developers, real estate professionals, non-profit housing organizations, and community members – to identify and prioritize local housing supply goals.

Housing Challenges and Priorities

- Work with Northwest Minnesota Foundation/North Star Neighbors to pursue the use of Community Land Trusts as a development tool



- Work with the County to revise policies regarding the disposition of Tax Forfeited property as necessary to accelerate the return of these properties as active contributors to local property taxes
- Work with local banks, community foundations, area employers, and other stakeholders to establish community-based partnerships to develop innovative financing programs that provide a pathway to advance local housing goals
- Work with non-profit and industry partners to pursue funding support for the development of workforce and/or “missing middle” housing projects
- Prioritize opportunities to provide matching funds or other support to help leverage grant dollars for project financing
- Provide financial support for infrastructure development to open up additional land for affordable housing projects

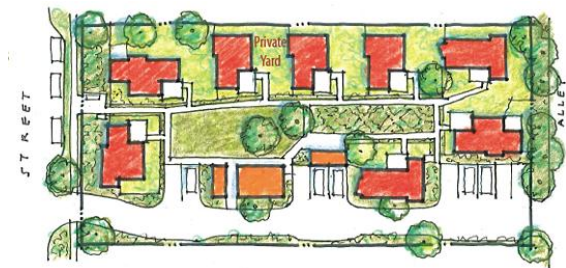


- Utilize TIF districts to promote and leverage development of affordable housing
- Partner with the County to effectively utilize available Housing Trust Fund dollars throughout the greater community
- Work with local stakeholders to promote available homeownership opportunities and benefits as part of community marketing campaigns
- Partner with mission-driven non-profits and other like-minded developers to increase affordable homeownership opportunities within the community
- Promote efforts to advocate and educate the public about affordable housing

Housing Challenges and Priorities

2. Consider updating/amending local zoning codes and related regulations

- Include provisions or amendments to existing ordinances to permit the use of accessory dwelling units, co-housing, home sharing, pocket neighborhoods, or other innovative design solutions to address housing needs within the city limits

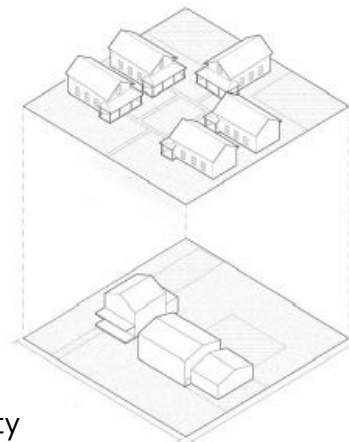


- Amend existing land use regulations to encourage greater housing density while embracing creative housing solutions
- Remove/reduce restrictions that limit certain zones to only single-family, detached residential units
- Evaluate and revise/eliminate requirements impacting lot size, building setbacks, and parking that may impede development

New Courtyard Density -
5 Single Family homes
with common space

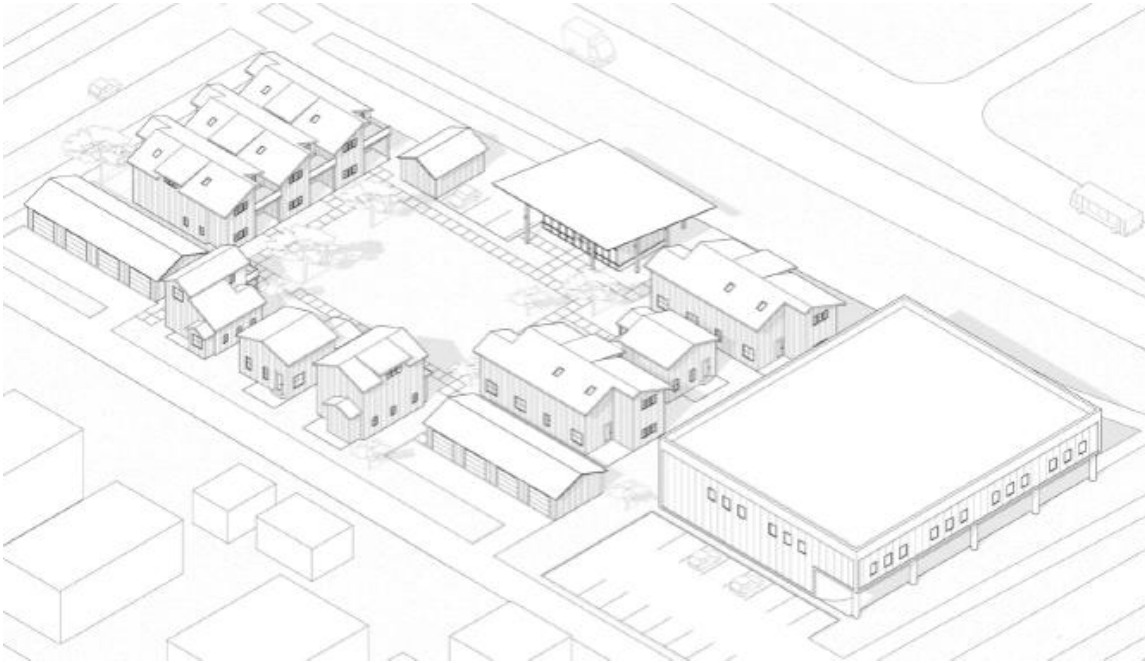
Existing Density -
2 Single Family homes

Density



Housing Challenges and Priorities

- Create opportunities for cluster development that provides a variety of housing types – meeting various specific housing demands - within one block



Sketch above shows apartments over neighborhood retail, tri-plex rentals, houses for first-time buyers, young families, elders/empty-nesters, and shared open space

- Support and encourage innovative plans for mixed use development in designated zones (2nd & 3rd story residential over retail, office, or other commercial uses)



- Evaluate the residential permitting and inspection process - review internal departmental procedures, practices, and general operations; identify potential obstacles and perceived barriers; simplify and streamline the process to reduce perceived delays and expedite housing development projects
- Promote efforts to educate the public about local building and zoning requirements

EXPANDING HOUSING OPTIONS KEY TO HOUSING SUPPLY

Local regulatory reform is a step for ensuring residents have the housing options they need. By allowing for more choice, people have a better chance of getting the housing that meets their needs—from seniors choosing to age in place to young families starting a home.

Source: Housing Supply Accelerator, National League of Cities & American Planning Association



3. Develop mechanisms to support and encourage rehabilitation of existing housing and improve neighborhood conditions
- Encourage and incentivize in-fill development on vacant or abandoned lots including those that require demolition and clearance
 - Work with partners to conduct windshield surveys to document existing housing conditions within targeted neighborhoods and identify properties that may require assistance for necessary repairs and improvements
 - Promote and encourage utilization of available assistance programs for energy efficiency improvements for income-qualified homeowners as well as eligible rental units to ensure affordability
 - Research potential funding sources that could be utilized to develop assistance programs to directly support or otherwise incentivize housing rehabilitation
 - Explore opportunities to partner with non-profits and industry leaders to develop workshops to help residents learn about general home maintenance and repair
 - Work with landlords to ensure rental units are maintained and upgraded as necessary to ensure tenants reside in a safe, habitable unit
 - Identify neighborhood leaders who can serve as a communications contact
 - Utilize and promote periodic neighborhood clean-ups to encourage a sense of community pride and build connections among neighborhood residents
 - Explore mechanisms to assist with demolition and clearance of blighted, dilapidated or condemned houses
 - Identify student rental units and work with investor owners to ensure units are properly maintained year around and tenants are “good neighbors” who are respectful and considerate of other area residents
 - Work with partners to develop, market, and promote the availability of housing rehabilitation and homebuyer education programs

Housing Challenges and Priorities

4. Maintain and increase available protections and other dedicated housing supports for vulnerable populations within the community

- Strengthen and enforce renter protections and fair housing regulations to help overcome crippling trends of housing insecurity among vulnerable populations
- Work with Beltrami Public Health, Sanford Health and other agencies to educate and prevent substance use disorders which have been identified as one of biggest barriers to maintaining stable housing
- Partner with the Bemidji Chamber of Commerce to encourage employers to establish down payment assistance programs



- Identify funding to support the creation of a Landlord Risk Mitigation Fund to help cover security deposits or first and last month's rent for eligible renters
- Encourage landlords to accept renters who are approved to receive subsidies
- Pursue opportunities to increase wealth-building opportunities for low-income households and households of color to improve equitable outcomes
- Identify opportunities to promote and increase advocacy and education efforts around affordable housing needs with a focus on supportive services for people with special needs or those disproportionately affected by housing challenges

5. Consider broad-based approaches that other communities have employed in efforts to address local housing needs.

- Partner with other local governments and stakeholders throughout the region to develop a Regional Housing Strategy. Communities in several other states have utilized this approach with apparent success. Locally, a county-wide approach might be more viable and provide a more actionable pathway for impactful solutions that benefit residents in Bemidji as well as Beltrami County. The resulting Strategic Action Plan could be utilized to guide and direct collective efforts to address area housing needs over the next three to five years.
- Review ***The Housing Ready City: A Toolkit for Local Code Reform**** and implement these six policies. Developed by Strong Towns, a nonprofit advocacy organization headquartered in Brainerd, Minnesota, this guidebook is designed to help local leaders address the growing housing crisis in their communities and open a sustainable pathway to growth and prosperity. (* See Appendix.)

Appendix



Chapter Table of Contents

	Page
Community-Wide General Survey	71
Unhoused Population Survey	75
Toolkit - The Housing Ready City	79

Community-Wide General Survey



HEADWATERS

Regional Development Commission

Leading the Way

Housing Survey



What is your age?

- ☐ 18 - 24 ☐ 25 - 40 ☐ 41 - 55 ☐ 55+

What is your income?

- ☐ Under-\$30K ☐ \$80K-\$100K
☐ \$30K-\$50K ☐ Over-\$100K
☐ \$50-\$80K

What race or ethnicity best describes you?

- | | |
|--|--|
| ☐ American Indian or Alaskan Native | ☐ Asian |
| ☐ Black or African American | ☐ Hispanic or Latino |
| ☐ White | ☐ Native Hawaiian or Pacific Islander |
| ☐ Multiracial and/or Multiethnic | ☐ Other |

How long have you lived at your current residence?

- ☐ Less than one year ☐ 7 - 12 years
☐ 1 - 3 years ☐ 13 or more years
☐ 4 - 6 years

How many people live in your house or apartment including you?

(ex: 5) _____

Which one best describes your housing situation right now?

- | | |
|--|---|
| ☐ Homeowner | ☐ Renter |
| ☐ Living with others and helping to pay mortgage or rent | ☐ Temporary Shelter |
| ☐ Living with others and not paying anything for mortgage or rent | ☐ Un-housed (Homeless) |
| | ☐ Other |

What type of housing do you live in right now?

- | | |
|--|--|
| ☐ Single Family House | ☐ Apartment |
| ☐ Duplex, Tri-Plex, Quad-Plex or Six-Plex | ☐ Townhouse/Condominium |
| ☐ Mobile Home | ☐ Other: _____ |

What source(s) do you use for heating and cooling your home? (Check all that apply.)

- | | |
|--------------------------------------|--|
| ☐ Electricity | ☐ Propane/Heating Oil |
| ☐ Natural Gas | ☐ Wood/Wood Pellets |
| ☐ Geothermal | ☐ Boiler/Radiators |
| ☐ Solar | ☐ Other: _____ |

It is difficult to pay my/our utility bills each month.

1 2 3 4 5
Strongly Disagree Strongly Agree

How satisfied are you with your current housing situation?

1 2 3 4 5
Unsatisfied Very Satisfied

My/our current home is affordable and appropriate for my/our needs.

1 2 3 4 5
Strongly Disagree Strongly Agree

If I/we want or need to move, there are available housing options that are affordable and appropriate in the community.

1 2 3 4 5
Strongly Disagree Strongly Agree

My/our current home needs modifications, updates, and/or major repairs to allow me/us to continue to live in it long-term.

☐ Yes ☐ Lm

Please select any problems or concerns you have with your current home:

- | | |
|--|--|
| ☐ Expensive maintenance costs | ☐ High Utility costs |
| ☐ Needs major repairs | ☐ Too expensive |
| ☐ Foreclosure concerns | ☐ Crime in the neighborhood |
| ☐ Property Value went down | ☐ Too small |
| ☐ Difficulties with neighbors | ☐ Too big |
| ☐ Needs accessibility modifications | ☐ Not enough land |
| ☐ Needs garage/more storage | ☐ Other: _____ |

Would you consider moving from your current home if other options were available to better meet your needs?

☐ Wcq ☐ Lm

If yes, please explain why:

(type here)

What are the most important reasons why you choose to stay in your current home?

- | | |
|--|---|
| ☐ It meets my needs right now | ☐ Can't find an affordable place to live |
| ☐ Can't afford to sell house | ☐ Can't find what I/we want |
| ☐ Costs too much to move | ☐ Family lives in the area |
| ☐ Need to find a new job | ☐ Family reasons |
| ☐ Other: _____ | |

If you were shopping for a home, please identify your top priorities (Limit 5):

- | | |
|---|--|
| ☐ Price I/we can afford | ☐ Within the City Limits |
| ☐ Low crime rate / Safe | ☐ Is energy-efficient |
| ☐ Access to transportation | ☐ Close to work |
| ☐ Landlord accepts Section 8 | ☐ Close to schools |
| ☐ Like the neighborhood / area | ☐ Close to childcare |
| ☐ Close to family / friends | ☐ Close to services |
| ☐ Close to health care facilities | ☐ Close to shopping |
| ☐ Number of bedrooms/bathrooms | ☐ Street lights |
| ☐ Has accessibility features built-in | ☐ Sidewalks |
| ☐ Has EV charging available | ☐ Garage size / Storage space |
| ☐ Utilizes renewable energy sources
(solar, wind, etc.) | ☐ Yard / Lot size |
| | ☐ Other: _____ |

What type of housing would you like to see in your area?

- | | |
|---|---|
| ☐ Single Family Houses (starter homes) | ☐ Rental Houses |
| ☐ Single Family Houses (move-up homes) | ☐ Large Apartments (3+ bedrooms) |
| ☐ Single Family Houses (down-sizing) | ☐ Apartments over Shops/Offices |
| ☐ Twinhomes (individual owners) | ☐ Senior Living Apartments (55+) |
| ☐ Townhouses/Condominiums | ☐ "Active Living" Senior Communities |
| ☐ Tiny Homes | ☐ Accessory Dwelling Units (ADUs) |
| ☐ Other: _____ | |

Do you feel there is adequate affordable housing in your area?

- ☐ Yes ☐ No

Do you feel there is adequate handicapped accessible housing in your area?

- ☐ Yes ☐ No

Would you be willing to attend a listening session on housing issues? If so, please provide your contact information. (This will not be shared.)

Type here...

Unhoused Population Survey

Housing Needs Survey (complete/return by April 21st)

We are conducting a short survey to better understand the needs of those experiencing housing insecurity. This survey is anonymous.

What is your age?

- ☐ 18-24
☐ 25-40
☐ 41-55
☐ 55+

What race or ethnicity best describes you (choose all that apply)

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Hispanic
☐ White/Caucasian
☐ Multiracial and/or Multiethnic
☐ Native Hawaiian or Pacific Islander
☐ Other

Where are you currently staying?

- ☐ Outside (street, park, tent, etc)
☐ Emergency Shelter
☐ Transitional Housing
☐ Staying with friends/family
☐ Vehicle
☐ Other

What is your income?

- ☐ Under 10K
☐ 20K-30K
☐ 30K-40K
☐ 40K or more

How long have you been without stable housing?

- ☐ Less than 3 months
- ☐ 3-6 months
- ☐ 6 months to 1 year
- ☐ 1 year or longer

What are the biggest challenges in finding housing? (check all that apply)

- ☐ Cost of rent
- ☐ Lack of affordable options
- ☐ No ID or other documents
- ☐ Criminal record
- ☐ Disability or physical/mental health issues
- ☐ Lack of job/income
- ☐ Other

What monthly rent or mortgage do you consider as affordable?

- ☐ Less than \$200
- ☐ \$200-\$300
- ☐ \$300-\$400
- ☐ \$400-\$500
- ☐ \$500 or more
- ☐ I do not consider these options affordable
- ☐ Other

If permanent housing was available, what type would best suit your needs?

- ☐ Private apartment or house
- ☐ Shared housing/living with roommates
- ☐ Supportive housing program with services
- ☐ Other

What types of support would help you maintain stable housing? (Check all that apply)

- ☐ Rental assistance
- ☐ Job training/employment help
- ☐ Mental health or addiction services
- ☐ Help with ID or paperwork
- ☐ Other

The Housing-Ready City: A Toolkit for Local Code Reform



Table of Contents

3	Introduction
4	What Is the Housing Trap?
5	Checklist for a Housing-Ready City
6	Policy #1: Allow Single-Family Home Conversion to Duplex or Triplex, by Right
10	Policy #2: Permit Backyard Cottages in All Residential Zones
14	Policy #3: Legalize Starter Homes in All Residential Zones
18	Policy #4: Eliminate Minimum Lot Size Requirements in Existing Neighborhoods
22	Policy #5: Repeal Parking Mandates for Housing
26	Policy #6: Streamline the Approval Process
30	Building a Housing-Ready City Is in the Hands of Local Leaders
32	Partners and Resource Links

Tell us what your city is doing to become Housing Ready at strongtowns.org/housingready



Introduction

(Photo: Sightline Institute)

Housing affordability is one of the most pressing challenges facing cities today. Home prices have soared, rental costs continue to rise, and for many, the dream of stable housing feels increasingly out of reach.

At the same time, solutions often feel distant — many cities are waiting for state or federal interventions that never seem to fully materialize. But the reality is clear: **Cities don't have to wait.** Local governments have the power, the tools and the authority to take meaningful action right now.

This toolkit is designed to help cities take that first critical step. The goal is simple — **get more housing built.** Specifically, this toolkit focuses on local regulatory reform, making it easier to implement the ideas outlined in the bestselling book “Escaping the Housing Trap.”

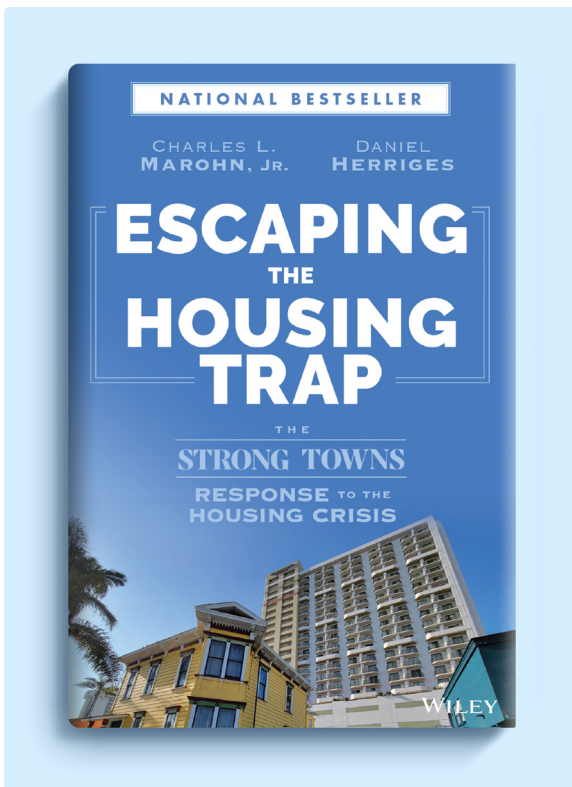
To be successful, housing reforms need to improve people's lives — especially those who may be skeptical of change. This toolkit presents approaches that feel familiar, practical and beneficial to the very people who may otherwise resist them. The changes we recommend are so reasonable and mainstream that they feel like the commonsense solutions they are, rather than another set of extreme reforms forced on unwilling neighborhoods.

While we recognize that housing advocates will play a crucial role in bringing these ideas forward, elected officials and technical staff are the people who will ultimately get this done. **We can't wait for someone else to solve this problem for us. We need to do it ourselves.**

By taking the steps in this toolkit, your city can position itself as a leader in tackling the housing crisis. You will set your community up to attract and retain the talent, entrepreneurs and investment that build prosperity. You can lead your city out of the housing trap.

Tell us what your city is doing to become Housing Ready at strongtowns.org/housingready

What Is the Housing Trap?



Learn more at housingtrap.org

The housing market is in crisis. Home prices have been rising rapidly for years, surging even more since the 2020 global pandemic. Today, it is increasingly difficult for people across all income levels to find an affordable place to live. To alleviate this crisis, home prices must come down.

At the same time, rising housing prices are critical to the stability of our financial system. Housing-related financial products form the reserves and collateral of banks, pension funds and other financial institutions. A meaningful drop in housing prices poses serious economic risks.

This tension forms the housing trap. Prices must fall if homes are to become affordable, yet prices can't fall — not broadly or for any sustained period of time — without creating deep economic turmoil.

In "Escaping the Housing Trap," we outline how cities can lead the way out by focusing on three key actions:

- **Filling the gap in housing supply** with affordable, adaptable, entry-level homes.
- **Empowering local, small-scale developers** to build these homes instead of relying solely on large developers.
- **Creating a responsive housing finance market** that meets local needs and capacities.

This toolkit focuses on the first key action.

Breaking out of the housing trap isn't easy, but it's achievable — if cities are ready to take the lead. Local governments have the authority and tools to drive meaningful change. Now, let's get started on the path to becoming a Housing-Ready City.

Checklist for a Housing-Ready City

Becoming a Housing-Ready City means removing barriers that prevent more housing from being built in your community. While there are many reforms cities can pursue, we have identified six essential changes that every city needs to implement. These changes are achievable — local governments have the unilateral authority to make them all happen right now.

Cities that are seeking increased housing options, greater affordability and a stronger local economy must implement the following changes:

☐ **Allow single-family home conversion to duplex or triplex, by right.**
Simplify zoning codes to allow homeowners to create additional housing within existing structures without burdensome approvals.

☐ **Permit backyard cottages in all residential zones.**
Enable property owners to add accessory dwelling units (ADUs) to increase housing options in established neighborhoods.

☐ **Legalize starter homes in all residential zones.**
Remove zoning restrictions that limit the construction of smaller (400-800 square feet), more affordable homes for first-time buyers and downsizers.

☐ **Eliminate minimum lot size requirements in existing neighborhoods.**
Allow for more efficient land use by removing artificial barriers that limit the number of homes that can be built.

☐ **Repeal parking mandates for housing.**
Let property owners decide how much parking is needed, reducing unnecessary costs and land use requirements.

☐ **Streamline the approval process.**
Create a clear, efficient process to ensure approvals for conversions, cottages and starter homes happen within 24 hours.

Achieve each of these steps and you will be a Housing-Ready city. These changes will be described in detail in the following sections.

If your city is taking steps to become housing ready, we want to hear about it and tell your story. Share your progress at strongtowns.org/housingready

Allow single-family home conversion to duplex or triplex, by right.

Converting single-family homes into duplexes or triplexes is one of the simplest, quickest and most effective ways to increase housing availability without altering the character of a neighborhood.

Many homes already have the layout and space to accommodate additional units with minimal changes — such as adding an entrance, kitchen or bathroom. In some cases, it's as easy as converting a spare bedroom into an efficiency apartment. These conversions typically

retain the home's original exterior, ensuring they blend seamlessly into the neighborhood while maintaining its scale and aesthetic.

Cities can facilitate this by allowing conversions by right, eliminating the need for costly and time-consuming approvals. This flexibility empowers homeowners to maximize their property potential, generate additional income, and offer more affordable housing options within their community.

Has your city made it possible for people to convert single-family residences into duplexes? Tell us about it at strongtowns.org/housingready



Implementation

Making this change is straightforward. The city's zoning ordinance needs to be updated to allow duplexes and triplexes in areas where single-family homes are currently permitted. Once this zoning change is made, homeowners can move forward with conversions without requiring special approvals or variances.

Steps To Implement:

- 1. Amend the zoning code.** Update the ordinance to permit duplexes and triplexes in all residential zones where single-family homes are allowed.
- 2. Adjust permitting procedures.** Ensure the permitting process is clear and accessible, treating conversions like standard home improvement projects.
- 3. Communicate the change.** Provide simple, clear information to homeowners and builders about the new opportunities and how they can take advantage of them.



Duplex conversions can add housing without significant changes to the neighborhood's feel. (Photo: Sightline Institute)

Results

Private, Peaceful Homes That Boost Neighborhood Property Values



The Dallas, Texas home Anderson converted to accommodate up to five households still looks and feels like the single-family residence it was built to be.

Monte Anderson’s “Multigenerational Roommate House” is only legal because of a technicality. But it shows how making single-family to duplex and triplex conversions legal by right can nurture a healthier housing market.

Anderson lives in a first-ring suburb of Dallas, Texas, in a large house originally built for a 1970s-era nuclear family — mom, dad and 2.6 kids. Multiunit homes are technically not allowed in the neighborhood. But after Anderson purchased it in 2021, he applied some savvy interpretation of local zoning rules to transform it into a legal, owner-occupied, multiunit home for five single adults ranging in age from almost 20 to over 70.

Each unit has a separate entrance, bathroom and kitchenette where the occupants can enjoy their own privacy. In many ways, this is a return to traditional housing patterns. Multigenerational and roommate living was more common in American cities before restrictive zoning laws made it illegal to have more than one household in a single-family home. By allowing homeowners

to convert existing houses into duplexes or triplexes, cities can **give residents the flexibility to live where they want at a price they can afford.**

In a neighborhood where zoning allows duplexes by right, a homeowner with an aging parent could create a small, independent living unit instead of paying \$5,000 a month for an assisted living facility. A young adult just starting out could afford to stay in their neighborhood rather than being priced out of the community they grew up in. And people like Anderson, who love the energy of having people around but also value their privacy, can enjoy both.

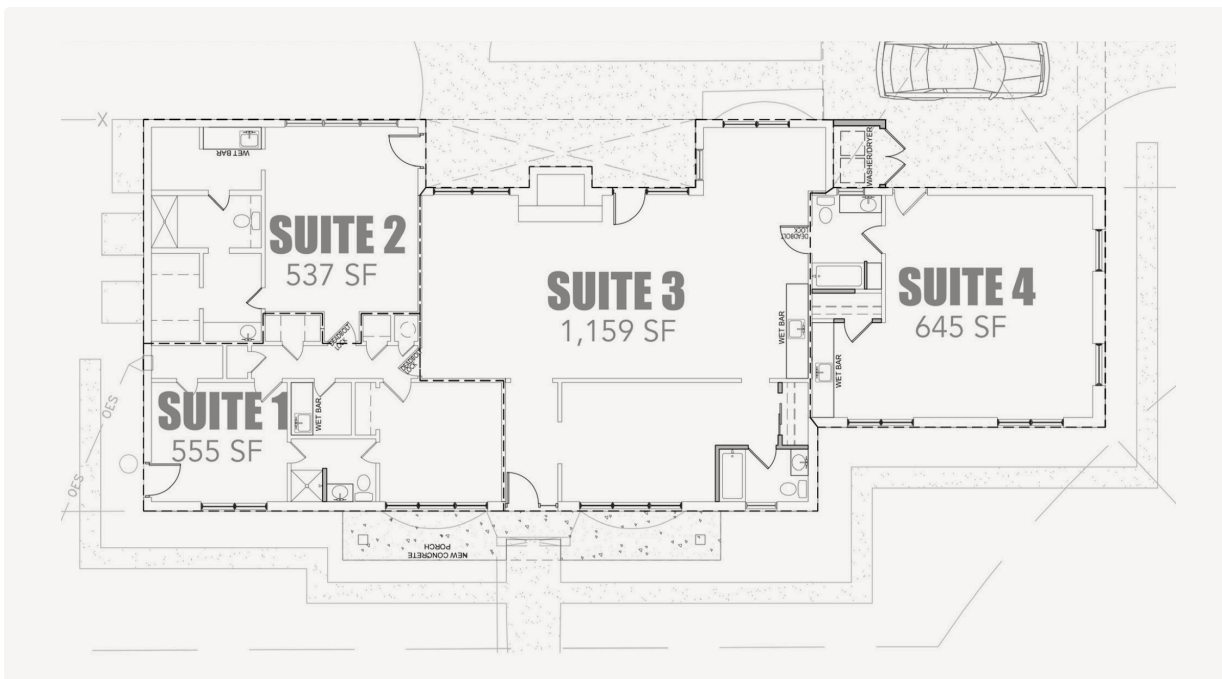
Allowing duplex conversions isn’t just good for homeowners — it’s a **boon for cities**. Anderson purchased his property for about \$300,000 when it was a run-down, outdated house. After converting it into a multiunit home, it is now valued at over \$1.2 million. That’s a **quadrupling of taxable value** — without requiring the city to build new infrastructure, extend roads or increase public services.

In cities that make this type of housing legal by right, thousands of stagnant properties can be improved, raising property values, increasing tax revenue and revitalizing aging neighborhoods. Instead, zoning laws force homeowners to jump through absurd bureaucratic hoops to make these modest, commonsense changes.

Anderson had to design his house around these outdated rules, installing hotel suite-style doors that lock from each side to technically maintain a single-family designation. He also had to avoid installing full kitchens in secondary units because they would trigger a “multifamily” classification. These legal gymnastics only add cost and complexity.

“It’s ridiculous that this kind of housing isn’t legal everywhere,” Anderson says. “Nobody wants these big empty houses just sitting there, deteriorating. This is a way to make better use of what we already have.”

This isn’t about turning neighborhoods into high-rise apartment districts. It’s about giving families and individuals more housing choices while keeping communities strong and intact. When a homeowner like Anderson can legally and affordably create housing that meets modern needs, **everyone wins.**



The floor plan of Anderson's "Multigenerational Roommate House." Each unit has a private entrance, bathroom, and kitchenette.



Featured:

Monte Anderson is a managing partner at Neighborhood Evolution and president of Options Real Estate Investments, specializing in sustainable neighborhood development in Southern Dallas and Northern Ellis counties.

Permit backyard cottages in all residential zones.

Backyard cottages, also known as accessory dwelling units (ADUs), offer a low-impact way to increase housing supply while preserving the character of neighborhoods.

These units, often tucked behind existing homes, can provide flexible living spaces for extended family members, produce rental income, or accommodate downsizing homeowners. Backyard cottages

are designed to fit within the scale of existing neighborhoods, making use of underutilized yard space without overwhelming existing infrastructure.

Allowing them by right in all residential zones simplifies the process for homeowners and encourages organic, small-scale growth within the community.

Has your city permitted backyard cottages? Tell us about it at strongtowns.org/housingready



Implementation

Opening the way for backyard cottages — also known as accessory dwelling units or ADUs — is simple. Begin by updating the city zoning code to allow backyard cottages as a permitted use in all residential zones.

Steps To Implement:

- 1. Amend the zoning code.** Update the ordinance to permit backyard cottages (ADUs) in all residential zones, ensuring they are treated as a permitted use without requiring special approvals.
- 2. Establish clear guidelines.** Define reasonable standards for size, setbacks and design to ensure compatibility with existing homes while maintaining flexibility.
- 3. Simplify the permitting process.** Treat ADU applications like other minor home improvements, ensuring a straightforward and predictable approval process.
- 4. Educate homeowners.** Provide clear information on how property owners can add backyard cottages, including design standards, utility connections and financing options.



Homeowners can turn unused space into charming backyard cottages to accommodate loved ones or bring in extra income—all while addressing a city's housing needs. (Photo: Sightline Institute)

Results

Independence *and* Support for Young People and Seniors

This piece was contributed by Alli Thurmond Quinlan.



When family members need space and independence, they often must go far from home to find a place they can afford. A backyard cottage can be the sweet spot between being close to family and being too close to family. (Photo: Sightline Institute)

Backyard cottages provide **affordable housing options that adapt to people's changing needs**. Legalizing this form of development can improve residents' quality of life and help families stay connected, all while increasing housing supply and affordability without large-scale disruption to the community.

A family of adult children in Fayetteville, Arkansas, learned this firsthand. When their aging mother was diagnosed with dementia, they faced a difficult choice: place their mother in a sterile, expensive memory care facility or risk her safety as she struggled to maintain her independent life. Not willing to sacrifice her safety or her independence and joy, they created an alternative: They built a backyard cottage on one sibling's property, creating a modest but dignified space where their mother could live

independently for as long as possible.

Familiar surroundings and faces are critical for seniors with memory issues, and this environment allowed their mother to thrive. She could maintain her routines while staying safe and connected to her family, a scenario infinitely preferable to institutional care. Looking back, the family recognized that being able to build a second cottage would have helped even further, providing space for a full-time caretaker to stay in later years.

While building a backyard cottage was the perfect solution for the family, zoning restrictions meant that it was only possible through creative loopholes. The unit had to be connected to the main house and lack a stove to avoid qualifying as a full "dwelling unit." This was a stark reminder that many zoning laws — designed under

the guise of maintaining “safe and desirable” neighborhoods — were hamstringing families’ ability to adapt to life’s challenges.

This family’s story became a turning point in the city’s push to reform its restrictive zoning codes. In 2018, Fayetteville legalized two ADUs per lot, as well as eliminating owner-occupancy and parking requirements. Instead of limiting the housing supply, they focused on legislating actual problems — for instance, over-occupancy, illegal parking or noise complaints. Homeowners can now adapt their properties to meet their changing needs, adding a rental unit for extra income, a space for aging parents, a second unit to start a small home business in, or a starter home for a young adult. This flexibility fosters both family stability and broader housing affordability.

The success of these reforms was rooted in a willingness to listen — to hear the stories of families navigating complex challenges and to recognize the systemic barriers they faced. It’s a testament to the power of incremental change and the importance of putting people at the center of planning decisions.

As cities continue to grapple with housing crises, aging populations and shifting family dynamics, these lessons remain deeply relevant. By embracing flexibility, fostering connection and prioritizing human needs, we can build communities that are not just places to live, but places to thrive.



Contributor:

Alli Thurmond Quinlan, the acting director of the Incremental Development Alliance, is an architect, landscape architect and small infill developer.

Legalize starter homes in all residential zones.

Starter homes — small, affordable homes typically for first-time buyers — were once a staple of American neighborhoods but have become increasingly rare due to restrictive zoning laws and financial incentives for larger structures.

Legalizing starter homes in all residential zones means removing regulatory barriers that prevent the construction of smaller homes on smaller lots. These homes provide an accessible entry point to

homeownership for individuals, young families and retirees looking to downsize. Designed for gradual expansion, they offer the flexibility to grow with the homeowner's needs over time.

Starter homes blend seamlessly into existing neighborhoods, offering an attractive, entry-level housing option that ensures communities remain accessible to people at different life stages.

Has your city legalized starter homes? Tell us about it at strongtowns.org/housingready



Implementation

To allow starter homes in all residential zones, cities need to update their zoning codes to eliminate housing size restrictions or any minimum dwelling size requirements.

Steps To Implement:

- 1. Amend the zoning code.** Update the ordinance to remove all minimum dwelling size requirements in all residential zones.
- 2. Establish clear guidelines.** Define reasonable standards for setbacks, lot coverage and design to ensure new homes fit within existing neighborhoods.
- 3. Simplify the permitting process.** Treat starter home applications like any other residential construction project, with a clear and predictable approval process.
- 4. Educate homeowners and builders.** Provide accessible information on how to take advantage of the updated regulations.



Results

Homeownership Within the Reach of Young Families

This piece was contributed by Norm Van Eeden Petersman.



Small houses—less than 1,000 square feet—on small lots used to be a standard building block for cities. They were affordable for residents and efficient for providing utilities and services to. Now, they are all but illegal to build in most American cities.

Mark and Fawn Gottschalks’ shotgun house exemplifies how small, adaptable homes (also known as starter homes) can address today’s housing challenges.

In many towns, it would be illegal to build this kind of house. Thanks to zoning reform, though, this property could give the Gottschalks an affordable entrance into homeownership that was just right for their family.

Built in 1989 on a modest 3,000-square-foot lot in Pensacola, Florida, the 850-square-foot shotgun house is charming and practical. Upon taking possession, the Gottschalks’ budget allowed them to update the kitchen and bedrooms to meet their immediate needs. They’ve left the attic undeveloped for now, but it offers potential

for conversion into a third bedroom. They’re thinking about adding a backyard cottage in the future, as family needs arise. Pensacola’s zoning reforms have made this all possible. This flexibility allows the house to adapt as the Gottschalks family grows, proving that small homes can evolve without losing their appeal.

The Gottschalks’ house sits within walking distance of a daycare, parks, schools and local baseball games, offering conveniences that outweigh any desire for extra space. The neighborhood is zoned C-2 (general commercial), reflecting Pensacola’s recognition that residences and businesses benefit from proximity. This ensures that Mark and Fawn experience a community that is adapting and changing in fruitful ways. Their small home is not out of place

— it is part of the eclectic mix of housing that is characteristic of dynamic neighborhoods.

Downtown Pensacola’s population growth — from 500 to over 6,000 residents in two decades — demonstrates the power of diverse housing options. Mark and Fawn’s home embodies this vision, showing how small housing solutions integrate seamlessly into revitalization efforts.

Inspired by resourceful designs of the past, small homes such as the Gottschalks’ create opportunities for individuals and families to build stable, connected lives. Mark and Fawn know it’s the starting point they need for a bright future in Pensacola.



Contributor:

Norm Van Eeden Petersman is the director of Movement Building at Strong Towns. An expert speaker for the Strong Towns movement, he has toured the United States and Canada delivering insights on how to build strong towns.

Policy #4

Eliminate minimum lot size requirements in existing neighborhoods.

Minimum lot size requirements often create unnecessary barriers to development, making housing more expensive and limiting opportunities for growth. In established neighborhoods with existing infrastructure — such as roads, sewer and water — these rules prevent natural, incremental development that would otherwise fit within the existing community fabric.

Eliminating minimum lot sizes in these areas allows property owners to make better use of their land without compromising neighborhood character. Rather than leading to dramatic changes, removing lot size restrictions simply allows for smaller, more affordable homes to be built and financed, providing more opportunities for people to live in desirable locations without the high costs associated with large lots.

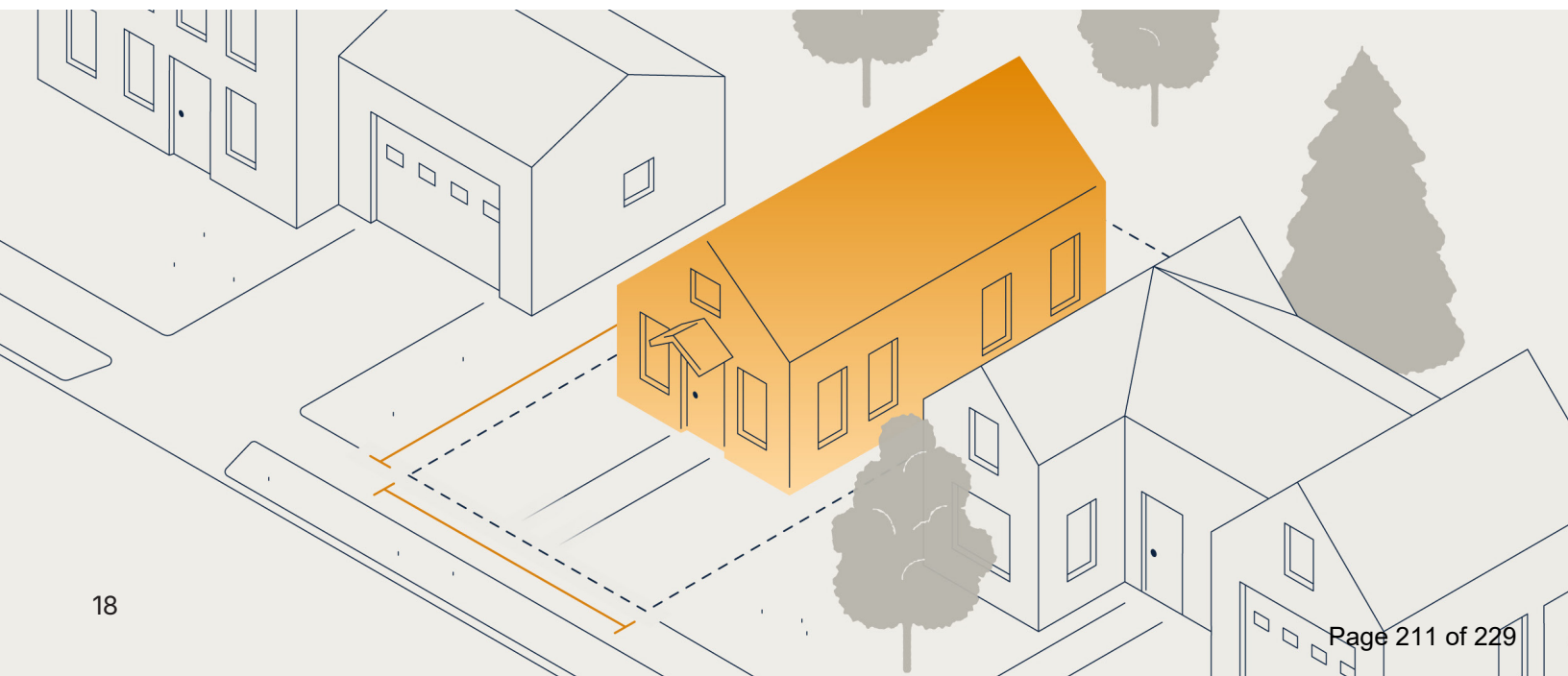
A common concern is that eliminating minimum lot sizes could result in extreme changes, such as overcrowding

or incompatible development. In reality, what happens is more modest: Homeowners can add a smaller home, build a backyard cottage or split a lot to create new housing options. This allows communities to grow in a gradual, predictable way without large-scale disruptions.

Financially, this reform benefits both residents and cities. For homeowners, it unlocks the potential to create additional housing that meets their needs while remaining affordable. For cities, it brings more properties into productive use, boosting tax revenue without the need for costly infrastructure expansions.

Ultimately, eliminating minimum lot size requirements in existing neighborhoods is about providing flexibility. Cities can allow for responsible growth that aligns with the existing neighborhood, giving people more choices while maintaining the character and scale of their community.

Has your city eliminated minimum lot sizes in established neighborhoods? Tell us about it at strongtowns.org/housingready



Implementation

To eliminate minimum lot size requirements in existing neighborhoods, cities need to update their zoning codes to remove restrictions that mandate a minimum lot size for development.

Steps To Implement:

- 1. Amend the zoning code.** Update ordinances to eliminate minimum lot size requirements in established neighborhoods with existing road, water and sewer infrastructure. To define an established neighborhood, specify that it was platted prior to a set date, such as “platted prior to 2024.” This change is intended to apply only to existing neighborhoods, not new developments.
- 2. Simplify the subdivision process.** Allow property owners to subdivide lots with minimal administrative steps and cost. Approve subdivisions with a survey and description of the property, instead of requiring a master plan approved by a planning commission or public hearing.
- 3. Educate the public.** Provide clear, accessible information about how these changes will optimize land use and create more housing opportunities while preserving neighborhood character.



Results

More Flexibility in Housing Development

This piece was contributed by Alli Thurmond Quinlan.



Reducing minimum lot size requirements in Fayetteville, Arkansas, resulted in a 28-home neighborhood, complete with continuous sidewalks, street trees and business space, where previous ordinances would have only allowed seven homes. (Photo: Joshua Duke Photography)

The South Street Cottages project in Fayetteville, Arkansas, began with the acknowledgment that **reducing minimum lot sizes could unlock the potential for smaller, more affordable homes while meeting the needs of the community.**

By working with the city to reduce minimum lot sizes, we were able to build 28 homes on a parcel that would have otherwise only accommodated seven. Each home sold quickly, with attainable total prices. Best of all, many of the buyers were young families, retirees and single professionals who might otherwise have been shut out of the housing market.

In 2016, I joined the Incremental Development Alliance and moved from renovating and flipping old houses on the side to tackling my first land and new construction development. In collaboration with forward-thinking city officials and planners, I identified a site that was well-suited for a pilot project: an oversized parcel in a walkable neighborhood close to public transit, schools and parks.

The existing zoning required minimum lot sizes of 10,000 square feet, which would have limited the number of homes we could build and driven up per-unit costs. I proposed rezoning the area to one of our town's downtown zoning districts. This would allow for very small lot width minimums (18 feet) and no minimum lot sizes — a dramatic change, but one grounded in thoughtful design and community engagement.

To build community support, I held workshops and listening sessions with residents — the most popular was a pop-up petting zoo where after-school classes could pet goats and learn about civic engagement and the development process. We addressed neighbors' concerns face-to-face and emphasized the benefits of smaller lots, such as attracting first-time homebuyers and creating a neighborhood that feels cohesive and human-scaled.

Once the reduced lot sizes were approved, we set out to design homes that were both affordable and desirable. Being a hillside town meant that

the site sloped significantly from the back corner to the street. As both an architect and a landscape architect, I designed this topography into terraces to create a series of small-lot single-family homes, some of which had garage apartments. I tucked a townhouse courtyard into the back and put a small, mixed-use building in the corner.

The smaller lots naturally lent themselves to compact, efficient designs for households of one or two people. The largest corner home had three bedrooms and a playroom. Each home was designed to maximize usable space, with open floor plans, high ceilings and plenty of natural light. By minimizing setbacks and carefully planning shared green spaces, we created a sense of community while maintaining privacy for individual homeowners.

Smaller homes naturally mean lower utility bills. We also incorporated elements like high-performance insulation and native landscaping to further reduce environmental impact. These features not only appealed to buyers but also helped lower ongoing costs, making the homes even more accessible to residents on a budget.

I've slowly developed the street-facing houses in sets of three over the last eight years. These houses sit on lots as small as 1,500 square feet — a fraction of the lot minimum allowed under the previous zoning — and range in size from 500

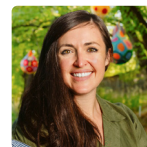
square feet to 2,200 square feet. Two of them met federal affordability standards without subsidy.

This affordability is directly achieved by their small size and small lot — the price per square foot is high for the neighborhood and has caused many older neighboring homes to appreciate in value in response.

Critically, these homes can be purchased outright with typical, federally backed 30-year mortgages because they're on conforming, fee-simple platted lots. In many cases, where small lots are not allowed, developers resort to creating condominium regimes to achieve higher density. While condos can be a viable solution, they often come with added complexity: shared ownership structures, homeowners' associations, and monthly fees that can be a barrier for some buyers.

So far, the project has been a resounding success. Continuous sidewalks shaded by native Overcup Oak street trees now connect neighbors. Front porches brought up to the street encourage neighborly interactions. Lush, carefully designed front gardens make the density of the neighborhood feel cozy and lovable.

Reducing minimum lot sizes isn't just about making homes smaller — it's about making affordable housing a reality for all.



Contributor:

Alli Thurmond Quinlan, the acting director of the Incremental Development Alliance, is an architect, landscape architect and small infill developer.

Repeal parking mandates for housing.

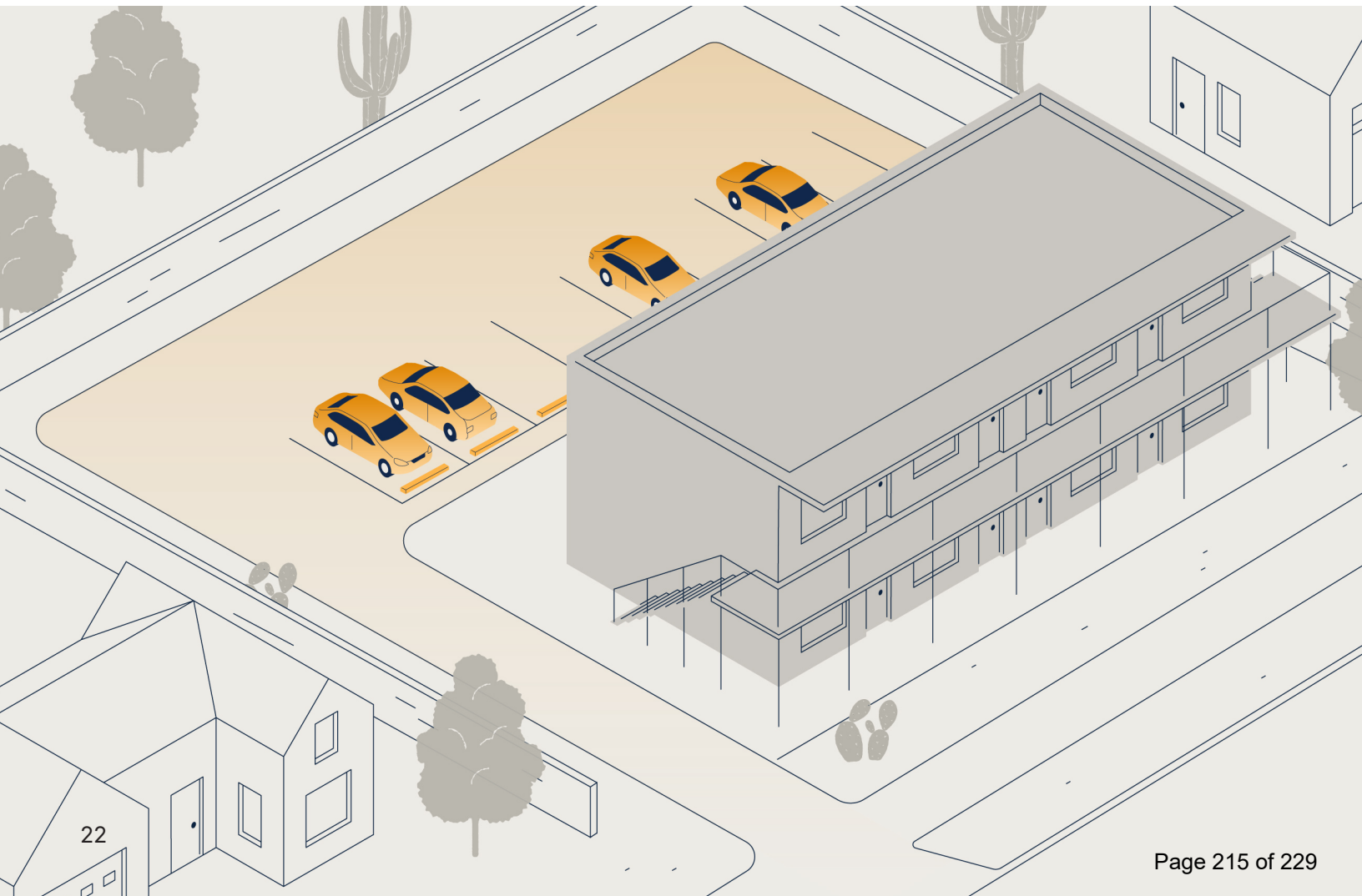
Mandatory parking requirements add significant costs to housing projects and take up valuable land that could otherwise be used for homes or community spaces. They often result in unnecessary and underutilized parking spaces that do little to enhance the neighborhood.

Repealing parking mandates allows property owners to determine the appropriate amount of parking based on

actual demand rather than outdated, one-size-fits-all regulations. In many cases, especially in walkable or transit-friendly areas, residents require far less parking than current mandates dictate.

Eliminating these requirements not only makes housing more affordable but also gives people more options in how they get around.

Has your city repealed parking mandates? Tell us about it at strongtowns.org/housingready



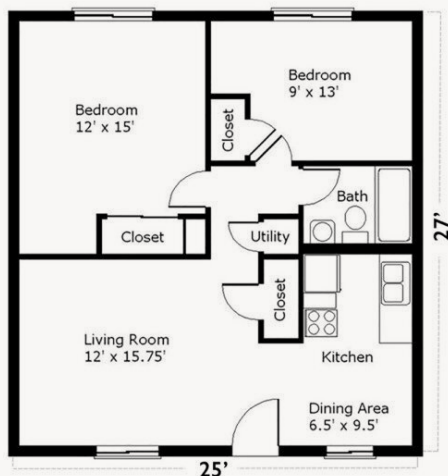
Implementation

To repeal parking mandates for housing, cities need to update their zoning codes to remove all parking requirements in residential zones.

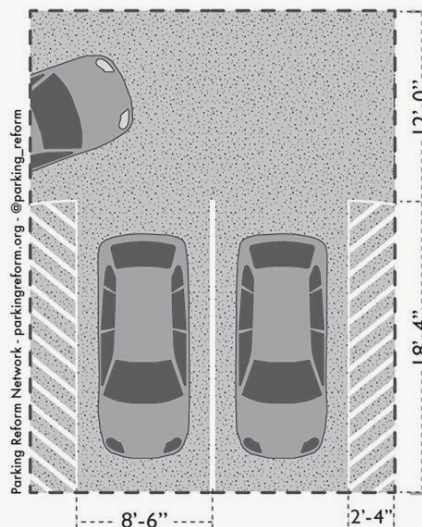
Steps To Implement:

- 1. Amend the zoning code.** Remove all references to minimum parking requirements for residential properties in the zoning ordinance.
- 2. Consider adding a clarification.** While removing the standards is sufficient, cities may choose to explicitly state "Parking Requirements: None" in the code for added clarity.
- 3. Communicate the change.** Provide clear information to homeowners, developers and businesses about the benefits of parking flexibility and the new regulations. Evaluate potential impacts and ensure city officials and the public understand that removing mandates does not prohibit parking; it simply allows for flexibility and choice.

Living Space Vs. Parking Space



size for 2 bedroom apartment: 675 FT²



size for 2 parking spaces: 650 FT²

Sources: Transportation Cost and Benefit Analysis II – Parking Costs Victoria Transport Policy Institute (www.vtpi.org)

Graphic Adapted from Graphing Parking (<https://graphingparking.com/2013/07/23/parking-across-cascadia/>)

Image compiled by the Parking Reform Network - <https://parkingreform.org/> - @Parking_Reform



Results

Less Unused Pavement; More Homes

This piece was contributed by Edward Erfurt.



After the city reduced minimum parking requirements, Kronberg Urbanists + Architects was able to move forward with a plan that produced more homes at more affordable rental rates.

The Finley Street Cottages project in Atlanta, Georgia, shows how parking mandates can prevent desperately needed development — and how removing those mandates makes housing more attainable and affordable.

Atlanta is struggling with a growing housing crisis. Despite public investment in transit and job creation, many neighborhoods are locked in their current state. Vacant lots remain vacant, rental properties become run down, and the few projects that are completed are expensive and don't align with the character of the community.

The Finley Street Cottages project was conceived as a response to these local struggles. The development team at Kronberg Urbanists + Architects had the opportunity to redevelop two blighted lots in the heart of the city into a cottage court. The new development was an opportunity to build affordable and walkable housing that could serve the workforce and foster a connected community. At the scale of two lots, the

redevelopment was small enough not to require subsidies, and the neighborhood's zoning code already allowed for this type of development. Ideally, the cottage court would emulate the traditional patterns of the neighborhood and grow incrementally over time.

Following the traditional pattern of the neighborhood, utilizing existing zoning, and not relying on subsidies or grants should have made this a straightforward project, one that could represent the community and provide a place for new residents to call home. However, as the project team sketched out the site plan and developed a financial analysis, they quickly encountered a significant roadblock: Atlanta's stringent parking requirements.

The existing parking mandates required a substantial portion of the land to be dedicated to parking spaces, which increased costs and reduced the available space for housing units. This made it nearly impossible to achieve

the desired affordability. The team realized that, under conventional approaches, the math simply didn't work.

Atlanta's parking code had the unintended consequence of locking the downtown neighborhoods in time. The natural pattern of development through incremental steps was replaced with giant leaps or, worse, decline. The Finley Street Cottages exposed this unintended consequence and shined a light on a struggle that could be addressed at the most local level.

Atlanta officials recognized that the need for more attainable housing was more important than an abundance of parking, and they decided to reevaluate and change the parking requirements. This kind of policy adjustment can be completed in a matter of weeks, and it's a game-changer for neighborhood development.

With the new parking requirements in place, the Finley Street Cottages team was able to reconfigure the site plan. The reduced need for

parking spaces freed up land, allowing for more housing units and additional green space. This not only made the project financially viable but also aligned with the developers' goal of creating a walkable and connected neighborhood.

After the city reduced minimum parking requirements, the Finley Street Cottages project was able to offer rents that were 20% to 60% more affordable. The development's location within a 15-minute bicycle radius of essential services and amenities further enhanced its appeal, promoting a vibrant and sustainable community.

Atlanta officials' decision to reduce parking requirements was instrumental in making the Finley Street Cottages project possible. This is an example of how local governments can address local needs by removing self-imposed barriers.



Featured:

Kronberg Urbanists + Architects is a multidisciplinary design studio that utilizes architecture, urban design, real estate development, and policy to make neighborhoods better.



Contributor:

Edward Erfurt is Strong Towns' chief technical advisor. He is a trained architect and passionate urban designer with over 20 years of public- and private-sector experience.

Streamline the approval process.

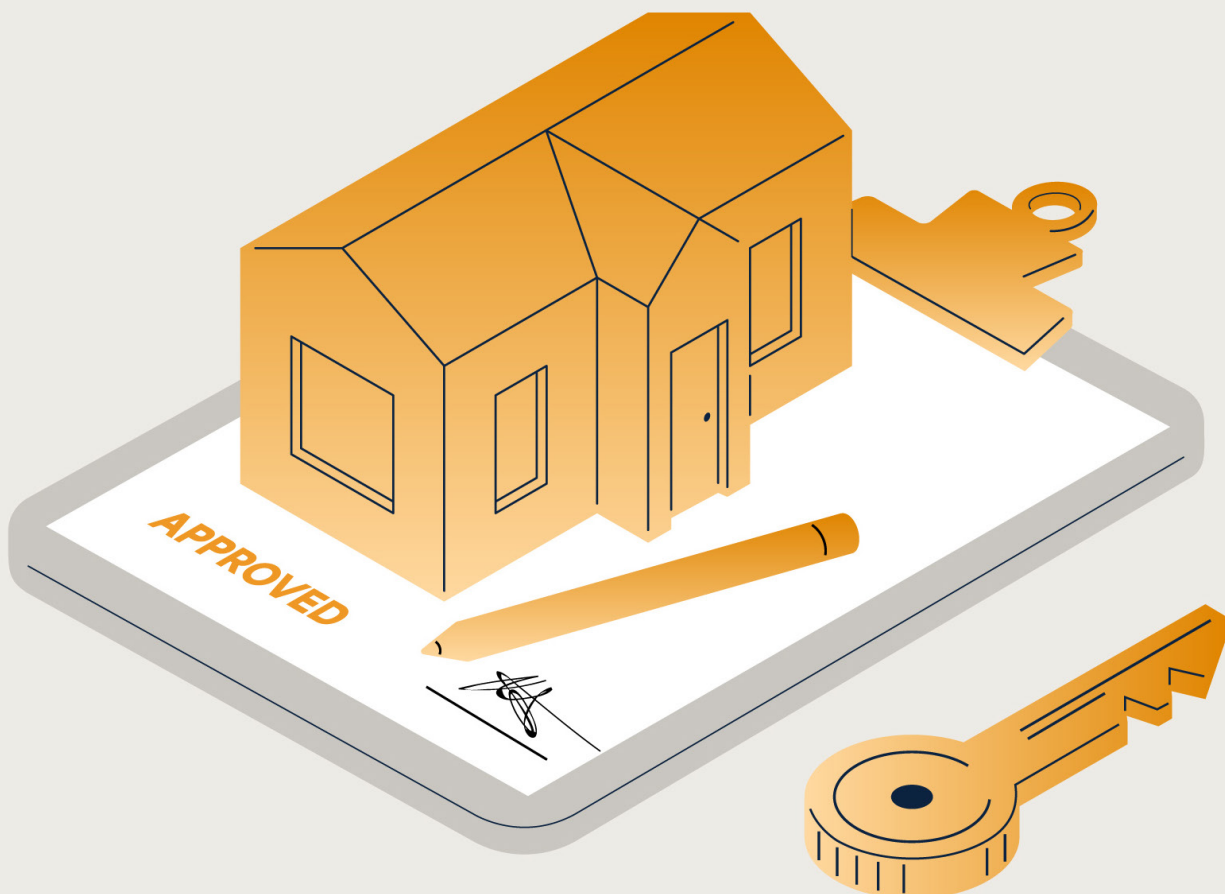
One of the biggest barriers to new housing is the lengthy and complex approval process. Simplifying this process — by offering clear, predictable timelines and reducing unnecessary bureaucracy — empowers homeowners and small-scale developers to contribute to the housing supply efficiently.

Cities can implement 24-hour approvals for straightforward projects like duplex conversions,

backyard cottages and starter homes, making it easier and faster to get housing built. A streamlined process reduces costs, encourages development, and provides communities with the homes they need without unnecessary and costly delays.

By adopting these reforms, cities can take a proactive role in addressing housing challenges, ensuring their communities remain affordable, resilient and prosperous.

Has your city streamlined approvals for new housing? Tell us about it at strongtowns.org/housingready



Implementation

Streamlining the approval process for housing projects requires a hands-on approach to identify and eliminate unnecessary delays. Cities can achieve this by proactively testing their own systems to uncover friction points and find innovative solutions that lead to faster, more efficient approvals.

Steps To Implement:

- 1. Submit a test application.** A city official should submit a sample application for a duplex conversion, backyard cottage or starter home to experience the process firsthand and identify bottlenecks.
- 2. Identify friction points.** Analyze each step to pinpoint delays and inefficiencies, asking questions such as:
 - What are the biggest obstacles?
 - Are there redundant steps that can be eliminated or simplified?
 - What information could be requested up front to expedite the process?
 - Are approvals being routed to the right people at the right time?
 - Can some reviews be conducted concurrently rather than sequentially?
- 3. Evaluate necessity and impact.** For each identified step, determine whether it is essential or if approvals could proceed without it, ensuring only critical reviews are retained.
- 4. Coordinate post-approval processes.** If certain steps are necessary but not critical to initial approval, explore options to coordinate them after approval to avoid unnecessary delays.
- 5. Revise and refine the process.** Based on insights gained, adjust submission requirements, improve communication between departments, and set clear timelines for faster approvals.
- 6. Educate stakeholders.** Provide guidance to applicants on how to navigate the streamlined process effectively, ensuring transparency and ease of compliance.

Rapid, Incremental Housing Development



Housing templates from South Bend's Pre-Approved Plan Catalog. (Source: City of South Bend)

Tim Corcoran and the city of South Bend, Indiana, have been blazing the trail for incremental development for years. On Corcoran's first day as South Bend's planning director in 2016, he famously found the first zoning rule he would take down. He hasn't stopped since that first day.

Corcoran calls his approach "proactivism" — and clarifies that this is, in fact, a word. He looked it up. To him, this means working closely with developers toward their shared goal of building a healthy local housing market.

This proactivism has boosted South Bend's reputation as a model community for incremental development, showing other cities how policies

can accelerate development without sacrificing quality or community input.

South Bend has implemented several of the strategies identified in this toolkit. It legalized accessory dwelling units (ADUs, also known as backyard cottages or granny flats) citywide in 2020. It removed off-street parking requirements. And, while it hasn't eliminated minimum lot sizes, it has lowered them.

Perhaps the tactic they are known best for is their preapproved plans.

Corcoran is clear that South Bend's preapproved permits did not start with the goal of expediting permitting. It started with the proactive goal of

helping those in his community who wanted to help South Bend.

Well-meaning residents were proposing infill development projects that were completely out of character with the neighborhoods they would be located in. For example, some residents submitted plans that would place ranch houses in the middle of older, denser housing stock. Corcoran, the proactive planner, understood the reactions that were headed his department's way if he didn't direct the resources at his disposal to address this coming problem.

The city developed five preapproved housing designs that anyone could use — completely free of charge.

The first set of preapproved plans featured a variety of housing types: ADUs, a standard-sized house (suitable for most lots), a house that could fit on a 30-foot-wide lot, a sixplex, and a stacked duplex.

The city made the plans, and then produced pro formas to make sure the plans would pencil out in the real world.

In preparing to share his story, Corcoran asked his building department, "How fast can you permit a (preapproved plan) home?" Their response: "20 minutes."

The zoning department admitted that they may take a little longer — "as long as it takes to check emails."

South Bend's success stems from a local government that sees itself as a development partner rather than a bureaucratic gatekeeper.

The city has become a trusted partner in shaping housing solutions, with more preapproved building plans now available (including plans for two townhouses and a bungalow).

South Bend isn't stopping anytime soon. Corcoran was proud to share that the St. Joseph County's Parade of Homes recently awarded one of the city's preapproved designs — the stacked duplex — "Best in Show" for the under \$1 million category. It's clear that, with good leadership, incremental, locally led housing initiatives can deliver high-quality, desirable homes — and do so quickly.



Featured:

Tim Corcoran is the director of Planning & Community Resources for the city of South Bend, Indiana.

Building a Housing-Ready City Is in the Hands of Local Leaders

This piece was contributed by Tiffany Owens Reed.



To understand how one city leader can spearhead the housing reforms your city needs, look no further than Rebekah Kik, the deputy city manager for the city of Kalamazoo, Michigan.

Kik began to notice the “broken teeth” pattern of vacancy in Kalamazoo’s neighborhoods 10 years ago, during her daily bike rides to work. There were no bike lanes back then, so she would weave through residential streets looking for safe routes. She began to wonder why there were so many empty lots. Why were there blocks without housing? Why was no one rebuilding homes on them?

She learned that efforts to fight blight in the city,

led by a state land bank program, had involved tearing buildings down to make way for new housing. However, no one could build new homes to replace them because of prohibitive zoning rules.

Every empty lot represented one less home for residents and fewer resources for the city. Outside developers weren’t coming any time soon. Community members needed to be empowered to rebuild their neighborhoods themselves.

A city planner at the time, Kik began asking questions. How was the city partnering with neighborhoods? How could they incorporate

community training or resources into those partnerships? What about preapproved plans? For the past 10 years, she has poured herself into answering these questions.

After a conversation with the mayor, Kik got to work. First, she pulled her planning team together to work on simple text amendments to the zoning code that would make building easier. Then she helped develop and advance a housing reform package in collaboration with state and county agencies, as well as partner organizations like the Incremental Development Alliance.

The reform package took five years to fully build out and activate. It legalized accessory dwelling units citywide, reduced parking minimums, and greatly reduced setback requirements and minimum lot sizes, among other reforms. It also included preapproved plans that small developers could adopt making it easier to start projects quickly instead of having to wait on various approvals. These plans were inspired by traditional American architecture already found in the neighborhood. In 2019, Kik launched a Housing Development Fund to help would-be small developers get projects off the ground by providing gap funding at an extremely low rate.

The work was more than technical policy-writing and ordinance-editing, though. It also involved engaging with the community about the changes that were being made and how they positively impacted residents. Like many cities, Kalamazoo

residents had anxieties about zoning changes. However, through personal conversations at community meetings and office hours, Kik and her team were able to answer their questions and demonstrate how the community would benefit from the changes.

For city leaders who want to make changes but feel overwhelmed, or those who are worried about community response, Kik advises not trying to embrace major overhauls right away. “Just start with the next smallest thing.”

Ultimately, when it comes to housing reform, Kik’s goal is to “see our community building the community.” She wants to empower local small-scale builders to build the housing and businesses that the city needs to be more resilient. So far, they’ve welcomed 48 new homes and have about 12 local builders interested in building more.

She remembers when the first house went up on an empty lot in the summer of 2019. Even though most people had no idea how much work had gone into making the home possible, Kik stood there with a huge sense of accomplishment and hope: “It just made my heart so much lighter, lifting the weight of that huge barrier.”



Featured:

Rebekah Kik is the deputy city manager of Kalamazoo, Michigan.



Contributor

Tiffany Owens Reed is the host of The Bottom-Up Revolution podcast. A graduate of The King’s College and former journalist, she is a New Yorker at heart, currently living in Texas.

For more resources, or to tell us about the work your place is doing to become a Housing-Ready City, go to strongtowns.org/housingready

This toolkit was assembled by Strong Towns with help from our partners:



Strong Towns | strongtowns.org

844-218-1681
1001 Kingwood Street Studio 116
Brainerd, MN 56401



Incremental Development Alliance | incrementaldevelopment.org

Inc Dev is an Alliance of practitioners who train small developers, helping citizens strengthen their own neighborhoods and helping city champions get the kind of development their community wants.



Kronberg Urbanists + Architects | kronbergua.com

Kronberg Urbanists + Architects is a multidisciplinary design studio that utilizes architecture, urban design, real estate development, and policy to make neighborhoods better.



Neighborhood Evolution | neighborhoodevolution.com

Neighborhood Evolution is a development consulting group of small-scale developers, designers, community advocates, and urban planners committed to giving locals what they need to take action.



Parking Reform Network | parkingreform.org

In partnership with allied organizations, Parking Reform Network accelerates the adoption of critical parking reforms through research, coalition-building, and direct advocacy.

This toolkit was made possible by thousands of Strong Towns members across the continent. Join them at strongtowns.org/membership

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approve Union Agreement Between the City and UFCW 1189 for 2025-2027
Prepared By: Rich Spiczka, City Manager

Background:

Contracts have been negotiated and approved by the unions for the Liquor Store and Fire. The goal of changes for these contracts included:

- *Work towards creating a consistent contribution to the Cafeteria plan for all City employees.
- *Create an environment that provides competitive packages to recruit and retain staff.
- *To assure we are in the same marketplace as other public employers to maintain staffing.
- *To be responsive to market conditions and provide terms that assure quality public services.

Recommendation:

Staff recommends adopting the Resolution Approving Agreement Between the City of Bemidji and UFCW Local #1189 Representing the Liquor Store Employee Bargaining Unit for 2025-2027.

RESOLUTION NO.

A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND UFCW LOCAL #1189 REPRESENTING THE LIQUOR STORE EMPLOYEE BARGAINING UNIT FOR 2025-2027

WHEREAS, representatives of the City and representatives of UFCW Local 1116 representing the employees in the liquor store bargaining unit have negotiated a three year labor agreement for the term January 1, 2025, through December 31, 2027; and,

WHEREAS, said agreement is on file in the City Clerk's office.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the tentative agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: September 15, 2025
Action Requested: Approve Union Agreement Between the City and Uniformed Firefighters, Local 2302 for 2025-2027
Prepared By: Rich Spiczka, City Manager

Background:

Contracts have been negotiated and approved by the unions for the Liquor Store and Fire. The goal of changes for these contracts included:

- *Work towards creating a consistent contribution to the Cafeteria plan for all City employees.
- *Create an environment that provides competitive packages to recruit and retain staff.
- *To assure we are in the same marketplace as other public employers to maintain staffing.
- *To be responsive to market conditions and provide terms that assure quality public services.

Recommendation:

Staff recommends adopting the Resolution Approving Agreement Between the City of Bemidji and Uniformed Firefighters Association, Local 2302 of the International Association of Firefighters for 2025-2027.

RESOLUTION NO.

A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF BEMIDJI AND BEMIDJI UNIFORMED FIREFIGHTERS ASSOCIATION, LOCAL 2302 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS FOR THE CALENDAR YEAR 2025-2027

WHEREAS, representatives of the City and representatives of Bemidji Uniformed Firefighters Association, Local 2302 of the International Association of Firefighters representing the employees in the Bemidji Fire Department have negotiated a three year labor agreement for the term January 1, 2025, through December 31, 2027; and,

WHEREAS, said agreement is on file in the City Clerk's office.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the agreement and that the parties are authorized and directed to prepare contract documents incorporating this agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and City Manager and other appropriate individuals be authorized and directed to execute the original contracts.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor