

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, May 4, 2026

**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) March 23, 2026 Work Session
April 6, 2026 Council Meeting

CONSENT AGENDA #1

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

- 2) Claims Submitted by Finance Officer in the Amount of \$1,059,772.04
- 3) Claims Submitted by Legends Global for the Sanford Center in the Amount of \$47,733.16
- 4) Approve March Financials from Legends Global for the Sanford Center
- 5) 2026 Business License Approvals
- 6) Approve Special Event Permits for Annual Jaycees Water Carnival
- 7) Approve Temporary 1-4 Day Liquor License for Jaycees Water Carnival
- 8) Approve Special Event Permit for Beltrami County Historical Society (July 8)
- 9) Approve Appointments to the Library Board
- 10) Approve Purchase of 2026 Boss 8'2" VXT Stainless Steel V-plow and Mount
- 11) Approve Position Regrade for Utility Operator I, II, and III
- 12) Approve Change Order No. 1 - Bemidji Rail Corridor Soil Remediation & Earthwork Project - City Project 25-05
- 13) Approve Change Order No. 2 - Bemidji Rail Corridor Soil Remediation & Earthwork Project - City Project 25-05
- 14) Approve Professional Services Agreement for 2027 Middle School Drive NW Project - City Project 27-02
- 15) Resolution Accepting Donation from North Country Snowmobile Club (\$2,000)
- 16) Resolution to Not Waive Monetary Limits on Tort Liability
- 17) Resolution Approving Temporary Off-Premises Alcohol for Bemidji Eagles Club

- 18) Resolution Approving the Site and Related Requests for the 82nd Annual Jaycees Water Carnival

CONSENT AGENDA #2

- 19) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$34,543.22

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

- 20) Public Hearing-MS4 Permit - Storm Water Pollution Prevention Program (SWPPP)
- 21) Public Hearing for Possible Charter Amendment (Section 6.01)
- 22) Public Hearing for Possible Charter Amendment (Section 6.02)
- 23) Public Hearing for Winkk Inc. (dba Keg N'Cork) for the Seasonal Expansion of Liquor License Regarding Outdoor Dining and Permit for Street/Sidwalk Café

ORDINANCES

- 24) Consider Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 6 "Administration of City Affairs", Section 6.01 The City Manager
 - a. Motion to Publish Summary of Said Ordinance
- 25) Consider Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 6 "Administration of City Affairs", Section 6.02 Powers and Duties of the City Manager
 - a. Motion to Publish Summary of Said Ordinance

BUSINESS

- 26) Consider Vision Statement for Local Climate Action Planning Grant

COUNCIL COMMITTEE REPORTS

CLOSED MEETING

Consider Closed Session Pursuant to Minnesota Statutes Section 13D.05, Subd. 3(c) to develop or consider offers or counteroffers for sale of real property located at Norris Court NW, Tax Parcel ID 80.00461.03.

REOPEN MEETING

UPCOMING MEETINGS

- 27) May 11, 2026 (5:30) Planning Board
May 18, 2026 (6:00) Council Meeting
May 25, 2026 HOLIDAY
May 26, 2026 (5:30) Work Session

ADJOURN

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Work Session – March 23, 2026

DRAFT

Call to Order

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, February 23, 2026 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Roll Call

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould (WebEx out of town), Peterson, Dickinson, Rivera, Eaton, Thayer (5:41).

Present

Rich Spiczka, Michelle Miller, Cal Larson, Naomi Carlson, Anna Carlson, Dave Hengel, Scott Turn.

Purpose of Work Session

Comprehensive Plan Update

Presentation – Comprehensive Plan Update

Spiczka briefly defined a comprehensive plan as a tool to understand community trends and guide city action, noting this update is organized around four previously identified focus areas. He emphasized that some community concerns may not translate into specific comp plan actions but will still be collected and addressed separately where possible.

Cal Larson with HRDC reported on several months of engagement and three surveys: a Business Survey, Community-Wide Survey, and Housing Development Survey. Across all three, themes were consistent: (1) housing availability and affordability are major challenges; (2) there is a strong desire for improved economic development and business climate; (3) businesses and developers stress the need for clear, predictable regulations and processes; and (4) Bemidji's quality of place—parks, trails, public spaces, and natural amenities—remains a key strength residents want to protect.

Dave Hengel with Greater Bemidji highlighted that commercial growth is critical to the city's tax base and ability to fund services, and reviewed key business survey findings: about 62% of respondents view the City as somewhat or very unfriendly to business, 84% believe ordinances and development policies do not encourage development, and 55% have considered relocating outside city limits. He stressed that these results warrant focused attention within the comp plan process.

Scott Turn with Chamber of Commerce outlined implications and recommendations. He noted limited growth in truly new commercial construction and the fiscal impact of businesses relocating outside city limits. On housing, he reported that most housing

types are perceived as difficult to build and that roughly 10,000 people commute into the city daily, indicating unmet demand for housing within Bemidji. Recommendations included reviewing and adjusting specific development standards (e.g., fencing, green space/tree, lighting, and parking requirements), allowing more flexibility or phasing for costly site improvements, improving the City's customer-service approach to development, and forming a temporary business and housing advisory group to help identify key barriers and compare Bemidji's requirements to peer cities.

Council Discussion – Comprehensive Plan Update

Data Quality, Representation, and Perception vs. Reality

Council members discussed the reliability and representativeness of survey data.

Questions were raised regarding how many respondents were business owners, residents within city limits, or individuals directly impacted by business-related issues. Council noted that certain external factors, such as inflation and broader economic conditions, may not have been fully reflected in survey response options.

Council acknowledged that public perception plays a significant role in shaping community views, regardless of factual accuracy. Members emphasized the importance of considering both data and perception, while distinguishing between issues within the City's control (e.g., local ordinances and processes) and those outside its authority (e.g., state building codes and broader economic trends).

Ordinances, Development Barriers, and Property Rights

Council discussed whether current ordinances and development standards may create barriers to business and housing development. Areas identified for potential review included fencing, green space requirements, tree requirements, lighting, parking surfaces, landscaping, fees, and development review processes.

One member emphasized property rights, noting that additional regulations can limit owner autonomy and suggesting the City minimize restrictions beyond those necessary for health and safety. Other members acknowledged the importance of maintaining standards for community quality, while agreeing that some requirements may warrant greater flexibility or reevaluation.

Green Space, Trees, and Environmental Quality

Council recognized the importance of trees, parks, and green space to the community's identity, quality of life, and economic vitality. Members noted that an attractive environment supports tourism, investment, and overall community appeal.

Concerns were raised about the financial impact of related requirements on property owners, particularly following recent storm damage. Council requested additional information on how tree ordinances are implemented, including compliance standards,

enforcement practices, and whether goals should be measured at the lot, block, or citywide level. Further clarification was also requested on how environmental considerations are incorporated into the comprehensive plan.

Housing Needs and Economic Development

Council expressed agreement that housing shortages and affordability challenges continue to impact workforce availability and economic development. Members noted that previous studies have identified similar concerns, and recent data reinforces the need for action.

Council discussed the importance of supporting a range of housing types, including multifamily and alternative options, to better meet community needs and support local employers. Given limited financial resources, members emphasized improving regulatory processes to encourage private investment in housing and commercial development.

Customer Service, Communication, and Process

Council discussed the City's approach to customer service, particularly in permitting and development review. Members emphasized the importance of a more supportive, solution-oriented approach when working with businesses, developers, and residents.

Council identified a need for clearer communication regarding which requirements are mandated by state law versus those established locally. Suggested improvements included developing user-friendly checklists, tracking common concerns, and using that information to inform education efforts and potential ordinance updates. Members noted that improved communication and responsiveness could positively impact perceptions of the City's business environment.

Advisory Group and Council's Role in the Comprehensive Plan

Council discussed the potential formation of a temporary business and housing advisory group to support the comprehensive plan process. Members expressed general support, noting the value of gathering input from individuals actively engaged in development and business operations.

Council emphasized the importance of broad and equitable representation and clarified that the group would serve in an advisory capacity for the comprehensive plan. Any long-term structure would follow established policies and procedures.

Process, Timeline, and Capacity

Council reviewed the proposed timeline, including the goal of presenting a draft comprehensive plan in July. Members acknowledged the timeline while noting the complexity of the work and potential impacts from recent storm events.

Council expressed a preference for a thorough and flexible process, even if adjustments to the timeline are necessary. Questions were raised regarding staff capacity.

The City Manager noted that significant work will continue after plan adoption, particularly in aligning ordinances with the comprehensive plan. He emphasized that simplifying requirements and improving communication will benefit both staff and the public during implementation.

HRDC concluded by stating that the next 3–4 months are critical to shaping the final draft of the comprehensive plan, with particular focus on housing/land use, business climate, quality of life, and transportation (including an additional transportation survey). The target is to bring a draft comprehensive plan to the Council for review and potential approval around July, with ongoing Council engagement and possible use of advisory groups to refine recommendations.

Adjourn

There being no further business, motion by Thayer, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:07 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS

BEMIDJI, MINNESOTA

Regular Meeting – April 6, 2026

DRAFT

Call to Order

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, April 6, 2026, at 6:00 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Roll Call

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould (Webex-out of town), Peterson, Dickinson, Rivera, Eaton, Thayer

Present

City Manager Rich Spiczka, City Engineer Sam Anderson, City Clerk Michelle Miller

Swearing in Ceremony

Miller administered the oath of office to Police Reserve Officers

Proclamation

Prince read and presented the Take Back the Night proclamation.

Amendments to Agenda

Mayor Prince called for any amendments to the agenda. Staff requested that a resolution restricting parking for 5th Street NW (Mississippi Ave NW - Irvine Ave NW) be added to consent agenda #1 and resolution receiving charter amendment be added to business. **Motion by Rivera, seconded by Thayer, approving the agenda as amended. Motion carried by the following roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera.**

Minutes

The following minutes were presented for approval:

February 23, 2026 Work Session

Motion by Eaton, seconded by Rivera to approve the minutes as presented.

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

Consent Agenda #1

Mayor Prince called for any amendments to be made to Consent Agenda. Fiskevold Gould requested that the CIP Items for the Sanford Center be removed for discussion. The following Consent Agenda items were presented for approval. **Motion by Thayer, seconded by Dickinson, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount of \$1,167,645.20

2. Claims Submitted by Legends Global for the Sanford Center in the Amount of \$100,520.88
3. Approve February Financials from Legends Global for the Sanford Center
4. 2026 Business License Approvals
5. Approve Special Event Permit for D-Feet Walk (June 6)
6. Approve Special Event Permit for Fishing Has No Boundaries (June 25-28)
7. Approve Special Event Permit for Babe's Burnout Car Show (July 11)
8. Approve Special Event Permit for Watermark Art Festival (July 18-19)
9. Approve Special Event Permit for Indigenous Day Celebration (October 12)
10. Approve Appointments of Isabella Schaefer and Clinton Holthus to the Community and Police Advisory Board
11. Recommendation from Charter Commission Regarding Charter Amendment
12. Declare Surplus Equipment & Authorize Disposal (Streets)
13. Approve Quote from Bowman Concrete in the Amount of \$10,000 (Parks)
14. Approve Purchase of 2027 Kenworth Hook Truck and Roll-off Boxes
15. Approve Congressional Spending Contract — Bemidji Fire Department Station 1
16. **RESOLUTION NO. 6691:** Rejecting all Bids Received for City Project 25-03 Rebid
17. **RESOLUTION NO. 6692:** Approving Temporary Off-Premises Alcohol Permit for the Babe's Burnout Car Show
18. **RESOLUTION NO. 6693:** Restricting Parking for 5th Street NW (Mississippi Ave NW - Irvine Ave NW)

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

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 Eaton, seconded by Dickinson, approving Consent Agenda #2 as follows:**

1. Claims Submitted by Finance Officer to Visit Bemidji in the Amount of \$34,276.65

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

Citizens with Business Not on Agenda

- No Appearance

Public Hearing

Ordinance Granting to Otter Tail Power Company Permission to Construct, Operate, Repair and Maintain in the City of Bemidji an Electric Distribution System (Franchise)

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance granting to Otter Tail Power Company, a Minnesota corporation, its successors and assigns, permission to construct, operate, repair and maintain in the City of Bemidji, Minnesota, an electric distribution system and transmission lines, including necessary poles, lines, fixtures and appurtenances, for the furnishing of electric energy to the city, its inhabitants, and others, and to use the public grounds and

public ways of the city for such purposes. Mayor Prince opened the Public Hearing at 6:16 p.m., hearing no comments, the public hearing was closed at 6:17 p.m.

Ordinances

Ordinance Granting to Otter Tail Power Company Permission to Construct, Operate, Repair and Maintain in the City of Bemidji an Electric Distribution System (Franchise)

The proposed ordinance establishes a new electric utility franchise by and between the City of Bemidji and Otter Tail Power Company to ensure that electric services provided by Otter Tail Power Company continue for the next 20 years. The previous ordinance, No. 419 2nd Series, was for 20 years as well; this is standard for such utility franchises.

This ordinance has been negotiated with Otter Tail Power Company and has been agreed to in its current state. The substance of this ordinance is in substantially the same form as the League of Minnesota Cities model franchise ordinance with additions from the City's Legal Counsel at Flaherty & Hood.

This is the final updated utility franchise ordinance for the City Council to consider.

AN ORDINANCE Granting to Otter Tail Power Company, a Minnesota Corporation, its successors and assigns, permission to construct, operate, repair and maintain in the City of Bemidji, Minnesota, an electric distribution system and transmission lines, including necessary poles, lines, fixtures and appurtenances, for the furnishing of electric energy to the city, its inhabitants, and others, and to use the public grounds and public ways of the city for such purposes was given a first reading.

Business

Summary of Conclusions of Evaluation of Performance of City Manager

On March 16, 2026, the City Council held a closed meeting to evaluate the performance of City Manager Rich Spiczka. In accordance with governing law, at this Council meeting, which is the next possible open Council meeting following the previously mentioned closed meeting, the City Council is required to summarize the conclusions of the evaluation reached by the Council at the March 16, 2026, closed meeting. City Manager Spiczka did not request that such meeting be open to the public. As a result, the evaluation of City Manager Spiczka's performance took place in a closed meeting as provided under the Minnesota Open Meeting Law.

Mayor Prince provided a summary of the conclusions reached by the Council from the March 16, 2026, evaluation:

- The City Council chose to conduct a nonannual performance evaluation of City Manager Spiczka to reestablish his evaluation dates to January 1 through December 31, which will promote an efficient and regular calendar review period.
- City Manager Spiczka is doing an effective job and is a good fit for the city. He continues to maintain positive relationships with communities of vital importance to the City; he demonstrates the ability to create positive results in key projects prioritized by the City Council. He is improving the culture within our city's administration and proficiently handles overall management of the city.

- City Manager Spiczka should strive to improve communication with City Staff to ensure shared understanding of priorities, implementation of management tools such as timely staff performance reviews, and visibility in community events.
- The City Council and City Manager have set the following three goals for City Manager Spiczka, which will be specifically reviewed at his next performance evaluation:
 1. Continue to look outward to better serve the community, specifically in improving results in the Sanford Center's operation.
 2. Continue to work to align Council and City Staff toward unified goals and a unified mission, including improvement of effective and proactive communication with City Staff and City Council.
 3. Improve effective and proactive communication with the community, including the possibility of exploring the establishment of a City Communications Director.
- The Mayor & City Council are grateful to have City Manager Spiczka in this position and thank Rich for his hard work on behalf of the city
- City Manager Spiczka did not seek any pay increase or modification of employment agreement for this semi-annual review.
- City Manager Spiczka's next performance review period will run from January 1, 2026 through December 31, 2026.

Consider Award of Bid - Trunk Highway 197 Light Pole Replacement Project - City Project 25-06

Anderson stated that in April 2025, Council approved a consultant proposal with EAPC to begin the necessary steps to replace the existing decorative light poles along the TH 197 corridor between the Carnegie Library and 1st Street East. Nearing completion of design, the June 21 derecho damaged not only those decorative poles, but additional poles and the design was amended to include all the decorative poles (remaining) and replacement of additional standard light poles into one comprehensive project.

A bid opening for the project was held on Thursday, March 26, 2026 and the following five (5) bids were received:

<u>Bidders</u>	<u>Base Bid</u>
Bessler Electric	\$ 410,870.00
Bearded Brothers Electric	\$ 475,100.00
PFC Solutions	\$ 536,005.00
Eskeli Electric	\$ 536,950.00
NW Electric	<u>\$ 547,252.00</u>
Engineer's Estimate:	\$ 540,000.00

Bessler Electric has worked numerous times with city staff and particularly the TH 197 light poles. Bessler Electric is experienced and capable of handling a project of this size.

In addition to the bid prices that are shown, the total project cost that the city will need to budget for includes construction contingencies, engineering design, construction inspection and construction administration.

A breakdown of the total estimated project cost is listed below:

TH 197 Light Pole Replacement Project

Bessler Electric Contract	\$410,870
Design engineering fees - EAPC:	\$ 11,500
Construction Contingency (Change Orders)	\$ 20,000
Const. engineering fees - EAPC	<u>\$ 8,500</u>
Total Project Budget:	\$450,870

The project includes a combination of items viewed as eligible for state disaster assistance at the 75% State / 25% City split and the remaining is anticipated to be covered by the City's State Aid Construction Account and Construction Reserves, if needed.

State Disaster Assistance Fund	\$175,000
State Aid Construction Fund	\$250,000
Construction Reserves	<u>\$ 25,870</u>
	\$450,870

With project approval, poles are anticipated to be delivered in September with installation in October 2026.

Council Discussion

Councilmember Eaton inquired whether new bases would be required. Staff indicated that existing bases will be reused where possible.

Councilmember Rivera raised concerns about poles that are frequently struck by vehicles and asked whether relocation would be considered. Staff responded that relocation is not included in this project. While some poles were adjusted during a 2017–2018 project, further relocation would require a separate project and coordination with MnDOT. Rivera inquired whether the updated lighting design could allow for a reduction in the number of poles. Staff indicated that spacing and quantity will remain unchanged, as the project is based on existing infrastructure; adding that the Cobra-style LED fixtures are a standard design, and the MnDOT-approved lighting analysis confirms that illumination will be adequate, with more focused light distribution along the roadway.

Councilmember Thayer expressed concern about the project timeline, noting that the corridor experienced limited lighting during the previous winter and raised safety concerns for pedestrians. Staff acknowledged the concern but noted that industry-wide material lead times remain a constraint.

Councilmember Peterson asked about prior issues with flickering lights and outages, and whether underground electrical infrastructure would be addressed. Staff indicated that full underground replacement is not included in the project. Known issues are believed to stem from pole connections and a service cabinet that has been impacted by snowplows. The cabinet will be relocated, and connection points will be inspected.

Any significant underground repairs would likely be addressed as a separate, locally funded project.

Mayor Prince clarified that all poles within the project area will be replaced with Cobra-style fixtures to ensure consistency. Staff noted that the existing decorative poles, installed around 2000–2001, deteriorated after approximately 20 years due to non-corrosion-resistant materials. The new stainless steel poles are expected to have a significantly longer lifespan, requiring only routine maintenance rather than full replacement within a similar timeframe.

Motion by Peterson, seconded by Thayer awarding the bid to Bessler Electric in the amount of \$410,870 for the TH 197 Light Pole Replacement Project – City Project 25-206. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

Resolution Receiving Proposed Charter Amendment and Referring for Legal Review
Legal Counsel Robert Kringler explained that the Charter Commission had formally proposed an amendment to Section 12.17 and that the resolution before the Council would officially receive that proposal and refer it to Flaherty and Hood for a detailed legal review. He noted that, at this time, he did not have a substantive legal opinion, but the amendment could raise legal issues that must be analyzed. Kringler emphasized that the Council is not obligated to forward any amendment to the voters if it is unlawful or unconstitutional, and that, after review, staff would return with legal advice and a recommendation either to place the amendment on the November ballot or to reject it. He also clarified that the deadline to approve and submit any charter amendment for the November ballot to the county auditor is July 7, leaving sufficient time for this review and a later formal Council decision.

RESOLUTION NO. 6694: Receiving Proposed Charter Amendment and Referring for Legal Review was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Thayer passed by the following unanimous roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

CIP Requests for the Sanford Center

Councilmember Fiskevold Gould requested that the Sanford Center CIP item be removed from the consent agenda for discussion, noting that her intent was to better understand the process and classification of the request rather than to oppose the purchase itself. She asked how Sanford Center capital requests are incorporated into the City's overall Capital Improvement Plan (CIP), and whether items such as dinnerware and similar equipment should be considered capital expenditures or operating expenses.

Staff explained that the Sanford Center CIP is structured around broader funding categories, or "buckets," from which specific purchases are made as needed. They noted that, from an operational perspective, these types of purchases are comparable to essential equipment used in other City functions, such as lawnmowers or snowplows, and are therefore appropriately included in the CIP. Staff also clarified that there is no statutory requirement for a separate CIP specific to the Sanford Center, and that

expenditures can be aligned within the existing CIP framework as long as they fit within established categories.

Council discussion focused on improving clarity and consistency in the process. Members suggested that future Sanford Center CIP expenditures could identify the specific CIP category or item. There was also interest in considering a more formal review process through the Sanford Advisory Board's Operations Subcommittee, while maintaining flexibility to act on time-sensitive purchases.

Motion by Thayer, seconded by Fiskevold Gould approving the CIP Requests for the Sanford Center. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould.

Council Committee Updates

- Councilmember Thayer attended CGMC Legislative Action Day; met with legislators on CGMC platform including workforce housing; reported differing positions between CGMC and League of Minnesota Cities, emphasized value of direct engagement with legislators.
- Councilmember Rivera attended HRA meeting; reported two vacancies on the HRA board (city residents); provided update on POHP-funded plumbing upgrades for Northland Apartments and interior improvements including reclaimed community room; noted revised scattered-site rules will be posted for 30 days for review.
- Councilmember Eaton attended State Aid Rules meeting.
- Councilmember Dickinson had no report.
- Councilmember Peterson had no report but did announce a retirement send off for Officer Museus inviting public to line the streets on April 16 at 4:30 p.m.
- Councilmember Fiskevold Gould attended Beltrami County Historical Society meeting; reported on updated gallery and exhibit plans; noted country's 250th celebration and request for volunteers to read the Declaration of Independence on July 8.
- Mayor Prince attended the Airport Commission (financials approved; audit nearly complete); Greater Bemidji Board (YMCA hotel project moving forward; Northern Lights YMCA group unanimous final approval); CGMC Day at the Capitol (discussed housing bill, local zoning control); joined Senator Klobuchar's visit (Fire Station 1 tour, Conservation Corps storm cleanup site visit); judged science fair at Heartland Christian Academy.

Upcoming Meeting

- April 13, 2026 (5:30 p.m.) - Planning Board
- April 20, 2026 (6:00 p.m.) - Council Meeting
- April 27, 2026 (5:30 p.m.) - Work Session

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera. Meeting adjourned at 7:00 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

May 4th, 2026

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
44935 - 45022	See Attached List	<u>1,059,772.04</u> \$1,059,772.04
	TOTAL	\$1,059,772.04

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 04/29/2026 - 11:19AM
Warrant Request Date: 5/5/2026
DAC Fund:



Batch: 00405.05.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Ace On The Lake	000044935	711.52
2	Acme Tools-Bemidji	000044936	457.37
3	Artisan Beer Company	000044937	349.15
4	Auto Value Bemidji	000044938	213.09
5	Bellboy Corporation	000000000	2,688.10
6	Beltrami County Auditor/Treasurer	000044939	163,399.28
7	Beltrami County Dare Advisory	000000000	1,000.00
8	Beltrami County Recorder	000044940	117.20
9	Beltrami County Treasurer	000044941	3,823.14
10	Bemidji Coca-Cola Bottling Co, Inc	000044942	748.70
11	Bemidji Marine	000044943	119.50
12	Bemidji Paper Sales, Inc.	000044944	2,164.21
13	Bernick's	000000000	26,960.10
14	Bessler Electric	000044945	4,562.44
15	BigBattery LLC	000044946	1,961.00
16	Bob Lowth Ford, Inc.	000044947	3,757.04
17	Botzek,Luke	000000000	150.00
18	Breakthru Beverage Minnesota Beer, LLC	000044948	570.00
19	Breakthru Beverage Minnesota Wine & Spirits, LLC	000044949	11,990.28
20	Campus Recreation	000044950	337.00
21	Cenex Fleetcard	000044951	27,636.65
22	CivicPlus	000044952	160.00
23	Cleaning Maid Simple	000000000	1,915.00
24	CM2 Supply	000044953	296.80
25	Coe,Donna	000000000	178.35
26	Column Software PBC	000044954	520.58
27	Core & Main	000044955	22,412.24
28	Country Classic Restoration, LLC	000044956	720.00
29	Dahlheimer Beverage Brainerd	000000000	2,666.35
30	Dondelinger Chev-Buick, Inc	000044957	42.69
31	D-S Beverages	000044958	35,169.18
32	Edward Don & Company	000044959	1,636.11
33	Electric Pump, Inc	000000000	741.62
34	Escape Fire Protection	000044960	3,610.00
35	Exhaust Pros	000044961	190.81
36	Fastenal Company	000044962	7.40
37	Fed Ex	000044963	20.92
38	Ferguson Waterworks #2516	000000000	548.43
39	Flaherty & Hood, P. A.	000044964	66,209.75
40	FleetPride, Inc.	000044965	1,210.66
41	Frink,Jesse	000000000	207.55
42	Galls, LLC	000044966	713.39
43	Gopher State One-Call	000000000	29.70
44	Graham,Greg	000000000	194.99

Page Total: \$393,118.29

Line	Claimant	Voucher No.	Amount
45	Grand Forks Fire Equipment LLC	000000000	28,575.00
46	Gregg's Plumbing & Heating	000044967	6,583.60
47	Hawkins, Inc.	000044968	33,656.79
48	Henson,Richard	000000000	320.10
49	Higgins Heating, A/C , Inc.	000044969	111,485.00
50	Home City Ice Co.	000044970	378.56
51	Indigital	000044971	503.90
52	Integrity Employee Benefits, LLC	000000000	2,169.00
53	J & L Oil	000044972	707.15
54	Jim Hirt Trucking, Inc	000044973	1,535.16
55	Joe's Northwoods Pest Control	000044974	113.50
56	Johnson Bros., Inc.	000044975	25,129.34
57	Jon's Refuse Solutions, Inc	000044976	3,105.06
58	Juntila,Kyle	000000000	82.48
59	Kitchigami Regional Library	000044977	82,772.00
60	Kraus-Anderson Construction Co	000044978	27,062.98
61	L & M Supply, Inc.	000044979	1,259.41
62	Larry's Machine Shop	000044980	451.81
63	Larson Elevator Company	000044981	930.06
64	Loucks	000044982	16,768.75
65	Maid In Bemidji, Inc.	000000000	600.00
66	Marco	000044983	309.01
67	Marco Technologies LLC	000044984	218.68
68	Marco, Inc.	000000000	558.34
69	Mastin,Mike	000000000	114.00
70	McKinnon Co., Inc.	000044985	18,912.13
71	Med Compass	000044986	130.00
72	Menards-Bemidji	000044987	189.41
73	Mesabi Bituminous Inc	000044988	3,105.00
74	Milk and Honey Ciders	000044989	271.00
75	Miller,Kent	000000000	317.55
76	Mission Communications, LLC	000044990	5,848.88
77	MN Dept of Revenue ACH	000000000	65,188.00
78	MN Valley Testing Lab, Inc.	000000000	701.20
79	MTI Distributing Co.	000044991	1,897.74
80	Multiple Concepts Interiors	000044992	5,759.85
81	NAPA Auto Parts/Premier	000044993	690.31
82	Nei Bottling, Inc.	000044994	323.50
83	North Country Overhead Door	000044995	9,070.00
84	Northern Rides Inc.	000044996	1,279.60
85	NovaCare Rehabilitation	000044997	185.00
86	NW Tire, Incorporated	000044998	2,655.52
87	O'Reilly Auto Parts	000044999	5.99
88	Otter Tail Power Company	000045000	61,503.13
89	Oxford Street Merchants	000045001	1,953.50
90	Pace Analytical Services, LLC	000045002	1,431.00
91	Paul Bunyan Communications	000045003	3,156.39
92	Paustis & Sons	000045004	1,648.00
93	Peterson Sheet Metal, Inc.	000000000	1,675.00
94	Phillips Wine & Spirits	000045005	27,457.21
95	RMB Environmental Laboratories, Inc.	000045006	1,283.26
96	Roger's Two Way Radio, Inc.	000045007	7,178.74
97	Sanford Health	000045008	1,272.96
98	SiteOne Landscape Supply, LLC	000045009	6,986.53
99	Skumavc,Kori	000000000	213.51
100	Southern Glazer's of MN	000045010	14,237.49
101	Southside Tow & Rec, Inc	000045011	86.20

Page Total: \$592,003.28

Line	Claimant	Voucher No.	Amount
102	Spencer,Kole	000000000	207.55
103	Staples Advantage	000045012	1,959.42
104	Streicher's	000045013	207.95
105	T & K Outdoors, Inc.	000045014	555.00
106	Terex USA, LLC	000045015	110.62
107	TreviPay	000000000	39.99
108	UPS Store	000045016	102.70
109	USA Bluebook	000045017	219.81
110	Valvoline Instant Oil Change	000045018	91.77
111	Vestis	000045019	2,037.19
112	Viking Automatic Sprinkler Co.	000045020	500.00
113	Vinocopia, Inc.	000000000	2,653.17
114	W.D. Larson Companies LTD, Inc.	000045021	633.36
115	WEX Health, Inc	000000000	429.00
116	Wolf Track Energy	000045022	63,740.69
117	Ziegler, Inc.	000000000	1,162.25
Page Total:			\$74,650.47
Grand Total:			\$1,059,772.04

**Sanford Center
Cash Requirements
As of May 5, 2026**

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	4/18/26	<u>364.09</u>
ADP, Inc	Payroll Software	4/17/26	<u>320.62</u>
Amanda Schackman	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Arrow Printing Inc	Event Marketing Reimbursable	4/24/26	<u>344.83</u>
Bemidji Coca-Cola Company	Inventory - Beverage	4/27/26	<u>849.60</u>
Brandon Mack	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Central McGowan Inc	F&B CO2	4/15/26	<u>328.10</u>
Constellation Newenergy-Gas Div. LLC	Utility - Natural Gas	4/22/26	<u>7,088.63</u>
Ethan Rogers	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Guardian Pest Solutions	Pest Control	4/20/26	<u>299.11</u>
Hard Target, Inc.	Contracted Security Reimbursable	4/16/26	<u>795.63</u>
Heidi Neese	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Higgins Heating, A/C	F&B Cooler Repair	4/15/26	701.73
Higgins Heating, A/C	F&B Cooler Repair	4/22/26	<u>604.08</u>
Higgins Heating, A/C	Higgins Heating, A/C		<u>1,305.81</u>
Janine Johnson	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Jason Larimer	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Kalley Dynes Levin	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Lexi Mudrick	April Cell Phone Reimbursement	4/30/26	<u>60.00</u>
Lil' Bitty Donuts LLC	Contracted F&B Payment	4/27/26	<u>1,730.82</u>
Luekens Village Foods - North	Inventory - Food	4/17/26	11.98
Luekens Village Foods - North	Inventory - Food	4/18/26	74.70
Luekens Village Foods - North	Inventory - Food	4/28/26	<u>339.14</u>
Luekens Village Foods - North	Luekens Village Foods - North		<u>425.82</u>
Luekens Village Foods - South	Inventory - Food	4/17/26	<u>77.70</u>

**Sanford Center
Cash Requirements
As of May 5, 2026**

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
Morgan Skiles	April Cell Phone Reimbursement	4/30/26	60.00
NLFX Professional	Contracted AV Reimbursable	4/24/26	505.00
NLFX Professional	Contracted AV Reimbursable	4/24/26	590.00
NLFX Professional	Contracted AV Reimbursable	4/24/26	135.00
NLFX Professional	Contracted AV Reimbursable	4/24/26	817.50
NLFX Professional	NLFX Professional		2,047.50
OtterTail Power Company	Utility - Electric	4/24/26	15,600.20
Performance Food Group	Inventory - Food	4/14/26	523.36
Performance Food Group	Inventory - Food	4/16/26	-42.97
Performance Food Group	Inventory - Food	4/17/26	101.49
Performance Food Group	Inventory - Food	4/20/26	2,914.90
Performance Food Group	Inventory - Food	4/22/26	2,397.89
Performance Food Group	Inventory - Food	4/22/26	465.90
Performance Food Group	Inventory - Food	4/23/26	100.57
Performance Food Group	Inventory - Food	4/27/26	1,664.06
Performance Food Group	Inventory - Food	4/28/26	260.71
Performance Food Group	Inventory - Food	4/29/26	4,851.35
Performance Food Group	Performance Food Group		13,237.26
Robert Anderson	April Cell Phone Reimbursement	4/30/26	60.00
Rodney Anderson	April Cell Phone Reimbursement	4/30/26	60.00
Shelana Ysen	April Cell Phone Reimbursement	4/30/26	60.00
Stephanie Hollatz	April Cell Phone Reimbursement	4/30/26	60.00
Sysco Western Minnesota, Inc	Inventory - Food	4/24/26	1,519.93
Trevor Johnson	April Cell Phone Reimbursement	4/30/26	60.00
Vestis Group, Inc	Laundry & Linen	4/16/26	165.92
Vestis Group, Inc	Laundry & Linen	4/23/26	165.92
Vestis Group, Inc	Laundry & Linen	4/23/26	225.67
Vestis Group, Inc	Vestis Group, Inc		557.51
			47,733.16

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Approve March Financials from Legends Global for the Sanford Center
Prepared By: Trevor Johnson, Director Finance, Sanford Center

Background:

For the month of March 2026, the 2025-2026 BSU hockey season ended. With this, the Operations department was busy taking out the ice and prepping the arena for the summer and arena events such as the Mason Brothers trade show, which returned to the Sanford Center for the 4th year in a row! Excitingly, this event was followed by 'The Rock Gods' concert, resulting in over 700 guests in attendance. The convention center continues to host many repeated annual private events, and was busy with meetings, banquets, and conventions. This activity concluded the Sanford Center closing its book with a net operating loss of (\$91,247). This result is (\$22,097) behind what was budgeted for March. Based on the previous forecast in February, we anticipated a loss of (\$106,551) in March. The variance for the forecast and actual loss is favorable by \$15,304.

The variance between the forecast and the actual net loss for March is the result of private and public events not performing to the level that we anticipated. We continue to spend on a necessity basis for indirect expenses; position vacancies and other costs within indirect expenses are also contributing to the offset of the adjusted gross income shortfall. With these points, the Sanford Center is ahead of budget by \$39,882 year to date through March. We are actively continuing the search for our operation staff vacancies. We anticipate filling these open positions soon.

Coming up in April and the following months, we are excited to host the Bemidji Outdoor Show, Lost River Rice Farms Meeting, BSU-Opera Dinner, Sanford Center's Indoor Garage Sale and Craft Show, several Graduation Ceremonies in May, The much anticipated Women's Expo, Babes Burnout and many other private events.

A recap of events for the month of March:

- Sierra Hiring Event
- Paradigm Meeting
- CHARPS Annual Training
- 7 Brew Staff Meeting
- Bemidji Speedway Banquet
- Mason Brothers
- The Rock Gods
- Tiny Tots Health and Wellness Fair
- Bemidji Figure Skating
- NHL Ice Rental
- AOG Ice Rental

The current rolling forecast as of March projects a net operating loss of (\$534,925) for FY2026; this is a decrease of \$45,988 over February's forecast. The changes in our forecast are the result of changes to the event matrix. Some of those changes are as follows:

- Lost River Rice Farm \$300
- LLTC Graduation \$21,273
- MMIW 218 \$2,380
- Honoring Youth POWWOW \$6,729

Recommendation:

Approve March Financials from Legends Global for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING MARCH 31st, 2026

DISTRIBUTED APRIL 25, 2026

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

Distribution List:

Felix Mussenden, EVP, Legends Global
John Drum, RVP, Legends Global
Stephanie Dorsey, Regional Director of Finance, Legends Global
Bobby Anderson, General Manager, The Sanford Center
Amanda Slanovec, Director of Venue Finance, Legends Global

LEGENDS GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Mar-26

Financial Statements

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Rolling Forecast	4
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Legends Global Arena Management LLC

The Sanford Center – Bemidji, Minnesota

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- Honoring Youth POWWOW \$6,729

	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	50,117	25,725	24,392	234,496	232,959	1,537	178,554
Service Revenue	45,791	92,048	(46,257)	250,739	300,085	(49,346)	216,058
Service Expenses	(36,537)	(47,219)	10,682	(182,994)	(237,267)	54,273	(117,766)
Total Direct Event Income	59,371	70,554	(11,183)	302,241	295,777	6,464	276,846
Ancillary Income							
F & B Concessions	20,118	13,340	6,778	129,427	139,540	(10,113)	82,695
F & B Catering	12,438	42,450	(30,012)	105,476	113,550	(8,074)	60,029
Novelty Sales	0	2,500	(2,500)	1,903	3,000	(1,097)	0
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	32,556	58,290	(25,734)	236,806	256,090	(19,284)	142,724
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	2,300	4,000	(1,700)	32,761	18,400	14,361	24,356
Club Seat Tickets	0	2,000	(2,000)	3,580	4,700	(1,120)	1,421
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	569	1,800	(1,231)	25,682	23,150	2,532	8,180
Facility Fees	0	8,500	(8,500)	56,687	68,500	(11,813)	45,923
Total Other Event Income	2,869	16,300	(13,431)	118,710	114,750	3,960	79,880
Total Event Income	94,796	145,144	(50,348)	657,757	666,617	(8,860)	499,450
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	0
Suite Service Premium	0	0	0	0	0	0	0
Advertising & Sponsorship	23,135	32,083	(8,948)	69,407	96,250	(26,843)	73,571
Sanford Naming Rights	16,667	16,667	0	50,000	50,001	(1)	50,000
Coke Mktg Sponsorship	0	0	0	0	0	0	0
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,209	1	1,208	3,709	0	3,709	4,969
Total Oth. Operating Income	41,011	48,751	(7,740)	123,116	146,251	(23,135)	128,540
Adjusted Gross Income	135,807	193,895	(58,088)	780,873	812,868	(31,995)	627,990
INDIRECT EXPENSES							
Salaries & Wages	88,230	113,384	(25,154)	278,480	340,152	(61,672)	286,801
Payroll Taxes & Benefits	32,324	34,458	(2,134)	103,115	103,374	(259)	91,782
Net Salaries and Benefits	120,554	147,842	(27,288)	381,595	443,526	(61,931)	378,583
Contracted Services	0	0	0	0	0	0	0
General and Administrative	16,208	19,323	(3,115)	53,415	57,969	(4,554)	48,275
Operating	12,564	16,246	(3,682)	39,779	48,989	(9,210)	44,534
Repairs & Maintenance	1,370	5,922	(4,552)	6,561	20,264	(13,703)	12,072
Operational Supplies	1,834	4,443	(2,609)	14,375	13,329	1,046	27,806
Insurance	16,126	16,625	(499)	48,381	49,875	(1,494)	15,746
Utilities	47,503	41,717	5,786	164,199	142,551	21,648	124,831
ASM Management Fees	10,895	10,927	(32)	32,686	32,781	(95)	31,827
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expenses	227,054	263,045	(35,991)	740,991	809,284	(68,293)	683,674
Net Income (Loss)	(\$ 91,247)	(\$ 69,150)	(\$ 22,097)	\$ 39,882	\$ 3,584	36,298	(\$ 55,684)
Non-Operating Income							
City of Bemidji Subsidy	175,000	0	0	175,000	0	0	0
Property Insurance	0	0	0	0	0	0	(15,426)
Extraordinary Items	0	0	0	0	0	0	0
Adjusted Net Income (Loss)	\$ 83,753	(\$ 69,150)	\$ 152,903	\$ 214,882	\$ 3,584	211,298	(\$ 71,110)

ASSETS

Current Assets

Cash	\$	684,015	
Accounts Receivable		236,734	
Prepaid Assets		138,578	
Inventory		<u>62,830</u>	
Total Current Assets			1,122,157

Fixed Assets

Building		0	
Machinery & Equipment		0	
Acc. Depreciation		<u>0</u>	
Total Fixed Assets			0

Other Assets

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

Total Assets		\$	<u><u>1,122,157</u></u>
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	213,972	
Working Capital Loan		350,000	
Accrued Expenses		88,524	
Deferred Income		179,129	
Advance Ticket Sales/Deposits		135,429	
Other Current Liabilities		<u>0</u>	
Total Current Liabilities			967,054

Equity

Net Funds Received		0	
Retained Earnings		(59,780)	
Net Income (Loss)		<u>214,883</u>	
Total Equity			<u>155,103</u>

Total Liabilities & Equity		\$	<u><u>1,122,157</u></u>
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**The Sanford Center
2026
Rolling Forecast**

		Year to Date Actual Thru March	Projected April Thru 12/31/2026	Rolling Forecast Fiscal YE 12/31/2026	Budget Fiscal Year Ending 12/31/2026	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income										
Direct Event Income										
	Rental Income	234,496	381,735	616,231	613,694	2,537	0.41%	504,148	112,083	22.23%
	Service Income	250,739	620,675	871,414	1,003,644	(132,230)	-13.17%	813,776	57,638	7.08%
	Service Expenses	(182,994)	(372,233)	(555,227)	(688,044)	132,817	-19.30%	(518,214)	(37,013)	7.14%
	Total Direct Event Income	302,241	630,177	932,418	929,294	3,124	0.34%	799,710	132,708	16.59%
Ancillary Income										
	F & B Concessions	129,427	143,281	272,708	301,621	(28,913)	-9.59%	221,473	51,235	-43.23%
	F & B Catering	105,476	351,515	456,991	447,864	9,127	2.04%	504,966	(47,975)	55.24%
	Novelty Sales	1,903	6,250	8,153	11,750	(3,597)	-30.61%	4,703	3,450	-64.57%
	Total Ancillary Income	236,806	501,046	737,852	761,235	(23,383)	-3.07%	731,142	6,710	0.92%
Other Event Income										
	Luxury Box Ticket Sales	32,761	24,400	57,161	46,000	11,161	24.26%	24,356	32,805	-64.28%
	Club Seat Ticket Sales	3,580	5,000	8,580	10,700	(2,120)	0.00%	1,421	7,159	-88.39%
	Event Advertising Income	-	-	-	-	-	0.00%	-	-	0.00%
	Ticket Rebates (Per Event)	25,682	19,300	44,982	44,450	532	1.20%	45,861	(879)	-93.70%
	Facility Fees	56,687	88,300	144,987	164,800	(19,813)	-12.02%	156,287	(11,300)	-40.74%
	Total Other Event Income	118,710	137,000	255,710	265,950	(10,240)	-3.85%	227,925	27,785	12.19%
Total Event Income		657,757	1,268,223	1,925,980	1,956,479	(30,499)	-1.56%	1,758,777	167,203	9.51%
Other Operating Income		123,116	452,749	575,865	599,000	(23,135)	-3.86%	557,840	18,025	3.23%
Adjusted Gross Income		780,873	1,720,972	2,501,845	2,555,479	(53,634)	-2.10%	2,316,617	185,228	8.00%
Operating Expenses										
	Employee Salaries and Wages	278,480	1,020,463	1,298,943	1,360,615	(61,672)	-4.53%	1,259,598	39,345	-8.07%
	Benefits	103,115	310,107	413,222	413,481	(259)	-0.06%	353,901	59,321	5.11%
	Net Employee Wages and Benefits	381,595	1,330,570	1,712,165	1,774,096	(61,931)	-3.49%	1,613,499	98,666	-4.84%
	General and Administrative	53,415	174,871	228,286	232,840	(4,554)	-1.96%	210,219	18,067	14.15%
	Operations	39,779	66,411	106,190	107,650	(1,460)	-1.36%	116,746	(10,556)	14.44%
	Repair & Maintenance	6,561	113,036	119,597	141,050	(21,453)	-15.21%	33,640	85,957	35.60%
	Supplies	14,375	50,471	64,846	63,800	1,046	1.64%	86,158	(21,312)	-84.87%
	Insurance	48,381	149,625	198,006	199,500	(1,494)	-0.75%	185,662	12,344	-111.39%
	Utilities	164,199	312,449	476,648	455,000	21,648	4.76%	435,324	41,324	-3.70%
	SMG Management Fees	32,686	98,346	131,032	131,127	(95)	-0.07%	127,308	3,724	-3.00%
	Total Operating Expenses	740,991	2,295,779	3,036,770	3,105,063	(68,293)	11.72%	2,808,556	228,214	-4.97%
Net Income (Loss) From Operations		39,882	(574,807)	(534,925)	(549,584)	14,659	-2.67%	(491,939)	(42,986)	8.74%
Other Income (Expenses)		175,000	175,000	350,000	350,000	-		350,000	-	0.00%
Net Income After Other Income (Expenses)		214,882	(399,807)	(184,925)	(199,584)	14,659	-7.34%	(141,939)	(42,986)	30.28%

The Sanford Center
Fiscal Year 2026
Operating Cash Flow Forecast

Month Ending	April 4/30/2026	May 5/31/2026	June 6/30/2026	July 7/31/2026
Beg Cash Flow (Non Ticketing/Unrestricted)	644,068.79	625,631.79	564,775.79	486,204.79
F&B Revenue	20,000.00	35,000.00	26,681.00	10,000.00
Rent Revenue	38,000.00	61,000.00	20,000.00	10,000.00
Service Revenue	47,000.00	36,196.00	10,000.00	5,000.00
Ticketing Transter	-	-		
A/R Collections	185,000.00	80,000.00	60,000.00	25,000.00
Sanford Naming Rights				
Total Inflows	290,000.00	212,196.00	116,681.00	50,000.00
Net Employee Wages and Benefits	(120,000.00)	(120,000.00)	(120,000.00)	(140,000.00)
Uncashed AP Checks	(20,000.00)	(30,000.00)	-	-
Unpaid AP	(60,000.00)	(25,000.00)	-	-
General and Administrative	(13,000.00)	(16,000.00)	(12,000.00)	(12,000.00)
Operations	(6,200.00)	(11,000.00)	(3,000.00)	(3,000.00)
Repair & Maintenance	(2,736.00)	(1,500.00)	(3,000.00)	(3,000.00)
Supplies	(9,080.00)	(3,000.00)	(3,700.00)	(3,700.00)
Insurance	(16,625.00)	(16,625.00)	(16,625.00)	(16,625.00)
Utilities	(27,869.00)	(21,000.00)	(21,000.00)	(21,000.00)
SMG Management Fees	(10,927.00)	(10,927.00)	(10,927.00)	(10,927.00)
Sales Tax	(22,000.00)	(18,000.00)	(5,000.00)	(5,000.00)
Other Cash Outflows				
Total Outflows	(308,437.00)	(273,052.00)	(195,252.00)	(215,252.00)
Available Cash	625,631.79	564,775.79	486,204.79	320,952.79
Other Cash Inflow/Outflow				
Intercompany Payments				
Funding				
Ending Cash balance	625,631.79	564,775.79	486,204.79	320,952.79

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Restaurant/Food Service	TOP HAWG	WITHIN BEMIDJI CITY LIMITS	\$35.00
	MOBILE VENDOR		
Tree Service	MURRAY CUSTOM TREE WORX LLC	WITHIN BEMIDJI CITY LIMITS	\$65.00

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Approve Special Event Permits for Annual Jaycees Water Carnival

Prepared By: Michelle Miller, City Clerk

Background:

The Jaycees have submitted several applications for their 82nd Annual Water Carnival. The event will take place July 1-5, 2026 with set up and take down occurring from June 24-July 7. Staff met with event organizers, which helps staff and organizers work through any questions, concerns and staff-specific items that may come up during the event. Staff have no additional concerns with the event applications.

Recommendation:

Approve Special Event Permits for Annual Jaycees Water Carnival.

Special Event Application



Special Event means an event held in the city in which one or more of the following occurs:

- (1) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code section 4-97(b);
- (2) A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) Use of a city park or public way which exceeds 300 attendees;
- (4) Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- (5) A cannabis event which is regulated under Minn. Stat., Section 342.40, as may be amended from time to time; or
- (6) The event will adversely impact a considerable number of members of the public or city resources.

If your gathering does not fall under the above, please contact parks.trails@ci.bemidji.mn.us for any questions.

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Applicant Information

Organization Name (Required): Bemidji Jaycees

Address: PO Box 293, Bemidji, MN 56619

Event Contact Name (Required): Larissa Donovan

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

Cell Phone (Required): (218) 407-0825

Event Contact Email (Required):

Event Contact Name #2 (Required): Missy Malone

Contact #2 Phone (Required): (218) 209-5335

Event Information

Event Name: Bemidji Jaycees 82nd Annual Water Carnival Waterfront Events

Event Date(s): 6/24/2026-7/7/2026

Location Requested:

☐ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☐ City Streets

☒ City Parking Lot

☒ Other

If Other, please explain: Waterfront area between Library Park and Paul Bunyan Park

Special Event Application



Event Time: Start: 7/1/2026 8am End: 7/5/2026 11:59pm

Set-up Time: 6/24/2026 10am

Clean-up Time: 7/7/2026 11:59pm

Expected Daily Attendance: 500

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:

6/24/2026: Entertainment Tent Setup (6/25 & 6/26 backup set-up dates)

6/28/2025: Security Fencing Setup (6/29 backup dates)

7/1/2026-7/5/2026: Water Carnival runs daily with activities and live music

7/6/2026-7/7/2026: Tear down of Tent and Fencing

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: Music/Bands

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.

Special Event Application



- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner)

☐ Yes Location requested: _____

No



- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.
- You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Tents or Canopies (Required):

☒ Yes

☐ No

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

1 60x120 Entertainment Tent. North of the Tourist Information Center in Paul Bunyan Park

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. Event organizers may contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

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

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

Special Event Application



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: 8-12

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: 14

Number of Barricades Requested: 0

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: 6

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Bob's Econo Pump-20 or more

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Special Event Application



Street Closures

In residential neighborhoods, applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing at least 14 days prior to the street closure 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.

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

Are you requesting a street closure?	No. Requesting XX parking spaces at Paul Bunyan Park
Date(s) of requested street closure:	7/1/2026-7/5/2026
Street Name(s) and/or number to be closed:	Paul Bunyan Parking lot near TIC
Start Time of Street Closure:	Between 7/1/2026 8am & To 7/5/2026 11:59pm 7/1/2026 8am
End Time of Street Closure:	7/5/2026 11:59pm
Number of No Parking Signs Requested:	xxx 15

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

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 a 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.

Special Event Application



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.

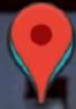
Signature: _____

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 56601 or email: cityclerk@ci.bemidji.mn.us





300 Bemidji Ave N



Visit Bemidji

Rotary
Pavilion for
Color Run
Registration

15
Jaycee
and
Food
Vendor
Parking
Spots

Paul Bunya
Park



3D

60 m



Special Event Application



Special Event means an event held in the city in which one or more of the following occurs:

- (1) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code section 4-97(b);
- (2) A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) Use of a city park or public way which exceeds 300 attendees;
- (4) Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- (5) A cannabis event which is regulated under Minn. Stat., Section 342.40, as may be amended from time to time; or
- (6) The event will adversely impact a considerable number of members of the public or city resources.

If your gathering does not fall under the above, please contact parks.trails@ci.bemidji.mn.us for any questions.

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Applicant Information

Organization Name (Required): Bemidji Jaycees

Address: PO Box 293, Bemidji, MN 56619

Event Contact Name (Required): Larissa Donovan

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

Cell Phone (Required): (218) 407-0825

Event Contact Email (Required):

Event Contact Name #2 (Required): Missy Malone

Contact #2 Phone (Required): (218) 209-5335

Event Information

Event Name: Bemidji Jaycees 82nd Annual Water Carnival

Event Date(s): 6/28/2026-7/7/2026

Location Requested:

☒ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☐ City Streets

☒ City Parking Lot

☒ Other

If Other, please explain: South Shore-Sanford Center Parking lot front, back lot for crew campers

Special Event Application



Event Time: Start: 7/1/2026 8am End: 7/5/2026 11:59pm

Set-up Time: 6/28/2026 8am to 6/30/2026 11:59pm

Clean-up Time: 7/6/2026 8am to 7/7/2026 11:59pm

Expected Daily Attendance: 1000

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:

6/28/2026-6/30/2026-Setting up Bingo Tent and Rides start arriving at the Sanford Center Parking Lot. Setting up vendors in the Sanford Center Parking Lot.

7/1/2026-7/5/2026-Water Carnival runs with rides, Bingo, games and food

7/4/2026-Nymore Park: Nymore Landing and trail closure needed for fireworks staging beginning at midnight on 7/4/2026 and ending at 11:59pm on 7/4/2026, No Parking signs posted 7/2/2026 to notify public of the closure.

7/6/2026-7/7/2026: Tear down Bingo tent, vendors, rides and games

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

- ☐ No
- ☒ Yes

List type of amplified sound: Sound system for Bingo, music on rides

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.

Special Event Application



- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner)

☐ Yes Location requested: _____

No



- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.
- You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Tents or Canopies (Required):

☒ Yes

☐ No

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

Two 20X40 tents for Bingo. 5-10 pop up tents for vendors

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. Event organizers may contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

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

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

Special Event Application



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

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

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

Number of Cones Requested: 10

Number of Barricades Requested: 14

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Bob's Econo Pump-20 or more

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Special Event Application



Street Closures

In residential neighborhoods, applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing at least 14 days prior to the street closure 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.

- 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.
- 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. Sanford Center Parking Lot and Nymore Landing

Date(s) of requested street closure:

6/28/2026-7/7/2026

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

Sanford Center Parking Lot 6/28/2026 8am to 7/7/2026 11:59pm. Nymore Landing 7/4/2026 12am to 11:59pm

Start Time of Street Closure:

Between 6/28/2026 8am & To 7/7/2026 11:59pm
6/28/2026 8am

End Time of Street Closure:

7/7/2026 11:59pm

Number of No Parking Signs Requested:

Sanford Center Parking Lot 30, Nymore Landing 20

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

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 a 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.

Special Event Application



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 56601 or email: cityclerk@ci.bemidji.mn.us

Water Carnival Nymore Landing Site Map



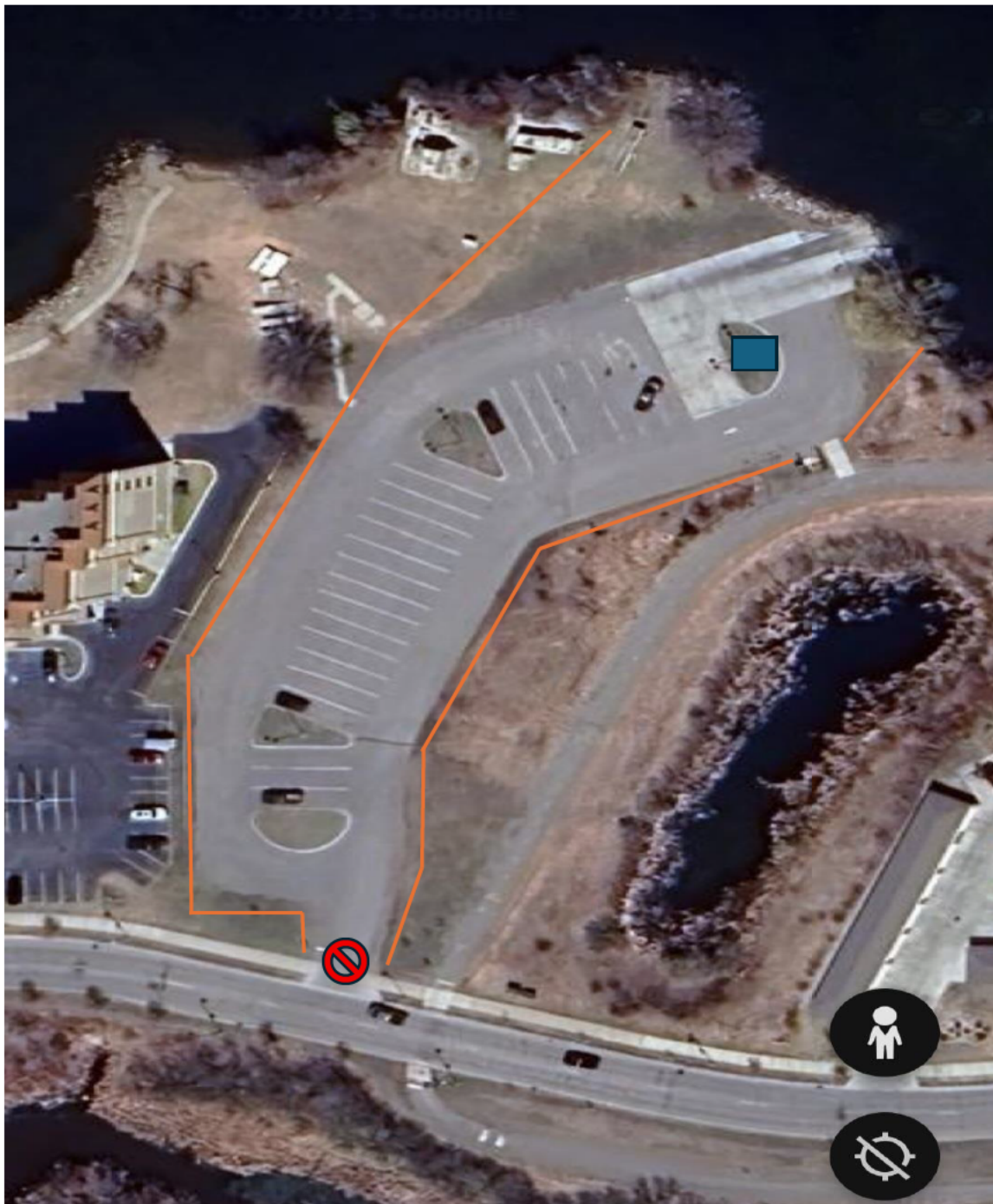
Barricade



Security Fencing



Pop-up Tent







Bemidji Jaycees Water Carnival 2026 Security Plan

Security

- Hard Target Security Services will provide security for the Entertainment Tent at the Waterfront and the Carnival at the Sanford Center Parking lot
- Bemidji Police Department will be contacted for officers to be at the event
- The 2026 Water Carnival Safety Procedures binder with Police, Fire Department and Security contact information, Procedures for Weather, Fire, Weapons and Medical situations and Incident Report Forms will be kept on site

Alcohol Security

- Alcohol will only be served at the Entertainment Tent
- The area where alcohol will be served will be fenced in
- No outside alcohol will be allowed. Signs will be posted
- No alcohol will be allowed to leave the fenced area. Signs will be posted
- All patron's will be ID'd and wrist banded upon entry when alcohol is being served
- Patron's must show wristband to be served
- Wristbands will be different each day alcohol is being served
- Patron's will not be allowed more than 2 drinks at a time
- Will have at least one TIPs, Training for Intervention Procedures, trained server on at all times alcohol is served

Special Event Application



Special Event means an event held in the city in which one or more of the following occurs:

- (1) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code section 4-97(b);
- (2) A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) Use of a city park or public way which exceeds 300 attendees;
- (4) Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- (5) A cannabis event which is regulated under Minn. Stat., Section 342.40, as may be amended from time to time; or
- (6) The event will adversely impact a considerable number of members of the public or city resources.

If your gathering does not fall under the above, please contact parks.trails@ci.bemidji.mn.us for any questions.

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Applicant Information

Organization Name (Required): Bemidji Jaycees

Address: PO Box 293, Bemidji, MN 56619

Event Contact Name (Required): Larissa Donovan

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

Cell Phone (Required): (218) 407-0825

Event Contact Email (Required):

Event Contact Name #2 (Required): Missy Malone

Contact #2 Phone (Required): (218) 209-5335

Event Information

Event Name: Bemidji Jaycees 82nd Annual Water Carnival Grand Parade

Event Date(s): 7/5/2026

Location Requested:

☐ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☒ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

Special Event Application



Event Time: Start: 1pm End: 3pm

Set-up Time: 10am

Clean-up Time: 3pm

Expected Daily Attendance: 300+

Event Description:

Please check the type of event (all that apply) and write a description of the event.

☐ Festival

☐ Bike Ride

☐ Walk/Fun Run

☐ Concert/Performance

☒ Other

☐ Block Party

If Other, please explain: Parade

Please provide a description of your event:

7/5/2026: Parade line-up from 10 a.m., going from 16th St. NW and Minnesota Ave. NW; northbound to America Ave. NW and Paul Bunyan Dr. NW. Will need street closure. Parade route will also need street closure from 11 a.m. to 3 p.m. from Minnesota Ave. NW at 15th St. NW, east on 15th St. to Beltrami Ave. NW, from 15th south to 3rd St., west on 3rd St. NW to Minnesota Ave. NW, then north on Minn back to 15th St.

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

☐ No

☒ Yes

List type of amplified sound: Sound systems on parade units and marching band(s)

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.

Special Event Application



- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner)

☐ Yes Location requested: _____

No



- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.
- You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Tents or Canopies (Required):

☒ Yes

☐ No

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

10X10 pop up tent for parade registration

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. Event organizers may contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

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

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

Special Event Application



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

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

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

Number of Cones Requested: 20

Number of Barricades Requested: 60

Picnic Tables, Benches, and Event Bike Racks

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

Number of picnic tables requested: 0

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: Bob's Econo Pump-4 or more

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Special Event Application



Street Closures

In residential neighborhoods, applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing at least 14 days prior to the street closure 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.

- 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.
- 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:	7/5/2026
Street Name(s) and/or number to be closed:	See attached
Start Time of Street Closure:	Between 10 & To 3pm 10am
End Time of Street Closure:	3pm
Number of No Parking Signs Requested:	175

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

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 a 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.

Special Event Application



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 56601 or email: cityclerk@ci.bemidji.mn.us

Minnesota Ave., from 16th St. to 3rd St., Beltrami Ave. from 15th to 3rd Streets, 3rd Street from Beltrami Ave. to Minnesota, 15th St. from Minnesota Ave. to Beltrami Ave. Also street closures for parade lineup areas, going from 16th St. NW and Minnesota Ave. NW; northbound to America Ave. NW and Paul Bunyan Dr. NW.

Grand Parade Map

Barricades marked as 

Pop Up Tent marked as 

Bathrooms marked as 

All cross streets from 15th st to 3rd st and from 3rd st to 15th st will be barricaded on both sides





Special Event Application



Special Event means an event held in the city in which one or more of the following occurs:

- (1) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code section 4-97(b);
- (2) A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) Use of a city park or public way which exceeds 300 attendees;
- (4) Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- (5) A cannabis event which is regulated under Minn. Stat., Section 342.40, as may be amended from time to time; or
- (6) The event will adversely impact a considerable number of members of the public or city resources.

If your gathering does not fall under the above, please contact parks.trails@ci.bemidji.mn.us for any questions.

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Applicant Information

Organization Name (Required): Bemidji Jaycees

Address: PO Box 293, Bemidji, MN 56619

Event Contact Name (Required): Larissa Donovan

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

Cell Phone (Required): (218) 407-0825

Event Contact Email (Required): [REDACTED]

Event Contact Name #2 (Required): Missy Malone

Contact #2 Phone (Required): (218) 209-5335

Event Information

Event Name: Bemidji Jaycees 82nd Annual Water Carnival Kid Events

Event Date(s): 7/4/2026

Location Requested:

☐ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☐ Rotary Pavilion

☐ Roger Lehmann Park

☐ City Paved Trail (lakeshore/east west Trail)

☒ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

Special Event Application



Event Time: Start: 10am End: 12pm

Set-up Time: 9:30am

Clean-up Time: 12pm

Expected Daily Attendance: 100

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:

7/4/2026: Kiddie Parade on Lake Blvd NE from 12th St. to 6th St.

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

☒ No

☐ Yes

List type of amplified sound: Sound systems on parade units and marching band(s)

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.

Special Event Application



- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner)

☐ Yes Location requested: _____

No



- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.
- You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Tents or Canopies (Required):

☒ Yes

☐ No

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

10X10 pop up tent

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. Event organizers may contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

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

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

Special Event Application



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

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

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

Number of Cones Requested: 10

Number of Barricades Requested: 5

Picnic Tables, Benches, and Event Bike Racks

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

Number of picnic tables requested: 0

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: _____

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Special Event Application



Street Closures

In residential neighborhoods, applicant shall notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant shall notify in writing at least 14 days prior to the street closure 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.

- 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.
- 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:	7/4/2026
Street Name(s) and/or number to be closed:	Lake Blvd from 12th St. to 6th St.
Start Time of Street Closure:	Between 9:30am & To 12pm 9:30am
End Time of Street Closure:	12pm
Number of No Parking Signs Requested:	16

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

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 a 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.

Special Event Application



Applicant Signature

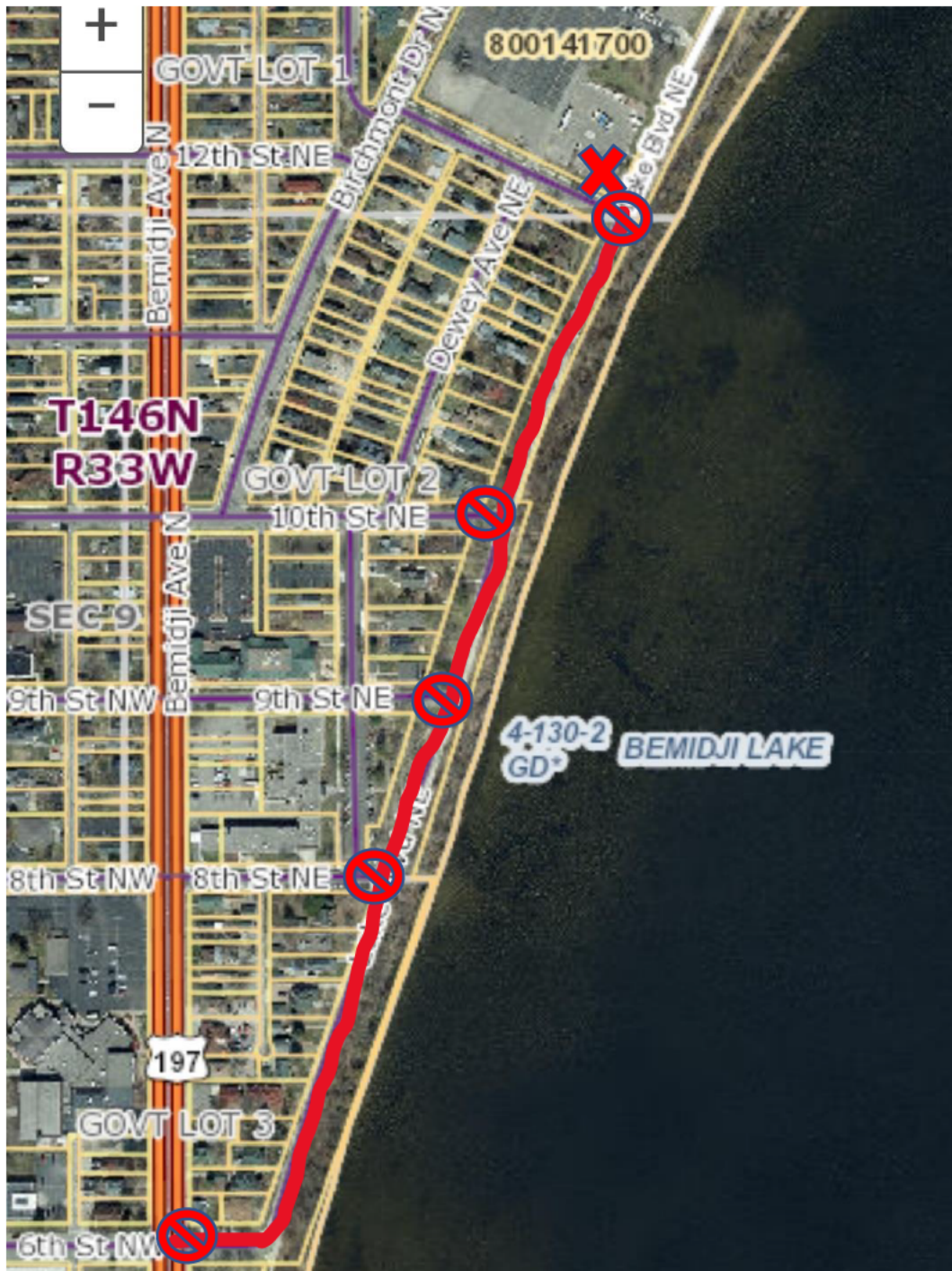
I agree to abide by the event guidelines and attest that all of the information in this application is correct. I, the undersigned, do hereby accept responsibility for compliance with the above policies and guidelines and for payment of all fees. I hereby agree to comply with all rules and ordinances 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 56601 or email: cityclerk@ci.bemidji.mn.us

Kiddie Parade Map

Barricades marked as  Tent Marked as 



Special Event Application



Special Event means an event held in the city in which one or more of the following occurs:

- (1) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is authorized by the city council to dispense intoxicating liquor off-premises at the event location as part of a community festival according to City Code section 4-97(b);
- (2) A street, sidewalk or other public way or place is closed for the benefit of the event attendees;
- (3) Use of a city park or public way which exceeds 300 attendees;
- (4) Amplified sound, sound device or apparatus is to be used in connection with a gathering of 100 or more attendees; or
- (5) A cannabis event which is regulated under Minn. Stat., Section 342.40, as may be amended from time to time; or
- (6) The event will adversely impact a considerable number of members of the public or city resources.

If your gathering does not fall under the above, please contact parks.trails@ci.bemidji.mn.us for any questions.

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Applicant Information

Organization Name (Required): Bemidji Jaycees

Address: PO Box 293, Bemidji, MN 56619

Event Contact Name (Required): Larissa Donovan

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

Cell Phone (Required): (218) 407-0825

Event Contact Email (Required):

Event Contact Name #2 (Required): Missy Malone

Contact #2 Phone (Required): (218) 209-5335

Event Information

Event Name: Bemidji Jaycees 82nd Annual Water Carnival Color Run

Event Date(s): 7/4/2026

Location Requested:

☐ Nymore Park

☐ Cameron Park

☐ City Park

☐ Paul Bunyan Park

☐ Library Park

☒ Rotary Pavilion

☐ Roger Lehmann Park

☒ City Paved Trail (lakeshore/east west Trail)

☐ City Streets

☐ City Parking Lot

☐ Other

If Other, please explain: _____

Special Event Application



Event Time: Start: 10am End: 2pm

Set-up Time: 9am

Clean-up Time: 2pm

Expected Daily Attendance: 100

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:

7/4/2026: Color Run along the lakeshore east/west trail, using the Rotary Pavillion as check-in site.

Event Features

Amplified Sound (Required):

(Select only one option)

Any amplified sound in a city park is subject to the City of Bemidji Noise Ordinance.

- ☒ No
- ☐ Yes

List type of amplified sound: _____

Electricity (Required):

(Select only one option)

Available in most parks upon request. 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.

Special Event Application



- Prior permission is required by the Public Works Director or City Manager for tent poles to be installed in/on paved surfaces in public right of way or parking lots.
- The City is not responsible for any stolen or damaged property.
- All structures must be removed immediately following your event (same day) unless prior arrangements are made.
- Banners/signs are allowed in the park on day(s) of event only. Banners and/or signs shall not be affixed or attached to any tree, shrub, park structure or statue.

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner)

☐ Yes Location requested: _____

No

☒

- Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.
- All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.
- Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.
- You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Tents or Canopies (Required):

☐ 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. Event organizers may contract with the Bemidji Police Department for uniformed police officers at your event. Please contact the Police Captain at 218-333-8396 for cost and contract details.

Food Vendors

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

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

Special Event Application



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

Please indicate the number of food vendors: 0

Request to Use City Property

Barricades and Cones

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

Number of Cones Requested: 0

Number of Barricades Requested: 0

Picnic Tables, Benches, and Event Bike Racks

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

Number of picnic tables requested: 0

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

Bike Racks Requested: 0

Event Logistics

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

Portable Restrooms

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

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

Company & Number of portable restrooms: _____

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Special Event Application



Street Closures

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

- a) Applicant is responsible for posting, maintaining and removal of the "No Parking" signs. Signs must be posted 24 hours before street closure and can be mounted on existing parking regulations signage; signs must be removed within 24 hours of the conclusion of the event.
- b) If any vehicles need to be towed on the day of the event, notify dispatch at 218-333-9111.

Are you requesting a street closure?

No

Date(s) of requested street closure:

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

Between _____ & To _____

Start Time of Street Closure:

End Time of Street Closure:

Number of No Parking Signs Requested:

Event Maps

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

Site Map

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

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

Route Map

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

Detour Map

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 a 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.

Special Event Application



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 20-8 "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 56601 or email: cityclerk@ci.bemidji.mn.us

[CREATE](#)
[ROUTES](#)
[CLUBS](#)
[HELP](#)

[SIGN IN/REGISTER](#)

STANDARD Route Planner

UPGRADE

LOCATE MAP

Bemidji, MN, U...

AUTO PLOT

OFF

BY ROAD

ON FOOT

BY BIKE

MAP TYPE

STREET MAP

1,890 miles

101

Lat: 47.462234, Lon: -94.865441

UNNAMED ROUTE

UNDO

HILLS

TERRAIN

DIRT

PHOTOS

TIMER

SAVE

PRINT

SHARE

DOWNLOAD

CLEAR

100 m

500 ft

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CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Approve 1-4 Day Temporary On-Sale Liquor License

Prepared By: Michelle Miller, City Clerk

Background:

Minnesota Statutes, Section 340A.410 allows a city to issue a temporary on-sale liquor license to qualifying organizations. The Bemidji Jaycees have applied for and meet the qualifications to receive a license for the Jaycees Water Carnival for July 2-5, 2026.

Recommendation:

Approve 1-4 Day Temporary On-Sale Liquor License to the Bemidji Jaycees for July 2-5, 2026.

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Approve Special Event Permit for Beltrami County Historical Society

Prepared By: Michelle Miller, City Clerk

Background:

The Beltrami County Historical Society has submitted an application for a special event for its Reading of the Declaration of Independence on July 8, 2026 in the Paul Bunyan Park Plaza Area. They plan to provide chairs for attendees. Staff have no issues with the request.

Recommendation:

Approve special event permit for Beltrami County Historical Society Reading of the Declaration of Independence on July 8, 2026.

Application for Special Event or Park Use



Check all that apply:

- ☐ My event will serve alcohol.
- ☐ My event will close a street, sidewalk or other public way for the benefit of the event attendees.
- ☐ My event will exceed 300 attendees.
- ☒ My event will have amplified sound and more than 100 attendees.
- ☐ My event is a cannabis event regulated under Minn. Stat., Section 342.40.
- ☐ My event will adversely impact a considerable number of members of the public or city resources.

Applicant Information

Organization Name (Required): Beltrami County Historical Society

Address: PO Box 1039

Event Contact Name (Required): Emily Thabes

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

Cell Phone (Required): (320) 4283358

Event Contact Email (Required): [REDACTED]@[REDACTED].[REDACTED]

Event Contact Name #2 (Required): [REDACTED]@[REDACTED].[REDACTED]

Contact #2 Phone (Required): (218) 4443376

Event Information

Event Name: Reading of the Declaration of the Independence

Event Date(s): July 8, 2026

Location Requested:

☐	Nymore Park	☐	Cameron Park
☐	City Park	☐	Paul Bunyan Park Lake Front Area
☐	Library Park	☒	Paul Bunyan Park Plaza Area
☐	Roger Lehmann Park	☐	Paul Bunyan Park Rotary Pavilion
☐	City Streets	☐	Paul Bunyan Park North Parking Lot
☐	City Parking Lot	☐	City Paved Trail (lakeshore or east/west)
If Other, please explain: _____			
Event Time:		Start: 11	End: 11:30
Set-up Time:		10:30	
Clean-up Time:		12	
Expected Daily Attendance:		100	

Event Description:

Please check the type of event (all that apply) and write a description of the event in the space below.

☐	Festival	☐	Walk/Run/Bike	☐	Block Party
☐	Parade	☒	Concert/Performance	☐	Other
If Other, please explain: _____					

Application for Special Event or Park Use



Please provide a description of your event:

July 8, 2026, 11 AM CT is the anniversary of the first public reading of the Declaration of Independence. In honor of this event, the Beltrami County Historical Society would like to offer a public reading of the Declaration of Independence at Paul & Babe Plaza area (near the statues/Welcome Center).

The reading consists of 12 volunteer readers and one crier. Each has 1-3 sentences to read. The entire reading will take less than 10 minutes.

We plan to offer 20-25 chairs for elders. We will have a portable microphone/amp.

This reading is being performed simultaneously across the country, and we look forward to participating and inviting the public to this event.

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.

☒ Yes ☐ No

List type of amplified sound: Small microphone/amplifier - battery powered

Electricity Needed:

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

☐ Yes ☒ No

Tents/Structures

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

Special Event Signs

Banners – Obstructions on Public Property (City Code 20-2) (off-site banner) (provide map)

☐ Yes ☒ No Location(s): _____

Banners may be attached to non-utility poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrollably by the wind.

All banners shall be maintained so that they do not become ripped, torn, defaced, damaged, loose, or unsecured.

Sight lines will not be affected at intersections and all utility locates must be obtained if anchoring below turf/soil line as well as immediate removal when event is completed.

You must call GOPHER STATE ONE CALL 1-800-252-1166 before placing your banner.

Application for Special Event or Park Use



Use of Tents or Canopies:

☐ Yes ☒ No

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

Alcohol (Select One):

**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. Event organizers may 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

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: none

Request to Use City Property

Barricades and Cones

Barricades and cones can be requested from the Street Department subject to availability. Please contact the Street Superintendent at 218-333-1855 to make arrangements for pick-up of equipment.

Number of Cones Requested: none

Number of Barricades Requested: none

Picnic Tables, Benches, and Event Bike Racks

The Parks and Trails Department has additional amenities, available upon request and subject to availability. Please contact the Parks and Trails Department at 218-333-1861. 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 smaller/lightweight tables

Bike Racks Requested: 0

Application for Special Event or Park Use

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 are 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: 0

Garbage

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

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

Certificate of Insurance

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

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. Minimum limits are as follows:

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

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

Street Closures

In residential neighborhoods, applicant must notify affected property owners 14 days prior to the closure, excluding parade events. In commercial areas, applicant must notify in writing at least 14 days prior to the street closure 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 must provide notice 7 days prior to the event by releasing a Public Service Announcement.

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

Are you requesting a street closure? NO

Date(s) of requested street closure: _____

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

Between _____ &/To _____

Start Time of Street Closure: _____

End Time of Street Closure: _____

Number of No Parking Signs Requested: _____

Application for Special Event or Park Use



Event Maps

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/Electricity needs
- Promotional vehicles
- Inflatables
- Portable toilets
- Refuse containers
- Fencing/Banners
- Barricades and other structures

Route Map

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

Detour Map

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 a 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.

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: Emily Thabes

Application Due Dates:

- 300 or less participants: Due 30 days prior to event date
- 300-1000 participants: Due 90 days prior to the event
- 1,000 or more participants: Due 120 days prior to the event

Return paper applications to City Hall, Attn: City Clerk, 317 4th Street NW, Bemidji, MN 56601 56601 or email: cityclerk@ci.bemidji.mn.us



CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Approve Appointments to the Library Board
Prepared By: Michelle Miller

Background:

There are two vacancies on the Library Board. Two applications were received and are being recommended for appointment.

Recommendation:

Approve Appointment of Barbara Lottmann to the Library Board with a term ending January 31, 2028 and Susan Eichstadt to the Library Board with a term ending January 31, 2029.



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: Barbara Lottmann Date: 2/25/2026
Home Address: 4000 Avion Ln NW, Unit A, Bemidji, MN 56601
Phone (C): [REDACTED] Phone (H): same
Email Address: [REDACTED]

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|--|--|
| ☒ City Library Board | ☐ Heritage Preservation Commission |
| ☐ Merit Hearing Board | ☐ Housing & Redevelopment Authority |
| ☐ Parks & Trails Commission | ☐ Housing Appeals Board |
| ☐ City Planning & Zoning Commission | ☐ Public Arts Commission |
| ☐ South Shore Design Review Committee | ☐ City Charter Commission |
| ☐ Sanford Center Advisory Board | ☐ Sustainability Commission |
| ☐ Community and Police Advisory Board | ☐ Other |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

An accessible library is important to the community; especially to individuals that may not have other access to the services the library provides. It is important to try to avoid further cuts to the library budget so it can continue to adequately serve the community. Technology is constantly changing and it is important for the library to regularly update their technology in order to adequately serve their patrons. Access to the library through technology is especially important for patrons who might have difficulty accessing the library physically.

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

I am a member of the Bemidji Community and Police Advisory Board.
I am a member of the Minnesota League of Women Voters.
I am a member of the Minnesota chapter of the Braver Angels. I was a member of the team that organized the Braver Angels workshops in Bemidji May 2025.

Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

I am a retired registered nurse. I work part time at Sanford Medical Center in the guest services department.
I use library services, especially the eBooks and audio books. I understand the importance of having an active, functioning, and accessible library to the citizens of Bemidji and the surrounding area.

Please provide your availability to attend meetings and fulfill responsibilities to serve on this board or commission (additional information attached):

My work schedule is flexible, so I don't anticipate any issues attending meetings or fulfilling my responsibilities to the board.

Please provide any references relevant in applying for this board or commission (optional):

██████████	██	██████████
Name	Address	Phone
██████████	██	██████████
Name	Address	Phone
██████████	██	██████████
Name	Address	Phone

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: Susan Eichstadt Date: 4/23/26

Home Address: 2010 Van Buren Ave. SE

Phone (C): [REDACTED] Phone (H): [REDACTED]

Email Address: [REDACTED]

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|--|--|
| ☒ City Library Board | ☐ Heritage Preservation Commission |
| ☐ Merit Hearing Board | ☐ Housing & Redevelopment Authority |
| ☐ Parks & Trails Commission | ☐ Housing Appeals Board |
| ☐ City Planning & Zoning Commission | ☐ Public Arts Commission |
| ☐ South Shore Design Review Committee | ☐ City Charter Commission |
| ☐ Sanford Center Advisory Board | ☐ Sustainability Commission |
| ☐ Community and Police Advisory Board | ☐ Other <u> </u> |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

I am interested in being on the library board because I believe that our public library offers an invaluable service to our community. I am interested in working towards maintaining and providing services to the community through the use of our public library.

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

I have been an active member of many committees. I have been on many leadership teams in the districts I have worked for. I am on the Executive Board for our local Bemidji Education Association, the Site Team in the Elementary School at which I am currently employed. I have been on several church boards, taught Christian Education, volunteered at the Food Shelf. I was involved in helping to organize Hockey Day in Minnesota here in Bemidji.

Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

I have been an educator in the area for 39 years. My experience includes teaching positions in Red Lake, Ponemah, Cass Lake and Bemidji. I have lived in Bemidji my entire adult life. I have an Elementary Education license, Middle Level license in the area of Communication and Language Arts, a K-12 Reading licensure and a Masters Degree in Education.

I am an avid reader and I am a member of Friends of the Library.

Please provide your availability to attend meetings and fulfill responsibilities to serve on this board or commission (additional information attached):

I am retiring at the end of this school year, so I will be available to attend meetings and fulfill responsibilities attached to this position.

Please provide any references relevant in applying for this board or commission (optional):

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Approve purchase of 2026 Boss 8'2" VXT Stainless Steel V-plow and Mount

Prepared By: Scott Schroeder, Parks & Trails Director

Background:

The Parks & Trails Department has identified a need to replace the current 2011 Boss V-plow for snow removal. The current piece of equipment has excessive wear and tear. Along with the current defaults, we are wanting to trade in the current Boss 2011 V-plow while it still holds some value. The new Boss Stainless Steel V-plow has more modern, maintenance free engineering than the 2011 model. The new Boss plow would serve the Parks & Trails Department for up to 10 years before replacement is needed.

Staff received two quotes from vendors as provided below. Le Pier Shoreline & Outdoors out of Bemidji, MN had the low bid.

Vendor	Unit cost	Trade discount	Total Cost
Le Pier	\$10,846.00	\$3,000.00	\$7,846.00
Southside Towing	\$11,609.66	\$2,000.00	\$9,609.66

This purchase will be funded through the proceeds from the recent Parks & Trails surplus equipment sales.

Recommendation:

Approve purchase of 2026 Boss 8'2" VXT Stainless Steel V-plow and Mount through Le Pier of Bemidji, MN.

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Approve Position Regrade for Utility Operator I, II, and III

Prepared By: Jessica Skipton, HR Manager

Background:

Baker Tilly Advisory Group, LP conducted a comprehensive re-evaluation of the Utility Operator I, II, and III positions in both Water/Sewer and the WWTP using its Systematic Analysis and Factor Evaluation (SAFE) methodology, a standardized point-factor system designed specifically for local government roles. Based on an updated job description and additional information provided, the review identified changes that impact the position's overall valuation.

As a result, Baker Tilly recommends increasing the Utility Operator I, II, and III positions as follows:

□

Department	Position	Current Grade	New Points	New Grade
Public Works	Utility Operator I – WWTP	6	135	7
Public Works	Utility Operator II – WWTP	7	157.5	8
Public Works	Utility Operator III – WWTP	9	192.5	10
Public Works	Utility Operator I – Sewer Water	6	135	7
Public Works	Utility Operator II – Sewer Water	7	157.5	8
Public Works	Utility Operator III – Sewer Water	9	192.5	10

These recommended changes ensure the positions are properly aligned with its responsibilities and maintain internal equity both within the department, the union and across the organization.

Recommendation:

It is recommended that the City Council approve the reclassification above, effective 1/1/2026, in accordance with Baker Tilly's findings to ensure equitable and appropriate compensation alignment.

MEMORANDUM

TO: Jessica Skipton, HR Manager
FROM: Baker Tilly Advisory Group, LP
DATE: April 17, 2026
SUBJECT: Request for Review and Reclassification of Utility Operator - Sewer Water Series

Baker Tilly Advisory Group, LP ("Baker Tilly") has completed the request for review of a classification series for the Utility Operator – Sewer Water position. We gained input from the organization utilizing provided job descriptions. The positions were evaluated using Baker Tilly's SAFE System to ensure the positions were assigned to the appropriate salary grade and to ensure that internal equity exists among positions within the department, as well as those currently classified by the organization.

The Systematic Analysis and Factor Evaluation (SAFE) is a point factor evaluation process developed specifically for the comparison of local government positions. SAFE is comprised of nine compensable factors:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

Our review of your positions using SAFE has resulted in the following recommendation:

In reviewing the documentation you submitted, we identified new information that would result in a change to the evaluations of the Utility Operator - Sewer Water series. Therefore, Baker Tilly recommends a change to the SAFE points of the series positions as outlined below.

This placement on the pay scale maintains internal equity within the Department and positions classified across the organization. The Title and Grade information appear below.

Department	Position	Points	SAFE Grade
Public Works	Utility Operator I – Sewer Water	135	7
Public Works	Utility Operator II – Sewer Water	152.5	8
Public Works	Utility Operator III – Sewer Water	192.5	10

Grade assignments must be made based on job evaluation to be compliant with the Minnesota Local Government Pay Equity Act. Should you have any questions or need additional information, please feel free to contact us at (651) 223-3000.

Thank you.

MEMORANDUM

TO: Jessica Skipton, HR Manager
FROM: Baker Tilly Advisory Group, LP
DATE: April 17, 2026
SUBJECT: Request for Review and Reclassification of Utility Operator - WWTP Series

Baker Tilly Advisory Group, LP ("Baker Tilly") has completed the request for review of a classification series for the Utility Operator – WWTP position. We gained input from the organization utilizing provided job descriptions. The positions were evaluated using Baker Tilly's SAFE System to ensure the positions were assigned to the appropriate salary grade and to ensure that internal equity exists among positions within the department, as well as those currently classified by the organization.

The Systematic Analysis and Factor Evaluation (SAFE) is a point factor evaluation process developed specifically for the comparison of local government positions. SAFE is comprised of nine compensable factors:

Education	Human interaction	Independence of actions
Experience	Working conditions	Impact on the organization
Level of work	Physical demands	Supervision exercised

Our review of your positions using SAFE has resulted in the following recommendation:

In reviewing the documentation you submitted, we identified new information that would result in a change to the evaluations of the Utility Operator - WWTP series. Therefore, Baker Tilly recommends a change to the SAFE points of the series positions as outlined below.

This placement on the pay scale maintains internal equity within the Department and positions classified across the organization. The Title and Grade information appear below.

Department	Position	Points	SAFE Grade
Public Works	Utility Operator I – WWTP	135	7
Public Works	Utility Operator II – WWTP	157.5	8
Public Works	Utility Operator III – WWTP	192.5	10

Grade assignments must be made based on job evaluation to be compliant with the Minnesota Local Government Pay Equity Act. Should you have any questions or need additional information, please feel free to contact us at (651) 223-3000.

Thank you.

COUNCIL AGENDA ITEM



Meeting Date: May 4th, 2026

Action Requested: Approve Change Order No. 1 – Bemidji Rail Corridor Soil Remediation & Earthwork Project - City Project 25-05

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

Background:

Attached is Change Order #1 for the construction of the Bemidji Rail Corridor Soil Remediation & Earthwork project. This change order includes items that came up as part of the building demolition last fall. The change order includes the following items:

- | | |
|---|--------------|
| 1. Terry's Auto Add'l Removals: | + \$3,430.35 |
| 2. Creamery (Bemidji Paper) Building add'l slabs: | + \$4,859.25 |
| | + \$8,289.60 |

Due to excess material left behind by the previous tenant, there were additional costs incurred for removal that was tracked during construction near the Terry's Auto building. Also as part of the Bemidji Paper/Creamery building removal, additional slabs were found that weren't assumed during the original contract that required additional resources to remove. Overall, the amounts are very reasonable considering the limited information available on the structures prior to completing the work.

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

Finance

The net amount of the attached change order is \$8,289.60. This change order results in a new contract cost with Casper Construction of \$2,225,289.60. The project is covered by an assortment of funding sources, but this amount falls within the previously allocated contingency built into the overall project budget.

Recommendation

It is recommended that the city council pass a motion approving Change Order #1 for the Bemidji Rail Corridor Soil Remediation & Earthwork Project – City Project 25-05.

Change Order

PROJECT: *(Name and address)*

Bemidji Rail Corridor Soil Remediation
& Earthwork

OWNER: *(Name and address)*

City of Bemidji
317 4th St NW
Bemidji, MN 56601

CONTRACT INFORMATION:

Contract For: General Construction
Date: April 21, 2026

ARCHITECT: *(Name and address)*

Loucks, Inc.
12755 Hwy 55 Suite R100
Plymouth, MN 55441

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: April 21, 2026

CONTRACTOR: *(Name and address)*

Casper Construction
212 SE 10th St
Grand Rapids, MN 55744

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Contract changes associated with on-site conditions and additional scope items as required. See attached summary of changes and detailed cost associated.

The original Contract Sum was	\$ 2,217,000.00
The net change by previously authorized Change Orders	\$ 00.00
The Contract Sum prior to this Change Order was	\$ 2,217,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,289.50
The new Contract Sum including this Change Order will be	\$ 2,225,289.50
The Contract Time will be increased by Zero (0) days. The new date of Substantial Completion will be NA	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Loucks, Inc.</u>	<u>Casper Construction, Inc.</u>	<u>OWNER (Firm name)</u>
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	
<u>Jon Knutson</u>	<u>[Signature]</u>	
SIGNATURE	SIGNATURE	SIGNATURE
Jon Knutson, Project Manager	Dan Watkins, Project Manager	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
<u>11/25/24</u>	<u>4/24/2026</u>	
DATE	DATE	DATE

BEMIDJI RAIL CORRIDOR SOIL REMEDIATION & EARTHWORK - CHANGE ORDER NO. 1

APRIL 21, 2026

ITEM	RFI	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
CO #1-1		Terry's Auto T&M	LS	1	\$3,430.35	\$3,430.35
CO #1-2		Remove additlial slabs beneath Creamery Building	LS	1	\$4,859.25	\$4,859.25

TOTAL CHANGE ORDER NO. 1 \$8,289.60

Current Construction Contract Value

\$2,217,000.00

CO#1 Construction Contract Value

\$2,225,289.60

INVOICE

TC Recycling
PO Box 942
Bemidji, MN 56619-0942

tcrecyclingoffice@gmail.com
+1 (218) 751-9091
https://www.tcrecyclingllc.com



Bill to
Hosier Worldwide
37368 Little Itasca Rd
Deer River, MN 56636

Invoice details
Invoice no.: 1016
Terms: DUE ON RECEIPT
Invoice date: 12/18/2025
Due date: 12/18/2025

Job Location: YMCA Building Area Bemidji
P.O. Number: verbal per Steve

#	Product or service	Description	Qty	Rate	Amount
1.	30Transfer	30 Yard Roll Off Containers - Bypass/Mixed Solid Waste delivered 12/5 swapped out on 12/11 picked up 12/17 Job Complete Thank you!	2	\$775.00	\$1,550.00
2.	MN Transfer Tax	MN State Solids Waste Tax - Bypass	1550	\$0.17	\$263.50

Total \$1,813.50

Overdue 12/18/2025

Additional Work Authorization Form



HOSIER WORLDWIDE

Date: _____
 Job Name: Bemidji Rail
 Job Address: Minnesota Avenue, Bemidji, MN
 Project Manager: Steve Hosier
 Customer: Casper Construction
 Describe Work: Clean up Terry's Auto

Labor						
Name	Position	Date	Hours	Rate	Total	
Steven Rees	Clear out	ST 12/15	3	90	270	00
Matt Bunker	clean out	ST 12/15	1.5	90	135	00
Subtotal Labor:					405	\$0.00

Equipment						
Description	Number	Date	Hours	Rate	Total	
Skidder		12/10	4	150	600	
Skidder		12/15	2	150	300	
Subtotal Equipment:					900	\$0.00

Materials & Subs						
Description	Units	Quantity	Rate	Total		
Rolloff Dumpster	20 Yd	2	906.75	1813.50		
Subtotal Materials:					1813.50	\$0.00

Labor Total: 405 \$0.00 Equipment Total: 900 \$0.00 Materials Cost: 1813.50 \$0.00 Total Cost: \$0.00 Markup on Mat & Subs: 0 \$0.00 Total Billed: \$3,118.50 \$0.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work: Phone Number: _____ Date: _____ Print Name: _____ Owner Signature: _____
Hosier Worldwide, Inc. Superintendent Signature: _____	

GC Markup @ 10% = \$311.80
 Change Order Total = \$3,430.35

Job Name: Bemidji Rail

Date: 1/12/26

Description: Remove additional buried slabs beneath creamery. 1 additional slab under main portion of building,
2 additional slabs under south cooler addition

Description	Quantity	Unit of Measure	Labor Unit \$	Total Labor	Material Unit \$	Total Material	Sub Unit \$	Total Sub	Total Cost
Backhoe (Operated)	6	HR	275	\$ 1,650		\$ -	0	\$ -	\$ 1,650.00
Laborer	6	HR	90	\$ 540		\$ -		\$ -	\$ 540.00
				\$ -		\$ -		\$ -	\$ -
Trucking w/10%markup	15	HR	148.5	\$ 2,228		\$ -		\$ -	\$ 2,227.50
				\$ -		\$ -		\$ -	\$ -
				\$ -		\$ -		\$ -	\$ -
				\$ -		\$ -		\$ -	\$ -
Subtotal				\$ 4,418		\$ -		\$ -	\$ 4,417.50
Fee								0.00%	\$ -
Payment & Performance Bond								0.00%	\$ -
Total									\$ 4,417.50

GC Markup @ 10% = \$441.75
Change Order Total = \$4,859.25

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COUNCIL AGENDA ITEM



Meeting Date: May 4th, 2026

Action Requested: Approve Change Order No. 2 – Bemidji Rail Corridor Soil Remediation & Earthwork Project - City Project 25-05

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

Background:

Attached is Change Order #2 for the construction of the Bemidji Rail Corridor Soil Remediation & Earthwork project. This change order includes extensive plan revisions & quantity revisions to accommodate modified developer designs. The change order includes the following items:

1. Net increase based on design revisions: + \$1,058.81

The original contract was awarded to Casper Construction in October 2025. Since then, changes in proposed developer building layouts and the addition of the potential Good Neighbors hotel/event center layout required roughly 4 months of meetings, RAP addendum, and contract document revisions to accommodate those new designs and make the necessary quantity revisions for beginning again this spring with construction. With some quantity balancing, our project consultants and staff were able to keep the contract amount nearly the same with the design revisions.

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

Finance

The net amount of the attached change order is \$1,058.81. This change order results in a new contract cost with Casper Construction of \$2,226,348.41. The project is covered by an assortment of funding sources, but this amount falls within the previously allocated contingency built into the overall project budget.

Recommendation

It is recommended that the city council pass a motion approving Change Order #2 for the Bemidji Rail Corridor Soil Remediation & Earthwork Project – City Project 25-05.

Change Order

PROJECT: *(Name and address)*

Bemidji Rail Corridor Soil Remediation
& Earthwork

OWNER: *(Name and address)*

City of Bemidji
317 4th St NW
Bemidji, MN 56601

CONTRACT INFORMATION:

Contract For: General Construction
Date: April 21, 2026

ARCHITECT: *(Name and address)*

Loucks, Inc.
12755 Hwy 55 Suite R100
Plymouth, MN 55441

CHANGE ORDER INFORMATION:

Change Order Number: 002
Date: April 21, 2026

CONTRACTOR: *(Name and address)*

Casper Construction
212 SE 10th St
Grand Rapids, MN 55744

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Contract changes associated with on-site conditions and additional scope items as required. See attached summary of changes and detailed cost associated.

The original Contract Sum was	\$ 2,217,000.00
The net change by previously authorized Change Orders	\$ 8,829.50
The Contract Sum prior to this Change Order was	\$ 2,225,289.50
The Contract Sum will be increased by this Change Order in the amount of	\$ 1058.81
The new Contract Sum including this Change Order will be	\$ 2,226,348.31
The Contract Time will be increased by Zero (0) days. The new date of Substantial Completion will be NA	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Loucks, Inc.

ARCHITECT *(Firm name)*

Jon Knutson

SIGNATURE

Jon Knutson, Project Manager

PRINTED NAME AND TITLE

04/22/26

DATE

Casper Construction, Inc.

CONTRACTOR *(Firm name)*



SIGNATURE

Dan Watkins, Project Manager

4/24/2026

DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

CHANGE ORDER DOCUMENTATION FORM



RAIL CORRIDOR SOIL REMEDIATION AND EARTHWORK

Change Order No. 02

Contractor:	Casper Construction
Bemidji Project No.:	25-05
Loucks Project No.:	170343.0D

Change Order No. 02 Narrative

The following sections present the modifications to the Bemidji Rail Corridor Soil Remediation and Earthwork plans.

Updated Development Plan

Below is a summary of modifications to previous Bemidji Rail Corridor development plans provided to Casper Construction in the original bid documents. These modifications reflect the current site development plans. For reference, BRC site is divided into four areas: Eastern Portion, Central Portion, Irvine Avenue SW Portion, and Western Portion. These areas and the proposed development changes are included in the current plan set dated 04-21-2026.

- **Eastern Portion:**

- Development of the Eastern Portion of the Site provided in the original bid documents included two apartment buildings on the north and south sides of the Site. Based on current development plans, the orientation of the southern building has shifted north and east within the Eastern Portion of the Site and the two buildings will be connected. The party currently planning development activities in this location also intends to build a commercial hotel-convention center instead of the previously proposed residential apartments. Type 1 and Type 2 soil, as defined in the RAP, that is generated during development activities will be sent to a landfill or managed under an environmental cap, as described in the RAP.
- The eastern stormwater pond has been shifted to the east from the previously identified pond location. The new location is located further east than the previous stormwater pond location.

- **Central Portion:**

- The proposed Wellness Center building layout and footprint were modified. The proposed Day Care operation is now located in the northwest corner of the facility.
- The mixed-use building is anticipated to be used for mixed-use residential and commercial purposes.

- The stormwater pond south of the Wellness Center will be a lined retention pond that overflows to City stormwater infrastructure as needed. The previous infiltration pond design has been modified to prevent surface water infiltration through the deep, in-situ petroleum impacts in that area. This change was made at the direction of the MPCA, as noted in the November 20, 2025 email communication to the City of Bemidji
- Associated vehicle and utility infrastructure have been modified accordingly.

See attached Change Order No. 02 spreadsheet for revised quantities per the above development plan modifications.

BEMIDJI
REDESIGN RAIL CORRIDOR REMEDIATION AND EARTHWORK
CHANGE ORDER #2 - PLAN REVISIONS FOR NEW BUILDINGS

City of Bemidji Bid No. 25-05
17-Apr-26



Loucks Project No. 170343.0D
W:\2017\17343D\CONSTRUCTION\Change Orders

Contractor
CASPER
CONSTRUCTION
212 SE 10TH ST
GRAND RAPIDS,
MN 55744

Pay Item	Description	Contract		Unit Price	Amount	Change Order Quantities		Amount	Bid Amount vs
		Quantities	Unit			Items in Red Changed	Final Totals		Change Order Amount
1000	6 FT CONSTRUCTION/TEMPORARY CHAIN LINK FENCE	3850	LF	\$ 9.40	\$ 36,190.00	3,850	\$ 36,190.00	\$ -	
1010	6 FT PERMANENT CHAIN LINK FENCE WITH TOP RAIL	1040	LF	\$ 34.25	\$ 35,620.00	1,040	\$ 35,620.00	\$ -	
1020	12FT WIDE PERMANENT CHAIN LINK SWING GATE	1	EA	\$ 1,850.00	\$ 1,850.00	1	\$ 1,850.00	\$ -	
1030	TEMPORARY ROCK CONSTRUCTION ENTRANCE	3	EA	\$ 3,400.00	\$ 10,200.00	3	\$ 10,200.00	\$ -	
1040	PREFABRICATED CONCRETE WASHOUT	1	EA	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00	\$ -	
1050	SILT FENCE (STANDARD)	6000	LF	\$ 3.75	\$ 22,500.00	6,000	\$ 22,500.00	\$ -	
1060	HEAVY-DUTY SILT FENCE	450	LF	\$ 10.00	\$ 4,500.00	450	\$ 4,500.00	\$ -	
1070	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	\$ -	
1080	CHECK DAMS	1	LS	\$ 13,235.00	\$ 13,235.00	1	\$ 13,235.00	\$ -	
1090	CATCH BASIN WIMCO INSERT PROTECTION	7	EA	\$ 350.00	\$ 2,450.00	7	\$ 2,450.00	\$ -	
2000	BUILDING 1 DEMOLITION (METAL STORAGE SHED)-LEASE	1	LS	\$ 34,000.00	\$ 34,000.00	1	\$ 34,000.00	\$ -	
2010	BUILDING 2 DEMOLITION (TWO STORY CREAMERY -LEASE #	1	LS	\$ 211,000.00	\$ 211,000.00	1	\$ 211,000.00	\$ -	
2020	BUILDING 3 DEMOLITION (AUTO BUILDING LEASE # 11608	1	LS	\$ 98,500.00	\$ 98,500.00	1	\$ 98,500.00	\$ -	
2030	SILO DEMOLITION	1	LS	\$ 1,265.00	\$ 1,265.00	1	\$ 1,265.00	\$ -	
3000	CLEAR AND GRUB	1	LS	\$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00	\$ -	
3010	DEBRIS REMOVAL IN WOODED AREA (SEE PHOTOS)	1	LS	\$ 3,600.00	\$ 3,600.00	1	\$ 3,600.00	\$ -	
3020	FULL DEPTH PAVEMENT SAWCUT	405	LF	\$ 6.75	\$ 2,733.75	405	\$ 2,733.75	\$ -	
3030	REMOVE & DISPOSE BITUMINOUS PAVEMENT- MINNESOTA AV	600	SY	\$ 3.00	\$ 1,800.00	600	\$ 1,800.00	\$ -	
3040	REMOVE & DISPOSE BITUMINOUS PAVEMENT- TRAIL	1300	SY	\$ 2.00	\$ 2,600.00	1,300	\$ 2,600.00	\$ -	
3050	REMOVE & DISPOSE CONCRETE SIDEWALK (MINNESOTA AVE)	1450	SF	\$ 0.50	\$ 725.00	1,450	\$ 725.00	\$ -	
3060	REMOVE & DISPOSE BITUMINOUS BETWEEN BLDG 2 AND MN	610	SY	\$ 3.00	\$ 1,830.00	610	\$ 1,830.00	\$ -	
3070	REMOVE & DISPOSE CONCRETE CURB	175	LF	\$ 4.00	\$ 700.00	175	\$ 700.00	\$ -	
3080	REMOVE AND DISPOSE STORM SEWER STRUCTURE	1	EA	\$ 460.00	\$ 460.00	1	\$ 460.00	\$ -	
3090	REMOVE & DISPOSE RAILROAD TRACKS & TIES	750	LF	\$ 22.00	\$ 16,500.00	750	\$ 16,500.00	\$ -	
3100	REMOVE & DISPOSE STOCKPILED RAILROAD TRACKS & TIE	1	LS	\$ 9,800.00	\$ 9,800.00	1	\$ 9,800.00	\$ -	
3110	REMOVE CONCRETE BARRIERS & SIGNS (2ND AVENUE)	1	LS	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00	\$ -	
3120	REMOVE CONCRETE RAMP @ 2ND ST. NW	670	SF	\$ 1.00	\$ 670.00	670	\$ 670.00	\$ -	
3130	REMOVE WOOD POSTS AND TIMBER WALL @ 2ND ST. NW	1	LS	\$ 9,800.00	\$ 9,800.00	1	\$ 9,800.00	\$ -	
3140	ABANDON MONITORING WELLS	2	EA	\$ 2,750.00	\$ 5,500.00	2	\$ 5,500.00	\$ -	
3150	REMOVE, SALVAGE AND RE-INSTALL TRAIL SIGNAGE	1	LS	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00	\$ -	
TYPE 3 SOILS EXCAVATE AND DISPOSAL									
4000	Type 3 Excavate, Haul and Dispose Contaminated Soil to Regulated Landfill (Hot Spots)	8080	TON	\$ 63.65	\$ 514,292.00	5,785	\$ 368,234.35	\$ (146,057.66)	
4010	Type 3 Lead Stabilization (Haul & Disposal to be paid under Line Item 30)	890	CYEV	\$ 53.65	\$ 47,748.50	1,190	\$ 63,843.50	\$ 16,095.00	
Type 1 and Type 2 Excavation									
5000	TYPE 2 COMMON EXCAVATION (YMCA POND & EAST POND)	4200	CY	\$ 2.40	\$ 10,080.00	-	\$ -	\$ (10,080.00)	
5010	TYPE 2 URBAN FILL EXCAVATION (REMEDIAION- CONTAMINATED SOILS)	22750	CYEV	\$ 2.50	\$ 56,875.00	50,694	\$ 126,735.00	\$ 69,860.00	
5020	TYPE 2 PEAT/SWAMP EXCAVATION (REMEDIAION- CONTAMINATED SOILS)	3000	CYEV	\$ 3.25	\$ 9,750.00	5,000	\$ 16,250.00	\$ 6,500.00	
5030	TYPE 1 PEAT EXCAVATION (SOIL CORRECTION-PEAT SOIL-NON-CONTAMINATED)	3000	CYEV	\$ 2.50	\$ 7,500.00	5,000	\$ 12,500.00	\$ 5,000.00	
Type 1 and Type 2 Backfilling/Filling									
6000	TYPE 1 PLACE COMMON NON-STRUCTURAL SOILS (EAST RIVER EDGE FILL)	3500	CY	\$ 1.75	\$ 6,125.00	-	\$ -	\$ (6,125.00)	
6010	TYPE 1 PLACE COMMON NON-STRUCTURAL SOILS (2 FT BERM COVER)	5250	CY	\$ 1.75	\$ 9,187.50	5,250	\$ 9,187.50	\$ -	
6020	TYPE 1 PLACE COMMON NON-STRUCTURAL SOILS (#4 -PARKLAND/OPEN SPACE, EXCESS AMOUNTS IF AVAILABLE)	5300	CY	\$ 1.75	\$ 9,275.00	1,500	\$ 2,625.00	\$ (6,650.00)	
6030	TYPE 2 PLACE EXCESS NON- STRUCTURAL CONTAMINATED SOIL IN WESTERLY BERM)	7700	CY	\$ 2.15	\$ 16,555.00	7,700	\$ 16,555.00	\$ -	
6040	TYPE 2 STRUCTURAL-PLACE AND COMPACT FOR YMCA BUILDING AND PARKING LOTS/BUILDING B & C	20000	CYCV	\$ 1.85	\$ 37,000.00	5,000	\$ 9,250.00	\$ (27,750.00)	
Type 1 Granular Import of Backfilling									
7000	F & I GRANULAR BORROW (> 12% PASSING #200) TO REPLACE CONTAMINATED EXPORTED TO LANDFILL	5606	CYLV	\$ 18.50	\$ 103,711.00	2,684	\$ 49,657.47	\$ (54,053.53)	
7010	F & I SELECT GRANULAR BORROW BELOW WATER TABLE IN	4500	CYLV	\$ 19.50	\$ 87,750.00	10,000	\$ 195,000.00	\$ 107,250.00	
7020	F & I GRANULAR BORROW (> 12% PASSING #200) FOR BACKFILLING BUILDINGS A,B AND C	24250	CYLV	\$ 17.50	\$ 424,375.00	22,500	\$ 393,750.00	\$ (30,625.00)	
7030	GEOTEXTILE SEPARATION FABRIC FOR WESTERLY BERM	7000	SY	\$ 2.00	\$ 14,000.00	7,000	\$ 14,000.00	\$ -	
7030	GEOTEXTILE SEPARATION POND LINER 40 MIL HDPE	20500	SF	\$ 3.79	\$ 77,695.00	20,500	\$ 77,695.00	\$ -	
7040	DEWATERING (ALLOWANCE)	1	LS	\$ 150,000.00	\$ 150,000.00	1	\$ 150,000.00	\$ -	

RESTORATION

8000	24-INCH CLASS 5 RCP
8010	24-INCH CONCRETE APRON
8020	84" DIAMETER PRECAST OUTLET CONTROL STRUCTURE
8030	RIP RAP CLASS III
8040	B6-12 CURB & GUTTER
8050	6" CONCRETE WALK W/4-INCH CLASS 5 AGGREGATE
8060	10" CLASS 5 AGGREGATE BASE
8070	2.5" BITUMINOUS BASE COURSE
8080	2.0" BITUMINOUS WEAR COURSE
8090	EROSION CONTROL BLANKET
8100	HYDROSEED (TURF SEED MIX)
8110	SEED (WET MEADOW MIX)

71	LF	\$	144.00	\$	10,224.00	71	\$	10,224.00	\$	-
1	EA	\$	3,995.00	\$	3,995.00	1	\$	3,995.00	\$	-
1	EA	\$	21,000.00	\$	21,000.00	1	\$	21,000.00	\$	-
10	CY	\$	144.00	\$	1,440.00	10	\$	1,440.00	\$	-
175	LF	\$	53.00	\$	9,275.00	175	\$	9,275.00	\$	-
1450	SF	\$	12.25	\$	17,762.50	1,450	\$	17,762.50	\$	-
435	SY	\$	18.50	\$	8,047.50	435	\$	8,047.50	\$	-
435	SY	\$	24.25	\$	10,548.75	435	\$	10,548.75	\$	-
435	SY	\$	29.50	\$	12,832.50	435	\$	12,832.50	\$	-
2380	SY	\$	2.40	\$	5,712.00	2,380	\$	5,712.00	\$	-
14	ACRE	\$	4,140.00	\$	57,960.00	14	\$	57,960.00	\$	-
2	ACRE	\$	7,200.00	\$	14,400.00	2	\$	14,400.00	\$	-

Original						Change Order				
Contract						Total Amount				
Amount	\$		2,217,000.00			\$		2,218,058.81	\$	1,058.81

COUNCIL AGENDA ITEM



Meeting Date: May 4th, 2026

**Action Requested: Approve Professional Services Agreement for 2027
Middle School Drive NW Project – City Project 27-02**

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

Background:

City staff are slated for \$1 million in federal highway grant funding to be available for reconstruction of Middle School Drive NW between 15th Street NW and 23rd Street NW in 2027. In August 2025, city council approved a proposal from KLJ to assist staff with the concept design and public engagement for the project. KLJ assisted MnDOT through the TH 197 corridor study, and they had already analyzed a portion of Middle School Drive & Hannah Avenue as part of that TH 197 study. The results of the Middle School Drive NW corridor study and recommendations were presented at the April 27th, 2026 work session.

Proposal

Staff requested and received a proposal from KLJ to provide design & bidding services following the federal requirements necessary for the funding being proposed. A breakdown of those services is listed below:

Project Management, Preliminary, & Final Design	\$ 199,092 (11.0%)
Roundabout Justification Report (RJR), Public Engagement, Environmental, Geotechnical Services, & Right of Way Services	\$ 38,578
Total	\$ 237,670

Staff split the proposal into two parts, one part being the design services that are more standard with a typical road design project and those items that are not on every project or specific to the federal funding. Based on an estimated \$1.8 million construction cost, the 11.0% for project management, preliminary, & final design services are within an appropriate range for this type of work, especially as the preliminary design phase includes an extensive field survey required for eventual right of way acquisition. The second part which is comprised of right of way acquisition, environmental, roundabout justification report, etc. These are services not commonly found on a local city street project and are also enhanced because of the federal grant dollars. The consultant fees would be covered by our State Aid Construction Account.

The environmental, survey, and design process will proceed through summer and be completed by end of 2026. Federal plan review, and bidding are planned into early 2027 for a planned June construction start.

Recommendation:

It is recommended that the city council pass a motion authorizing the Mayor & City Manager to enter into a professional services agreement with KLJ for the design & bidding services of 2027 Middle School Drive NW project in an amount of \$237,670.



2750 Blue Water Road, Suite 100
Eagan, MN 55121
651-222-2176
KLJENG.COM

April 29, 2026
Sam Anderson
City Engineer/Director of Public Works
City of Bemidji
1351 5th Street NW
Bemidji, MN 56601
Re: Scope of Services and Fee Proposal – Middle School Drive NW Reconstruction

Dear Mr. Anderson:

KLJ Engineering is pleased to submit this scope of services and fee proposal for the final design and bidding of the Middle School Drive NW Reconstruction project. This project involves the full reconstruction of approximately 2,600 linear feet of Middle School Drive NW between 23rd Street NW and 15th Street NW, including full curb and gutter replacement, geometric improvements at school access points, pedestrian and trail infrastructure, and supporting federal aid project development. This work builds directly on the Middle School Drive Corridor Study completed by KLJ in Spring 2026.

PROJECT UNDERSTANDING

The project will be federally funded and processed through MnDOT State Aid's Delegated Contract Process (DCP). Key project improvements include:

- Full roadway reconstruction of Middle School Drive NW (~2,600 LF), including full depth pavement replacement and full curb and gutter replacement
- Single-lane roundabout at the South School Access, designed to full four-leg geometry including the west leg approach. Water main and sanitary sewer extensions will be included under the west leg to avoid future pavement impacts to the roundabout.
- Crossing improvements at the North School Access
- Pedestrian and trail connections along the corridor, including potential trail addition on the west side of Middle School Drive (extent to be determined during design)
- Hydrant replacements as identified during design
- Stormwater and utility coordination as required

SCOPE OF SERVICES

Task 1 – Project Management and Coordination

KLJ will manage the project, maintain communication with City staff, coordinate with MnDOT State Aid, and attend project meetings throughout design and bidding. Includes preparation of meeting minutes, progress reporting, and coordination with utility owners.



Task 2 – Environmental Documentation and Federal Aid Project Development

KLJ will prepare and submit the Project Memorandum (PM) to MnDOT SALT on behalf of the City. We understand the City already submitted initial environmental review requests approximately one year ago, which satisfies the early environmental coordination step. KLJ will build on that prior submittal in developing the PM. KLJ will also complete the federal aid project setup requirements under the DCP checklist, including the Request for Contracting Authority (DCP 01) and supporting documentation.

Task 3 – Topographic Survey and Base Mapping

KLJ will perform field topographic survey of the project corridor to establish existing conditions, including roadway geometry, drainage features, utilities, curb and gutter, driveways, and adjacent features needed for design. Field survey will cover the full corridor from 23rd Street NW to 15th Street NW.

KLJ will develop a geotechnical investigation scope for the project corridor, including recommended boring locations, depths, and testing program to support pavement design and subgrade evaluation. KLJ will review the geotechnical report submitted by the selected geotech firm and incorporate findings into design recommendations.

Task 4 – Preliminary Design (30%)

KLJ will develop preliminary design plans to the 30% level for City review and comment. This milestone will establish horizontal and vertical alignments, typical sections, roundabout geometry at the South School Access, crossing configuration at the North School Access, overall trail/pedestrian layout, and preliminary utility improvement locations. Preliminary design will include full four-leg roundabout geometry at the South School Access, including the west leg approach, and preliminary layouts for water main and sanitary sewer extensions under the west leg.

KLJ will prepare a Roundabout Justification Report (RJR) in accordance with State Aid requirements documenting operational analysis, safety considerations, and design basis supporting the single-lane roundabout at the South School Access. The RJR will be submitted to the State Aid District Office as part of the federal aid project development package.

Task 5 – Final Design Plans, Specifications, and Engineer's Estimate (60%–100%)

KLJ will advance the design to final construction documents, including full plan set, MnDOT State Aid compliant specifications, and detailed engineer's estimate. Plans will be prepared in conformance with State Aid requirements and federal aid plan preparation guidelines. A 60% submittal will be provided to the City for review prior to advancing to final. Design includes the full four leg roundabout geometry at the South School Access, including the west leg approach. Water main and sanitary sewer extensions will be designed under the west leg approach to accommodate future utility needs.

Task 6 – Right of Way Services

KLJ will manage right of way acquisition services for two parcels anticipated to be needed in the vicinity of the roundabout at the South School Access. Both parcels are owned by public agencies (Beltrami County HRA and the Bemidji School District). This includes title work, appraisals, and negotiation support for both parcels. Federal aid requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act will be followed throughout. KLJ will coordinate this process and prepare the necessary documentation for ROW certification.

Task 7 – Bidding Assistance

KLJ will support the City through the bidding process in accordance with DCP federal aid bid procedures. The City will serve as the contracting authority.

ESTIMATED FEE

KLJ's estimated fee to complete the scope of services described above is \$237,670. A detailed breakdown of hours and costs by task is provided in the attached budget spreadsheet.

ANTICIPATED SCHEDULE

- Project kickoff – June 2026
- 30% design submittal – September 2026
- 60% design submittal – November 2026
- 90% design submittal – January 2027
- Final plan submittal – February 2027
- Federal authorization/bidding – March 2027
- Bid opening – April 2027
- Construction – June 2027

ASSUMPTIONS

- Scope and fee based on one round of City review comments at each submittal milestone (30%, 60%, and 90%)
- Project will be processed through MnDOT SALT's Delegated Contract Process (DCP)
- ROW acquisition is limited to two parcels owned by public agencies (Beltrami County HRA and Bemidji School District)
- Public engagement is not included in the scope. If City requires public meetings or neighborhood outreach, those services will be addressed via a separate scope amendment.

AUTHORIZATION AND ACCEPTANCE

KLJ is prepared to begin work upon written authorization from the City of Bemidji. We are available to discuss the scope, fee, or schedule at your convenience.



If you have questions or would like to discuss any aspect of this proposal, please don't hesitate to contact me directly at sulmaan.khan@kljeng.com or 651-726-5001. Thank you.

Sincerely,
KLJ Engineering

Sulmaan Khan

Sulmaan Khan, PE
Municipal Client Relationship Leader
Enclosure(s): Budget spreadsheet

Project Budget



Job Classification		Senior Engineer	Environmental Specialist V	Environmental Specialist III	2nd Environmental Specialist III	Environmental Specialist II	Professional Land Surveyor	Engineer	Senior Engineer	Senior Engineer	Engineer	Engineer	Engineer in Training II	Project Manager	MSM Agent	Assistant MSM	Environmental Specialist V	Environmental Specialist III	Senior Engineer	GIS Specialist IV	
Task Code	Description	Whee, Nicholas	Greenfield, R. G. L.	McCall, James	TBD	TBD	Schuster, David	Parsons, Mark	Schneider, Steve	Stadler, Robert W.	Jackson, Nick C.	Levy, Taylor	Temperance, Tami	Grubbs, Chris E.	Whitney, Brian	Oliver, Mike	Utman, Todd	Grubbs, Nathan	Reich, Josh	Pitts, J. R. D.	
1	Project Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
1.1	Project administration and program coordination	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
1.2	Project administration and program coordination	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
2	Environmental Documentation and Field and Field Data	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
2.1	Design Memorandum (DM) preparation and review	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
2.2	Field data collection and data analysis	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
2.3	Field data collection and data analysis	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
3	Design	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
3.1	Design and construction of the project	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
3.2	Design and construction of the project	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
3.3	Design and construction of the project	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4.1	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4.2	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4.3	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4.4	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
4.5	Environmental Review (ER)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5.1	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5.2	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5.3	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5.4	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
5.5	Final Design, Plans, Specs, and Estimate (FDPSE)	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6.1	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6.2	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6.3	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6.4	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
6.5	Construction Management	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7.1	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7.2	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7.3	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7.4	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
7.5	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8.1	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8.2	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8.3	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8.4	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
8.5	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9.1	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9.2	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9.3	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9.4	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
9.5	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10.1	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10.2	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10.3	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10.4	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
10.5	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11.1	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11.2	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11.3	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11.4	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
11.5	Subtotal	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
12	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
12.1	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
12.2	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
12.3	Total	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00	5	250.00
12.4	Total	5	250.00	5																	

* Includes Meals and Lodging - Used for planning purposes only.
* Includes equipment, rental, subscription, mileage, etc.

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Resolution Accepting Donation from North Country Snowmobile Club
Prepared By: Donna Coe, Finance Director

Background:

For several years, the North Country Snowmobile Club has donated funds to the City of Bemidji. This year the North Country Snowmobile Club wishes to donate \$2,000.00 to be allocated as follows:

- \$1,000.00 towards the Bemidji Public Library for the Summer Reading Program
- \$1,000.00 towards the City of Bemidji's Police Department DARE Program

Recommendation:

To accept the donation and approve the resolution allocating the funds as requested by the North Country Snowmobile Club.

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATION (North Country Snowmobile Club)

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, North Country Snowmobile Club has offered to donate \$2,000 to be used for the DARE program (\$1,000) and the Bemidji Public Library (\$1,000); 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 North Country Snowmobile Club for its gracious and generous donation.

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

RESOLUTION NO.

A RESOLUTION OF THE BEMIDJI CITY COUNCIL TO NOT WAIVE THE MONETARY LIMITS ON TORT LIABILITY ESTABLISHED BY M.S. 466.04 AND APPOINTING INSURANCE AGENT OF RECORD

WHEREAS, the City of Bemidji reviewed their excess liability insurance coverage with the League of Minnesota Cities Insurance Trust effective June 1, 2026. In doing so, the City Council is required to exercise the option of either waiving or not waiving the monetary limits on tort liability established by Minnesota Statutes 466.04.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bemidji that the City does not waive the monetary limit on tort liability coverage established by Minnesota Statutes 466.04.

BE IT FURTHER RESOLVED, the City Council appoints Insure Forward of Bemidji, Minnesota, as the insurance agency of record.

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

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

Check one:

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

LMCIT Member Name: City of Bemidji & BEDA

Date of member's governing body meeting: May 4th, 2026

Name of person completing this form: Donna Coe

Position of person completing this form: Finance Director

Signature of person completing this form:



RESOLUTION NO.

A RESOLUTION APPROVING TEMPORARY OFF-PREMISES ALCOHOL PERMIT TO THE BEMIDJI EAGLES CLUB AERIE 351 FOR RIDE FOR THE TROOPS

WHEREAS, Ride for the Troops, hereinafter the “Event Organizers”, are holding the 20th Anniversary Ride for the Troops at the Bemidji Eagles Club in the City of Bemidji on June 6-7, 2026; and

WHEREAS, the Event Organizers have requested that Nielson Ave SE between Pioneer St SE and the Alley next to the Bemidji Eagles Club be closed for the purpose of serving and consumption of alcohol; and

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

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

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

NOW, THEREFORE, be it resolved by the Bemidji City Council to authorize the Temporary Off-Premises Liquor Permit to the Bemidji Eagles Club Aerie 351 from 11:00 a.m. to 10:00 p.m. within the designated event area on June 6, 2026.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

RESOLUTION NO.

A RESOLUTION APPROVING THE SITE AND RELATED REQUESTS FOR THE 82nd ANNUAL JAYCEES WATER CARNIVAL

WHEREAS, the Bemidji Jaycees, hereinafter referred to as “Jaycees”, have for many years sponsored and held an annual 4th of July celebration in the City of Bemidji; and

WHEREAS, this celebration is of economic and cultural benefit to the Bemidji area; and

WHEREAS, the Jaycees are requesting use of Paul Bunyan Park for placement of their entertainment tent in the “festival area” located north of the Tourist Information Center on June 24 to accommodate Fishing Has No Boundaries. The Jaycees event will begin setup on June 28 with food vendors July 1 through July 5; and

WHEREAS, the Jaycees are requesting use of the westerly and center portions of the Sanford Center parking lot for placement of carnival midway attractions, as well as an area for carnival employees’ campers in the east parking lot behind the Sanford Center, for the 2026 celebration. Setup will begin on June 28 with the Midway opening on July 1 through July 5; and

WHEREAS, the area to be used during this celebration includes the **Nymore Boat Landing and Parking Lot (July 4)** for fireworks, and certain designated City streets for the Kiddie Parade as well as the Grand Parade; and

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

WHEREAS, the Jaycees will provide the City with a Certificate of Insurance naming the City as an “additional insured” for the duration of the event.

NOW, THEREFORE, be it resolved by the Bemidji City Council that the requested use of the aforementioned areas by the Jaycees for the dates specified above for the purpose of the annual 2025 Bemidji Jaycees Water Carnival, is hereby authorized on the conditions noted above.

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

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 04/28/2026 - 2:11PM
Warrant Request Date: 5/5/2026
DAC Fund:

Batch: 00404.05.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	34,543.22
Page Total:			\$34,543.22
Grand Total:			\$34,543.22



COUNCIL AGENDA ITEM



Meeting Date: May 4th, 2026

Action Requested: MS4 Permit – Storm Water Pollution Prevention Program (SWPPP) Public Hearing

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

Background:

One of the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit is that an annual meeting must be held to update the city council and to allow the public to make oral and/or written comments on the adequacy of the City's Storm Water Pollution Prevention Program (SWPPP). This meeting has been advertised as a public hearing and after a presentation by city staff the city council should ask for any public questions or comments.

The provisions of the permit require that over the 5-year life of the permit, we address the following six minimum control measures.

1. Public Education and Outreach
2. Public Participation / Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm water Runoff Control
5. Post-Construction Storm Water Management for New Development & Redevelopment
6. Pollution Prevention / Good Housekeeping for Municipal Operations

The annual meeting that we are holding tonight satisfies one of the requirements of the first minimum control measures – public education and outreach.

Permit accomplishments from the past year (2025) include:

1. Completed 18 commercial site plan reviews within the city. Development and designs were reviewed for compliance with city and state runoff treatment and runoff requirements.
2. Articles were published in the city's newsletter about storm water management.
3. We updated our storm water system map in the City of Bemidji.
4. Inspected the condition of 14 of the 177 city storm sewer outlets and 4 out of 29 city storm water ponds in 2025.
5. Erosion Control Residential & Commercial Site Inspections for 2025 totaled 45 sites inspected, with a total of over 270 individual site inspections completed and documented over the course of the construction season.
6. The Street Department used the city's rubber tired back hoe on storm water maintenance. Refer to the items below for details:
 - Cleaning ends of culverts (outfalls)

- Ditch dredging
 - Pond dredging (small ponds or swales)
 - Installing rip rap materials
7. There was 349 LF of storm sewer pipe cleaned.
 8. Approximately 1500 miles of street sweeping was completed which collected 457 cubic yards of street sweepings.
 9. 2 manholes and catch basins had minor repairs completed on them.
 10. 20 cubic yards of material was removed from storm sewer outfalls in ditches.

We will continue to expand the required work and provisions that the City of Bemidji needs to do for the MS4 Permit. Each year we will evaluate and improve our record keeping providing the most accurate information on file for the MPCA, the public and the City of Bemidji.

Rain Barrel & Compost Bin Program Update

One of the requirements of our MS4 Program is that the City is required to organize and complete a Public Involvement Activity each year. In 2022, the City implemented a rain barrel program through the Recycling Association of Minnesota (RAM) website that allows city residents to purchase rain barrels online at a discounted rate and reserve it for pick-up. In 2024, we added Compost Bins to the program. Attached to this report is a flyer that provides additional information related to the compost bins & rain barrels.

This year, staff pre-ordered 96 rain barrels & 72 compost bins. Orders are accepted online using the RAM website on a first come, first serve basis until all the barrels and compost bins are purchased ahead of the pick-up date. As the program has become more popular, it's not uncommon for all barrels and bins to be sold out within a few days of being made available. Pick-up was scheduled for those who have ordered online on **April 21st from 8:30 a.m. – 4:30 p.m.**

The City subsidizes a portion of the cost of the rain barrel and compost bins, so that the residents share is \$30 for a rain barrel and \$24 for a compost bin. The total city contribution is roughly \$14,000 to supplement the program using our Stormwater Utility Fund.

Construction Inspection Software Update

Starting in 2024, staff implemented a new web based program called "ComplianceGO" which was designed to assist with tracking active construction projects throughout the city limits and allowed staff to complete inspections from a phone or tablet. This new program has an added feature of allowing contractors or public users to use it, without a fee, to track on-going inspections required with their projects that disturb over an acre and are also governed by a MPCA Construction Stormwater General Permit. The program tracks rainfall events in real-time and notifies staff and other users when inspections are required based on those pre-set limits set in the system. With the onboarding of a summer engineering intern in 2025, staff were able to be much more proactive in stormwater inspections totaling nearly 300 separate site visits over the course of the summer.

Adopt – a – Drain Program

Staff have been discussing the potential implementation of an Adopt – a – Drain program for the City of Bemidji for a few years. With the June 21st derecho, it was apparent that having something in place to get community assistance to maintain our existing catch basins in potential emergency scenarios, but also for an everyday learning tool is a good idea. Hamline University has a platform that allows communities to import their storm sewer system information which allows community members and residents the ability to claim a catch basin in their neighborhood and report data to a parent website when it's cleaned & maintained. This platform would also allow for a pathway to provide information about our MS4 program and the importance of understanding where our storm water goes. We are still working on implementation timeline and the exact platform we'd like to utilize, but we plan to roll something out before our next annual update.

Recommendation:

The city council should conduct the public hearing and if any comments are received they can be referred to City Staff for response either at the hearing or in a future report back to the City Council.



- The large opening and flat back design allow for easy installation and placement of the downspout while the spoke and wheel pattern in the top of the barrel keeps it child and pet safe.
- The overflow connection at the back of the barrel allows excess water to flow down and underneath the barrel to direct it away from foundations.
- Spigots on the side of the barrel allow you to connect multiple Rain Catcher barrels in-series for easy expansion of your rain water storage capacity.
- The aluminum mesh screen keeps out debris and mosquitoes to keep the water clear and keep your family safe from insect borne illnesses.
- Includes debris screen, garden hose, shut-off thumb valve, hanging hose clip, overflow hose, and linking kit
- Place them around your home to catch fresh chlorine-free water as it pours from your downspouts – Water that would otherwise make its way into storm sewers only to be wasted. Rain barrels not only save you money but lessen the strain on water resources.
- Made out of 100% recycled plastic
- Retails at \$120+



Specifications:

Assembled Dimensions: 24"D x 24"W x 32"H

Total Volume: 6 cu ft / 45 Gallon / 170 Litre

Home Composter Compost Bin



- Made of sturdy, yet lightweight, 100% recycled plastic materials
- Two-piece construction for sides allows for easy transporting and turning of materials
- Wide opening at the top – easy to add and view materials
- Lockable lid to deter animals
- Sliding doors on each side to monitor status of compost
- Not available in stores. Similar models retail for \$100+



Specifications:

Assembled Dimensions: 33"D x 30"H

Total Volume: 17 cu ft / 125 gallon

The Home Composter Bin is warranted by Gracious Living Corp. for 10 years from the date of purchase for any defects due to manufacturing or delivery excluding any damage due to normal wear and use.

Ordering & Visual Guide – Utility Insert & Handout

Standard example. See next 2 pages for ordering options.

Sign up to

Adopt a Storm Drain!



Keep your neighborhood clean
and protect local waterways.

Sign up today!

Join with neighbors to protect local waterways!



Sign up online. Individuals, community organizations and businesses can participate. Visit adopt-a-drain.org to adopt a storm drain in your neighborhood.



Keep your storm drain clear. Use a broom or rake to sweep leaves, trash and other debris off the drain surface year round.



Track your impact. Enter the estimated total of debris you collect into your online account so we can track results.



Lead by example. Let others know about your commitment. Tell them how they can help prevent water pollution.

Sweep up! Rake up! Pick up!

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Conduct Public Hearing for Possible Charter Amendment
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their March 18, 2026 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 6, Administration of City Affairs by amending Section 6.01 "The City Manager".

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Conduct Public Hearing for Possible Charter Amendment

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 6 (ADMINISTRATION OF CITY AFFAIRS)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The City of Bemidji Council-Manager Charter, Chapter 6 entitled “Administration of City Affairs”, is hereby amended to read as follows:

CHAPTER 6

ADMINISTRATION OF CITY AFFAIRS

Section 6.01. THE CITY MANAGER. The manager shall be the chief administrative officer of the city. ~~He/She shall be~~ **The manager shall be** chosen by the council solely on the basis of ~~his/her~~ **the manager’s** training, experience, executive and administrative qualifications. The manager need not be a resident of the city. The city council shall appoint the manager ~~for an indefinite term~~ and may remove ~~him~~ **the manager** at any time by a majority vote of its members. At least thirty days before such removal becomes effective the council shall by majority vote of its members adopt a preliminary resolution stating the reason(s) for removal. If the manager has served for one year, ~~he/she~~ **the manager** may request, prior to the effective date of ~~his/her~~ **the manager’s** removal, a public hearing, which shall be held during a regularly scheduled council meeting not later than thirty days after the filing of such request. After such hearing, if one is requested, the council by majority vote of its members may either reinstate the manager or may adopt a final resolution of removal. By the preliminary resolution the council may suspend the manager from duty and shall pay any remaining balance due of ~~his/her~~ **the manager’s** salary and benefits for the month.

SECTION 2. This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Yeas:
Nays:
Absent:

Public Hearing:
Adoption:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Conduct Public Hearing for Possible Charter Amendment
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their March 18, 2026 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 6, Administration of City Affairs by amending Section 6.02 "Powers and Duties of the City Manager.

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Conduct Public Hearing for Possible Charter Amendment

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 6 (ADMINISTRATION OF CITY AFFAIRS)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The City of Bemidji Council-Manager Charter, Chapter 6 entitled “Administration of City Affairs”, is hereby amended to read as follows:

CHAPTER 6

ADMINISTRATION OF CITY AFFAIRS

Section 6.02 POWERS AND DUTIES OF THE CITY MANAGER. The manager shall be responsible to the council for the administration of the city's affairs. ~~The manager~~He/She shall have the powers and duties set forth in the following subdivisions:

Subd. 1. The manager shall see that this Charter and the laws, ordinances, and resolutions of the city are enforced.

Subd. 2. The manager shall appoint and may suspend and remove, upon the basis of merit and fitness and subject to applicable personnel rules, the city clerk, all heads of departments, and all subordinate officers and employees except for personnel who are governed by appropriate civil service commissions and/or other relevant boards as provided by statute.

Subd. 3. The manager shall direct and supervise all departments, officers, and agencies of the city, except as otherwise provided by law or Charter.

Subd. 4. The manager shall attend all meetings of the council and may take part in discussion but not vote; but the council may, in its discretion, exclude the manager from any meeting at which the manager's removal is considered.

Subd. 5. The manager shall recommend to the council for adoption such measures, as ~~they~~he/she deems necessary for the welfare of the people and for the efficient administration of the city's affairs.

Subd. 6. The manager shall keep the council fully advised on the financial condition and needs of the city, and shall prepare and submit to the council the annual budget and capital program.

Subd. 7. The manager shall submit to the council and make available to the public a complete report on the finances and administrative activities of the city at the end of each fiscal year.

Subd. 8. With the approval of the council, the manager may designate a properly qualified person or persons to perform the duties of the manager during ~~their~~his/her absence or disability or while the office is vacant.

Subd. 9. If the manager cannot or will not designate a properly qualified person or persons to perform the duties of the manager during their absence or disability or while the office is vacant, the

council may designate a properly qualified person or persons to perform said duties of the manager during their absence or disability or while the office is vacant with a majority vote of the council required to approve the designation.

SECTION 2. This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Yeas:

Nays:

Absent:

Public Hearing:

Adoption:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026

Action Requested: Public Hearing for Seasonable Expansion of Liquor License and Permit for Street/Sidewalk Café (Keg N'Cork)

Prepared By: Michelle Miller, City Clerk

Background:

City Code allows for street and/or sidewalk dining and a seasonable expansion of liquor license for licensed commercial restaurants. Upon approval, Keg N'Cork could begin installing the outdoor dining area on May 15 with a removal by September 15. Notices of the public hearing were mailed to owners and occupants within a radius of 300 feet of Keg N'Cork. As of the date of preparing this memorandum, staff have received no objections to the outdoor dining request. Additionally, various city departments have reviewed the application and have no issues.

Recommendation:

Conduct Public Hearing for Seasonable Expansion of Liquor License and Approve Permit for Street/Sidewalk Café (Keg N'Cork)

Outdoor Dining Application



FEES:

Sidewalk Café Dining Fee:	\$100.00/Season	x	_____
Street Café Dining Base Fee:	\$350.00/Season	x	_____
Street Café Dining One Additional Parking Space Fee:	\$400.00/Season	x	_____
Street Café Dining Second Additional Parking Space Fee:	\$500.00/Season	x	_____
Outdoor Dining Seasonal Expansion of Liquor License Fee:	\$100.00/Season	x	_____
TOTAL OUTDOOR DINING FEES:	\$	1450	_____

Applicant Information

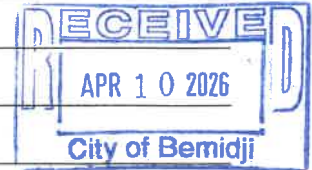
Business Name: Keg n' Cork

Address: 310 Beltrami Ave NW

Phone Number: 218-444-7600

Contact Person: Tyler Winkka

Email: twinkka@gmail.com



Street or Sidewalk Café Design Building Plans

Building plans shall be submitted showing the proposed street or sidewalk café structure demonstrating compliance with Minnesota State Building Code as well as ADA/Accessibility requirements and shall include:

Location on the sidewalk or street	Street and sidewalk utilities	Street poles and signs
Fire hydrants and fire department connection on adjacent buildings	Existing location of street furniture (trash cans, benches, etc.)	Street trees
Street or sidewalk café dimensions	Street or sidewalk café materials and details as necessary	Materials, design elements, or other proposed street or sidewalk café features

Provide copies of photographs and manufacturer specifications for all proposed street or sidewalk café furniture and fixtures.

Will alcoholic beverages for consumption be offered in the street or sidewalk café? (*requires notice and public hearing*)

NO _____
YES ^x _____

Description and location of any sound (including live and non-live music), television or video systems proposed for the street or sidewalk café. Please include the days, hours and nature of the entertainment in the outdoor dining area.

No Sound

Description of all food and beverages that will be served within the street or sidewalk café and the proposed hours of operation. (Copy of your menu is acceptable)

See Attached menu as well as full bar service

Outdoor Dining Application



Description of ingress and egress arrangements including those necessary to provide handicap accessibility and control of persons entering and leaving the premises to prevent consumption of alcohol by minors and to ensure safety of moveable seating arrangements.

Patio is raised to be flush with sidewalk making it a smooth transition from sidewalk to patio to ensure ADA compliance. Tables are set up in a way to ensure proper sidewalk spacing is available ensuring ADA compliance allowing people to pass. Tables provided are wheelchair accessible.

Staff is thoroughly trained in proper and safe serving of alcohol, including ensuring that everyone is of age that is served. Also trained in spotting fake IDs (confiscating over 500 since I've taken over the bar)

All seating is commercial grade and chained up or locked up at the end of the night to see that it is not stolen or moved to an unsafe location

Description of all physical improvements to be constructed to accommodate the street or sidewalk café.

Jared from 218 landscaping did a great job creating a very safe and sturdy brick patio. Needed very minimal upkeep throughout the year as it is a brick wall. Survived the storm last year with minimal damage.

There is gravel and drain tubes underneath the ground layer to ensure proper drainage as well.

Provide any other information known to the applicant that may reasonably impact the issuance of the license including, but not limited to, objections to the proposed street or sidewalk café raised by neighboring property owners or the public, obstructions or other factors or conditions that may impact public health or safety if the street or sidewalk café license is issued.

I work with neighboring businesses to ensure the patio does not negatively effect their business and everyone on our block is on board from my conversations. I strive to make it a positive addition to our downtown, hoping to help draw more people, helping every business downtown.

Provide a certificate of insurance securing all insurance coverage required under Chapter 20 and 4, if applicable, for the street or sidewalk café areas and meeting all requirements for naming the City as an additional insured. If serving alcohol, the following must be included in the certificate description: **Coverage extends to adjacent street and/or sidewalk café area.**

Applicant Signature

I hereby certify that all statements made in this application are true and complete and understand that any misstatements or omissions of material facts may result in disqualification or denial of the license. I agree to abide by the provisions of this application and all applicable City policies and ordinances.

Signature: _____

Date: _____

4/7/26

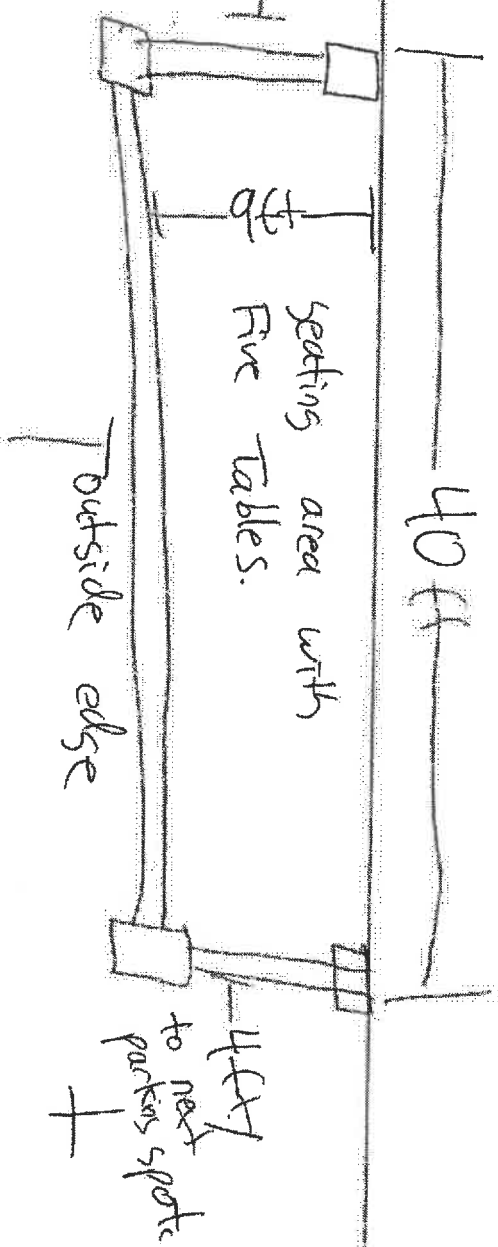
Fire Hydrant
on side of Bldgs.

Keq n cont

Alley



20 ft



14' to centerline of
Beltrami Ave.









Menu

plus

0

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BFM Seating Barnegat 42" Round Black Steel Outdoor / Indoor Dining Height Table with Umbrella Hole

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Bar Height



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Lead times vary based on manufacturer stock ?

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Product Overview

- ✓ Constructed of black, e-coated and powder-coated steel
- ✓ Mesh table top allows spills to fall through and onto the floor
- ✓ Incorporated umbrella hole makes it easy to shade your customers from the sun
- ✓ Perfect for outdoor or indoor use
- ✓ Glides protect floors from scuffs and scratches

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American Tables & Seating 91 Black Mesh Outdoor Chair with Arms

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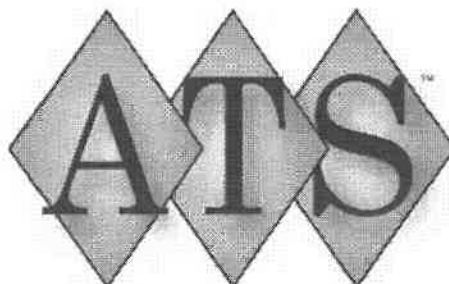
Lead times vary based on manufacturer stock ⓘ

Product Overview

- ✓ Extra heavy-duty Iron construction
- ✓ Mesh seat and back ensure proper air flow and water drainage to prevent puddling
- ✓ Textured black powder coated finish
- ✓ Arm rests help stabilize user and enhance comfort
- ✓ 300 lb. weight capacity

UPC Code:

40001120870

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BFM Seating Barnegat 42" Round Black Steel Outdoor / Indoor Bar Height Table with Umbrella Hole

[Leave a review](#) Item #: 163SU42RBLT MFR #: SU42RBL-T

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with a [Webstaurant Rewards Visa® Credit Card](#)

[Wish List](#)[Rapid Reorder](#)

Other Available Styles:

[Bar Height](#)[Standard Height](#)

Usually Ships in **10 Business Days** from manufacturer
Lead times vary based on manufacturer stock

Not eligible for expedited shipping

Product Overview

- ✓ Constructed of black, e-coated and powder-coated steel
- ✓ Mesh table top allows spills to fall through and onto the floor
- ✓ Incorporated umbrella hole makes it easy to shade your customers from the sun
- ✓ Perfect for outdoor or indoor use
- ✓ Glides protect floors from scuffs and scratches

UPC Code:

400013811301

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 90-BS Black Mesh Outdoor Bar Stool with Arms and Rounded Seat Back

American Tables & Seating 90-BS Black Mesh Outdoor Bar Stool with Arms and Rounded Seat Back

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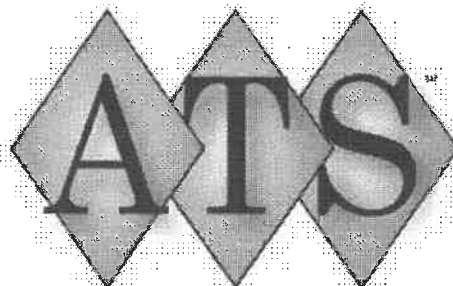
Lead times vary based on manufacturer stock

Product Overview

- ✓ Extra heavy-duty iron construction
- ✓ Mesh seat and back ensure proper air flow and water drainage to prevent puddling
- ✓ Textured black powder coated finish
- ✓ Foot and arm rests help stabilize user and enhance comfort
- ✓ 300 lb. weight capacity

UPC Code:

400011121402



American Tables & Seating, Mfg.

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Menu

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American Tables & Seating ALM30 30" Round Top Outdoor Table with Umbrella Hole

★★★★★ Read 17 reviews Item #: 132ALM30 MFR #: ALM30



Quantity Discounts

Buy 12 or more

\$78.74/Each

Discounted shipping with

Buy 1 - 11

\$102.49/Each

1

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Rapid Reorder

Customers Also Viewed



Lancaster Table & Seating
Harbor Black 30" Round
Outdoor Standard Height
Table with Ornate Legs

Sale reg \$84.99

\$71.99/Each

1

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Other Available Sizes:

30"

36"

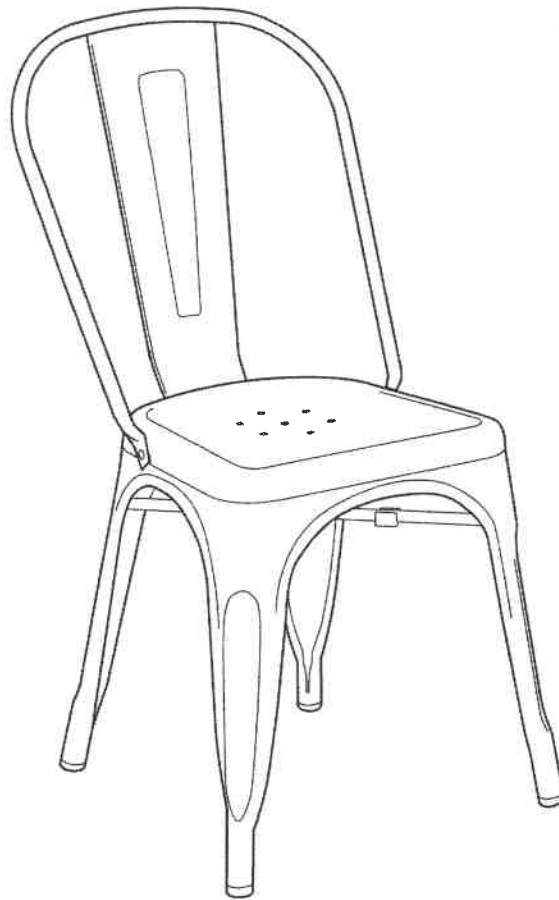
Usually Ships in **2-3 Business Days** from manufacturer

Lead times vary based on manufacturer stock ⓘ

Product Overview

- ✓ Heavy-duty iron construction
- ✓ Textured black powder coated finish
- ✓ Includes an umbrella hole
- ✓ Holes in table top allow rain and debris to pass through for easy cleaning
- ✓ Ideal for decks, outdoor cafes, and patios

Alexander Dinning Chair



BELLEZE®

FOLLOW US:	CONTACT INFO:	ITEM NO. 014-HG-14085
 @bellezefurniture	support@belleze.com 1-800-682-6376	The instruction booklet contains IMPORTANT safety information. Please read it in full and keep it for future reference.

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SINCE 1974

Open Monday-Saturday 11AM-2AM
Closed Sunday

kegbemidji.com | 218.444.7600
310 Beltrami Ave NW | Bemidji, MN



ON THE LIGHTER SIDE

Dressings: Caesar, Lite Italian, French, Homemade Russian, Homemade Bleu Cheese, Homemade Ranch, Raspberry Vinaigrette, Homemade Honey Dijon Poppy Seed

GRILLED CHICKEN SALAD

Grilled chicken breast, lettuce, cheese, tomato and choice of dressing. 12.00

APPLE CHICKEN SALAD

Diced apples, grilled chicken breast, lettuce, tomato, cheese and honey dijon poppy seed dressing. 13.00

CHICKEN CAESAR SALAD

Grilled chicken breast, lettuce, tomatoes, red onions, black olives and parmesan cheese. 13.00

MANDARIN BLEU CHICKEN SALAD

Grilled chicken breast, lettuce, tomato, mandarin oranges, bleu cheese crumbles, roasted pecans, and honey dijon poppyseed dressing. 14.00

GARDEN SALAD

Vegetarian salad with red onions, green peppers, tomatoes and cucumbers. 7.00

CRISPY CHICKEN SALAD

Crispy Chicken, lettuce, tomato, bacon, shredded cheese. 14.00

SOUP

Soups made in house from scratch.
Cup 5.00 | Bowl 8.00
Big bowl and slice of garlic toast 10.00

APPETIZERS

Dipping Sauces: BBQ, Honey Mustard, Buffalo, Beer Cheese, Sweet Chili Sauce, Homemade Bleu Cheese and Homemade Ranch. Extra Sauce .50

BEAVER DROPPINGS 9.00

WALLEYE FINGERS 15.00

GARLIC BREAD (2) 6.00

ONION RING BASKET 11.00

MUSHROOMS 12.00

FRENCH FRIES 9.00

WAFFLE FRIES 9.00

SWEET POTATO FRIES 9.00

CHEDDAR CHEESE BALLS 12.00

PRETZEL BITES 11.00

WINGS (BBQ, Garlic Parm, Buffalo, Mango Habenero, Hot BBQ, Cajun Dry Rub, Lemon Pepper Dry Rub.) 13.00

CAULIFLOWER 12.00

MINI CORNDOGS 12.00

VARIETY BASKET 15.00
(Pick three apps, walleye fingers 5.00 extra)

BRUMBAUGH'S SANDWICH BOARD

*All sandwiches include Kosher dill pickle and chips.
Sub: Fries \$3 / Waffle Fries \$3 / Onion Rings \$4 / Sweet Potato Fries \$4 / Gluten Free Bun \$2.50
Add: Coleslaw \$2 / Cup of Soup \$4 / Side Salad \$3*

FAMOUS KEG 'N CORK REUBEN

Slow roasted corned beef, sauerkraut, Swiss cheese and Russian dressing on toasted rye. Half 8.00 | Whole 12.00

NEW YORKER

Cold corned beef, Swiss cheese, lettuce, tomato, onion and mayo on rye. Half 8.00 | Whole 12.00

CRAN TURKEY MELT

Grilled turkey, bacon, tomato, and Swiss cheese cranberry honey dijon, on a grilled cranberry wild rice bread. Half 8.00 | Whole 12.00

CHICKEN TENDER MELT

Fried chicken tenders, shredded cheese, bacon, tomato, on grilled potato bread 12.00

KEG 'N CORK CLUB

Turkey, bacon, corned beef, lettuce, tomato, cheese, red onions, mayo and Italian dressing on three tiered toasted potato bread. Half 8.00 | Whole 12.00

KEG BLT

Thick cut smoked bacon, lettuce, tomato, and garlic mayo. Half 7.00 | Whole 10.00

PHILLY MELT

Hot roast beef, grilled onions and peppers, Swiss cheese on grilled potato bread. Half 9.00 | Whole 14.00

FRENCH MELT

Hot roast beef, Swiss cheese, on grilled potato bread served with a side of aus jus. 12.00

THE LAKESIDE

Sliced turkey, bacon, lettuce, and tomato with garlic mayo on toasted whole wheat. Half 7.00 | Whole 10.50

CHICKEN SANDWICH

Choice of grilled or hand breaded chicken breast, lettuce, tomato, mayo, served on a toasted fresh deli bun. 12.00

WALLEYE SANDWICH

Northeast Battered walleye, lettuce, tartar sauce, on a fresh bakery bun. 13.00

CHICKEN BACON RANCH WRAP

Crispy chicken, bacon, lettuce, tomato, ranch in a garlic herb wrap. 12.00

BUFFALO CHICKEN WRAP

Crispy chicken tossed in Buffalo sauce, homemade bleu cheese dressing, lettuce, tomato in a wrap. 12.00

APPLE CHICKEN WRAP

Grilled chicken, lettuce, tomato, shredded cheese, fresh cut apples, honey dijon poppyseed dressing in a wrap. 12.00

CHICKEN JACK WRAP

Grilled chicken, fried onion, green pepper, pepper jack cheese and mushrooms in a wrap. 12.00



BURGERS AND BASKETS

All burgers are 7 oz. hand pattied, and beef comes fresh daily from Downtown Meats just a few blocks away.

All burgers are served with chips.

Sub: Fries \$3 / Waffle Fries \$3 / Onion Rings \$4 / Sweet Potato Fries \$4 / Gluten Free Bun \$2.50

Add: Coleslaw \$2 / Cup of Soup \$4 / Side Salad \$3

BABE'S BLEU BURGER

Pepper jack and bleu cheese, circled by an onion ring with lettuce and tomato. 13.00

DELUXE SMART BURGER

Cheese, lettuce tomato and mayo. Raw or fried onion available upon request. 12.00

CHEESEBURGER

Raw or fried onions available upon request. 11.00



OWNER TERRY SMART looks over the site of his new building expected to be completed in October. The building will lie on the site of the old Friendly Tap next to the Moose Club. (Staff Photo)

Our burgers carry the name of the builder and original owner of the Keg 'n Cork, Terry R. Smart.

KITCHEN FIRE BURGER

Bacon, ghost pepper jack cheese, spicy BBQ, and fresh jalapenos. 14.00

WESTERN BACON CHEESEBURGER

Two strips of bacon, cheddar cheese, onion tanglers and BBQ sauce. 14.00

BACON CHEESEBURGER

Bacon smothered by cheese. 13.00

MUSHROOM SWISS BURGER

Mushrooms and Swiss cheese. 12.00

PATTY MELT

Fried onions and Swiss cheese on grilled rye bread. 13.00

REUBEN BURGER

Swiss cheese, corned beef, sauerkraut, and Russian dressing. 15.00

MINNESOTA FISH FRY

Northeast Battered walleye fingers, fries, side of homemade coleslaw, tartar and a lemon wedge. 19.00

SHRIMP BOAT

Battered shrimp served with fries. 12.00

CHICKEN STRIP BASKET

Lightly breaded chicken tenders with fries. 12.00

ONION LOVER'S

Cheddar cheese EXTRA grilled onions and onion tanglers. 13.00

**Hamburgers may be served undercooked upon request: Consuming raw or undercooked meats, or eggs may increase your risk of foodborne illness.*

LITTLE LEPRECHAUNS

All little Leprechaun meals are served with chips or fries and a kids drink \$8.00

WHOLE GRILLED CHEESE

TWO CHICKEN STRIPS

MINI CORN DOGS



HAPPY HOUR

EVERYDAY
3:00 - 6:00PM

HALF PRICE
"APPS & TAPS"
\$1 OFF OTHER DRINKS

N/A BEVERAGE

Coke, Diet Coke, Cherry Coke,
Sprite, Sprite Zero, Dr. Pepper,
Rootbeer, Mellow Yellow,
Raspberry Iced Tea,
Fresh Brewed Unsweetened
Iced Tea, Lemonade 3.00
Strawberry Lemonade 4.00
Coffee 3.00

When planning your next event, big or small, contact us at 218.444.7600 or by visiting kegbemidji.com for more information on our off-premise catering & bar service.



Keg 'n Cork is the first Irish pub located on the Mississippi. Since 1974, our local, family-owned and operated pub has been offering a great selection of authentic meals, soups and sandwiches.

Where folks come for a while and leave with a smile.



Friendly Tap, 310 Beltrami Ave June '74 prior to demolition



Construction of the main bar fall of '74



STREET AND SIDEWALK CAFÉ REVIEW

2026

Business Name: Kes N Cark
Business Address: 310 Be Ithami Ave NW

Public Works Requirements. Reviewed by: Jenna Roberts

1. Does the Street Café occupy more than three public parking spaces?

Yes _____ No X

Comments: _____

2. Do the requested public parking spaces coincide with the boundaries of the licensee's building lines and constructed so that the café is square to the adjoining curb?

Yes X No _____

Comments: _____

3. Does the Street Cafe located within public street right-of-way with parallel parking have at least a fourteen (14) foot setback to be measured from the centerline of the roadway?

Yes X No _____

Comments: _____

4. Does the Street Cafe located on a street with non-parallel parking shall have at least a sixteen (16) foot setback measured from the centerline of the roadway?

Yes _____ No _____

Comments: N/A

5. Does the Street or Sidewalk Café located adjacent to a public alley right-of-way have a setback of at least twenty (20) feet from the edge of the alley?

Yes X No _____

Comments: _____

6. Does the Street or Sidewalk Cafe have a one-foot interior setback from the edge of any adjacent parking stall where the street or sidewalk cafe is to be placed?

Yes ☒ No ☐

Comments: _____

7. Do the exterior sidewalls of a Street or Sidewalk Cafe consist of barriers, planters, railing, cabling, or other appropriate buffer? (Final design of exterior sidewalls are approved by City Council.)

Yes ☒ No ☐

Comments: _____

8. Do the outside edge and railings create a visual buffer that inhibits sightlines for motorists or pedestrians? (In general, street and sidewalk cafes should be placed at least twenty (20) feet from corners. Street and sidewalk cafes located adjacent to curb bump-outs may allow for closer placement. Final placement will be determined by Public Works Staff.)

Yes ☐ No ☒

Comments: _____

9. Does the Street cafes occupy or obstruct handicapped parking stalls?

Yes ☐ No ☒

Comments: _____

10. The height of any surrounding outside barrier shall be no less than 30 inches and no greater than 42 inches, including landscape and decorative elements, as measured on the street side. Street and sidewalk interior cafe columns or structures exceeding 42 inches must not impair visibility for ingress and egress of vehicles. The outside barrier material shall not consist of chain-link fencing.

Do the plans meet these guidelines: Yes ☒ No ☐

Comments: _____

11. A minimum overhead clearance of 96 inches must be provided for any street or sidewalk cafe that includes a canopy (or similar element) in order to avoid creating a visual barrier and to provide adequate clearance for people. No canopy may be attached to the principal structure.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: _____

12. Signage shall not be permitted to be placed in or onto a street and sidewalk cafe.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: _____

13. Lighting is allowed within street and sidewalk cafes. Self-contained low-voltage systems, such as solar or battery-powered lights are recommended. Lighting must be directed onto the Street or Sidewalk Cafe so as not to negatively impact surrounding areas.

If applicable, do the plans meet these guidelines: Yes X No _____

Comments: _____

14. Street and Sidewalk Cafes shall not block curb line storm water drainage, catch basins, fire hydrants, driveways, manholes, or public or private utility valves/covers.

Do the plans meet these guidelines: Yes X No _____

Comments: _____

15. Does any portion of the Street or Sidewalk Cafe, or any furniture placed upon it, obstruct the view of a traffic control device?

Yes _____ No X

Comments: _____

16. Is the Street Cafe proposed to be installed on a street with a grade greater than 5%?

Yes _____ No X

Comments: _____

17. Do the Street or Sidewalk Café plans meet the following Curb Interface guidelines:

- Shall allow for storm water flow and drainage along the curb.

Yes X No _____

Comments: _____

- The maximum horizontal gap between the curb and a Street Cafe surface shall be 1/2 inch where ingress/egress for the Street Cafe is located.

Yes X No _____

Comments: _____

- The maximum vertical gap shall be 1/4 inch between the curb and Street Cafe surface where ingress/egress for the Street Cafe is located.

Yes X No _____

Comments: _____

- The Street or Sidewalk Cafe must maintain an accessible connection to the curb to meet Americans with Disability Act (ADA) requirements.

Yes X No _____

Comments: _____

STREET AND SIDEWALK CAFÉ REVIEW

Building Requirements. Reviewed by: Jon Lutzke

1. Do the proposed Street or Sidewalk cafes plans comply with Minnesota State Building Code?

Yes _____ No _____

Comments: N/A

2. Is the Street or Sidewalk cafe designed for ADA/MN Accessibility Code compliance?

Yes _____ No _____

Comments: N/A

3. Although street and sidewalk cafes are not required by this ordinance to be on a free-standing structure, if a street or sidewalk cafe consisting of a freestanding structure which rests on the street surface or curb is proposed, it shall adhere to all applicable zoning, building, and accessibility codes. No features or structural components may be permanently attached to the sidewalk, street, curb, or adjacent planting strip. If anchoring of structure is needed per MN State Building Code, an alternative design will be needed to satisfy code requirements.

Does the Street or Sidewalk Café proposed design meet these requirements?

Yes ☒ No _____

Comments: _____

4. Building plans of proposed street or sidewalk cafe structure demonstrating compliance with Minnesota State Building Code as well as ADA/Accessibility requirements, shall include:

(a) Street or Sidewalk Cafe Site Plan:

- i. Location on the sidewalk or street.
- ii. Street and sidewalk utilities (i.e. manholes, catch basins, etc.).
- iii. Street poles and signs.
- iv. Fire hydrants and Fire Department connections on adjacent buildings.
- v. Existing Location of Street furniture (litter cans, benches, etc.).
- vi. Street trees.
- vii. Street or sidewalk cafe dimensions.
- viii. Street or sidewalk cafe materials and details as necessary.
- ix. Materials, design elements, or other proposed street or sidewalk cafe features.

- (b) Photographs and manufacturer specifications for all proposed street or sidewalk cafe furniture and fixtures.
- (c) Description and locations of any sound, television or video systems proposed for the street or sidewalk cafe.
- (d) Description of all points of access between the building and the street or sidewalk cafe and exterior areas.
- (e) Description of ingress and egress arrangements including those necessary to provide handicap accessibility and control of persons entering and leaving the premises to prevent consumption of alcohol by minors and to ensure safety of moveable seating arrangements.
- (f) Description of all physical improvements to be constructed to accommodate the street or sidewalk cafe.

Do the plans meet these guidelines: Yes X No

Comments: All good

STREET AND SIDEWALK CAFÉ REVIEW

Zoning Requirements. Reviewed by: Jamin Carlson

1. Lighting is allowed within street and sidewalk cafes. Self-contained low-voltage systems, such as solar or battery-powered lights are recommended. Lighting must be directed onto the Street or Sidewalk Cafe so as not to negatively impact surrounding areas.

Do the lighting plans meet these guidelines: Yes X No _____

Comments: No lighting shown. If lighting is used it must follow Section 28-408 of the Ordinance

2. Signage shall not be permitted to be placed in or onto a street and sidewalk cafe.

Do the plans meet the signage guidelines: Yes X No _____

Comments: No Signage shown.

STREET AND SIDEWALK CAFÉ REVIEW

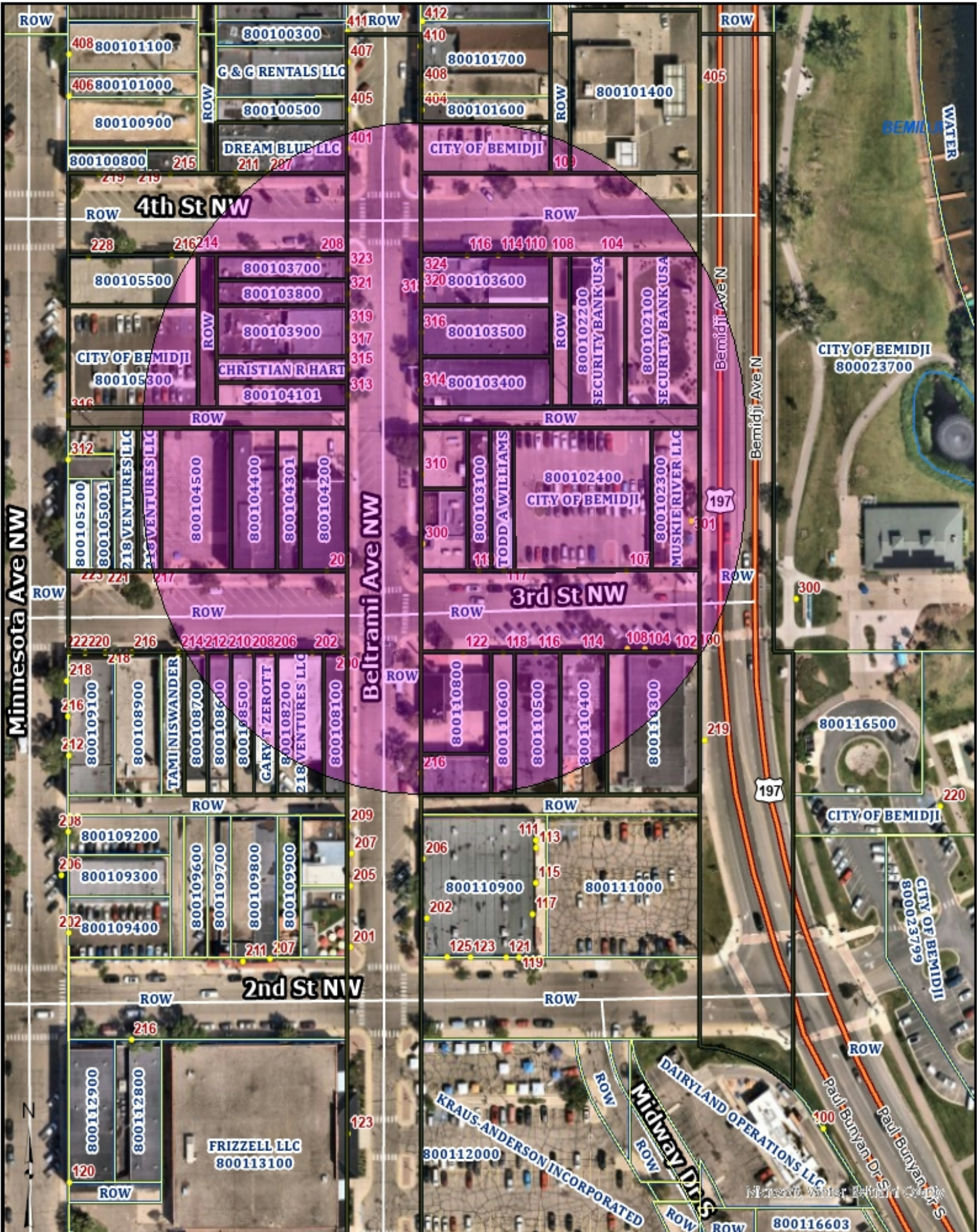
Fire Code Requirements. Reviewed by: Imulatzbe / Matt Roden

1. Gas powered or other heating features are permitted within street and sidewalk cafes but shall require inspection and approval by the City's fire department.

Does the Street or Sidewalk Café proposed design incorporate gas powered or other heating features?

Yes _____ No X

Comments: No gas heaters in design.



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.

Keg N Cork Mailing Area

1:2,257
Date: 4/20/2026

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

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that pursuant to City Code, Chapter 4 related to Alcoholic Beverages, Article II, Section 4-57(f) entitled "Seasonal Expansion of Licenses; Regulation of Outdoor Dining Areas Generally", the Bemidji City Council shall require a Public Hearing and notification of neighboring property owners within 300 feet of the licensed premises for the seasonal expansion of licensed premises into adjoining sidewalk or public right-of-way for sidewalk or street café purposes.

The public hearing will be for the Application submitted by Winkk Inc., the owner of Keg N'Cork, 310 Beltrami Avenue NW, Bemidji, MN 56601, requesting the seasonal expansion of licenses regulating outdoor dining.

Said hearing will be held on May 4, 2026 at 6:00 p.m., or as soon thereafter as the matter can be heard, in the City Hall Council Chambers located at 317 4th Street NW, Bemidji, MN

Michelle R. Miller
City Clerk

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Consider Ordinance Amending Charter
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their March 18, 2026 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 6, Administration of City Affairs by amending Section 6.01 "The City Manager".

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. Council can either vote on the ordinance at this meeting or table it until either the May 18 or June 1, 2026 council meeting.

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 6 (ADMINISTRATION OF CITY AFFAIRS)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The City of Bemidji Council-Manager Charter, Chapter 6 entitled “Administration of City Affairs”, is hereby amended to read as follows:

CHAPTER 6

ADMINISTRATION OF CITY AFFAIRS

Section 6.01. THE CITY MANAGER. The manager shall be the chief administrative officer of the city. ~~He/She shall be~~ **The manager shall be** chosen by the council solely on the basis of ~~his/her~~ **the manager’s** training, experience, executive and administrative qualifications. The manager need not be a resident of the city. The city council shall appoint the manager ~~for an indefinite term~~ and may remove ~~him~~ **the manager** at any time by a majority vote of its members. At least thirty days before such removal becomes effective the council shall by majority vote of its members adopt a preliminary resolution stating the reason(s) for removal. If the manager has served for one year, ~~he/she~~ **the manager** may request, prior to the effective date of ~~his/her~~ **the manager’s** removal, a public hearing, which shall be held during a regularly scheduled council meeting not later than thirty days after the filing of such request. After such hearing, if one is requested, the council by majority vote of its members may either reinstate the manager or may adopt a final resolution of removal. By the preliminary resolution the council may suspend the manager from duty and shall pay any remaining balance due of ~~his/her~~ **the manager’s** salary and benefits for the month.

SECTION 2. This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Yeas:
Nays:
Absent:

Public Hearing:
Adoption:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Publish Summary of Ordinance
Prepared By: Michelle Miller, City Clerk

Background:

Request to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

LEGAL NOTICE

ORDINANCE NO. , 3rd SERIES: Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 6 Entitled “Administration of City Affairs”, Amending Section 6.01 The City Manager. This Ordinance was approved by the City Council on May 4, 2026. This Ordinance shall become effective 90 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Recommendation:

Authorize publication of Ordinance summary.

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Consider Ordinance Amending Charter
Prepared By: Michelle Miller, City Clerk

Background:

The Charter Commission, at their March 18, 2026 meeting, voted in favor to move forward with a charter amendment by ordinance for Chapter 6, Administration of City Affairs by amending Section 6.02 "Powers and Duties of the City Manager.

Pursuant to Minnesota Statutes, Section 410.12, Subd. 7 – Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance.

Recommendation:

Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. Council can either vote on the ordinance at this meeting, or table it until either the May 18 or June 1, 2026 council meeting.

CITY OF BEMIDJI

ORDINANCE NO. , 3RD SERIES

AN ORDINANCE AMENDING THE CITY OF BEMIDJI COUNCIL-MANAGER CHARTER AMENDING CHAPTER 6 (ADMINISTRATION OF CITY AFFAIRS)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. The City of Bemidji Council-Manager Charter, Chapter 6 entitled “Administration of City Affairs”, is hereby amended to read as follows:

CHAPTER 6

ADMINISTRATION OF CITY AFFAIRS

Section 6.02 POWERS AND DUTIES OF THE CITY MANAGER. The manager shall be responsible to the council for the administration of the city's affairs. ~~The manager~~He/She shall have the powers and duties set forth in the following subdivisions:

Subd. 1. The manager shall see that this Charter and the laws, ordinances, and resolutions of the city are enforced.

Subd. 2. The manager shall appoint and may suspend and remove, upon the basis of merit and fitness and subject to applicable personnel rules, the city clerk, all heads of departments, and all subordinate officers and employees except for personnel who are governed by appropriate civil service commissions and/or other relevant boards as provided by statute.

Subd. 3. The manager shall direct and supervise all departments, officers, and agencies of the city, except as otherwise provided by law or Charter.

Subd. 4. The manager shall attend all meetings of the council and may take part in discussion but not vote; but the council may, in its discretion, exclude the manager from any meeting at which the manager's removal is considered.

Subd. 5. The manager shall recommend to the council for adoption such measures, as ~~they~~he/she deems necessary for the welfare of the people and for the efficient administration of the city's affairs.

Subd. 6. The manager shall keep the council fully advised on the financial condition and needs of the city, and shall prepare and submit to the council the annual budget and capital program.

Subd. 7. The manager shall submit to the council and make available to the public a complete report on the finances and administrative activities of the city at the end of each fiscal year.

Subd. 8. With the approval of the council, the manager may designate a properly qualified person or persons to perform the duties of the manager during ~~their~~his/her absence or disability or while the office is vacant.

Subd. 9. If the manager cannot or will not designate a properly qualified person or persons to perform the duties of the manager during their absence or disability or while the office is vacant, the

council may designate a properly qualified person or persons to perform said duties of the manager during their absence or disability or while the office is vacant with a majority vote of the council required to approve the designation.

SECTION 2. This ordinance shall become effective ninety (90) days after its passage and publication according to law.

Yeas:

Nays:

Absent:

Public Hearing:

Adoption:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: May 4, 2026
Action Requested: Publish Summary of Ordinance
Prepared By: Michelle Miller, City Clerk

Background:

Request to publish the following summary of an ordinance as allowed by City Charter Section 3.09:

LEGAL NOTICE

ORDINANCE NO. , 3rd SERIES: Ordinance Amending the City of Bemidji Council-Manager Charter Amending Chapter 6 Entitled “Administration of City Affairs”, Amending Section 6.02 Powers and Duties of the City Manager. This Ordinance was approved by the City Council on May 4, 2026. This Ordinance shall become effective 90 days after publication. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Recommendation:

Authorize publication of Ordinance summary.



COUNCIL AGENDA ITEM

Meeting Date: Monday May 4th, 2026

**Action Requested: Consider Vision Statement Options for Local Climate
Action Planning Grant for MPCA**

Prepared By: Melissa Fahrenbruch, Assistant Planning Director

**Reviewed By: Jamin Carlson, Planning Director & Rich Spiczka, City
Manager**

Background:

The City Council approved the acceptance of the Local Climate Action (LCA) Planning Grant from MPCA and working with Great Plains Institute (GPI) in 2024. As part of the grant requirements, staff have worked with GPI to develop a community electric vehicle (EV) roadmap, reviewed the zoning code and goal setting, along with creating community-wide electric vehicle (EV) vision statement. The project ends June 30, 2026, and is currently collecting the last of the community input through surveys.

GPI researched best practices from EV industry, state agencies, and other Minnesota cities to give Bemidji options for transportation electrification efforts. Staff have read through the three (3) approaches for the vision statements and have provided feedback on which approaches could work for the city.

The approaches are action-focused, vision-focused, or metric-focused. The first two options have reasoning supported by the city's Comprehensive Plan and the city's Sustainability webpage.

Recommendation:

Approve one (1) of the vision statements to be incorporated into the final report for the LCA grant and to be adopted at a future Council meeting into the Comprehensive Plan.

Attached: City of Bemidji EV Vision Statements Approaches

City Of Bemidji EV Vision Statement Drafts

Approach 1: Action-focused

The City of Bemidji is committed to supporting electric vehicle adoption to provide diverse transportation options and advance sustainability for the benefit of our Northwoods environment. The city will:

- Educate residents on electric vehicle ownership
 - Support business owners and private residents by creating clear zoning and permitting regulations for transportation electrification
 - Transition municipal fleet vehicles to electric vehicles where appropriate
 - Explore how EVs can support Bemidji's resiliency efforts
 - Collaborate with community members, electric utilities, and other partners to support their electrification goals
-
- **Reasoning:** *This language references Bemidji's core values from the city's [Comprehensive Plan](#) and actions from previous discussion. (These are only suggestions and can be changed!)*
 - *Diverse transportation options: The City of Bemidji will promote a diverse opportunity for housing, transportation, employment, leisure, and lifestyle choice for all residents.*
 - *Advance sustainability: Sustainability will be a continuous and ongoing endeavor as the community expands. This includes promoting healthy economic development, ensuring fair land use decisions for all, and enhancing the overall wellness of our people and environment to ensure future generations receive equal or better opportunities for success.*
 - *Northwoods environment: Natural Resources are invaluable, so the City of Bemidji will promote resource conservation efforts to make sure these resources will be used in a way that they remain healthy for future generations.*

Approach 2: Vision-focused

To advance the City of Bemidji's core values of sustainability, diverse transportation options, and health and wellness, the city will support the adoption of electric vehicles and buildout of reliable charging infrastructure in a way that reduces energy demands for all residents. This effort will strengthen a transportation system that includes diverse opportunities such as public transportation, electric vehicles, walking, and biking.

- **Reasoning:** *This language references Bemidji's core values from the city's [Comprehensive Plan](#) and goals from the [Sustainability page](#) of the city website.*
 - *Sustainability: Sustainability will be a continuous and ongoing endeavor as the community expands. This includes promoting healthy economic development, ensuring fair land use decisions for all, and enhancing the overall wellness of our people and environment to ensure future generations receive equal or better opportunities for success.*
 - *Diverse transportation options: The City of Bemidji will promote a diverse opportunity for housing, transportation, employment, leisure, and lifestyle choice for all residents.*
 - *Health and wellness: The improvement of overall health and wellness of the City of Bemidji will be a top priority, the improvement of physical health and mental well-being of all residents will ensure a vibrant and healthy community.*
 - *Reduces energy demands: Reduce our energy demands for electricity, heating and transportation. (Sustainability goals)*

Approach 3: Metric-focused

The City of Bemidji is committed to advancing EV adoption in our community, in alignment with our core values and mission. We will work to:

- Transition xx% of our municipal fleet to EVs by 20xx
- Hold x educational events, such as ride and drives, to educate the public on electric vehicles
- Include electric vehicle-related goals in future comprehensive and transportation plans
- Incentivize and support community partners to reach xx chargers in Bemidji by 20xx, with charging easily available in all areas of the city

Commented [RH1]: Work up more examples here- the desired goals are highlighted in yellow below