

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, July 20, 2026

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



CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO THE AGENDA

MINUTES

- 1) May 18, 2026 Council Meeting
May 26, 2026 Work Session

CONSENT AGENDA #1

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

- 2) Claims Submitted by Finance Officer in the Amount Of \$3,043,645.59
- 3) Claims Submitted by Legends Global for the Sanford Center in the Amount of \$33,482.49
- 4) 2026 Business License Approvals
- 5) Approve Appointment to the Library Board
- 6) Approve Special Event Permit for Bemidji Fire Department Auxiliary Picnic (July 23)
- 7) Approve Special Event Permit for BSU Homecoming Street Dance (September 26)
- 8) Approve Special Event Permit for Walk For Hope (September 26)
- 9) Resolution Approving Temporary Off Premises Liquor Permits for the 2026 BSU Homecoming Street Dance
- 10) Approve Temporary 1-4 Day Liquor Licenses for Bemidji State University
- 11) Approve MOU with Local #49 Dated June 12, 2026
- 12) Authorize Prepayment of Pierce Fire Engine (\$800,000)
- 13) Approve Council Travel Authorization-CGMC Summer Conference (New Ulm), July 21-24-Eaton

CONSENT AGENDA #2

- 14) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$4,347.78
- 15) Resolution Accepting Donation (First City of Lights Foundation)

CONSENT AGENDA #3

- 16) Approve Special Event Permit for Bemidji State University Alumni

- 17) Resolution Approving the Site and Alcohol for 2026 BSU Home Football Games

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.

ORDINANCES

- 18) Public Hearing and First Reading of an Ordinance Amending Chapter 2, Article V, Division 2 of the Bemidji City Code Entitled Heritage Preservation Commission

REPORT

- 19) CGMC Update

BUSINESS

- 20) Discuss Public Comment Procedures and Rules of Decorum

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 21) July 27 (5:30pm) - Work Session-Parking
August 3 (6:00pm) - Council Meeting
August 10 (5:30pm) - Planning Board

ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – May 18, 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, May 18, 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, Peterson, Dickinson, Rivera (Webex-out of town), Eaton, Thayer

Present

City Manager Rich Spiczka, City Clerk Michelle Miller

Proclamation

Prince read and presented the 100% Graduation proclamation.

Amendments to Agenda

Mayor Prince called for any amendments to the agenda. Staff requested that a public hearing and first reading of an ordinance authorizing the sale of property be added to the agenda. **Motion by Peterson, 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:
April 20, 2026 Council Meeting

Motion by Eaton, seconded by Thayer 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

Mayor Prince called for any amendments to be made to Consent Agenda. The following Consent Agenda items were presented for approval. **Motion by Fiskevold Gould, seconded by Thayer, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount of \$1,154,287.07
2. Claims Submitted by Legends Global for the Sanford Center in the Amount of \$55,743.74
3. 2026 Business License Approvals
4. Approve Special Event Permit for Disc Golf Tournament (May 23-24)
5. Approve Special Event Permit for Bemidji/Beltrami Block Party (June 27)

6. Approve Special Event Permit for Downtown Dash 5k (July 4)
7. Approve Temporary 1 Day Consumption and Display Permit (Watermark Art Center)
8. Accept Grant and Approve Contract with MN DNR for ReLeaf Grant
9. Approve Quote from Woodchucks Tree Service for Stump Removal
10. Approve Quote from Bonded Lock for Building Security Systems for City Hall and Fire Stations
11. Approve Davey Resource Group for Tree Survey & 5 year Management Plan
12. Accept Results of the Body Worn Camera Audit
13. Approve Purchase of 2027 Kenworth T480 and Tanker Equipment
14. Approve Voyageur Expeditionary School Art Placement Within Parks
15. Approve Quote to Traut Companies for City Well #4 Rehabilitation
16. Approve Purchase of Replacement Pumps at the Wastewater Treatment Facility
17. **RESOLUTION NO. 6702:** Approving MOU with LELS Local #126- PRHC
18. **RESOLUTION NO. 6703:** Approving Temporary Off-Premises Alcohol for Brigid's Pub and Keg N' Cork

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

Citizens with Business Not on Agenda

- Robert Longo, 9052 Procyon Lane NW, reported frequent, costly parking tickets for employees in the 3-hour lot behind Kenny's Auto and requested consideration of permits or extended time options for workers.
- Jordan Lutz, 138 Pine Crest Court NW, requested adding second EV charging stations at City Hall and Paul Bunyan Park and urged review of calendar parking policy, enforcement consistency, and its alignment with street sweeping/snow removal needs.
- Hayden Skipper, described receiving multiple tickets due to time limited parking near his workplace and asked for longer time limits or permits for employees.
- Charles Biberg, 1109 Beltrami Avenue NW, opposed calendar parking on Beltrami/Minnesota/America Avenues, arguing its original purpose tied to the old high school no longer applies and requesting council review and change of the policy.
- Brittany Staples, 1302 Minnesota Avenue, stated calendar parking and snow event towing have caused repeated tickets and costly tows for her son and visiting family, and asked the council to reconsider the policy's impact on residents with limited resources.

Public Hearing

Public Hearing for Three Less One, Inc (dba Bar 209) for the Seasonal Expansion of Liquor License Regarding Outdoor Dining and Permit for Street/Sidewalk Café

Pursuant to published notice, a public hearing was held regarding the seasonal expansion of liquor license regarding outdoor dining for Bar 209. Mayor Prince opened the Public Hearing at 6:24 p.m. Hearing no public comments, Mayor Prince closed the Public Hearing at 6:25 p.m.

Motion by Thayer, seconded by Peterson, approving the permit to Bar 209 for the

Seasonable Expansion of Liquor License and Street Dining. Motion carried by the following roll call vote: Yeas: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Dickinson, Thayer.

Ordinance Amending an Uncoded Section of Bemidji City Code – Authorizing the Sale of Real Property (Norris Court)

Pursuant to published notice, a Public Hearing was held to receive input regarding an Ordinance Authorizing the Sale of Real Property – Norris Court, Bemidji. Mayor Prince opened the Public Hearing at 6:27 p.m., hearing no comments, the public hearing was closed at 6:27 p.m.

Ordinances

Ordinance Amending an Uncoded Section of Bemidji City Code – Authorizing the Sale of Real Property (Norris Court)

AN ORDINANCE Amending an Uncoded Section of Bemidji City Code – Authorizing Sale of Real Property (Norris Court) was given a first reading.

Report

Lisa Bruns, Chair of the Public Arts Commission, presented the Public Arts Commission's annual report, noting its purpose to promote and manage public art throughout the city and to highlight the arts' economic and community-building value. Bruns reported on recent and ongoing projects, including:

- Coordination with the Bemidji Downtown Alliance and Bemidji Area Arts Endowment, the corner kiosk art project (with multiple local artists and a September 12 reception and two-week exhibit at Watermark Art Center)
- Partnership with Voyageur Expeditionary School art placement in parks.
- Seeking support from council regarding restoration of the wastewater treatment plant mural by original artist Wesley May (estimated at \$8,000, including lift rental and materials)
- Efforts to develop a citywide public art inventory GIS database, for which partners are exploring grant funding to hire a person to collect and input the data.

Councilmembers expressed strong support for the commission's work, collaboration efforts, and the goal of restoring the mural, and staff noted they are exploring potential funding sources and may return with a specific proposal on a future agenda.

Business

Discussion to Consider Potential Community Cleanup Initiatives

Spiczka initiated a discussion on a potential community cleanup initiative in response to extensive remaining storm debris, fire risk from downed material, and general community appearance, asking for council guidance and support for staff exploration of options.

Council members broadly supported pursuing a city-led, partnership-based effort (potentially involving Beltrami County, United Way, schools, churches, and other community groups), while recognizing staff's need to return to normal maintenance workloads. Ideas raised included: reviving or adapting a "Project Pride" -style cleanup event, coordinating with the county on landfill/demolition site access and fees,

prioritizing public safety/fire risk areas, exploring use of housing or disaster-related funds for certain repairs (e.g., sidewalks, hazardous properties), improving public education/FAQ on what the city can and cannot do and available resources, and considering council/staff-led volunteer cleanup efforts.

Council Committee Updates

- Councilmember Rivera, reported on Public Arts Commission progress and partnerships, and Parks & Trails work on grants, park art, recreation, and CIP needs.
- Councilmember Eaton, noted an airport water-supply issue, upcoming Library Board and KRLS meetings, and conclusion of KRLS investigations pending board review.
- Councilmember Dickinson, reported on Public Affairs Committee discussion support for affordable housing partners and possible ordinance changes affecting precious metals dealers.
- Councilmember Fiskevold Gould had no report.
- Councilmember Peterson, attended White Earth State of the Nation, cemetery flag placement, Peace Officer Memorial, Fire Relief retirement event, and Relief Board meeting.
- Councilmember Thayer, reported on Sustainability Commission goal-setting, upcoming HRDC meeting, attended White Earth State of the Nation, and Sanford Center marketing committee.
- Mayor Prince, provided updates on NTC 60th anniversary remarks, LMC Board and Risk Conference participation, Greater MN Housing Fund meeting, and community outreach presentations.

Prince called for a brief recess at 7:20 p.m. Meeting reconvened at 7:25 p.m. with the following members present: Prince, Fiskevold Gould, Peterson, Dickinson, Eaton, Thayer.

Closed Meeting

Motion by Peterson, seconded by Eaton to close the meeting pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) for attorney client privileged discussion regarding threatened litigation by former City employee. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Eaton, Dickinson (Rivera absent for roll call vote but did readmit the meeting via Webex at 7:26 p.m.). Meeting closed at 7:26 p.m.

Those in attendance: Staff: Rich Spiczka, Legal Counsel Angel Ragusa

Reopen Meeting

Having completed their business in closed meeting, Prince reopened the City Council meeting at 7:52 p.m.

Upcoming Meeting

- May 25, 2026 – HOLIDAY

- May 26, 2026 (5:30 p.m.) – Work Session
- June 1, 2026 (6:00 p.m.) – Council Meeting
- June 8, 2026 (5:30 p.m.) – Work Session

Adjourn

There being no further business, motion by Peterson, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold, Peterson. Meeting adjourned at 7:54 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is fluid and cursive, with the first name "Michelle" being more prominent.

Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – May 26, 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, April 27, 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 (5:33 p.m.), Peterson, Dickinson, Rivera, Eaton, Thayer (Webex-out of town)

Present

Rich Spiczka, Michelle Miller

Purpose of Work Session

Sanford Center Management and Contract

Sanford Center Management Contract

Spiczka reviewed the background of the Sanford Center management agreement with Legends Global (ASM), which expires in March 2027. Staff requested direction from the City Council regarding which management options should be explored as the contract expiration approaches.

Management Options

Councilmembers discussed a range of potential management structures for the Sanford Center. Councilmembers expressed concerns that the current management arrangement is not meeting expectations and indicated that significant changes should be considered. Other councilmembers emphasized the importance of evaluating all available options before making a decision. Potential models discussed included:

- A fully city-operated (in-house) management model.
- A hybrid model with shared responsibilities between the City and a contracted management company.
- A revised agreement or different operational structure with Legends Global/ASM.
- Increased emphasis on locally developed ("homegrown") events and greater local oversight.

Financial Accountability

Councilmembers expressed ongoing concern regarding operating deficits and financial accountability under the current management structure. Members noted that because the City absorbs annual operating deficits, the existing model provides limited incentive to consistently meet budget targets.

Council also discussed long-term capital maintenance needs, noting that approximately \$750,000 annually is needed for capital improvements while current funding is approximately \$210,000 per year.

Information and Transparency

Council discussed the limited operational and personnel information currently available to the City under the management agreement. Unlike other City departments, detailed staffing, operational, and financial information is not readily available, making it difficult to evaluate staffing levels, operating costs, and service quality.

Community Value and Partner Engagement

Council acknowledged differing public perceptions regarding the Sanford Center, recognizing both concerns about operating costs and the facility's broader community value.

The Mayor highlighted the Sanford Center's role as an emergency shelter during the previous year, emphasizing that its community benefit extends beyond hosting events.

Councilmembers agreed that key stakeholders should be actively engaged throughout the evaluation process, including:

- Sanford Health (naming rights agreement through the end of 2028)
- Bemidji State University (primary tenant through 2029)
- Visit Bemidji
- Sanford Center Advisory Board
- Current management representatives

Members emphasized that these conversations should occur early in the planning process.

Operations and Staffing

Council discussed concerns regarding operational stability, including frequent turnover among executive leadership and finance personnel in recent years.

Members also discussed the potential advantages of a more integrated City staffing model, allowing existing City departments—including Public Works, Parks, Communications, and Marketing—to provide operational support where appropriate, reducing duplication and improving efficiency.

Comparative Example: Mankato

The City Manager shared observations from a recent visit to the Mankato Event Center, which transitioned from contracted management to a city-operated model after experiencing similar challenges.

Key observations included:

- Stronger partnerships with local businesses and nonprofit organizations.
- Greater use of shared municipal staff and resources.
- Improvement from significant operating deficits to a modest operating profit over time, while recognizing that Bemidji's circumstances differ.

Council generally reached consensus that staff should continue evaluating multiple management scenarios, including:

- A fully city-operated (in-house) management model, including a draft organizational structure, staffing plan, and cost estimates.
- A hybrid management model with shared responsibilities between the City and a contracted operator.
- A continued relationship with Legends Global/ASM under a revised contract or modified operational structure.

Staff was also directed to:

- Evaluate opportunities to utilize existing City staff and services to improve operational efficiency and reduce the Sanford Center's reliance on standalone resources.
- Engage the Sanford Center Advisory Board and key community partners—including Sanford Health, Bemidji State University, Visit Bemidji, and current management—to gather input and feedback.

Council acknowledged that additional work sessions will be necessary and emphasized the importance of maintaining momentum given the current management agreement's expiration in March 2027.

Adjourn

There being no further business, motion by Fiskevold Gould, seconded by Peterson, to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera. Meeting adjourned at 6:22 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

July 20th, 2026

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
45452	Johnson Brothers	\$4,292.77
45453 - 45560	See Attached List	<u>3,039,352.82</u>
		\$3,043,645.59
	TOTAL	\$3,043,645.59

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 07/15/2026 - 11:25AM
Warrant Request Date: 7/21/2026
DAC Fund:



Batch: 00421.07.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	106 Group	000045453	3,329.50
2	A2B Containers	000045454	7,200.00
3	Acme Tools-Bemidji	000045455	215.38
4	Advanced Eng.& Environ.Serv., Inc.	000000000	25,818.75
5	American Engineering Testing, Inc.	000045456	2,267.50
6	Artisan Beer Company	000045457	536.05
7	Arvig	000045458	45.00
8	Ascentek, Inc.	000045459	570.34
9	Auto Value Bemidji	000045460	1,406.19
10	Bellboy Corporation	000000000	3,457.90
11	Beltrami County Auditor/Treasurer	000045461	750.14
12	Beltrami County Dare Advisory	000000000	162.34
13	Beltrami County Recorder	000045462	162.00
14	Beltrami County Solid Waste	000045463	716.05
15	Beltrami Electric Coop	000045464	1,106.89
16	Bemidji Coca-Cola Bottling Co, Inc	000045465	1,055.30
17	Bemidji Communications, Inc.	000045466	99.00
18	Bemidji Coop Ass'n, Inc.	000045467	1,846.88
19	Bemidji Paper Sales, Inc.	000045468	1,480.84
20	Bernick's	000000000	69,778.54
21	Bessler Electric	000045469	57,775.18
22	Bluefin Payment Systems	000000000	4,294.83
23	BNSF Railway Company	000000000	85,273.39
24	Bonded Lock & Key of Bemidji	000045470	26,218.84
25	Bowman & Sons Inc	000045471	550.00
26	Boys & Girls Club	000045472	200.00
27	Brady Martz & Associates P.C.	000045473	30,000.00
28	Breakthru Beverage Minnesota Beer, LLC	000045474	9,024.70
29	Breakthru Beverage Minnesota Wine & Spirits, LLC	000045475	9,860.21
30	Cannon River Winery	000045476	629.85
31	City of Bemidji - ACH	000000000	12,340.86
32	CivicPlus	000045477	764.03
33	CM2 Supply	000045478	424.80
34	Column Software PBC	000045479	151.52
35	Coons,Josh	000000000	86.51
36	Core & Main	000045480	14,224.07
37	Country Classic Restoration, LLC	000045481	641.99
38	CSG Forte Payments, Inc.	000000000	557.09
39	Dahlheimer Beverage Brainerd	000000000	11,621.41
40	Dakota Supply Group, Inc.	000000000	703.36
41	Diamond Mowers LLC	000045482	531.01
42	Docu Shred	000045483	102.88
43	Dreher,Laura	000000000	23.93
44	D-S Beverages	000045484	98,156.86

Page Total: \$486,161.91

Line	Claimant	Voucher No.	Amount
45	Fastenal Company	000045485	84.89
46	Ferguson Waterworks #2516	000000000	9,920.00
47	Flaherty & Hood, P. A.	000045486	4,342.50
48	FleetPride, Inc.	000045487	1,384.93
49	Flexible Pipe Tool Company	000000000	727.85
50	Forum Communications Company	000000000	60.00
51	Frink,Jesse	000000000	301.96
52	G4 Construction Management, LLC	000045488	3,000.00
53	Gaslin Garage Door	000045489	162.00
54	Goodway Technologies Corporation	000000000	7,586.00
55	Gopher State One-Call	000000000	647.95
56	Granite City Armored Car, Inc.	000045490	661.26
57	Great Plains Institute	000045491	4,840.00
58	Hansen,David	000000000	20.00
59	Home City Ice Co.	000045492	1,740.92
60	Imperial Supplies LLC	000045493	427.84
61	Ink Spot Press	000045494	678.95
62	Insure Forward, Inc.	000045495	35,494.00
63	Ironhide Equipment, Inc.	000000000	220.94
64	Jim Hirt Trucking, Inc	000045496	1,973.96
65	Joe's Northwoods Pest Control	000045497	1,010.00
66	Johnson Bros., Inc.	000045498	50,814.03
67	Kenny's	000045499	206.00
68	Kisi, Inc	000000000	4,293.00
69	KKWB-FM DE LA HUNT MEDIA	000045500	200.00
70	Klockow Brewing Company	000045501	345.00
71	Larry's Machine Shop	000045502	64.90
72	League of MN Insurance Trust	000045503	630,204.00
73	Lexipol, LLC	000045504	3,669.80
74	Macqueen Emergency Group	000000000	21.58
75	Maid In Bemidji, Inc.	000000000	600.00
76	Marco	000045505	350.23
77	Marco Technologies LLC	000045506	218.68
78	Marco Technologies, LLC	000045507	148.90
79	May,Wesley	000045508	4,500.00
80	McKinnon Co., Inc.	000045509	42,682.55
81	Menards-Bemidji	000045510	1,221.66
82	Milk and Honey Ciders	000045511	436.00
83	Miller,Kent	000000000	46.40
84	Minnesota Recreation and Parks Association	000045512	275.00
85	MN Dept of Labor & Industry	000045513	145.00
86	MN Dept of Transportation	000045514	16,582.67
87	MN Energy Resources	000000000	1,603.20
88	MN Fire Service Certif. Board (MSFCB)	000045515	1,385.00
89	MN Valley Testing Lab, Inc.	000000000	150.40
90	Mobile Repair Service & Equipment, Inc.	000045516	510.01
91	MPH Industries, Inc.	000045517	5,305.52
92	MW Holdings	000045518	5,500.00
93	NAPA Auto Parts/Premier	000045519	1,034.31
94	Nature's Edge Garden Center	000045520	464.06
95	Nei Bottling, Inc.	000045521	357.28
96	Netland,Elaine	000045522	425.76
97	Northern Paving Inc.	000045523	650.25
98	Northland Fire Protection	000045524	370.00
99	NovaCare Rehabilitation	000045525	370.00
100	Olson,Cory	000000000	133.97
101	Otter Tail Power Company	000045526	15.83

Page Total: \$850,586.94

Line	Claimant	Voucher No.	Amount
102	Oxford Street Merchants	000045527	888.50
103	Paustis & Sons	000045528	4,337.50
104	Phillips Wine & Spirits	000045529	33,045.89
105	Port-Able John Rental & Service	000000000	1,680.00
106	Postmaster	000045530	2,398.13
107	Prince,Jorge	000000000	466.46
108	Provision Contractors LLC	000045531	331.25
109	Quality Flow Systems, Inc.	000000000	270.00
110	Richards Publishing Company	000045532	180.00
111	RIHM Kenworth	000045533	110,659.26
112	RMB Environmental Laboratories, Inc.	000045534	1,640.65
113	Roger's Two Way Radio, Inc.	000045535	67.74
114	Sanford Health	000045536	640.39
115	Sanitation Products Inc.	000045537	25,353.53
116	Scotts Radiator Repair	000045538	617.95
117	Sherwin-Williams Co	000045539	813.83
118	Skumavc,Kori	000000000	72.50
119	Southern Glazer's of MN	000045540	17,347.21
120	Southside Tow & Rec, Inc	000045541	1,429.19
121	Sparky's Construction, Inc.	000045542	201,258.92
122	Springbrook Software LLC	000000000	1,851.00
123	Staples Advantage	000045543	1,066.94
124	Stoel Rives LLP	000045544	680.00
125	Streicher's	000045545	54.99
126	Superior Outdoors LLC	000045546	1,727.60
127	Thayer,Audrey	000000000	481.70
128	The Wine Company	000045547	1,046.00
129	Thomson Reuters-West	000045548	1,090.39
130	Town Law Center PLLP	000045549	1,565.00
131	Universal Truck Equipment, Inc.	000045550	431.25
132	UPS Store	000045551	68.39
133	US Bank	000000000	864,712.52
134	US Bank Merchant Billing	000000000	1,031.24
135	USI Consulting Group	000045552	1,150.00
136	Verified First	000000000	248.54
137	Verizon Wireless	000045553	903.59
138	Vestis	000045554	1,767.22
139	Viking Industrial Center	000045555	1,071.70
140	Vinocopia, Inc.	000000000	4,994.83
141	Visu-Sewer, Inc.	000045556	129,278.00
142	W.D. Larson Companies LTD, Inc.	000045557	182.40
143	Wells Fargo.Business Track	000000000	2,192.81
144	Wells Fargo-ACH	000000000	37,260.84
145	WEX Health, Inc	000000000	429.75
146	Wolf Track Energy	000000000	229,014.28
147	Wood Chucks Tree Service	000045558	14,500.00
148	WW Thompson Concrete Products	000045559	177.20
149	Zoro Tools, Inc	000045560	126.89
Page Total:			\$1,702,603.97
Grand Total:			\$3,039,352.82

**Sanford Center
Cash Requirements
As of Jul 21, 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
Ace on the Lake	Car Show Event Supplies	7/8/26	<u>141.06</u>
Arrow Printing Inc	Car Show Event Supplies	7/7/26	<u>306.36</u>
Bemidji Coca-Cola Company	Inventory - Beverage	7/10/26	<u>1,569.18</u>
Bernick's	Inventory - Beer	6/29/26	<u>30.80</u>
Bonded Lock & Key, Inc.	Safe Combination Changes	7/14/26	<u>450.00</u>
Carbonhouse	Website Host	7/1/26	<u>700.00</u>
Central McGowan Inc	F&B CO2	6/30/26	84.03
Central McGowan Inc	F&B CO2	6/30/26	<u>263.44</u>
Central McGowan Inc	Central McGowan Inc		<u>347.47</u>
City of Bemidji	Utility - Water & Sewer	7/1/26	<u>2,933.27</u>
D-S Beverages Inc	Inventory - Beer	7/10/26	<u>229.00</u>
Dacotah Paper Co	Janitorial Supplies	6/17/26	<u>2,578.39</u>
Dakota Provencher	Car Show Contracted Security	7/11/26	<u>200.00</u>
Ecolab Pest Elimination	Pest Control	7/7/26	<u>305.23</u>
Ethan Rogers	Reimbursement: Building Sponsor Client Meal	7/14/26	<u>102.59</u>
Forum Communications Company	Car Show Advertising	7/1/26	<u>200.00</u>
Legends Global	Q2 Finance Support	6/30/26	3,500.00
Legends Global	July IT Fees	7/6/26	1,163.00
Legends Global	July Management Fee	7/7/26	10,895.44
Legends Global	Credit - Event Insurance	7/13/26	<u>-3,045.00</u>
Legends Global	Legends Global		<u>12,513.44</u>
Luekens Village Foods - South	Inventory - Food	6/27/26	<u>8.87</u>
Marco Technologies LLC	Copier/Printer Rental	7/8/26	<u>463.47</u>
Marsh USA LLC	Workers Comp Insurance	7/7/26	<u>2,326.00</u>
Minnesota Department of Public Safety	Annual Caterer's Permit	7/14/26	<u>300.00</u>
NLFX Professional	Contracted AV Reimbursable	7/9/26	75.00

Sanford Center
Cash Requirements
As of Jul 21, 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
NLFX Professional	Car Show Contracted AV	7/13/26	<u>2,000.00</u>
NLFX Professional	NLFX Professional		<u>2,075.00</u>
Performance Food Group	Inventory - Food	7/1/26	1,653.42
Performance Food Group	Inventory - Food	7/8/26	<u>270.05</u>
Performance Food Group	Performance Food Group		<u>1,923.47</u>
Skeeter Stitch, Inc.	Inventory - Merchandise	7/10/26	<u>1,850.20</u>
Stephanie Hollatz	Reimbursement: F&B Travel Reimbursable	7/13/26	<u>181.41</u>
Sysco Western Minnesota, Inc	CM: Inventory - Food	7/4/26	-9.57
Sysco Western Minnesota, Inc	CM: Inventory - Food	7/7/26	<u>-11.81</u>
Sysco Western Minnesota, Inc	Sysco Western Minnesota, Inc		<u>-21.38</u>
T&K Outdoors, Inc	July Storage Unti Rent	7/1/26	<u>100.00</u>
Vestis Group, Inc	Laundry & Linen	7/2/26	169.69
Vestis Group, Inc	Laundry & Linen	7/9/26	<u>169.69</u>
Vestis Group, Inc	Vestis Group, Inc		<u>339.38</u>
WM Corporate Services, Inc	Utility - Trash Removal	7/2/26	<u>1,329.28</u>
			<u><u>33,482.49</u></u>

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Massage Establishment	SANFORD VIVAZ MEDICAL SPA	2317 BEMIDJI AVE N	\$120.00
Plumber	A+ PLUMBING BEMIDJI LLC 058541PM	WITHIN BEMIDJI CITY LIMITS	\$95.00
Restaurant/Food Service	TROVE & TEA	301 3RD STREET NW	\$35.00
Tree Service	LORE AXE TREE SERVICE	WITHIN BEMIDJI CITY LIMITS	\$65.00

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026
Action Requested: Approve Appointment to the Library Board
Prepared By: Michelle Miller, City Clerk

Background:

There is currently one vacancy on the Library Board. One application was received. Shawn Schooley is being recommended to be appointed to the Library Board.

Recommendation:

Approve Appointment of Shawn Schooley to the Library Board with an unexpired term of January 31, 2027.

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: Shawn Erik Schooley Date: 6/29/26

Home Address: [REDACTED]

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

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):

As a new Associate Professor of Political Science at Bemidji State University and coordinator of the Public & Nonprofit Administration and Pre-Law programs, I am committed to becoming an active member of the Bemidji community through public service. Throughout my academic career, libraries have been central to my work as a teacher, researcher, writer, and lifelong learner. I would welcome the opportunity to contribute my experience in public administration, organizational leadership, and local government while supporting the Bemidji Public Library as a vibrant center for learning, civic engagement, and community life. I have been an avid reader throughout my life and am also a published poet. Serving on the Library Board would allow me to combine my professional expertise with a personal passion. As a new resident of Bemidji, I view board service as an opportunity both to contribute my experience and to learn from long-time members of the community. In doing so, I hope to help support the Bemidji Public Library's important role in strengthening lifelong learning, intellectual curiosity, civic engagement, and equal access to knowledge throughout our community.

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):

- Former Director, Master of Public Administration Program, St. Cloud State University
- Former City & County Leadership and Management Specialist, St. Cloud State University
- Former member, Stearns County Human Services Advisory Committee
- Former member, St. Cloud Citizen Police Advisory Committee
- More than twenty years preparing future public servants, nonprofit leaders, and community leaders
- Active scholar in public administration, leadership, and democratic governance

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

Ph.D. in Public Administration and Public Affairs (Virginia Tech, [REDACTED]) Over twenty years of university teaching in public administration, political science, management, and entrepreneurship at the doctoral, master's, and undergraduate levels. Former Director of the Master of Public Administration program and City & County Leadership and Management Specialist at St. Cloud State University. Coordinator of the Public & Nonprofit Administration and Pre-Law programs at Bemidji State University. Previous service includes the Stearns County Human Services Advisory Committee and the St. Cloud Citizen Police Advisory Committee.

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

I am available to attend the Library Board's regular monthly meetings on Tuesday evenings at 5 p.m. and am committed to fulfilling the responsibilities of board membership, including preparation, participation, and service as needed.

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

[REDACTED]	[REDACTED]	[REDACTED]
Name	Address	Phone
[REDACTED]	[REDACTED]	[REDACTED]
Name	Address	Phone
[REDACTED]	[REDACTED]	[REDACTED]
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.

SHAWN ERIK SCHOOLEY, PH.D., MPA

[REDACTED]
Bemidji, MN 56601
[REDACTED]
[REDACTED]

PROFESSIONAL PROFILE

Higher education administrator, educator, and scholar with more than twenty years of experience in public administration, political science, organizational leadership, and community engagement. Experienced in local government, nonprofit leadership, advisory boards, curriculum development, and public service. Committed to strengthening civic institutions, lifelong learning, and community partnerships.

CURRENT POSITION

Associate Professor of Political Science

Bemidji State University

- Coordinator, Public & Nonprofit Administration Program
- Coordinator, Pre-Law Program
- Faculty Advisor, Pre-Law Student Organization

PROFESSIONAL EXPERIENCE

- Associate Professor and Director, Master of Public Administration Program, St. Cloud State University
- Associate Professor of Management and Entrepreneurship, Minnesota State University, Mankato
- Assistant/Associate Professor of Political Science and Public Administration, Auburn University
- Assistant Professor of Political Science, James Madison University

EDUCATION

Ph.D., Public Administration and Public Affairs

Virginia Polytechnic Institute and State University (Virginia Tech)

Master of Public Administration

University of West Florida

B.A., Sociology

University of West Florida

COMMUNITY & PROFESSIONAL SERVICE

- Former Member, Stearns County Human Services Advisory Committee
- Former Vice Chair, St. Cloud Citizen Police Advisory Committee
- Editorial Board Member, *Public Voices*
- Faculty Mentor, Midwest Political Science Association
- Dissertation Co-Chair, doctoral research examining public libraries as democratic civic spaces; co-presented related scholarship at the Alabama Political Science Association.

SELECTED SCHOLARLY & PROFESSIONAL ACHIEVEMENTS

- Lead Editor & Contributor, *Minnesota Government and Politics*

- Author of peer-reviewed scholarship in public administration, leadership, ethics, organizational behavior, and civic engagement
 - Presenter at national and regional conferences including:
 - Midwest Political Science Association
 - American Society for Public Administration
 - Network of Schools of Public Policy, Affairs, and Administration (NASPAA)
 - Published poet and creative writer
-

AREAS OF EXPERTISE

- Public Administration
 - Local Government
 - Organizational Leadership
 - Public Policy
 - Civic Engagement
 - Strategic Planning
 - Community Partnerships
 - Higher Education Leadership
-

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026

Action Requested: Approve Special Event Permit for Bemidji Fire Department Auxiliary Picnic (July 23)

Prepared By: Michelle Miller, City Clerk

Background:

The Bemidji Fire Department Auxiliary has submitted an application for a Bemidji Fire Department Family picnic for Thursday, July 23. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Bemidji Fire Department Auxiliary Picnic for July 23.

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): Bemidji Fire Dept. Auxiliary

Address: Fire station #1

Event Contact Name (Required): Natasha Delrich
This person is the primary contact and must be able to coordinate with other members of the event

Cell Phone (Required): (218) 766-5151

Event Contact Email (Required): [REDACTED]

Event Contact Name #2 (Required): Donna Coe

Contact #2 Phone (Required): (218) 840-5088

Event Information

Event Name: Bemidji Fire Dept. Family Picnic

Event Date(s): July 23, 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: 5:30pm End: 8:00pm

Set-up Time: 4:30pm - 5:15pm

Clean-up Time: 8:00pm - 9:00pm

Expected Daily Attendance: 40 to 75 people Ad/ch

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: <u>Picnic</u>		

Application for Special Event or Park Use



Please provide a description of your event:

Picnic w/
Food
Games
for our
Fire Fighter's
& their
families.



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: _____

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

→ will use inside of station #1

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:

N/A

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: N/A

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: N/A

Number of Barricades Requested: N/A

Picnic Tables and Event Bike Racks

Please contact the Parks and Trails Department at 218-333-1861. It is the responsibility of the event organizers to pick up and return picnic tables. Parks staff will deliver bike racks.

Number of picnic tables requested: N/A
There are 14 larger/heavier picnic tables and 12 smaller/lightweight tables

Bike Racks Requested: N/A

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: N/A

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.

Acceptance, Waivers, and Acknowledgements

I, the undersigned, do hereby accept responsibility for compliance with the policies and guidelines stated in this application, including all fees that may be required. I agree to abide by the event guidelines as stated in this application and attest that all information in this application is correct.

I hereby agree to comply with all City rules and ordinances including, but not limited to, City Code Section 20-8 "Special Events, City Code Section 14-35 "Rules and Regulations governing public parks" and the City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy.

I agree 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, and shall secure all required insurance coverages prior to the event.

I understand that this application may be subject to additional conditions and restrictions upon approval by the City Council, including the instillation of traffic signage and barriers when required for street closures. I further understand that the City shall not be providing security for the event, unless otherwise agreed to in writing, and that it is my responsibility as event organizer to contact law enforcement when such service is required, including for the removal of trespassers.

Signature: _____

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: July 20, 2026

Action Requested: Approve Special Event Permit for BSU Homecoming Street Dance

Prepared By: Michelle Miller, City Clerk

Background:

Keg'nCork, Brigid's Pub and Hard Times have submitted an application for BSU Homecoming Street Dance for Saturday, September 26. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for BSU Homecoming Street Dance from Keg'nCork, Brigid's Pub and Hard Times for Saturday, September 26.

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): Keg N' Cork Brigid's Pub Hardtimes

Address: 310 Beltrami

Event Contact Name (Required): Tyler Winkka

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

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

Event Contact Email (Required): [REDACTED]

Event Contact Name #2 (Required): Jake Robinson

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

Event Information

Event Name: BSU

Event Date(s): Saturday September 26th

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: 8pm End: midnight

Set-up Time: 4pm

Clean-up Time: 1am

Expected Daily Attendance: 800-1000

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:

Annual BSU homecoming street dance. Blocking off Beltrami Ave to host a night of music and fun. Will set up a stage and have live music from 8pm til midnight.

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: _____

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:

Small 10x10 tents set up at entrance and by bars, no stakes used only weights.
Tents at entrance along with snow fencing help keep area secured.

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 Key - Skigids - Hand Dances
- ☒ 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: 0

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: 0

Number of Barricades Requested: 16

Picnic Tables and Event Bike Racks

Please contact the Parks and Trails Department at 218-333-1861. It is the responsibility of the event organizers to pick up and return picnic tables. Parks staff will deliver bike racks.

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: Port-a-jon

12 units

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?

Yes

Date(s) of requested street closure:

Saturday September 26th

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

Beltrami Ave

Between 3rd & To 4th

Start Time of Street Closure:

4pm

End Time of Street Closure:

1am

Number of No Parking Signs Requested:

12

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.

Acceptance, Waivers, and Acknowledgements

I, the undersigned, do hereby accept responsibility for compliance with the policies and guidelines stated in this application, including all fees that may be required. I agree to abide by the event guidelines as stated in this application and attest that all information in this application is correct.

I hereby agree to comply with all City rules and ordinances including, but not limited to, City Code Section 20-8 "Special Events, City Code Section 14-35 "Rules and Regulations governing public parks" and the City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy.

I agree 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, and shall secure all required insurance coverages prior to the event.

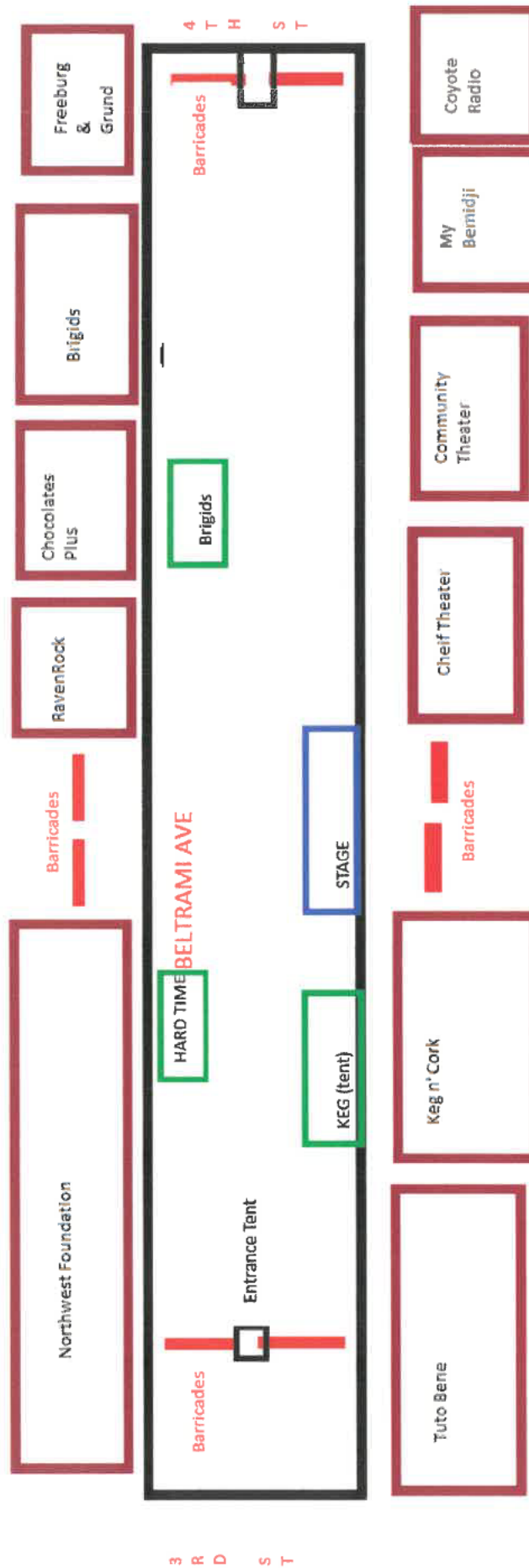
I understand that this application may be subject to additional conditions and restrictions upon approval by the City Council, including the instillation of traffic signage and barriers when required for street closures. I further understand that the City shall not be providing security for the event, unless otherwise agreed to in writing, and that it is my responsibility as event organizer to contact law enforcement when such service is required, including for the removal of trespassers.

Signature: _____

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



Homecoming Street Dance Security Plan

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

July 19th, 2026

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

Dear Mayor Prince and City Council Members

We are seeking permission to host a street dance in conjunction with BSU homecoming this year on Saturday September 26th. It has been a staple event for BSU homecoming each year, that brings alumni back to Bemidji as well provides funding for BSU clubs that are unable to receive funding from the school such as the Angry Beavers Rugby team.

We would like to block Beltrami Ave, between 3rd and 4th streets for a live band. Street closing will begin at 4 p.m. for set up and the event itself begins at 8 p.m. The band will play until 12 a.m. After the event has ended, we will have the streets cleared by 2 a.m. Along with barricades requested we request permission to use our snow fencing to help enclose the area and extend our barricaded area to include the alley north of Beltrami along the NW Minnesota Foundation building for the portable toilets. Then go south in the alley along Keg n' Cork to have an area for the band to park their van. We would also like permission to serve alcohol on the streets from 4 licensed vendors (Keg n' Cork, Brigid's Pub, Hard times, and Bemidji Brewing) with 4 different bar set ups. This will be the same approach we have used for years and has worked well in past years.

Following are details regarding this event:

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

Thank you for your consideration and support of this request

Tyler Winkka
Keg n' Cork

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026

Action Requested: Approve Special Event Permit for Walk For Hope (September 26)

Prepared By: Michelle Miller, City Clerk

Background:

Headwaters Alliance for Suicide Prevention (HASP) has submitted an application for a Walk for Hope event on Saturday, September 26. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Walk For Hope for September 26.

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): Headwaters Alliance for Suicide Prevention (HASP)

Address: 116 3rd Street NW Bemidji, MN 56601

Event Contact Name (Required): Ashlea McMartin

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

Cell Phone (Required): (218) 556-4853

Event Contact Email (Required): [REDACTED]

Event Contact Name #2 (Required): Angela Schmidt

Contact #2 Phone (Required): (218) 766-9000

Event Information

Event Name: Walk for Hope

Event Date(s): Saturday 09/26/2026

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: 7:00am End: 10:00am

Set-up Time: Friday 09/25/2026 6p-8p

Clean-up Time: Saturday 09/26/2026 10:00a-11:00a

Expected Daily Attendance: 100 people on Saturday 09/26/2026

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:

Headwaters Alliance on Suicide Prevention (HASP) is partnering with Bemidji State University and United Way of Bemidji to host the Walk for Hope (approximately 5K) to bring awareness to suicide prevention and mental health. September is Suicide Prevention Awareness Month; this weekend in particular is also BSU's homecoming so we are hoping to showcase the beauty of the community and the beauty of the people.

Registration will be from 7a-8a; walk from 8a-10a; clean up 10a-11a. There will be music projected during the event and possible speakers from approximately 7:40a-8:00a.

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:

Speaker/sound system at the starting line for announcements, music, and stories.

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

Electrical from building to speaker under tent

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): signs along route

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:

Starting line will have a covered canopy (10x10).

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: 0

Number of Barricades Requested: 0

Picnic Tables and Event Bike Racks

Please contact the Parks and Trails Department at 218-333-1861. It is the responsibility of the event organizers to pick up and return picnic tables. Parks staff will deliver bike racks.

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: Not applicable

Request to use toilets in the visitor center starting at 7:00am on Saturday 9/26

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.

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- 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.

Acceptance, Waivers, and Acknowledgements

I, the undersigned, do hereby accept responsibility for compliance with the policies and guidelines stated in this application, including all fees that may be required. I agree to abide by the event guidelines as stated in this application and attest that all information in this application is correct.

I hereby agree to comply with all City rules and ordinances including, but not limited to, City Code Section 20-8 "Special Events, City Code Section 14-35 "Rules and Regulations governing public parks" and the City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy.

I agree 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, and shall secure all required insurance coverages prior to the event.

I understand that this application may be subject to additional conditions and restrictions upon approval by the City Council, including the instillation of traffic signage and barriers when required for street closures. I further understand that the City shall not be providing security for the event, unless otherwise agreed to in writing, and that it is my responsibility as event organizer to contact law enforcement when such service is required, including for the removal of trespassers.

Signature: _____

Am M 6/11/2026

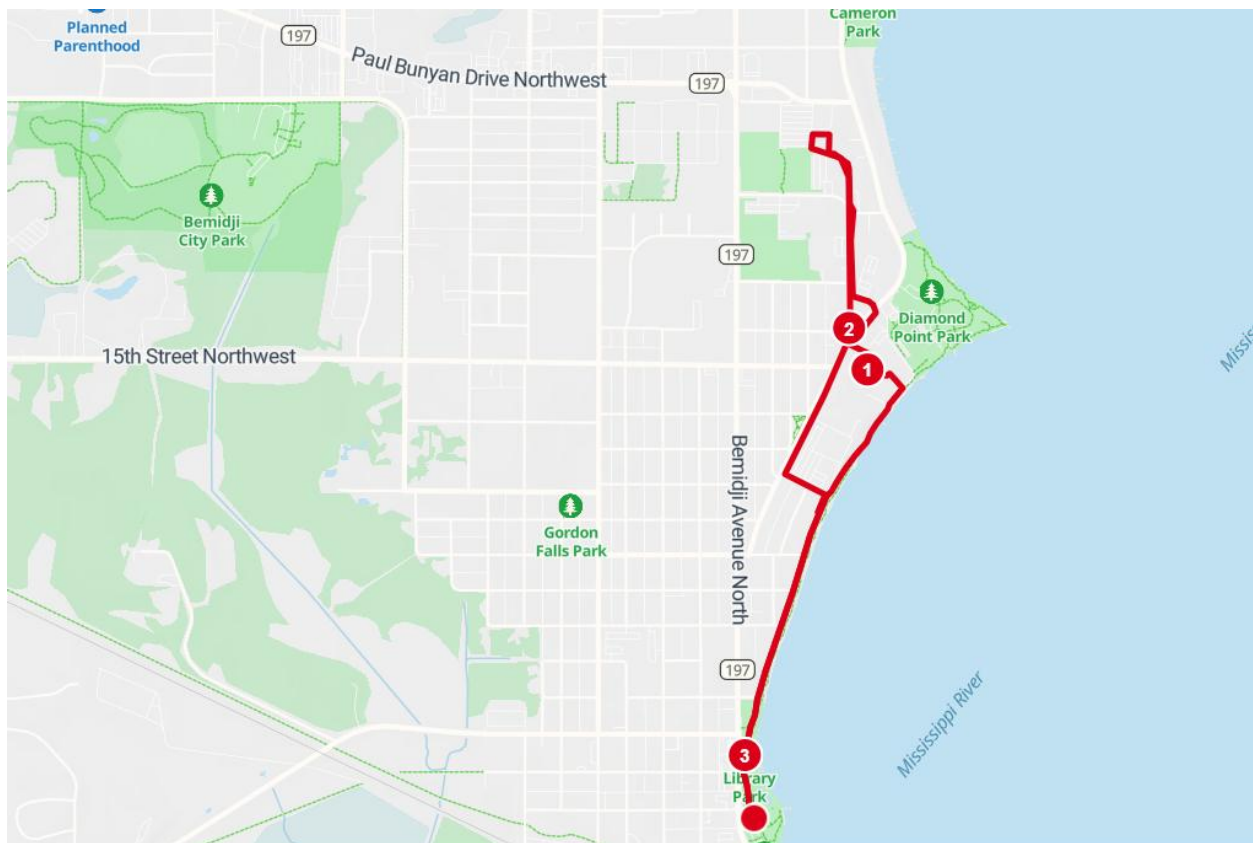
Application Due Dates:

- 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



Description of route: Start at Paul and Babe-Walk north on trail until Lake Blvd-Continue onto trail down the hill-Turn left onto BSU campus sidewalk between Lower Hobson Memorial Union and Hagg-Sauer Hall-Follow sidewalk through BSU quad area over the bridge between the AC Clark library and Bridgeman Hall-Take a left towards Birchmont DR. Continue north and use the crosswalk at Birch Hall-Continue on path towards Tamarack Hall-Continue past Walnut Hall to Oak Hall on the path-Loop around the volleyball courts and return towards Walnut Hall continuing towards Tamarack -Continue south on Birch Ln until it meets Birchmont DR -Continue south on Birchmont Dr until crossing using the crosswalk at 15th St.-Continue south on Birchmont Dr to Lake Blvd -Take a left and return to Paul and Babe on Lake Blvd



RESOLUTION NO.

A RESOLUTION APPROVING TEMPORARY OFF- PREMISES LIQUOR PERMITS FOR THE 2026 BSU HOMECOMING STREET DANCE

WHEREAS, the Bemidji Area Alumni Chapter, in partnership with Keg n' Cork and Brigid's Pub, hereinafter the "Event Organizers", are sponsoring a Street Dance in conjunction with BSU Homecoming in the City of Bemidji on September 26, 2026; and

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

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

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

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

NOW, THEREFORE, be it resolved by the Bemidji City Council to authorize the Temporary Off-Premises Liquor Permits to Keg'nCork, Brigid's Pub, Hard Times and Bemidji Brewing within the designated event area and closure of street, alleys and sidewalks as described herein on October 4, 2025 beginning at **8:00 p.m. and ending at 12:00 a.m. for the purpose of the 2026 BSU Homecoming Street Dance.**

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 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. Bemidji State University has applied for and meets the qualifications to receive licenses for events at the BSU Chet Anderson Stadium on August 27, September 5, September 26, October 10, and October 31.

Recommendation:

Approve 1-4 Day Temporary On-Sale Liquor Licenses to Bemidji State University for August 27, September 5, September 26, October 10 and October 31, 2026.

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026
Action Requested: Approve MOU with Local #49
Prepared By: Rich Spiczka, City Manager

Background:

Approval of a Memorandum of Understanding is being requested with Local #49 to implement the utility operator positions grade changes with retroactive pay back to January 1, 2026, for Local #49 Union Utility Operator positions starting on June 19, 2026. This was a result of the Baker Tilly grading study that the City completed in 2025.

Recommendation:

Approve MOU with Local #49.

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
MARK J. POTHEN, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer



RYAN P. DAVIES
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

MEMORANDUM OF UNDERSTANDING

Between

City of Bemidji

and

International Union of Operating Engineer Local #49 Union

WHEREAS, the City of Bemidji (hereinafter "City") and International Union of Operating Engineer Local #49 Union (hereinafter "Union") representing the I.U.O.E. Local #49 Members of the City of Bemidji, are bound by the Collective Bargaining Agreement (hereinafter "Bargaining Agreement") dated January 1, 2025, through December 31, 2027; and

WHEREAS, the City hired an independent and credentialed firm (Baker Tilly) that performed a review for the Utility Operator positions, that was requested by the City of Bemidji, that included Water/Sewer Operator and Wastewater Operator positions held by members of the Union; and

WHEREAS, as a result of the review, the Utility Operator I, Utility Operator II and Utility Operator III positions are recommended to be moved up one grade level on the wage schedule; and

WHEREAS, implementation of the Utility Operator positions grade changes with retroactive pay back to January 1, 2026, for these Local #49 Union positions that are covered under the Collective Bargaining Agreement were approved by the City of Bemidji on Monday, May 11, 2026; and

WHEREAS, the Local #49 Union has reviewed the Utility Operator positions grade changes and acknowledges that the grade level changes for the Utility Operator positions be established in the existing Collective Bargaining Agreement.

NOW, THEREFORE, the City and the Local #49 Union agree that the City will implement the Utility Operator positions grade changes with retroactive pay back to January 1, 2026; for Local #49 Union Utility Operator positions starting on June 19, 2026.

IN WITNESS WHEREOF, the parties acknowledge that they have read the forgoing agreement and, by signing, hereby affirm that they fully understand and agree to its terms and applications.

City Bemidji – City Manager

Date: _____



I.U.O.E. Local #49 Union Business Agent

Date: 6/12/26

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026

Action Requested: Authorization for the prepayment of \$800,000 for the 2027 Fire Engine.

Prepared By: Justin M. Sherwood, Fire Chief

Background:

On November 6, 2023, the Bemidji City Council authorized the signing of a contract with Macqueen Emergency to purchase a Pierce Enforcer Fire Engine through the Houston-Galveston Area Council (HGAC) Consortium, with delivery scheduled for 2027. Due to unforeseen delays, the fire apparatus had an estimated build time of 45–48 months from the date of receipt and acceptance of a signed contract. As a result, the expected delivery date is in 2027.

Pierce Manufacturing is offering an attractive prepayment discount on all outstanding orders. We are approximately 1 year from the completion date of your new pumper. If the city can pay for the unit in full by 7/22/2026, there would be a \$46,302 discount on the contract purchase price. However, we prefer to hold back a portion of the amount to ensure prompt and on-time delivery.

Staff is seeking approval to prepay up to \$800,000, or 67% of the amount, which would result in a \$41,593 discount. The attached invoice details the discount and the adjusted price if prepayment is made.

Recommendation:

Staff recommends that the council approve the prepayment amount listed above for the vehicle using funds from the City of Bemidji Capital Improvement Plan.

COUNCIL AGENDA ITEM



Meeting Date: November 6, 2023

Action Requested: Vehicle Purchase

Prepared By: Justin M. Sherwood, Fire Chief

JS

Reviewed By: Michelle Miller, City Clerk

Background:

NFPA 1901 states that fire apparatus over 15 years old shall be moved to reserve status. Fire apparatus over 25 years old shall be retired.

According to the Capital Improvement Plan, the Bemidji Fire Department is scheduled to take delivery of a fire engine in 2026 and retire Engine 8 from service. Engine 8 has served the community since 1995. Due to unforeseen delays, the fire apparatus has an estimated build time of 45-48 months from receipt and acceptance of a signed contract. Because of this delay, the expected delivery date is now expected to be 2027.

Bemidji Fire Department is seeking authorization to sign a contract with Macqueen Emergency to purchase a Pierce Enforcer Pumper using the Houston-Galveston Area Council (HGAC) Consortium Pricing.

Attached, you will find documents supporting this request:

1. Bid proposal from Macqueen Emergency – Sale Price \$1,129,900
2. Bemidji Fire Department Vehicle Replacement Plan
3. HGAC Cooperative Purchasing Information
4. Bemidji Fire Capital Improvement Plan

Recommendation:

Staff recommends that the council approve the purchase of the mentioned vehicle using funds from the Bemidji Fire Department Capital Improvement Plan.



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Emergency
14607 Felton Court Suite 109
Apple Valley, MN 55124
800-832-6417

PLEASE REMIT TO:

MacQueen Emergency
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Ship To: BEMIDJI FIRE DEPT
318 5TH ST NW
BEMIDJI, MN 56601

Invoice To: BEMIDJI FIRE DEPT
318 5TH ST NW
BEMIDJI MN 56601

Branch 06 - APPLE VALLEY MN		
Date 7/16/2026	Time 10:24:20 (O)	Page 1
Account No BEMID005	Phone No	Inv No 00 PPY-SO3262
Ship Via		Purchase Order CONTRACT
Tax ID No		
DAN CORCORAN		Salesperson 151

EQUIPMENT INVOICE

Description

Amount

Stock #: C045371/166339 Serial #:42187

1,141,398.00

New PI PUMPER-ENFOR

New PIERCE ENFORCER PUC PUMPER

CONTRACT PRICE \$1,187,700.00

PREPAY DISCOUNT (\$41,593.00)

TOTAL PURCHASE \$1,146,107.00*

New PIERCE ENFORCER PUC PUMPER

VIN YR TBD

JOB 42187

CERTIFICATE OF ORIGIN/MSO INFO:

CITY OF BEMIDJI

318 5TH STREET NW

BEMIDJI, MN 56601

ATTN: CHIEF JUSTIN SHERWOOD

Subtotal: 1141398.00

Total Charge: 1141398.00

Total Due Now: 800000.00

***TOTAL DUE BY 7/22/2026 FOR PREPAY
DISCOUNT TO BE APPLICABLE.**

X

Received By

Date

VisitUsOnline
www.macqueengroup.com

2026

CGMC SUMMER CONFERENCE

JULY 22-24

You are invited to join us for the CGMC's 2026 Summer Conference! This annual event is an excellent opportunity to connect with fellow city officials, learn from expert speakers, and experience the charming city of New Ulm.



NEW ULM CONFERENCE CENTER
2101 SOUTH BROADWAY STREET
NEW ULM, MN 56073



The CGMC has reserved room blocks at the **Best Western Plus Hotel**, which is connected to the Conference Center. Booking links are available on the event registration page.

German Park | New Ulm, MN (Left)

The Hermann Monument | New Ulm, MN (Right)



**REGISTER
NOW!**

Scan the QR code
to register or

RSVP @ [BIT.LY/CGMC-SUMMER26](https://bit.ly/cgmc-summer26)

[GREATERMNCITIES.ORG](https://greatermncities.org)

For **QUESTIONS**, please
contact **Emma Nelson** at
ennelson@flaherty-hood.com
or 651-259-1936.

Accounts Payable
Blanket Voucher Approval Document

User: denisea
Printed: 07/14/2026 - 1:24PM
Warrant Request Date: 7/21/2026
DAC Fund:



Batch: 00420.07.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	4,347.78
Page Total:			\$4,347.78
Grand Total:			\$4,347.78

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026
Action Requested: Acceptance of donation
Prepared By: Scott Schroeder, Parks & Trails Director

Background:

This memo is to request the acceptance of a donation from First City of Lights Foundation for a project at the proposed pixel Christmas tree location.

The project will create a level landing pad for the pixel Christmas tree where the tree anchor is currently located while also allowing Ottertail Power to install the tree each fall in a safe and consistent location.

The work will also improve drainage along the adjacent trail. After winter snowmelt and during heavy rain events, this section of trail floods. Grading and leveling the area will help mitigate standing water and improve trail conditions.

Parks & Trails Commission made a motion to accept the donation on 7/15/2026

Recommendation:

Staff recommends that the Council accept the donation from First City of Lights and support the project to level the area for the pixel tree and help mitigate flooding of the adjacent trail.

MEMO

To: Parks & Trails Commission
From: Parks & Trails Department
Date: June 18, 2026
Subject: Acceptance of Donation for Pixel Tree Pad and Trail Drainage Improvement

This memo is to request Parks & Trails Commission acceptance of a donation from First City of Lights Foundation for a project at the proposed pixel Christmas tree location.

The project will create a level landing pad for the pixel Christmas tree where the tree anchor is currently located while also allowing Ottertail Power to install the tree each fall in a safe and consistent location.

The work will also improve drainage along the adjacent trail. After winter snowmelt and during heavy rain events, this section of trail floods. Grading and leveling the area will help mitigate standing water and improve trail conditions.

Staff recommends that the Commission accept the donation from First City of Lights and support the project to level the area for the pixel tree and help mitigate flooding of the adjacent trail.



Figure 1. Proposed project area for pixel tree pad and adjacent trail drainage improvement.



*Strength in every pour,
Precision in every job.*

PROPOSAL

CRETE AND CO LLC
1374 LAKEWOOD DR NW
BEMIDJI, MN 56601
218-766-0052

06/19/2026

QUOTE First City of Lights Foundation
TO P.O. Box 1991
Bemidji, MN 56601
firstcityoflightsfoundation@gmail.com

JOB	LOCATION	START DATE
26232 - Christmas Tree Base Dirt Work	Downtown Bemidji, MN	

ITEM	DESCRIPTION	QUAN	UNIT	UNIT PRICE	EXT PRICE
5	Mobilization	1.000	LS	\$ 500.00	\$ 500.00
20	Dirt Work	12.000	HRS	\$ 285.00	\$3,420.00
Project Cost					\$3,920.00
30	Crete And Co LLC Donation	1.000	LS	(\$3,920.00)	(\$3,920.00)
TOTAL:					\$ 0.00

Specs and Scope of Work:

Dirt Work:

- Dirt work to regrade approximately 32' diameter area for Christmas tree to sit level.
- Perimeter area to be graded to same height as concrete pad nearby.
- Area to be crowned to center point where tree anchor is to allow for proper drainage.
- Includes soil preparation only. Seeding or sodding not included.
- Necessary topsoil material for grading to be donated by Lakes Concrete Plus.
- Crete And Co to reuse existing cover over anchor point
- Project to be completed between 7/13/2026 and 10/31/2026 at Crete And Co's discretion. Coordination will occur with Parks and Trails Department and City of Bemidji.

Exclusions

1. All permits, fees, and inspections
2. Lawn Repair (top soil, seeding, etc...)
3. All landscaping
4. SWPPP
5. Silt Fence/Erosion Control measures.
6. Tree and stump removal
7. Damage to tree roots caused by concrete removal/excavation
8. Damage to unmarked utility lines - Locates will be called in as needed
9. Damage/repairs to sprinkler heads/lines
10. Rock excavation
11. Wear/damage to paved surfaces (asphalt, concrete, etc..) caused by normal use of equipment/trucks
12. Hauling away any excavated soils, all excavated soils to be stockpiled near work site unless stated otherwise
13. Hazardous material removal
14. Utility work of any kind
15. Cold Weather Concrete costs - Billed as needed if required

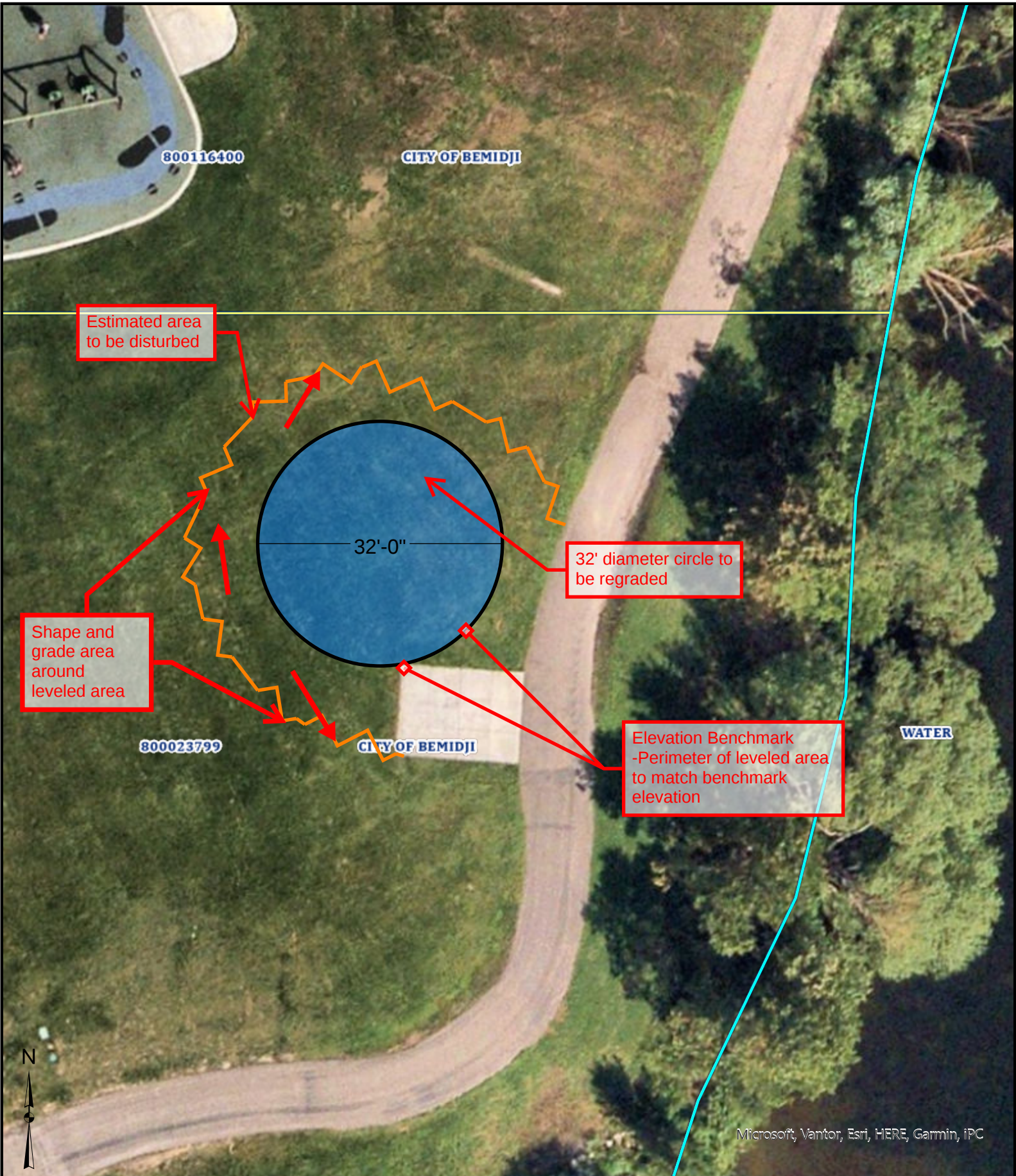
All work will be completed in accordance with this proposal unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

Signature

X

Date:

Please sign here to accept the terms and conditions



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.

Sketch 2	
1:282	Date: 6/9/2026
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

RESOLUTION NO.

A RESOLUTION ACCEPTING DONATIONS

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

WHEREAS, the First City of Lights Foundation have donated concrete work at a value of \$3,920 for the City of Bemidji Parks Department for the leveling of a pad for the pixel Christmas tree and to improve drainage along an adjacent trail in Paul Bunyan Park;

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

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

BE IT FURTHER RESOLVED that the City sincerely thanks the First City of Lights Foundation for their 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:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: July 20, 2026

Action Requested: Approve Special Event Permit for Bemidji State University Alumni

Prepared By: Michelle Miller, City Clerk

Background:

Bemidji State University Alumni and Foundation has submitted an application for the BSU Home Football Pre-Game Tailgate events for August 27, September 5, September 26, October 10, October 31 and November 7 at Diamond Point Park. Staff have no concerns with the application.

Recommendation:

Approve Special Event Permit for Bemidji State University Alumni and Foundation for the BSU Home Football Pre-Game Tailgate events for August 27, September 5, September 26, October 10, October 31 and November 7 at Diamond Point Park.

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): Bemidji State University Alumni & Foundation

Address: 1500 Birchmont Dr NE #17, Bemidji MN 56601

Event Contact Name (Required): Jesse Katz

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

Cell Phone (Required): (224) 4898190

Event Contact Email (Required):

Event Contact Name #2 (Required): Angela Schmidt

Contact #2 Phone (Required): (218) 7552599

Event Information

Event Name: BSU Football Pre-Game "Tailgate" Events

Event Date(s): Multiple

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 Tail (lakeshore or east/west)
If Other, please explain: Diamond Point Park, Green space adjacent to the Chet Anderson Stadium	
Event Time:	Start: Various End:
Set-up Time:	3 Hours Prior to Game Time
Clean-up Time:	Directly following the conclusion of the FB game.
Expected Daily Attendance:	150-200

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: Football Tailgate		

Application for Special Event or Park Use



Please provide a description of your event:

Thursday, Aug 27, 2026	3pm-9pm
Saturday, Sept 5, 2026	11am-5pm
Saturday, Sept 26, 2026	11am-5pm
Saturday, Oct 10, 2026	10am-4pm
Saturday, Oct 31, 2026	10am-4pm
Saturday, Nov 7, 2026	10am-4pm

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: _____

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:

5-6 10 X 10 pop up tents within the green space.

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: 1-2

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: 0

Number of Barricades Requested: 0

Picnic Tables and Event Bike Racks

Please contact the Parks and Trails Department at 218-333-1861. It is the responsibility of the event organizers to pick up and return picnic tables. Parks staff will deliver bike racks.

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: Porta John 4-6

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:

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 MapBanner and a written document of the proposed route of the event. All proposed Route Maps are subject to approval. The use of any roads outside the parkways or parks, such as city streets are subject to approval. For a more detailed route map, use mapmyrun.com (this is a free website), Bing maps or Google maps.

Detour Map

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.

Acceptance, Waivers, and Acknowledgements

I, the undersigned, do hereby accept responsibility for compliance with the policies and guidelines stated in this application, including all fees that may be required. I agree to abide by the event guidelines as stated in this application and attest that all information in this application is correct.

I hereby agree to comply with all City rules and ordinances including, but not limited to, City Code Section 20-8 "Special Events, City Code Section 14-35 "Rules and Regulations governing public parks" and the City of Bemidji Parks and Recreation Department Tobacco and Vaping Free Policy.

I agree 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, and shall secure all required insurance coverages prior to the event.

I understand that this application may be subject to additional conditions and restrictions upon approval by the City Council, including the instillation of traffic signage and barriers when required for street closures. I further understand that the City shall not be providing security for the event, unless otherwise agreed to in writing, and that it is my responsibility as event organizer to contact law enforcement when such service is required, including for the removal of trespassers.

Signature: Jesse Katz

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



BSU Football Tailgating Map



Bar



Food



Restrooms



Alcohol Boundary

RESOLUTION NO.

A RESOLUTION APPROVING THE SITE AND ALCOHOL FOR 2026 BSU HOME FOOTBALL GAMES

WHEREAS, Bemidji State University Alumni and Foundation, hereinafter referred to as “Event Organizer”, are sponsoring home football game activities historically referred to as “tailgating” on August 27 (3:00 p.m. - 9:00 p.m.); September 5 (11:00 a.m. - 5:00 p.m.); September 26 (11:00 a.m. – 5:00 p.m.); October 10 (10:00 a.m. – 4:00 p.m.); October 31 (10:00 a.m. – 4:00 p.m.); and November 7 (10:00 a.m. – 4:00 p.m.) in Diamond Point Park, within the City of Bemidji; and

WHEREAS, the area to be used during this event will be the grassy area in the park located in the western portion of the park adjacent to the American Indian Resource Center and the BSU Stadium; including parking spaces; and

WHEREAS, Event Organizer agrees to abide by all city rules and regulations in the use of the designated areas, observe all state and local laws relating to the sale of alcoholic beverages, to clean and restore the areas used to the satisfaction of Parks Department staff,

WHEREAS, the Event Organizer will provide the City with evidence of insurance during the event.

NOW, THEREFORE, BE IT RESOLVED by the Bemidji City Council to authorize the use of the aforementioned area by the Event Organizer for the purpose of the 2026 BSU Home Football Games.

BE IT FURTHER RESOLVED that the Event Organizer is allowed to serve alcohol using a licensed caterer in the designated area.

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:

Abstain:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

My name is Chris Bell, Vice-President of the Bemidji Heritage Preservation Commission, and I hold a Master's Degree in Historical Archaeology.

I'd like to try to answer some of the questions that came up at the last Council meeting.

100 year buildings

This program in another local designation, owner consent is required, and the owner or their representative must fill out an application, submit a \$10.00 decal cost, and be reviewed by our Commission. There are absolutely no restrictions or limitations on any approved property.

The Commission shall recommend no building or site for historic designation to the city council unless, and until the property owner is first notified. Designation does not restrict owners from making any and all changes to the property unless public funding is involved. Any National Register designation must be made by the state, and only after both Preservation Commission and City Council approval. Permit review with the planning board only refers to currently designated properties and landmarks. We would agree to either 45 or 60 days time frame for review. Mr Koop simply recommends a more clearly defined process.

Commission selection

Our bylaws state that members should have a "demonstrated interest and expertise in historic preservation, and must be a resident of the City of Bemidji". All other qualifications are preferred, but not required.

BEMIDJI HISTORIC REGISTER

Carnegie Library

The statues of Paul Bunyan and Babe the Blue Ox on the waterfront

The Great Northern Depot currently occupied by the Beltrami County History Center

The Nymore Bridge over the Mississippi River on Midway Drive

The Lake Bemidji South Shore Bathhouse

Heritage Preservation Commissions and Certified Local Governments

Heritage Preservation Commissions (HPCs) are established by local ordinances enacted under state enabling legislation (Minnesota Statutes 471.193). Such an ordinance creates a commission of local residents who recommend local designation of historic properties to the city council and review proposed changes to the exterior only of designated properties.

HPCs may apply to the State Historic Preservation Office (SHPO) to become a Certified Local Government (CLG). In order to become certified, a local government must have enacted a preservation ordinance and appointed a qualified HPC. The ordinance must contain a clearly defined process for 1) the survey and local designation of significant historic properties and/or historic districts; and 2) the review of all proposed alterations, relocations, demolition, or new construction within the boundaries of locally designated properties and/or districts. Both the designation process and the permit review process must have clearly defined procedures and criteria, and these processes must provide for public comment.

There are other standards which must be met by a local government (through an ordinance) before it may be a CLG, but these are the basic elements. Ordinances from cities already participating in the CLG program such as Stillwater or Excelsior should be consulted for comparison. More information about the CLG program is available on the [National Park Service](#) website.

Why participate in the CLG program?

CLG designation qualifies the city to apply to the State Historic Preservation Office (SHPO) for federal matching grants for one of six program areas: 1) comprehensive planning; 2) survey; 3) evaluation; 4) Local Designation forms; 5) National Register Nomination forms; and 6) public education.

Note that CLG grants may not be used for "bricks and mortar" work such as rehabilitating a commercial storefront or restoring a public building.

Other benefits: technical assistance and training from the SHPO; participation in nominations to the National Register of Historic Places; national historic preservation assistance network such as publications and professional assistance; and participation in statewide preservation programs and planning.

Designating Properties

Properties can be designated individually, or as part of a larger historic district, at the national or local level.

At the national level, having a property listed in the National Register of Historic Places in no way limits the owner's use of the property unless public funding is used. If your property is listed in the National Register you may do with it anything you wish.

Properties designated under the local ordinance are subject to a local review process (the HPC reviews only proposed exterior changes) and are therefore afforded the greatest degree of protection.

Preservation Tax Incentives

The Tax Reform Act of 1986 establishes a 20% income tax credit for the substantial rehabilitation of income-producing historic buildings for commercial, industrial, and rental residential purposes.

The Minnesota Historic Structure Rehabilitation Tax Credit was signed into law in April 2010. It mirrors the 20% federal historic preservation tax credit and is used in conjunction with the federal credit. Property owners are eligible to receive a state income tax credit of up to 20% of qualifying rehabilitation expenses.

The building must be a certified historic structure that is subject to depreciation, and the rehabilitation must meet the Secretary of the Interior's Standards.

Michael Koop
Certified Local Government Coordinator
State Historic Preservation Office
651.201.3291
michael.koop@state.mn.us

**VERSION OF
ORDINANCE
SHOWING
CHANGES FROM
JUNE 15 COUNCIL
MEETING**

(RED-JUNE 15 VERSION)

**(PURPLE-CHANGES
AFTER MEETING)**

CITY OF BEMIDJI

ORDINANCE NO. ___, 3RD SERIES

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE BEMIDJI CITY CODE ENTITLED HERITAGE PRESERVATION COMMISSION

THE CITY OF BEMIDJI DOES ORDAIN (new material is underlined in red; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Chapter 2, Article V, Division 2, section 2-246 “Created and purpose” of the Bemidji City Code is hereby amended as follows:

Pursuant to Minn. Stat. § 471.193, there is hereby created the heritage preservation commission as an advisory body to the council for the purpose of preserving, protecting, and perpetuating, where feasible, within the corporate city limits, buildings, sites, lands, areas or districts which are determined by the commission to possess particular cultural, architectural, archaeological or educational value to the community as a whole. The purpose of this chapter is to:

- (1) Safeguard the city’s heritage by preserving sites and structures which reflect elements of the city’s cultural, social, economic, political, visual or architectural history;
- (2) Protect and enhance the city’s appeal to residents, visitors and tourists, and serve to support and stimulate business and industry;
- (3) Foster civic pride in the beauty and notable accomplishments of the past; and
- (4) Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the city.

SECTION 2. Chapter 2, Article V, Division 2, section 2-247 “Organization; composition” of the Bemidji City Code is hereby amended as follows:

- (a) The heritage preservation commission shall consist of seven members with demonstrated interest and expertise in historic preservation, each being a resident of the city and holding no official position with the city. It is desirable but not required that a member be Native American. ~~At least one member shall also be a member of the Beltrami County Historical Society. If available in the community and willing to serve, at least one member shall also be a member of the Beltrami County Historical Society, and at least two (2) members of the commission shall be preservation-related professionals, including the professions of history, architecture, architecture history, archaeology, planning, real estate, design, building trades, landscape architecture, or law. If otherwise unavailable, the commission shall be filled with residents deemed qualified under City Code and Charter.~~
- (b) Commission members shall be appointed by the city council. The term of office shall be three years with the terms being staggered. A member may serve a maximum of three consecutive terms. The mayor shall be considered an ex officio member of the commission.
- (c) At least one member of the commission must attend a Minnesota State Historic Preservation Office sponsored training each year, which costs shall be paid by the City upon prior authorization by the City Council. If attendance at a statewide workshop or conference is not possible, the commission shall consult the Minnesota State Historic Preservation Office for alternate means of meeting this training requirement.

Section 3. Chapter 2, Article V, Division 2, section 2-251 “Conflict of interest” of the Bemidji City Code is hereby amended as follows:

No member of the heritage preservation commission shall use his ~~his~~ their position on the commission for financial gain for his ~~them~~self or for family members or for a business or firm with whom a commission member maybe associated. If such gain could reasonably be expected, the member shall disqualify his ~~them~~self from voting.

SECTION 4. Chapter 2, Article V, Division 2, section 2-252 “Meetings and bylaws” of the Bemidji City Code is hereby amended as follows:

- (a) The heritage preservation commission shall meet with such frequency as the commission deems appropriate, but at least four times annually. Meetings of the commission shall be open to the public.
- (b) The commission shall adopt bylaws to govern all other matters relating to the commission such as officers and duties, dates and conduct of meetings, quorum, and other relevant matters, including but not limited to amendment of the bylaws. The bylaws shall be submitted to the City Council for approval, and a copy thereof shall be filed in the office of the city clerk.

SECTION 5. Chapter 2, Article V, Division 2, section 2-253 “Definitions” of the Bemidji City Code is hereby amended as follows:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Archaeological site means a geographic location containing the relics, artifacts and other cultural aspects of life associated with ancient peoples.

Building means any structure, either temporary or permanent, having a roof supported by columns or walls and intended for the shelter or enclosure of persons, animals, chattels, or property of any kind.

District ~~and area means~~ s a geographically definable area, urban or rural, possessing a significant concentration or linkage of sites, buildings, structures, or objects unified by past events or aesthetically by plan or physical development. *Heritage preservation designation (Bemidji Historic Register)* means an official action by the City Council which proclaims an archaeological site, a building, a land area, or a district located within the city limits to be worth saving.

Historic significance means having character, interest or value as part of the development, heritage or culture of the community, county, state or nation, as the location of an important event, or through identification with a person or persons who made important contributions to the development of the community, county, state or nation.

Inventory means a basic product of a survey. An inventory is an organized compilation of information on those properties that are evaluated as significant.

Landmark means a site, building, structure, object, or district designated as a “Landmark” by the City Council as having a high degree of historical, cultural and/or architectural significance.

National Register of Historic Places means the nation’s official list of properties worthy of preservation as designated by the United States Department of the Interior, National Park Service. Nominations of properties within Minnesota to this list are made through the auspices of the Minnesota State Historic Preservation Office.

Survey means a process of identifying and gathering data on a community’s historic resources, and including a written report citing applicable criteria and standards that support the historic significance of each.

SECTION 6. Chapter 2, Article V, Division 2, section 2-254 “Powers and Duties” of the Bemidji City Code is hereby amended as follows:

The heritage preservation commission shall advise the city council on matters relating to historic preservation; shall perform such duties as the city council may direct; and shall recommend to the city council buildings, lands, areas, districts, or archaeological sites worthy of heritage preservation designation in the city as follows:

- (1) The commission shall inventory and prepare a list of buildings, lands, areas, districts, or archaeological sites worthy of historic preservation, and present said list as recommendations to the city council for heritage preservation designations. The list shall be reviewed by the planning commission and city planner, and submitted to the State Historic Preservation Officer at the Minnesota Department of Administration for review pursuant to Minn. Stat. § 471.193 subd. 6, prior to submission to the council. For every building, parcel of land, area, district, or archaeological site listed as worthy of heritage preservation, the commission shall prepare a history of the building, parcel of land, area, district, or archaeological site and a guideline for its utilization.
- (2) The commission shall recommend no district, area, building or site for historic preservation to the city council, unless and until the property owner is first notified and consent for designation obtained.

Criteria for historic preservation designation. All recommendations of the commission for heritage preservation designation shall be evaluated under the following criteria:

- a. Its character, interest, or value as part of the development, heritage, or cultural characteristics of the City of Bemidji, State of Minnesota, or the United States.
 - b. Its location as a site of a significant historic event.
 - c. Its identification with a person or persons who significantly contributed to the culture and development of the City of Bemidji.
 - d. Its embodiment of distinguishing characteristics of an architectural style, period, form, or treatment.
 - e. Its identification as the work of an architectural or master builder whose individual work has influenced the development of the City of Bemidji.
 - f. Its embodiment of elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation.
 - g. Its unique location, scale or other physical characteristics representing an established and familiar visual feature of a neighborhood, a district, the community, or the City of Bemidji.
- ~~(3)~~ At the time of notification, a property owner shall be advised of the ordinance requirements and of the impact and significance of historic designation of the property. Prior to official designation, a copy of the ordinance shall be provided to the property owner who shall sign a statement evidencing his understanding of preservation designation, as well as acknowledgement of receipt of notice of the proposed designation and a copy of the city's preservation ordinance. The property owner's signed statement shall be kept on file in the office of the city clerk.
 - ~~(3)~~(4) The city council may by ordinance designate or describe for historic preservation any building, including interiors where appropriate, land, area, district, or archaeological site recommended by the commission as worthy of preservation. Prior to such consideration, the city council shall hold a public hearing, notice of which shall be published at least ten days prior to the date of hearing, and notice shall be sent to all property owners within the proposed district and/or within 200 feet of the boundary of the district, area, building or site to be considered. Notice shall further be provided to the property owner of any building or land that is proposed to the Council for preservation by ordinance, and the property owner shall have the opportunity to address the city council at the public hearing.

(4)(5) Permit Review. The commission shall review the issuance of permits to do any of the following in or to a building, an area, a district, or an archaeological site, which has been listed or designated for heritage preservation, and shall report on such with recommended actions to the city council under the modification review principles provided in section 2-256:

- a. Excavation or demolition.
- b. Remodeling or repairs which will change the basic structural, exterior appearance and/or interior appearance where designated including application or use of exterior materials of a different kind, type, color, or texture than those already in use which will substantially cover one or more sides of the structure.
- c. Moving of a building.
- d. Destruction of a building in whole or part.
- e. Changing the nature or appearance of a preserved site or area, including the construction of a new building in a preserved area or district.

As part of the permit review, the commission shall be provided copies of the permit application(s) and any supplemental materials, by the City Clerk, Building Official, and or Planning Department. The commission may request additional details from the applicant that may be necessary to complete the permit review process, including but not limited to site plans, design details, and proposed materials.

The commission shall make its recommendation to the city council and or planning board, whichever body is charged with approving the underlying permit application, in writing, with certain findings evaluating the proposed project under the criteria described in section 2-256.

If the commission has not provided a recommendation within 45 days of the initial permit application, the review under this section shall be deemed waived, and the city council may evaluate the permit approval without the input of the commission.

All permit reviews under this section shall occur at regular and noticed meetings of the commission, which shall include the opportunity for public comment on the proposed actions before any official recommendations are made. At said permit review hearing, any property owner of building or land being reviewed by the commission shall have specific notice in advance of the hearing and an opportunity to be heard.

Commission members shall be knowledgeable of the rules, regulations, laws and codes of the city and state, as well as the permit and variance procedures of the city respecting building and zoning matters.

- (5)(6) The commission shall work for the continuing education of the citizens of the city with respect to the civic, archaeological and architectural heritage of the city. It shall keep current and public the city register of designated and proposed heritage sites and areas along with the plans and programs that pertain to them.
- (6)(7) The commission may recommend to the city the acceptance of contributions and gifts to be made to the city and to assist the city staff in preparation of applications for grant funds which may be made through the city for purpose of heritage preservation. Any contributions or gifts will be expended in the manner provided through the fiscal policy of the city.
- (7)(8) If the commission discovers that preservation of a historic building, site, land, area or district is threatened, the commission shall advise the City Council of the threat in order that the council may consider reasonable preservation measures, including acquisition.
- (8)(9) The commission shall fulfill all reporting requirements under Minn. Stat. § 471.193, including the preparation and submission an annual report to the Minnesota State Historic Preservation Office by October 31st of each year, in accordance with Minn. Stat. § 471.193 subd. 6, as may be amended from time to time. At minimum, the report must summarize the

commission's activities, including designations, reviews, and other activities during the previous 12 months. A copy of the report shall be submitted to the City Clerk for distribution to the City Council.

SECTION 7. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-256. Historic preservation permit review principles.

In reviewing any proposed modifications or changes to a building, a district, or an archaeological site, which has been listed or designated for heritage preservation, the commission shall apply the following principles when providing its recommendation to the city council, in accordance with the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, (Rehabilitation Standards), as follows:

- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.
- (3) Each property will be recognized as physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- (4) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- (6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of mission features will be substantiated by documentary and physical evidence.
- (7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- (9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- (10) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

SECTION 8. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-257. Open Meeting Law and record retention.

The commission shall abide by all requirements of the Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, when conducting its meetings. The commission shall keep and maintain minutes of all meetings. The commission shall abide by all record retention requirements and procedures of Minn. Stat. § 138.17.

SECTION 9. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-258. Enforcement.

In case any building or structure subject to the regulation of this ordinance is to be erected or constructed, reconstructed, altered, repaired, converted, maintained, moved, or subjected to demolition in violation with this ordinance, the city, in addition to any other remedies, may:

- (1) Issue a stop work order to prevent a continuing violation of this ordinance.
- (2) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this ordinance.

SECTION 10. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-259. Emergency Repair.

In emergency situations where immediate repair is needed to protect the safety of a building or structure and its inhabitants, the City Building Official may approve the repair without prior commission action or recommendation.

SECTION 11. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and publication thereof.

Yeas: _____
Nays: _____
Absent: _____

First Reading: _____
Public Hearing: _____
Final Reading: _____

ATTEST:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CLEAN VERSION OF ORDINANCE INCORPORATING CHANGES FROM JUNE 15 COUNCIL MEETING

CITY OF BEMIDJI

ORDINANCE NO. ___, 3RD SERIES

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE BEMIDJI CITY CODE ENTITLED HERITAGE PRESERVATION COMMISSION

THE CITY OF BEMIDJI DOES ORDAIN (new material is underlined in red; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Chapter 2, Article V, Division 2, section 2-246 “Created and purpose” of the Bemidji City Code is hereby amended as follows:

Pursuant to Minn. Stat. § 471.193, there is hereby created the heritage preservation commission as an advisory body to the council for the purpose of preserving, protecting, and perpetuating, where feasible, within the corporate city limits, buildings, sites, lands, areas or districts which are determined by the commission to possess particular cultural, architectural, archaeological or educational value to the community as a whole. The purpose of this chapter is to:

- (1) Safeguard the city’s heritage by preserving sites and structures which reflect elements of the city’s cultural, social, economic, political, visual or architectural history;
- (2) Protect and enhance the city’s appeal to residents, visitors and tourists, and serve to support and stimulate business and industry;
- (3) Foster civic pride in the beauty and notable accomplishments of the past; and
- (4) Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the city.

SECTION 2. Chapter 2, Article V, Division 2, section 2-247 “Organization; composition” of the Bemidji City Code is hereby amended as follows:

- (a) The heritage preservation commission shall consist of seven members with demonstrated interest and expertise in historic preservation, each being a resident of the city and holding no official position with the city. It is desirable but not required that a member be Native American. If available in the community and willing to serve, at least one member of the commission shall be a member of the Beltrami County Historical Society, and at least two (2) members of the commission shall be preservation-related professionals, including the professions of history, architecture, architecture history, archaeology, planning, real estate, design, building trades, landscape architecture, or law. If otherwise unavailable, the commission shall be filled with residents deemed qualified under city code and charter to serve on a city commission.
- (b) Commission members shall be appointed by the city council. The term of office shall be three years with the terms being staggered. A member may serve a maximum of three consecutive terms. The mayor shall be considered an ex officio member of the commission.
- (c) At least one member of the commission must attend a Minnesota State Historic Preservation Office sponsored training each year, which costs shall be paid by the city upon prior authorization by the city council. If attendance at a statewide workshop or conference is not possible, the commission shall consult the Minnesota State Historic Preservation Office for alternate means of meeting this training requirement.

Section 3. Chapter 2, Article V, Division 2, section 2-251 “Conflict of interest” of the Bemidji City Code is hereby amended as follows:

No member of the heritage preservation commission shall use his ~~his~~ their position on the commission for financial gain for his ~~them~~self or for family members or for a business or firm with whom a commission member maybe associated. If such gain could reasonably be expected, the member shall disqualify his ~~them~~self from voting.

SECTION 4. Chapter 2, Article V, Division 2, section 2-252 “Meetings and bylaws” of the Bemidji City Code is hereby amended as follows:

- (a) The heritage preservation commission shall meet with such frequency as the commission deems appropriate, but at least four times annually. Meetings of the commission shall be open to the public.
- (b) The commission shall adopt bylaws to govern all other matters relating to the commission such as officers and duties, dates and conduct of meetings, quorum, and other relevant matters, including but not limited to amendment of the bylaws. The bylaws shall be submitted to the City Council for approval, and a copy thereof shall be filed in the office of the city clerk.

SECTION 5. Chapter 2, Article V, Division 2, section 2-253 “Definitions” of the Bemidji City Code is hereby amended as follows:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Archaeological site means a geographic location containing the relics, artifacts and other cultural aspects of life associated with ancient peoples.

Building means any structure, either temporary or permanent, having a roof supported by columns or walls and intended for the shelter or enclosure of persons, animals, chattels, or property of any kind.

District ~~and area means~~ s a geographically definable area, urban or rural, possessing a significant concentration or linkage of sites, buildings, structures, or objects unified by past events or aesthetically by plan or physical development. *Heritage preservation designation (Bemidji Historic Register)* means an official action by the City Council which proclaims an archaeological site, a building, a land area, or a district located within the city limits to be worth saving.

Historic significance means having character, interest or value as part of the development, heritage or culture of the community, county, state or nation, as the location of an important event, or through identification with a person or persons who made important contributions to the development of the community, county, state or nation.

Inventory means a basic product of a survey. An inventory is an organized compilation of information on those properties that are evaluated as significant.

Landmark means a site, building, structure, object, or district designated as a “Landmark” by the City Council as having a high degree of historical, cultural and/or architectural significance.

National Register of Historic Places means the nation’s official list of properties worthy of preservation as designated by the United States Department of the Interior, National Park Service. Nominations of properties within Minnesota to this list are made through the auspices of the Minnesota State Historic Preservation Office.

Survey means a process of identifying and gathering data on a community’s historic resources, and including a written report citing applicable criteria and standards that support the historic significance of each.

SECTION 6. Chapter 2, Article V, Division 2, section 2-254 “Powers and Duties” of the Bemidji City Code is hereby amended as follows:

The heritage preservation commission shall advise the city council on matters relating to historic preservation; shall perform such duties as the city council may direct; shall survey buildings, lands, areas, districts, or archaeological sites worthy of historic preservation; and shall recommend to the city council such buildings, lands, areas, districts, or archaeological sites worthy of heritage preservation designation in the city as follows:

- (1) The powers and duties of the commission include the powers authorized by M.S. § 471.193, subd. 3, as it may be amended from time to time. No power may be exercised by the commission which is contrary to state law, the Charter or the code.

Survey. The commission shall conduct a survey, inventory, and study and ~~prepare a list of~~ buildings, lands, areas, districts, or archaeological sites worthy of historic preservation within the city. ~~and present said list as recommendations to the city council for heritage preservation designations.~~ The list shall be reviewed by the planning commission and city staff, and submitted to the State Historic Preservation Officer at the Minnesota Department of Administration for review pursuant to Minn. Stat. § 471.193 subd. 6, prior to submission to the council for any formal designations. For every building, parcel of land, area, district, or archaeological site listed as worthy of heritage preservation, the commission shall prepare a history of the building, parcel of land, area, district, or archaeological site and a guideline for its utilization.

- (2) ~~The commission shall recommend no district, area, building or site for historic preservation to the city council, unless and until the property owner is first notified and consent for designation obtained.~~

Historic Designation Recommendations. The commission shall recommend to the city council buildings, lands, areas, districts, or archaeological sites to be considered for designation as a local heritage preservation site or district under the criteria of this section. The commission shall also recommend to the city council any City-initiated nominations to the National Register of Historic Places. Upon making a historic designation recommendation, the commission shall work with the State Historic Preservation to prepare the necessary local designation forms and documents. The city council shall act on such recommendations pursuant to city code section 2-254(3)

Criteria for historic preservation designation. All recommendations of the commission for heritage preservation designation shall be evaluated under the following criteria:

- a. Its character, interest, or value as part of the development, heritage, or cultural characteristics of the City of Bemidji, State of Minnesota, or the United States.
 - b. Its location as a site of a significant historic event.
 - c. Its identification with a person or persons who significantly contributed to the culture and development of the City of Bemidji.
 - d. Its embodiment of distinguishing characteristics of an architectural style, period, form, or treatment.
 - e. Its identification as the work of an architectural or master builder whose individual work has influenced the development of the City of Bemidji.
 - f. Its embodiment of elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation.
 - g. Its unique location, scale or other physical characteristics representing an established and familiar visual feature of a neighborhood, a district, the community, or the City of Bemidji.
- (3) ~~At the time of notification, a property owner shall be advised of the ordinance requirements and of the impact and significance of historic designation of the property. Prior to official designation, a copy of the ordinance shall be provided to the property owner who shall sign a~~

statement evidencing his understanding of preservation designation, as well as acknowledgement of receipt of notice of the proposed designation and a copy of the city's preservation ordinance. The property owner's signed statement shall be kept on file in the office of the city clerk.

~~(3)~~(4) The city council may by ordinance designate or describe for historic preservation any building, including interiors where appropriate, land, area, district, or archaeological site as worthy of historic preservation, upon recommended by the commission as worthy of preservation. Prior to such consideration, the city council shall hold a public hearing, notice of which shall be published at least ten days prior to the date of hearing, and notice shall be sent to all property owners within the proposed district and/or within 200 feet of the boundary of the district, area, building or site to be considered. Notice shall further be provided directly to the property owner of any building or land that is proposed to the council for preservation by ordinance, and the property owner shall have the opportunity to address the city council at the public hearing.

~~(4)~~(5) Permit Review. The commission shall review the issuance of permits to do any of the following in or to a building, an area, a district, or an archaeological site, which has been listed or designated for heritage preservation, and shall report on such with recommended actions to the city council under the modification review principles provided in city code section 2-256:

- a. Excavation or demolition.
- b. Remodeling or repairs which will change the basic structural, exterior appearance ~~and/or interior appearance where designated~~ including application or use of exterior materials of a different kind, type, color, or texture than those already in use which will substantially cover one or more sides of the structure.
- c. Moving of a building.
- d. Destruction of a building in whole or part.
- e. Changing the nature or appearance of a preserved site or area, including the construction of a new building in a preserved area or district.

As part of the permit review, the commission shall be provided copies of the permit application(s) and any supplemental materials, by the City Clerk, Building Official, and or Planning Department. The commission may request additional details from the applicant that may be necessary to complete the permit review process, including but not limited to site plans, design details, and proposed materials.

The commission shall make its recommendation to the city council and or planning board, whichever body is charged with approving the underlying permit application, in writing, with certain findings evaluating the proposed project under the criteria described in city code section 2-256.

If the commission has not provided a recommendation within 45 days of the initial permit application, the review under this section shall be deemed waived, and the city council may evaluate the permit approval without the input of the commission.

All permit reviews under this section shall occur at regular and noticed meetings of the commission, which shall include the opportunity for public comment on the proposed actions before any official recommendations are made. At said permit review hearing, any property owner of a building or land being reviewed by the commission shall have specific notice in advance of the hearing and an opportunity to be heard.

Commission members shall be knowledgeable of the rules, regulations, laws and codes of the city and state, as well as the permit and variance procedures of the city respecting building and zoning matters.

~~(5)~~(6) The commission shall work for the continuing education of the citizens of the city with respect to the civic, archaeological and architectural heritage of the city. It shall keep current

and public the city register of designated and proposed heritage sites and areas along with the plans and programs that pertain to them.

~~(6)~~(7) The commission may recommend to the city the acceptance of contributions and gifts to be made to the city and to assist the city staff in preparation of applications for grant funds which may be made through the city for purpose of heritage preservation. Any contributions or gifts will be expended in the manner provided through the fiscal policy of the city.

~~(7)~~(8) If the commission discovers that preservation of a historic building, site, land, area or district is threatened, the commission shall advise the City Council of the threat in order that the council may consider reasonable preservation measures, including acquisition.

~~(8)~~(9) The commission shall fulfill all reporting requirements under Minn. Stat. § 471.193, including the preparation and submission an annual report to the Minnesota State Historic Preservation Office by October 31st of each year, in accordance with Minn. Stat. § 471.193 subd. 6, as may be amended from time to time. At minimum, the report must summarize the commission's activities, including designations, reviews, and other activities during the previous 12 months. A copy of the report shall be submitted to the City Clerk for distribution to the city council.

SECTION 7. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-256. Historic Preservation Permit Review Principles.

In reviewing any proposed modifications or changes to a building, a district, or an archaeological site, which has been listed or designated for heritage preservation, the commission shall apply the following principles when providing its recommendation to the city council, in accordance with the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, (Rehabilitation Standards), as follows:

- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.
- (3) Each property will be recognized as physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- (4) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- (6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of mission features will be substantiated by documentary and physical evidence.
- (7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- (9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be

differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

- (10) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

SECTION 8. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-257. Open Meeting Law and Record Retention.

The commission shall abide by all requirements of the Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, when conducting its meetings. The commission shall keep and maintain minutes of all meetings. The commission shall abide by all record retention requirements and procedures of Minn. Stat. § 138.17.

SECTION 9. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-258. Enforcement.

In case any building or structure subject to the regulation of this ordinance is to be erected or constructed, reconstructed, altered, repaired, converted, maintained, moved, or subjected to demolition in violation with this ordinance, the city, in addition to any other remedies, may:

- (1) Issue a stop work order to prevent a continuing violation of this ordinance.
- (2) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this ordinance.

SECTION 10. Chapter 2, Article V, Division 2, of the Bemidji City Code is hereby amended establishing a new section as follows:

Sec. 2-259. Emergency Repair.

In emergency situations where immediate repair is needed to protect the safety of a building or structure and its inhabitants, the city building official may approve the repair without prior commission action or recommendation as would otherwise be required pursuant to city code section 2-254(4).

SECTION 11. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and publication thereof.

Yeas: _____
Nays: _____
Absent: _____

First Reading: _____
Public Hearing: _____
Final Reading: _____

ATTEST:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor



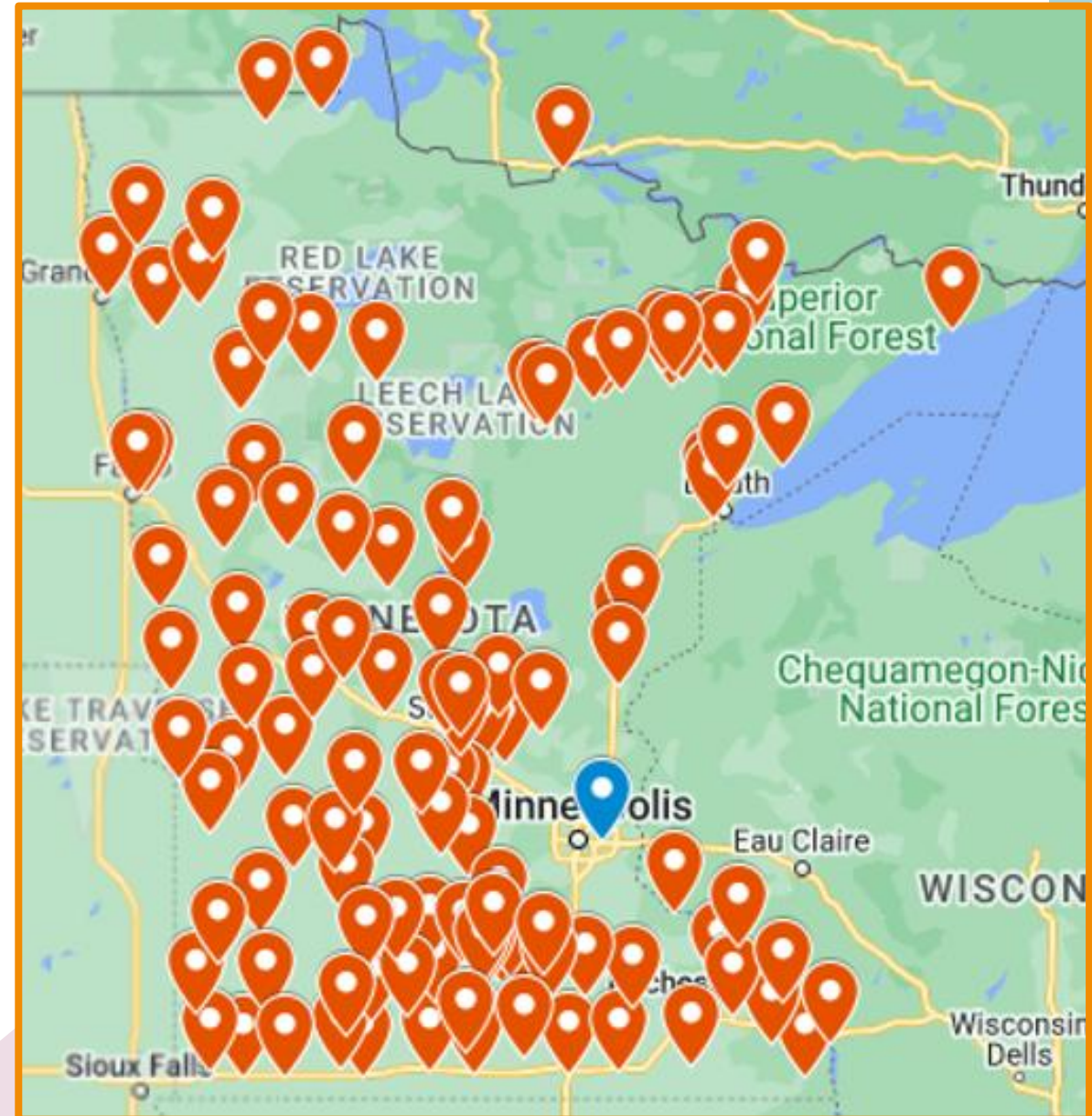
BEMIDJI
2026 CITY VISIT
ELIZABETH WEFEL
JULY 20, 2026



CGMC:

MORE THAN 100 CITIES ACROSS THE STATE WORKING TOGETHER

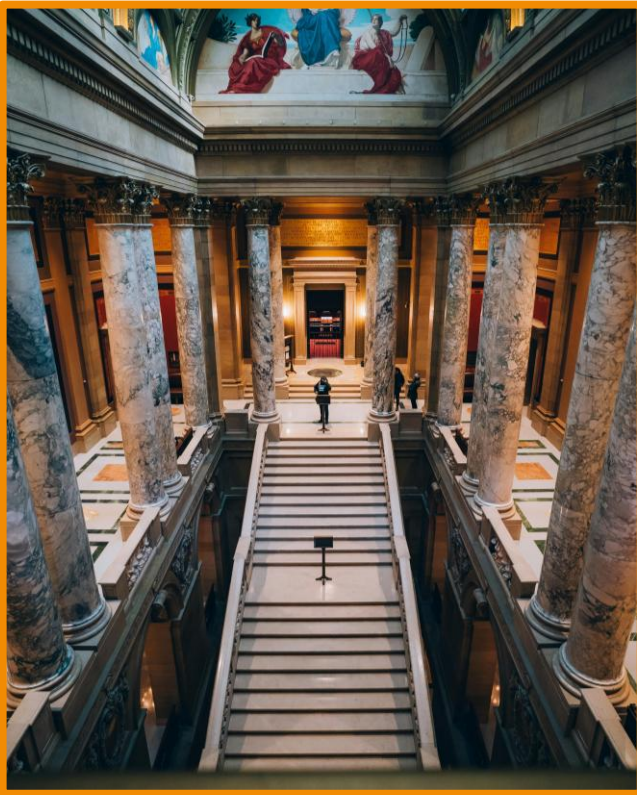
- Local Government Aid (LGA)/Property Taxes
- Environment and Energy
- Housing
- EMS
- Economic Development
- Transportation
- Annexation and Land Use
- Labor and Employment



2026 LEGISLATIVE SESSION RECAP



DIVIDED GOV'T BRINGS LOW EXPECTATIONS

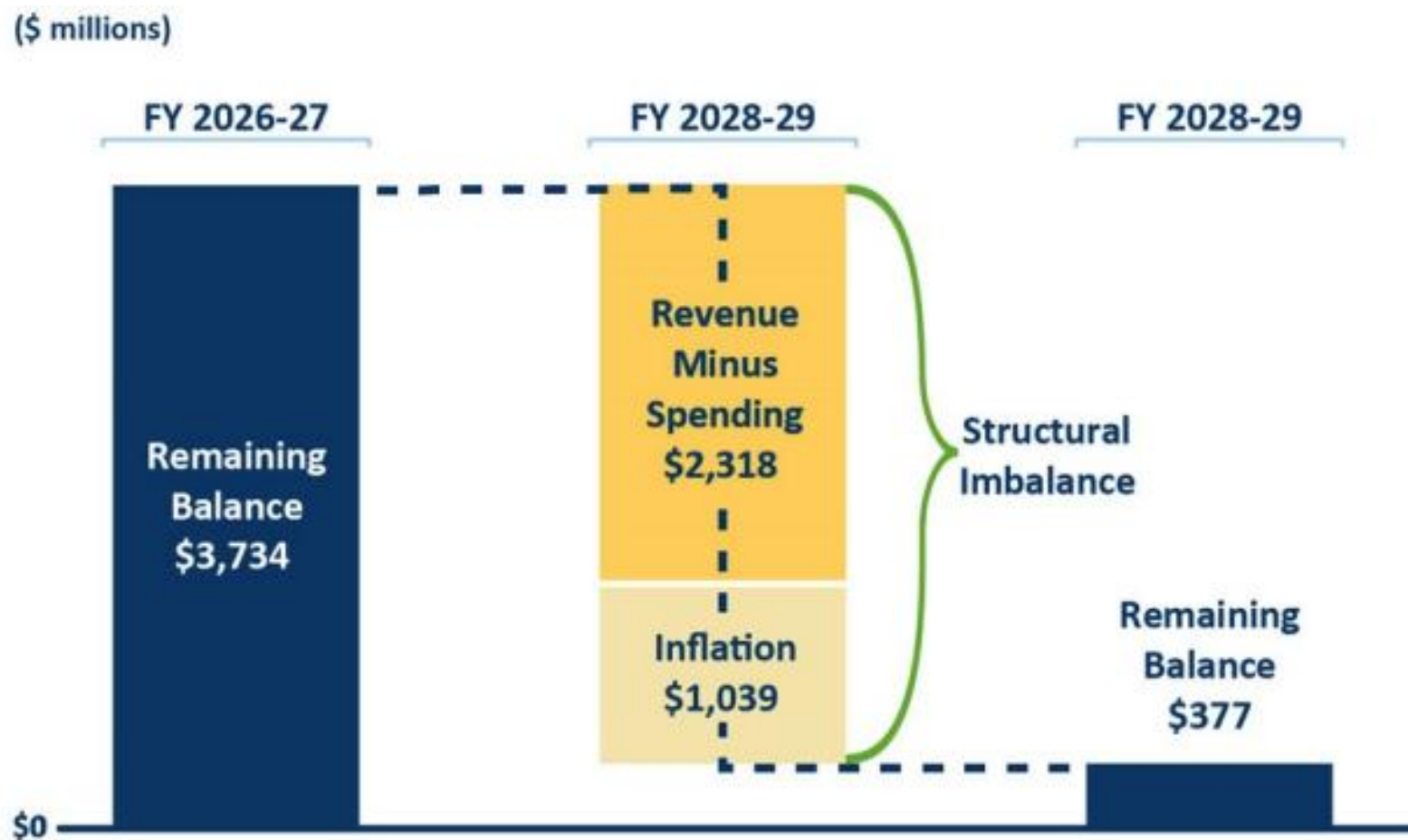


- DFL maintains 1-seat majority in Senate
- House evenly divided at 67-67
- Everything is a four-way negotiation: Gov. Walz, House DFL, Senate DFL, House GOP
- Focal points for the session:
 - Fraud
 - Guns
 - HCMC
 - School Safety
 - Bonding

TASKS FOR THE SESSION

- ✓ Protect LGA
- ✓ Pass a bonding bill
- ✓ Lead line funding
- ✓ Resist zoning and development pre-emption

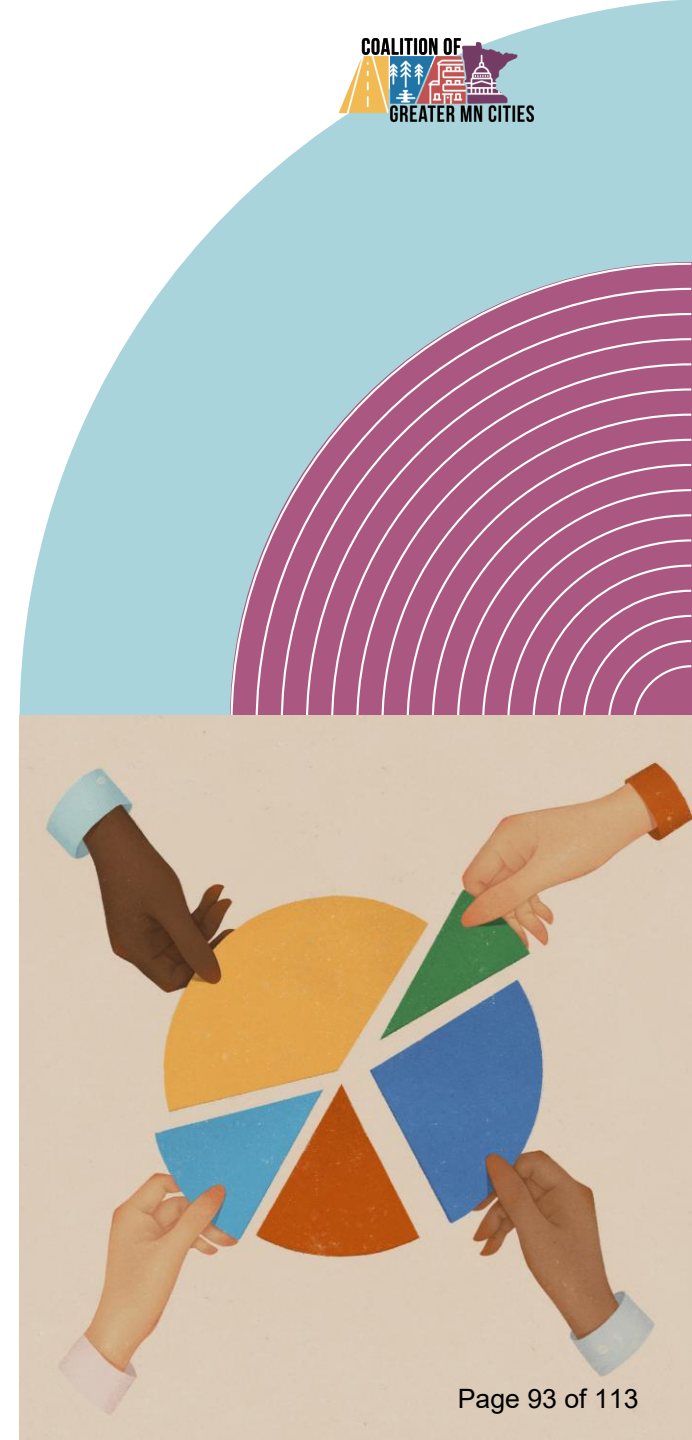
FEBRUARY 2026 STATE BUDGET FORECAST



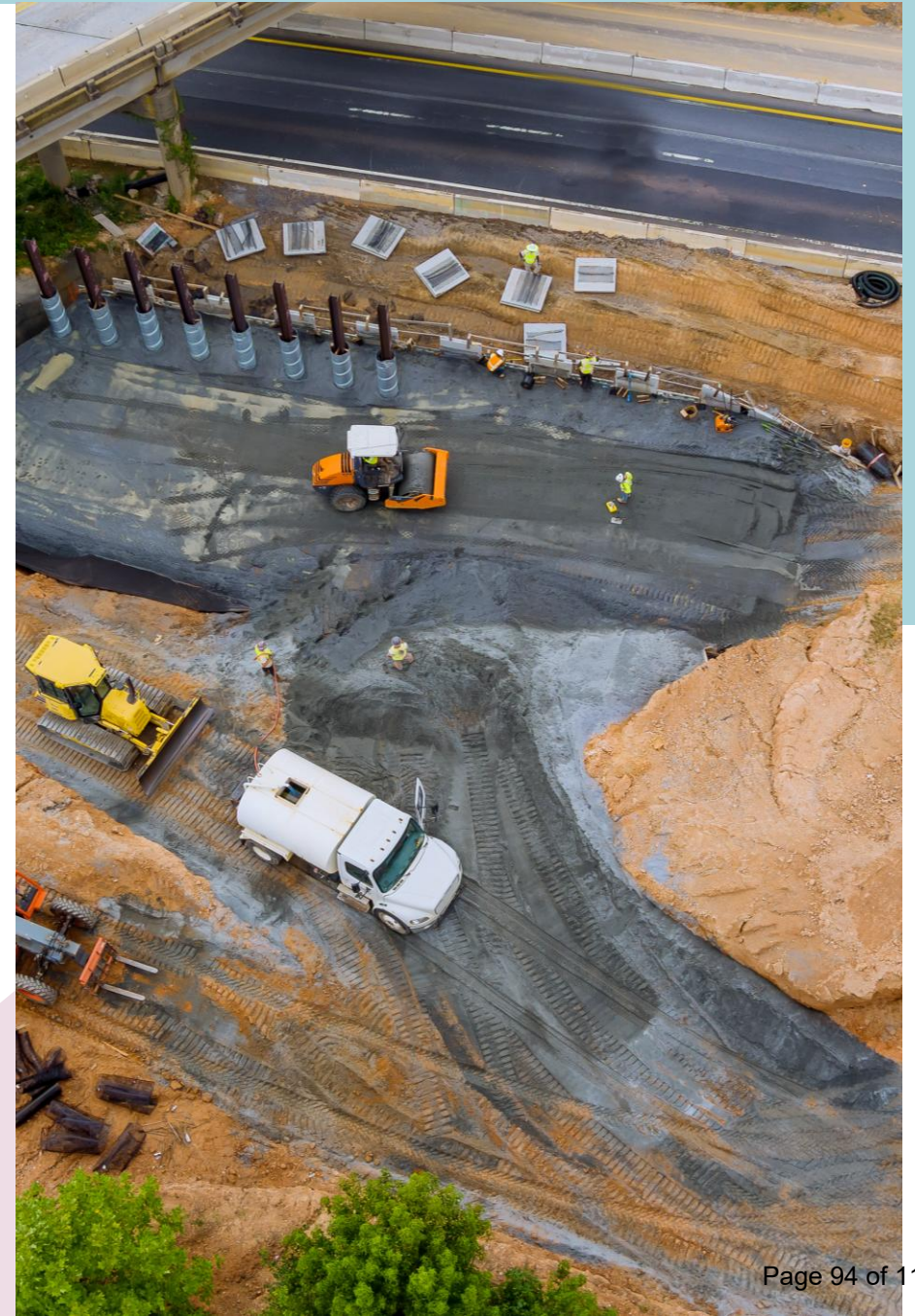
Source: Minnesota Management & Budget (February 2026)

NON-BUDGET YEAR, FISCAL CHALLENGES LIMIT SPENDING TALK

- Budget situation is improved, but still challenging
- Very little spending contemplated this session
- Focus on bonding bill and policy
- 2025 = Threat to LGA
 - Senate DFL proposal to cut \$20 million defeated
- 2026 = No discussion of cutting LGA



BONDING



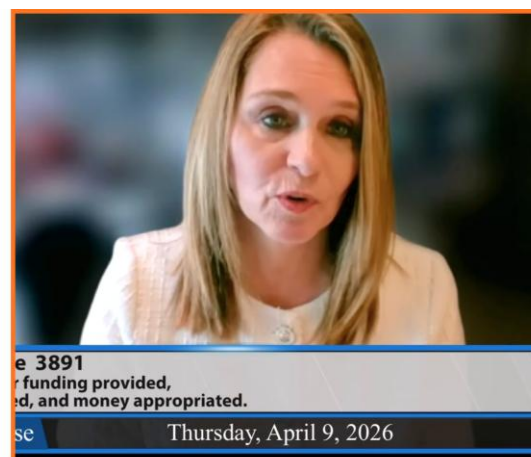
BACKGROUND ON THE BONDING BILL

- Bonding bill in 2025
- Bonding bill requires bipartisanship
- Governor's bonding proposal:
 - Heavy on state-owned assets
 - Capitol complex security
 - PFA = \$99 million
 - BDPI - \$2.5 million
 - Local roads/bridges = \$0
 - Local project set aside = \$35 million



CGMC BONDING EFFORTS

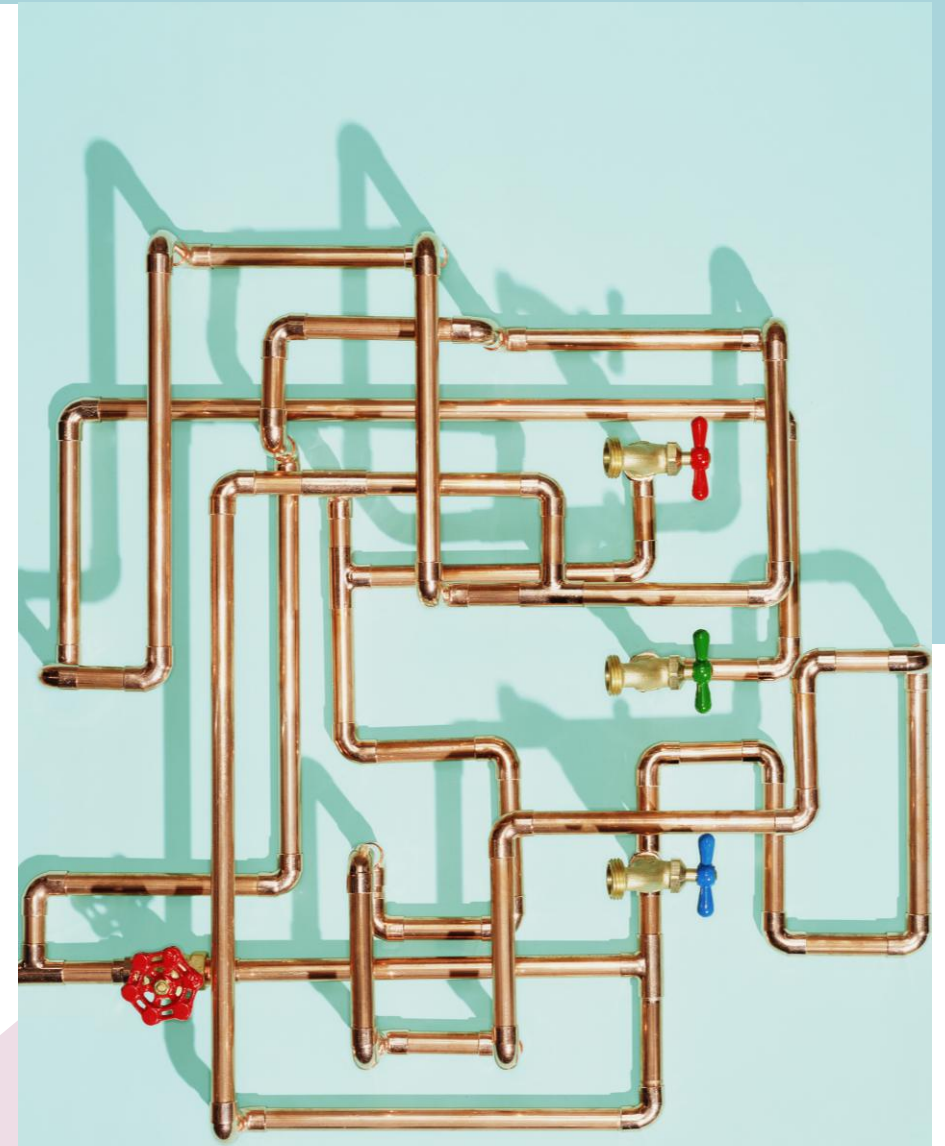
- Bonding bill a top focus of lobbying this session



BONDING BILL PASSES WITH IMPRESSIVE LEGISLATIVE SUPPORT

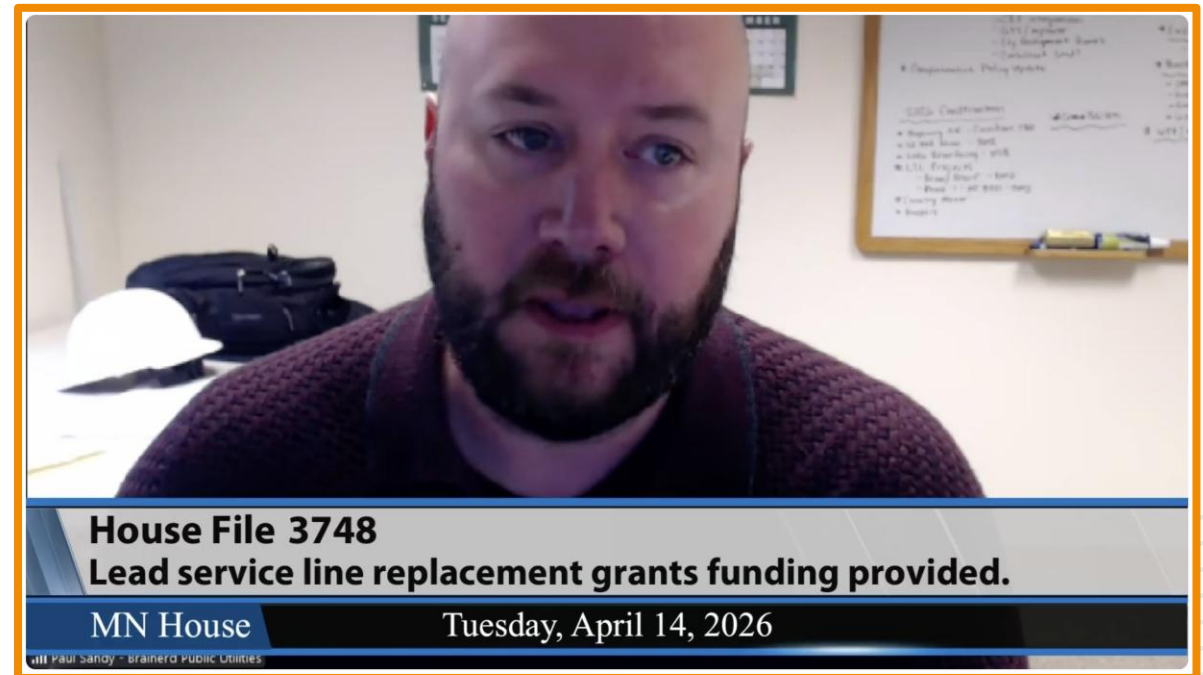
- Total \$1.24 billion package from all sources
- \$400+ million in PFA programs and local water and wastewater grants
 - PFA = \$122 million (grant and loan programs)
- Local bridges = \$25 million (undesignated)
- Local roads = \$47 million
- BDPI = \$2 million
- Unlike 2025, millions in local projects

LEAD SERVICE LINES



MOMENTUM ON LEAD LINES UNDER THREAT

- 2037 EPA deadline to remove lead service lines
- \$240 million allocated in 2023 session
- Initial inventory:
 - 87,000 lead lines statewide
 - 200,000 still to be identified
- Total cost estimate \$1.5 billion
- Reaching goal will require yearly progress with adequate funding
- Without infusion of dollars 2027 construction season in peril
- CGMC ask = \$250 million
- Inventory map → <https://maps.umn.edu/LSL/>



LEAD LINE DISAPPOINTMENT



- Lead line money included in bonding bill
- Squeezed by other bonding bill priorities
- **Only \$15 million** included in final package
- Need for dedicated funding source

HOUSING & ZONING



2024 “MISSING MIDDLE” → 2025 “YES TO HOMES” → 2026 “STARTER HOME ACT

“Starter Home Act” had many of the same elements. Different framework:

- Preemption of aesthetic and material standards, HOA preemption, require ADUs
- Cities over 5,000...
 - Must allow up to four units on 33% of area zoned as single-family
 - No minimum lot size greater than 1/8 acre in greenfield areas
 - Must allow multi-family in 33% of area zoned commercial

CITIES OVER 10,000

**Choose your
own adventure!**



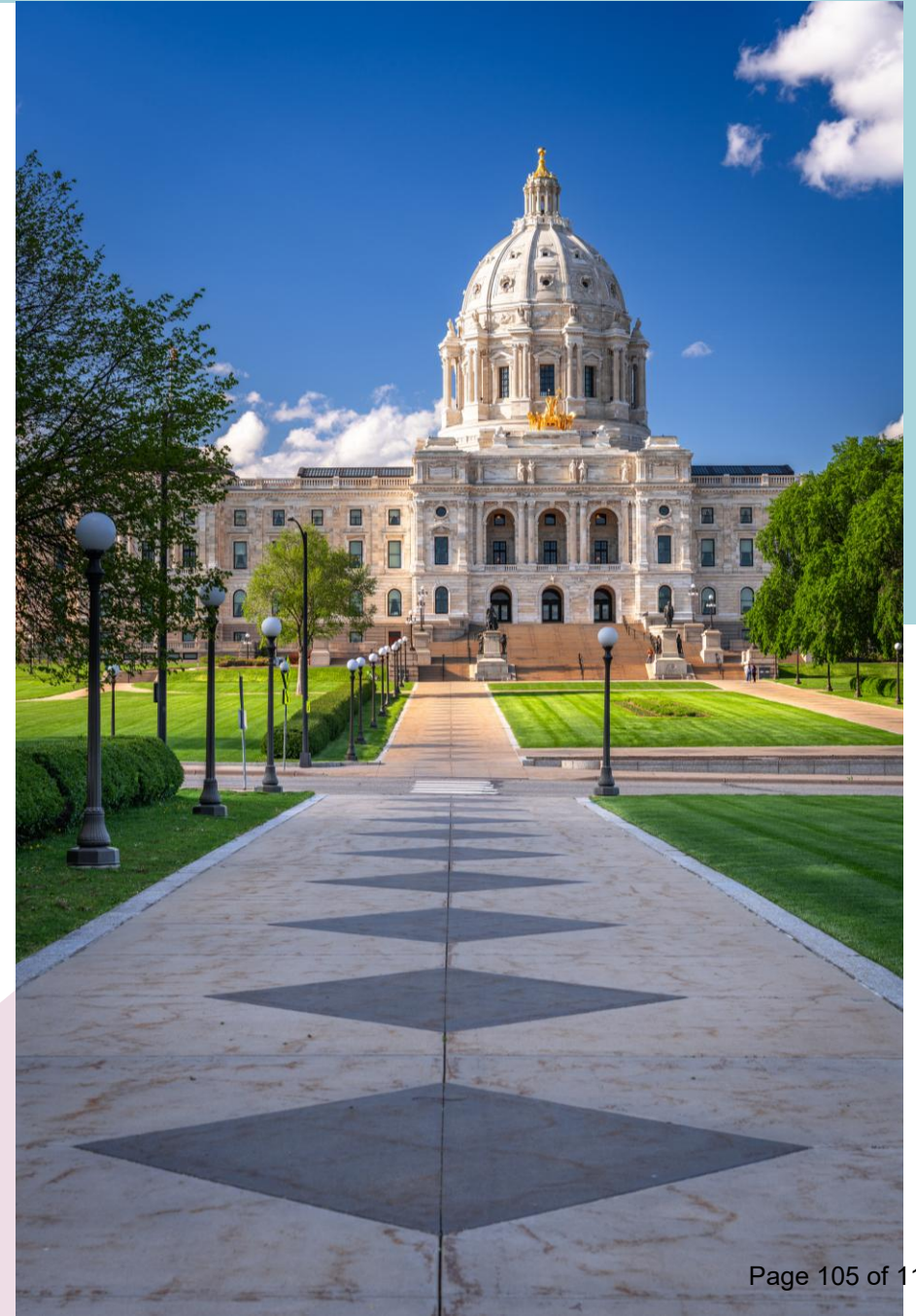
- Cities of the 1st, 2nd, and 3rd class must pick a specified number of additional requirements from a list of choices. Choices include things like:
 - Parking minimums
 - Additional upzoning in single-family zones
 - Additional allowance for multi-family in commercial zones
 - Creation of a housing trust fund
 - Housing subsidy programs

CGMC & METRO ALLIES DEFEAT BILL

- LMC drops active opposition to bill
- CGMC, Metro Cities, and the Municipal Legislative Commission continues opposition
- Bill defeated in House committee
- No hearing in the Senate
- Expect advocates and legislators to bring back some version of preemption again in 2027



LOOKING AHEAD



ALL EYES ON THE ELECTION

- Open Governor's race with primary to set final field in August
- All 201 legislative seats on the ballot
- Lots of retirements mean lots of new faces
- CGMC will use interim to engage with candidates
 - Candidate education packet on CGMC issues coming later this summer
- Session scheduled to convene on January 14, 2027.



UPCOMING CGMC EVENTS

- **2026 CGMC Summer Conference** – July 22-24, New Ulm
- **2026 CGMC Fall Conference** – November 12-13, Waite Park
- **2027 CGMC Legislative Action Day** – February 10, 2027, St. Paul

Reach out to Emma Nelson at ennelson@flaherty-hood.com with any questions about CGMC events!

QUESTIONS?

Bradley Peterson

(651) 225-8840

bmpeterson@flaherty-hood.com

GREATERMNCITIES.ORG | @GREATERMNCITIES

City Council of the City of Bemidji

Policy and Rules of Decorum for Public Comment and Public Hearings

The Bemidji City Council welcomes and invite comments, suggestions, questions, and input from the public on the operations of the City of Bemidji (the “City”), for the purposes of informing the City Council and City staff about the views of the public. During City Council meetings, comments from the public may only be offered during the City Council’s designated Public Comment session, or during a noticed public hearing. All comments and public participation during City Council meetings shall be in accordance with the procedures and rules provided in this policy.

The City Council finds that establishing this policy to govern the conduct of all persons attending and/or participating in Public Comment sessions and public hearings is in the public interest, helping ensure orderly and respectful meetings are conducted, as well as to provide for the safety and participation rights of all attendees and speakers. To ensure that City Council Public Comment sessions and public hearings are conducted in a professional and courteous manner, all persons in attendance or who participate in an Public Comment sessions or public hearings shall conduct themselves in a manner that complies with the procedures and rules contained in this policy.

Adopted this ____ day of July, 2026.

Procedures for City Council Public Comment Sessions

1. A Public Comment session shall be held during each regular meeting of the City Council for the purpose of gathering input from the public. Regular meetings are generally held on the first and third Mondays of the month at 6:00 pm (except for rescheduled meetings due to holidays), and held at the City Council Chambers at Bemidji City Hall.
2. The Public Comment session shall be open to the public, and shall be included as part of the City Council agenda for all regular meetings of the City Council. The Public Comment session may be broadcasted on air or online through the City's normal broadcast channels, at the discretion of the City.
3. The total length of the Public Comment session shall be limited in time to no more than 30 minutes. This time may only be extended via an approved motion passed by a majority of the City Council.
4. Each speaker during a Public Comment session is limited to offer comments up to a total of two (3) minutes, and each speaker may speak only one time per Public Comment session.
5. Virtual participation may be allowed in accordance with state statutes, but only if members of the City Council are participating remotely via video conferencing technology. The published City Council agenda and meeting information shall include virtual participation information if such is being offered at the meeting.
6. During a Public Comment session, members of the public may provide comments for the City Council's consideration. Public comments must follow these criteria:
 - a. The topic must relate to specific matters of City related business and/or which relate to subject matter under the jurisdiction of the City.
 - b. Speakers may not speak on items/topics that will otherwise be addressed at a public hearing scheduled for the same regular City Council meeting.
 - c. Speakers may not speak on matters that have already had a public hearing at a previous City Council meeting within the prior 6 months.
 - d. Speakers should not repeat a comment, question, or concern if they have previously addressed the City Council on the same matter within the prior two months.

Commented [RK1]: Some sort of time limitation here is considered best practice.

Commented [RK2]: This would change current city policy and allow for comments on any agenda item, except those that have a separate public hearing on the agenda.

Commented [RK3]: For the City to consider, but can be helpful to deal with repeat offenders who show up week after week.

7. Members of the public wishing to speak are requested to sign up on a form provided by the City Clerk and made available in the City Council chambers before the City Council meeting. Those wishing to speak must provide their name, address, and the topic of their comment.
8. Commenters will be called on to speak in the order that they appear on the sign-up list. When your name is called, please step to the podium and speak into the microphone, or speak into the microphone on your remote device if you are participating virtually.
9. If unable to sign-up before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits. The Mayor or presiding officer will alternate between those in person and those participating remotely.
10. Speakers must state their name and address before speaking.
11. Speakers must address their comments to the Mayor or presiding officer and not to other City Council members, staff, or others in attendance.
12. All City Council members shall be referred to by their proper title and surname.
13. Speakers may not reserve or yield time to other speakers during the Public Comment session.
14. Matters discussed at the Public Comment session may be referred to City staff for follow-up at the discretion of the City Council.
15. The Public Comment session is intended only as a listening session by the City Council to receive public comments on matters related to City business, and all comments shall be taken under advisement by the Council. Members of the City Council will not engage directly with speakers unless to clarify questions or comments.
16. The City Council will not consider motions or take any other action during an Public Comment session and will only ask questions if necessary to clarify a question or comment.

Commented [RK4]: For City to consider. Assists with the flow of the meeting, and allows City staff to collect contact information and follow up as necessary.

Rules of Decorum for Public Comment sessions and Public Hearings

Persons who attend and/or participate in Public Comment sessions and Public Hearings must not engage in conduct that interferes with or impedes the orderly conduct of the meeting or the ability of other attendees to observe and participate as appropriate. To that end, persons who attend and/or speak at Public Comment sessions and Public Hearings are subject to the following rules of decorum:

1. Public Comment sessions and Public Hearings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion free of insults, slander, personal attacks or threats.
2. No person shall engage in conduct that delays or interrupts the proceedings.
3. Audible demonstrations of approval or disapproval should be avoided, including conduct that may be intimidating or threatening to others.
4. Holding, displaying, or placing banners, signs, objects, or other materials or equipment in any way that endangers others, prevents the free flow of individuals within the chamber, or obstructs the viewing of the meeting by others is not allowed.
5. Intimidating behaviors, threats of hostility, or actual violence are strictly prohibited.
6. All speakers shall address the City Council at and from the provided podium and microphone, and shall not access areas of the Council Chambers or City Hall that are reserved for staff and elected officials only.
7. Personal accusations, attacks and/or threats are not allowed.
8. No person shall use profane or obscene words or use language that threatens harm or violence toward another person.
9. Public comments should not be redundant, repetitive, or argumentative.
10. Speakers should avoid irrelevant comments that are not under the jurisdiction of the City and do not relate to matters of City business.
11. Use of the Public Comment session for politics or campaigning is not allowed.
12. No person shall engage in disorderly conduct that interferes with or impedes the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stomping of the feet, repeatedly waving of arms, or other disruptive acts.

Procedures for Non-complaint Speakers/Attendees:

When a person, attendee or participant violates the above rules of procedure and decorum, the Mayor or presiding officer is authorized to take any one or more of the following actions:

1. Interrupt the person speaking and re-direct the speaker to be in compliance with this policy.
2. Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in comment, as applicable, until decorum is observed.
3. Declare the person's, attendee's or participant's actions out of order.
4. Temporarily recess the meeting until order is restored or seek a motion to adjourn the Public Comment session or close the Public Hearing.
5. Issue the person, attendee or participant a verbal warning and/or directive or order that the person, attendee or participant is out of order and shall follow these rules of procedure and decorum, be silent unless recognized to speak, and/or immediately cease such conduct.
6. If after issuance of a verbal warning, directive or order as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the Mayor's or presiding officer's warning, directive or order, the Mayor or presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
7. If the person, attendee or participant so ordered, as provided above in paragraph 6 of this section, does not immediately abide by the Mayor's or presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the Mayor or presiding officer may direct any law enforcement officer to remove the person from the meeting.
8. If for any reason the Mayor or presiding officer fails to take such action(s) as provided in this section, a majority vote of the City Council may be substituted for action by the Mayor or presiding officer to maintain order and decorum over the Public Comment session or Public Hearing.

These rules shall be posted in the City Council Chambers, be available to the public at every Public Comment session and Public Hearing, and be posted on the City's website.