

# **BEMIDJI PARKS AND TRAILS COMMISSION MEETING AGENDA**

Tuesday, March 10, 2026

**City Hall Conference room  
317 4th Street NW  
4:30 PM**

- 1) CALL MEETING TO ORDER**
- 2) AMENDMENTS TO THE AGENDA**
- 3) APPROVAL OF MINUTES**
  - a) February 10, Meeting Minutes
- 4) PUBLIC COMMENTS/AGENDA ITEMS**

(Comments limited to Agenda items only and a 3- minute maximum per speaker; 15-minute maximum per meeting regarding groups).
- 5) BSU PARTNERSHIP**
  - b) Watercraft Rentals and Outdoor Programming
- 6) FINAL REVIEW OF PARKS AND TRAILS BY LAWS**
  - c) Updated By Laws
- 7) 2027 CIP PRIORITIZING**
  - d) 2027 CIP List
- 8) SPRING BIKE RIDE**
- 9) COMMISSIONER UPDATES**
- 10) ADJOURN**
- 11) NEXT MEETING**

**MINUTES  
PARKS & TRAILS COMMISSION MEETING**

**February 10, 2026**

**MEMBERS' PRESENT:** Tom Anderson, Kristine Bommersbach, Vicky Beckman,  
Debra Faver

**MEMBER(S) ABSENT:** Tim Faver, Mike Cronin

**COUNCIL and BOARD REPRESENTATIVE:** Emilie Rivera

**CITY STAFF & OTHERS:** Scott Schroeder

**CALL TO ORDER:** Bommersbach called the meeting to order at 4:35

**AMENDMENTS TO February 10, 2026 AGENDA:** None

A motion was made by Beckman and seconded by Faver to approve the February 10, 2026 agenda . The motion was passed.

**APPROVAL OF January 13, 2026 MEETING MINUTES:**

A motion was made by Beckman and seconded by Anderson to approve the January 13, 2026 meeting minutes. The motion was passed.

**PUBLIC COMMENT:** No members of the public were present

**REVIEW OF PARKS AND TRAILS BYLAWS:**

Meeting Frequency Changed:

The commission agreed to shift from monthly to a minimum of four meetings per year, skipping summer months to respect commission member availability and balancing efficiency with flexibility.

Bommersbach indicated that the option to convene special sessions would remain available.

Schroeder indicated this reduces unnecessary meetings, allowing more focused, substantive discussions.

Anderson stated that remote attendance is allowed.

Rivera commented that special meetings would require a notice of at least three days in advance.

Schroeder noted he would provide updates to commission members whenever necessary, so everyone stays aware of current park and trail developments. Schroeder clarified that an annual meeting will still be required.

#### Bylaws Simplified and Revised:

Faver redlined the proposed changes to the entire document, restating content to simplify and clarify verbiage. Schroeder will email the redlined version to the commission members to discuss at the March commission meeting.

#### Clarify Quorum Requirement:

Rivera addressed quorum numbers. Bommersbach noted that a meeting can proceed if quorum is met at the start, even if members leave before adjournment.

#### Input on Candidate Appointments:

Previously, the mayor received commission applications and recommended candidates to the city council without commission review. Rivera noted the city charter allows the mayor to select candidates for council approval, but suggested commission members should see applications simultaneously with the mayor to offer input, enhancing transparency and cohesion.

#### Remove Order-of-Business Language and Specific Meeting Locations:

Meetings can now take place in parks or other venues, with no requirement to hold them publicly or publish the address due to legislative changes.

### **OTHER PARKS AND TRAILS UPDATES:**

#### New Tree Initiatives Presented by Schroeder:

Application for a DNR grant has been filed. If granted, 186 trees will be planted sporadically throughout the city. The grant will include removing stumps and watering the newly planted trees.

Great River Greening has committed to planting 400 trees in parks and city boulevards over a two-year period, commencing the summer of 2026. They will also contract watering of the trees. The city will plant 50 of these trees. The trees are an approved tree list that are native to the area and a diverse selection of trees. The city's arborist will choose where they will be planted.

Rivera added that Let's Plant Trees, with the city's help, will host a May event giving 10,000 tree seedlings to city residents. Each recipient may receive up to 70 tree seedlings.

### Lake Boulevard Trail:

Illegal activity persists along the Lake Boulevard trail. Schroeder posted a sign near the stone steps and is considering park hours signage, which would need council approval for enforcement. The parks department is working to improve maintenance, but the city must follow DNR regulations on what can be removed. While the DNR oversees the shoreline, the city maintains the area.

### Maintenance Priorities:

Schroeder communicated he has created a list of all items that need to be maintained within the city parks and trails and will bring to the April meeting. He will present 10-15 prioritized capital improvement projects, focusing on safety and urgent repairs.

Rivera mentioned the skate park needs maintaining and has become a safety issue. Schroeder agreed that it has been overlooked.

Rivera asked Schroeder to address the speed at which the operators maintain the trails. Some private residential areas are being impacted by snow and ice debris from the trails.

**RECREATION UPDATES:** None

### **COMMISSIONER UPDATES:**

Bommersbach stated the county is participating in an annual wellness expo for county employees in June. She will be increasing public outreach and communication. The Park and Trails Commission will participate in this activity. Commission members with potential vendor contacts are encouraged to get in touch. The expo is not open to the public.

### **ADJOURNMENT:**

A motion was made by Faver and seconded by Beckman to adjourn the meeting. The motion was passed.

**Respectfully submitted,**

Debra Faver  
Commission Secretary

## **BY-LAWS PARKS AND TRAILS COMMISSION**

The Parks and Trails Commission acts as an advisory board. Its By-laws are designed to help the Commission provide valuable recommendations to the City Council, Mayor, City Manager, or department leaders.

### **I. Meetings**

- a. The Commission shall meet at such frequency as the Commission deems appropriate, but at least 4 (four) times annually.
- b. The Commission will establish its own procedural rules and maintain comprehensive records of all proceedings.
- c. All meetings, documentation, and financial accounts of the Commission shall be accessible to the public.
- d. Meetings of the Commission shall follow Robert's Rules of Order, as modified by the Commission's own rules and regulations.
- e. The Commission shall hold its annual meeting within three weeks following the start of each calendar year to conduct officer elections and address any other necessary matters.
- f. The annual meeting may be held in conjunction with the first regularly scheduled meeting of the year if conducted within three weeks following the start of each calendar year, at a place designated by the Chairperson.
- g. The regular meeting will take place at 4:30 p.m. on the second Tuesday of of, the month a meeting takes place, at a location specified on the agenda.
- h. The Chairperson may call meetings at any time.
- i. Special meetings may be called by the Chairperson or, in their absence, the Vice-Chairperson, or upon written request from four members.
- j. The Chairperson must notify all members and schedule the meeting for at least ten days after receiving the request.
- k. The Commission has the authority to establish and designate its operating rules and regulations as needed. The Secretary of the Commission is responsible for maintaining these rules in appropriate records.

## **II. Commission Members**

- a. The Commission shall consist of seven (7) members appointed by the Mayor and City Council.

## **III. Officers and Election**

- a. At its annual meeting, the Commission will nominate and elect a Chairperson, Vice Chairperson and Secretary to serve for one year from the date of election, continuing until their successors are duly chosen.
- b. If an officer is not elected or a vacancy occurs, an election may be held at any regular or special meeting, provided it is included in the meeting notice.

## **IV. Duties of Officers**

- a. The Chairperson leads Commission meetings, fulfills typical officer duties, and may vote on any motion.
- b. If the Chairperson is absent, the Vice Chairperson assumes their duties. If both are absent, the Commission elects a chairperson pro tempore to serve in that role.
- c. The Secretary is responsible for accurately recording attendance and meeting minutes, distributing the minutes to members in a timely manner, and maintaining all correspondence and resource materials related to the Commission.
- d. The Secretary also acts as the Commission's correspondent. Meeting minutes must be filed with the Bemidji City Clerk. These duties can be delegated to Staff by the Secretary.

## **V. Quorum**

- a. A quorum requires four regular members.

## **VI. Removal of Commission Members**

- a. A Commission member who misses three consecutive regular meetings without notifying the Parks & Trails Superintendent or attends less than 60% of scheduled meetings in a year, is deemed to have automatically resigned.

## **VII. Vacancies**

- a. Vacancies on the Commission that arise prior to the expiration of a term shall be filled in accordance with the procedures established herein, for the remainder of the unexpired term of the departing Commissioner.
- b. ~~To aid the Mayor in selecting members for appointments,~~ the Commission may suggest one or more applicants for each vacancy to be filled.

## **VIII. Committees**

- a. Ad-hoc committees shall be appointed by the Chairperson of the Commission as necessary and will serve until their successors are appointed and qualified, or until the committee's duties have been fulfilled.
- b. Ad-hoc committees shall be made up of Commission members and other individuals for resource and advisory purposes.
- c. It is recommended that department heads be consulted by committees.
- d. A designated member of each committee shall maintain a record of the committee's actions, which will be presented to the Commission at its subsequent meeting for consideration and, if appropriate, further action by the Commission.

## **IX. Amending Process**

- a. The Commission may amend these By-laws at any meeting if a majority of members agree.
- b. Notice regarding the proposed change must be provided with at least one meeting in advance before any action is taken.

## **X. Complaints**

- a. The Commission must investigate and report to the Council on any Parks and Trails program complaints referred by the Council or Mayor.

i. Investigation of Complaints

1. The Commission shall promptly investigate any complaints regarding the Parks and Trails program that are referred by the Council or the Mayor.

ii. Report to the Council

1. After conducting a thorough investigation, the Commission is responsible for preparing a report detailing its findings. This report must be submitted to the Council to address the concerns raised regarding the Parks and Trails program.

## 2027 Justification for CIP items

### EQUIPMENT

- **Bobcat L35, \$80,000**- The City's existing (single purpose, winter) Toro Polar Trac, purchased in 2018 for \$47,500, has become increasingly unreliable, incurring \$27,946.22 in maintenance costs over the past five years. The Bobcat L35 would replace this high-maintenance unit with a more dependable and cost-effective option. Unlike the Toro, the L35 offers year-round versatility and can be used for snow removal, maintenance, and a variety of public works tasks across all seasons. This investment would improve operational efficiency, reduce long-term repair costs, and maximize equipment utilization.
- **Boss snow plow (2016), \$8,500**- Replacing the snow plow blade on the boss unit is essential to maintain effective snow removal and ensure safe, clear roadways during winter conditions. A new blade improves plowing efficiency, reduces wear on the equipment, and minimizes downtime from potential damage. This replacement supports reliable winter operations and protects both staff and the public.

### MAINTENANCE

- **Trail sealcoat, \$27,500** (bi-annually)- Sealcoating the City's trails protects the existing asphalt by preventing water infiltration, oxidation, and surface deterioration, significantly extending the life of the pavement. This proactive maintenance reduces long-term repair and replacement costs while improving safety and ride quality for users. The City trails is one of the City's most expensive assets and would cost millions to replace. Proposed trails, South and adjacent of 197 (6,212') and Lake Ave (2,241')
- Resurfacing of the pickleball courts, **\$12,500-\$35,000**- Necessary to maintain a safe and playable surface for all users, as cracks and uneven areas present tripping hazards and negatively impact play. A fresh surface extends the life of the courts, protecting the City's investment and reducing long-term repair costs.
- Basketball courts resurfacing, **\$28,000**- Resurfacing the park basketball courts is necessary to address surface deterioration that creates safety concerns and limits usability. A renewed playing surface will reduce trip hazards, improve drainage, and extend the life of the courts while supporting consistent recreational use. This investment promotes safe, active recreation and demonstrates continued commitment to maintaining high-quality park amenities. Locations: Roger Lehman and Algoma Park
- Staining Sapphire Pavilion, Diamond Point, **\$14,000**- The Sapphire Pavilion has not been restained since its construction in 2008, leaving the wood structure vulnerable to weathering, moisture intrusion, and premature deterioration. Restaining is a critical preventative maintenance

measure that will extend the life of the pavilion, preserve its appearance, and reduce the likelihood of more costly repairs or replacement in the future.

- Chain link fencing on Hockey rinks, **\$7,500-** to install chain-link fencing around the hockey rinks to prevent pucks from leaving the playing surface and creating safety hazards for spectators, pedestrians, and nearby facilities. The fencing will enhance public safety, reduce liability risk, and improve overall rink usability during practices and games. Location: Nymore and City park
- Concrete Half Pipe, **\$21,500-** Maintaining the concrete half pipe preserves a heavily used community asset that supports healthy recreation, youth engagement, and positive use of public space. Proactive maintenance prevents small surface and structural issues from becoming costly repairs or safety hazards, protecting both users and the city's long-term investment.

## PARK IMPROVEMENTS

- Drinking station/bottle filler, Diamond Point, **\$15,000-** The two existing drinking fountains at Diamond Point are outdated and do not meet current user needs, particularly the growing demand for bottle filling. Replacing them with a modern drinking fountain and bottle filler will improve accessibility, reduce water waste, and better serve park users during peak activity periods. One fountain is on the Diamond Building and Jiigibiig
- Concrete cornhole boards, **\$3,500-** Installation of permanent concrete cornhole boards at Roger Lehman Park would provide a durable, low-maintenance recreational amenity that can be used by all ages and abilities. This addition would enhance park engagement while representing a cost-effective, long-term investment in community recreation.
- Two E-bikes, **\$6,000-** The TIC is asked repeatable for E-bike rentals. They would be marketed to rent for \$25 and hour. The estimated ROI for E-bikes would start by the beginning of the second season.
- Bleacher pad/sidewalks at North Country Park, **\$20,000-** North Country baseball field constructed in 2014, has experienced a significant increase in use in recent years, including regular practices and games by the BSU Beavers and local youth baseball organizations, yet currently lacks any spectator seating. CIP funding is requested to construct the concrete pad and accessible sidewalk necessary to support a 144-seat bleacher (\$18,000), addressing accessibility needs and laying the groundwork for bleacher installation in the future. (potential grant ask)
- City Park softball fields, **\$5,250-** Remove the existing warning track ag lime in the softball field, which has proven ineffective and creates inconsistent footing and maintenance challenges with annual costs for ag lime. Replacing it with black dirt and seed will improve player safety, field durability, and overall playability while reducing long-term maintenance needs. (this would only affords us to do two fields)

- Outdoor shower at Cameron Park, **\$6,000-** to replace the outdoor shower at Cameron Park, which has reached the end of its service life and no longer functions reliably. Replacing the shower will improve public hygiene, user experience, and park amenity standards while reducing ongoing maintenance and repair costs.