

# **PUBLIC AFFAIRS COMMITTEE AGENDA**

***August 27, 2019 ~ 5:15 p.m.  
City Hall Conference Room***

(Administration, Personnel, Legal, Finance, PEG Access, Municipal Liquor, Police & Fire)

1. CALL TO ORDER
2. ELECT CHAIR
3. CARNEGIE LEASING AND BUILDING USE POLICIES
4. EV CHARGING STATIONS
5. LIQUOR STORE ADVERTISING
6. ADJOURN

## ***MISSION STATEMENT***

*Provide leadership and coordination for the City Council in public policy areas related to:*

- *Internal council policies and procedures*
- *External relations to other units of government and service providers*
- *Community governance and civic relations*
- *Advisory boards and commissions*



**To:** Public Affairs Committee  
**From:** Marcia Larson, Parks and Recreation Director *ML*  
**Date:** August 27, 2019  
**Re:** Carnegie Rental Policy and Rates

### **Background**

The Historic Carnegie Library renovation and rededication ceremony was recently completed. Prior to the public open house on August 10<sup>th</sup>, the Parks and Recreation staff began discussing and evaluating the possible uses for the upstairs Lakeview Room. A trifold brochure was assembled based on some preliminary discussion amongst staff and the Save the Carnegie Committee. The brochure is attached with some possible layouts and information.

The Parks and Recreation Department will be hosting morning yoga classes on Wednesday mornings beginning in September and assisting with Story Time at the Carnegie that is scheduled for Monday mornings. We anticipate hosting additional Recreation programs at the Carnegie Lakeview Room including Daddy Daughter Dance and the Frozen Ox. Jamie Anderson continues to evaluate the programming of the Lakeview Room. The Recreation Department will host two open houses tentatively scheduled for September 11<sup>th</sup> from 11:30am to 1:00pm and 5:00 to 6:30pm to give the community and those interested in renting the space an opportunity to tour the space.

Although, the City Council did not formally discuss the use of the Lakeview Room – it has been discussed to rent the room for private events. Due to the historic nature of the building and cost to renovate, the use and policies differ from a park shelter or pavilion. The Parks and Recreation Commission reviewed a draft use guidelines/policy information for the Lakeview Room at their regular meeting on August 13<sup>th</sup>. The Commission suggested a list of local venues that may provide a good comparison/contrast for establishing rates and policies for rental of the Lakeview Room. This draft of the rental policy/guidelines is attached and addresses capacity (currently have 10 tables – 6 seats at a table), decorations, alcohol, general rules, and clean-up.

Listed below are some considerations based on research of other facilities, input from the Save the Carnegie Committee and discussion by Parks and Recreation Commission in establishing a rate structure for the private rental of the Lakeview Room – if that is the preferred use.

- Goal – create revenue or encourage use; the costs of renting the room will include cleaning service (approximately \$175 for larger events and staff for opening/locking the building).
- Discussed encouraging meeting or weekly day use of the building; establishment of a weekday meeting and a weekend rate.
- Other facilities establish a ½ day and/or full day rate; 4 hours or 8 hours.
- Possibility of establishing a non-profit rate.

- Non-profits utilizing the building for fundraisers, (many cities have a policy allowing non-profits to charge via tickets etc prior to the event; not at the door).
- Starting rental rate that leaves room to increase based on demand; but rates higher than current park facility rentals.
- Combining use of Library Park as outside venue.

The Parks and Recreation Department staff would like guidance from the City Public Affairs Committee on establishing a rate structure for the Carnegie, including private and non-profit events that may seek to rent the facility for fundraising purposes.

## City of Bemidji Facility Rental Information ~ Carnegie Lakeview Room

Parks and Recreation Department  
1351 5<sup>th</sup> Street NW  
Bemidji, MN 56601  
Phone: 218-333-1850 ~ Fax: 218-333-3721

The Bemidji Parks and Recreation Department would like to thank you for sharing your event with us. We want to help make this a wonderful experience that you will always remember.

### Rental Agreement and Fees

To reserve the Carnegie Lakeview Room, the “Carnegie Lakeview Room Rental Agreement” must be signed and the rental fee paid in full. A full refund will be granted if the City is notified at least 30 days prior to the scheduled event that the event has been cancelled.

### Lakeview Room –Event Rental Fees

#### Daily Rate\*

Weekday Meeting Rate – (Monday –Thursday 8:30am to 4:00pm) \$

\*The Daily rate provides 8 hours access to the building and an on-site building attendant to assist with your rental needs.

### Damage Deposit

A damage deposit of \$shall be made two weeks prior to the event. The amount of the damage deposit is not a limit of the Renter’s liability to the City for any damages, loss or expenses incurred as a result of using the City’s facilities. Any claim by the City for damages, loss or expenses in excess of the damage deposit shall be paid immediately by the Renter.

### Caterers/Alcohol Providers

In order to serve alcohol at your event, you are required to hire a caterer licensed through the Minnesota Department of Alcohol. The alcohol cater is required by law to serve food for the event if alcohol is intended to be served. A list of licensed alcohol caterers is available from the City Parks and Recreation Office or directly from City Clerk’s Office.

All food that is catered must meet the requirement of the Minnesota Department of Health licensing requirements.

### Insurance Requirements

Renters shall provide the City with a certificate of Insurance naming the City of Bemidji as an additional insured for General Liability Premises coverage and Liquor liability of a minimum of \$1,000,000 CSL (Combined Single Limit). Certificates of Insurance can be provided by your Insurance Agent and must be received by the City at least three business days prior to the event.

In the event you are contracting out catering of food or serving of liquor, both the caterer and the liquor provider must also provide a certificate to the City with the same Insurance requirements.

The certificate can be obtained from your Insurance Agent. If you do not have the above coverage, you may be able to obtain a Tenant and Renters Liability Insurance Policy (TULIP) through the League of Minnesota Cities Insurance Trust.

## Carnegie Library Use Guidelines

To help us keep the Carnegie Library a desirable venue to have your reception and keep it nice for years to come, we ask that you abide by these simple use regulations:

- ☞ Park and Recreation staff will meet you at the Carnegie to open the building and discuss the arrival/departure check-off sheet. If there are issues with the facility or damages are noted upon arrival please report to staff immediately.
- ☞ Please arrive and depart at the specified reservation times. Please remember that the time needed to set-up your event is to be within the time frame specified in your reservations. Variations from these times will result in additional charges to cover building rental.
- ☞ Candles are not permitted unless they are battery operated.
- ☞ To preserve the condition of the Carnegie Library for you and other Renters, decorations, banners, or signs cannot be taped, pinned or affixed to the walls or ceiling.
- ☞ Glitter/Confetti are not allowed in any part of the Carnegie. Should this policy not be followed an additional and appropriate charge will be added to the final billing for the clean up of this material.
- ☞ Objects (including tables) must be carried across the floor unless they are on wheels. (Please do not drag items across the floor.)
- ☞ Decorating with weighted balloons is suggested.
- ☞ Parks are tobacco and vaping free.
- ☞ Vehicles must remain in the designated parking spaces in Paul Bunyan Park or downtown parking areas and are not permitted to park on the turf nor drive on the Lakeshore Trail.
- ☞ Set-up and clean-up must be done the day of the event.
- ☞ The renter is solely responsible for cleaning up and leaving the facility/area in good condition.
- ☞ The renter must remove all items such as tablecloths, decorations and other objects.
- ☞ Tables, chairs, and benches must be wiped off and put back as found.
- ☞ Floors must be cleaned/dust mopped.
- ☞ Trash must be bagged and placed in the trash containers provided or removed by the renter.
- ☞ The deposit will be returned upon inspection by City Parks Staff after use of the facility and as long as the facility is clean and there is no damage to structures, equipment, or grounds. If any of the rules/regulations/guidelines are violated, part or all of the deposit may be forfeited.

Please let us know if you are interested in using the Carnegie Library for your function. Should you need further information, please feel free to contact the Parks and Recreation Department at 218-333-1850. Staff would be more than willing to meet with you and discuss your potential dates for your function.

**Carnegie Lakeview Room  
Request Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Date of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Time Events Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ (Lakeview Room Capacity is 126; Seats including tables and chairs)

Will food be catered? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which caterer? \_\_\_\_\_

***(Must be State of MN Food Manager Certified)***

Caterer phone # \_\_\_\_\_

What time would your caterer like to set up? \_\_\_\_\_

Will alcohol be served at this function? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which provider? \_\_\_\_\_

***(Must have Alcohol caterer license)***

Alcohol provider phone # \_\_\_\_\_

What time would your alcohol provider like to set up? \_\_\_\_\_

*(Alcohol will not be allowed unless served by a pre-approved alcohol provider)*

Facility Rental (includes upstairs and lower level restrooms) \$ \_\_\_\_\_

If the event is a Wedding Reception, please provide the following information:

Bride \_\_\_\_\_ Phone # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Groom \_\_\_\_\_ Phone # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Music Provided By \_\_\_\_\_ Phone # \_\_\_\_\_

Set-up/Decorating Start time: \_\_\_\_\_ on \_\_\_\_\_

Additional Info \_\_\_\_\_

LEASE AGREEMENT SIGNED \_\_\_ YES \_\_\_ NO

CERTIFICATE OF INSURANCE \_\_\_ YES \_\_\_ NO      DAMAGE DEPOSIT \_\_\_ YES \_\_\_ NO

OFFICE USE ONLY		
Amount Due _____		
Deposit Amount _____	Date Received _____	Receipt # _____
Balance Due _____	Date Received _____	Receipt # _____



**Amenities:**

- Historic Building
- Kitchenette
- Tables (rounds & serving)
- Chairs
- WI-FI
- Indoor Bathroom

We can assist with a list of local caterers as well as linens for your event.

**Great place for meetings, small weddings and family gatherings.**



## Rental Information

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For pricing and availability check out the website [www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us) or call Lolly at 218-333-1850.

## Programs Coming Soon!!

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These great programs and more will be happening soon at the Carnegie Lakeview Room:

- Storytime at the Carnegie
- Fall Morning Yoga
- Santa's Workshop
- Daddy Daughter Dance
- Afterschool Programs
- And Lots More!!



## Carnegie Lakeview Room Rental Information

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[www.ci.bemidji.mn.us](http://www.ci.bemidji.mn.us)  
218-333-1850

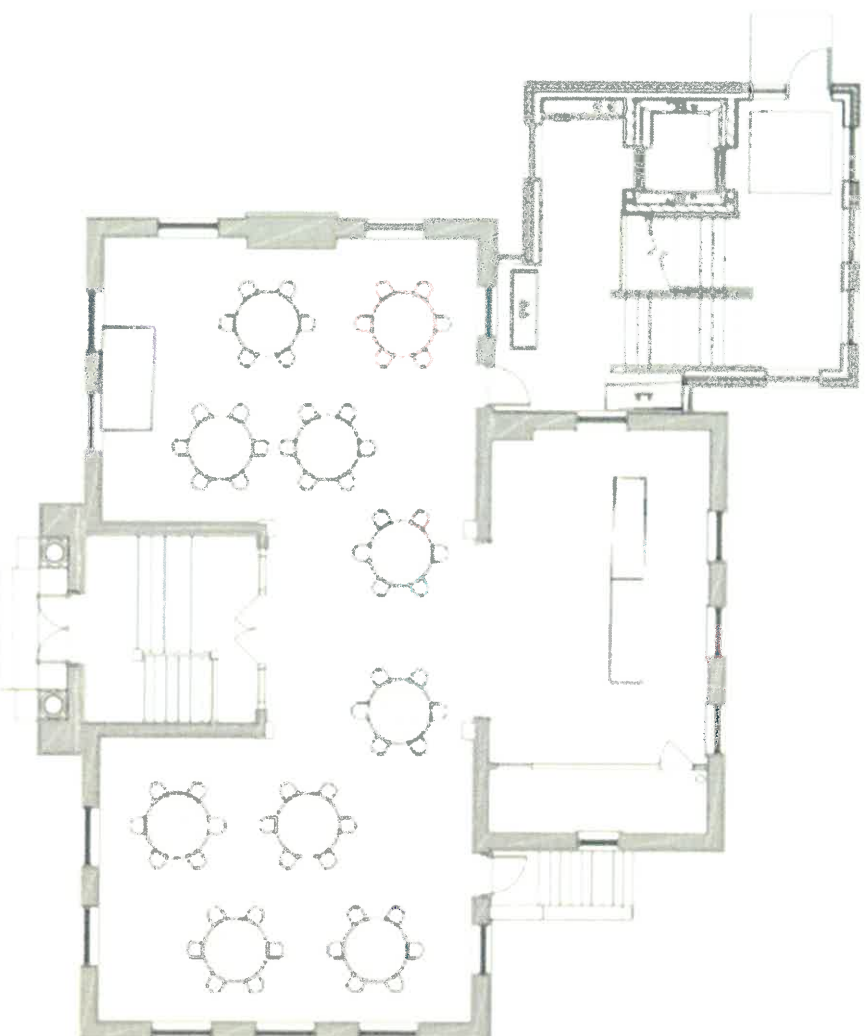
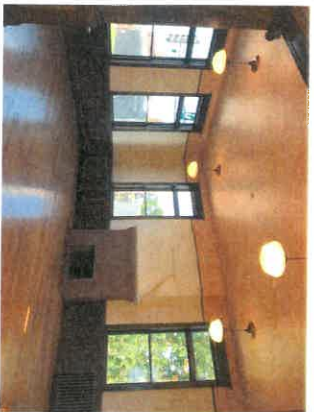


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UPPER LEVEL FLOOR PLAN

Room Capacity: 126

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## Venue Rental Rate Comparisons

Venue	Location	Type	Size/Capacity	Cost	Cost	Deposit	Extras
Musser Historic Estate	Little Falls, MN	Conference Room	50 Guests	Half Day/5hrs - \$145	Day/10hrs - \$275		conference table/chairs and coffee maker included
Musser Historic Estate	Little Falls, MN	Main Floor	166 Guests	Day/8hrs - \$525			coffee maker/tables
Banfill Locke -	Anoka County		45 or 24 with tables				
Reidel Farmhouse	Anoka County	Farmhouse	50 indoor only/100 summer	4 hours - \$380, \$95/per additional hour		\$ 200	
Hampton Inn Boardroom	Bemidji	Conference Room	12-15 people	half Day/4hrs - \$125	Full - \$175		
Hampton Inn Diamond Point Room	Bemidji	banquet	48 seating rounds;	half day = \$175	Full - \$275		
Hampton Inn Sunken Island	Bemidji	banquet	64 seating rounds;	half day/4 hours - \$200	Full - \$300		
Hampton Inn - Mississippi	Bemidji	banquet	96 seating rounds	half day/4 hours - \$250	Full - \$350		
Rutgers Birchmont Lodge	Bemidji	meeting Room		All day - \$25/person (Lunch Included)	half day \$19.50	\$75	
Rutgers Birchmont Lodge	Bemidji	Wedding	200 people outdoor	\$500.00/2hours			Weekday only (8-5) or additional fee to close bldg
Northwest MN Foundation	Bemidji	Conference Room	60 with tables/chairs	All day - \$250/for profit or \$125 nonprofit			Partners Only - not general public; 8am-5pm
Rail River Folk School	Bemidji	Private events	up to 50 people	Weekdays - \$150; weekends \$250			additional fees; PA, projectect; parking; greenspace
Rail River Folk School	Bemidji	banquet	100 people	weekend \$250			additional fees; PA, projectect; parking; greenspace
Rail River Folk School	Bemidji	weddings/catered	100 people	\$1000 weekend date/high season			prior day décor set-up/PA system
BlueBelle Event Venue -Sunset	Bemidji		10-65 people	4 hrs (M- Thurs) \$225	4 hrs (f-s) \$300		Additional hr - \$100/hr
BlueBelle Event Venue -Bellerroom	Bemidji	banquet	100-300 people	4 hrs (M- Thurs) \$300 (Under 150 people)	4 hrs (F-S) \$400		Groups over 150 rates - \$450 and \$550
Phenow Pavilion - Central Park	Maple Grove	party/wedding	up to 120	resident \$50/hr; non \$100/hr			
Eagle Lake Bldg - Army Barracks	Maple Grove	family gatherings	up to 47	resident \$25; non \$200			
David Park House	Bemidji		up to 75 (entire house)	\$225 (after 4:30 or on weekends)		100	
BSU Hobson	Bemidji		500 people	All day - \$800			smallest room -seating for 12 - \$200/day nooutside food
Sanford Center	Bemidji		60 people - lakeview room	half day - \$150	Full Day - \$250		Discount 15% non profit, 10% Govt, 50% city/bsu, 40% sanford



# ZEF ENERGY

Building a Zero Emissions Future

## EV Charging Hub:

### Site “Check Off” sheet for determining site favorability

There's good reason to offer electric vehicle drivers a place to park and recharge quickly. 89% of EV drivers typically make a purchase when charging at a retail location; 83% of respondents prefer to shop more frequently at locations that offer EV charging. Hosting a Fast Charging charger gives your property DC fast charging and Level 2 charging capabilities while bolstering your commitment to the environment and your bottom line.

Not every location is right for a Fast Charging Station charger. Here are a few of the factors we consider when choosing a Fast Charging Station site:

#### **Opportunity for retail engagement.**

A Fast Charging Station charger delivers the fastest charge possible for most vehicles, but **we prefer** locations that provide the opportunity **for some** form of retail experience while the vehicle is being recharged.

#### **Proximity to major thoroughfares.**

A Fast Charging Station sites are intended to extend the range of electric cars and people typically drive extended distances on major thoroughfares. They just go hand in hand.

#### **Visibility from the road.**

Fast Charging Station sites can be identified through wireless digital technology, but easy visual identification is still valuable, ideally easily seen from the road..

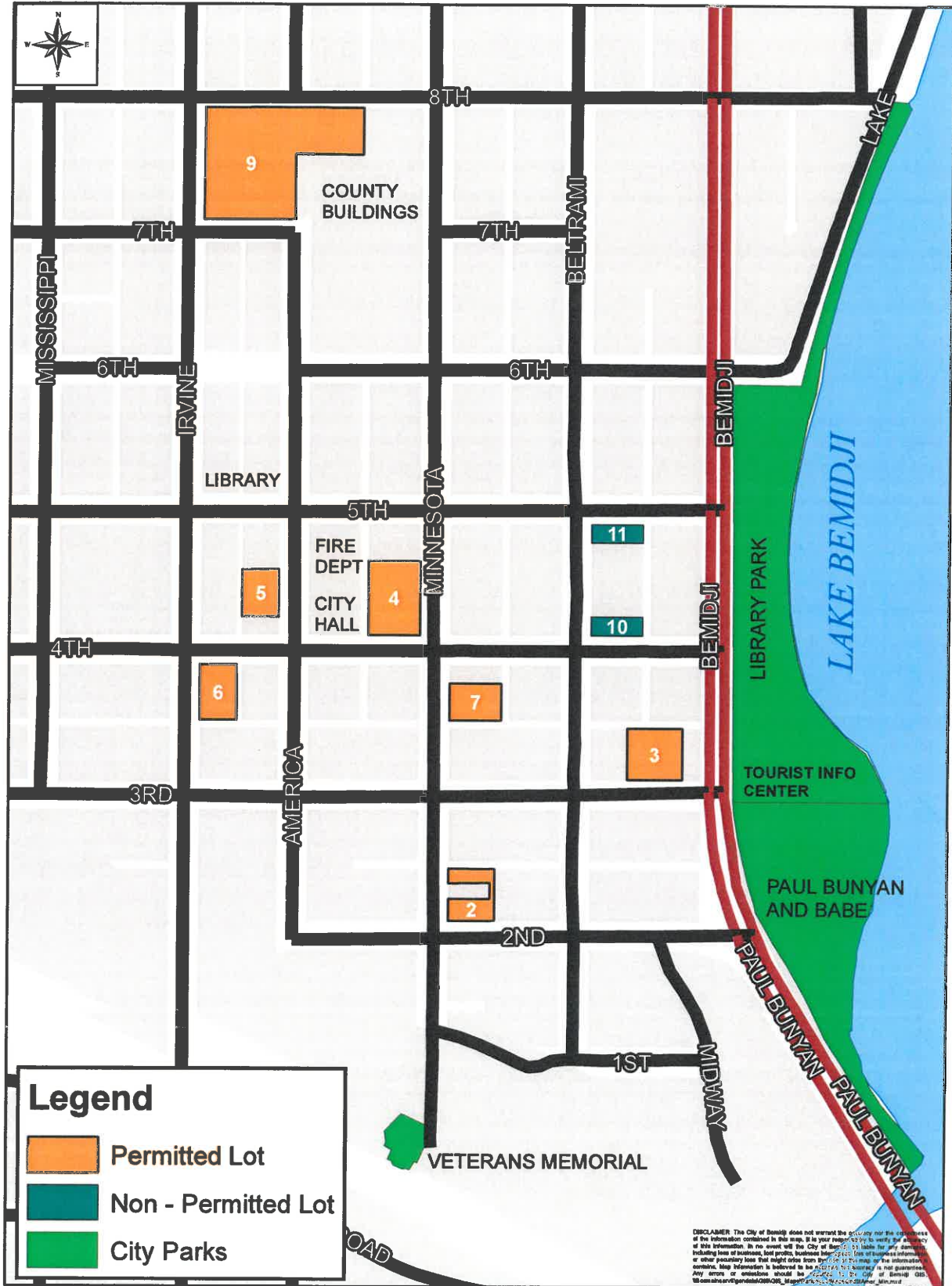
#### **Easy ingress and egress.**

Have you ever had trouble getting to a location that is easily seen from the road but wasn't easy to access? It's no fun, right?

#### **Access to an electrical grid.**

To install a station in a costeffective manner, 3 phase 480 VAC power should be available on the street side of a building and not behind it.

# Downtown Parking Lots



## Legend

- Permitted Lot
- Non - Permitted Lot
- City Parks

0 125 250 500 750 1,000 Feet

DISCLAIMER: The City of Bemidji does not warrant the accuracy nor the completeness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will the City of Bemidji be liable for any damages, including loss of business, lost profits, business interruption, or any other consequential or other pecuniary loss that might arise from the use of this map or the information contained herein. Map information is believed to be accurate as of the date of publication. Any errors or omissions should be reported to the City of Bemidji, 1000 1st Street, Bemidji, MN 56601. Phone: 218-755-3100. Fax: 218-755-3101. Email: info@bemidji.org