

**MINUTES**  
**PARKS & RECREATION COMMISSION SPECIAL MEETING**  
**December 2, 2021**

**MEMBERS PRESENT:** Tom Anderson, Gwena Fiskevold Gould, Don Heinonen, Tonya Prim, and Bethany Wesley

**MEMBERS ABSENT:** Tim Faver.

**CITY STAFF & OTHERS:** Marcia Larson, and Aaron Weeks

**CALL TO ORDER:**

Tonya Prim called the meeting to order at 8:00 a.m.

**REVIEW PROPOSALS - PARKS AND RECREATION STRATEGIC SYSTEM PLAN**

The Director reviewed the request for proposal (RFP) process. The RFP was sent to three local consultant firms and one firm in the cities that has staff that has worked with previously on park projects. The Director was in contact with all consultants on the project. One proposal was received from JFC Strategic Services. It was reported the other consultants did not have the capacity for the project at this time.

The Commission discussed the project and engagement process. The Director reported the Engineering Department is willing/able to collaborate and fund the trails planning at an addition cost of \$17,800. Discussion continued on the additional focus groups, engagement, and deliverables for the extra costs.

The Director reported in 2011 the RFP for updating the 2001 plan, the City received 5 proposals and costs for those consultants costs ranged from \$50,000 to 60,000. The costs 10 years later are comparable.

Discussion continued on the proposal and the engagement process and the timeline. Commissioners suggested the first meeting with JFC should be held in January. Discussed the first meeting being an opportunity to confirm the engagement process and timeline with the consultant.

**Motion by Heinonen, seconded by Anderson, to recommend approve the proposal from JFC Strategic Services for the 34,100 Bemidji Parks and Recreation Strategic System Plan for a cost of \$34,100 and the option to add the Trails System Plan at cost of \$17,800 if the funds can be secured through the Engineering Department for a total cost of \$51,800. Motion carried.**

Discussed the idea of brainstorming lists of contacts and groups/organizations to ensure the goal to be inclusive and include disadvantaged or under represented populations is met.

Director Larson also reported the at CT Marhula, representing the RNI project, met with staff and two commissioners last week regarding North Country Park. CT Marhula will also be attending the December meeting to provide a summary of that meeting and ensure clear communication.

**ADJOURNMENT**

**Motion by Anderson, seconded by Heinonen, to adjourn the meeting at 8:22 a.m. Motion carried.**

Respectfully submitted,

Marcia Larson  
Parks and Recreation Director