

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, October 6, 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 25, 2025 Work Session
August 25, 2025 Special Council Meeting
September 2, 2025 Council Meeting

CONSENT AGENDA #1

Items in the Consent Agenda are approved with one motion without discussion/debate. The Mayor will ask if any Councilmember wishes to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.

- 2) Claims Submitted by Finance Officer in the Amount Of \$3,383,785.02
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$119,188.29
- 4) Approve August Financials from ASM Global for the Sanford Center
- 5) 2025 Business License Approvals
- 6) Approve Quote to 106 Group for Archaeological Services (\$15,759)
- 7) Approve Quote to Blue Ox Outdoors, LLC for Tree Clearing at City Park (\$9,750)
- 8) Approve Purchase of GPS Rover & Tablet from Frontier Precision (\$41,780.50)
- 9) Approve Purchase of Portable Generator - Sewer Department (\$68,461.41)
- 10) Approve Change Order #1 for Middle School Drive NW & Hannah Avenue NW Reconstruction - City Project 23-05
- 11) Approve Change Order #3 - Middle School Drive & Hannah Avenue NW Reconstruction - City Project 23-05
- 12) Approve Change Order #6 - WWTP Final Clarifier Project - City Project 23-03
- 13) Approve Access Agreement with MPCA
- 14) Approve Amended By-Laws for the Sanford Center Advisory Board
- 15) Resolution Establishing Deferred Connection Charges for Sanitary Sewer and Water Service on 34th Street NW - City Project 24-04
- 16) Resolution in Support of a Job Creation, Fund Application in Connection with Aircorps Aviation Expansion at the Airport

- 17) Resolution in Support of a Job Creation, Fund Application in Connection with Aircorps Aviation Expansion in the Industrial Park
- 18) Resolution Approving Donation from Bemidji Jaycees (\$500.00)
- 19) Resolution Approving Donation from Knights of Columbus (\$400)
- 20) Resolution Adopting Assessment Roll for the Cost of Abatement of Diseased Tree
- 21) Resolution Adopting Assessment Roll for Delinquent Utility Bills for 2025
- 22) Resolution Approving Minnesota Off Premises Gambling Permit Applications for Lawful Gambling to Bemidji Youth Hockey Association Located at the Sanford Center Bemidji
- 23) Resolution Approving Gambling Premises Permit for Lawful Gambling to the Confidence Learning Center at the Blue Oyster

CONSENT AGENDA #2

- 24) Claims Submitted by Finance Officer to Visit Bemidji in the Amount of \$81,604.12
- 25) Approve Special Event Permit for Night We Light and Lighting Display
- 26) 2025 Business License Approvals

CITIZENS WITH BUSINESS BEFORE THIS COUNCIL-NOT ON AN AGENDA

Public Comment – Please give your name, address, and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.

PUBLIC HEARING

- 27) a. Conduct Public Hearing on Proposed Assessments for Costs Associated with Unpaid Special Charges
b. Resolution Adopting Assessment Roll for Costs Associated with Unpaid Special Charges
- 28) a. Conduct Public Hearing on Proposed Assessments for Costs Associated with Civil Fines for Property-Related Violations
b. Resolution Adopting Assessment Roll for Costs Associated with Civil Fines for Property-Related Violations
- 29) a. Report on the Formation of the Bemidji Police Department Drone Program
b. Conduct Public Hearing on Proposed Bemidji Police Department Drone Program

ORDINANCES

- 30) a. Public Hearing of an Ordinance Authorizing the Transfer of Real Property for the Purposes of Lot Realignment to Remedy Surveying/Platting Error
b. First Reading of Said Ordinance

NEW BUSINESS

- 31) Consider Resolution Ordering Feasibility Report - 2026 Street Renewal Project - City Project 26-01

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 32) October 6 (6:00 pm) - Council Meeting
- October 14 (5:30 pm) - Planning Board **Tuesday**
- October 20 (6:00 pm) - Council Meeting

ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – August 25, 2025

DRAFT

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, August 25, 2025 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Present: Rich Spiczka, Sam Anderson, Justin Sherwood, Michelle Miller

Storm Recovery Update

Debris Cleanup:

- The city conducted three rounds of debris pickup following the storm. The first round was extensive and time-consuming, while the second and third rounds proceeded more quickly due to reduced volume.
- The final round of debris pickup was scheduled to begin August 25 following the same route as previous rounds. The city aimed to complete this round by the end of the week.
- Residents were given advance notice to place natural storm debris at the curb. The city emphasized that only natural debris would be collected—piles containing non-natural materials (e.g., fence panels, metal, birdhouses) would not be picked up to avoid equipment damage.
- Fewer contractors were needed for the final round due to decreased demand.
- The city communicated the pickup schedule and rules through social media, the city website, and a dedicated Public Works phone line for questions or special issues.
- Issues with debris pickup on private streets were resolved, and residents with special needs (e.g., new hazardous trees) could call to be added to the pickup list.

Sanford Center:

- The Sanford Center sustained significant damage, with the high roof over the arena being the largest issue. As of the meeting, roof repairs were essentially complete, allowing the ice plant to be restarted and ice to be installed for events.
- Many repairs and decisions are ongoing, with numerous bids coming in for additional work. Some items, like flooring and terrazzo repairs, are still being evaluated for scope and timing.
- Insurance coverage for the Sanford Center is in place through the League of Minnesota Cities Insurance Trust. There is a single deductible for all city properties, and most repairs, including the flooring, are covered. The contractor who installed the flooring has been on site to assess the damage.
- The Sanford Center is expected to meet all its obligations for upcoming hockey and other scheduled events, though some areas may not look exactly as they did before the storm. Minor repairs and cosmetic work will continue throughout the winter.
- Councilmembers asked about the impact on event scheduling, insurance details, and the process for making decisions about repairs and replacements.

City Buildings Damage:

- Multiple city buildings sustained damage from the storm, including City Hall (minor rooftop AC unit issues), the Depot, Lake View Liquor, and the Carnegie (all needing roof replacements, with work underway or scheduled).
- The public works salt shed was completely destroyed and will require a custom replacement due to its unique size and foundation. This has been a challenging process due to limited manufacturers.
- The public works cold storage building suffered roof and garage door damage, with structural issues being evaluated by engineers. There is uncertainty about whether it can be repaired before winter or if alternate storage will be needed.
- The airport and HRA building also sustained damage; the HRA building's roof has already been repaired.
- Some smaller or less-used park buildings and shelters have not yet been fully evaluated.
- There are also issues with "loose property" and items not specifically listed on insurance policies, but most of these have been addressed.
- Insurance for all city buildings (including the HRA and airport) is under a single policy with the League of Minnesota Cities Insurance Trust, with one deductible for all claims. Some costs, such as tree or debris removal near insured buildings, may be partially recoverable.
- The city is working with contractors, engineers, and insurance adjusters to assess and repair damage. The process is ongoing, with some repairs completed and others still being planned or evaluated.
- Councilmembers asked about insurance deductibles, coverage for specific repairs (like flooring), and the process for handling claims and repairs across multiple buildings and entities.

Financial Summary:

- The city has incurred or expects to incur about \$4.4 million in costs related to storm recovery, including debris cleanup, repairs, and emergency response across various departments (streets, parks, fire, water/sewer).
- The city anticipates receiving 75% reimbursement from the state for eligible costs, which would amount to about \$3.3 million. This would leave the city responsible for approximately \$1.1 million, though the final amount could be higher (up to \$1.5–2 million) depending on what is deemed eligible for reimbursement (e.g., light poles).
- The largest expenses are in the streets department, primarily for debris cleanup and related work. Parks, fire, and water/sewer also have significant costs.
- Staff wages, overtime, and related expenses are included in these totals.
- There is uncertainty about some costs, such as whether certain light pole replacements will be reimbursed.
- Councilmembers discussed the impact of these costs on the city's budget, including concerns about how to pay for the city's share, the effect on property values, and the challenge of maintaining required reserve funds.
- The city will need to develop a plan to replenish its 50% undesignated fund balance reserve over the next two to three years, as required by city policy.
- There was discussion about the city's policy to maintain a 50% reserve, and whether that policy could be adjusted if needed.
- The financial impact will be a key consideration in the 2026 budget, and staff are exploring all options, including grants, to help offset costs.

Moving Forward:

- Staff and Council discussed the need to clear mulch and firewood from city sites before winter. Staff are discussing whether to open up access to the public for a limited time, allowing residents to take mulch (and some firewood) for personal use. Liability concerns

were raised about allowing the public to use equipment or chainsaws on city property, so the approach will be to keep the process simple and safe.

- Some Councilmembers expressed concerns about the potential spread of tree diseases through mulch, but staff indicated that experts do not see this as a major risk. Most of the remaining material is mulch, and the city is already paying to have excess hauled away for use in other locations (e.g., farms, reclamation sites).
- The city is actively seeking grants to help with recovery costs, including tree replanting and maintenance. Staff are processing all available grant opportunities to offset both immediate and long-term recovery expenses.
- Moving forward, the city will need to address properties with unaddressed storm debris or hazards. Staff plan to develop a process for identifying and addressing these properties, balancing enforcement with humanitarian considerations. There will be outreach to connect residents with community resources, and compliance notices will include information on how to seek help.
- The city will also need to communicate clearly with the public about timelines for debris removal and the transition back to normal code enforcement.
- Councilmembers discussed the importance of messaging around sidewalk and boulevard maintenance, and the potential for community initiatives (like “adopt a sidewalk”) to help keep public spaces accessible.

ADJOURN

There being no further business, motion by Dickinson, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:50 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Meeting – August 25, 2025

DRAFT

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, August 18, 2025, at 6:55 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

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 Rivera, seconded by Thayer to close the meeting pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) to discuss pending litigation concerning the consolidated boundary adjustment proceedings involving Northern Township and the City of Bemidji, Minnesota Office of Administration File Numbers OAH 71-0330-40846 and OAH 71-0330-40869. Motion carried by unanimous voice vote. Meeting closed at 6:57 p.m.

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

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the meeting at 8:15 p.m.

ADJOURN

There being no further business, motion by Eaton, seconded by Thayer, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 8:15 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – September 2, 2025

DRAFT

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Tuesday, September 2, 2025, at 6:00 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Staff Present: City Manager Rich Spiczka, City Engineer Sam Anderson, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

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

MINUTES

The following minutes were presented for approval:

July 28, 2025 Work Session
August 4, 2025 Council Meeting

Motion by Eaton, seconded by Rivera to approve the minutes as presented. Motion carried by unanimous voice vote.

CONSENT AGENDA #1

Mayor Prince called for any amendments to be made to Consent Agenda. Rivera requested that the Amendment to Lease Agreement and Purchase Agreement with BNSF for Rail Corridor Parcel be removed for discussion. The following Consent Agenda items were presented for approval. **Motion by Eaton, seconded by Dickinson, to approve Consent Agenda #1 as follows:**

1. Claims Submitted by Finance Officer in the Amount Of \$2,102,239.60
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$44,540.01
3. Approve July Financials from ASM Global for the Sanford Center
4. 2025 Business License Approvals
5. Approve Special Event Permit for Blue Ox Marathon
6. Approve Temporary 1-4 Day Liquor License for Bemidji State University (September 13, 20, October 4)
7. Approve Temporary 1-4 Day Liquor License for Bemidji Jaycees (October 11)
8. Approve Change Order #3 for the Cameron Park Building Project
9. Authorize Grant Application to Region 2 Arts Council (Recreation Department)
10. Approve Purchase of Refuse Containers
11. Approve Professional Services Amendment #2 for WWTF Final Clarifier Project - City Project 23-03
12. Approve Amended Bylaws for the Sustainability Commission
13. **RESOLUTION NO. 6640:** Amending Taxicab Fares for First City Taxi

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

CONSENT AGENDA #2

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

1. Claims Submitted by Finance Officer for Visit Bemidji in the Amount of \$75,686.99

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- No Appearance

NEW BUSINESS**Consider Sanford Center Storm Restoration Bids and Quotes**

The council discussed the Sanford Center storm restoration bids and quotes in detail. Staff and the construction manager explained that the project scope was assessed, and a comprehensive bid package was assembled and sent to trusted trade partners. Bids were qualified, and the recommended contractors were selected based on competitiveness and approval from the League of Minnesota Cities Insurance Trust. The construction manager will oversee the project, with contracts administered directly by the city and a mix of local and out-of-town contractors involved. Coordination with Sanford Center staff was emphasized, with weekly meetings planned to leverage institutional knowledge. The project aims to have suites ready by the first week of October, with a contingency for minor change orders. All costs are covered by insurance, and the timeline is driven by the need to avoid lost revenue from event delays. Councilmembers asked about contractor selection, deposits, subcontractors, and coordination with existing staff.

Motion by Fiskevold Gould, seconded by Eaton, approving the bids and quotes for the Sanford Center storm restoration project. Motion carried by unanimous voice vote.

Consider Amendment to Lease Agreement and Purchase Agreement with BNSF for Rail Corridor Parcel

Councilmember Rivera sought clarification about the map included in the agreement, specifically whether it was the original or updated version, and sought clarification on what the green and shaded areas represented. Rivera inquired about the new fencing requirements, the location of berms, and who prepared the map. Rivera wanted to ensure that the city was not agreeing to anything unintended and confirmed with staff that the only significant change was related to the fencing, with no other major amendments to the sale agreement.

Motion by Peterson, seconded by Thayer approving the Amended Lease Agreement and Purchase Agreement with BNSF for the Rail Corridor Parcel. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould.

COUNCIL COMMITTEE UPDATES

- Councilmember Fiskevold Gould reported on the Parks and Recreation Commission meeting, where there was discussion about the recent separation of parks and trails from recreation and plans to revisit the strategic plan.
- Councilmember Peterson had not report.
- Councilmember Thayer stated that the Downtown Business Association meeting was rescheduled.
- Councilmember Rivera discussed an upcoming public arts meeting focused on funding for a mural at the wastewater treatment plant, highlighted the importance of public art, and reported on an HRA meeting where significant grants were received for housing and plumbing projects. Rivera raised a question about the scope of councilmember event reporting during the council committee updates.

- Councilmember Eaton reported on progress with the animal ordinance rewrite committee, updates from the Airport Authority (including budgeting, marketing, and upcoming events), and the City Library Board (increased usage, security measures, and a successful book sale).
- Councilmember Dickinson had not report.
- Mayor Prince reported on the Minnesota Cities Board of Directors meeting (noting a 5% fee increase for cities), Sanford Center Advisory Board meeting (bylaw changes and committee structure, budget, and business plan from the Sanford Center), and had a meeting with Jess Frenzel regarding the joint meeting with Northern Township.

CLOSED MEETING

Prince stated that council will need to discuss in closed session for pending 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:

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- 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 litigation concerning the consolidated boundary adjustment proceedings involving Northern Township and the City of Bemidji, Minnesota Office of Administration File Numbers OAH 71-0330-40846 and OAH 71-0330-40869. Motion carried by unanimous voice vote. Meeting closed at 6:41 p.m.

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

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 7:38 p.m.

UPCOMING MEETINGS

- September 8 (5:30 pm) - Work Session
- September 15 (6:00 pm) - Council Meeting
- September 22 (5:30 pm) - Work Session

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:39 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

October 6th, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
43503	MN Pollution Control Agency	\$1,240.00
ACH	Restaurant Supply LLC	\$37,579.75
43509 - 43625	See Attached List	<u>3,344,965.27</u>
		\$3,383,785.02
	 TOTAL	 \$ 3,383,785.02

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 10/01/2025 - 1:32PM
Warrant Request Date: 10/7/2025
DAC Fund:



Batch: 00407.10.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000043509	855.16
2	Advanced Eng.& Environ.Serv., Inc.	000043510	766.25
3	Allstar Construction Fargo	000043511	31,351.28
4	American Engineering Testing, Inc.	000043512	3,029.00
5	Arrow Printing	000043513	83.28
6	Artisan Beer Company	000043514	791.00
7	Ascentek, Inc.	000043515	6,445.13
8	Auto Value Bemidji	000043516	279.14
9	Barr Engineering Company	000043517	298.00
10	Bellboy Corporation	000000000	4,026.60
11	Beltrami County Attorney	000043518	668.00
12	Beltrami County Auditor/Treasurer	000043519	196,488.24
13	Beltrami County Solid Waste	000043520	1,027.35
14	Bemidji Coca-Cola Bottling Co, Inc	000043521	914.95
15	Bemidji Community Arena	000043522	600.00
16	Bemidji Paper Sales, Inc.	000043523	3,121.02
17	Bemidji Pioneer Volunteer Firemen	000043524	351,190.68
18	Bernick's	000000000	41,282.57
19	Bessler Electric	000000000	679.72
20	Blackduck Police Dept.	000043525	525.65
21	Bob Lowth Ford, Inc.	000043526	160.00
22	Bob's Econo Pump	000043527	1,470.00
23	Bonded Lock & Key of Bemidji	000043528	2,978.44
24	Boyer Mechanical Services	000000000	889.00
25	Breakthru Beverage Minnesota Beer, LLC	000043529	654.00
26	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043530	18,841.77
27	Bymes,Natalie	000043531	165.00
28	Campus Recreation	000043532	1,406.50
29	Carr's Tree Service, Inc.	000043533	59,250.00
30	Catalis LLC	000043534	3,583.00
31	Cenex Fleetcard	000043535	20,783.51
32	Central McGowan, Inc	000043536	77.30
33	Cities Digital, Inc.	000043537	4,980.00
34	City of Bemidji - ACH	000000000	13,867.32
35	Clarity Glass	000043538	3,007.93
36	Cleaning Maid Simple	000000000	1,215.00
37	Column Software PBC	000043539	377.70
38	Core & Main	000043540	13,480.43
39	Dahlheimer Beverage Brainerd	000000000	5,322.73
40	Dakota Supply Group, Inc.	000000000	813.22
41	Darrell's Auto Glass	000043541	595.00
42	Dick's Plumbing & Heating, Inc	000043542	4,008.58
43	Docu Shred	000043543	94.54
44	D-S Beverages	000043544	50,667.82

Page Total: \$853,111.81

Line	Claimant	Voucher No.	Amount
45	DSGW Architects	000043545	60.00
46	EAPC Architects Engineers	000043546	2,300.00
47	EROOF LLC	000043547	67,712.58
48	F.I.R.E.(Fire Instr/Rescue Ed,Inc)	000043548	2,000.00
49	Fastenal Company	000043549	651.29
50	Firehouse LLC	000000000	23,348.78
51	Flagship Recreation, LLC	000043550	386.95
52	Flaherty & Hood, P. A.	000043551	106,435.66
53	FleetPride, Inc.	000043552	1,001.66
54	Frenzel Construction, Inc.	000043553	116,299.88
55	GFL Environmental Services USA, LLC	000043554	50.00
56	Grand Forks Fire Equipment LLC	000000000	508.17
57	Greenwaldt,Andrew	000000000	492.40
58	Guardian Pest Control, Inc	000043555	164.93
59	Hansen,David	000000000	206.85
60	Hawkins, Inc.	000043556	28,454.87
61	Headwaters Regional Development Commission	000043557	40,000.00
62	Holiday Stationstore, LLC	000043558	15,600.00
63	Home City Ice Co.	000043559	715.94
64	Imperial Supplies LLC	000043560	127.54
65	Ink Spot Press	000043561	1,483.93
66	Jim Hirt Trucking, Inc	000043562	2,349.55
67	Joe's Northwoods Pest Control	000043563	113.50
68	Johnson Bros., Inc.	000043564	47,109.76
69	Jon's Refuse Solutions, Inc	000043565	2,601.00
70	Juntila,Kyle	000000000	103.00
71	Karvakko Engineering, Inc.	000000000	1,000.00
72	Killmer Electric Co., Inc.	000043566	500.00
73	Lake of the Woods County	000000000	1,634.64
74	Lexipol, LLC	000043567	4,182.47
75	Maid In Bemidji, Inc.	000000000	600.00
76	Marco, Inc.	000000000	540.45
77	Mastin,Mike	000000000	44.00
78	Maverick Beverage Company	000043568	2,490.58
79	McKinnon Co., Inc.	000043569	25,285.61
80	McMaster-Carr Supply Co.	000000000	127.49
81	Menards-Bemidji	000043570	895.81
82	MN Dept of Revenue ACH	000000000	104,760.00
83	MN Energy Resources	000000000	1,663.58
84	MN Native Landscapes	000043571	2,000.00
85	MN Treasury Division., Finance	000043572	334.00
86	MN Valley Testing Lab, Inc.	000000000	150.40
87	Mobile Repair Service & Equipment, Inc.	000043573	2,897.29
88	MoeCo Fire & Safety	000043574	1,098.83
89	Momentum Truck Group	000043575	154.48
90	NAPA Auto Parts/Premier	000043576	1,352.28
91	Nature's Edge Garden Center	000043577	4,540.38
92	Naylor Heating & Refrigeration, LLC	000000000	11,990.53
93	Nei Bottling, Inc.	000043578	352.10
94	Ness Sealcoat Service	000043579	1,750.00
95	North Country Chevrolet	000043580	49,600.24
96	Northern Paving Inc.	000043581	318.75
97	Northernpro General Contracting	000043582	171.41
98	NW Tire, Incorporated	000043583	293.10
99	Occupational Development	000043584	66.20
100	O'Reilly Auto Parts	000043585	64.92
101	Otter Tail Power Company	000043586	47,343.69

Page Total: \$728,481.47

Line	Claimant	Voucher No.	Amount
102	Paul Bunyan Communications	000043587	3,083.10
103	Paustis & Sons	000043588	1,952.51
104	Peterson Sheet Metal, Inc.	000000000	11,907.40
105	Phillips Wine & Spirits	000043589	43,962.51
106	Port-Able John Rental & Service	000000000	1,293.76
107	Postmaster	000043590	525.62
108	Quality Flow Systems, Inc.	000000000	65,400.00
109	Reiersen Construction, Inc.	000000000	476,420.97
110	RIHM Leasing Inc.	000043591	2,069.63
111	RMB Environmental Laboratories, Inc.	000043592	2,616.73
112	Safety Kleen Systems, Inc.	000043593	208.79
113	Sanford Center	000043594	638.00
114	Sanford Health	000043595	2,002.25
115	Sanford Health	000043596	3,400.00
116	Sanitation Products Inc.	000043597	5,624.38
117	Sathre Title & Abstract, Inc.	000043598	283,330.00
118	Sawyer Enterprise LLC	000043599	19,545.00
119	Schulke, Eric	000043600	500.00
120	Seaberg, Daniel	000000000	56.00
121	Security Lock Technologies	000043601	660.00
122	SERVPRO of Edina/Eden Prairie	000000000	259,731.35
123	Shawn Fletcher Trucking Inc	000000000	10,700.00
124	Short Elliott Hendrickson, Inc.	000043602	31,455.42
125	Skips Tire and Auto	000043603	193.82
126	Skumavc, Kori	000000000	63.84
127	Southern Glazer's of MN	000043604	22,986.12
128	Southside Tow & Rec, Inc	000043605	836.18
129	Sparky's Construction, Inc.	000043606	349,520.06
130	Staples Advantage	000043607	845.06
131	Stittsworth, Diana	000000000	55.51
132	Stoel Rives LLP	000043608	220.00
133	Storlie Construction	000043609	131,750.00
134	Target Bemidji	000043610	500.00
135	Team Laboratory Chemical, LLC	000043611	880.00
136	UPS Store	000043612	61.68
137	Vestis	000043613	1,548.22
138	Viking Industrial Center	000043614	706.12
139	Vinocopia, Inc.	000000000	3,286.27
140	Walmart Store #01-3233	000043615	500.00
141	Waste Management of WI-MN	000043616	90.91
142	Water Conservation Service, Inc.	000043617	4,500.00
143	Waterous Company	000043618	768.17
144	Weis N Seel Roofing & Resoration	000043619	244.25
145	Wes Plumbing & Heating	000043620	3,762.50
146	West Central Lighting, Inc.	000043621	1,124.48
147	Whelan Properties, Inc.	000043622	1,000.00
148	Wine Merchants	000043623	5,428.48
149	WW Thompson Concrete Products	000043624	78.25
150	Yavarow, Michael	000000000	94.00
151	Zepole Supply Co.	000043625	2,590.94
152	Ziegler, Inc.	000000000	2,653.71
Page Total:			\$1,763,371.99
Grand Total:			\$3,344,965.27

Sanford Center
Cash Requirements
As of Oct 7, 2025

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

Vendor	Description	Date	Amount Due
Advanced Business Integrations	Timeclock Software	9/18/25	503.03
Ace on the Lake	Operating Supplies	9/1/25	1.50
Ace on the Lake	Operating Supplies	9/1/25	29.44
Ace on the Lake	CM: General Building Maintenance	9/29/25	-22.32
Ace on the Lake	General Building Maintenance	9/29/25	116.67
Ace on the Lake	Ace on the Lake		125.29
Adam Kadrlik	September Cell Phone Reimbursement	9/30/25	60.00
ADP, Inc	Payroll Software	9/19/25	313.02
Alicia Wickner	September Cell Phone Reimbursement	9/30/25	60.00
Amanda Schackman	September Cell Phone Reimbursement	9/30/25	60.00
ASM Global	Annual Specialized Marketing Network	9/12/25	1,284.15
ASM Global	Event Insurance Reimbursable	9/16/25	250.00
ASM Global	ASM Global		1,534.15
Beltrami County Solid Waste	Solid Waste Fee	9/1/25	257.67
Bemidji Coca-Cola Company	Inventory - Beverage	9/26/25	242.75
Brandon Mack	September Cell Phone Reimbursement	9/30/25	60.00
Bridgepay Network Solutions	Merchant Gateway Fee	9/10/25	19.95
Central McGowan Inc	Propane Fuel	9/18/25	255.79
Commercial Refrigeration Systems, Inc	General Building Maintenance	9/1/25	676.25
Commercial Refrigeration Systems, Inc	General Building Maintenance	9/19/25	3,916.67
Commercial Refrigeration Systems, Inc	Commercial Refrigeration Systems, Inc		4,592.92
Constellation Newenergy-Gas Div. LLC	Utility - Natural Gas	9/18/25	8,655.15
Country Inn & Suites Bemidji	Event Lodging Reimbursable	9/1/25	267.60
D-S Beverages Inc	Inventory - Beer	9/10/25	432.00
Ethan Rogers	September Cell Phone Reimbursement	9/30/25	60.00
Fiserv, Inc and its affiliates	Annual Clover POS Subscription	9/28/25	32,830.00

Sanford Center
Cash Requirements
As of Oct 7, 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
Grainger	Operating Supplies	9/10/25	89.05
Grainger	Operating Supplies	9/18/25	784.72
Grainger	Grainger		873.77
Guardian Pest Solutions	Pest Control	9/22/25	299.11
Heidi Neese	September Cell Phone Reimbursement	9/30/25	60.00
Janine Johnson	September Cell Phone Reimbursement	9/30/25	60.00
Jason Larimer	September Cell Phone Reimbursement	9/30/25	60.00
Jordan Mann	September Cell Phone Reimbursement	9/30/25	60.00
Lexi Mudrick	September Cell Phone Reimbursement	9/30/25	60.00
Luekens Village Foods - North	Inventory - Food	9/24/25	180.70
Luekens Village Foods - North	Inventory - Food	10/1/25	78.35
Luekens Village Foods - North	Luekens Village Foods - North		259.05
Luekens Village Foods - South	Inventory - Food	9/26/25	26.72
Luekens Village Foods - South	Inventory - Food	9/26/25	31.08
Luekens Village Foods - South	Luekens Village Foods - South		57.80
Morgan Skiles	September Cell Phone Reimbursement	9/30/25	60.00
Nate Anderson	September Cell Phone Reimbursement	9/30/25	60.00
NLFX Professional	Contracted AV Reimbursable	9/1/25	345.00
NLFX Professional	Contracted AV Reimbursable	9/19/25	74.00
NLFX Professional	Contracted AV Reimbursable	9/23/25	657.50
NLFX Professional	Contracted AV Reimbursable	9/23/25	225.00
NLFX Professional	Contracted AV Reimbursable	9/23/25	300.00
NLFX Professional	Contracted AV Reimbursable	9/29/25	3,420.00
NLFX Professional	Contracted AV Reimbursable	9/30/25	110.00
NLFX Professional	NLFX Professional		5,131.50
ODP Business Solutions, LLC	Office Supplies	9/8/25	139.94
OtterTail Power Company	Utility - Electric	9/24/25	29,526.37
Paul Bunyan Communications	Utility - Telephone	10/1/25	1,516.98
Performance Food Group	Inventory - Food	9/11/25	242.02

Sanford Center
Cash Requirements
As of Oct 7, 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
Performance Food Group	Inventory - Food	9/19/25	7,092.36
Performance Food Group	Inventory - Food	9/22/25	853.60
Performance Food Group	Inventory - Food	9/24/25	3,909.45
Performance Food Group	Inventory - Food	9/24/25	-52.39
Performance Food Group	Inventory - Food	9/25/25	166.65
Performance Food Group	Inventory - Food	9/25/25	8.39
Performance Food Group	Inventory - Food	9/27/25	107.20
Performance Food Group	Inventory - Food	9/29/25	1,949.82
Performance Food Group	Inventory - Food	9/30/25	127.16
Performance Food Group	Inventory - Food	10/1/25	3,184.54
Performance Food Group	Performance Food Group		17,588.80
R&R Specialties	Operating Supplies	9/12/25	2,198.02
R&R Specialties	Operating Supplies	9/17/25	233.49
R&R Specialties	R&R Specialties		2,431.51
Robert Anderson	September Cell Phone Reimbursement	9/30/25	60.00
	Reimbursement: Operating Supplies, Inventory - Wine, Office Supplies, Livebook Sub Reimbursable, Suite TVs, and Canva, Square, & X Subscriptions	9/28/25	5,327.67
Robert Anderson	Robert Anderson		5,387.67
Rodney Anderson	September Cell Phone Reimbursement	9/30/25	60.00
Sean Crampton	September Cell Phone Reimbursement	9/30/25	60.00
Shelana Ysen	September Cell Phone Reimbursement	9/30/25	60.00
Sysco Western Minnesota, Inc	CM: Inventory - Food	9/13/25	-8.98
Sysco Western Minnesota, Inc	Inventory - Food	9/23/25	2,006.82
Sysco Western Minnesota, Inc	Sysco Western Minnesota, Inc		1,997.84
Tennant Sales & Service Company	Machine Maintenance	9/16/25	1,449.49
The Home Depot Pro	Operating Supplies	9/30/25	404.80
Trevor Johnson	September Cell Phone Reimbursement	9/30/25	60.00
Trisha Vojak	September Cell Phone Reimbursement	9/30/25	60.00
Vestis Group, Inc	Laundry & Linen	9/11/25	265.07
Vestis Group, Inc	Laundry & Linen	9/11/25	147.52
Vestis Group, Inc	Laundry & Linen	9/18/25	147.52
Vestis Group, Inc	Laundry & Linen	9/25/25	147.52

Sanford Center
Cash Requirements
As of Oct 7, 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
Vestis Group, Inc	Laundry & Linen	9/29/25	<u>366.71</u>
Vestis Group, Inc	Vestis Group, Inc		<u>1,074.34</u>
			<u>119,188.29</u>

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: Approve August Financials for the Sanford Center

Prepared By: Bobby Anderson, General Manager

Background:

For the month of August 2025, the Sanford Center finished the summer months hosting many private events and its parking lot serving as the host site of the 2025 Ojibwe Forest Rally. Excitingly, the arena was converted back to hockey form, and the ice was installed in preparation for the upcoming hockey season. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$105,371). This result is (\$1,098) behind what was budgeted for August. Based on the previous forecast in July, we anticipated a loss of (\$115,211) for August, the variance between the forecast and actual loss is \$9,840.

The variance between the forecast and the actual net loss for August is the result of large private events having catering income perform higher than expected. The variance for the budget versus actual in August is a result of sales in private events being fulfilled and indirect expenses being spent on a necessity basis. With these points, the Sanford Center is behind budget by (\$138,042) year to date through August.

Coming up in September, we are excited to host the kickoff to the 25-26 BSU hockey season with the Women's team playing the University of Wisconsin on September 26th and 27th. In the following months, we are excited to host MercyMe in October, Cary Elwes & The Princess Bride in November, World Juniors in December, and the recently announced Harlem Globetrotters in January. The event season is right around the corner, and we look forward to being busy with many private events in the convention center.

A recap of events for the month of August:

- Independent Community Bankers of MN Convention
- Bemidji Rotary Club Meetings
- Ninth Judicial Branch Treatment Courts Training
- Lincoln Reagan Dinner
- MN Partnership for Adolescent Health World Cafe
- Ruby's Pantry
- Ninth Judicial Branch Courts Training
- Bemidji United Wine & Beer Tasting Social
- Jourdain Harris Wedding
- Ojibwe Forest Rally
- City of Bemidji Hearing Meeting for Annexation/Incorporation

The current rolling forecast as of August projects a net operating loss of (\$462,393) for FY2025; this is a decrease of (\$9,498) over July's forecast and is \$32,180 ahead of FY2025's budget. The

variance from July to August forecast is a result of changing event orders, specifically private event catering. In summary, there are no major changes to the event matrix, our sales department is pursuing additional private holiday parties for the upcoming months of November and December. Please note there is no unbooked revenue in the current forecast for these sales goals.

Recommendation:

Approve August Financials for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING AUGUST 31, 2025

DISTRIBUTED SEPTEMBER 25, 2025

Prepared by: Trevor Johnson
Director of Finance, The Sanford Center

Distribution List:

Felix Mussenden, EVP, Legends Global
Jeffrey Wong, SVP Finance, Legends Global
Leonard Bonacci, SVP, Legends Global
John Drum, RVP, Legends Global
Stephanie Dorsey, Regional Director of Finance, Legends Global
Bobby Anderson, General Manager, The Sanford Center

ASM GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Aug-25

Financial Statements

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Balance Sheet	3
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ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

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	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	\$ 23,750	\$ 23,200	\$ 550	\$ 279,845	\$ 305,500	(25,655)	313,461
Service Revenue	28,211	36,526	(8,315)	448,990	900,958	(451,968)	591,017
Service Expenses	(18,266)	(15,155)	(3,111)	(279,480)	(631,925)	352,445	(507,186)
Total Direct Event Income	33,695	44,571	(10,876)	449,355	574,533	(125,178)	397,292
Ancillary Income							
F & B Concessions	946	0	946	108,105	183,203	(75,098)	267,256
F & B Catering	49,045	40,000	9,045	246,020	413,387	(167,367)	185,210
Novelty Sales	0	0	0	807	15,550	(14,743)	9,622
Promoter Share	0	0	0	0	0	0	0
Promoter Share	0	0	0	0	0	0	0
Booth Cleaning Wages	0	0	0	0	0	0	0
Other Ancillary Sales	0	0	0	0	0	0	0
Total Ancillary Income	49,991	40,000	9,991	354,932	612,140	(257,208)	462,088
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	23,395
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	0	0	0	8,185	22,930	(14,745)	64,835
Facility Fees	0	0	0	45,923	67,240	(21,317)	58,986
Total Other Event Income	0	0	0	79,885	119,555	(39,670)	151,013
Total Event Income	83,686	84,571	(885)	884,172	1,306,228	(422,056)	1,010,393
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	23,378	32,006	(8,628)	191,902	256,048	(64,146)	152,964
Sanford Naming Rights	16,667	16,667	0	133,333	133,336	(3)	133,333
Coke Mktg Sponsorship	0	0	0	0	0	0	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,217	0	1,217	11,664	4	11,660	9,928
Total Oth. Operating Income	41,262	48,673	(7,411)	336,899	389,388	(52,489)	316,924
Adjusted Gross Income	124,948	133,244	(8,296)	1,221,071	1,695,616	(474,545)	1,327,317
INDIRECT EXPENSES							
Salaries & Wages	105,106	114,096	(8,990)	699,831	798,672	(98,841)	643,261
Payroll Taxes & Benefits	26,693	38,877	(12,184)	190,429	272,139	(81,710)	227,865
Net Salaries and Benefits	131,799	152,973	(21,174)	1,022,060	1,223,784	(201,724)	1,005,565
Contracted Services	0	0	0	0	0	0	0
General and Administrative	13,843	24,060	(10,217)	123,031	176,030	(52,999)	179,718
Operating	8,780	5,110	3,670	75,962	66,080	9,882	83,924
Repairs & Maintenance	400	1,483	(1,083)	21,758	22,765	(1,007)	37,793
Operational Supplies	15,279	9,208	6,071	59,751	81,664	(21,913)	31,639
Insurance	15,818	13,374	2,444	66,995	106,992	(39,997)	44,924
Utilities	33,791	20,700	13,091	252,355	281,100	(28,745)	274,223
ASM Management Fees	10,609	10,609	0	84,872	84,872	0	82,400
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
Total Indirect Expenses	230,319	237,517	(7,198)	1,706,784	2,043,287	(336,503)	1,740,811
Net Income (Loss)	(\$ 105,371)	(\$ 104,273)	(\$ 1,098)	(\$ 485,713)	(\$ 347,671)	(138,042)	(\$ 413,494)
Non-Operating Income							
City of Bemidji Subsidy	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 0	350,000	350,000
Property Insurance	0	0	0	(38,566)	0	(38,566)	0
Adjusted Net Income (Loss)	(\$ 105,371)	(\$ 104,273)	(\$ 1,098)	(\$ 174,279)	(\$ 347,671)	173,392	(\$ 63,494)

Sanford Center
Balance Sheet
August 31, 2025

ASSETS

Current Assets

Cash	\$	826,186
Accounts Receivable		38,229
Prepaid Assets		191,029
Inventory		<u>75,832</u>

Total Current Assets 1,131,276

Fixed Assets

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

Total Fixed Assets 25,913

Other Assets

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

Total Other Assets 0

Total Assets \$ 1,157,189

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	190,489
Working Capital Loan		350,000
Accrued Expenses		82,582
Deferred Income		340,565
Advance Ticket Sales/Deposits		221,191
Other Current Liabilities		<u>0</u>

Total Current Liabilities 1,184,827

Equity

Net Funds Received		0
Retained Earnings		146,640
Net Income (Loss)		<u>(174,278)</u>

Total Equity (27,638)

Total Liabilities & Equity \$ 1,157,189

**The Sanford Center
2025**

Rolling Forecast

	Year to Date Actual Thru August	Projected September Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	279,845	359,784	639,628	541,183	98,445	18.19%	522,224	117,404	22.48%
Service Income	448,990	277,862	726,852	1,076,938	(350,086)	-32.51%	908,408	(181,556)	-19.99%
Service Expenses	(279,482)	(223,078)	(502,560)	(948,124)	445,564	-46.99%	(806,057)	303,497	-37.65%
Total Direct Event Income	449,352	414,568	863,920	669,997	193,923	28.94%	624,575	239,345	38.32%
Ancillary Income									
F & B Concessions	108,105	199,583	307,688	356,336	(48,648)	-13.65%	438,743	(131,055)	-29.87%
F & B Catering	246,020	176,275	422,295	797,794	(375,499)	-47.07%	279,329	142,966	51.18%
Novelty Sales	807	3,500	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	354,932	379,359	734,291	1,170,680	(436,389)	-37.28%	730,229	4,062	0.56%
Other Event Income									
Luxury Box Ticket Sales	24,356	-	24,356	7,500	16,856	224.75%	68,178	(43,822)	-64.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,185	-	8,185	23,080	(14,895)	-64.54%	132,580	(124,395)	-93.83%
Facility Fees	45,923	33,197	79,120	101,277	(22,157)	-21.88%	192,833	(113,713)	-58.97%
Total Other Event Income	79,885	47,197	127,082	145,857	(18,775)	-12.87%	405,832	(278,750)	-68.69%
Total Event Income	884,172	841,124	1,725,293	1,986,534	(261,241)	-13.15%	1,760,636	(35,343)	-2.01%
Other Operating Income	336,899	202,134	539,033	637,403	(98,370)	-15.43%	490,830	48,203	9.82%
Adjusted Gross Income	1,221,071	1,043,258	2,264,326	2,623,937	(359,611)	-13.71%	2,251,466	12,860	0.57%
Operating Expenses									
Employee Salaries and Wages	804,937	423,380	1,228,317	1,369,148	140,831	10.29%	1,144,135	(84,182)	-7.36%
Benefits	217,123	147,213	364,336	466,519	102,183	21.90%	371,020	6,684	1.80%
Net Employee Wages and Benefits	1,022,060	570,593	1,592,653	1,835,667	243,014	13.24%	1,515,155	(77,498)	-5.11%
General and Administrative	123,031	86,580	209,611	262,610	52,999	20.18%	241,689	32,078	13.27%
Operations	75,962	29,492	105,454	80,100	(25,354)	-31.65%	127,734	22,280	17.44%
Repair & Maintenance	21,758	17,198	38,956	55,434	16,479	29.73%	55,572	16,617	29.90%
Supplies	59,751	36,836	96,587	118,500	21,913	18.49%	49,064	(47,523)	-96.86%
Insurance	66,995	53,499	120,494	160,491	39,997	24.92%	60,996	(59,498)	-97.54%
Utilities	252,355	183,300	435,655	464,400	28,745	6.19%	436,513	858	0.20%
SMG Management Fees	84,872	42,436	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,706,784	1,019,934	2,726,718	3,104,510	377,793	12.17%	2,610,948	(115,770)	-4.43%
Net Income (Loss) From Operations	(485,713)	23,324	(462,392)	(480,573)	18,181	-3.78%	(359,482)	(102,910)	28.63%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	0.00%
Net Income After Other Income (Expenses)	(174,279)	23,324	(150,958)	(480,573)	(293,253)	61.02%	(359,482)	(414,344)	115.26%

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 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

CLEAR PATH LAND SOLUTIONS, WITHIN BEMIDJI CITY LIMITS

Recommendation:

Approve 2025 Business License Submissions.

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025
Action Requested: Approve 106 Group for Archaeological Services
Prepared By: Scott Schroeder, Parks Superintendent

Background:

In June, the City of Bemidji was awarded a Department of Natural Resources (DNR) Trail Grant to support improvements and enhancements to our community's trail system. As part of the grant process, the DNR requires an archaeological assessment to be completed prior to finalizing and executing the grant agreement. This assessment is a standard requirement to ensure that any project activities comply with state and federal cultural resource protection regulations.

The archaeological review must be completed before the City can sign the grant contract. The purpose of this step is to identify and protect any potential historical or cultural resources located within the project area. Once the assessment has been completed and approved, the City will be cleared to move forward with signing the grant contract and implementing the project.

Staff contacted two archeological professionals. 106 Group out of St. Paul, MN was the only one to supply a quote.

Vendor	Cost
106 Group	\$15,759.90
M. Muniz	Did not supply

Recommendation:

It is recommended that the City Council pass a motion approving the purchase for archaeological services through 106 Group out of St. Paul for \$15,759.00 to be funded from the Parks Department budget.

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: Approve Quote from Blue Ox Outdoors for Forestry Mulching in City Park.

Prepared By: Scott Schroeder, Parks Superintendent

Background:

In June, a severe storm moved through our community, causing widespread damage to the City's urban forest. City Park was among the hardest hit, with numerous downed trees and heavy debris obstructing the ski trail system. The storm damage has not only disrupted recreational use of this popular amenity but also poses risks for further deterioration if left uncleared.

To restore access and ensure safe winter recreation, staff recommends clearing the ski trails with the use of a forestry mulcher. This method is the most efficient and cost-effective way to remove the large volume of storm debris while preserving the trail corridor for future maintenance.

Approval of this request will allow staff to proceed with contracting the work and ensure the ski trails are ready for community use ahead of the winter season.

City staff solicited quotes for the project and received responses from two local contractors. Blue Ox Outdoors, LLC of Bemidji, MN submitted the lowest bid. Their proposal came in at \$9,750.

Vendor	Area	Unit Cost	Cost
Blue Ox Outdoors LLC	City Park Ski Trail	\$9,750	\$9,750
Halverson Lawn Care	City Park Ski Trail	\$13,000	\$13,000

Recommendation:

It is recommended that the City Council pass a motion approving the quote for forestry mulching services through Blue Ox Outdoors, LLC of Bemidji, MN had the lowest quote at \$9,750.00 to be funded from the Parks Department budget along with proposed disaster relief.

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025
Action Requested: Approve Purchase of GPS Rover & Tablet for Engineering Department
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

The Engineering Department has \$40,000 in the 2025 Capital Improvement Plan for the purchasing of a new Trimble R12 GPS and Trimble tablet with some accessories. This is an upgrade to our current Trimble R8 GPS that is becoming outdated, but will be kept as a back-up in the event a newer GPS needs servicing or other departments need it for projects. The GPS tablets typically need to be upgraded every 3-5 years and we'll be trading in 1 of our current 2 tablets as part of the new tablet we are purchasing.

Attached is a quote from Frontier Precision for \$41,780.50 to purchase the Trimble R12 Rover and new tablet (with old tablet trade-in). Frontier Precision is one of the only authorized dealers for Trimble equipment in a multi-state area (has an office in Minnesota) and all our current software is currently using this platform. The quote will also include some maintenance warranties and software upgrades that are consistent with the new equipment being purchased.

Recommendation:

Approve quote from Frontier Precision in the amount of \$41,780.50 for GPS R12 Rover & Tablet.

BILL TO:

City of Bemidji
Rick Henson
1351 5th Street NW
Bemidji, MN 56601
UNITED STATES
rick.henson@ci.bemidji.mn.us

SHIP TO:

City of Bemidji
Rick Henson
1351 5th Street NW
Bemidji, MN 56601
UNITED STATES
rick.henson@ci.bemidji.mn.us

Product Details	Qty	Price	Total
R980-111-50-01 Trimble R980, Model 50, ROW	1	\$ 8,131.50	\$ 8,131.50
R980-ROV Trimble R980 Configuration Level - Rover mode. R980 Configuration includes a one-year trial of CenterPoint RTX at no cost, with a standard value of an additional \$1995/year	1	\$ 18,450.00	\$ 18,450.00
GCP17 2 Bay R10/R12 Charger	1	\$ 298.00	\$ 298.00
GCP72 GPS ROD 2M SNAP LOCK (CARBON FIBER)	1	\$ 379.00	\$ 379.00
GCP79 BIPOD (CARBON FIBER)	1	\$ 389.00	\$ 389.00
GCP107 BIPOD LEG CLIP	1	\$ 20.00	\$ 20.00
ADLS-GNSS3-BUNDLE-STK Trimble Protected Premium - R980 GNSS, 5 Years Factory Hardware Warranty w/Firmware Maintenance Plus Accidental Damage Protection	1	\$ 2,970.00	\$ 2,970.00
TSC7-2-1111-00 Trimble TSC7 controller - QWERTY keypad, USB/Serial boot, NA/EMEA region, Standalone	1	\$ 5,026.50	\$ 5,026.50
121349-01-1 Trimble TSC7 Accessory - Pole Mount	1	\$ 260.00	\$ 260.00
121358-01-1 Trimble Accessory - External Battery Charger w/ Int. Cord, Battery 2-pack	1	\$ 531.00	\$ 531.00
110238-00-1 Trimble EM120 2.4GHz Module	1	\$ 1,647.00	\$ 1,647.00
ADLS-DC-HW-SYS-STOCK Trimble Protected Premium - TSC7 - 5 Years - Factory Hardware Warranty + Radio Module Plus Accidental Damage Protection	1	\$ 1,629.00	\$ 1,629.00
ADLS-TA-4YR-STOCK TPP - Software - Trimble Access Software Maintenance, 4 Years	1	\$ 1,696.50	\$ 1,696.50

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: Approve Purchase of Portable Generator - Sewer Department

Prepared By: Todd Anderson, Water/Sewer Superintendent

Background:

The Sewer Department 2025 CIP has \$70,000 for the purchase of a portable generator for supply power to our lift stations in the event of a power outage to keep up with flow and prevent sewer backups. This will be an all-weather unit supplied by diesel fuel. The following quote was received and is part of the State Contract/Sourcwell pricing for the City of Bemidji.

HM CRAGG critical power generator - \$68,461.41

Recommendation:

Authorize the purchase of the HM CRAGG portable generator for the State Bid amount of \$68,461.41.



Date: September 22, 2025

To: Corbin Miller

Lead Mechanic

City of Bemidji Public Works Facility

1351 5th Street NW Bemidji, MN, 56601

Office # (218)-333-1858

Corbin.Miller@ci.bemidji.mn.us

Reference: City of Bemidji Public Works Facility – mobile generator (rev.2.1)

Sourcwell account #81584

Sourcwell # 092222-GNR

We are pleased to offer the following quote for the above project:

Quantity 1 - Generac Mobile diesel engine-driven generator set MDG75DF4, consisting of the following features and accessories:

- Trailered Unit
- 75KVA Rating, 60Hz
- 4-Position Voltage Selector Switch
 - 277/480VAC Three Phase
 - 120/208VAC Three Phase
 - 120/240VAC Three Phase
 - 120/240VAC Single Phase
- Prime Duty Rating
- CSA
- Standard Alternator
- Variable Speed Cooling Fan
- Standard Run Single Wall Tank
- Single Axle
- Electric Brakes
- 2 5/16in Ball Hitch Adjustable
- Trailer Adapter, Flat 4 to Round 7 Spade
- Aluminum Storage Box
- Rear Stabilizer Jack
- Spare Tire
- 10 Amp Battery Charger
- Standard Cold Weather Pkg
- CCV Heater

- Fuel Filter Heaters
- Oil Pan Heater
- 50 Ethylene Glycol/50 Water
- Buck Transformer
- Camlock connectors
- Connection Lugs
- Convenience Receptacles
- PM Voltage Regulator
- MDG75DF4

Quantity 1 – Freight

Quantity 1 – Training, onsite

Quantity 1 - SO (2/4) 50 ft cord 2gauge, with an Appleton plug: ACP1044CD 4W-4P PLUG, with bare ends on the non-plug side

Total investment for the above equipment (Not including any applicable tax or freight): **\$68,461.41**

Notes

Estimated Delivery: 10-12 weeks
Prices valid for 30 days from above date
FOB: Jobsite

Terms and Conditions

Net 30 days, subject to review and approval by our Credit Dept. Payment obligations are not dependent or contingent upon the manner in which purchaser may receive payment from others. No retainage against this order will be permitted unless agreed to ahead of time. Warranty is invalid without factory start up. Start up will be done during normal business hours. Additional charges will be applied to start ups requested on weekends or off normal business hours.

Sincerely,

Joe Loftsgaarden
Power Generation Sales Manager
H.M. Cragg
cell# 612-229-0990
joe.loftsgaarden@hmcragg.com

Acceptance of Quote

Prior to ordering equipment or services, please sign and return as a confirmation of the above terms and conditions.

Customer Signature

X_____

PO# _____

COUNCIL AGENDA ITEM



Meeting Date: **October 6th, 2025**

Action Requested: **Approve Change Order No. 1 – Middle School Drive & Hannah Avenue NW Reconstruction - City Project 23-05**

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

Background:

Attached is Change Order #1 for the construction of the Middle School Drive & Hannah Avenue NW Reconstruction Project. This change order includes a couple items that came up as part of the installation of underground utilities during the first phase of Middle School Drive in 2025. The change order includes the following items:

1. Install 12" gate valve and 6" plug:	+ \$11,756.13
2. Install 10" sewer main at extra depth	+ \$28,200.00
	\$39,956.13

During construction it was determined an existing 12" valve wasn't holding pressure when closed. Having the road under construction made it advantageous to replace this 12" valve during this project to prevent future issues. The 6" plug valve was also part of "capping" an existing service line that wasn't planned for future use.

The design drawings had a discrepancy in the depth of sanitary sewer main being upsized as part of the project. The existing sewer main depth was shown to be roughly 12 feet below grade and was closer to 20 feet in actual depth. Some additional contractor equipment time and labor was required to install the sewer main at the deeper depth than what was assumed in the plans.

This change order was reviewed by city staff and is recommended for approval.

Finance

The net amount of the attached change order is \$39,956.13. This change order results in a new contract cost with Reiersen Construction Inc. of \$4,391,774.53. These additional costs will fall under city costs and covered using a combination of water and sanitary sewer funds.

Recommendation

It is recommended that the city council pass a motion approving Change Order #1 for the Middle School Drive NW & Hannah Avenue NW Reconstruction Project – City Project 23-05.



STATE AID FOR LOCAL TRANSPORTATION CHANGE ORDER

Rev. February 2018

SP/SAP(s)	105-132-003 & 105-142-002	MN Project No.:	STBG 0425(228)	Change Order No.	1
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Project Location	Middle School Drive and Hannah Avenue NW		
Local Agency	City of Bemidji	Local Project No.	23-05
Contractor	Reierson Construction, Inc.	Contract No.	
Address/City/State/Zip	6160 Mill St NE Bemidji, MN 56601		
Total Change Order Amount \$		39,956.13	

During construction it was determined that one of the existing valves, that was not planned to be replaced, was leaking while closed. The faulty valve was replaced as part of the project.

When the contractor was replacing sewer main, it was found that some of the existing sewer main was approximately 20 ft below grade and the proposed plans showed the sewer main at approximately 10.5 ft below grade. The contractor is asking for the incurred cost of the extra depth of sewer main.

When trying to install a hydrant south of the 23rd St and Middle School Drive roundabout, the watermain would not shut down due to the faulty valve that was then replaced. The contractor also had to expose an extra "DIP" crossing that was not drawn on the plans when installing the storm sewer. The owner extended the limits of the project to just north of the Target Delivery entrance in order to have deliveries unaffected in the next phase. Due to the aforementioned items, the owner is extending the contract time for Stage 1A and Stage 1B from October 3rd, 2025 to October 10th, 2025.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
	1	Install 12" Gate Valve and 6" Plug	EACH	11,756.13	1	\$ 11,756.13
	2	Install 10" sewer main at extra depth	LF	100	282	\$ 28,200.00
Net Change this Change Order						\$ 39,956.13

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
☐ Is NOT changed	☐ May be revised as provided in MnDOT Specification 1806
☐ Is Increased by ____ Working Days	☒ Is Increased by <u>7</u> Calendar Days
☐ Is Decreased by ____ Working Days	☐ Is Decreased by ____ Calendar Days

Approved by Project Engineer: _____ Date: _____

Print Name: _____ Phone: _____

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding ____ State Aid Funding ____ Local funds

District State Aid Engineer: _____ Date: _____

Reierson Construction Inc.

6160 Mill St. E
Bemidji, MN 56601
Phone Number- 218-751-3796
Fax Number- 218-751-4374
Email- reiconst@paulbunyan.net

Change Request

Attn: City of Bemidji
Date: 9/17/2025
Project name: #23-05 Middle School Dr NW and Hannah Ave NW Reconstruction

Item No.	Description	Units	Quantity	Unit Price	Total Price
1	Install 12" Gate Valve and 6" Plug. Includes all Labor and Material.	LS Days	1.00 1.00	\$11,756.13	\$11,756.13
2	Excavate and expose unknown 6" DIP Crossing	Days	.75		
3	Install 10" Sewer main @ extra depth. Plans called for a 10.5 feet deep manhole @ SA 18+97. Actual depth was 19.9 feet. 10" Sewer run between SA 16+39 to SA21+95 was 556 feet. 282' of the 10" sewer was installed 5 feet or more below the planned grade. We were paid \$49.25/LF for this work. For the extra depth digging we would ask for another \$100.00/LF to cover the extra costs of installing sewer at the extra depths.	LF Days	282 4.00	\$100.00	\$28,200.00
4	Install hydrant South of 23 rd and Middle School Drive Roundabout. Watermain would not shut off so we had to field engineer an alternate route for the hydrant lead.	Days	.75		
5	Add the Target Delevery entrance into Phase 1 portion of the project.	Days	.5		
				Total Cost- Total Days-	\$39,956.13 7 Days

Thank You, Travis Reierson- Reierson Construction, Inc.

COUNCIL AGENDA ITEM



Meeting Date: **October 6th, 2025**

Action Requested: Approve Change Order No. 3 – Middle School Drive & Hannah Avenue NW Reconstruction - City Project 23-05

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

Background:

Attached is Change Order #3 for the construction of the Middle School Drive & Hannah Avenue NW Reconstruction Project. This change order includes an item added to our contractor that will assist the eventual MnDOT TH 197 construction planned for 2026. The change order includes the following item:

1. Airport fence and perimeter road relocation: + \$50,758.00

The City has been working with the FAA and Airport Authority to complete a formal land release of area within the airport fence and to allow for the eventual fence realignment and future re-route of Gillette Drive with the new proposed roundabout at the current Menard's traffic signal. This added work will accommodate the fence realignment yet this fall.

This change order was reviewed by city staff and is recommended for approval.

Finance

The net amount of the attached change order is \$50,758.00. This change order results in a new contract cost with Reiersen Construction Inc. of \$4,442,532.53. These additional costs are eligible for RAISE grant and/or IJA State Discretionary funding through the project.

Recommendation

It is recommended that the city council pass a motion approving Change Order #3 for the Middle School Drive NW & Hannah Avenue NW Reconstruction Project – City Project 23-05.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	105-132-003 & 105-142-002	MN Project No.:	STBG 0425(228)	Change Order No.	3
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Project Location	Middle School Drive and Hannah Avenue NW		
Local Agency	City of Bemidji	Local Project No.	23-05
Contractor	Reierson Construction, Inc.	Contract No.	
Address/City/State/Zip	6160 Mill St NE Bemidji, MN 56601		
Total Change Order Amount \$		50,758.00	

The Engineer determined the need for realignment of the airport perimeter fence and access road to accommodate the project.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
3		Fence and perimeter road relocation	LS	\$ 50,758.00	1	\$ 50,758.00
Net Change this Change Order						\$ 50,758.00

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: <i>(check one)</i>	
☐ Is NOT changed	☐ May be revised as provided in MnDOT Specification 1806
☐ Is Increased by ____ Working Days	☒ Is Increased by <u>21</u> Calendar Days
☐ Is Decreased by ____ Working Days	☐ Is Decreased by ____ Calendar Days

Approved by Project Engineer: _____ Date: _____

Print Name: _____ Phone: _____

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding ____ State Aid Funding ____ Local funds

District State Aid Engineer: _____ Date: _____

COUNCIL AGENDA ITEM



Meeting Date: October 6th, 2025

Action Requested: Approve Change Order No. 6 – Wastewater Treatment Facility – Final Clarifier Project - City Project 23-03

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

Background:

Attached is Change Order #06 for the construction of the new final clarifier at the wastewater treatment facility. This change order includes two items that came up as part of on-going construction that will reduce our overall contract amount.

The change order includes the following items:

- | | |
|---|---------------------|
| 1. Contractor offset of damaged gate: | - \$1,318.90 |
| 2. Contractor offset for electrical usage | - <u>\$2,059.19</u> |
| Net Change: | - \$3,378.09 |

As we approach project completion we are getting squared up with Rice Lake construction for a few items per the contract terms for electrical usage and a damaged gate replacement. The City had Keller fence onsite for storm cleanup and was better suited to have the work completed, but Rice Lake is paying for the cost.

Finance

The net amount of the attached change order is a decrease of \$3,378.09. This change order results in a new contract cost with Rice Lake Construction of \$11,629,588.44. EPA federal earmark grant funds are paying for \$4,400,000 of the project costs and the remainder of the project costs are being funded by sanitary sewer utility funds.

Recommendation

It is recommended that the city council pass a motion approving Change Order #6 for the Wastewater Treatment Plant Final Clarifier Project – City Project 23-03.

CHANGE ORDER NO.: 006

Owner:	City of Bemdji	Owner's Project No.:	
Engineer:	SEH Inc	Engineer's Project No.:	BEMID 177064
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2406
Project:	Secondary Clarifier Expansion Project		
Contract Name:			
Date Issued:	9/30/2025	Effective Date of Change Order:	10/14/2025

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

Description:

Costs associated with replacement of damaged manual chain-link fence leaf gate and electrical utility usage from January 2025 through September 2025.

Attachments:

COP 024 - Gate Leaf

COP 025 - Electrical Utility Deduct 2

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 11,374,600.00	Original Contract Times: Substantial Completion: 403 days Ready for final payment: 585 days
Increase from previously approved Change Orders No. 001 to No. 005: \$ 258,366.53	Increase from previously approved Change Orders No. 001 to No. 005: Substantial Completion: 136 Ready for final payment: 15
Contract Price prior to this Change Order: \$ 11,632,966.53	Contract Times prior to this Change Order: Substantial Completion: 539 Ready for final payment: 600
Decrease this Change Order: \$ -3,378.09	Increase this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: \$ 11,629,588.44	Contract Times with all approved Change Orders: Substantial Completion: 539 Ready for final payment: 600

Recommended by Engineer (if required)

Authorized by Owner

By: Jessica Hedin

Print: Jessica Hedin

Title: Project Manager

Date: 10/01/2025

Sam Anderson

Public Works Director/City Engineer

Authorized by Contractor

Approved by Funding Agency (if applicable)

By: Ben Peterson

Print: Ben Peterson

Title: Project Manager

Date: 9/30/25



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

DEERWOOD | MONTICELLO

Change Order Proposal #: 22

September 29th, 2025

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

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose to provide a credit for material on the damaged gate of the WWTP.

All for the sum of: (\$1,318.90)

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager



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

RLCG PROJECT #: 24-06
PROJECT NAME: Bemidji WWTP
DATE: 9/29/2025
COP: 22

CHANGE ORDER PROPOSAL

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE TOTAL
			HOURS	\$ RATE	TOTAL	RATE	TOTAL			
New Gate	1.00	LS		\$ -	\$0.00	\$ -	(\$1,318.90)	\$ -	\$ -	(\$1,318.90)
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$0.00
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Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							\$ -
Sales Tax	1.00	ea	8.500%							\$ -
Totals			\$ -		\$ -	\$ (1,318.90)		\$ -	\$ -	\$ (1,318.90)
Rice Lake Mark-up on Subs (5%)										\$ -
Rice Lake Mark-up on Labor, Material, and Equipment (15%)										\$ -
Bond and Insurance Cost (1.5%)										\$ -
Total Change Order Proposal Request										\$ (1,318.90)



P.O. Box 781 Grand Rapids MN 55744
1-800-241-2309

(218) 328-5504

Fax: (218) 328-5509

PROPOSAL

To: Rice Lake Construction
Ben Peterson

Date 7/30/2025
Proposal City of Bemidji #1-1
FOB
Terms **1/2 down required**

email: ben_peterson@ricelake.org

Regarding: Water treatment plant gate at 412 Irving Access loop SW Bemidji Mn.
Keller Fence Company-North proposes to furnish and install the following:

- 1 each** 6' high x 128" wide with 3 strands of barb wire on top 9 gauge galvanized chain link gate leaf.
- 2 each** 4" galvanized bulldog hinges.
- 1 each** galvanized gate dak latch.

Includes removing & disposing of damaged gate leaf , hinges & latch.

FOR THE SUM OF:

\$1,318.90

The above quotation is good for a period of Seven (7) days from the date of this proposal. Keller Fence Company-North appreciates the opportunity to quote this project and hope it merits your favorable review. If you have any questions or need additional information do not hesitate to call us at the above number .Owner is responsible for any building permits necessary for fence installation.

PROPOSAL ACCEPTED BY:

DATE:

Sincerely,

Terry Inman



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

DEERWOOD | MONTICELLO

Change Order Proposal #: 23

September 29th, 2025

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

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose a credit to cover the cost of the electricity used for the job trailers based on the meter reading sent in RFP 20.

All for the sum of: \$(2,059.19)

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager

ricelake.org

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

CHANGE ORDER PROPOSAL

RLCG PROJECT #:	24-06
PROJECT NAME:	Bemidji WWTP
DATE:	9/29/2025
COP:	23

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE	TOTAL
			HOURS	\$ RATE	TOTAL	RATE	TOTAL				
Electrical Credit	1.00	LS		\$ -	\$0.00	\$ -	(\$2,059.19)	\$ -	\$ -		(\$2,059.19)
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -		\$ -
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				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -		\$ -
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%								\$ -
Sales Tax	1.00	ea	8.500%								\$ -
Totals			\$ -	\$ -	\$ -	(2,059.19)	\$ -	\$ -	\$ -		\$ (2,059.19)
Rice Lake Mark-up on Subs (5%)											\$ -
Rice Lake Mark-up on Labor, Material, and Equipment (15%)											\$ -
Bond and Insurance Cost (1.5%)											\$ -
Total Change Order Proposal Request											\$ (2,059.19)

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025
Action Requested: Approve Access Agreement with Minnesota Pollution Control Agency (MPCA)
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

The Minnesota Pollution Control Agency (MPCA) and their consultants reached out to city staff back in August to discuss some PFAS investigation they were planning to complete just outside the city limits. They are planning to set some temporary monitoring wells as part of their investigation and this process will create some potentially contaminated water through the drilling process that will need to be disposed of. After some conversations between city staff and the MPCA, we have agreed to a procedure that would require the potentially contaminated water to be held in watertight containers, treated using GAC treatment for PFAS removal, tested for PFAS, and if there's acceptable removal of PFAS then it can be disposed of into our sanitary sewer system. The MPCA plans to use an area within the City's WWTP campus to complete the necessary treatment and testing until the water can be discharged. The overall process is planned to be completed yet this fall.

Recommendation:

It is recommended that the City Council pass a motion to authorize the City Engineer to execute the attached Access Agreement with the MPCA per the requirements and procedures reviewed by city staff.

Access Agreement

Between Minnesota Pollution Control Agency and City of Bemidji

Superfund and Site Assessment Programs

Doc Type: Access Agreement

Background

The Minnesota Pollution Control Agency (MPCA) is investigating and/or remediating a release or threatened release of hazardous substances and pollutants or contaminants in and around properties owned by **City of Bemidji**, identified by the following Beltrami County Parcel number **800035100** (the "Property"). The MPCA is authorized to enter the Property to take these actions under Minn. Stat. § 115B.17, subd. 4 and § 115.04, subd. 3.

Agreement

1. **Parties.** The Parties to this Agreement are:
 - A. Minnesota Pollution Control Agency (MPCA); and
 - B. **City of Bemidji** ("Property Owner").
2. **Access.** The Property Owner hereby consents and provides authorization to the MPCA, its employees, agents, and contractors to enter the Property for the following purposes:
 - A. To investigate and/or take such response actions as the MPCA deems necessary to respond to the release or threatened release of hazardous substances and pollutants or contaminants at the Property including **staging investigation-derived-waste and discharge as depicted in the attached Figure.**
3. **MPCA obligations.** The MPCA will notify the Property Owner at least 48 hours before entering the Property. Work will be conducted during the hours of 8:00 a.m. to 5:00 p.m., unless the MPCA receives permission to conduct work during different hours.
4. **MPCA and Property Owner precautions regarding work.**
 - A. The MPCA will conduct its activities to avoid unreasonable interference with the use of the Property. If the MPCA must disturb any portion of the Property, the MPCA will restore the property as close to its original condition as is reasonably possible under the circumstances.
 - B. The Property Owner will take reasonable precautions to ensure that the equipment of MPCA and its contractors on the property is not damaged, and that the work being conducted by MPCA, its employees, agents and contractors is not disrupted.
5. **Notification.** Unless otherwise specified, written requests or other documents sent to the Property Owner shall be addressed to (**Please complete the following information**):

Name & Title (please print): _____

Street address or PO Box: _____

City, State ZIP: _____

Phone Number: _____

E-mail: _____

All reports or other documents sent to the MPCA shall be addressed to:

Emily O'Donnell
525 S. Lake Ave #400A, Duluth, MN 55802
651-757-2387
emily.odonnell@state.mn.us

6. **MPCA Liability.** The MPCA shall be liable for injury to or loss of property, or personal injury or death, caused by an act or omission of any employee of the State in the performance of the work described above, under the circumstances where the State, if a private person, would be liable to the claimant, in accordance with Minn. Stat. § 3.736.

7. **Effective date.** This Agreement shall be effective upon the date it is signed by the MPCA.
8. **Rights of MPCA reserved.** Nothing in this Agreement shall be construed to limit or diminish the right of the MPCA to take any action authorized by Minnesota Environmental Response and Liability Act (MERLA) or other law with respect to any release or threatened release of a hazardous substance or pollutant or contaminant.

Certification

By signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

MPCA Authorized Representative

Print name: _____

Title: _____

Date (mm/dd/yyyy): _____

Signature: _____

☐ – Check if electronically signing and type name in Signature field.
I certify that I have electronically signed this document.

Property Owner

Print name: _____

Title: _____

Date (mm/dd/yyyy): _____

Signature: _____

☐ – Check if electronically signing and type name in Signature field.
I certify that I have electronically signed this document.

City-Owned Parcel: 800035100

Solids and Water Treatment and Staging Area and Discharge Point

Legend

-  Discharge Point
-  Solids and Water Processing and Staging Area



Discharge Point (Catch Basin)

Sam Anderson

From: O'Donnell, Emily (She/Her/Hers) (MPCA) <Emily.ODonnell@state.mn.us>
Sent: Friday, September 12, 2025 12:39 PM
To: Sam Anderson; Lanning, Amanda; Marty Katzenmeyer
Cc: Goscinak, Christopher (He/Him/His) (MPCA); Rice, Sara (MPCA); Shenoi, Priya; Jacobsen, Will; cityclerk; garygallen48@gmail.com; McTavish, Hannah; Richard Spiczka
Subject: Re: Roosevelt Court Mobile Home Park (Bemidji) Public Supply PFAS Investigation (MPCA/Braun Intertec)
Attachments: City_of_Bemidji_Access_Agreement.pdf; TreatmentTrainWithGAC.pdf

[EXTERNAL]

Good Afternoon Sam,

Thank you for taking the time to meet with us. Attached is the access agreement we discussed, which includes two maps associated with city-owned parcels that we need access for the Investigative Derived Waste (IDW) staging and the surface sample we will be collecting. Whoever is signing off on the access agreement, please have them fill in the notification section 5 on page 1 and sign off on page 2 under "Property Owner".

Below is a write-up of the treatment process and contingency plan and associated expected timeline as requested. Also attached is the schematic for the Granulated Activated Carbon (GAC) treatment train which shows our set up for managing IDW prior to discharge into sanitary.

Investigative Derived Waste (IDW) water generated by drilling will be managed in the following steps:

- 1) Drill and purge fluids will be pumped into an onsite rig containment tub and then into an onsite tote. The tote will then be periodically hauled to the dumpster/roll-off bin located at the centralized staging and treatment area at the Bemidji Wastewater Treatment Facility.
- 2) After allowing solids to settle out, drill fluids will then be pumped from the first dumpster through the centrifuge to remove the fines, which will be placed into a 55-gallon drum.
- 3) From the centrifuge, the particle-free water will be pumped into a second dumpster, and from there, through a bag filter and granular activated carbon (GAC) filter. At the start of the treatment, a sample will be collected from the GAC treatment and analyzed for PFAS. At this point, we will pause until analytical results are received from the laboratory and once determined acceptable for discharge, the remaining fluids will be treated through GAC and discharged at a rate of 20 to 30 gallons per minute (gpm) directly into the approved discharge location.
 - a. If the results are not determined to meet the required criteria (i.e., below EPA Maximum Contaminant Levels (MCLs) and MDH Health Risk Limits (HRLs)), the water will be containerized and hauled to an approved offsite disposal location.
- 4) All remaining solids will be consolidated into one container for the pickup and transport to an approved offsite disposal location by a state-contracted waste hauler.

The timeline for this is typically about 6 weeks depending on contractor availability and acceptance by approved facilities.

Let me know if you have any further questions and hope you have a great weekend!

Thank you,

Emily O'Donnell
Hydrologist | Site Assessment Unit 2
Remediation Division | Superfund Site Assessment
Minnesota Pollution Control Agency
525 S Lake Ave # 400A | Duluth | MN | 55802
P: (651) 757-2387
Emily.ODonnell@state.mn.us



From: O'Donnell, Emily (She/Her/Hers) (MPCA) <Emily.ODonnell@state.mn.us>
Sent: Monday, August 25, 2025 2:59 PM
To: Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Lanning, Amanda <alanning@braunintertec.com>
Cc: Goscinak, Christopher (He/Him/His) (MPCA) <Christopher.Goscinak@state.mn.us>; Rice, Sara (MPCA) <Sara.Rice@state.mn.us>; Shenoi, Priya <PShenoi@braunintertec.com>; Jacobsen, Will <WJacobsen@braunintertec.com>; cityclerk <cityclerk@ci.bemidji.mn.us>; Marty Katzenmeyer <Marty.Katzenmeyer@ci.bemidji.mn.us>; garygallen48@gmail.com <garygallen48@gmail.com>; McTavish, Hannah <HMcTavish@braunintertec.com>; Richard Spiczka <Richard.Spiczka@ci.bemidji.mn.us>
Subject: Re: Roosevelt Court Mobile Home Park (Bemidji) Public Supply PFAS Investigation (MPCA/Braun Intertec)

Good Afternoon Sam and Amanda,

Sam, thank you for the follow up conversation and questions, we do understand this is a lot of information at once and would definitely like to schedule a call to discuss in more detail.

Would Thursday, September 4th at 8:30 a.m. work for everyone? I've scheduled a Teams call and put the invite below, happy to rearrange/adjust to accomodate schedules. You may have also received a separate email invite from Teams to add to your calendars.

Thank you!

Microsoft Teams [Need help?](#)

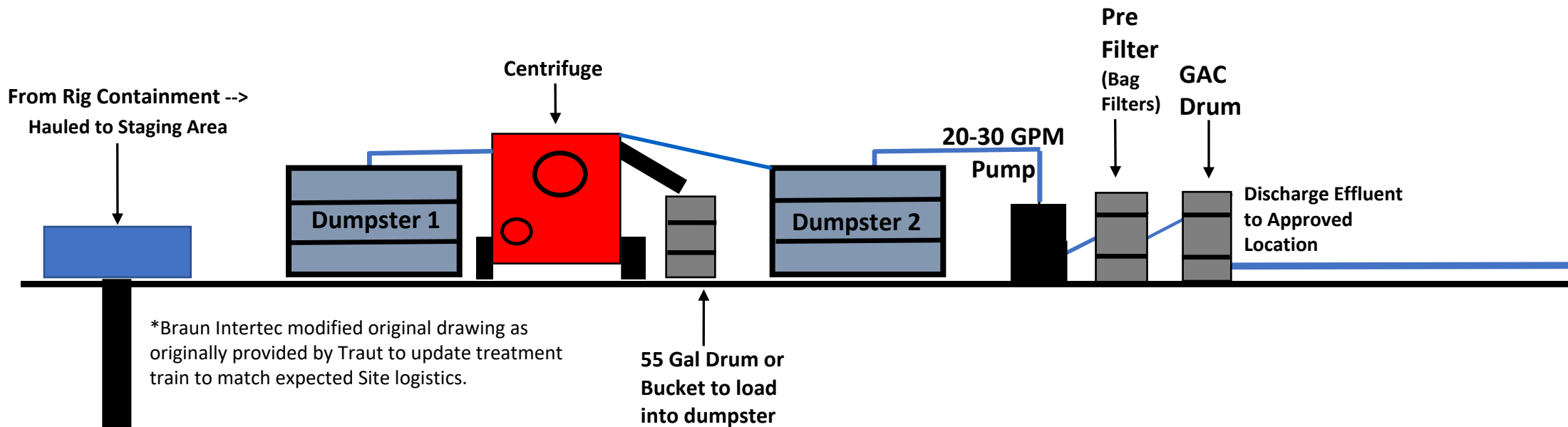
[Join the meeting now](#)

Meeting ID: 218 862 461 736 0

Passcode: fY3C2i7q

IDW Treatment Train: Solids Removal With GAC Treatment

1. Drill fluid is pumped from the rig containment tub with a trash pump into a container onsite. Water is hauled from drill site to the centralized solids-removal and treatment discharge location for staging and processing.
2. At the centralized solids-removal and treatment discharge location, the drill fluid is then pumped into first dumpster/roll-off bin to allow solids to settle. Water is pumped from this dumpster into the centrifuge where the fines are removed from the water. The solids from the centrifuge are dumped into a 55-gal drum.
3. From the centrifuge, the particle-free water is pumped into a second dumpster from which the water is pumped (using a 20-30 gpm pump) through a bag filter and then through the GAC filter. At the start of the treatment, a sample will be collected from the GAC treatment and analyzed for PFAS. Once determined acceptable for discharge, the remaining fluids will be treated through GAC and discharged to the designated location as indicated by the property contacts.



Drilling Solids IDW Management

1. Solids are generated via core bags, as removed from the original rig containment and drummed, as settled out in the bottom of dumpsters, and from the centrifuge.
2. At the end of the drilling and water treatment process, all solids will be consolidated into one container for the pickup and transport to an approved off-site disposal location by a state-contracted waste hauler.

SANFORD CENTER ADVISORY BOARD BY-LAWS

A. Name

The name of the Board shall be the Sanford Center Advisory Board.

B. Purpose

The purpose of the Sanford Center Advisory Board (Advisory Board) is to serve as an advisory board to both the Sanford Center Management and the Bemidji City Council regarding the management and operations of the City's Sanford Event Center, as required under the management agreement between the City of Bemidji and ASM Global. The By-laws shall be constructed to assist the Advisory Board to make meaningful recommendations to Sanford Center Management and the City Council.

C. Advisory Board Membership.

The membership of the Advisory Board (the "Board") shall consist of nine (9) members, as follow:

- 2 City Council members
- 2 City Residents At Large
- Bemidji State University (BSU) appointee
- Visit Bemidji (VCB) appointee
- Bemidji Regional Event Center Naming Rights appointee
- Chamber of Commerce appointee
- Bemidji Innkeeper Association appointee

The community at large members of the Board shall be appointed by the Mayor and City Council. The Naming Rights Sponsor member shall be appointed by the Naming Rights Sponsor. Each member shall be considered a voting member for purposes of action taken or to be taken by the Board. All members shall either reside in the City of Bemidji or be residents of the Bemidji Area. **The Chamber or Innkeeper appointees shall not also be a Board member of Visit Bemidji. Moreover, Advisory Board members shall not have dual representation from the identified participating member organizations.**

In the event of resignation, incapacity or removal of a member, the vacancy may be filled by appointment as provided above.

D. Officers.

1. Officers and Ex Officio Members.

The offices of the Board shall be a Chair, Vice Chair, and a Secretary, with the General Manager of the Sanford Center serving as an ex-officio officer.

2. Election of Officers.

The officers of the Advisory Board shall be elected annually by the Advisory Board at their Annual Meeting, which shall occur at the regularly scheduled January meeting. Annual appointments or reappointments by the City Council shall be made prior to the annual election of officers. A term shall be defined as three years, beginning on February 1 of the year of appointment. The officers of the Advisory Board shall be elected by a simple majority vote of the voting Advisory Board members present. Officers shall serve no more than two consecutive three-year terms in a particular office.

Officers shall serve staggering three-year terms, with three (3) members starting with a three (3) year term, and three members starting with a two (2) year term, and three members starting with a one (1) year term.

3. Duties of the Officers.

The officers shall perform the duties normally associated with their offices, along with any special duties assigned by the Advisory Board.

Chair. The Chair of the Advisory Board shall preside at the meeting of the Advisory Board and shall perform the other duties ordinarily performed by that officer.

Vice-Chair. The Vice-Chair shall assume the duties of the Chair during the Chair's absence.

- In the absence of both the Chair and Vice Chair, the Advisory Board shall elect a Chair pro-tem who shall perform the duties of the Chair of the Advisory Board.

Secretary. The Secretary shall sign all minutes and resolutions of and for the Advisory Board.

Ex-officios. The General Manager of the Sanford Center shall act as the ex-officio officer and administrative arm and shall assist the Chair in preparation of Meeting Agendas and their timely distribution to the members. The City Manager and City Finance Director shall serve as ex-officio members.

4. In the event of resignation, incapacity or removal of the Chair, the Vice-chair shall become the Chair for the unexpired portion of the term. Vacancies in any other office, except the Ex-officio officer, arising from any cause may be filled by the Members at any regular or special meeting.

E. Ad-hoc Subcommittees.

1. The Board shall establish a minimum of three (3) Standing Committees, as follows:
 - Finance
 - Operations
 - Marketing

Each Standing Committee shall meet at a minimum, quarterly and report back to the board. Committees shall be co-chaired by an Advisory Board Member and Management Staff. The Board otherwise shall determine the membership of the Standing Committees and appoint members accordingly, with a minimum of three members to be appointed to serve on a Standing Committee.

2. Ad-hoc Committees as needed shall be appointed by the Chair of the Advisory Board and serve until their successors are appointed and qualified, or until the Ad-hoc Committee's work is completed. Ad-hoc Committees shall be made up of Advisory Board members and other individuals as appointed for resource and advisory purposes. It is recommended and encouraged that members of all committees, formal and Ad-hoc, seek consultation and interaction with City Department Heads as needs arise.
3. A record of the action of each Ad-hoc committee, shall be kept by a member of said committee and reported to the Advisory Board at its next meeting for action by the Advisory Board if the Advisory Board so desires.
4. All Ad-hoc committee members shall be residents of the Bemidji area.

F. Meetings

1. Annual Meeting. The annual organizational meeting of the Advisory Board shall be held as provided in Paragraph D.2. herein. The order of business at the annual meeting shall include: Reading of the roll call, minutes of the previous meeting, officer's reports, establish time and frequency of regular meetings.
2. Regular Meetings. The Advisory Board shall meet monthly on a day and time to be determined by the chair.
3. Quorum. A simple majority of Advisory Board members shall constitute a quorum.
4. Open Meeting. The Advisory Board and any committees of the Board shall conduct all meetings in accordance with the "Minnesota Open Meeting Law". However, any Ad-hoc committee of the Advisory Board shall not be required to print or publish written notice of Ad-hoc committee meeting.
5. Voting. Each member shall have one (1) vote. All motions shall require a simple majority vote of those members present to pass, unless otherwise required by law, ordinance, resolution, or these by-laws.

6. Special and Emergency Meetings. The chair or majority of the Advisory Board may also call special meetings of the Advisory Board with at least **72** hours written notice. The call shall state the subject matter to be considered at the meeting and considerations shall be limited thereto.

In the case of emergency, the Chair may also call an emergency meeting of the Advisory Board on less than 24 hours' notice. The call shall state the specific subject matter to be considered at the meeting and considerations limited thereto. Notice of any emergency meeting shall be given in accordance with the Minnesota Open Meeting Law.

7. Attendance. Attendance at regular Advisory Board meetings is expected from all Advisory Board members. Anyone unable to attend a meeting must contact an officer in order for his/her absence to be deemed excused. Three (3) consecutive unexcused absences by a Board member will result in a contact from an officer to determine the status of that Board member's interest and intent.

If that Advisory Board member is appointed and is committed to remaining on the Advisory Board, his/her status will be maintained, unless an additional three (3) consecutive unexcused absences are documented, at which time the appointed Advisory Board member will be removed from the Advisory Board.

G. Responsibilities of the Advisory Board

The responsibilities to be performed by the Advisory Board include but are not limited to providing advisory input to the operations of the Sanford Center, and specifically to meet and work with Sanford Center Management to, among other things, prepare and implement policies and procedures benefitting management and operations generally, and which also govern booking and scheduling of events in the Sanford Center, and to review and advise respecting revenue and operating information, specifically the Annual Budget, Business Plan, and expenditures in excess of the budget, and as a group advise Management and the City in regards to performance and operational matters as needed.

H. General Rules.

1. All Advisory Board meetings shall be conducted in accordance with general parliamentary rules, as may be construed generally (liberally) from Robert's Rules of Order Newly Revised, as well as in accordance with any rules of decorum otherwise specifically established by the Advisory Board to be observed by members in conducting meetings of the Advisory Board, and where they are not inconsistent with the Laws of the State of Minnesota, these By-laws, or other rules of procedure of the Board.
2. All recommendations to the City Council and Sanford Center Management must be approved by a majority of the voting members present at any properly called meeting.

3. The Advisory Board may, from time to time transmit data, findings, the results of studies, surveys, etc., to the City Council and the Sanford Center Management without recommendation.
4. Additions to the agenda, as prepared by the Chair and General Manager, may be made by a majority vote of the Advisory Board at any meeting.
5. Conflict of Interest. Whenever an Advisory Board member or officer has a financial or personal interest in any matter coming before the Advisory Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Advisory Board members determine that it is in the best interest of the Sanford Center to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Upon appointment, each Advisory Board member shall execute a Conflict of Interest Statement in substantially the form as found in Exhibit A attached hereto, which form, and content may be amended from time to time by the Advisory Board in the same fashion as these by-laws may be amended.

6. Advisory Board Member Insurance. Advisory Board members shall have liability coverage under the City's League of Minnesota Cities Insurance Trust (LMCIT) General Liability Insurance with respect to their actions for or on behalf of the Advisory Board in regard to any and all matters or actions subject of the duties or responsibilities of the Advisory Board.

I. Amendment of by-laws.

These by-laws may be amended at any regular meeting of the Advisory Board by a majority vote of the Advisory Board, providing previous notice of the nature of any proposed amendment shall have been given at least one meeting before the action thereon shall be taken, and provided further that the amendment is part of the agenda for the meeting and the membership has been provided the agenda in writing beforehand. **By-laws and by-law amendments must be approved by the Bemidji City Council.**

Adopted by Council: July 5, 2022

Amendment Adopted by Council: November 7, 2022

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: Consider Establishing Deferred Connection Charge for Sanitary Sewer and Water Services on 34th Street NW - City Project 24-04

Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

The City installed new sanitary sewer main, water main, and services to properties on 34th Street NW. The project has been completed and as was stated with the initial project financing, staff are proposing to set the \$5,000 deferred water connection charge and \$7,000 deferred sanitary sewer connection charge for those properties that will eventually hook-up to water and sanitary sewer service in the future.

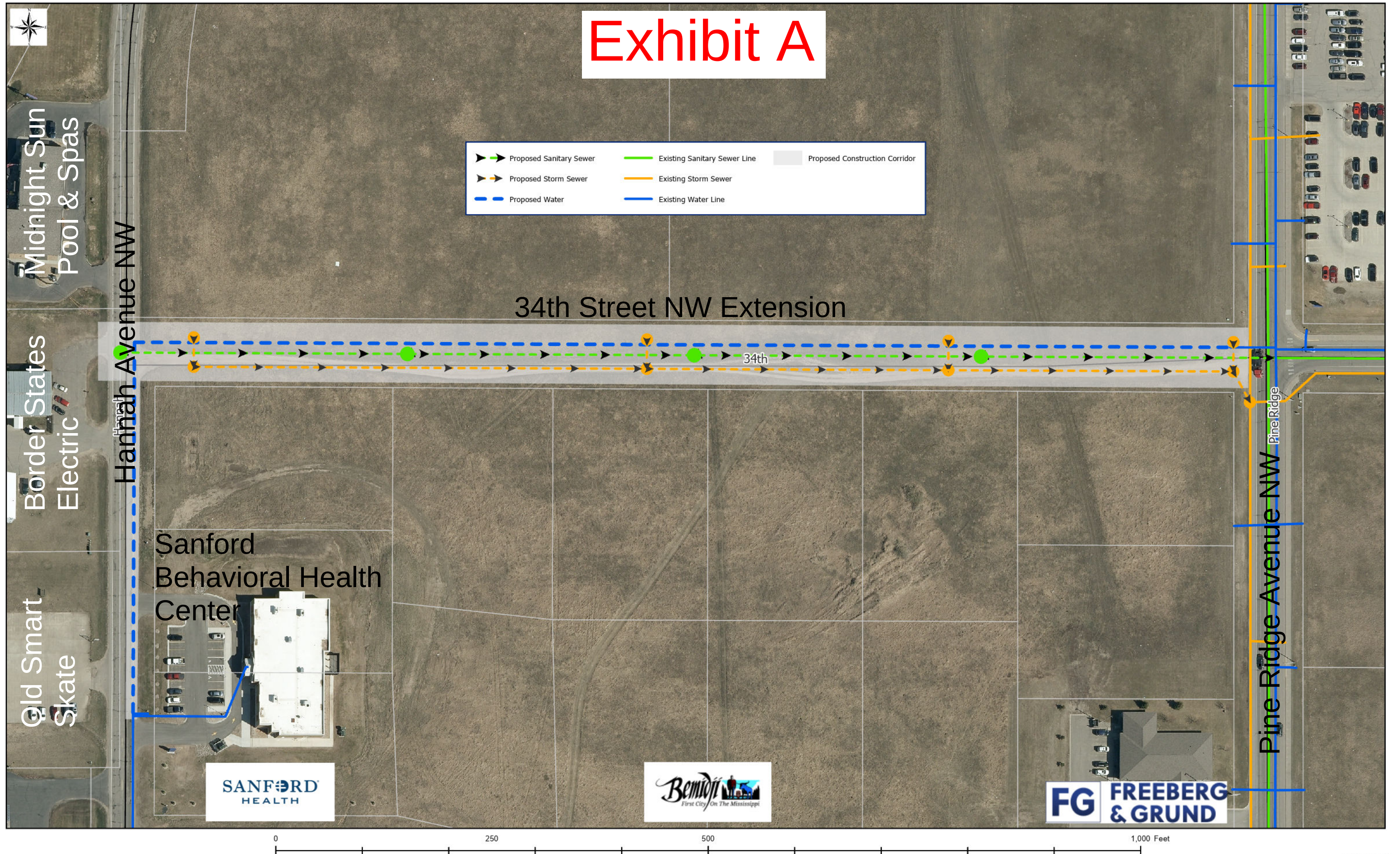
Property owners who decide to connect will have the option to pay the deferred connection amount all upfront or defer the cost over a 15-year period at 4.5%.

Recommendation:

It is recommended that the city council adopt the attached resolution establishing the \$5,000 deferred water connection charge and the \$7,000 deferred sanitary sewer connection charge for the 34th Street NW Extension Project - City Project 24-04

34TH ST NW INFRASTRUCTURE EXPANSION

Exhibit A



RESOLUTION NO.

RESOLUTION ESTABLISHING CHARGE(S) FOR CONNECTION TO SANITARY SEWER AND WATER UTILITY FACILITIES CONSTRUCTED IN 2024 FOR THE 34TH STREET NW EXTENSION PROJECT

WHEREAS, pursuant to Minnesota Statutes Section 444.075, and as part of the 34th Street NW Extension Project (hereinafter the “Project”), the City has constructed and extended municipal sanitary sewer and water utilities within City limits along 34th Street NW (hereinafter referred to as “Facilities”); and

WHEREAS, pursuant to said Section 444.075, the City is authorized to establish and impose a reasonable charge or charges for connection to the Facilities by the owner, lessee or occupant of premises or a “connection unit” not otherwise previously the subject of a special assessment for construction of said Facilities; and

WHEREAS, a “connection unit” is defined as a residential or commercial building connection to the Facility(ies) or any independent sanitary sewer and water service line that would utilize a Facility and, in the case of a multiple-unit residential building or development, each individual residential dwelling unit may constitute a separate connection unit; and

WHEREAS, Section 444.075, Subd. 3d, provides that, “charges for connections to the Facilities may in the discretion of the governing body be fixed by reference to the portion of the cost of connection which has been paid by assessment of the premises to be connected, in comparison with other premises, as well as the cost of making or supervising the connection”; and

WHEREAS, 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 of the City, 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 to the Facilities 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, at an interest rate of 4.5%.

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 newly constructed 34th Street NW Extension, which shall be due and payable prior to connection to said Facilities of or by a connection unit not otherwise the subject of a levied special assessment. Said charge shall be as follows:

\$5,000 for connection to Municipal Water

\$7,000 for connection to Municipal Sanitary Sewer

An owner requesting to connect to the Facilities may also request to pay the charges up to **fifteen** annual equal installments, with the unpaid balance certified to the County Auditor for collection as other taxes are collected.

- 2. 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.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

RESOLUTION NO.

RESOLUTION IN SUPPORT OF A JOB CREATION, FUND APPLICATION IN CONNECTION WITH AIRCORPS AVIATION EXPANSION AT THE AIRPORT

WHEREAS, the City of Bemidji, Minnesota (the “City”), desires to assist AirCorps Aviation, a Minnesota company, which is proposing to construct an improve of facility in the City; and,

WHEREAS, the City of Bemidji, Minnesota understands that AirCorps Aviation, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development and application for an award and/or rebate from Job Creation Fund Program; and,

WHEREAS, the City of Bemidji, MN held a city council meeting on October 6, 2025, to consider this matter.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA, that, after due consideration, hereby adopts the following findings of facts related to the project proposed by AirCorps Aviation and it’s application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside of Minnesota, result in increased employment in Minnesota, and reserve and enhance the state and local tax base.

The project will create 10 new jobs and retain 68 existing jobs in Minnesota. The expansion of AirCorps Aviation in Minnesota will increase the state and local tax base by over \$4 million in the short term with the potential of an even greater increase in the mid term. AirCorps Aviation would consider locating the expansion to their outside of Minnesota location but for the Job Creation Fund Program incentive.

2. Finding that the proposed project, in the opinion of the City Council, would not reasonably be expected to occur solely through the private sector within the reasonably foreseeable future.

AirCorps Aviation is a young company without the access to private capital resources to expand and grow to the size and speed proposed in the Job Creation Fund Program application without public support and incentives. The grant and/or rebate will allow the company to leverage private investment to reach their current and mid-term growth potential.

3. Finding that the proposed project conforms to the general plan for the development of the City as a whole. The AirCorps Aviation expansion is consistent with the City’s

comprehensive plan, land use plan and zoning ordinance. It will be located where sufficient access and infrastructure is in place to support the expansion.

4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the of the project by private enterprise. The project will expand job opportunities in the City and grow the City's tax base, which will allow the City to better meet the needs and demands of a growing City. As a manufacturing company whose customers are almost entirely outside Minnesota, the company brings in additional commerce into the State and City.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

RESOLUTION NO.

RESOLUTION IN SUPPORT OF A JOB CREATION, FUND APPLICATION IN CONNECTION WITH AIRCORPS AVIATION EXPANSION IN THE INDUSTRIAL PARK

WHEREAS, the City of Bemidji, Minnesota (the “City”), desires to assist AirCorps Aviation, a Minnesota company, which is proposing to construct an improve of facility in the City; and,

WHEREAS, the City of Bemidji, Minnesota understands that AirCorps Aviation, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development and application for an award and/or rebate from Job Creation Fund Program; and,

WHEREAS, the City of Bemidji, MN held a city council meeting on October 6, 2025, to consider this matter.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA, that, after due consideration, hereby adopts the following findings of facts related to the project proposed by AirCorps Aviation and it’s application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside of Minnesota, result in increased employment in Minnesota, and reserve and enhance the state and local tax base.

The project will create 14 new jobs and retain 68 existing jobs in Minnesota. The expansion of AirCorps Aviation in Minnesota will increase the state and local tax base by over \$1 million in the short term with the potential of an even greater increase in the mid term. AirCorps Aviation would consider locating the expansion to their outside of Minnesota location but for the Job Creation Fund Program incentive.

2. Finding that the proposed project, in the opinion of the City Council, would not reasonably be expected to occur solely through the private sector within the reasonably foreseeable future.

AirCorps Aviation is a young company without the access to private capital resources to expand and grow to the size and speed proposed in the Job Creation Fund Program application without public support and incentives. The grant and/or rebate will allow the company to leverage private investment to reach their current and mid-term growth potential.

3. Finding that the proposed project conforms to the general plan for the development of the City as a whole. The AirCorps Aviation expansion is consistent with the City’s

comprehensive plan, land use plan and zoning ordinance. It will be located where sufficient access and infrastructure is in place to support the expansion.

4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the of the project by private enterprise. The project will expand job opportunities in the City and grow the City's tax base, which will allow the City to better meet the needs and demands of a growing City. As a manufacturing company whose customers are almost entirely outside Minnesota, the company brings in additional commerce into the State and City.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: City Council approve the Resolution Accepting Donations for the Recreation Department

Prepared By: Marcia Larson, Recreation Department

Background:

The Bemidji Jaycees have generously donated \$500 in support of the Youth Recreation Scholarship Fund. This fund helps ensure that all youth in the Bemidji Area have access to recreational opportunities, regardless of their ability to pay. This year, over \$2,000 in scholarships were funded, helping to reduce barriers for local families and increase participation in recreation programs.

The Jaycees have a long history of supporting the Bemidji Recreation Department through donations and partnerships. Their contributions have helped expand access to programs, support community events, and strengthen recreational opportunities for families in Bemidji.

Recommendation:

City Council accept the donation of \$500 from the Bemidji Jaycees in support of the Youth Recreation Scholarship Fund, with appreciation for their continued partnership and commitment to the community.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION

(Bemidji Jaycees)

WHEREAS, the City Council of the City of Bemidji encourages public donations to help defray the costs to the general public of providing services and improving the quality of life in the City of Bemidji; and

WHEREAS, the Bemidji Jaycees has offered to donate \$500 for use by the City of Bemidji Recreation Department to support the Youth Recreation Scholarship Fund; and

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

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

BE IT FURTHER RESOLVED that the City sincerely thanks the Bemidji Jaycees Lake for its gracious and generous donation.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025
Action Requested: Accept and Approve Donation
Prepared By: David LaZella, Captain

Background:

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

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

On 9/29/2025, Captain LaZella received a check from Knights of Columbus Council #1544 for \$400.00 as a donation to the program.

Recommendation:

Staff recommends City Council authorize and accept the donation to BPD's Casting with Cops program.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION

(Knights of Columbus)

WHEREAS, the City Council of the City of Bemidji encourages public donations to help defray the costs to the general public of providing services and improving the quality of life in the City of Bemidji; and

WHEREAS, the Knights of Columbus has offered to donate \$400 for use by the City of Bemidji Parks and Recreation Departments and Bemidji Police Department for Casting with Cops; and

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

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

BE IT FURTHER RESOLVED that the City sincerely thanks the Knights of Columbus for its gracious and generous donation.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor



Knights of Columbus Walleye Classic



September 25, 2025

Casting with Cops

Dear Greg,

The KC Walleye Classic is pleased to present you this check for \$400 as a distribution of the proceeds of the 25th Anniversary tournament. These funds are made possible by the generous cash and in-kind donations of our many sponsors. We'd especially like to thank Acme Tools, Milwaukee Tools, & Kubota for being our presenting sponsor and Ray's Sport & Marine for providing the Grand Prize Lund boat with Mercury motor for the raffle.

Please review the list of sponsors on the back. These are most likely your friends and neighbors businesses – please make an extra effort to 1) Thank them for their support; and 2) Patronize them with your purchases.

The 2026 tournament will be held on Saturday, June 13, 2026. We look forward to selling more raffle tickets, getting more people to The Sanford Center for the awards ceremony and boat parade, and continuing to provide a premier fishing tournament for the anglers and the community. Your involvement is crucial to the success of the tourney, see you next year!

Sincerely,

Phil Hodapp, Tournament Chairman

RESOLUTION NO.

A RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE COST OF ABATEMENT OF DISEASED TREE (1007 IRVINE AVE NW)

WHEREAS, the property owner has petitioned the City of Bemidji, in writing, for the cost of abatement of diseased tree per city code 14-154 assessed against his property; and

WHEREAS, petitioner has consented to have abatement fees certified to the County Auditor as an assessment to be levied and paid with real estate property taxes at the rate of 4.4% interest per year, the first amount being payable in the year 2026 for five (5) years.

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

Such proposed assessment, a copy of which is on file in the office of the City Clerk, is hereby accepted and shall constitute a special assessment against the land named therein.

The City Clerk shall transmit a certified copy of the assessment to the County Auditor to be extended on the property tax lists of the County. Such assessment shall be collected and paid over in the manner as other municipal taxes.

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

2025 ASSESSMENT ROLL
ABATEMENT OF DISEASED TREE

Owner	Parcel Number	Property Address	Amount	Reason
Daniel Schnackenberg	80.01777.00	1007 Irvine Ave NW	\$4,500	Diseased Tree

RESOLUTION NO.

A RESOLUTION CERTIFYING AN ASSESSMENT ROLL FOR DELINQUENT UTILITY ACCOUNTS FOR SERVICES PROVIDED DURING THE YEAR 2025

WHEREAS, City Code Section 26-40 (Lien for Services and charges) provides for collection of delinquent utility accounts; and

WHEREAS, after proper notification to property owners that their account is delinquent, and upon failure of the owner to take care of the delinquency, the city has ascertained delinquent accounts to be certified.

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

1. Such proposed certification of delinquent utility account assessment roll, a copy of which is on file in the office of the City Clerk, is hereby accepted and certified and shall constitute an assessment against the lands named therein.

2. Such assessment shall be payable in one (1) installment to be levied on the tax statement due and payable in 2026 without interest. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment on such property to the City Treasurer to avoid certification to taxes.

3. The City Clerk shall forthwith transmit a certified duplicate of this delinquent utility account assessment roll to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the manner as other municipal taxes.

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

NAME	SERVICE ADDRESS	PARCEL	AMOUNT
AARON PORT	990 EAST AVE NE	800214700	\$ 154.48
ADAM & WENDY THEIS	2331 MILL ST NE	800238700	\$ 61.38
ALAN BINKLEY	1701 NORTON AVE NW	800014400	\$ 43.47
ALEXANDER LOOMIS	1202 3RD ST SE	800377600	\$ 522.77
ALEXANDER LOOMIS	712 11TH ST NW	800189900	\$ 117.69
ALEXANDRA PAULS	615 MISSISSIPPI AVE NW	800182200	\$ 2,101.16
ALICIA ABBAS	1122 BELTRAMI AVE NW	800132100	\$ 1,116.24
ALVIN PETERSON	5425 BIRCHMONT DR NE	800660200	\$ 61.38
AMY COPELAND	5150 SHERMAN DR NE	800312301	\$ 293.56
ANDREW CHASE	916 WASHINGTON AVE S	800420500	\$ 425.42
ANGELA EVJE	5035 BEMIDJI AVE N	800667900	\$ 117.68
ANGIE LOVELESS	1719 2ND ST SE	800383401	\$ 880.63
ANN GRAY	1218 AMERICA AVE NW	800162100	\$ 154.95
ANN LINDOM GRAY	AMERICA AVE NW	800162300	\$ 15.18
ANN LINDOM GRAY	VACANT LOT AMERICA AVE NW	800162200	\$ 15.18
ANN LINDOM GRAY	VACANT LOT AMERICA AVE NW	800162000	\$ 15.18
ANN ZORNES	611 3RD ST NW	800206300	\$ 15.18
ANNA LAWRENCE	707 3RD ST SE	800357000	\$ 198.50
ANNIE BRAUGHT	505 24TH ST NW	800329600	\$ 19.38
APRIL LANCASTER	1311 3RD ST SE	800384200	\$ 662.30
ARIANNA HADY	809 MINNESOTA AVE NW	800119600	\$ 184.30
ARROWHEAD GLASS	424 ROOSEVELT RD SE	800421600	\$ 632.58
ART KERN	221 10TH ST NW	800136800	\$ 192.92
ASHLEY & BENJAMIN ANDERSON	403 AMERICA AVE NW	800315600	\$ 673.52
ASSEMBLY OF GOD	1016 CLAUSEN AVE SW	800427300	\$ 227.12
AUDREY EMINETH	719 3RD ST SE	800357200	\$ 823.36
B.O.D. CONSTRUCTION INC	4240 IRVINE AVE NW - VILLA 31	800683600	\$ 15.18
BAILEY VISTA INC	LOT 1ST ST E	800428300	\$ 15.18
BARK AVE GROOMING	196 ANNE ST NW	800621600	\$ 866.23
BECKY HAZELDINE	119 SHORECREST RD NE	800694600	\$ 81.94
BEEVOR PSYCHIATRY SERVICE INC	1002 WASHINGTON AVE S	800420000	\$ 128.90
BEMIDJI HIST DEVELOPMENTS LLC	522 MINNESOTA AVE NW	800096400	\$ 140.37
BEMIDJI YOUTH FOOTBALL INC	LOT 23RD & JOHANNESON AVE NW	800521100	\$ 15.18
BEN & ASHLEY ANDERSON	722 20TH ST NW	800279500	\$ 15.18
BENJAMIN & DAVID GOTTBURG	1210 2ND ST SE	800382900	\$ 804.39
BOB KRZOSKA	2720 FLORENCE LN NW	800471800	\$ 278.57
BRIAN VRAA	3265 GREENBRIAR LN NE	800468100	\$ 308.49
BRIDGETTE BRANCHAUD	812 10TH ST NW	800232300	\$ 198.50
BRUCE W DREYER	323 MINNESOTA AVE NW	800105600	\$ 116.16
BRYCE & CASSY PREMO	600 LINCOLN AVE SE	800405100	\$ 756.75
C & C PROPERTIES LLC	4289 MINNKOTA AVE NW	800712700	\$ 599.54
CARA LYNNE DAHL	2108 HARRISON CT SW	800504800	\$ 61.38
CARL SEWALL	1011 MINNESOTA AVE NW	800135100	\$ 125.90
CAROL J WHITE	2115 HARRISON CT SW	800503400	\$ 61.38
CENTURY PROPERTIES OF BEMIDJI	128 RAKO ST SW	800427401	\$ 61.38
CHABIN A BLANC	5389 BEMIDJI AVE N	800668700	\$ 30.76
CHAD MALTERUD	925 11TH ST NW	800485100	\$ 15.18
CHAD MALTERUD	925 11TH ST NW	800228900	\$ 15.18
CHAD BENSON	VACANT LOT	800722600	\$ 15.18
CHAD BENSON	5258 WILLSHAR WAY NW	800722700	\$ 43.84
CHAD MALTERUD	925 11TH ST NW	800230000	\$ 15.18
CHAD MALTERUD	925 11TH ST NW	800229800	\$ 61.38
CHAD MALTERUD	925 11TH ST NW	800229900	\$ 326.78

CHANTAL PLANTE	1115 EAST AVE NE	800025400	\$ 80.00
CHARLES L AUGER	2802 BELTRAMI AVE NW	800065100	\$ 61.38
CHCT MINNESOTA LLC	VACANT LOT	800716300	\$ 206.18
CHRIS P EMINETH	719 3RD ST SE	800357300	\$ 15.18
CHRISTINA BRODA	1015 AMERICA AVE NW	800140700	\$ 441.27
CHRISTINE LINDGREN	500 MILES AVE SE	800373300	\$ 310.94
CHRISTOPHER & ERIN MURRAY	2710 BEMIDJI AVE N	800063500	\$ 492.02
CHRISTOPHER RESTEMAYER	VACANT 19TH ST NW	800278600	\$ 15.18
CHRISTY JOURDAIN	1218 DELTON AVE NW	800337600	\$ 724.34
CINDY JOY MILLER JOHNSON	1216 MILES AVE SE	800651400	\$ 15.18
CINDY JOY MILLER JOHNSON	VACANT LOT MILES AVE SE	800651500	\$ 15.18
CINDY R JOHNSON WITSCHEN	VACANT LOT OFF MAURICE	800190200	\$ 15.18
CNM PROPERTIES OF MN LLC	717 LAKE AVE NE	800238900	\$ 92.14
CODY ANDERSON	904 10TH ST NW	800233000	\$ 61.38
COLE DULAS	2506 BELTRAMI AVE NW	800289100	\$ 237.48
COREY WILLIAMS	403 CENTRAL AVE SE	800363000	\$ 184.14
CRYSTAL RENTALS LLC	LOT IRVINE AVE NW	800141400	\$ 15.18
CRYSTAL RENTALS LLC	146 INGLEWOOD ST NW	800617100	\$ 184.14
CYNTHIA ANDERSON	617 8TH ST NW	800185200	\$ 573.38
DAN NICE	605 4TH ST SE	800360601	\$ 125.64
DANIEL BARRIENTEZ	1221 IRVINE AVE NW	800335300	\$ 1,284.26
DARREN DEAN TOBEY	LOT ROOSEVELT RD SE	800421300	\$ 15.18
DARREN DEAN TOBEY	2500 LAKE AVE NE	800005300	\$ 61.38
DAVE MATHISEN	909 PAUL BUNYAN DR S	800085000	\$ 747.29
DAVID FAUNDORF	VACANT LOT	800693300	\$ 15.18
DAVID TREUER TRUSTEE	508 6TH ST SE	800375900	\$ 26.70
DAVID WAYBENAIS	513 3RD ST SE	800355100	\$ 449.69
DAWN LAWSON	1005 EAST AVE NE	800212800	\$ 127.98
DENNIS L AMIOT	LOT 4TH ST NW	800205200	\$ 15.18
DENNIS ZULAWSKI	2092 BALSAM RD NW	800699400	\$ 30.76
DIEDRE CHANG	VACANT LOT JUNIPER LANE NW	800673800	\$ 16.51
DONALD JONES JR	713 MISSISSIPPI AVE NW	800181700	\$ 107.26
DONAVEN CHANDLER	621 IRVINE AVE NW	800173100	\$ 153.80
DRAYE & KATIE SARGENT	1317 2ND ST SE	800380400	\$ 123.01
DREW ANNETTE	100 STONER AVE SE	800383600	\$ 546.89
DUANE B TADER	608 SCOTT AVE SE	800412400	\$ 15.18
DUMBO SAYS WHAT LLC	VACANT PARK AVE NW	800187800	\$ 15.18
ED LEBEAU	1323 MINNESOTA AVE NW	800159600	\$ 371.59
ELAINE & BRUCE PETERSON	1105 15TH ST NW	800010200	\$ 1,071.92
ELLMAR PROPERTIES LLC	1202 TAFT AVE NE	800237900	\$ 15.18
EMMALYNN DUAX	1405 AMERICA AVE NW	800165600	\$ 264.07
ERIC BANKEY	1313 AMERICA AVE NW	800163900	\$ 30.00
ERIC KVALE	3712 MINNESOTA AVE NW	800622900	\$ 46.07
ERIC WELLCOME	912 STONER AVE SE	800397600	\$ 61.38
ERIN RIZZI	1535 YELLOWHEAD RD SW	800637800	\$ 30.76
ESTATE OF JANE TESAR	737 28TH ST NW	800224400	\$ 102.35
FEARLESS PROPERTIES	712 10TH ST NW	800190400	\$ 521.72
GARY ALLEN	LOT 24TH ST NE	800286900	\$ 15.18
GARY TOBEY	615 TAFT AVE SE	800559500	\$ 61.38
GARY A TOBEY	2ND ST SE	800354400	\$ 15.18
GARY A TOBEY	VACANT WOOD AVE SE	800349300	\$ 15.18
GARY A TOBEY	GARAGE CENTRAL AVE SE	800350600	\$ 61.38
GARY A TOBEY	2ND ST SE	800351400	\$ 15.18
GARY A TOBEY	LOT 2ND ST SE	800354500	\$ 15.18

GARY A TOBEY	LOT 2ND ST SE	800354700	\$ 15.18
GARY ALLEN	121 24TH ST NE	800287100	\$ 302.20
GARY TOBEY	518 2ND ST SE	800354600	\$ 502.75
GARY TOBEY	605 2ND ST SE	800351300	\$ 15.18
GARY TOBEY	615 TAFT AVE SE	800557000	\$ 15.18
GERALD STRASSBURG	916 3RD ST SE	800365500	\$ 15.18
GINA TANNER	215 GEMMEL AVE SW	800261000	\$ 930.71
GLORIA SARGENT	824 2ND ST SE	800031700	\$ 15.18
GREGG ERICKSON	507 21ST ST NW	800271900	\$ 24.37
HAI XUAN DINH	2405 BEMIDJI AVE N	800289400	\$ 71.61
HAI XUAN DINH	2401 BEMIDJI AVE N	800289500	\$ 46.29
HALLIE MCDANIEL	811 20TH ST NW	800459600	\$ 546.36
HARD ROCK INVESTMENTS LLC	2890 15TH ST NW	800687300	\$ 30.76
HEATHER HARROM	1025 RICE AVE NW	800231000	\$ 15.18
HEIDI WALBERG	607 20TH ST NW	800274100	\$ 531.51
HOME PLACE	524 PAUL BUNYAN DR SE	800374900	\$ 66.53
JACOB KANGAS	LOT IRVINE AVE NW	800321600	\$ 15.18
JACOB KANGAS	2410 CALIHAN AVE NE	800295600	\$ 14.81
JAKE KOCH	1615 30TH ST NW UNIT # 34	800732300	\$ 58.85
JAKE WILDMO	109 11TH ST NW	800131400	\$ 552.87
JAMES & ASHLEY MASLOSKI	503 GRANT AVE SE	800429700	\$ 795.73
JAMES S DODDS	2331 WEE GWAUS DR SW	800530100	\$ 61.38
JAMES STEPHENS	409 WOOD AVE SE	800402200	\$ 64.38
JAMES TATE	1320 BEMIDJI AVE N	800147100	\$ 81.31
JAMIE MYERS	510 WOOD AVE SE	800417600	\$ 1,038.29
JANA HENDRICKSON	1324 AMERICA AVE NW	800160700	\$ 321.81
JARON ROPP	1527 3RD ST NE	800236000	\$ 260.14
JASON SMITH	909 MISSISSIPPI AVE NW	800180500	\$ 1,083.90
JASON KOLKIN	1417 DELTON AVE NW	800255200	\$ 194.37
JASON KRUCHOWSKI	2475 MILL ST NE	800240200	\$ 61.38
JASON NORVOLD	1111 MISSISSIPPI AVE NW	800179300	\$ 49.69
JBD MANAGEMENT LLC	901 2ND ST SE	800030700	\$ 269.82
JBD MANAGEMENT LLC	404 CENTRAL AVE SE	800364400	\$ 105.24
JBD MANAGEMENT LLC	1702 6TH ST SE	800559400	\$ 53.14
JBD MANAGEMENT LLC	2623 IRVINE AVE NW	800222500	\$ 168.54
JCD PROPERTIES LLC	617 LAKE AVE NE	800239400	\$ 283.18
JCD PROPERTY LLC	2500 S LAKE IRVING DR SW	800615200	\$ 15.18
JCD PROPERTY LLC	2570 CRAM AVE SE	800573200	\$ 789.36
JEAN SKINAWAY	905 20TH ST NW	800459400	\$ 762.39
JENNIFER HERRON	207 IRVINE AVE SW	800199800	\$ 714.78
JEREMY L BRUNDER	LOT IRVINE AVE NW	800222800	\$ 15.18
JEREMY SWAN	709 SHEVLIN AVE SW	800392300	\$ 61.38
JESSICA SAUCEDO	303 RAILROAD ST SW	800047301	\$ 1,314.65
JOE & KATHRYN FISHER	1219 PARK AVE NW	800227800	\$ 542.49
JOHN & JASMIN FICK	3618 VALLEY VIEW DR NE	800517900	\$ 230.41
JOHN CALVIN CONKLE	1409 LAKEVIEW DR SW	800639600	\$ 444.67
JOHN CONKLE	1421 6TH ST SE	800558200	\$ 43.96
JOLEEN PARKER	711 20TH ST NW	800282100	\$ 265.16
JOLENE TARVIN	721 17TH ST NW	800517000	\$ 69.28
JON LARSON	611 18TH ST SW	800643400	\$ 30.76
JORDAN PREMO	520 6TH ST SE	800409900	\$ 833.02
JOSHUA KENNEDY	LOT 7TH ST NW	800184400	\$ 15.18
JULIE NUBBE	1080 EAST AVE NE	800214400	\$ 308.49
KA RENTALS LLC	1323 BELTRAMI AVE NW	800154400	\$ 46.52

KANGAS PROPERTIES LLC	2327 CALIHAN AVE NE	800291800	\$ 1,061.46
KATHLEEN JUNE CURRENT	1109 BALSAM RD NW	800695500	\$ 30.76
KATIE CARTER	2610 BIXBY AVE NE	800061700	\$ 151.22
KELLY JONES	509 WOOD AVE SE	800402600	\$ 311.74
KERRI JOHNSON	413 CENTRAL AVE SE	800417300	\$ 358.92
KERRI JOHNSON	LOT CENTRAL AVE SE	800363400	\$ 61.38
KEVIN OVERBEEK	3040 SAINT ONGE DR NE	800448000	\$ 14.42
KIM NELSON	814 BELTRAMI AVE NW	800118800	\$ 151.22
KIM OLSON	3409 CEDAR LN NW	800547800	\$ 224.79
KINSHIP HOLDINGS LLC	813 MINNESOTA AVE NW	800119500	\$ 937.44
KRISTAN RAYMOND	855 MILES AVE SE	800400003	\$ 574.61
LACOURSIERE PROPERTIES	650 INDUSTRIAL PK DR SE	800440001	\$ 85.38
LAINA HENSON	1411 MINNESOTA AVE NW	800158200	\$ 374.55
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 103	800728500	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 203	800730100	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 104	800728600	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 105	800728700	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 205	800730300	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 106	800728800	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 107	800728900	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 207	800730500	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 108	800729000	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 109	800729100	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 110	800729200	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 111	800729300	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 113	800729500	\$ 92.14
LAKE LIVING ON TH ES SHORE II	715 LAKE SHORE DR NE UNIT 115	800729700	\$ 92.14
LAKE LIVING ON THE SOUTH SHORE II	715 LAKE SHORE DR NE GARAGE 1	800731400	\$ 61.38
LANCE THOMPSON	121 PINE CREST CT NW	800616700	\$ 87.68
LANNY W CYR	LOT INDUSTRIAL PARK	800438200	\$ 15.18
LAUREN HAUN	2707 IRVINE AVE NW	800218300	\$ 415.24
LENORA BEDEAU	228 KAY AVE SE	800384500	\$ 628.25
LEO ANDERSON	1022 PARK AVE NW	800185800	\$ 132.08
LEO ANDERSON	1022 PARK AVE NW	800185700	\$ 834.30
LEON OSMUNDSON	506 21ST ST NW	800275300	\$ 434.64
LEONA STEELE	812 4TH ST SE	800368400	\$ 269.50
LEONARD BUTCHER	412 ROOSEVELT RD SE	800421200	\$ 61.38
LNW COMMERCIAL PROPERTY MGMT	1202 TAFT AVE NE	800237000	\$ 15.18
LNW COMMERCIAL PROPERTY MGMT	2508 CALIHAN AVE NE	800295100	\$ 78.54
LORNA & MICHAELA PETERSEN	1222 PARK AVE NW	800227600	\$ 1,658.12
LORRAINE LEWIS	4625 IRVINE AVE NW	800699200	\$ 30.76
LOUISE HALVERSON	311 MILES AVE SE	800377200	\$ 48.74
LUCAS KROGSENG	407 WOOD AVE SE	800418000	\$ 280.18
MACHELLE PREHN	875 EAST AVE NE	800213000	\$ 24.24
MACK KINGBIRD	1003 7TH ST SE	800431000	\$ 1,567.50
MANDY FALDET	1085 EAST AVE NE	800212700	\$ 15.18
MARCUS BOE	915 AMERICA AVE NW	800127000	\$ 3,392.39
MARIA M JOHANNESON	301 ROOSEVELT RD SW	800393800	\$ 92.14
MARK & ALLISON BAEZ	1120 PARK AVE NW	800186500	\$ 174.44
MARK & NICOLE POWERS	901 20TH ST NW	800459500	\$ 592.58
MARK BAUER	1020 BELTRAMI AVE NW	800138500	\$ 450.57
MARK LUNDIN	810 ROOSEVELT RD SE	800419200	\$ 1,071.92
MARSHA SOLTIS	808 12TH ST NW	800191900	\$ 279.65
MARY CROSS	1511 ROOSEVELT RD SE	800522300	\$ 371.58

MARY MARTELL	3600 CEDAR LN NW	800548300	\$ 1,355.24
MATTILA/RENTAL 15TH	912 15TH ST NW	800255601	\$ 172.24
MATTILA/RENTAL IRVINE	2119 IRVINE AVE NW	800271400	\$ 797.68
MERRITT HOUGARD	519 26TH ST NW	800223200	\$ 58.95
MICHAEL COLE	1442 PARK AVE NW	800340400	\$ 472.15
MUSKIE RIVER LLC	301 BEMIDJI AVE N	800102300	\$ 87.50
NANCY A O'CONNELL	945 EAST AVE NE	800212900	\$ 61.38
NANCY LARSON	3101 CEDAR LN NW	800545700	\$ 1,982.83
NATHAN LARSON	1111 MINNESOTA AVE NW	800133800	\$ 252.59
NATHAN PREUSS	LOT LARSONS ADDITION TO NYMORE	800398601	\$ 61.38
NATHAN WEIR	3201 CEDAR LN NW	800544500	\$ 53.96
NATHAN YATES	704 MISSISSIPPI AVE NW	800174900	\$ 1,094.44
NEW LIFE WORSHIP CENTER	616 WOOD AVE SE	800375600	\$ 15.18
NICHOLAS HOOVER	1108 MAURICE AVE NW	800187300	\$ 61.38
NOREEN VARNEY	1424 MINNESOTA AVE NW	800157500	\$ 1,094.87
NORTHERN CYCLE	117 3RD ST NW	800103000	\$ 62.34
NORTHWOODS HOLDINGS LLC	2419 PARK AVE NW #2	800333100	\$ 45.04
NYMORE PROPERTIES LLC	321 CENTRAL AVE SE	800359800	\$ 15.18
NYMORE PROPERTIES LLC	401 CENTRAL AVE SE	800363100	\$ 42,999.19
NYMORE PROPERTIES LLC	401 CENTRAL AVE SE	800363100	\$ 428.83
OGEMA NEADEAU	2323 WEE GWAUS LN SW	800530200	\$ 61.38
PARK MANOR AT ACADEMY VILLAGE LLP	KESTREL PINES LOT	800580200	\$ 429.66
PAT WINGE	2521 IRVINE AVE NW	800328700	\$ 224.82
PATIENCE VOHLER	312 MILES AVE SE	800376900	\$ 392.36
PAUL BURNHAM	VACANT MAHNOMEN DR SE	800438900	\$ 15.18
PEANUT ROOM PROPERTIES LLC	6615 BEMIDJI AVE N	800691000	\$ 603.37
PETER SCHULTZ	509 LINCOLN AVE SE	800403600	\$ 71.61
PETER WASEEN	1222 BALSAM RD NW	800696600	\$ 15.18
POXLEITNER HOSPITALITY LLC	NORTH PARKING LOT-22ND ST	800285400	\$ 15.18
PROPERTY GUYS LLC	LOT CORNER LOT 10TH & MINNESOTA AVE NW	800123200	\$ 15.18
RACHEL FORGA	LOT-GARAGE CENTRAL AVE SE	800416700	\$ 61.38
RACHEL FORGA	VACANT LOT CENTRAL AVE SE	800416800	\$ 15.18
RANDI TANEM	2701 IRVINE AVE NW	800218400	\$ 733.98
RAPHAEL A SWEENEY	2735 COUNTRY LN NE	800469300	\$ 61.38
REBECCA MELLUM	5326 BEMIDJI AVE N	800659700	\$ 15.18
RED LAKE BAND OF CHIPPEWA	LOT 28TH ST NW	800219300	\$ 61.38
RED PINE ESTATES	2590 RIDGEWAY AVE NW	800008300	\$ 1,166.22
REDHEAD INVESTMENTS LLC	FINSETH ADDITION	800381000	\$ 15.18
REGINA MULLIGAN	418 SCOTT AVE SE	800410300	\$ 652.44
RICHARD & GWEN OSTER	3400 PIPER DR NE	800307000	\$ 30.76
RICHELL THAYER	726 18TH ST NW	800326601	\$ 695.23
ROBERT CZECH	4355 CONNELLY CIR NE	800476100	\$ 30.76
ROBERT MORAN	LOT MILES AVE SE	800373500	\$ 15.18
ROBERT MORAN	506 MILES AVE SE	800373400	\$ 1,548.36
ROI LLC	1704 4TH ST SE	800390000	\$ 49.05
RORY MARTIN	1008 2ND ST SE	800032600	\$ 596.62
ROYCE KINGBIRD	102 SCOTT AVE SE	800428700	\$ 139.35
ROYCE W KINGBIRD	LOT SCOTT AVE SE	800428600	\$ 61.38
RYAN & KRISTEN O'LEARY	2710 COUNTRY LN NE	800469700	\$ 308.49
RYAN MCGREEVY	1523 PARK AVE NW	800327500	\$ 251.41
RYAN ROGER	212 JACOBS WAY NE	800562800	\$ 176.54
SA WILDE PROPERTIES LLC	140-146 PAUL BUNYAN DR NW	800079300	\$ 353.63
SAMUEL & AMETHYST FISHER	502 KAY AVE SE	800435200	\$ 69.28
SANDEE L DANES	1425 6TH ST SE	800560000	\$ 224.37

SCOTT MERSCHMAN	913 BEMIDJI AVE N	800123700	\$ 142.88
SCOTT WRIGHT	522 6TH ST NW	800172900	\$ 100.58
SETH & CHRISTINE FREUNDSCHUH	2320 LAKE AVE NE	800005500	\$ 230.41
SETH DREYER	4501 BIRCHMONT DR NE	800670100	\$ 278.86
SETH SCHRICKER	1804 MINNESOTA CT NW	800343300	\$ 300.73
SHANE WHEELER	703 3RD ST SE	800356900	\$ 812.36
SHANISE OSTLUND	322 NORWOOD DR NE	800458400	\$ 1,161.51
SHANNON NELSON	909 STONER AVE SE	800398600	\$ 557.01
SHARON K KEMMER	2316 BARDWELL DR NW	800551900	\$ 30.76
SHARON LUSSIER	823 AMERICA AVE NW	800128100	\$ 456.04
SHAWN DUDLEY	106 LAKEWOOD DR NW	800691300	\$ 30.76
SHAWNA VANTHOMMA	501 LINCOLN AVE SE	800403400	\$ 1,121.16
SHEENA YSEN	1007 5TH ST SE	800429600	\$ 201.86
STATE OF MINNESOTA	LOT ALONG LAKE BEMIDJI SE	800024000	\$ 16.80
STATE OF MINNESOTA	VACANT LOT	800699900	\$ 461.08
STATE OF MINNESOTA	VACANT LOT	800700300	\$ 122.35
STATE OF MINNESOTA	VACANT LOT	800705900	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706000	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706100	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706200	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706300	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706400	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706500	\$ 16.51
STATE OF MINNESOTA	VACANT LOT	800706600	\$ 16.51
STEPHEN & MAUREEN NIMIS	722 MINNESOTA AVE NW	800089600	\$ 127.02
STEVE JOHNSON	1214 MILES AVE SE	800651300	\$ 557.01
STEVEN & NEANAH PLUMER	2940 SAINT ONGE DR NE	800447700	\$ 216.42
STEVEN DAVIDSON	1214 BELTRAMI AVE NW	800152800	\$ 310.94
STEVEN HOPPERSTAD	1300 IRVINE AVE NW	800164300	\$ 261.07
SUZANNE ZORNES	611 3RD ST NW	800206200	\$ 41.54
TAD INVESTMENTS LLC	1203 BEMIDJI AVE N	800152300	\$ 310.94
TAPCSAIN	414 BELTRAMI AVE NW	800101800	\$ 717.79
TERA JASKEN	4500 ELLIOT RD NE	800307600	\$ 278.57
TERESA WIZNER	2120 SOUTH LAKE IRVING DR SW	800504500	\$ 368.10
TERRELL BONDY	122 JACOBS WAY NE	800563200	\$ 69.28
THE YARD SALE SHOP	305 3RD ST NW	800106100	\$ 355.31
THOMAS CHENEY	507 LAKE AVE SE	800557200	\$ 823.36
TIM & BRIANNA BOWDEN	710 SHEVLIN AVE SW	800391900	\$ 756.16
TIMOTHY BOWDEN	710 SHEVLIN AVE SW	800391800	\$ 15.18
TIMOTHY J FELLMAN	1105 AMERICA AVE NW	800139800	\$ 15.18
TOM GENNES	905 MINNESOTA AVE NW	800121200	\$ 310.94
TONYA GLATZMAIER	6408 IRVINE AVE NW	800692100	\$ 278.57
TROY CARTER	HEFFRON'S ADDITION	800233400	\$ 15.18
TYLER & KRISTA WINKKA	1517 BEARTOOTH AVE SW	800726400	\$ 1,327.65
TYLER ACOSTA	3913 PRAIRIE ST NE	800517500	\$ 179.79
UP NORTH REALTY LLC	614 CENTRAL AVE SE	800406300	\$ 135.02
URMAN PROPERTIES LLC	1465 BALSAM RD NW	800689200	\$ 96.36
WADE A WYNKOOP	PARK AVENUE	800299000	\$ 15.18
WALTER JONES	6436 CHIPMUNK CT NW	800691900	\$ 30.76
WEILI HUANG	1011 MILES AVE SE	800401400	\$ 84.27
WILLIAM SCHULKE JR	VACANT LOT BIRCHMONT DR NE	800664400	\$ 15.18
WILLIAM & JACQUELIN MARQUARDT	LOT PARK AVE SW	800208300	\$ 15.18
ZACHARIAH BOWMAN	1016 BALSAM RD NW	800695600	\$ 89.49
ZACHARY FRANDSEN	221 GOULD AVE SE	800384400	\$ 81.94

ZACHARY POSNER	147 CIRCLE PINES DR NW	800628300	\$ 36.88
ZACHARY WHITE	2930 FLORENCE LN NW	800472300	\$ 21.92
			\$ 133,586.87

RESOLUTION NO.

APPROVING MINNESOTA OFF PREMISES GAMBLING PERMIT APPLICATIONS FOR LAWFUL GAMBLING TO BEMIDJI YOUTH HOCKEY ASSOCIATION, LOCATED AT THE SANFORD CENTER BEMIDJI

WHEREAS, Bemidji Youth Hockey Association, has submitted applications to the City of Bemidji requesting City approval of a Minnesota Off Premises Gambling Permit applications for the Sanford Center Bemidji – 1111 Event Center Dr NE, Bemidji on January 9-10 and January 16-17, 2026; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes and

WHEREAS, the City Council has expressed no opposition which would prohibit such activity at the premises noted above.

NOW THEREFORE, BE IT RESOLVED, that the City of Bemidji approves the Off Premises Gambling Permit applications for Bemidji Youth Hockey Association, located at the Sanford Center Bemidji, 1111 Event Center Drive NE. The City Clerk is hereby authorized to sign and attach a copy of this resolution to the applications to be submitted to the Gambling Control Board.

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

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: Bemidji Youth Hockey Association License Number: 00578Address: PO Box 1141 City: Bemidji, MN Zip: 56619Chief Executive Officer (CEO) Name: Laura Carlton Daytime Phone: 218-209-1495Gambling Manager Name: James Marcotte Daytime Phone: 218-556-1487**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 01 / 16 / 2026 to 01 / 17 / 2026

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: The Sanford Center BemidjiStreet address and
City (or township): 1111 Event Center Dr NE, Bemidji Zip: 56601 County: Beltrami

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

**Yes** If yes, a lease is not required.**No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ _____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

10/24 Page 2 of 2

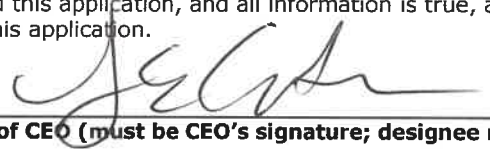
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>Bemidji</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

 _____ 9/23/2025
Signature of CEO (must be CEO's signature; designee may not sign) Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: **651-639-4032**

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: Bemidji Youth Hockey Association License Number: 00578

Address: PO Box 1141 City: Bemidji, MN Zip: 56619

Chief Executive Officer (CEO) Name: Laura Carlton Daytime Phone: 218-209-1495

Gambling Manager Name: James Marcotte Daytime Phone: 218-556-1487

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 01 / 09 / 2026 to 01 / 10 / 2026

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: The Sanford Center Bemidji

Street address and
City (or township): 1111 Event Center Dr NE, Bemidji Zip: 56601 County: Beltrami

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ _____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

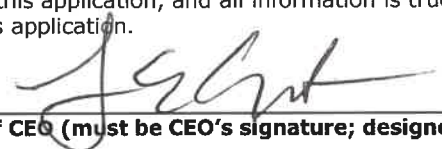
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>Bemidji</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



 Date 9/23/2025

Signature of CEO (must be CEO's signature; designee may not sign)

Date

Mail or fax to:

Minnesota Gambling Control Board
 Suite 300 South
 1711 West County Road B
 Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

RESOLUTION NO.

APPROVING MINNESOTA GAMBLING PREMISES PERMIT FOR LAWFUL GAMBLING TO THE CONFIDENCE LEARNING CENTER AT THE BLUE OYSTER

WHEREAS, Confidence Learning Center, has submitted an application to the City of Bemidji requesting approval of a Minnesota Gambling Premises Permit application located at the Blue Oyster, 116 4th Street NW, Bemidji; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

WHEREAS, the City Council has expressed no opposition which would prohibit such activity at the premises noted above.

NOW THEREFORE, BE IT RESOLVED, that the City of Bemidji approves the Gambling Premises Permit application for Confidence Learning Center, located at the Blue Oyster, 116 4th Street NW, Bemidji, MN 56601. The City Clerk is hereby authorized to sign and attach a copy of this resolution to the application to be submitted to the Gambling Control Board.

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

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: CONFIDENCE LEARNING CENTER License Number: 00691
 Chief Executive Officer (CEO) TRAVIS GROSSMAN Daytime Phone: 218-828-2344
 Gambling Manager: MICHAEL VOELTZ Daytime Phone: 218-414-0121

GAMBLING PREMISES INFORMATION

* Current name of site where gambling will be conducted: Blue oyster

List any previous names for this location:

* Street address where premises is located: 116 4th st NW
 (Do not use a P.O. box number or mailing address.)

City: Bemidji **OR** Township: _____ County: Bethel Zip Code: 56601

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: WELLS FARGO Bank Account Number: 0111253936
 Bank Street Address: 2024 PAUL BUNYAN DR NW City: BEMIDJI State: **MN** Zip Code: 56601

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
		MN	
		MN	
		MN	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____
	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: _____
	Signature of Township Officer: _____
	Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

_____ Signature of Chief Executive Officer (designee may not sign)	_____ Date
--	----------------------

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

LG215 Lease for Lawful Gambling Activity**LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
CONFIDENCE LEARNING CENTER	00691	218-828-2344
Address:	City:	State: Zip:
1620 Mary Fawcett Memorial Dr	BRAINERD	MN 56401
Name of Leased Premises:	Street Address:	
Blue Oyster	116 4th St NW	
City:	State: Zip:	Daytime Phone:
Benidji	MN 56601	218-333-1565
Name of Legal Owner:	Business/Street Address:	
Thamrong Dechawoth	116 4th St NW	
City:	State: Zip:	Daytime Phone:
Benidji	MN 56601	
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
Same		
City:	State: Zip:	Daytime Phone:

Check applicable item:

- ☒ **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|--|---|
| ☒ Pull-Tabs (paper) | ☒ Electronic Pull-Tabs |
| ☐ Pull-Tabs (paper) with dispensing device | ☐ Electronic Linked Bingo |
| ☒ Bar Bingo ☐ Bingo | Electronic games may only be conducted: |
| ☒ Tipboards | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| ☐ Paddlewheel ☐ Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

- ALL GAMES, including electronic games:** Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.
- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
 - The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: ____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

9/29/25

Signature of Organization Official (Lessee):

Date:

9/29/25

Print Name and Title of Lessor:

THANRONG DECHAWUTH

Print Name and Title of Lessee:

Michael Voeltz Gambling Manager

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax: 651-639-4032

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 09/29/2025 - 1:35PM
Warrant Request Date: 10/7/2025
DAC Fund:



Batch: 00406.10.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	81,604.12
Page Total:			\$81,604.12
Grand Total:			\$81,604.12

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025
Action Requested: Approve Special Event Permit for Night We Light and Lighting Display
Prepared By: Michelle Miller, City Clerk

Background:

First City of Lights Foundation has submitted an application for the Night We Light Celebration and lighting display. Staff have addressed any concerns with the applicant.

Recommendation:

Approve Special Event Permit for Night We Light and Lighting Display for the First City of Lights Foundation.

Special Event Application



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

Applicant Information

Organization Name (Required): First City of Lights Foundation

Address: PO Box 1991, Bemidji, MN 56619

Event Contact Name (Required): Becky Kummet

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

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

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

Event Contact Name #2 (Required): Char Blashill

Contact #2 Phone (Required): (218) 766-4258

Event Information

Event Name (Required): First City of Lights Foundation - Night We Light Celebration

Event Date: 11/28/25-1/20/26

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

Event Dates (continued):

This event will be set-up over the end of September through the month of November for activities, parade, lighting ceremony, and fireworks that will be held on Friday, November 28, 2025. The illuminated displays span over Library Park, Paul Bunyan Park, Downtown Bemidji, and the Lake Bemidji South Shore. The main celebration will be held downtown and at Paul Bunyan Park. We will be coordinating with a new display and providing samples throughout the holiday season. Based on the storm damage from this past summer, we will be working with the city staff on placement of displays. The last night of light will be January 20, 2026. We will begin taking down the displays dependent on weather, we will also coordinate that with city staff.

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: Tourist Information Center

Special Event Application



Please select your anticipated event size (Required)

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

- ☐ Under 99 Participants - \$250 Damage Deposit
- ☐ 100-299 Participants - \$500 Damage Deposit
- ☒ 300+ Participants - \$1000 Damage Deposit

Event Time: 9:00 AM - 9:00 PM

Set-up Time: 9:00 AM

Clean-up Time: 8:00 PM

Expected Daily Attendance: 1,500

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: _____

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

29th Annual First City of Lights Foundation - Night We Light Celebration! The lighting celebration of both Paul Bunyan Park and Library Park. The Paul Bunyan Park Parking Lot will need to be closed similar to previous years. The north side of Paul Bunyan Park Parking Lot is closed the day of November 28. The Night We Light Parade will require closure of 8th Street from Irvine Avenue to Beltrami Avenue, Beltrami Avenue from 8th Street to 3rd Street, 3rd Street from Beltrami Avenue to America Avenue. Parade start time is 6:00 PM with line-up beginning at 4:00 PM in the Beltrami County Administration Building Parking Lot and on the streets surrounding that.

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: Sound system for lighting ceremony in Paul Bunyan Park

Special Event Application



Electricity (Required):

(Select only one option)

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

☒ Yes

☐ No

Tents/Structures

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

Tents or Canopies (Required):

(Select only one option)

☐ Yes

☒ No

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

Alcohol (Select One) (Required):

(Select only one option)

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

☐ Temporary 1-4 day Intoxicating liquor license*

☐ Temporary 3.2 Percent Malt Liquor License*

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

☐ Catered Event, Licensee holding caterer's permit.

☒ No Alcohol

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

Food Vendors

Special Event Application



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

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

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

Please indicate the number of food vendors: 2

Request to Use City Property

Barricades and Cones

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

Number of Cones Requested: 16

Number of Barricades Requested: 35

Picnic Tables, Benches, and Event Bike Racks

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

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

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Port-Able John; 4

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:

November 28, 2025

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

1. 8th St (Irvine & Beltrami Ave) 2. Beltrami Ave (8th St & 3rd St) 3. 3rd St (Beltrami & America Ave) (Between streets)

Start Time of Street Closure:

Between (see parentheses above) 5:00 PM & To

End Time of Street Closure:

End of parade, approximately 7:30 PM

Number of No Parking Signs Requested:

150

Event Maps

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

Site Map

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

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

Route Map

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

Special Event Application



Detour Map

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

Vehicle Policy

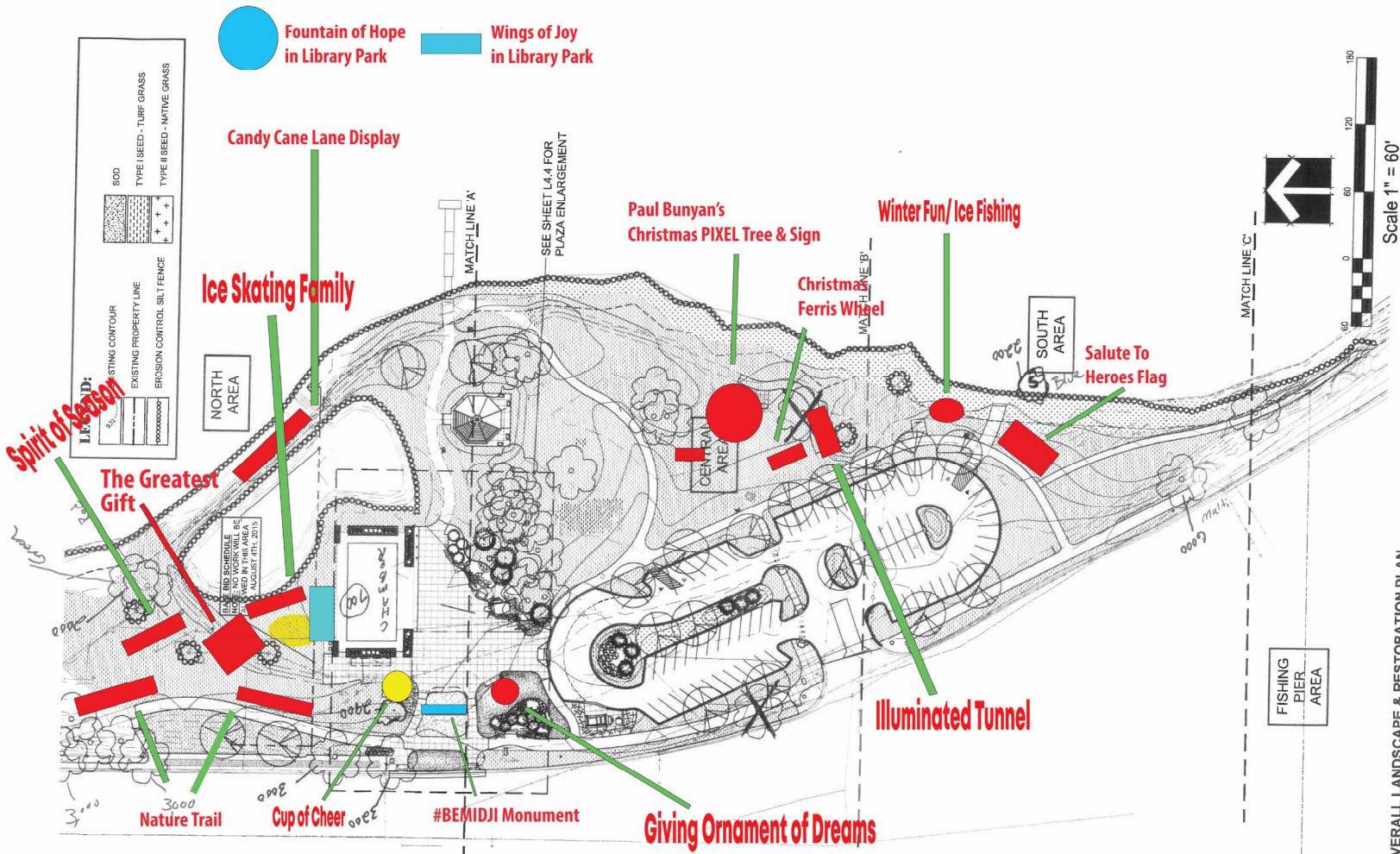
Vehicles will be restricted to designated route in order to ensure public safety and to preserve the turf of the park. Sidewalks, trails, and pedestrian routes are not built to withstand vehicle traffic. Once the set-up is complete vehicles will be required to park in the parking lot. Violation of this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

Applicant Signature

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

Signature: _____

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



4 OVERALL LANDSCAPE & RESTORATION PLAN
L5.0
Scale: 1" = 60'-0"

L5.0



Paul Bunyan State Trail

Indian Trail

Indian Trail

Fire Pit Area



Electric Vehicle Charging Station



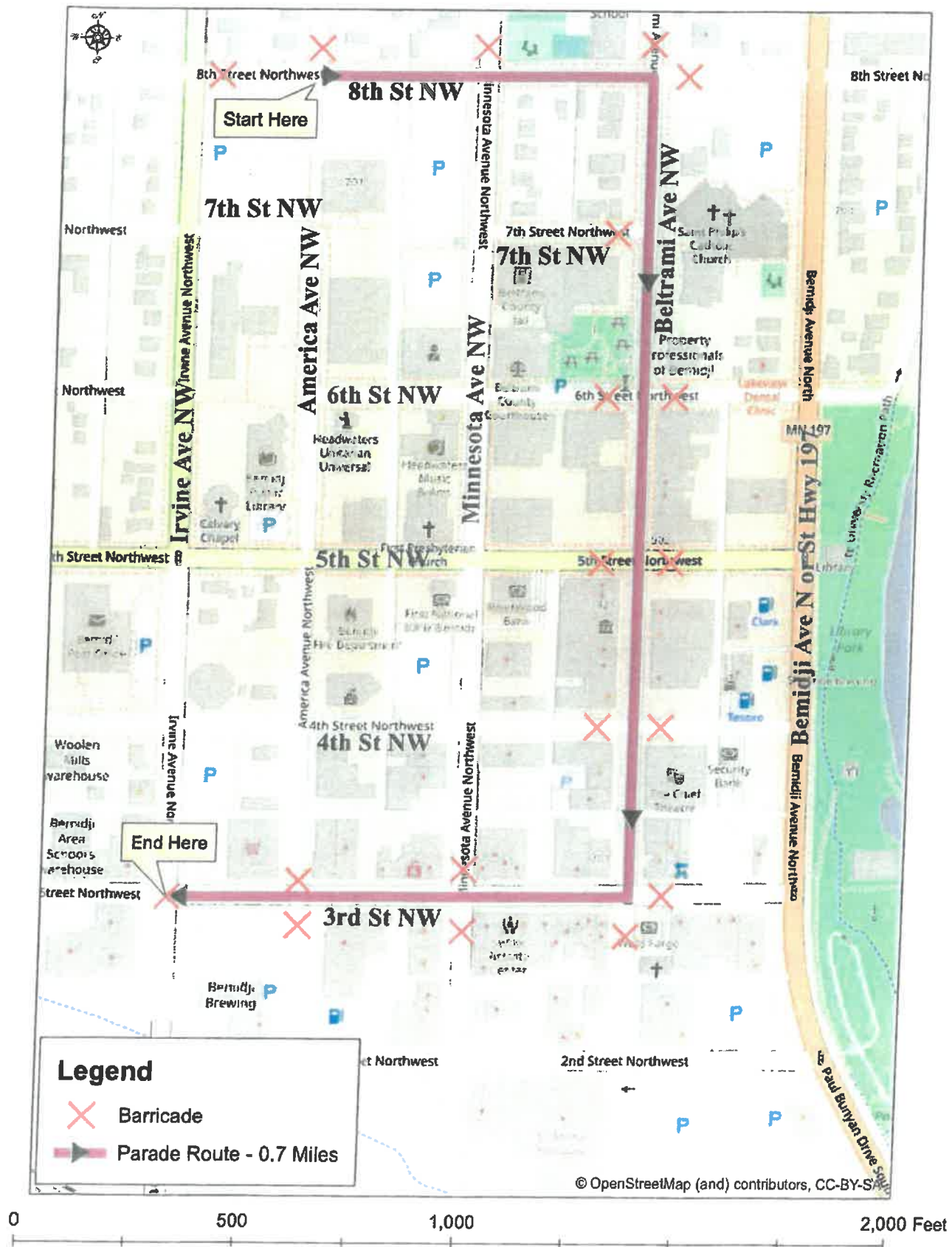
Ceremony Stage Alt 1

Night We Light Ceremony Area

Ceremony Stage Alt 2

Paul Bunyan Park

Parade Route



From: [Michelle Miller](#)
To: [Scott Schroeder](#); [David Lazella](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Jamin Carlson](#); [Amber Little](#)
Subject: RE: Special Event Application - Review and Comment - Night We Light
Date: Friday, September 19, 2025 11:59:00 AM

Message from First City of Lights:

Hi Michelle,

There are no food vendors planned for this year during the ceremony. 7 Brew will be handing out samples from their display which is the new giant cocoa mug.
We also spoke with Scott from Parks and he told us that they will be delivering the firepits and will pick them up.

Thanks

First City of Lights Foundation

From: Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>
Sent: Wednesday, September 17, 2025 12:34 PM
To: Michelle Miller <michelle.miller@ci.bemidji.mn.us>; David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Amber Little <Amber.Little@ci.bemidji.mn.us>
Subject: RE: Special Event Application - Review and Comment - Night We Light

Couple questions, Where are the two food vendors going? Per the fire pit area on the map. Is the group requesting the City deliver the fire pits or will they be picking up?

[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 17, 2025 12:12 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Amber Little <Amber.Little@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Night We Light

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

Michelle R. Miller

City Clerk

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

(218) 759-3570

michelle.miller@ci.bemidji.mn.us

From: [David Lazella](#)
To: [Michelle Miller](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Scott Schroeder](#); [Jamin Carlson](#); [Amber Little](#)
Subject: RE: Special Event Application - Review and Comment - Night We Light
Date: Wednesday, September 17, 2025 3:25:23 PM

Ok w/us.

From: Michelle Miller <michelle.miller@ci.bemidji.mn.us>
Sent: Wednesday, September 17, 2025 12:12 PM
To: David Lazella <dlazella@ci.bemidji.mn.us>; David Hansen <david.hansen@ci.bemidji.mn.us>; Marcia Larson <marcia.larson@ci.bemidji.mn.us>; Bobby Anderson <banderson@thesanfordcenter.com>; Michelle Miller <michelle.miller@ci.bemidji.mn.us>; Fire Code <firecode@ci.bemidji.mn.us>; Sam Anderson <Sam.Anderson@ci.bemidji.mn.us>; Scott Schroeder <Scott.Schroeder@ci.bemidji.mn.us>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Amber Little <Amber.Little@ci.bemidji.mn.us>
Subject: Special Event Application - Review and Comment - Night We Light

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: [David Lazella](#); [Michelle Miller](#); [David Hansen](#); [Marcia Larson](#); [Bobby Anderson](#); [Fire Code](#); [Sam Anderson](#); [Scott Schroeder](#); [Amber Little](#)
Subject: RE: Special Event Application - Review and Comment - Night We Light
Date: Wednesday, September 17, 2025 3:29:07 PM
Attachments: [image001.png](#)

Just a quick observation, will they need to shut down the turn lanes on Bemidji Ave? Or is this a short enough timeframe?

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



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From: David Lazella <dlazella@ci.bemidji.mn.us>
Sent: Wednesday, September 17, 2025 3:25 PM
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>; Jamin Carlson <Jamin.Carlson@ci.bemidji.mn.us>; Amber Little <Amber.Little@ci.bemidji.mn.us>
Subject: RE: Special Event Application - Review and Comment - Night We Light

Ok w/us.

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

Sent: Wednesday, September 17, 2025 12:12 PM

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

Subject: Special Event Application - Review and Comment - Night We Light

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: October 6, 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):

Horse Carriage, \$235.00

FIRST CITY OF LIGHTS FOUNDATION, WITHIN BEMIDJI CITY LIMITS

Recommendation:

Approve 2025 Business License Submissions.

RESOLUTION NO.

A RESOLUTION ADOPTING ASSESSMENT ROLL FOR COSTS ASSOCIATED WITH UNPAID SPECIAL CHARGES

WHEREAS, City Code Section 20-4 (Regulation of Grass, Weeds and Trees); and Section 14-32 (Maintenance of Private Property), states that it is the duty of property owner to maintain all private property, and remove all nuisances or safety hazards from private property; and

WHEREAS, after proper notification to property owners that they are in violation of the City Code, and upon failure of the owner to take care of the violation, the city ordered the work done and has ascertained costs to be assessed.

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

1. Such proposed assessment roll, a copy of which is on file in the office of the City Clerk, is hereby accepted and shall constitute an assessment against the lands named therein.
2. Such assessment shall be payable in one (1) installment to be levied on the tax statement due and payable in 2026 with no interest. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment on such property to the City Treasurer to avoid certification to taxes.
3. The City Clerk shall forthwith transmit a certified duplicate of this assessment roll to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the manner as other municipal taxes.

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: October 6, 2025

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

ASSESSMENT ROLL
UNPAID SPECIAL CHARGES

OWNER	PARCEL NUMBER	PROPERTY ADDRESS	AMOUNT	REASON
ALEXANDRA PAULS	800182200	615 MISSISSIPPI AVE NW	103.20	LAWN MOWED
NYMORE PROPERTIES LLC	800359800	321 CENTRAL AVE SE	125.74	LAWN MOWED
ESTATE OF JANE TESAR	800224400	737 28TH ST NW	468.27	CLEAN UP HOMELESS CAMP
STEVEN DAVIDSON	800152800	1214 BELTRAMI AVE NW	190.78	LAWN MOWED

RESOLUTION NO.

A RESOLUTION ADOPTING ASSESSMENT ROLL FOR CIVIL FINES FOR PROPERTY-RELATED VIOLATIONS

WHEREAS, City Code Article II (Rental Housing Registration) allows the City to issue violations enforced as administrative offenses; and

WHEREAS, Chapter 28 (Zoning) allows for issuance of various planning and zoning violations; and

WHEREAS, City Code Section 1-14(j) Assessment of Civil Fines to Property Related Violations allows the City to assess a lien on real property upon which the violation occurred; and

WHEREAS, after proper notification to property owners that they are in violation of the City Code, and upon failure of the owner to voluntarily take care of the violation, the city has ascertained fines to be assessed; and

WHEREAS, as of the date of this meeting, those fines remained unpaid.

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

1. Such proposed assessment roll, a copy of which is on file in the office of the City Clerk, is hereby accepted and shall constitute an assessment against the lands named therein.
2. Such assessment shall be payable in one (1) installment to be levied on the tax statement due and payable in 2026 with no interest. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment on such property to the City Treasurer to avoid certification to taxes.
3. The City Clerk shall forthwith transmit a certified duplicate of this assessment roll to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the manner as other municipal taxes.

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: October 6, 2025

ATTEST:

Michelle R. Miller, City Clerk

APPROVED:

Jorge S. Prince, Mayor

2025 ASSESSMENT ROLL
CIVIL FINES FOR PROPERTY RELATED VIOLATIONS

OWNER	PARCEL NUMBER	PROPERTY ADDRESS	AMOUNT	REASON
ALEXANDRA PAULS	800182200	615 MISSISSIPPI AVE NW	60.00	SECTION 28-402 - EXTERIOR STORAGE
JORDAN PREMO	800409900	520 6TH ST SE	247.05	SECTION 28-402/28-409/28-421 EXTERIOR STORAGE/OFF STREET PARKING/FARM ANIMALS
KRISTAN RAYMOND	800400003	855 MILES AVE SE	120.00	SECTION 28-402 - EXTERIOR STORAGE
GLASS ROBINSON PROPERTIES LLC/317 ENTERPRISES INC	800103900	317 BELTRAMI AVE NW	10,587.50	SECTION 10-44 - OPERATING WITHOUT RENTAL LIC FEB - SEPT 2024
TANDEM PROPERTIES MANAGEMENT	800299400	2855 PINE RIDGE AVE NW	605.00	SECTION 10-44 - OPERATING WITHOUT RENTAL LIC MAY 2024

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: Report on Formation of Bemidji Police Department Drone Program

Prepared By: Chief Mike Mastin

Background:

Law enforcement agencies across the country use drone programs to improve officer safety, enhance situational awareness and increase operational efficiency. Drones serve as a cost-effective alternative to traditional air support, helping departments manage high-risk situations, respond to emergencies and save lives. The Bemidji Police Department has utilized drug forfeiture funds to purchase the required equipment and seeks to implement this advanced equipment in order to better serve our community.

Recommendation:

No action required. Seeking support for the Bemidji Police Department drone program.

PUBLIC NOTICE

The Bemidji Police Department is accepting public comment for the anticipation of implementing an Unmanned Aerial System (UAS or drone) program. Public safety agencies across the country and within the state of Minnesota are beginning to see the benefits of the remote viewing capabilities of commercially available systems.

In June 2023, the Minnesota Bureau of Criminal Apprehension (BCA) released its Legislative Report covering UAS data from 2022. This report documented a total of 98 agencies throughout the State with active UAS programs. This includes 56 sheriff's offices, 39 police departments, and three others, including the State Patrol and BCA.

This past year, members of the Bemidji Police Department began researching the proper implementation of a UAS program.

This included an in-depth review of MN State Statutes 629.19 Use of Unmanned Aerial Vehicles.

The state statute addresses the following:

- Authorized Uses
- Limitation on Uses
- Documentation Requirements
- Data Classification and Retention
- Public Comment
- Required Written Policies and Procedures
- Notice of Disclosure of a UAS with a Warrant
- Mandatory Reporting Requirements to the BCA

Frequently Asked Questions

What is a Drone?

A drone is defined by the Federal Aviation Administration (FAA) as Unmanned Aircraft Systems (UAS). It is a device capable of controlled flight and does not have a pilot onboard. These aircraft are very highly regulated by the FAA.

What kind of training do the drone operators receive?

Our drone operators are Bemidji Police Department employees who receive highly specialized training. They must successfully pass the FAA's knowledge exam, specifically the Code of Federal Regulations (CFR), Title 14, Part 107 (UAS Pilot) certification. In addition to the FAA requirements, our pilots receive training on the operation of our UAS and must familiarize themselves with the Bemidji Police Department's Drone Program UAS operations policies.

Drone Specs

The Bemidji Police Department will operate a DJI Matrice 4T. It is equipped with a camera that includes a thermal imaging sensor/night vision mode, a spotlight, a rangefinder, and a speaker.

Planned Operational Use

The most frequent uses for the UAS are searching for missing/endangered persons (s), locating criminals attempting to avoid arrest, and providing additional safety for first responders during emergencies.

Aerial views provide a different vantage point and can be enhanced with the use of the FLIR thermal imaging sensor and night vision mode. The UAS is flown following federal and state laws and the Bemidji Police Department's UAS operational policies.

When can you use a UAS without a search warrant?

Minnesota Statute 626.19 restricts the use of a UAS without a search warrant to the following nine circumstances:

1. During or in the aftermath of an emergency or disaster that involves the risk of death or bodily harm to a person.
2. At a public event where there is a heightened risk to the safety of participants or bystanders.
3. To counter the risk of a terrorist attack by a specific individual or organization, if the agency determines that credible intelligence indicates a risk.
4. To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
5. To conduct a threat assessment in anticipation of a specific event.
6. To collect information from a public area if there is a reasonable suspicion of criminal activity.
7. To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
8. Over a public area for officer training or public relations purposes.
9. For purposes unrelated to law enforcement, at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

What restrictions are in place to protect citizens' civil liberties and privacy concerns?

Historically, law enforcement could have had an aerial view with manned aircraft for many decades. As a result, case law has been established that guides our use of the aircraft. There is no effort here to somehow use the UAS to circumvent well-established 4th Amendment protections. The technology in the UAS is appropriately limited and does not allow law enforcement to see through walls, listen to conversations, monitor cell phones, etc.

The unmanned systems are mission and incident-driven only. It will not be used for arbitrary surveillance. Images collected with the use of this technology are handled and retained within public safety standards, consisting of images collected with any camera by law enforcement, and are subject to professional standards, codes of conduct, case law, and with the public's trust in mind.

Can you legally fly over my property?

The Bemidji Police Department UAS team can legally fly over your property with the same guidelines that apply to manned aviation. We are bound by federal law and the laws of the State of Minnesota that direct the use of UAS as it relates to the privacy of citizens.

Does the UAS carry weapons?

Minnesota State Statute and Bemidji Police Department Policy prohibit our UAS from being equipped with any weapons. The attachable accessories include a spotlight, a loudspeaker, and lighting.

Will my privacy be impacted?

No, your privacy will not be impacted. Maintaining an individual's privacy and protecting the civil liberties of all persons is of paramount importance to the Bemidji Police Department. We are bound by federal law and the laws of the State of Minnesota that direct the use of UAS as it relates to the privacy of citizens.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

The Bemidji Police Department Drone Program will be used to enhance public safety, strengthen operational efficiency, and provide officer safety.

This includes improving scene situational awareness, rapid response to search and rescue operations, and assisting in locating missing individuals.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Drones can be used to monitor large areas, respond quickly to emergencies, and assist in search and rescue operations, ultimately improving the overall safety of the community.

Drones can provide real-time intelligence, allowing for faster and more informed decision-making by law enforcement.

By using drones, officers can assess situations from a safe distance, minimizing potential risks to both officers and civilians.

A well-defined drone program can help ensure that drone technology is used responsibly and ethically, with clear guidelines and oversight guided by both State and Federal statutes.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Specific Applications:

- Search and Rescue
- Crime Scene Documentation
- Accident Reconstruction
- High Risk Situations
- Hazardous Material Incidents
- Assistance to other Agencies
- Community Events-National Night Out
- Education Events



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Training and Certifications:

Bemidji Police Department personnel will be trained on the rules and regulations for operating a drone. These guidelines will reflect both state laws and federal FAA laws.

Bemidji Police Department drone pilots will be certified under 14 CFR Part 107 and hold a current FAA Part 107 drone license.

Bemidji Police Department drone pilots will train regularly to maintain current certification and knowledge of updated regulations.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Data Management and Privacy: (MN Statute 626.19 subd. 6(a)(1))

Drone data is generally private/non-public pursuant to section 626.19, subd. 6(a). This private classification means that a data subject can receive copies of the UAV data of themselves, but any other data subject who has not consented to release must be redacted. (Minn. Stat. section 626.19, subd. 6(a)(1))

There are a few exceptions to the general private/nonpublic classification, including:

- Drone data may be disclosed as necessary in emergency situations under subdivision 3, clause 1. (Minn. Stat. section 626.19, subd. 6(a)(2)).
- Active criminal investigative drone data is confidential/protected nonpublic. (Minn. Stat. section 13.82, subd. 7).
- Drone data that is inactive criminal investigative data is generally public.
- Drone data that is not public data under other provisions of chapter 13 retains that classification. (Minn. Stat. section 626.19, subd. 6(a)(5))
- Notwithstanding section 138.17, law enforcement agencies must delete Drone data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation. (626.19, subd. 6(c))



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Drone Limitations (MN Statute 626.19 sub.4)

- Bemidji Police Department employees using a drone must comply with all Federal Aviation Administration requirements and guidelines.
- Bemidji Police Department employees must not deploy a drone with facial recognition or other biometric-matching technology unless expressly authorized by a warrant.
- Bemidji Police Department employees must not equip a drone with weapons.
- Bemidji Police Department employees must not use a drone to collect data on public protests or demonstrations unless expressly authorized by a warrant or an exception applies under subdivision 3.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Drone Authorized Use (MN Statute 626.19 sub.3)

The Bemidji Police Department may use a drone without a warrant based on the following:

- During or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person.
- Over a public event where there is a heightened risk to the safety of participants or bystanders.
- To counter the risk of a terrorist attack by a specific individual or organization, if the agency determines that credible intelligence indicates a risk.
- To prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Drone Authorized Use (MN Statute 626.19 sub.3)

- To conduct a threat assessment in anticipation of a specific event.
- To collect information from a public area if there is a reasonable suspicion of criminal activity.
- To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
- Over a public area for officer training or public relations purposes.
- The Bemidji Police Department drone program may be utilized for other agencies at their request.



BEMIDJI POLICE DEPARTMENT DRONE PROGRAM

Questions or Comments?

Contact Information:

Detective Guy Schermerhorn
Bemidji Police Department
Office #: 218-333-8361
Cell #: 218-766-5532
Email: gschermerhorn@ci.bemidji.mn.us

Purpose

This policy sets forth guidelines governing Bemidji Police Department personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law.

Policy

It is the policy of the Bemidji Police Department to duly train and authorize agency personnel to deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, comply with the policy provisions provided herein and applicable law.

Scope

This policy governs the use of sUAS by Bemidji Police Department employees in the course of official duties.

Definitions

The following phrases have special meanings as used in this policy:

- A. **Small Unmanned Aircraft Systems (sUAS)** refers to an UAS systems weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.
- B. **Digital Multimedia Evidence (DME)** refers to digital recording of images, sounds, and associated data.
- C. **UAS Flight Crewmember** refers to a pilot, visual observer, payload operator, or other person assigned duties for a UAS for the purpose of flight or training exercise.
- D. **Unmanned Aircraft Pilot** refers to a person exercising control over a UA/SUAS/UAS during flight.

1. Use and Documentation

- A. **Authorized use.** 626.19 Subd. 3 authorizes the Bemidji Police Department to use a sUAS without a warrant based on the following:
 - 1. During or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person.
 - 2. Over a public event where there is a heightened risk to the safety of participants or bystanders.

3. To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
 4. To prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters.
 5. To conduct a threat assessment in anticipation of a specific event.
 6. To collect information from a public area if there is reasonable suspicion of criminal activity.
 7. To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
 8. Over a public area for officer training or public relations purposes.
 9. For purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use.
- B. Limitations on use.** 626.19 Subd. 4 requires that Bemidji Police Department employees using a sUAS must comply with all Federal Aviation Administration requirements and guidelines. Employees must not deploy a sUAS with facial recognition or other biometric-matching technology unless expressly authorized by a warrant. Employees must not equip a sUAS with weapons. Employees must not use a sUAS to collect data on public protests or demonstrations unless expressly authorized by a warrant or an exception applies under subdivision 3.
- C. Documentation.** 626.19 Subd. 5 requires:
1. The Bemidji Police Department must document each use of a sUAS, connect each deployment to a unique case number, provide a factual basis for the use of a sUAS, and identify the applicable exception under subdivision 3 unless a warrant is obtained.
- D. sUAS Supervision and Reporting.**
1. A sUAS supervisory personnel shall manage all deployments and uses of sUAS to ensure that officers equipped with sUAS devices utilize them in accordance with policy and procedures defined herein.
 2. An authorized sUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented.
 3. The Chief Law Enforcement Officer or his/her designee shall complete the MN BCA drone usage report and send it to the Department of Public Safety by January 15 of every year.
- E. Employee training.**
1. Bemidji Police Department personnel who are assigned sUAS must complete an agency-approved training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation, and proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.

2. All agency personnel with sUAS responsibilities, including command officers, shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS

2 Data Classification and Retention (626.19 Subd. 6):

- A. Under Minnesota law, data collected by a sUAS is/are private data on individuals or nonpublic data, subject to the following:
 1. If the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy.
 2. sUAS data may be disclosed as necessary in an emergency situation under subdivision 3, clause (1).
 3. sUAS data may be disclosed to the government entity making a request for sUAS use under subdivision 3, clause (9).
 4. sUAS data that are criminal investigative data are governed by MN Statute section 13.82, subdivision 7.
 5. sUAS data that are not public data under other provisions of MN Statute chapter 13 retain that classification.
 - i. MN Statute section 13.04, subdivision 2, does not apply to data collected by a sUAS.
 - ii. Notwithstanding MN Statute section 138.17, a law enforcement agency must delete data collected by a sUAS as soon as possible, and in no event later than seven days after collection unless the data is part of an active criminal investigation.

Reference or Revision Date(s):

- A. Minnesota Statutes §626.19
- B. Federal Aviation Administration (FAA) Regulations
- C. REVISION DATE(S):

CITY OF BEMIDJI

ORDINANCE NO. __, 3RD SERIES

AN ORDINANCE AUTHORIZING THE TRANSFER OF REAL PROPERTY FOR THE PURPOSES OF LOT REALIGNMENT TO REMEDY SURVEYING/PLATTING ERROR

THE CITY OF BEMIDJI DOES ORDAIN:

- SECTION 1.** The purpose of this Ordinance is to authorize the transfer of a certain portion of City owned real property to effectuate a lot realignment and subdivision with a neighboring private property owner, which is necessary to remedy a surveying/plating error which has made the boundary line between the City owned parcel of real property, identified by parcel ID 800077600 (the "City Parcel"), and a neighboring privately owned parcel, identified by parcel ID 800072000 (the "Private Parcel"), in dispute, clouding marketable title to both parcels.
- SECTION 2.** The land to be transferred pursuant to this Ordinance constitutes a 15 foot wide strip of land on the Northern property line of the City Parcel, legally described as follows:
- All that part of the North 67.35 feet of the West 275.00 feet of Lot A, Auditor's Plat No. 7, according to the recorded plat thereof, Beltrami County, Minnesota, lying northerly of the following described line: Commencing at the Northwest corner of Government Lot 1, Section 4, Township 146 North, Range 33 West, Beltrami County, Minnesota; thence South 00°44'04" West, bearing based on the Beltrami County Coordinate System, South Zone, along the west line of said Section 4, a distance of 1345.21 feet to the point of beginning of the line to be described; thence South 89°18'47" East a distance of 308.00 feet to the intersection with the east line of said West 275.00 feet of Lot A, and said line there terminating.
- SECTION 3.** That pursuant to Section 12.05 of the Home Rule Charter of and for the City of Bemidji, the City hereby authorizes and ratifies the transfer of the real property, as legally described above, to Thomas H. Reise and Kristi Larson-Reise, as Trustees of the Thomas H. Reise and Kristi Larson-Reise Revocable Trust. The consideration for the transfer is as follows: the Reise Trust pays \$1.00 to the City and assumes all costs and responsibility to survey the property, prepare new legal descriptions, application fees for the lot realignment, and the recording of deeds to effectuate the transfer; the City receives the benefit of remedying the boundary line dispute due to the previous surveying/plating error, and clearing title to the City Parcel, making said title marketable and available for future use or disposition.
- SECTION 4.** The City understands that this transfer will be used to accomplish a lot realignment with the neighboring Private Parcel, which shall result in the establishment of new legal descriptions and property boundary lines, as is depicted and legally described in the attached exhibit A, which is incorporated hereto by reference
- SECTION 5.** That City staff are hereby authorized to take all appropriate and necessary steps to accomplish the transfer of real property described herein, including the execution of a quit claim deed.
- SECTION 6.** This ordinance shall become effective thirty (30) days after its passage and publication according to law.

Yeas:
Nays:
Absent:

Public Hearing:
Adoption:

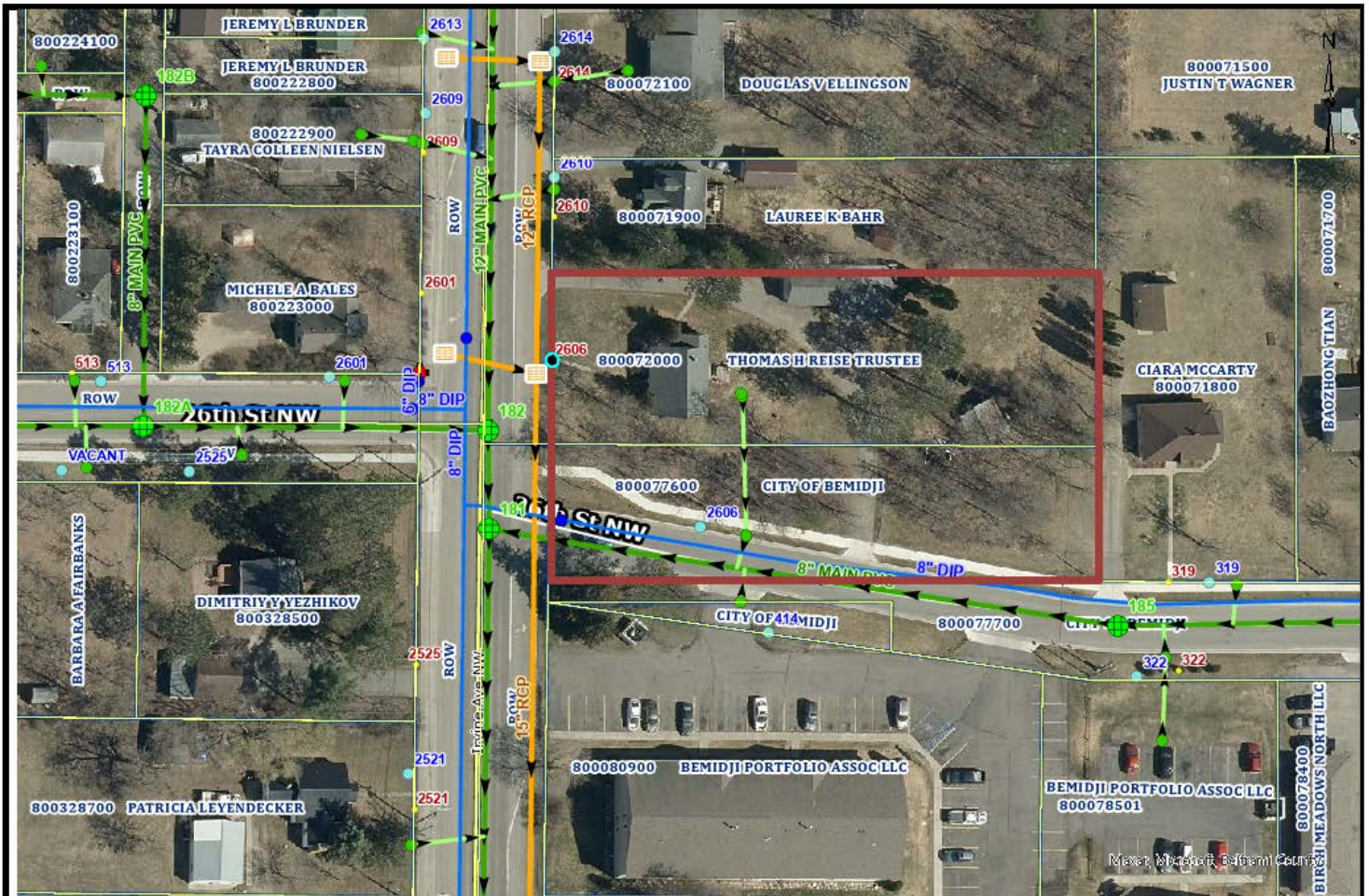
Attest:

Michelle R. Miller, City Clerk

Approved:

Jorge S. Prince, Mayor

EXHIBIT A



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.

2606 Irvine Ave NW - Lot Realignment

1:1,128

Date: 7/14/2025

This map is not a substitute for accurate field survey or for locating actual underground lines and above-ground utilities.



Part of
Lot 8, Block 5, Auditor's Plat Number 4 and Lot A, Auditors Plat No. 7, Beltrami County, Minnesota.



PROPOSED DESCRIPTION OF "PARCEL B"
The North 67.35 feet of the West 275.00 foot of Lot A, Auditor's Plat No. 7, according to the recorded plat thereof, Beltrami County, Minnesota;
LESS AND EXCEPT, all that part of thereof lying northerly of the following described line. Commencing at the Northwest corner of Government
Lot 1, Section 4, Township 146 North, Range 33 West, Beltrami
County, Minnesota; thence South 00° 00' 00" East, bearing based on the Beltrami
County Coordinate System, South Zone, along the west line of said Section 4,
a distance of 1345.21 feet to the point of beginning of the line to be described; thence
South 89°18'47" East a distance of 308.00 feet to the intersection with the east line of
said West 275.00 foot of Lot A, and said line there terminating.

1. Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
2. This survey has not been performed with the benefit of a title search.
3. Auditor's Plat No. 4 (the "Plat") documents that the length of Government Lot 1, Section 4 T. 146 N. R. 33 W., as measured along the west line of said Government Lot 1, is 1340.15 feet; however, the length of the west line of Government Lot 1 has been found to measure 1330.25, which is consistent with the length of 1330.17 measured in 1910 as documented in Beltrami County Survey Records as HS-07 on page 10. This results in an approximate 10 foot shortage. Similarly, there are inconsistencies with the location of the 1/16 line between Auditor's Plats 4 and 7. The proposed division line was described from the section line to avoid conflicts in locating the proposed line.
4. Part of Lot A, Auditor's Plat No. 7 was conveyed to the City of Bemidji as a conveyance of tax forfeited lands as documented in Deed Record 131 on page 176.

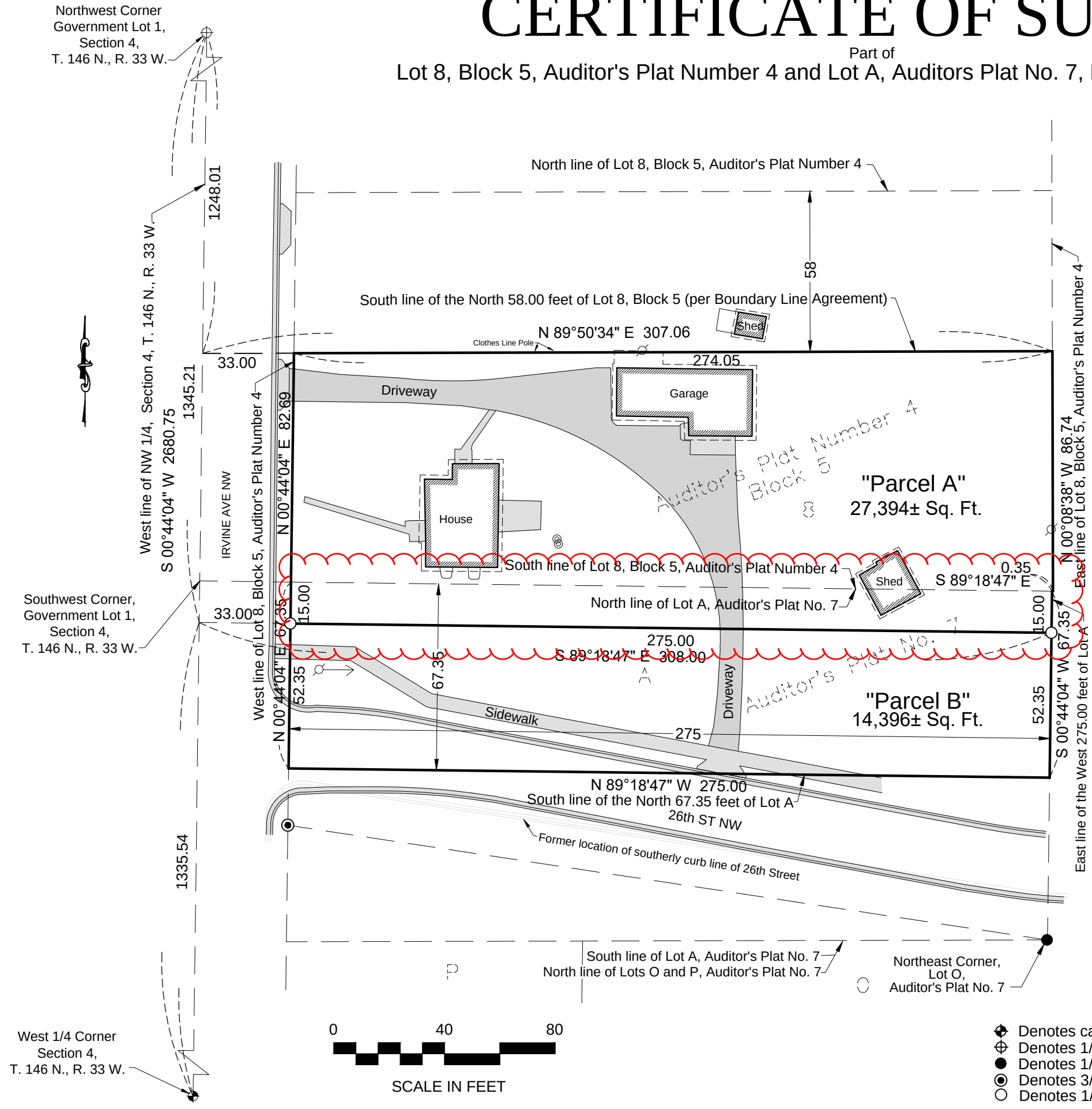
I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Draft

ROBERT W. MURRAY	LICENSE NO. 15463
------------------	-------------------

CERTIFICATE OF SURVEY

Part of
Lot 8, Block 5, Auditor's Plat Number 4 and Lot A, Auditors Plat No. 7, Beltrami County, Minnesota.



PROPOSED DESCRIPTION OF "PARCEL A"
Lot 8, Block 5, Auditor's Plat Number 4, according to the recorded plat thereof, Beltrami County, Minnesota;
LESS AND EXCEPT, the North 58.00 feet thereof;
AND,
All that part of the North 67.35 feet of the West 275.00 feet of Lot A, Auditor's Plat No. 7, according to the recorded plat thereof, Beltrami County, Minnesota, lying northerly of the following described line: Commencing at the Northwest corner of Government Lot 1, Section 4, Township 146 North, Range 33 West, Beltrami County, Minnesota; thence South 00°44'04" West, bearing based on the Beltrami County Coordinate System, South Zone, along the west line of said Section 4, a distance of 1345.21 feet to the point of beginning of the line to be described; thence South 89°18'47" East a distance of 308.00 feet to the intersection with the east line of said West 275.00 feet of Lot A, and said line there terminating.

PROPOSED DESCRIPTION OF "PARCEL B"
The North 67.35 feet of the West 275.00 feet of Lot A, Auditor's Plat No. 7, according to the recorded plat thereof, Beltrami County, Minnesota;
LESS AND EXCEPT, all that part of thereof lying northerly of the following described line: Commencing at the Northwest corner of Government Lot 1, Section 4, Township 146 North, Range 33 West, Beltrami County, Minnesota; thence South 00°44'04" West, bearing based on the Beltrami County Coordinate System, South Zone, along the west line of said Section 4, a distance of 1345.21 feet to the point of beginning of the line to be described; thence South 89°18'47" East a distance of 308.00 feet to the intersection with the east line of said West 275.00 feet of Lot A, and said line there terminating.

- NOTES TO SURVEY
1. Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
 2. This survey has not been performed with the benefit of a title search.
 3. Auditor's Plat No. 4 (the "Plat") documents that the length of Government Lot 1, Section 4, T. 146 N., R. 33 W., as measured along the west line of said Government Lot 1, is 1340.15 feet; however, the length of the west line of Government Lot 1 has been found to measure 1330.25, which is consistent with the length of 1330.17 measured in 1910 as documented in Beltrami County Survey Records as HS-07 on page 10. This results in an approximate 10 foot shortage. Similarly, there are inconsistencies with the location of the 1/16 line between Auditor's Plats 4 and 7. The proposed division line was described from the section line to avoid conflicts in locating the proposed line.
 4. Part of Lot A, Auditor's Plat No. 7 was conveyed to the City of Bemidji as a conveyance of tax forfeited lands as documented in Deed Record 131 on page 176.

- LEGEND
- ⊕ Denotes cast iron monument, found
 - ⊕ Denotes 1/2 inch iron pipe, found
 - Denotes 1/2 inch iron pipe, LS 15483, found
 - ⊙ Denotes 3/4 inch iron pipe, found
 - Denotes 1/2 inch iron pipe, LS 15483, set

MURRAY SURVEYING, INC. P.O. BOX 1038 BEMIDJI, MN 56601 218-751-5898	I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. Robert W. Murray DATE: 05-13-25
	Draft LICENSE NO. 15483 FILE NO. 24-93C-Realignment

CITY COUNCIL AGENDA ITEM



Meeting Date: October 6, 2025

Action Requested: 2026 Street Renewal Project - Consider Resolution Ordering Feasibility Report - City Project 26-01

Prepared By: Jenna R. Roberts, P.E., Assistant City Engineer

Background:

We have nearly completed the 17th year of the city's annual street reconstruction program and we now must consider the proposed program for 2026. The goal each year is to select the upcoming street segments in the fall so that the preliminary survey information can be acquired prior to snowfall. This will allow the winter months for engineering design, neighborhood information meetings and public hearings.

Here is a synopsis of what has been completed in the first 17 years of the annual program:

- 1,071 homes with new roadway improvements.
- 26,403 linear feet of new storm sewer has been installed or replaced.
- 630 homes have had new water and/or sanitary sewer services installed to them.
- 56,166 linear feet of 60-90 year old water main and sanitary sewer has been replaced.
- 21.32 miles of city streets reconstructed.
- 12.93 miles of sidewalks and trails replaced or added.
- Total investment in our infrastructure and neighborhoods of \$34,305,000.
- Utilization of \$13,400,000 in federal and state funds.

The street segments that are proposed to be included for study within the 2026 feasibility report are shown on the attached map and are as follows:

19th Street NW	-	Park Avenue NW – Irvine Avenue NW
20th Street NW	-	Norton Avenue NW – Park Avenue NW
21st Street NW	-	Norton Avenue NW – Irvine Avenue NW

19th Street NW and 20th Street NW are both non curb and gutter streets that have old cast-iron watermain that is in need of replacement. The road surface is also deteriorating and in need of repair. Staff are proposing to replace the existing cast-iron water main with new ductile-iron water main and add curb and gutter to the street segments, as well as new asphalt pavement.

21st Street NW is a curb and gutter street that has old cast-iron watermain that is in need of replacement. The road surface is also deteriorating and in need of repair. Staff are proposing to replace the existing cast-iron water main with new ductile-iron water main, as well as new curb and gutter and asphalt pavement. The feasibility report is the first step in the Chapter 429

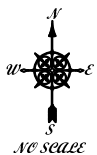
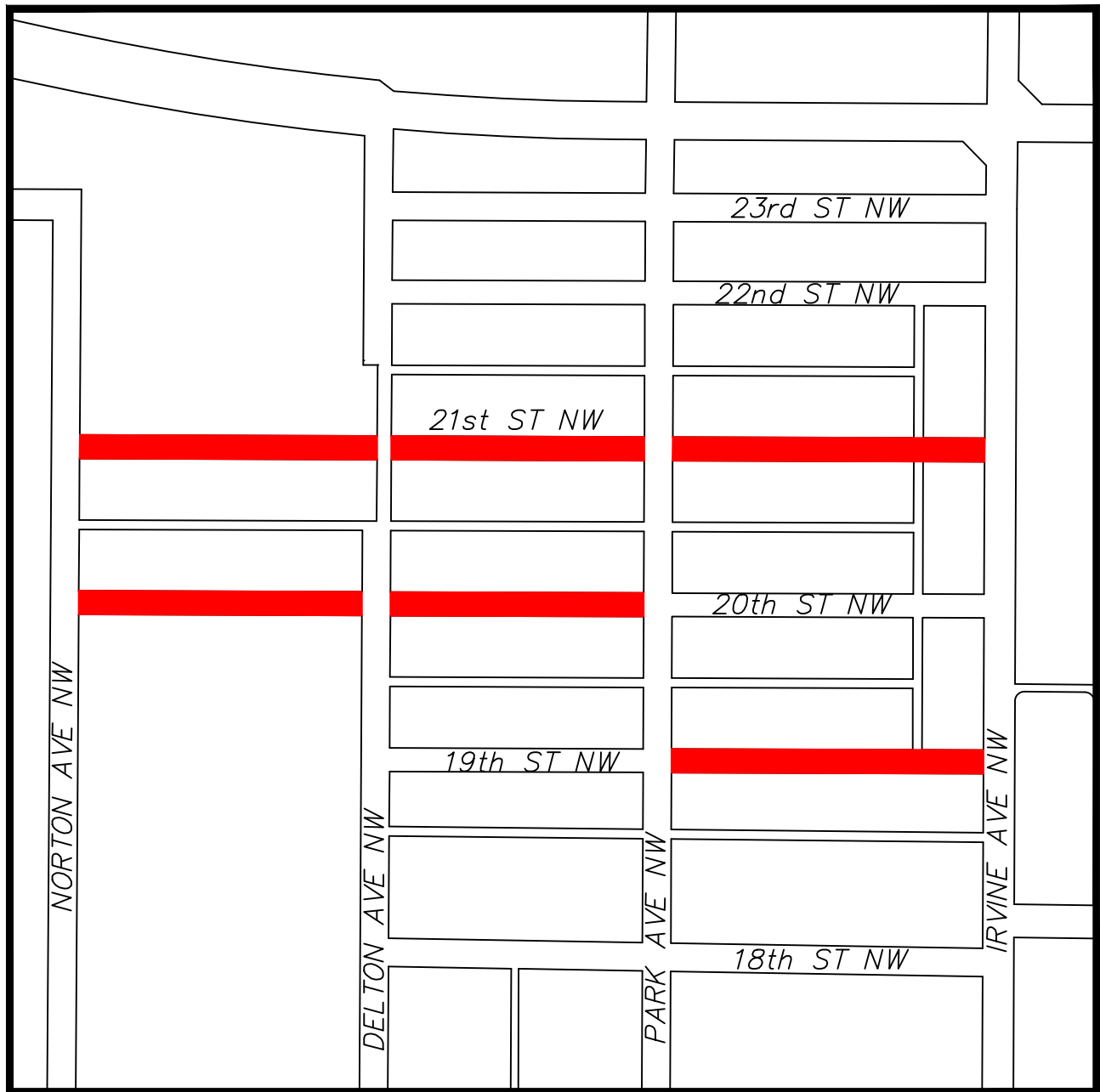
assessment process and it will outline the proposed improvements, project costs, preliminary assessments and the feasibility of the proposed project. The report should be complete and ready for city council review in December. After completion of the feasibility report staff will hold a neighborhood meeting to outline the proposed project to the affected property owners.

The feasibility report will be completed by city staff in the engineering department. There will be no outside cost for the report. The report will detail all of the proposed project costs and funding sources.

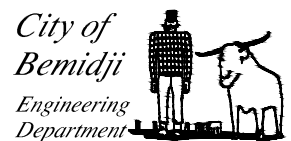
Recommendation:

It is recommended that the city council adopt the attached resolution ordering the preparation of a feasibility report on the 2026 Street Renewal Project.

EXHIBIT A



2026 STREET RENEWAL PROJECT



RESOLUTION NO.

A RESOLUTION ORDERING FEASIBILITY REPORT ON 2026 STREET RENEWAL PROJECT CITY PROJECT 26-01

WHEREAS, it is proposed to improve the following streets:

19 th Street NW	-	Park Avenue NW – Irvine Avenue NW
20 th Street NW	-	Norton Avenue NW – Park Avenue NW
21 st Street NW	-	Norton Avenue NW – Irvine Avenue NW

by reconstructing the streets and upgrading the sanitary sewers, water mains, and storm sewers;
and

WHEREAS, the Bemidji City Council may assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED by the Bemidji City Council that the proposed improvement be referred to the City Engineer for study and is instructed to report to the Council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

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:

Approved:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor