BEMIDJI CITY COUNCIL
REGULAR MEETING AGENDA

Monday, November 3, 2025

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

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

AMENDMENTS TO THE AGENDA

MINUTES

1) September 22, 2025 Work Session
September 22, 2025 Sp Council Meeting

CONSENT AGENDA #1

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

2) Claims Submitted by Finance Officer in the Amount Of $1,218,152.59

3) Claims Submitted by ASM Global for the Sanford Center in the Amount of $150,488.66

4) Approve September Financials from ASM Global for the Sanford Center

5) 2025 Business License Approvals

6) 2026 Business License Approvals

7) Second Reading of On and Off Sale Beer License Renewals for 2026

8) 2026 Liquor, Sunday Liquor and Wine License Renewals

9) Approve Change Order No. 7 - WWTF Final Clarifier Project - City Project 23-03

10) Approve Bemidji Volunteer Firefighters' Relief Association Pension Benefit and Bylaw Amendment

11) Approve Memorandum of Agreement Regarding City Manager Termination Benefits Amendment and Amended City of Bemidji City Manager Annual Performance Evaluation Process

12) Resolution Amending Legal Descriptions to Resolution No. 6621

13) Resolution Approving Gambling Premises Permit for Lawful Gambling to Bemidji Youth Hockey at Buffalo Wild Wings

CONSENT AGENDA #2

14) Claims Submitted by Finance Officer to VisitBemidji in the Amount of $51,865.43

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.

REPORT

15) Sustainability Commission

NEW BUSINESS

16) Consider Resolution Adopting Final Assessment Roll - 2025 Street Renewal Project - City Project 25-01

17) Consider Adopting Final Assessment Roll - 2025 Park Avenue NW Reconstruction Project - City Project 25-02

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

18) November 10, 2025 (5:30 pm) - Planning Board
November 17, 2025 (6:00 pm) - Council Meeting
November 24, 2025 (5:30 pm) - Work Session

ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – September 22, 2025

DRAFT

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, September 22, 2025 at 5:43 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.

Present: Rich Spiczka, Sam Anderson, Michelle Miller, Matthew Upgren, Darren Laesch

<u>MnDOT TH 197 Update</u>
MnDOT provided an update on the Trunk Highway 197 project, addressing both the current status and future schedule. Due to funding delays and adjustments, project staging had to be modified. The city's roundabout construction is underway, with MnDOT's main highway work now spread over the next two years (2026-2027). MnDOT explained that their portion will start on the west side of town in summer 2026, coordinated with city construction to avoid overlap. During construction, live traffic will remain on Highway 197, though there will be two short-term closures (approximately 2-3 weeks each) for Highway 71 at the intersection. Temporary signals and signage will help manage access to local businesses. MnDOT's right-of-way staff are working with corridor landowners for easements and property issues, and ongoing meetings with business owners address construction impacts. A public open house is scheduled for October 23rd to keep residents informed.

Communication plans include pre-construction open houses, weekly construction meetings (in person and virtual), an email distribution list, a phone hotline, and a dedicated business liaison to support local businesses. MnDOT highlighted strategies for supporting businesses during construction, such as working with the local Small Business Development Center, Chamber of Commerce, and using community-driven promotional initiatives.

Council and MnDOT discussed options for new light poles as part of the Trunk Highway 197 project. MnDOT proposed using standard light poles (without banner brackets or GFCI outlets) and offered to cover the cost of "knockdowns" (major repairs due to accidents or damage) if the standard option was chosen. These standards align with statewide policy and simplify maintenance responsibilities.

If decorative features such as banner brackets or outlets were added (as are seen elsewhere in the city), the city would be responsible for the cost of knockdowns and ongoing major maintenance, as these features make the poles "non-standard" in MnDOT's view. Several councilmembers expressed a preference for the simpler, standard option to minimize costs and streamline maintenance. They also appreciated MnDOT's offer to assume responsibility for major repairs. Some councilmembers noted aesthetic or community benefits associated with decorative lighting, but agreed practicality and cost were more important for this project area. The discussion clarified that installing decorative poles would not affect installation costs (covered by grant funding) but would affect long-term maintenance obligations for the city. Councilmembers asked about precedents and maintenance agreements for other parts of the city, and MnDOT clarified the statewide policy that guides such decisions. Most councilmembers ultimately supported the simpler, standard lighting solution without banner brackets or outlets.

The MnDOT team addressed council questions, particularly around signage for business access, detour routes, timing during local events (like the county fair), and funding contingencies. The team committed to adapting plans as needed to minimize disruptions.

ADJOURN

There being no further business, motion by Dickinson, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Michelle R Miller

Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Meeting – September 22, 2025

DRAFT

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, September 22, 2025, at 6:30 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould, Rivera, Eaton, Thayer.

AGENDA
Prince stated that due to technical difficulties, there will not be a closed session on the agenda. Staff suggested adding a resolution for consideration in open session to the agenda. **Motion by Eaton, seconded by Thayer adding Resolution of the Bemidji City Council Rejecting a Purported Settlement Offer from Northern Township Concerning Pending Contested Boundary Adjustment Proceedings to the agenda. Motion carried by unanimous voice vote.**

BUSINESS
<u>Authorize Grant Submission to Bernick's Family Foundation for the Recreation Department</u>
The Recreation Department intends to apply for funding to support "Kids in the Outdoors," a series of one-day special events for youth ages 6–17. The program is designed to encourage active and healthy lifestyles, offer inclusive and accessible outdoor recreation experiences, build social connections and lifelong skills in youth.

Proposed event highlights include:
- Paddle & Play (kayaking and paddleboarding)
- Bike Adventure Day
- Outdoor Athletic Sampler
- Ninja Warrior/Circuit Challenge
- Mindful Movement in Nature

Grant funds would be used to cover supplies, equipment, and qualified instructors, ensuring safe and engaging programming for all participants.

Motion by Fiskevold Gould, seconded by Thayer authorizing grant submission to Bernick's Family Foundation for the Recreation Department. Motion carried by unanimous voice vote.

<u>Resolution Approving FY2026 Traffic Safety Officer/DWI Officer Grant-MN DPS</u>
The Bemidji Police Department has been selected again and awarded a State-wide grant from the Minnesota Department of Public Safety-Office of Traffic Safety to fund a dedicated DWI enforcement officer. This grant will reimburse the City for wages, benefits, overtime and attendance at the annual 2025 "Toward Zero Deaths" conference for the assigned officer from October 1, 2025 to September 30, 2026. The total amount of reimbursement possible from this grant for the specified period is $146,493.82

The funding would not require a new hire, but rather fund an existing officer, already trained in advanced DWI detection and enforcement techniques. This would result in the above as salary savings for that period.

The application for the grant was limited to the top 25 counties in the State with the highest number of traffic fatalities, departments with 20 or more officers, and already active with a TZD program in good standing. For FY2025, and to date, the BPD DWI/Traffic Safety Officer has identified and arrested 152 persons for DWI, over 60% have been controlled substance related. BPD has participated in the dedicated DWI enforcement officer since October 1, 2019, and has been an important part of traffic safety and preventing dangerous drivers from operating vehicles in our city.

RESOLUTION NO. 6650: Authorizing Execution of Grant Agreement with MN Department of Public Safety for 2026 DWI Officers Grant Application was offered by Councilmember Thayer, who moved its adoption, and upon due second by Councilmember Fiskevold Gould, passed by unanimous voice vote.

<u>Preliminary Levy Discussion and Resolution Setting Preliminary Tax Levy for Taxes Payable in 2026 and Setting the Truth in Taxation Hearing Date</u>
Spiczka state that the City is required to set the preliminary levy by September 30, 2025. This levy is only the “ceiling” and can be lowered before we set the final levy at the regular council meeting on December 15, 2025. As we work through the details required to create a decent framework for setting the levy staff is focused on assuring we can offer the same level of service expected to our City, while focusing on efficiency. Spiczka stated that as we budget from year to year, there are uncontrollable items that will increase in cost in the event of supplies we need, services we must procure and wages/benefits we provide to staff to continue to serve our public. In order to simplify the budget process with the events of the storm in June, staff is working the budget with the understanding that liquor store funds will be used to cover the overages in 2025 due to the storm. The only real impact on 2026 numbers is that Liquor Store fund transfers into other budget areas may be limited until we can restore our City Policy mandated 50% reserve.

Staff presented historical levy data, levy options for 2026 (2%, 4%, 6%, 8%), and property tax examples illustrating impacts for different property types. The preliminary levy discussion centered around balancing city needs (public safety, capital improvements, reserves) with taxpayer affordability. Staff and council acknowledged uncertainty regarding some costs (e.g., storm recovery, insurance, legal fees) and discussed the limits and risks of using reserves or specific revenue sources (like liquor store funds).

Councilmembers expressed concern about the financial impact on homeowners, renters, and businesses, particularly in light of recent storm-related expenses. There was broad agreement to set the preliminary levy at 6% as a maximum, while expressing a hope to reduce it before final adoption if possible, after further analysis and updated data. Several councilors highlighted the need for alternative funding sources (such as hospitality taxes or increased fees) and stressed the importance of separating essential from non-essential expenses.

RESOLUTION NO. 6651: Approving Preliminary Tax Levy for Taxes Payable in 2026 at 6% and Setting the 2025 Truth in Taxation Hearing for Monday, December 1 at 6:00 p.m. was offered by Councilmember Rivera, who moved its adoption, and upon due second by Councilmember Thayer, passed by the following roll call vote: Yeas: Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson. Nays: Peterson.

<u>Consider Resolution Rejecting Settlement Offer from Northern Township Concerning Pending Contested Boundary Adjustment Proceedings</u>
The council considered a resolution to reject a settlement offer from Northern Township concerning contested boundary adjustments. Councilmember Dickinson raised concerns about perceived inflammatory language in the resolution (specifically, the words "generous," "significant," and "favorable") and moved to amend the resolution by removing "generous" and "significant," with discussion about retaining "favorable" and replacing "significant" with "numerous concessions."

RESOLUTION NO. 6652: Rejecting a Purported Settlement Offer from Northern Township Concerning Pending Contested Boundary Adjustment Proceedings with changes to the third

WHEREAS paragraph by eliminating the word generous in the second sentence and replacing the word significant in the third sentence with "numerous concessions" and retaining "favorable financial terms" was offered by Councilmember Dickinson, who moved its adoption, and upon due second by Councilmember Eaton, passed by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.

ADJOURN
There being no further business, motion by Fiskevold Gould, seconded by Peterson, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Michelle R. Miller

Michelle R. Miller
City Clerk

Bill List Summary

November 3rd, 2025

Check /Wire	Vendor	Amount	
	See Attached List	1,218,152.59	
		$1,218,152.59	
	TOTAL		$ 1,218,152.59

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 10/29/2025 - 2:18PM
Warrant Request Date: 11/4/2025
DAC Fund:

Batch: 00404.11.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	A Stitch in TIme	000043837	78.76
2	Ace On The Lake	000043836	1,552.17
3	Acme Tools-Bemidji	000043835	1,427.99
4	Allstar Construction Fargo	000043834	10,457.10
5	American Engineering Testing, Inc.	000043833	7,814.50
6	Anderson,Michael	000000000	269.95
7	Artisan Beer Company	000043832	1,377.90
8	Auto Value Bemidji	000043831	83.51
9	Becker,Jesse	000000000	75.00
10	Bellboy Corporation	000000000	5,347.28
11	Beltrami County Auditor/Treasurer	000043830	57,481.97
12	Bemidji Coca-Cola Bottling Co, Inc	000043829	752.60
13	Bemidji Downtown Alliance Board	000043828	1,962.50
14	Bemidji Paper Sales, Inc.	000043827	469.14
15	Bemidji Wildlife Removal Service	000043826	275.00
16	Bernick's	000000000	33,044.08
17	Bessler Electric	000000000	6,159.44
18	Blue Ox Operations, LLC	000043825	401.10
19	Bob's Econo Pump	000043824	115.00
20	Botzek,Luke	000000000	198.38
21	Bound Tree Medical, LLC	000043823	770.25
22	Breakthru Beverage Minnesota Beer, LLC	000043822	800.75
23	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043821	18,994.81
24	Canva US Inc.	000043820	119.99
25	Cellebrite Inc.	000043819	15,000.00
26	Cenex Fleetcard	000043818	19,248.62
27	City of Bemidji - ACH	000000000	3,925.00
28	Clarity Glass	000043817	1,170.17
29	Cleaning Maid Simple	000000000	1,740.00
30	Comm of MMB, Treas. Division	000043816	1,340.00
31	Compass Minerals America Inc.	000043815	17,426.19
32	Cool Threads	000043814	1,537.50
33	Core & Main	000043813	2,712.88
34	Dahlheimer Beverage Brainerd	000000000	1,847.50
35	Department of Employment/Econ.Dev.	000000000	1,629.63
36	Department of Public Safety	000043812	40.00
37	D-S Beverages	000043811	23,807.86
38	Flagship Recreation, LLC	000043810	2,891.00
39	Frontier Precision, Inc.	000043809	42,306.63
40	Grand Forks Fire Equipment LLC	000000000	1,823.15
41	Guardian Pest Control, Inc	000043808	100.33
42	Hawkins, Inc.	000043807	28,746.10
43	HEGLAND,TOMY	000043806	12.98
44	Home City Ice Co.	000043805	445.36
		Page Total:	$317,780.07

Line	Claimant	Voucher No.	Amount
45	HRA	000043804	20,056.18
46	Ink Spot Press	000043803	432.83
47	Ironhide Equipment, Inc.	000000000	283.40
48	J.P.Cooke Company	000043802	133.00
49	Jake's Stump Grinding & Tree Service LLC	000043801	50,000.00
50	Jim Hirt Trucking, Inc	000043800	1,741.52
51	Joe's Northwoods Pest Control	000043799	110.50
52	Johnson Bros., Inc.	000043798	29,249.64
53	Jon's Refuse Solutions, Inc	000043797	2,601.00
54	Karm LLC	000043796	4,000.00
55	Karvakko Engineering, Inc.	000000000	5,214.92
56	Keller Fence Company-North, Inc	000043795	60,641.12
57	Korinta,Tim	000000000	103.00
58	Kuechenmeister,Timothy	000000000	147.74
59	Larry's Machine Shop	000043794	14.19
60	Locators & Supplies, Inc.	000000000	291.33
61	Loebs,Chris	000000000	289.20
62	Loucks	000043793	29,630.40
63	Maid In Bemidji, Inc.	000000000	600.00
64	Marco, Inc.	000000000	11.66
65	Max Fire Training, Inc	000043792	7,943.95
66	McKinnon Co., Inc.	000043791	20,854.23
67	McMaster-Carr Supply Co.	000000000	138.51
68	Menards-Bemidji	000043790	947.26
69	Mike Motors	000043789	19.00
70	Milk and Honey Ciders	000043788	274.00
71	Miller,Ekren	000043787	500.00
72	MN Dept of Commerce	000000000	3,688.86
73	MN Dept of Transportation	000043786	652.80
74	MN Energy Resources	000000000	2,012.74
75	MN Valley Testing Lab, Inc.	000000000	300.80
76	NAPA Auto Parts/Premier	000043785	222.96
77	Nei Bottling, Inc.	000043784	268.75
78	Northern Paving Inc.	000043783	205.70
79	NovaCare Rehabilitation	000043782	185.00
80	NW Tire, Incorporated	000043781	419.95
81	Otter Tail Power Company	000043780	555.73
82	Paul Bunyan Communications	000043779	3,290.22
83	Peterson Sheet Metal, Inc.	000000000	2,952.58
84	PFM Financial Advisors LLC	000043778	1,500.00
85	Phillips Wine & Spirits	000043777	31,369.61
86	Port-Able John Rental & Service	000000000	1,733.93
87	Postmaster	000043776	2,787.46
88	Rice Lake Construction Group	000043775	483,085.41
89	RITE	000043774	5,423.54
90	RMB Environmental Laboratories, Inc.	000043773	831.84
91	S&D Glass	000043772	500.00
92	Sand,Gary	000043771	500.00
93	Sanford Center	000043770	601.00
94	Schlattman,Tyler	000000000	280.00
95	Schneck,Noah	000000000	343.00
96	Sether,Charlene	000000000	38.00
97	Sikkink,Malayna	000000000	30.00
98	Skeeter Stitch	000043769	96.00
99	Skumavc,Kori	000000000	54.39
100	Small Lot MN	000043768	1,531.27
101	Southern Glazer's of MN	000043767	15,912.20
		Page Total:	$797,602.32

Line	Claimant	Voucher No.	Amount
102	Southside Tow & Rec, Inc	000043766	5,693.30
103	Sparky's Construction, Inc.	000043765	60,417.29
104	Stittsworth,Diana	000000000	63.00
105	Stoel Rives LLP	000043764	3,352.00
106	Strassburg Enterprises	000043763	6,100.00
107	T & K Outdoors, Inc.	000043762	1,729.20
108	TDS Media Direct, Inc.	000043761	498.00
109	Thorson,Scott	000043760	1,500.00
110	UPS Store	000043759	15.10
111	Vestis	000043758	1,577.61
112	Vinocopia, Inc.	000000000	8,781.24
113	Warren,Neal	000000000	383.00
114	Wes Plumbing & Heating	000043757	9,613.01
115	WEX Health, Inc	000000000	540.75
116	Wine Merchants	000043756	1,031.50
117	Yeager,Emmarie	000000000	343.00
118	Ziegler, Inc.	000000000	1,132.20

Page Total: $102,770.20

Grand Total: $1,218,152.59

Sanford Center
Cash Requirements
As of Nov 4, 2025

Filter Criteria includes: 1) Invoices Due (no discount available). Report order is by ID. Report is printed in Detail Format.

Vendor	Description	Date	Amount Due
Advanced Business Integrations	**Timeclock Software**	**10/18/25**	**340.53**
Ace on the Lake	Operating Supplies	10/17/25	21.66
Ace on the Lake	Operating Supplies	10/27/25	1.50
Ace on the Lake	**Ace on the Lake**		**23.16**
ADP, Inc	**Payroll Software**	**10/17/25**	**481.04**
Amanda Schackman	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
ASL Interpreting Services, Inc	**Show Interpreting Service Reimburseable**	**10/22/25**	**1,345.00**
ASM Global	Workday HR Software	10/15/25	5,557.00
ASM Global	Event Insurance Reimburseable	10/16/25	285.60
ASM Global	**ASM Global**		**5,842.60**
Bemidji Coca-Cola Company	Inventory - Beverage	10/16/25	676.11
Bemidji Coca-Cola Company	Inventory - Beverage	10/17/25	125.80
Bemidji Coca-Cola Company	Inventory - F&B Paper	10/17/25	163.88
Bemidji Coca-Cola Company	Inventory - F&B Paper/Plastic	10/17/25	487.76
Bemidji Coca-Cola Company	Inventory - Beverage	10/22/25	1,032.69
Bemidji Coca-Cola Company	Inventory - Beverage	10/24/25	251.60
Bemidji Coca-Cola Company	Inventory - Beverage	10/24/25	228.86
Bemidji Coca-Cola Company	**Bemidji Coca-Cola Company**		**2,966.70**
Bemidji Community Arena Corp	**BSU Ice Rental - Show Displacement Reimburseable**	**10/20/25**	**200.00**
Bemidji ECFE Parent Advisory Council	**NPO Payment**	**10/17/25**	**753.46**
Bemidji Community Threater	**NPO Payment**	**10/24/25**	**524.07**
Bemidji Youth Soccer	**NPO Payment**	**10/25/25**	**562.50**
Bernick's	**Inventory - Beer**	**10/21/25**	**202.80**
Bemidji Boys HS Volleyball Booster	**NPO Payment**	**10/18/25**	**908.21**
Brandon Mack	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Bemidji State University	NPO Payment	10/25/25	578.80
Bemidji State University	NPO Payment	10/17/25	673.48
Bemidji State University	NPO Payment	10/24/25	614.40
Bemidji State University	**Bemidji State University**		**1,866.68**

Sanford Center
Cash Requirements
As of Nov 4, 2025

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
Central McGowan Inc	Fuel Propane	10/1/25	255.79
Central McGowan Inc	Fuel Propane and F&B CO2	10/16/25	377.47
Central McGowan Inc	Fuel Propance	10/24/25	289.15
Central McGowan Inc	F&B CO2	10/24/25	159.82
Central McGowan Inc	**Central McGowan Inc**		**1,082.23**
Chocolates Plus	**Show Artist Gift**	**10/15/25**	**47.47**
City of Bemidji	**MCR: 2026 Liquor License Renewal**	**10/29/25**	**4,255.00**
Constellation Newenergy-Gas Div. LLC	**Utility - Natural Gas**	**10/16/25**	**9,241.29**
Country Inn & Suites Bemidji	Legends Global RVP Lodging	10/10/25	384.69
Country Inn & Suites Bemidji	Ticketing Support Lodging	10/11/25	139.37
Country Inn & Suites Bemidji	Ticketing Support Lodging	10/19/25	406.97
Country Inn & Suites Bemidji	Show Conversion Lodging	10/19/25	278.74
Country Inn & Suites Bemidji	Show Conversion Lodging	10/19/25	278.74
Country Inn & Suites Bemidji	Show Conversion Lodging	10/19/25	278.74
Country Inn & Suites Bemidji	Show Conversion Lodging	10/19/25	278.74
Country Inn & Suites Bemidji	Ticketing Support Lodging	10/26/25	406.97
Country Inn & Suites Bemidji	**Country Inn & Suites Bemidji**		**2,452.96**
D-S Beverages Inc	Inventory - Beer	10/15/25	349.25
D-S Beverages Inc	Inventory - Beer	10/16/25	582.40
D-S Beverages Inc	Inventory - Beer	10/22/25	873.00
D-S Beverages Inc	**D-S Beverages Inc**		**1,804.65**
Dacotah Paper Co	**Janitorial Supplies**	**10/26/25**	**1,828.06**
Earl F. Anderson	**Parking Signage**	**10/15/25**	**189.65**
Ethan Rogers	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Fayen LLC	**Show Conversion Reimburseable**	**10/20/25**	**14,075.00**
First City Lions	**NPO Payment**	**10/18/25**	**683.51**
Forklifts of Minneosta, Inc.	Annual Forklift Inspection/Service	10/16/25	163.03
Forklifts of Minneosta, Inc.	Annual Forklift Inspection/Service	10/16/25	360.03
Forklifts of Minneosta, Inc.	**Forklifts of Minneosta, Inc.**		**523.06**
Hard Target, Inc.	**Contracted Security & EMT Reimburseable**	**10/16/25**	**2,373.75**

Sanford Center
Cash Requirements
As of Nov 4, 2025

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
Heidi Neese	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Bemidji Area Schools	NPO Payment	10/17/25	556.26
Bemidji Area Schools	NPO Payment	10/18/25	512.18
Bemidji Area Schools	NPO Payment	10/24/25	531.04
Bemidji Area Schools	NPO Payment	10/25/25	593.20
Bemidji Area Schools	**Bemidji Area Schools**		**2,192.68**
Janine Johnson	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Jason Larimer	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
John Drum	**Reimbursement: Staff Meals, Operating Supplies, Show Lodging Reimburseable, Office Supplies, and Canva Subscriptions**	**10/28/25**	**545.53**
Jordan Mann	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Kevin Kelley	**Reimbursement: Travel for Ticketing Support**	**10/26/25**	**495.57**
Lake Superior Cutting Edge, LLC	**Operating Supplies**	**10/15/25**	**400.00**
Lexi Mudrick	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Lil' Bitty Donuts LLC	**Settlement - Contracted F&B Vendor Payment**	**10/29/25**	**6,462.66**
Luekens Village Foods - North	**Inventory - Food**	**10/29/25**	**69.50**
Luekens Village Foods - South	**Inventory - Food**	**10/18/25**	**9.58**
Margarita Man HQ, LLC	**Inventory - Beverage**	**10/23/25**	**405.65**
McKinnon Company Inc	Inventory - Beer	10/15/25	513.25
McKinnon Company Inc	Inventory - Beer	10/21/25	541.25
McKinnon Company Inc	**McKinnon Company Inc**		**1,054.50**
Minnesota Department of Public Safety	**F&B - Renew Buyers Card**	**10/24/25**	**20.00**
Morgan Skiles	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Nate Anderson	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Noctural Resources LLC	**MCR: Show Conversion Reimburseable**	**10/20/25**	**9,785.81**
Oak Hills Christian College	**Show Conversion Reimburseable**	**10/18/25**	**208.25**

Sanford Center
Cash Requirements
As of Nov 4, 2025

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
Olivia Wilson	**Reimbursement: Travel for Ticketing Support**	**10/20/25**	**1,899.73**
OtterTail Power Company	**Utility - Electric**	**10/24/25**	**34,142.26**
Paustis Wine Company	**Inventory - Wine**	**10/14/25**	**442.00**
Performance Food Group	Inventory - Food	10/17/25	4,894.32
Performance Food Group	CM: Inventory - Food	10/17/25	-209.88
Performance Food Group	Inventory - Food	10/22/25	3,569.07
Performance Food Group	Inventory - Food	10/22/25	1,903.97
Performance Food Group	Inventory - Food	10/24/25	1,121.46
Performance Food Group	Inventory - Food	10/27/25	2,369.29
Performance Food Group	**Performance Food Group**		**13,648.23**
Piano Del Fuego Inc	**MCR: Deposit for Rock and Roll Christmas Concert**	**10/20/25**	**7,000.00**
Robert Anderson	**Reimbursement: Storm - Suite TVs, Office Supplies, Operating Supplies, Show Hospitality Reimburseable, Promotional, Show Advertising Reimburseable, and Square, Howard Company, Adobe, & X Subscripions**	**10/28/25**	**4,367.27**
Rodney Anderson	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Sandstrom's Inc	**Inventory - Food, Beverage, & Paper**	**10/24/25**	**2,489.39**
Saundra McLean	Reimbursement: Travel for Employee Training	10/28/25	501.17
Saundra McLean	October Cell Phone Reimbursement	10/31/25	60.00
Saundra McLean	**Saundra McLean**		**561.17**
Schindler Elevator Corporation	**Elevator Maintenance**	**10/6/25**	**2,151.69**
Sean Crampton	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
Shelana Ysen	Reimbursement: Show Car Rental Reimburseable	10/18/25	695.08
Shelana Ysen	October Cell Phone Reimbursement	10/31/25	60.00
Shelana Ysen	**Shelana Ysen**		**755.08**
Sysco Western Minnesota, Inc	Inventory - Food	10/17/25	505.70
Sysco Western Minnesota, Inc	CM: Inventory - Food	10/18/25	-7.64

Sanford Center
Cash Requirements
As of Nov 4, 2025

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
Sysco Western Minnesota, Inc	**Sysco Western Minnesota, Inc**		**498.06**
The Home Depot Pro	**Operating Supplies**	**10/21/25**	**53.17**
Todavich Electric, Inc	**General Building Maintenance**	**10/16/25**	**2,449.05**
Trevor Johnson	Reimbursement: Office Supplies	10/17/25	92.03
Trevor Johnson	October Cell Phone Reimbursement	10/31/25	60.00
Trevor Johnson	**Trevor Johnson**		**152.03**
Trisha Vojak	**October Cell Phone Reimbursement**	**10/31/25**	**60.00**
TSBL Distributing	General Building Maintenance	10/14/25	813.75
TSBL Distributing	General Building Maintenance	10/14/25	211.83
TSBL Distributing	General Building Maintenance	10/14/25	813.75
TSBL Distributing	**TSBL Distributing**		**1,839.33**
Vestis Group, Inc	Laundry and Linen	10/13/25	275.27
Vestis Group, Inc	Laundry and Linen	10/14/25	60.00
Vestis Group, Inc	Laundry and Linen	10/16/25	122.33
Vestis Group, Inc	Laundry and Linen	10/16/25	284.45
Vestis Group, Inc	Laundry and Linen	10/16/25	147.52
Vestis Group, Inc	Laundry and Linen	10/23/25	147.52
Vestis Group, Inc	**Vestis Group, Inc**		**1,037.09**
			150,488.66

CITY COUNCIL AGENDA ITEM

Meeting Date: **November 3, 2025**
Action Requested: **Approve September Financials for the Sanford Center**
Prepared By: **Trevor Johnson, Director of Finance**

Background:
For the month of September 2025, the Sanford Center entered the fall set to host numerous private events and kicked off the 2025-2026 BSU hockey season with a Women's Hockey series vs the reigning National Champions, the University of Wisconsin. This month's activity concluded the Sanford Center closing its book with a net operating loss of ($147,218). This result is ($35,492) behind what was budgeted for September. Based on the previous forecast in August, we anticipated a loss of ($131,527) for September, the variance between the forecast and actual loss is ($15,691).

The variance between the forecast vs the actual net loss for September is the result of a shortfall in food and beverage income and higher than anticipated utility and insurance costs. The variance for the budget vs actual in September is a result of a shortfall in food and beverage income. The Minnesota Rodeo Association Final was budgeted but later canceled post budget approval, leaving the inability of concession, novelty, & ticketing income to materialize. Catering income for private events did not materialize. Necessity-based spending has resulted in indirect expenses falling in line with the budget. With these points, the Sanford Center is behind budget by ($173,535) year to date through September.

Coming up in October and the following months. The convention center is booked with numerous meetings, banquets, and conferences. The BSU hockey season will be in full swing. Concerts and Shows include, MercyMe in October, Cary Elwes and the Princess Bride in November, World Juniors Preliminary Tournament in December, Harlem Globetrotters in January, and lastly, back by popular demand, Rock and Roll Christmas will return in December! Upcoming community events include the Blue Ox Marathon and Treat Street.

A recap of events for the month of September:

- Minnesota Judicial Branch Meeting Bemidji
- Area Chamber After Hours
- Downey/Hartje Wedding
- Ruby's Pantry
- BSU Club Hockey Games
- Minnesota Project Management Meeting
- Ninth Judicial District Fall Workshop
- Sanford Health Clinician Dinner
- BSU Women's Hockey Series vs University of Wisconsin
- Rotary of Bemidji Meetings

The current rolling forecast as of September projects a net operating loss of ($520,884) for FY2025; this is a decrease of ($58,482) over August's forecast and is ($26,311) behind FY2025's budget. The significant forecast change is largely due to several factors including September actual electrical usage much higher than anticipated, which accounts for ($16k) of the overall decrease. In addition, higher than anticipated annual insurance premiums are forecast to have a ($6k) impact for the remainder of the year. MercyMe in October performed under budget, resulting in a ($10.5k) decrease. Lastly, following the first two BSU Men's Hockey games on 10/10 and 10/17, adjustments were made on the remaining home games for the season to be in alignment with actual sales, resulting in a ($24k) decrease. Please note that there is risk associated with the remaining BSU games based on attendance which can fluctuate due to many factors including weather and team performance.

Recommendation:
Approve September Financials for the Sanford Center

Sanford Center

FOR THE MONTH ENDING September 30, 2025

DISTRIBUTED October 25, 2025

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

Distribution List:

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

ASM GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Sep-25

Financial Statements

Table of Contents

ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

For the month of September 2025, the Sanford Center entered the fall set to host numerous private events and kicked off the 2025-2026 BSU hockey season with a Women's Hockey series vs the reigning National Champions, the University of Wisconsin. This month's activity concluded the Sanford Center closing its book with a net operating loss of ($147,218). This result is ($35,492) behind what was budgeted for September. Based on the previous forecast in August, we anticipated a loss of ($131,527) for September, the variance between the forecast and actual loss is ($15,691).

The variance between the forecast vs the actual net loss for September is the result of a shortfall in food and beverage income and higher than anticipated utility and insurance costs. The variance for the budget vs actual in September is a result of a shortfall in food and beverage income. The Minnesota Rodeo Association Final was budgeted but later cancelled post budget approval, leaving the inability of concession, novelty, & ticketing income to materialize. Catering income for private events did not materialize. Necessity-based spending has resulted in indirect expenses falling in line with the budget. With these points, the Sanford Center is behind budget by ($173,535) year to date through September.

Coming up in October and the following months. The convention center is booked with numerous meetings, banquets, and conferences. The BSU hockey season will be in full swing. Concerts and Shows include, MercyMe in October, Cary Elwes and the Princess Bride in November, World Juniors Preliminary Tournament in December, Harlem Globetrotters in January, and lastly, back by popular demand, Rock and Roll Christmas will return in December! Upcoming community events include the Blue Ox Marathon and Treat Street.

A recap of events for the month of September:

- Minnesota Judicial Branch Meeting
- Bemidji Area Chamber After Hours
- Downey. Hartje Wedding
- Ruby's Pantry
- BSU Club Hockey Games
- Minnesota Project Management Meeting
- Ninth Judicial District Fall Workshop
- Sanford Health Clinician Dinner
- BSU Women's Hockey Series vs University of Wisconsin
- Rotary of Bemidji Meetings

The current rolling forecast as of September projects a net operating loss of ($520,884) for FY2025; this is a decrease of ($58,482) over August's forecast and is ($26,311) behind FY2025's budget. The significant forecast change is largely due to several factors including September actual electrical usage much higher than anticipated, which accounts for ($16k) of the overall decrease. In addition, higher than anticipated annual insurance premiums are forecast to have a ($6k) impact for the remainder of the year. MercyMe in October performed under budget, resulting in a ($10.5k) decrease. Lastly, following the first two BSU Men's Hockey games on 10/10 and 10/17, adjustments were made on the remaining home games for the season to be in alignment with actual sales, resulting in a ($24k) decrease. Please note that there is risk associated with the remaining BSU games based on attendance which can fluctuate due to many factors including weather and team performance.

	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	7,630	46,100	(38,470)	287,475	351,600	(64,125)	330,948
Service Revenue	36,380	92,501	(56,121)	485,367	993,459	(508,092)	641,150
Service Expenses	(21,727)	(118,922)	97,195	(301,209)	(750,847)	449,638	(536,028)
Total Direct Event Income	**22,283**	**19,679**	**2,604**	**471,633**	**594,212**	**(122,579)**	**436,070**
Ancillary Income							
F & B Concessions	1,678	10,103	(8,425)	109,784	193,306	(83,522)	269,616
F & B Catering	28,921	51,845	(22,924)	274,942	465,232	(190,290)	215,909
Novelty Sales	0	1,000	(1,000)	807	16,550	(15,743)	9,622
Promoter Share	0	0	0	0	0	0	0
Promoter Share	0	0	0	0	0	0	0
Booth Cleaning Wages	0	0	0	0	0	0	0
Other Ancillary Sales	0	0	0	0	0	0	0
Total Ancillary Income	**30,599**	**62,948**	**(32,349)**	**385,533**	**675,088**	**(289,555)**	**495,147**
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	23,395
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	173	150	23	8,358	23,080	(14,722)	64,835
Facility Fees	26	840	(814)	45,948	68,080	(22,132)	58,986
Total Other Event Income	**199**	**990**	**(791)**	**80,083**	**120,545**	**(40,462)**	**151,013**
Total Event Income	**53,081**	**83,617**	**(30,536)**	**937,249**	**1,389,845**	**(452,596)**	**1,082,230**
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	23,393	32,006	(8,613)	215,295	288,054	(72,759)	172,201
Sanford Naming Rights	16,667	16,667	0	150,000	150,003	(3)	150,000
Coke Mktg Sponsorship	0	0	0	0	0	0	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,240	1	1,239	12,902	5	12,897	10,921
Total Oth. Operating Income	**41,300**	**48,674**	**(7,374)**	**378,197**	**438,062**	**(59,865)**	**353,821**
Adjusted Gross Income	**94,381**	**132,291**	**(37,910)**	**1,315,446**	**1,827,907**	**(512,461)**	**1,436,051**
INDIRECT EXPENSES							
Salaries & Wages	113,947	114,096	(149)	918,884	1,026,864	(107,980)	857,167
Payroll Taxes & Benefits	24,529	38,877	(14,348)	241,648	349,893	(108,245)	276,999
Net Salaries and Benefits	138,476	152,973	(14,497)	1,160,532	1,376,757	(216,225)	1,134,166
Contracted Services	0	0	0	0	0	0	0
General and Administrative	19,426	21,560	(2,134)	142,454	197,590	(55,136)	191,918
Operating	7,004	5,110	1,894	82,966	71,190	11,776	92,657
Repairs & Maintenance	250	1,483	(1,233)	22,008	24,248	(2,240)	38,614
Operational Supplies	3,327	9,208	(5,881)	63,077	90,872	(27,795)	35,960
Insurance	15,818	13,374	2,444	82,814	120,366	(37,552)	48,942
Utilities	46,689	29,700	16,989	299,046	310,800	(11,754)	313,101
ASM Management Fees	10,609	10,609	0	95,481	95,481	0	92,700
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
Total Indirect Expenses	**241,599**	**244,017**	**(2,418)**	**1,948,378**	**2,287,304**	**(338,926)**	**1,948,683**
Net Income (Loss)	**($ 147,218)**	**($ 111,726)**	**($ 35,492)**	**($ 632,932)**	**($ 459,397)**	**(173,535)**	**($ 512,632)**
Non-Operating Income							
City of Bemidji Subsidy	0	0	0	350,000	0	350,000	442,558
Property Insurance	0	0	0	-38566	0	-38566	-67527
Adjusted Net Income (Loss)	**($ 147,218)**	**($ 111,726)**	**($ 35,492)**	**($ 321,498)**	**($ 459,397)**	**137,899**	**($ 137,601)**

ASSETS

Current Assets		
Cash	$ 968,699	
Accounts Receivable	287,319	
Prepaid Assets	212,459	
Inventory	74,579	
Total Current Assets		1,543,056
Fixed Assets		
Building	28,681	
Machinery & Equipment	49,088	
Acc. Depreciation	(51,856)	
Total Fixed Assets		25,913
Other Assets		
Other Assets	0	
Deposits	0	
Total Other Assets		0
Total Assets		**$ 1,568,969**

LIABILITIES AND EQUITY

Current Liabilities		
Accounts Payable	$ 273,833	
Working Capital Loan	350,000	
Accrued Expenses	103,221	
Deferred Income	704,729	
Advance Ticket Sales/Deposits	286,246	
Other Current Liabilities	0	
Total Current Liabilities		1,718,029
Equity		
Net Funds Received	0	
Retained Earnings	172,441	
Net Income (Loss)	(321,501)	
Total Equity		(149,060)
Total Liabilities & Equity		**$ 1,568,969**

The Sanford Center
2025
Rolling Forecast

	Year to Date Actual Thru September	Projected October Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	287,475	337,433	624,908	541,183	83,725	15.47%	522,224	102,685	19.66%
Service Income	485,381	231,556	716,937	1,076,938	(360,001)	-33.43%	908,408	(191,475)	-21.08%
Service Expenses	(301,209)	(209,386)	(510,595)	(948,124)	437,529	-46.15%	(806,057)	295,462	-36.66%
Total Direct Event Income	471,647	359,603	831,250	669,997	161,253	24.07%	624,575	206,672	33.09%
Ancillary Income									
F & B Concessions	109,783	139,273	249,056	356,336	(107,280)	-30.11%	438,743	(189,687)	-43.23%
F & B Catering	274,952	158,675	433,627	797,794	(364,167)	-45.65%	279,329	154,293	55.24%
Novelty Sales	807	3,500	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	385,542	301,448	686,990	1,170,680	(483,690)	-41.32%	730,229	(43,244)	-5.92%
Other Event Income									
Luxury Box Ticket Sales	24,356	-	24,356	7,500	16,856	224.75%	68,178	(43,822)	-64.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421	0.00%	12,241	(10,820)	-88.39%
Event Advertising Income	-	15,440	15,440	-	15,440	0.00%	-	15,440	0.00%
Ticket Rebates (Per Event)	8,358	-	8,358	23,080	(14,722)	-63.79%	132,580	(124,222)	-93.70%
Facility Fees	45,948	68,315	114,263	101,277	12,986	12.82%	192,833	(78,569)	-40.74%
Total Other Event Income	80,083	83,755	163,838	131,857	31,981	24.25%	405,832	(241,993)	-59.63%
Total Event Income	937,272	744,806	1,682,078	1,972,534	(290,456)	-14.73%	1,760,636	(78,565)	-4.46%
Other Operating Income	378,176	159,461	537,637	637,403	(99,766)	-15.65%	490,830	46,841	9.54%
Adjusted Gross Income	1,315,448	904,267	2,219,715	2,609,937	(390,222)	-14.95%	2,251,466	(31,724)	-1.41%
Operating Expenses									
Employee Salaries and Wages	918,883	317,534	1,236,417	1,369,148	132,731	9.69%	1,144,135	(92,282)	-8.07%
Benefits	241,651	110,409	352,060	466,519	114,462	24.54%	371,020	18,963	5.11%
Net Employee Wages and Benefits	1,160,534	427,943	1,588,477	1,835,667	247,193	13.47%	1,515,155	(73,320)	-4.84%
General and Administrative	142,462	65,020	207,482	262,610	55,130	20.99%	241,689	34,209	14.15%
Operations	82,971	26,316	109,287	80,100	(29,185)	-36.44%	127,734	18,449	14.44%
Repair & Maintenance	22,009	13,781	35,790	55,434	19,645	35.44%	55,572	19,783	35.60%
Supplies	63,078	27,628	90,706	118,500	27,793	23.45%	49,064	(41,643)	-84.87%
Insurance	82,812	46,125	128,937	160,491	31,554	19.66%	60,996	(67,941)	-111.39%
Utilities	299,045	153,600	452,645	464,400	11,755	2.53%	436,513	(16,132)	-3.70%
SMG Management Fees	95,481	31,827	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,948,392	792,239	2,740,631	3,104,510	(363,879)	11.72%	2,610,948	(129,678)	-4.97%
Net Income (Loss) From Operations	(632,944)	112,028	(520,916)	(494,573)	(26,343)	5.33%	(359,482)	(161,402)	44.90%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	0.00%
Net Income After Other Income (Expenses)	(321,510)	112,028	(209,482)	(494,573)	(353,185)	71.41%	(359,482)	(472,836)	131.53%

CITY COUNCIL AGENDA ITEM

Meeting Date: November 3, 2025
Action Requested: 2025 Business License Approvals
Prepared By: Michelle Miller, City Clerk

Background:
The following have submitted application(s) and paid the applicable fee(s):

Plumbers, $95.00
RED ROCK TRENCHLESS, INC., WITHIN BEMIDJI CITY LIMITS

Massage Establishment, $120.00
ASIAN MASSAGE, 2219 PAUL BUNYAN DR NW, STE 9

Recommendation:
Approve 2025 Business License Submissions.

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Billiards/Pool (per table)			
	CORNER BAR	**602 2ND STREET SE** 1 table	**$20.00**
Cigarette/Tobacco Products			
	CORNER BAR	**602 2ND STREET SE**	**$85.00**
	DOLLAR GENERAL STORE #21383	**903 WASHINGTON AVE S**	**$85.00**
	DOLLAR GENERAL STORE #23743	**2021 DIVISION ST WEST**	**$85.00**
	ORTONS BEMIDJI CENEX	**555 PAUL BUNYAN DR NW**	**$85.00**
	WALGREENS #09633	**421 PAUL BUNYAN DR NW**	**$85.00**
Commercial Solid Waste Collection			
	WASTE MANAGEMENT	**WITHIN BEMIDJI CITY LIMITS** 2018 Mack MRU 613 FEL	**$350.00**
Commercial Solid Waste Collection Add'l Vehicle			
	WASTE MANAGEMENT	**WITHIN BEMIDJI CITY LIMITS** 2008 Mack MRU 613 FEL	**$25.00**
	WASTE MANAGEMENT	**WITHIN BEMIDJI CITY LIMITS** 2020 Peterbilt 567 Roll Off	**$25.00**
	WASTE MANAGEMENT	**WITHIN BEMIDJI CITY LIMITS** 2016 Peterbilt 320 REL	**$25.00**
	WASTE MANAGEMENT	**WITHIN BEMIDJI CITY LIMITS** 2025 Peterbilt 320 ASL	**$25.00**
Dances (other)			
	BEMIDJI CURLING CLUB	**1230 23RD STREET NW**	**$240.00**
Gas Station (per pump)			
	ORTONS BEMIDJI CENEX	**555 PAUL BUNYAN DR NW** 6 pumps	**$210.00**

Type of License	Business Name	Business Location	Fee Paid
Hotel/Motel			
	AMERICINN BY WYNDAM BEMIDJI	1200 PAUL BUNYAN DR NW	$65.00
	DOUBLETREE BY HILTON HOTEL BEMID	115 LAKE SHORE DRIVE NE	$65.00
Massage Therapist			
	LING LING DONG	2219 PAUL BUNYAN DR NW STE 9 Asian Massage	$120.00
	NICHOLE GRUIS	2317 BEMIDJI AVE N Vivaz Medical Spa	$120.00
	RUI QIN JIN	2219 PAUL BUNYAN DR NW STE 9 Asian Massage	$120.00
Plumber			
	DAREN'S PLUMBING & HEATING	WITHIN BEMIDJI CITY LIMITS PM062169	$95.00
	DICK'S PLUMBING & HEATING OF BEMID	WITHIN BEMIDJI CITY LIMITS 058788PM	$95.00
	JUELSON PLUMBING & HEATING INC.	WITHIN BEMIDJI CITY LIMITS 060693PM	$95.00
	PETERSON SHEET METAL, INC.	WITHIN BEMIDJI CITY LIMITS PM0448227	$95.00
	WRIGLEY MECHANICAL, INC.	WITHIN BEMIDJI CITY LIMITS PM038941	$95.00
Restaurant/Food Service			
	APPLEBEE'S NEIGHBORHOOD GRILL & B	1909 PAUL BUNYAN DR NW	$35.00
	ARAMARK (Hobson)	BSU-HOBSON STUDENT UNION	$35.00
	ARAMARK (NW Technical)	NORTHWEST TECHNICAL COLLEG	$35.00
	ARAMARK (Walnut)	BSU - WALNUT HALL	$35.00

Type of License	Business Name	Business Location	Fee Paid
	BOARDWALK	610 LAKE SHORE DR NE	$35.00
	BURGER KING (North)	2575 HANNAH AVE NW	$35.00
	BURGER KING (South)	1000 PAUL BUNYAN DRIVE S.	$35.00
	CORNER BAR	602 2ND STREET SE	$35.00
	DAVE'S PIZZA	422 15TH STREET NW	$35.00
	DOUBLETREE BY HILTON HOTEL BEMID	115 LAKE SHORE DRIVE NE	$35.00
	GREEN MILL BEMIDJI	1025 PAUL BUNYAN DR S	$35.00
	HAPPY BROTHER BUFFET, INC.	2450 PAUL BUNYAN DR NW	$35.00
	HARDEES	205 PAUL BUNYAN DR NW	$35.00
	KENTUCKY FRIED CHICKEN	1210 PAUL BUNYAN DR NE	$35.00
	LITTLE CAESARS PIZZA	1506 PAUL BUNYAN DR NW	$35.00
	MAC N THE BOX	WITHIN BEMIDJI CITY LIMITS	$35.00
	McDONALD'S (North)	1245 PAUL BUNYAN DR NW	$35.00
	McDONALD'S (South)	520 PAUL BUNYAN DR SW	$35.00
	ORTONS BEMIDJI CENEX	555 PAUL BUNYAN DR NW	$35.00
	PIZZA RANCH	1635 PAUL BUNYAN DR NW	$35.00

Type of License	Business Name	Business Location	Fee Paid
	STARBUCKS COFFEE #51756	1811 PAUL BUNYAN DR NW	$35.00
	STARBUCKS COFFEE #81579	202 SHEVLIN AVE SW	$35.00
	TAPATIOS	1204 PAUL BUNYAN DR NW	$35.00
	TARA BEMIDJI	401 BELTRAMI AVE N, SUITE A	$35.00
	TARGET STORE #0657	2100 PAUL BUNYAN DR NW	$35.00
Secondhand Goods Dealer			
	GRANDMA'S ATTIC ANTIQUE MALL	502 3RD STREET NW	$95.00
Tree Service			
	GLEN PROPERTY IMPROVEMENT	WITHIN BEMIDJI CITY LIMITS	$65.00
	LUMBERJACK TREE SERVICE LLC	WITHIN BEMIDJI CITY LIMITS	$65.00
Used Car Lots			
	BEMIDJI CHRYSLER CENTER	755 PAUL BUNYAN DR NW	$65.00

Beer License Renewals - 2026

Second Reading of beer licenses per City Code Sec. 4-44(a).

Business Name	Business Owner	Alcohol	Fee Paid
4TH STREET ARCO	TOOL RENTAL, INC.	Beer - Off Sale	$95.00
BEMIDJI CURLING CLUB	BEMIDJI CURLING CLUB, INC.	Beer - On Sale	$295.00
BOARDWALK	STRASSBURG ENTERPRISES LLC	Beer - On Sale	$295.00
CIRCLE K #2746104	HOLIDAY STATIONSTORES, LLC	Beer - Off Sale	$95.00
CIRCLE K #2746565	HOLIDAY STATIONSTORES, LLC	Beer - Off Sale	$95.00
COUNTRY KITCHEN	POXLEITNER HOSPITALITY LLC	Beer - On Sale	$295.00
DAVE'S PIZZA	DAVE'S PIZZA OF BEMIDJI, INC.	Beer - On Sale	$295.00
GIOVANNI'S PIZZA	GIOVANNI'S PIZZA	Beer - On Sale	$295.00
KEITH'S PIZZA - NORTH	KEITH'S PIZZA INC.	Beer - On Sale	$295.00
KEITH'S PIZZA - SOUTH	KEITH'S PIZZA INC.	Beer - On Sale	$295.00
LUCKY DOGS, LLC	JULIE M. BRANDT	Beer - On Sale	$295.00
LUEKEN'S FOOD & FUEL	LUEKEN'S FOOD STORES, INC.	Beer - Off Sale	$95.00
LUEKEN'S VILLAGE FOODS NORTH	LUEKEN'S FOOD STORES, INC.	Beer - Off Sale	$95.00
LUEKEN'S VILLAGE FOODS SOUTH	LUEKEN'S FOOD STORES, INC.	Beer - Off Sale	$95.00
ORTONS BEMIDJI CENEX	ORTON MOTOR, INC.	Beer - Off Sale	$95.00
SIMONSON MARKET	SIMONSON STATION STORES, INC.	Beer - Off Sale	$95.00
TARA BEMIDJI	TARA BEMIDJI LLC	Beer - On Sale	$295.00
WALMART SUPERCENTER #3233	WALMART INC.	Beer - Off Sale	$95.00

Liquor, Sunday Liquor, Off Sale and Wine Licenses - 2026

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
APPLEBEE'S NEIGHBORHOOD GRILL & BAR	APPLE MINNESOTA LLC		Sunday Liquor	$200.00
APPLEBEE'S NEIGHBORHOOD GRILL & BAR	APPLE MINNESOTA LLC		Liquor	$3,780.00
CORNER BAR	STUBTAYA, INC.	& PATIO AREA	Sunday Liquor	$200.00
CORNER BAR	STUBTAYA, INC.	& PATIO AREA	Liquor	$4,255.00
DAVE'S PIZZA	DAVE'S PIZZA OF BEMIDJI, INC.		Wine	$585.00
GREEN MILL BEMIDJI	LAKESIDE MANAGEMENT, INC.	& PATIO AREA	Sunday Liquor	$200.00
GREEN MILL BEMIDJI	LAKESIDE MANAGEMENT, INC.	& PATIO AREA	Liquor	$3,780.00
TAPATIOS	TAPATIOS, LLC		Sunday Liquor	$200.00
TAPATIOS	TAPATIOS, LLC		Liquor	$3,780.00

CITY COUNCIL AGENDA ITEM

Meeting Date: November 3, 2025
Action Requested: Approve Change Order No. 7 - Wastewater Treatment Facility - Final Clarifier Project - City Project 23-03
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

Attached is Change Order #07 for the construction of the new final clarifier at the wastewater treatment facility. This change order includes one item that came up as part of on-going construction that will slightly increase our overall contract amount.

The change order includes the following items:

1. Splash Wall Correction $4,160.00

Net Change: $4,160.00

A small correction to the elevation of a splash wall within the new final clarifier was required. Staff anticipate this to be the last change order for the project.

Finance

The net amount of the attached change order is an increase of $4,160.00. This change order results in a new contract cost with Rice Lake Construction of $11,633,748.44. EPA federal earmark grant funds are paying for $4,400,000 of the project costs and the remainder of the project costs are being funded by sanitary sewer utility funds.

Recommendation:

It is recommended that the city council pass a motion approving Change Order #7 for the Wastewater Treatment Plant Final Clarifier Project - City Project 23-03

CHANGE ORDER NO.: 007

Owner:	City of Bemdji	Owner's Project No.:	
Engineer:	SEH Inc	Engineer's Project No.:	BEMID 177064
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2406
Project:	Secondary Clarifier Expansion Project		
Contract Name:			
Date Issued:	10/15/2025	Effective Date of Change Order:	11/4/2025

The Contract is modified as follows upon execution of this Change Order:

Description:

Addition of approximately 6.18-inchs to the height of the clarifier splash wall.

Attachments:

RFP 014 - Splash Wall Correction

COP 026 - Splash Wall Correction

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 11,374,600.00	Original Contract Times: Substantial Completion: 403 days Ready for final payment: 585 days
Increase from previously approved Change Orders No. 001 to No. 005: $ 254,988.44	**Increase** from previously approved Change Orders No. 001 to No. 005: Substantial Completion: 136 Ready for final payment: 15
Contract Price prior to this Change Order: $ 11,629,588.44	Contract Times prior to this Change Order: Substantial Completion: 539 Ready for final payment: 600
Increase this Change Order: $ 4,160.00	**Increase** this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: $ 11,633,748.44	Contract Times with all approved Change Orders: Substantial Completion: 539 Ready for final payment: 600

	Recommended by Engineer (if required)	Authorized by Owner
By:	Jessica Hedin	
Print:	Jessica Hedin	Sam Anderson
Title:	Project Manager	Public Works Director/City Engineer
Date:	10/15/2025	
	Authorized by Contractor	**Approved by Funding Agency (if applicable)**
By:		
Print:	Ben Peterson	
Title:	Project Manager	
Date:	10/15/25	

Request for Proposal

RFP-014 Splash Wall Correction

Secondary Clarifier Expansion Project
Bemidji, Minnesota
SEH No. BEMID 177064

TO: Ben Peterson Date: March 28, 2024
Project Manager
Rice Lake Construction Group
22360 County Road 12
Deerwood, MN 56444

Please submit an itemized proposal for changes to the Contract Price and/or Time resulting from proposed modifications to the Contract Documents described below. The proposal should be submitted within ten days to the Engineer.

Description of proposed modifications: (Brief description of changes itemized from attached drawings)
The Contractor is requested to provide a detailed change order proposal for costs associated with

a. Addition of approximately 6.18-inchs to the height of the clarifier splash wall. The 6.18-inches constitutes the elevation needed to:
    a. Raise the clarifier launderer splash wall up from the installed elevation of 1647.69' to the corrected elevation of 1348.20'. The correction allows for installation of the weir plates and anchors as shown in Drawings and reviewed as Shop Drawings.
    b. Utilize the weir plates already procured at the noted V-notch elevation shown in Drawings 06 P313 and 06 P314.
    c. Refer to attached field sketch for installation detail:
        i. Approx 116 10"x10" #4 L bar drilled and epoxy embedded 6-inch deep, 18-inches OC, and ancillary materials.
        ii. One (1) hoop, approx. 173 lnft, #4 horizontal bar, install with minimum 2-inch clearance.
        iii. Approx 2.2 CY 4,000 psi water bearing tank mix, and ancillary form work.

The detailed change order proposal associated with the Work as described above shall be submitted via NewForma.

Provide a breakdown of labor and materials which, at a minimum, distinguish the following tasks:

- Drill and epoxy embedment and L-bar
- Formwork and horizontal bar
- Concrete material and placement
- Concrete conveyance

Attachments:
Field Sketch 4/S301 with Splash Wall Correction Detail

This form requests information only. Authorization to execute the proposed modifications will be given subsequently by Work Change Directive or Change Order.

Requested by: Jessica Hedin
Signature

Jessica Hedin
Printed Name

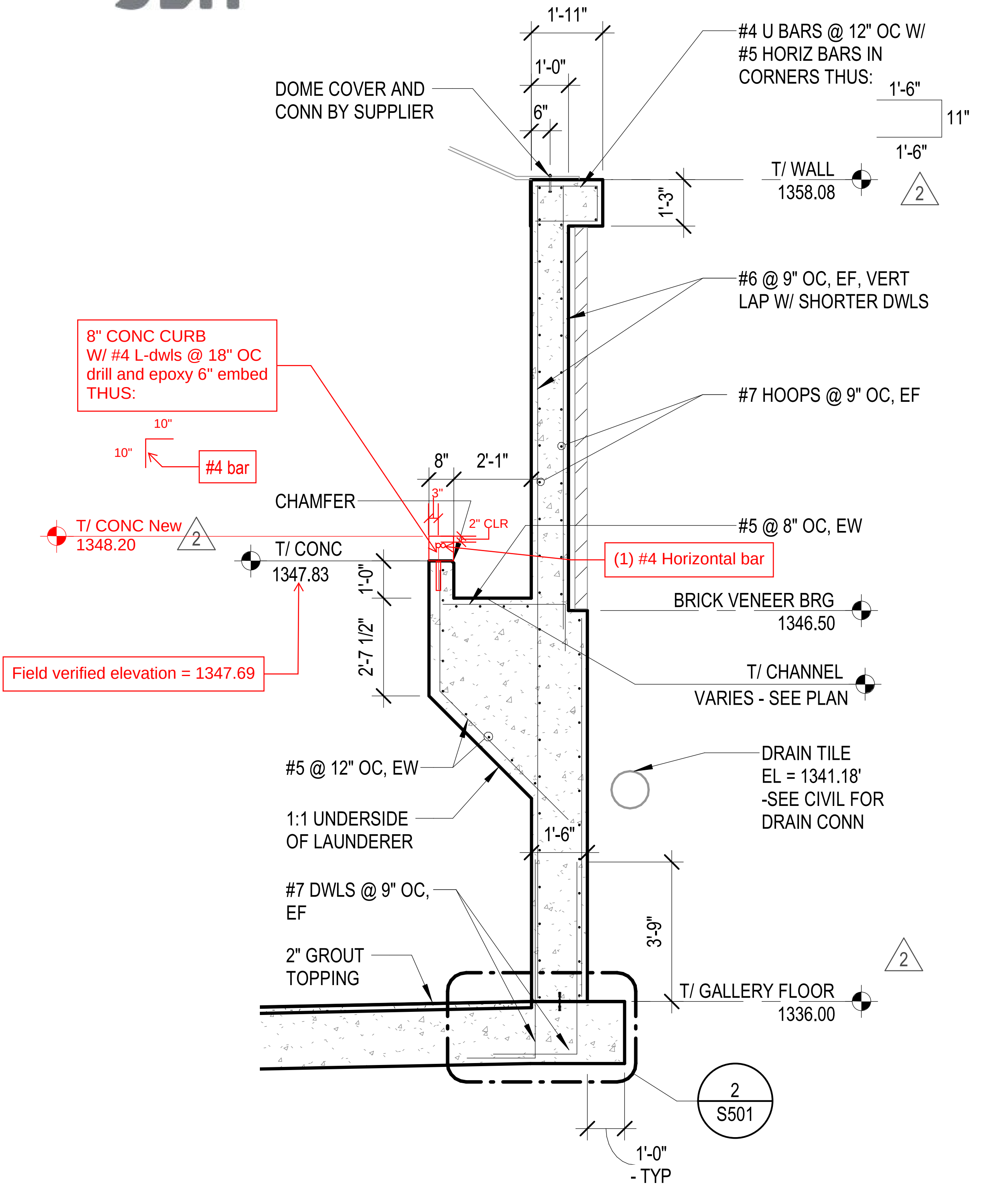
Project Manager
Title

Short Elliott Hendrickson Inc.

c: Posted to Newforma
Eric Miller, SEH Inc.
Chelsea Hernandez, SEH Inc.

x:\ae\b\bemid\177064\7-const-svcs\71-mgmt\51-rfp\rfp 014 - spalsh wall correction\request for proposal_template.docx

RFP 014 - Splash Wall Correction



4
S301

WALL SECTION

1/4" = 1'-0"

22360 County Road 12
PO Box 517
Deerwood, MN 56444
218-546-5519
ricelake.org

DEERWOOD | MONTICELLO

Change Order Proposal #: 19

October 1, 2025

Bemidji Wastewater Treatment Facility
400 Midway Dr S
Bemidji, MN 56601

Re: Bemidji Secondary Clarifier Expansion

Dear SEH:

We propose to provide labor, material, and equipment to add to the elevation of the splash wall described in RFP 14 and negotiations with SEH.

All for the sum of: $4,160.00

Sincerely,
RICE LAKE CONSTRUCTION GROUP

Ben Peterson
Project Manager

A WRG COMPANY
22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #:	24-06
PROJECT NAME:	Bemidji WWTP
DATE:	10/1/2025
COP:	19

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR	EQUIPMENT	LINE
			HOURS	$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL
Splash Wall per negotiations with SEH	1.00	LS		$ -	$0.00	$ -	$0.00	$ -	$ -	$4,160.00
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
				$ -	$0.00	$ -	$0.00	$ -	$ -	$ -
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							$ -
Sales Tax	1.00	ea	8.500%							$ -
		Totals	$ -		$ -		$ -	$ -	$ -	$ 4,160.00

CITY COUNCIL AGENDA ITEM

Meeting Date: November 3, 2025
Action Requested: Approve Guaranteed Defined Benefit Level for Paid On Call Firefighters and Approve Bylaw Amendments for Bemidji Pioneer Volunteer Firefighter Relief Association
Prepared By: Michelle Miller, City Clerk

Background:
On October 15, 2025, the Public Affairs Committee met to discuss the Volunteer Firefighters Relief Association 2025 benefit level and bylaw amendments. Relief Association Trustees present at the meetings fielded questions from committee members.

The Relief Association asked the Public Affairs Committee to consider an increase of the municipal guaranteed benefit level to $11,025 per year of service at 15 years of vesting, effective 1/1/2026 (90% of expected actual 2025 benefit level). Last year, the Relief Association proposed an understanding to set the municipally guaranteed benefit level at 90% of the non-guaranteed benefit level starting in 2025 and beyond. Members felt this would reduce stress and add some predictability for POC firefighters and City Council as well as provide reasonable protection to the municipality. Currently, state law prescribes that the Council and Relief Association would still need to act on this item each year, making it non-binding from year to year.

The Relief Association also presented proposed Bylaw Amendments. The first being a change to the vesting schedule for active members. Currently, it starts at 48% at 7 years and adds 4% per year until a member reaches 20 years. They proposed a change starting at 40% at 5 years and adding 6% per year until a member reaches 15 years. The second change was to allow newly deferred members to earn interest if they have 10 years of active service instead of 12 years (this would not be retro to already deferred members).

Members of the Public Affairs Committee unanimously recommended approval of the guaranteed defined benefit level to $11,025 per year of service at 15 years of vesting, effective 1/1/2026 and approved the bylaw amendments as presented.

Recommendation:
Approved guaranteed benefit level to $11,025 per year of service at 15 years of vesting, effective 1/1/2026 and approve Bylaw Amendments presented above for Bemidji Pioneer Firefighter Relief Association.

Bemidji Pioneer Firefighter Relief Association
Meeting request with City of Bemidji Public Affairs Committee
Prepared - 10/15/2025

Meeting Date: 10/20/2025
____p.m. @ City Hall.

Meeting Agenda item

Request for the City Council to consider increasing the guaranteed defined benefit level of City of Bemidji paid-on-call firefighters from $9,900 to $11,025 per year of service at 15 years of vesting effective 1/1/2026.

Proposed Bylaw amendments listed below also need municipal approval:

1. Changing the vesting schedule for active members
    1. Currently starts at 48% at 7 years and adds 4% per year until you reach 20 years.
    2. Proposed starting at 40% at 5 years and adding 6% per year until you reach 15 years.
2. Changing so newly deferred members earn interest if they have 10 years of active service instead of 12 years (not retro to already deferred members).

Additional Background

The Relief Association manages the pension benefit for POC firefighters but needs municipal approval to increase the guaranteed defined benefit level. Based on our December 31, 2024 opinion from Miller McDonald, the fund is estimated to be 137% overfunded vs liabilities on the current non-guaranteed $11,000 benefit level and 148% overfunded at the current municipally guaranteed benefit level of $9,900.

Local Bemidji POC firefighters are offered a non-guaranteed benefit level of $11,000. The membership of the Relief Association will be meeting on November 11, 2025 to potentially ratify several motions that have so far been approved by the trustees of the Association:

1. An increase of the non-guaranteed benefit level from $11,000 to $12,250 per year of service, effective 12/31/25
2. An increase of the municipally guaranteed benefit level from $9,900 to $11,025 per year of service, effective 1/1/2026; this is 90% of the non-guaranteed rate. (Requires municipal approval)
3. Changing the vesting schedule from starting at 48% at 7 years to 40% at 5 years and then increasing at 6% per year until a firefighter reaches 15 years of active service, effective 1/1/2026. (requires municipal approval)
4. Changing so that newly deferred members will receive interest on their funds if they have 10 years of service instead of 12 years of service, effective 1/1/2026. (requires municipal approval)
5. Changing the start time of our trustee meetings as defined in our bylaws.

The Association does not need municipal approval to increase this non-guaranteed level as long as we follow certain statutory standards, auditory standards and the MN Office of State Auditor standards, which we have done since 2017. MN OSA monitors this compliance annually. Prior to 2017 there was only the guaranteed benefit level.

Over the last 6 years the municipality has increased our guaranteed benefit level by 7,7,3,3,3 and 15% percentage points. State law does describe that in most situations any increase approved by the Council is permanent if also ratified by the Relief Association. Last year, the Relief Association proposed an understanding to set the municipally guaranteed benefit level at 90% of the non-guaranteed benefit level starting in 2025 and beyond. We feel this will reduce stress and add some predictability for POC firefighters and City Council as well as provide reasonable protection to the municipality. Currently state law prescribes that the Council and Relief Association would still need to act on this item each year, making it non-binding from year to year.

Respectfully submitted on behalf of the Trustees of the Relief Association,

Bemidji Pioneer Firefighter Relief Association
Board of Trustee's

FLAHERTY | HOOD P.A.

To: City of Bemidji City Council

From: Chad H. Arnesen, Senior Attorney
Brandon M. Fitzsimmons, Shareholder Attorney

Date: October 30, 2025

Re: City Manager Employment Agreement and Process for Annual Performance Evaluation

- -

The City of Bemidji City Council approved a motion at its May 19, 2025 regular council meeting, that Mayor Jorge Prince and Council Members Emelie Rivera and Lynn Eaton are designated to work with Flaherty & Hood, P.A. to: (1) make certain amendments to City Manger Richard Spiczka's Employment Agreement increasing the Termination Benefits under the agreement from four to six months, and (2) consider making certain amendments to the City's "Process for City of Bemidji City Manager Performance Evaluation" approved December 18, 2023. At that same meeting, the Mayor read the summary of conclusions of City Manager Spiczka's performance evaluation of May 12, 2025, and approved an increase to City Manager Spiczka's salary. Council Member Rivera was inadvertently not provided initial draft copies of the proposed amendments until August 8, 2025, requiring additional time to allow Council Member Rivera to review the proposed amendments prior to presenting to Council.

At its November 3, 2025 regular council meeting, the following will be agenda items consistent with the above-motions:

1. Memorandum of Agreement regarding City Manager Termination Benefits Amendment

2. Amended City of Bemidji City Manager Annual Performance Evaluation Process

The above-documents are attached to this memorandum.

If the City Council desires to approve both of these documents, it can simply duly approve a motion approving these documents for the respective agenda item.

Attchmts.

City of Bemidji Memorandum of Agreement re: Termination Benefits Amendment
Process for City of Bemidji City Manager Annual Performance Evaluation - Revisions
Process for City of Bemidji City Manager Annual Performance Evaluation - Clean

525 Park Street | Suite 470 | St. Paul, MN 55103 | 651-225-8840 | Fax 651-225-9088 | FH@flaherty-hood.com

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between City of Bemidji, Minnesota ("Employer") and Richard Spiczka ("Employee").

WHEREAS, the Employee is employed by Employer as City Manager;

WHEREAS, Employer and Employee are parties to an employment agreement as of December 5, 2023 (hereinafter "Employment Agreement");

WHEREAS, the parties desire to amend the termination benefits lump sum payment in paragraph 18 in the Employment Agreement; and

WHEREAS, Employer and Employee desire to memorialize their agreement related to this item.

NOW, THEREFORE, the parties agree as follows:

Article 1. Amendment to Employment Agreement

18. Termination Benefits of the Employment Agreement is hereby amended to read in its entirety as follows:

> **TERMINATION BENEFITS.** If Employee is terminated by Employer during a time when Employee is willing and able to perform the duties of City Manager, then Employer agrees to pay Employee, at the time of receipt of his or her last pay check, a lump sum cash payment equal to six (6) months' salary and to continue to provide and pay for six (6) months for health benefits following termination (collectively, "termination benefits"). Payment of accrued paid PTO leave at the time of separation will be paid to employee as provided to and under the same conditions as all other non-union employees.
>
> Employer will not pay the termination benefits if Employee is terminated because of (1) his or her malfeasance in office, (2) gross misconduct, (3) conviction of a crime resulting from his or her employment with Employer, (4) conviction for an illegal act involving personal gain to Employee, (5) Employee's breach of any material obligations under this Agreement or any other agreement with Employer, (6) Employee's willful and/or repeated failure or refusal to perform or observe Employee's duties, responsibilities and obligations to Employer, (7) Employee's use of alcohol or other drugs in a manner which affects the performance of Employee's duties, responsibilities and obligations to Employer, (8) conviction of Employee, or plea of *nolo contendere*, for a felony or of any crime involving theft, mismanagement, fraud or moral turpitude, or (9) commission by Employee of any other willful or intentional act which could reasonably be expected to injure the reputation of Employer and/or Employee.
>
> If Employer, at any time during the employment term, reduces the salary or other financial benefits of Employee by a greater percentage than an across-the-board

reduction for all non-union employees; refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee that Employer has not complied with; or formally suggests as authorized by the City Council that Employee resign and Employee does resign, then Employee may, at his or her option as specified in writing to Employer, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee will be entitled to receive termination benefits and payment of PTO as provided to and under the same conditions as all other non-union employees.

If Employee is unable to perform his or her duties and responsibilities for an extended period of not less than 3 months due to illness, injury, or other cause beyond the ability of Employee to correct, the Employer may, but is not required to, pay termination benefits.

If Employee voluntarily resigns his or her position with Employer, unless otherwise expressly provided herein, then Employer will not pay termination benefits to Employee, except for payment of paid PTO as provided to and under the same conditions as all other non-union employees.

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, or past practice. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 4. Amendment, Modification, or Termination

This MOA or any of its terms may only be amended, modified, or terminated by a written instrument that: (1) expressly states it is amending, modifying, or terminating the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 5. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this Agreement is voluntarily entered into by all parties hereto as the result of arm’s-length negotiations during which all such parties were represented.

Article 6. Effective Date

This MOA is effective the latest date affixed to the signatures hereto.

IN WITNESS HEREOF, the parties hereto have executed this MOA on the latest date affixed to the signatures below.

CITY OF BEMIDJI

By ___________________________________
Mayor

By ___________________________________
City Clerk

Date: ____________________

RICHARD SPICZKA

____

Date: ____________________

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116

Phone 218-759-3560 ● Fax 218-759-3590

Amended Process for City of Bemidji City Manager Annual Performance Evaluation

Summary of evaluation process for City Manager for City of Bemidji (City):

1. Annually, at a January Regular City Council Meeting, Mayor appoints, subject to City Council approval, the City Manager Annual Performance Evaluation designees.

2. From 14 to 28 days before the annual performance evaluation process will begin, City Manager Performance Evaluation designees, legal counsel, and City Manager will consult about the process, as laid out below herein, which will be communicated to the City Council.

~~1.~~3. Flaherty & Hood, P.A., another third-party, or an in-house designee submits to: (a) City Council members; (b) City Manager; and (c) City Department Heads and three randomly selected City employees,[1] three separate Performance Evaluation Review forms through Google Forms.

    a. One form for City Council members for completion.

    b. One form for City Manager for completion.[2]

    c. One form for City Department Heads and three randomly selected City employees (i.e., 360-Review Form).[3]

~~2.~~4. City Council members, City Manager, City Department Heads, and the three randomly selected City employees individually complete the Performance Evaluation Review form no later than a week prior to the next City Council meeting.

    a. City Council members to consider the City Manager's job description in evaluating the performance of the City Manager.

    b. The identity of the individual completing the form will be anonymous.

---

[1] Flaherty & Hood, P.A., another third-party, or an in-house designee can develop a system to randomly select the three City employees.

[2] The questions on the City Manager review form are the same questions from the City Council review form. A copy of the questions and the rating rubric can be found on page 4 and 5 of this document.

[3] The questions on the 360-Review form contain some questions from the City Council review form and some additional questions. A copy of the questions and the rating rubric can be found on page 6 and 7 of this document.

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116
Phone 218-759-3560 ● Fax 218-759-3590

c. The completed forms are private personnel data on City Manager under Minn. Stat. sec. 13.43, subd. 4, which means they are not accessible to the public but are accessible to the City Manager if they make a valid data request.

~~3.~~5. Flaherty & Hood, P.A., another third-party, or an in-house designee drafts aggregate evaluation responses received from all individual responses and submits such to City Council, City Manager, and appropriate administrative staff at least three days prior to the next City Council meeting.

a. This data is also private personnel data on City Manager under Minn. Stat. sec. 13.43, subd. 4, which means they are not accessible to the public but are accessible to the City Manager and the City Council members.

~~4.~~6. On the date of the City Council meeting, the City Council will discuss with City Manager the aggregate review responses, their responses, their individual responses if they wish, City Manager's comments, and/or any other comments City Council members have.

a. The meeting will be closed and electronically recorded, unless the City Manager requests that it be open under Minn. Stat. sec. 13d.05, subd. 3(a).

b. The meeting can proceed as follows:

i. City Council discuss evaluation process without City Manager in attendance, or at minimum, not participating

ii. With City Manager in attendance, City Council chairperson simply reference or summarize the aggregate review responses and then allow each City Council member to state anything they wish about their evaluation of City Manager.

iii. City Manager comment as they wish on statements on the review responses and statements from City Council Members.

iv. City Council chairperson ask City Manager to state goals for upcoming year and then allow City Council members to respond on goals and reach concurrence on such goals.

v. Without City Manager in attendance, City Council chairperson solicit feedback on the summary of conclusions and then City Council chairperson ask each member to state their concurrence or not with such conclusions.

c. Flaherty & Hood, P.A., another third-party, or in-house designee draft summary of conclusions to City Manager in writing during or shortly after meeting.

d. Evaluation of the City Manager generally incudes the intertwined issue of ratings and comments on specific area of the City Manager's job, goals, application of the employment agreement, and salary change.

   i. Though the City Council can reference and discuss a potential salary change or adjustment as part of the performance evaluation (e.g., City Council is discussing the adequacy of performance in order to receive a salary increase), it should not negotiate such a change or otherwise make any decision on such a change outside an open meeting based on Minnesota Department of Administration, Data Practices Office (DPO), Advisory Opinion 15-002 stating:

      The Open Meeting Law does not contain a provision allowing public bodies to close meetings for general personnel reasons; meetings can only be closed in the specific circumstances described in section 13D.05 or by other statutes. As discussed in Issue 1, a performance evaluation may naturally include references to "compensation and prospective extension of [an] employment agreement." However, once a public body has determined that the employee will remain employed with a possible change in pay based on his performance, and the discussion logically turns to the specifics about the employment agreement, the City Council is no longer evaluating the performance of an individual per section 13D.05, subdivision 3(a). In these circumstances, contract negotiations must be done in an open meeting.

~~5.~~7. At the next open meeting following the closed session, the City Council:

a. Summarizes its conclusions regarding the evaluation under Minn. Stat. sec. 13D.05, subd. 3(a) and take action on any salary change.

   i. The City Council chairperson typically reads a statement summarizing the conclusions from the meeting.

   ii. ~~The Minnesota Department of Administration Data Practices Office~~DPO opined in Advisory Opinion 02-021 as follows related to the summary:

      Clearly, the language of the Open Meeting Law indicates that the City Council ought to summarize each salient point of the evaluation so that the public is given the opportunity to get the best possible sense of the performance - good, bad, or indifferent - of the public employee.

b. Take a motion and vote for any salary increase.

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116
Phone 218-759-3560 ● Fax 218-759-3590

City of Bemidji Evaluation Rubric

City Manager Performance Evaluation Review (*Form for City Council and City Manager*)

Ratings

Use this rating key for the following evaluation below:

1 = Unsatisfactory Performance
Does not perform required tasks. Requires constant supervision.
2 = Not Meeting Expectations
Needs improvement in quality of work. Completes tasks, but not on time.
3 = Meets Expectations
Meets basic requirements. Tasks are completed on time.
4 = Exceeds Requirements
Goes above and beyond expectations.
5 = Exceptional Performance
Always gets results far beyond what is required.

Questions

Rating Questions

Question 1: Achieves Set Objectives
Question 2: Open to Constructive Criticism
Question 3: Demonstrates Required Job Skills and Knowledge
Question 4: Demonstrates Effective Management and Leadership
Question 5: Completes All Assigned Responsibilities
Question 6: Meets Attendance Requirements
Question 7: Ability to Work with Staff
Question 8: Ability to Work with the Public (e.g., has developed positive relationships, communicates effectively, etc.)
Question 9: Recognizes Potential Problems and Develops Solutions
Question 10: Demonstrates Problem Solving Skills
Question 11: Offers Constructive Suggestions for Improvement
Question 12: Generates Creative Ideas and Solutions

Question 13: Provides Alternative When Making Recommendations

Question 14: Conducts Work in an Ethical Manner

Narrative Questions

Question 15: What are three goals you would like the City Manager to achieve for the next year? How will the City Manager meet them?

Question 16: What does the City Manager do well?

Question 17: What could the City Manager do better?

Question 18: Is there any training or resources the City Manager needs in order to be able to perform the City Manager job better?

Question 19: What can the City Council or the City do that will improve service to our customers?

Question 20: What ideas for improvements do you see that would help the City Manager be more effective or efficient in the City Manager's work?

Rating Questions Related to Whether City Manager Met Prior Year's Goals

Question 21: [Rating Question on Goal 1 (e.g., if previous year's goal is to communicate more effectively with the public, rating question can be, "City Manager's Ability to Communicate Effectively with the Public")]

Question 22: [Rating Question on Goal 2]

Question 23: [Rating Question on Goal 3]

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116
Phone 218-759-3560 ● Fax 218-759-3590

City of Bemidji Evaluation Rubric

City Manager Performance Evaluation Review (*360-Review Form*)

Ratings

Use this rating key for the following evaluation below:

1 = Unsatisfactory Performance
Does not perform required tasks. Requires constant supervision.
2 = Not Meeting Expectations
Needs improvement in quality of work. Completes tasks, but not on time.
3 = Meets Expectations
Meets basic requirements. Tasks are completed on time.
4 = Exceeds Requirements
Goes above and beyond expectations.
5 = Exceptional Performance
Always gets results far beyond what is required.

Questions

Rating Questions

Question 1: Open to Constructive Criticism
Question 2: Demonstrates Required Job Skills and Knowledge
Question 3: Demonstrates Effective Management and Leadership
Question 4: Communicates Effectively with Others
Question 5: Ability to Work with Staff
Question 6: Recognizes Potential Problems and Develops Solutions
Question 7: Demonstrates Problem Solving Skills
Question 8: Offers Constructive Suggestions for Improvement
Question 9: Generates Creative Ideas and Solutions
Question 10: Provides Alternative When Making Recommendations
Question 11: Conducts Work in an Ethical Manner
Question 12: Understands Departmental Needs and Goals

Narrative Questions

Question 13: What does the City Manager do well?

Question 14: What could the City Manager do better?

Question 15: What ideas for improvements do you see that would help the City Manager be more effective or efficient in the City Manager's work?

Question 16: What are three goals you would like the City Manager to achieve for the next year? How will the City Manager meet them?

Rating Questions Related to Whether City Manager Met Prior Year's Goals

Question 17: [Rating Question on Goal 1 (e.g., if previous year's goal is to communicate more effectively with the public, rating question can be, "City Manager's Ability to Communicate Effectively with Staff")]

Question 18: [Rating Question on Goal 2]

Question 219: [Rating Question on Goal 3]

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116

Phone 218-759-3560 ● Fax 218-759-3590

Amended Process for City of Bemidji City Manager Annual Performance Evaluation

Summary of evaluation process for City Manager for City of Bemidji (City):

1. Annually, at a January Regular City Council Meeting, Mayor appoints, subject to City Council approval, the City Manager Annual Performance Evaluation designees.

2. From 14 to 28 days before the annual performance evaluation process will begin, City Manager Performance Evaluation designees, legal counsel, and City Manager will consult about the process, as laid out below herein, which will be communicated to the City Council.

3. Flaherty & Hood, P.A., another third-party, or an in-house designee submits to: (a) City Council members; (b) City Manager; and (c) City Department Heads and three randomly selected City employees,[1] three separate Performance Evaluation Review forms through Google Forms.

    a. One form for City Council members for completion.

    b. One form for City Manager for completion.[2]

    c. One form for City Department Heads and three randomly selected City employees (i.e., 360-Review Form).[3]

4. City Council members, City Manager, City Department Heads, and the three randomly selected City employees individually complete the Performance Evaluation Review form no later than a week prior to the next City Council meeting.

    a. City Council members to consider the City Manager's job description in evaluating the performance of the City Manager.

    b. The identity of the individual completing the form will be anonymous.

[1] Flaherty & Hood, P.A., another third-party, or an in-house designee can develop a system to randomly select the three City employees.
[2] The questions on the City Manager review form are the same questions from the City Council review form. A copy of the questions and the rating rubric can be found on page 4 and 5 of this document.
[3] The questions on the 360-Review form contain some questions from the City Council review form and some additional questions. A copy of the questions and the rating rubric can be found on page 6 and 7 of this document.

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116

Phone 218-759-3560 ● Fax 218-759-3590

c. The completed forms are private personnel data on City Manager under Minn. Stat. sec. 13.43, subd. 4, which means they are not accessible to the public but are accessible to the City Manager if they make a valid data request.

5. Flaherty & Hood, P.A., another third-party, or an in-house designee drafts aggregate evaluation responses received from all individual responses and submits such to City Council, City Manager, and appropriate administrative staff at least three days prior to the next City Council meeting.

   a. This data is also private personnel data on City Manager under Minn. Stat. sec. 13.43, subd. 4, which means they are not accessible to the public but are accessible to the City Manager and the City Council members.

6. On the date of the City Council meeting, the City Council will discuss with City Manager the aggregate review responses, their responses, their individual responses if they wish, City Manager's comments, and/or any other comments City Council members have.

   a. The meeting will be closed and electronically recorded, unless the City Manager requests that it be open under Minn. Stat. sec. 13d.05, subd. 3(a).

   b. The meeting can proceed as follows:

      i. City Council discuss evaluation process without City Manager in attendance, or at minimum, not participating

      ii. With City Manager in attendance, City Council chairperson simply reference or summarize the aggregate review responses and then allow each City Council member to state anything they wish about their evaluation of City Manager.

      iii. City Manager comment as they wish on statements on the review responses and statements from City Council Members.

      iv. City Council chairperson ask City Manager to state goals for upcoming year and then allow City Council members to respond on goals and reach concurrence on such goals.

      v. Without City Manager in attendance, City Council chairperson solicit feedback on the summary of conclusions and then City Council chairperson ask each member to state their concurrence or not with such conclusions.

   c. Flaherty & Hood, P.A., another third-party, or in-house designee draft summary of conclusions to City Manager in writing during or shortly after meeting.

d. Evaluation of the City Manager generally incudes the intertwined issue of ratings and comments on specific area of the City Manager's job, goals, application of the employment agreement, and salary change.

   i. Though the City Council can reference and discuss a potential salary change or adjustment as part of the performance evaluation (e.g., City Council is discussing the adequacy of performance in order to receive a salary increase), it should not negotiate such a change or otherwise make any decision on such a change outside an open meeting based on Minnesota Department of Administration, Data Practices Office (DPO), Advisory Opinion 15-002 stating:

   The Open Meeting Law does not contain a provision allowing public bodies to close meetings for general personnel reasons; meetings can only be closed in the specific circumstances described in section 13D.05 or by other statutes. As discussed in Issue 1, a performance evaluation may naturally include references to "compensation and prospective extension of [an] employment agreement." However, once a public body has determined that the employee will remain employed with a possible change in pay based on his performance, and the discussion logically turns to the specifics about the employment agreement, the City Council is no longer evaluating the performance of an individual per section 13D.05, subdivision 3(a). In these circumstances, contract negotiations must be done in an open meeting.

7. At the next open meeting following the closed session, the City Council:

   a. Summarizes its conclusions regarding the evaluation under Minn. Stat. sec. 13D.05, subd. 3(a) and take action on any salary change.

      i. The City Council chairperson typically reads a statement summarizing the conclusions from the meeting.

      ii. DPO opined in Advisory Opinion 02-021 as follows related to the summary:

      Clearly, the language of the Open Meeting Law indicates that the City Council ought to summarize each salient point of the evaluation so that the public is given the opportunity to get the best possible sense of the performance - good, bad, or indifferent - of the public employee.

   b. Take a motion and vote for any salary increase.

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116
Phone 218-759-3560 ● Fax 218-759-3590

City of Bemidji Evaluation Rubric

City Manager Performance Evaluation Review (*Form for City Council and City Manager*)

Ratings

Use this rating key for the following evaluation below:

1 = Unsatisfactory Performance
Does not perform required tasks. Requires constant supervision.
2 = Not Meeting Expectations
Needs improvement in quality of work. Completes tasks, but not on time.
3 = Meets Expectations
Meets basic requirements. Tasks are completed on time.
4 = Exceeds Requirements
Goes above and beyond expectations.
5 = Exceptional Performance
Always gets results far beyond what is required.

Questions

Rating Questions

Question 1: Achieves Set Objectives
Question 2: Open to Constructive Criticism
Question 3: Demonstrates Required Job Skills and Knowledge
Question 4: Demonstrates Effective Management and Leadership
Question 5: Completes All Assigned Responsibilities
Question 6: Meets Attendance Requirements
Question 7: Ability to Work with Staff
Question 8: Ability to Work with the Public (e.g., has developed positive relationships, communicates effectively, etc.)
Question 9: Recognizes Potential Problems and Develops Solutions
Question 10: Demonstrates Problem Solving Skills
Question 11: Offers Constructive Suggestions for Improvement
Question 12: Generates Creative Ideas and Solutions

Question 13: Provides Alternative When Making Recommendations

Question 14: Conducts Work in an Ethical Manner

Narrative Questions

Question 15: What are three goals you would like the City Manager to achieve for the next year? How will the City Manager meet them?

Question 16: What does the City Manager do well?

Question 17: What could the City Manager do better?

Question 18: Is there any training or resources the City Manager needs in order to be able to perform the City Manager job better?

Question 19: What can the City Council or the City do that will improve service to our customers?

Question 20: What ideas for improvements do you see that would help the City Manager be more effective or efficient in the City Manager's work?

Rating Questions Related to Whether City Manager Met Prior Year's Goals

Question 21: [Rating Question on Goal 1 (e.g., if previous year's goal is to communicate more effectively with the public, rating question can be, "City Manager's Ability to Communicate Effectively with the Public")]

Question 22: [Rating Question on Goal 2]

Question 23: [Rating Question on Goal 3]

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116
Phone 218-759-3560 ● Fax 218-759-3590

City of Bemidji Evaluation Rubric

City Manager Performance Evaluation Review (*360-Review Form*)

Ratings

Use this rating key for the following evaluation below:

1 = Unsatisfactory Performance
Does not perform required tasks. Requires constant supervision.
2 = Not Meeting Expectations
Needs improvement in quality of work. Completes tasks, but not on time.
3 = Meets Expectations
Meets basic requirements. Tasks are completed on time.
4 = Exceeds Requirements
Goes above and beyond expectations.
5 = Exceptional Performance
Always gets results far beyond what is required.

Questions

Rating Questions

Question 1: Open to Constructive Criticism
Question 2: Demonstrates Required Job Skills and Knowledge
Question 3: Demonstrates Effective Management and Leadership
Question 4: Communicates Effectively with Others
Question 5: Ability to Work with Staff
Question 6: Recognizes Potential Problems and Develops Solutions
Question 7: Demonstrates Problem Solving Skills
Question 8: Offers Constructive Suggestions for Improvement
Question 9: Generates Creative Ideas and Solutions
Question 10: Provides Alternative When Making Recommendations
Question 11: Conducts Work in an Ethical Manner
Question 12: Understands Departmental Needs and Goals

Bemidji City Hall ● 317 4th Street NW Bemidji, Minnesota 56601-3116

Phone 218-759-3560 ● Fax 218-759-3590

Narrative Questions

Question 13: What does the City Manager do well?

Question 14: What could the City Manager do better?

Question 15: What ideas for improvements do you see that would help the City Manager be more effective or efficient in the City Manager's work?

Question 16: What are three goals you would like the City Manager to achieve for the next year? How will the City Manager meet them?

Rating Questions Related to Whether City Manager Met Prior Year's Goals

Question 17: [Rating Question on Goal 1 (e.g., if previous year's goal is to communicate more effectively with the public, rating question can be, "City Manager's Ability to Communicate Effectively with Staff")]

Question 18: [Rating Question on Goal 2]

Question 219: [Rating Question on Goal 3]

RESOLUTION NO.__

A RESOLUTION OF THE BEMIDJI CITY COUNCIL AMENDING AND DIRECTING LEGAL COUNSEL TO CORRECT LEGAL DESCRIPTIONS ATTACHED TO CITY OF BEMIDJI RESOLUTION 6621

WHEREAS, The City of Bemidji (hereinafter the "Bemidji" or the "City"), Beltrami County, Minnesota, on May 19, 2025, adopted Resolution 6621, Petitioning the agency then known as Minnesota Office of Administrative Hearings (now known as the Court of Administrative hearings) for annexation of certain property located in Northern Township (the "Subject Area") pursuant to Minn. Stat. 414.031; and

WHEREAS, the legal description attached to City Resolution 6621 as Exhibit A contains inadvertent errors describing the Subject Area proposed for annexation, while the original legal description does encompass the entire lakeshore around Lake Bemidji, it failed to include the property comprising Lake Bemidji itself; and

WHEREAS, Northern Township has further petitioned the Court of Administrative Hearings ("CAH") seeking to incorporate as a City, and has included the property comprising Lake Bemidji, in addition to the adjacent shoreland, into its proposed area for incorporation; and

WHEREAS, the City and Northern Township have recently completed two weeks of evidentiary testimony with the Court of Administrative hearings in a consolidated municipal boundary adjustment case identified by CAH docket numbers: 71-0330-40896 and 71-0330-40846, and the purpose of this Resolution is to amend the legal description of the Subject Property proposed to be annexed by the City before post-hearing briefs are submitted and an final order is issued; and

WHEREAS, the City is amending the legal description of the Subject Property proposed to be annexed by the City in order to avoid an absurd result where both the City and Northern Township's petitions are approved and ordered by the Court of Administrative Hearings, which could result in the lake shore properties being annexed into the City, but the property comprising Lake Bemidji being incorporated into a new City of Northern.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The legal description for the Subject Area proposed for annexation in City Resolution 6621 as contained in Exhibits A and B thereto is hereby amended as follows: Exhibits A and B in Resolution 6621 are hereby deleted in their entirety, and replaced with Exhibits A-1 and B-1, as attached to this Resolution and incorporated herein by reference.

2. City staff and legal counsel are hereby authorized and directed to replace the previous Exhibits A and B to Resolution 6621 with the updated exhibits referenced above, and file them with the Court of Administrative Hearings, Municipal Boundary Adjustment Unit.

The foregoing resolution was offered by Councilmember _____________, and upon 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

EXHIBIT A-1

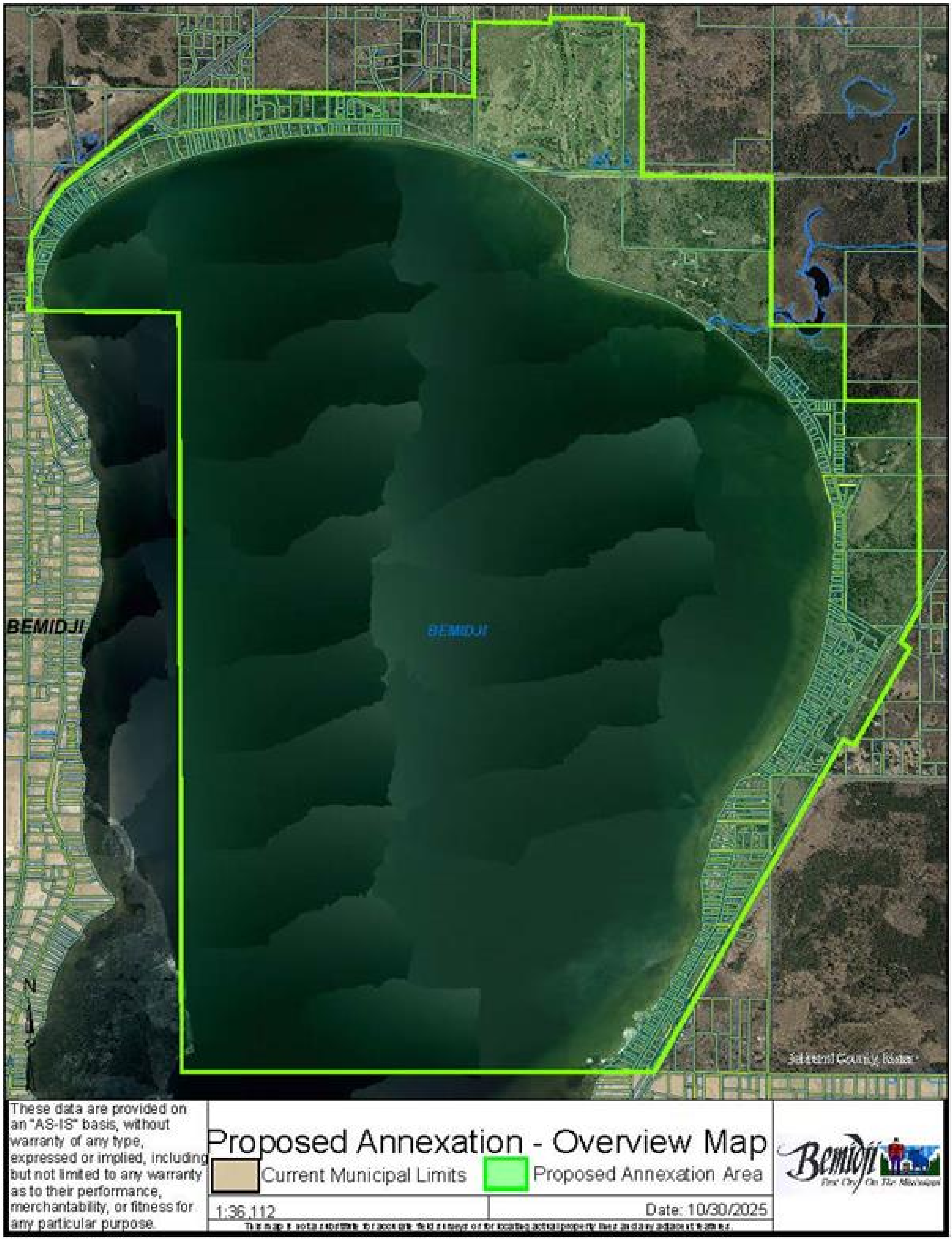
Legal Description of Subject Area

All that part of Government Lot 2, Section 21, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying easterly of the North-South Quarter line of said Section 21;
AND,
All that part of Government Lot 1, Section 21, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying southeasterly of the centerline of Bemidji Rd NE (former U. S. Highway No. 71), as laid out and established according to Final Certificate recorded In Misc. Record 20 of Deeds on page 261;
AND,
All those parts of the Southwest Quarter of the Southeast Quarter and Government Lot 1, all in Section 16, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying southeasterly of the centerline of Bemidji Rd NE (former U. S. Highway No. 71), as laid out and established according to Final Certificate recorded In Misc. Record 20 of Deeds on page 261;
AND,
Government Lots 1, 2, 3, and 4, all in Section 15, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
The South 100 feet of the Southeast Quarter of the Northwest Quarter and the South 100 feet of the West 80 feet of the Southwest Quarter of the Northeast Quarter, all in Section 14, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
The Northwest Quarter of the Southwest Quarter, the Northeast Quarter of the Southwest Quarter, the Southeast Quarter of the Southwest Quarter, Government Lot 1, and the West 20 rods of the Southeast Quarter, all in Section 14, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
Government Lots 1, 2, and 3, and the North Half of the Northeast Quarter, all in Section 23, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
The Southeast Quarter of the Southwest Quarter and Government Lots 5 and 6, all in Section 24, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
Government Lot 1, Section 25, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
All those parts of Government Lots 2, 3, and 4, and the Southeast Quarter of the Southwest Quarter, all in Section 25, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying northwesterly of the easterly line of the former Burlington Northern Railroad Company's right of way, as described by Quitclaim Deed conveyance to the State of Minnesota recorded in the Office of the Beltrami County Recorder by Document No. 333403;
AND,
Government Lot 1, Section 26, Township 147 North, Range 33 West, Beltrami County, Minnesota;

AND,
Government Lot 1, Section 35, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
All those parts of Government Lots 2, 3, and 4, and the Southeast Quarter of the Southeast Quarter, all in Section 35, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying northwesterly of the easterly line of the former Burlington Northern Railroad Company's right of way, as described by Quitclaim Deed conveyance to the State of Minnesota recorded in the Office of the Beltrami County Recorder by Document No. 333403;
AND,
All those parts of the Northwest Quarter of the Northwest Quarter and the Southwest Quarter of the Northwest Quarter, all in Section 36, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying northwesterly of the easterly line of the land conveyed to the State of Minnesota by Quit Claim Deed recorded in the Office of the Beltrami County Recorder by Document No. 333403;
AND,
All of Sections 22, 27, and 34, Township 147 North, Range 33 West, Beltrami County, Minnesota;
AND,
All those parts of Sections 16, 15, 14, 23, 24, 25, 26, and 35, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying lakeward of the shoreline of Lake Bemidji;
AND,
All that part of the Northeast Quarter of Section 21, Township 147 North, Range 33 West, Beltrami County, Minnesota, lying lakeward of the shoreline of Lake Bemidji.

EXHIBIT B-1

Depiction of Subject Area



RESOLUTION NO.

APPROVING MINNESOTA GAMBLING PREMISES PERMIT FOR LAWFUL GAMBLING TO BEMIDJI YOUTH HOCKEY LOCATED AT BUFFALO WILD WINGS

WHEREAS, Bemidji Youth Hockey, has submitted an application to the City of Bemidji requesting approval of a Minnesota Gambling Premises Permit application located at Buffalo Wild Wings, 225 Paul Bunyan Dr NW, Bemidji; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

WHEREAS, the City Council has expressed no opposition which would prohibit such activity at the premises noted above.

NOW THEREFORE, BE IT RESOLVED, that the City of Bemidji approves the Gambling Premises Permit application for Bemidji Youth Hocke, located at Buffalo Wild Wings, 225 Paul Bunyan Dr NW. The City Clerk is hereby authorized to sign and attach a copy of this resolution to the application to be submitted to the Gambling Control Board.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:	APPROVED:
_____________________________	_____________________________
Michelle R. Miller, City Clerk	Jorge S. Prince, Mayor

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 10/29/2025 - 7:49AM
Warrant Request Date: 11/4/2025
DAC Fund:

Batch: 00403.11.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	51,865.43
		Page Total:	$51,865.43
		Grand Total:	$51,865.43

CITY OF BEMIDJI

SUSTAINABILITY COMMISSION

Annual Report 2025

November 3, 2025

SUSTAINABLE BEMIDJI

Bemidji
First City On The Mississippi

Minnesota
GreenStep Cities

Bemidji
First City On The Mississippi

Step 1
Feb. 6, 2012

Step 2
June 2013

Step 3
June 2015

Step 4
KPI
Utilize Tracking

Step 5

GOALS & BEST PRACTICES

Native Landscaping

GreenStep Best Practice 16.5
Enact an ordinance that preserves/replaces trees and soils and encourages resilient, non-invasive landscaping.

GreenStep Best Practice 17.5
Adopt and implement guidelines or design standards/incentives for Rain gardens/infiltration practices.

Waste & Recycling

GreenStep Best Practice 22.2
Increase waste prevention, reuse and recycling, moving to a lower-consumption, more cyclical, biological approach to materials management.

GreenStep Best Practice 22.7
Conduct a circularity assessment to support the reduction of waste leakage.

Energy Efficiency

GreenStep Best Practice 2.1
Create outreach plan to achieve residential energy efficiency.

GreenStep Best Practice 11.1
Create a network of green complete streets that improves city quality of life, public health, and adds value to surrounding properties.

Native Landscaping

GreenStep Best Practice 16.5
Enact an ordinance that preserves/replaces trees and soils and encourages resilient, non-invasive landscaping.

GreenStep Best Practice 17.5
Adopt and implement guidelines or design standards/incentives for Rain gardens/infiltration practices.

Updated Tree Inventory
Parks Dept. & BSU Ongoing

City Code Amendment - Lawn Height
2025 Comp Plan Ongoing

Ordinance Amendment - Native Landscaping & Rain Gardens
2025 Comp Plan Ongoing

County - Organics Diversion
Curbside Collection
Ongoing

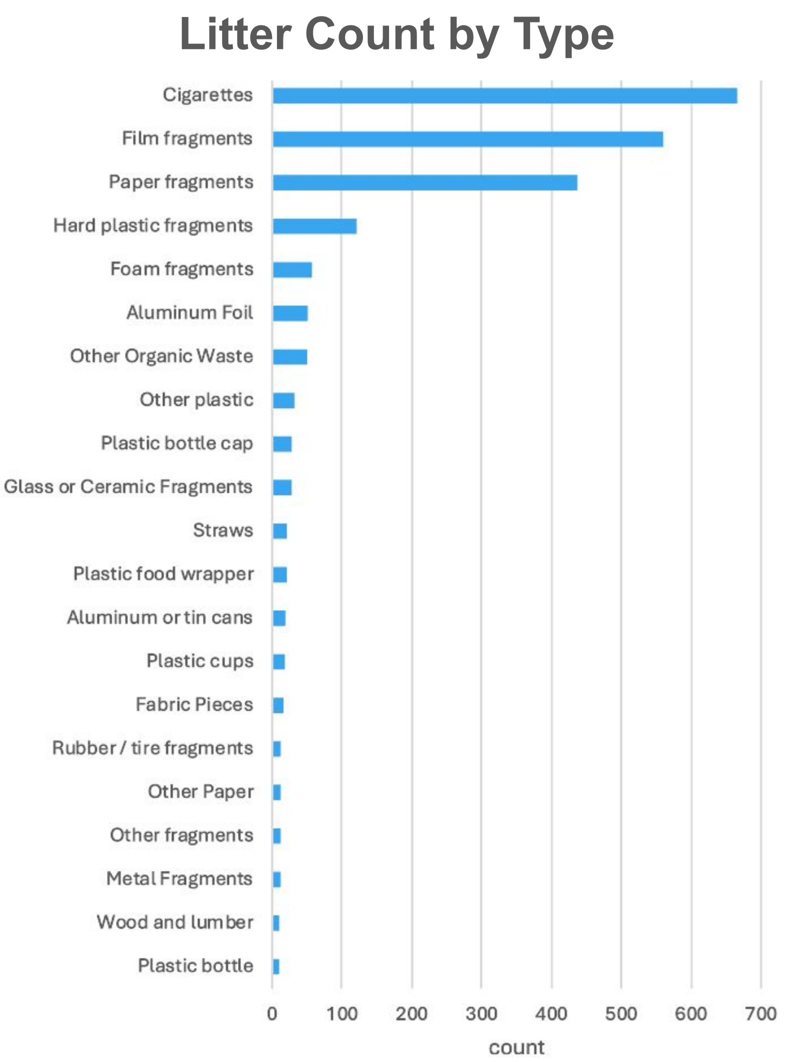
City - Curbside Recycling
Feasibility Study
Deferred to 2026

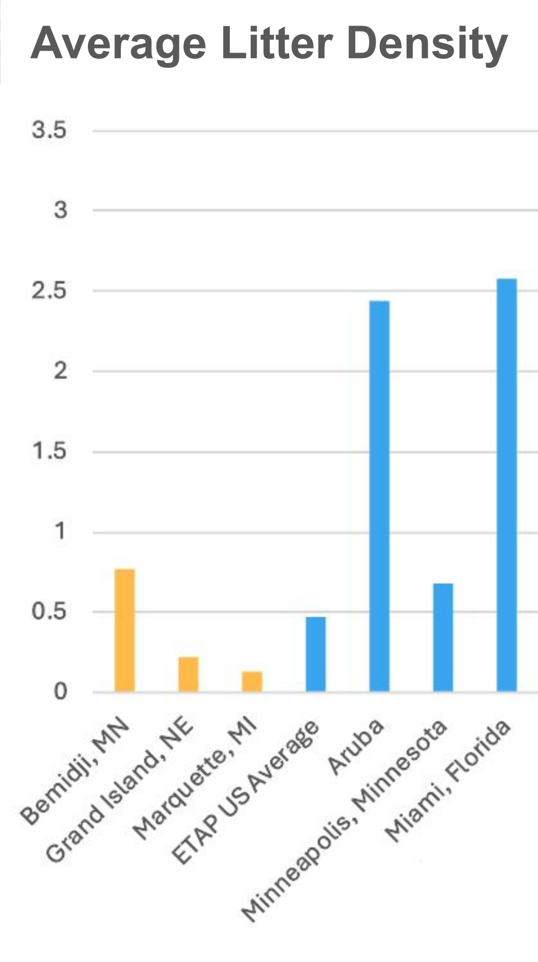
Waste & Recycling

GreenStep Best Practice 22.2
Increase waste prevention, reuse and recycling, moving to a lower-consumption, more cyclical, biological approach to materials management.

GreenStep Best Practice 22.7
Conduct a circularity assessment to support the reduction of waste leakage.

SpheriCity Grant
Data Collection
Near Completion


Litter Count by Type
Cigarettes
Film fragments
Paper fragments
Hard plastic fragments
Foam fragments
Aluminum Foil
Other Organic Waste
Other plastic
Plastic bottle cap
Glass or Ceramic Fragments
Straws
Plastic food wrapper
Aluminum or tin cans
Plastic cups
Fabric Pieces
Rubber / tire fragments
Other Paper
Other fragments
Metal Fragments
Wood and lumber
Plastic bottle
0
100
200
300
400
500
600
700
count

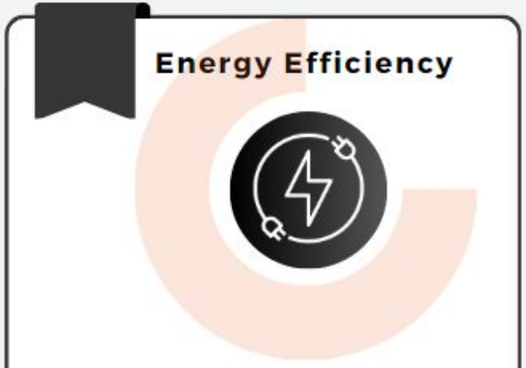

Average Litter Density
3.5
3
2.5
2
1.5
1
0.5
0
Bemidji, MN
Grand Island, NE
Marquette, MI
ETAP US Average
Aruba
Minneapolis, Minnesota
Miami, Florida
PAUL
BUNYAN
1937

Community Outreach

Tabling Events Promoting
Energy Efficiency & Electrification
Ongoing*

Policy Development

2025 Comp Plan/City Code
Ongoing



GreenStep Best Practice 2.1
Create outreach plan to achieve residential energy efficiency.

GreenStep Best Practice 11.1
Create a network of green complete streets that improves city quality of life, public health, and adds value to surrounding properties.

Achieve Your GreenStep Goals

What's Next for Bemidji?

Efficient Existing Public Buildings (CORE - Buildings & Lighting)

Best Practice Action 1.1 – Benchmark energy and water use in B3 Benchmarking

Waste Reduction (Optional - Solid Waste)

BP 22.2 – Address concerns over consumer products and packaging

Climate Adaptation & Resilience Planning (CORE - Stormwater; Optional - Add'l Metrics)

BP 29.1 – Prepare to maintain public health and safety during extreme weather events

Urban Tree Canopy (CORE - Oper

BP 16 – Inventory and expand tree and plant cover

Efficient City Fleet (CORE - Gov't Fleets; Optional - Car, Trans

BP 13.3 Phase-in EV's and no-idling practices for city transit fleets

BP 23.5 Install and promote publicly avail. EV charging infrastructure

McKinstry

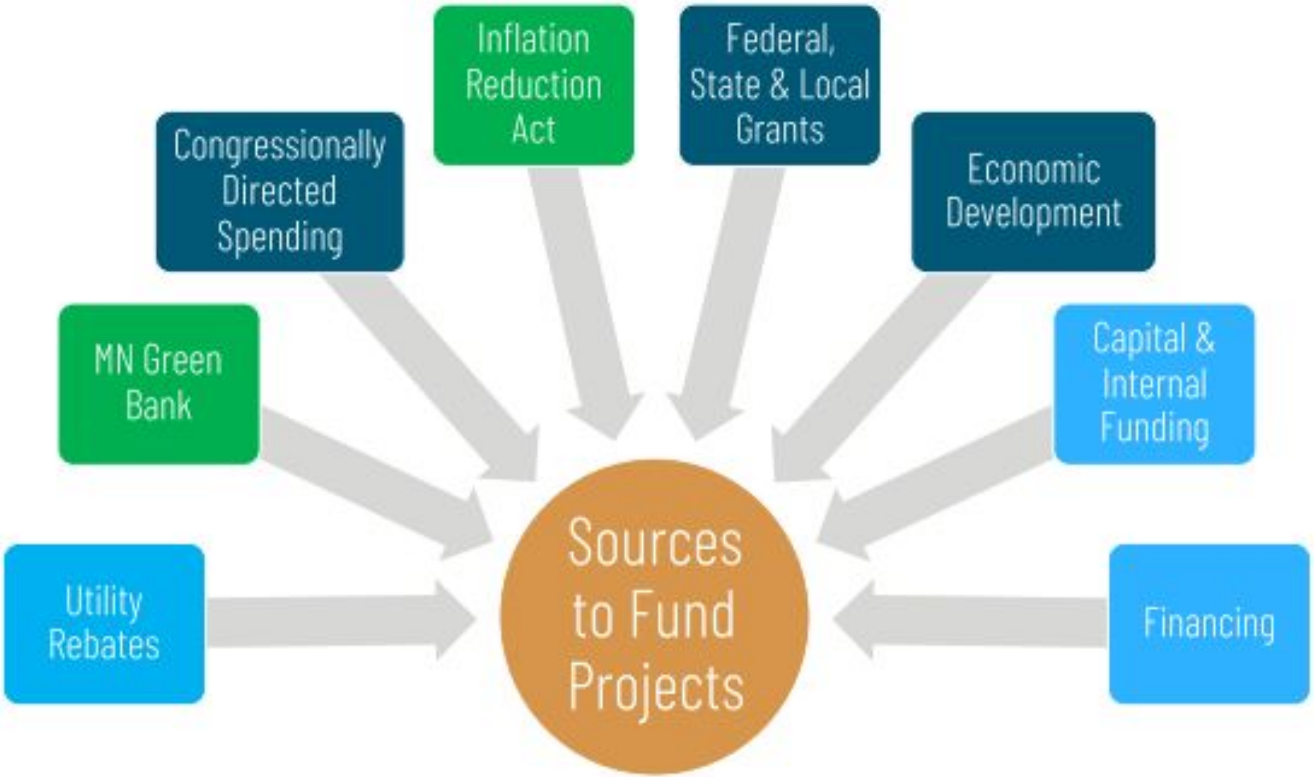
Bemidji 2024 Utilities Budget: $839,000

→ **Major Savings Opportunity**

$84,000 - $210,000
Potential savings
PER YEAR

Conservative 10-25% Experienced Savings

Guaranteed Savings Project Financing



Cashflow positive Projects - not to exceed 20 years

Our Ask

Conduct a Preliminary Assessment = $0

McKinstry will Provide:

Goal: Identify an economically viable energy/sustainability leadership project and work jointly towards development and implementation of an award-winning project!

Preliminary Energy Evaluation for Funding Opportunities

- **Executive summary (5-10 pages) of the selected project sites. We will look for:**
  - **City-wide Energy Efficiency opportunities (lighting, HVAC, geothermal, etc.)**
  - **Solar feasibility and sketches**
  - **EV charging**
  - **Near Net Zero Energy Performance Opportunities**
- **Cost estimates ($'s) per preliminary study**
- **Green House Gas (GHG) Reduction Potential – for the Total Project (CO_2 reduction / tons per year)**
- **Job creation impact (MBE/WBE) based on Federal "jobs per project $'s" format**
- **Additional federal/state funding opportunities**
- **Business case for potential energy project**

25-26 Timing for State, Federal, & Utility Incentives

McKinstry

Questions?

Comments?

Suggestions?

COUNCIL AGENDA ITEM

Meeting Date: **November 3rd, 2025**

Action Requested: **Approve Resolution Adopting Final Assessment Roll - 2025 Street Renewal Project - City Project 25-01**

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

Background:

At the October 20th council meeting, staff provided the final assessment roll for our 2025 Street Renewal project and a public hearing was held and closed. There was a request for some additional options to either reduce the overall payment or extend the time frame to pay off the special assessment amount on the resident's taxes.

The 2025 project consisted of the reconstruction and paving of the following street segments:

Hannah Avenue NW	30th Street NW – 600' north of 34th Street NW
Norton Avenue NW	12th Street NW – 15th Street NW
14th Street NW	Norton Avenue NW – Delton Avenue NW
Taft Avenue NE	Mill Street NE – End of Taft
Mill Street NE	Taft Avenue NE – Lake Avenue NE

Exhibit A is attached map showing those segments.

One of the options mentioned was to reduce the linear foot rate from $45/linear ft to a value of $38/linear foot from a few years ago. This would reduce the overall project total assessment amount by $36,774.50. With the average individual property special assessment amount being about $4,250, this would reduce their special assessment amount by roughly $650. That reduction in special assessment amount would need to be covered by most likely be additional tax levy funds or construction reserves added to the project. This proposal doesn't include any changes to the $1,595 per unit amount proposed for Taft Avenue & Mill Street.

Another option would be to extend the loan payoff timeframe. This could be extended from the current 15 years up to a maximum of 30 years. Below is the current term rate of 15 years compared to the 30 years using the average assessment amount of $4,250.

Term Length	Interest Rate	Amount	Total Interest	Yearly Pymt
15 Years	4.4%	$ 4,250	$1,645.27	$ 393.02
20 Years	4.4%	$ 4,250	$2,227.97	$ 323.90
25 Years	4.4%	$ 4,250	$2,841.83	$ 283.67
30 Years	4.4%	$ 4,250	$3,485.58	$ 257.85

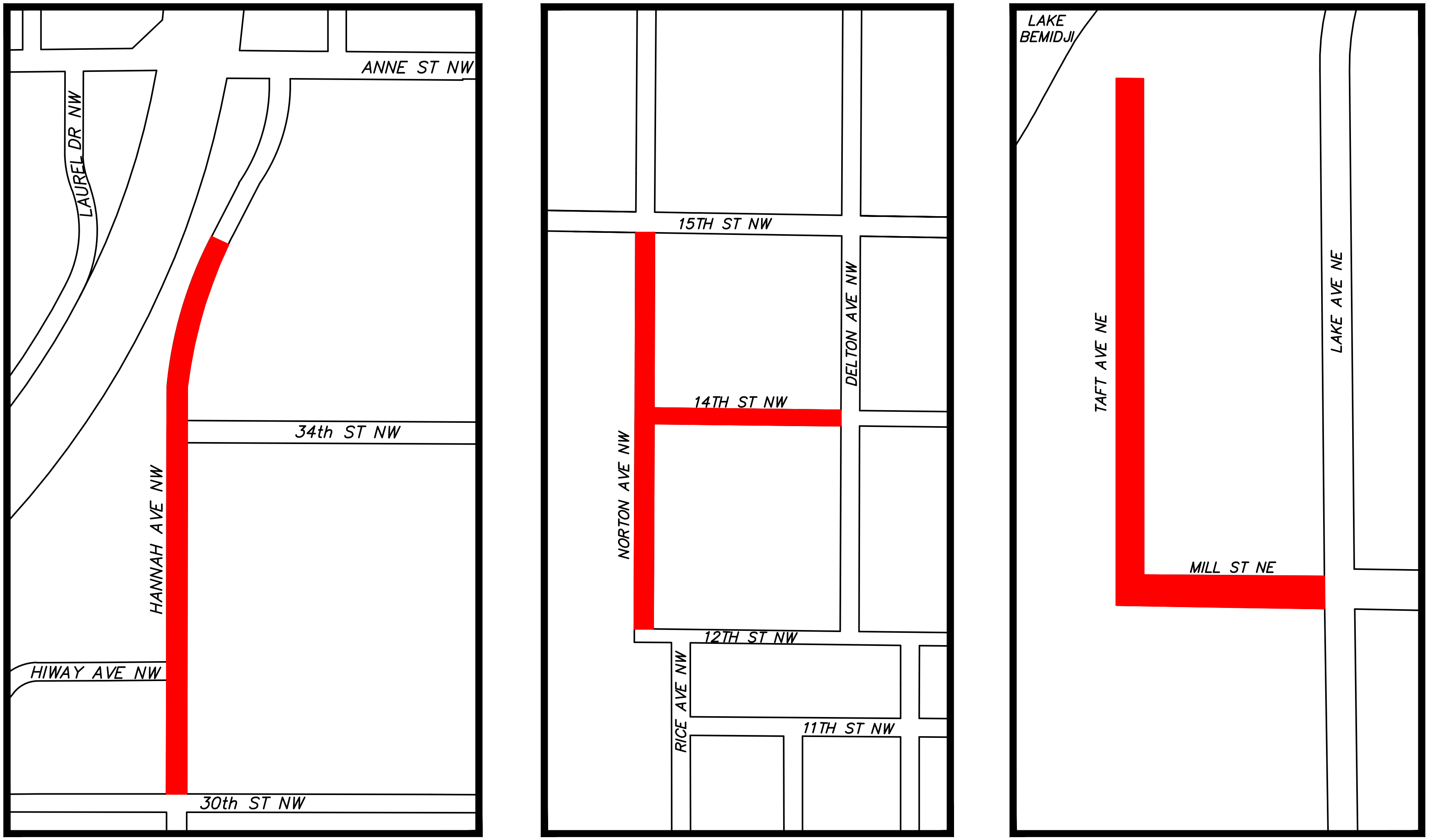
Finance

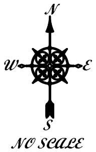
The total project cost was $1,561,061.18 and the assessments for the project total $305,079.65, following current city policy, which is about 19.5% of the total project costs.

Recommendation:

It is staff's opinion that each parcel on the assessment roll has benefitted from the project in an amount greater than or equal to the proposed assessment. It is recommended that the city council adopt the attached resolution approving the assessment roll for City Project 25-01.

EXHIBIT A





2025 STREET RENEWAL PROJECT

City of Bemidji
Engineering Department

CITY OF BEMIDJI
FINAL ASSESSMENT ROLL
2025 STREET RENEWAL PROJECT
CITY PROJECT #25-01
NORTON/14TH/HANNAH/TAFT

DATE: SEPTEMBER 10, 2025
CORNER LOTS - C = 1/2 FRONTAGE

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT	
939 12TH ST NW	800257800	JUSTIN FOY	LF	100.00	1	1		**NORTON**
C		7243 LITTLE WOLF RD NW	RATE	$45.00	$1,070.00	$1,070.00		
		CASS LAKE, MN 56633	TOTAL	$4,500.00	$1,070.00	$1,070.00	$6,640.00	
1220 NORTON AVE NW	800257700	LIA F HENNINGSGAARD	LF	100.00	0	0		
		1220 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,500.00	$0.00	$0.00	$4,500.00	
1222 NORTON AVE NW	800257600	DAVID M REYNOLDS	LF	150.00	0	0		
		715 LAKE BLVD NE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$6,750.00	$0.00	$0.00	$6,750.00	
1234 NORTON AVE NW	800257400	BRANDON L BURK	LF	100.00	0	0		
		1280 E AVE NE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,500.00	$0.00	$0.00	$4,500.00	
1240 NORTON AVE NW	800257300	NICOLE CARLTON	LF	112.50	0	0		
C		1240 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
ASSESSED 1/2 ON NORTON & 14TH ST		BEMIDJI, MN 56601	TOTAL	$5,062.50	$0.00	$0.00	$5,062.50	
1414 NORTON AVE NW	800255900	CLARENCE DONALD HEALY	LF	95.00	0	0		
		1414 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,275.00	$0.00	$0.00	$4,275.00	
VACANT LOT	800255800	CLARENCE DONALD HEALY	LF	161.00	1	1		
		1414 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$7,245.00	$1,070.00	$1,070.00	$9,385.00	
914 15TH ST NW	800255600	BRITTANY JO FARRELL	LF	75.00	0	0		
C		2735 MARION DR SE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$3,375.00	$0.00	$0.00	$3,375.00	
1427 NORTON AVE NW	800212400	CITY OF BEMIDJI	LF	108.50	1	0		
C		317 4TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,882.50	$1,070.00	$0.00	$5,952.50	
1417 NORTON AVE NW	800212500	WILLIAM J TAYLOR	LF	250.00	0	0		
		1417 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$11,250.00	$0.00	$0.00	$11,250.00	
VACANT LOT	800212600	CITY OF BEMIDJI	LF	100.00	0	0		
		317 4TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,500.00	$0.00	$0.00	$4,500.00	
1227 NORTON AVE NW	800019100	MALISA R VANMAASDAM	LF	240.00	0	0		
		1227 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$10,800.00	$0.00	$0.00	$10,800.00	
1223 NORTON AVE NW	800019200	SARAH J EINERSON	LF	120.00	0	0		
		1223 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$5,400.00	$0.00	$0.00	$5,400.00	
1209 NORTON AVE NW	800019300	JOELLEN M THOMAS GELLER	LF	120.00	0	0		
		1209 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$5,400.00	$0.00	$0.00	$5,400.00	
1203 NORTON AVE NW	800019500	ANDREW J PAPP	LF	60.00	0	0		
C		1203 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
914 14TH ST NW	800257200	MARIE R LAMON	LF	120.00	0	0		**14TH ST**
		914 14TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$5,400.00	$0.00	$0.00	$5,400.00	
902 14TH ST NW	800257100	CHERYL K LUADTKE	LF	120.00	0	0		
		8773 CENTERLINE RD NW	RATE	$45.00	$1,070.00	$1,070.00		
		SOLWAY, MN 56678	TOTAL	$5,400.00	$0.00	$0.00	$5,400.00	
1700 PARK AVE NW	800257000	AMANDA GERTRUDE HUNT	LF	120.00	0	0		
		7148 LITTLE DIP LN NE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$5,400.00	$0.00	$0.00	$5,400.00	
806 14TH ST NW	800256800	TINA M ROSE	LF	60.00	0	0		
C		806 14TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
1411 DELTON AVE NW	800256700	NARY PROPERTIES LLC	LF	60.00	0	0		
C		211 PAUL BUNYAN DR NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
809 14TH ST NW	800256400	EAGLES WING PROPERTIES	LF	60.00	0	0		
		7326 BIRCHMONT CT NE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
815 14TH ST NW	800256500	DONALD O KEMMER	LF	60.00	0	0		
		23183 TREEBARK DR	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
817 14TH ST NW	800256300	KATHRYN E SANDERS LIVING TRUST	LF	60.00	0	0		
		3619 BIRCHMONT DR NE	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00	
819 14TH ST NW	800256200	PATTY R MORRIS	LF	54.00	0	0		
		819 14TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,430.00	$0.00	$0.00	$2,430.00	
907 14TH ST NW	800256100	EARL C FELT	LF	126.00	0	0		
		907 14TH ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$5,670.00	$0.00	$0.00	$5,670.00	
1402 NORTON AVE NW	800256000	DAVID MICHAEL KOSTAMO	LF	140.00	0	0		
		1402 NORTON AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
ASSESSED 1/2 ON NORTON & 14TH ST		BEMIDJI, MN 56601	TOTAL	$6,300.00	$0.00	$0.00	$6,300.00	
1805 30TH ST NW	800046903	BEMIDJI NORTHVIEW LLC	LF	233.50	0	0		**HANNAH**
C		PO BOX 946	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$10,507.50	$0.00	$0.00	$10,507.50	
3124 HANNAH AVE NW	800506500	BELTRAMI COUNTY	LF	250.00	0	0		
		701 MINNESOTA AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$11,250.00	$0.00	$0.00	$11,250.00	

3220 HANNAH AVE NW	800505800	SANFORD HEALTH OF NORTHERN MN	LF	165.00	0	0		
		1300 ANNE ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$7,425.00	$0.00	$0.00	$7,425.00	
3220 HANNAH AVE NW	800505900	SANFORD HEALTH OF NORTHERN MN	LF	165.00	0	0		
		1300 ANNE ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$7,425.00	$0.00	$0.00	$7,425.00	
VACANT LOT	800506000	SANFORD HEALTH OF NORTHERN MN	LF	82.50	0	0		
C		1300 ANNE ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$3,712.50	$0.00	$0.00	$3,712.50	
3503 PINE RIDGE AVE NW	800686700	SANFORD HEALTH OF NORTHERN MN	LF	270.00	0	0		
C		1300 ANNE ST NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$12,150.00	$0.00	$0.00	$12,150.00	
3409 HANNAH AVE NW	800550800	NYHUSMOEN PROPERTIES BH, LLC	LF	227.50	0	0		
		3411 HANNAH AVE NW	RATE	$45.00	$7,000.00	$5,000.00		
		BEMIDJI, MN 56601	TOTAL	$10,237.50	$0.00	$0.00	$10,237.50	
3405 HANNAH AVE NW	800550600	1006 BEMIDJI RE LLC	LF	280.00	1	1		
		PO BOX 7455	RATE	$45.00	$7,000.00	$5,000.00		
		SAINT CLOUD, MN 56302	TOTAL	$12,600.00	$7,000.00	$5,000.00	$24,600.00	
3221 HANNAH AVE NW	800550900	GOULD DEVELOPMENT LLC	LF	250.00	1	1		
		PO BOX 1565	RATE	$45.00	$7,000.00	$5,000.00		
		ABERDEEN, SD 57401	TOTAL	$11,250.00	$7,000.00	$5,000.00	$23,250.00	
3211 HANNAH AVE NW	800045802	KAREN JEAN MAGAURN	LF	150.00	0	0		
		3211 HANNAH AVE NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$6,750.00	$0.00	$0.00	$6,750.00	
VACANT LOT	800555100	TAYLOR F LLC	LF	102.50	1	1		
C		755 PAUL BUYNAN DR NW	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,612.50	$1,070.00	$1,070.00	$6,752.50	
VACANT LOT	800495400	FANKHANEL LLC	LF	102.50	0	0		
C		PO BOX 946	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,612.50	$0.00	$0.00	$4,612.50	
VACANT LOT	800556000	FANKHANEL LLC	LF	103.00	1	1		
C		PO BOX 946	RATE	$45.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$4,635.00	$1,070.00	$1,070.00	$6,775.00	
1717 5TH ST NE	800027500	IND SCHOOL DISTRICT #31	LF	2.35	0	0		**TAFT**
		502 MINNESOTA AVE NW	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$3,748.25	$0.00	$0.00	$3,748.25	
2475 MILL ST NE	800240200	JASON KRUCHOWSKI	LF	0.75	0	0		
		2475 MILL ST NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$1,196.25	$0.00	$0.00	$1,196.25	
1004 TAFT AVE NE	800237800	ROBERT L INNES	LF	1.12	0	0		
C		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
ASSESSED 1/2 ON MILL & TAFT		MAPLE PLAIN, MN 55359	TOTAL	$1,786.40	$0.00	$0.00	$1,786.40	
VACANT LOT	800027600	ROBERT L INNES	LF	0.25	0	0		
		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
		MAPLE PLAIN, MN 55359	TOTAL	$398.75	$0.00	$0.00	$398.75	
2331 MILL ST NE	800238700	WENDY R WHITING	LF	1.50	0	0		
		2331 MILL ST NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$2,392.50	$0.00	$0.00	$2,392.50	
VACANT LOT	800237700	ROBERT L INNES	LF	0.50	0	0		
		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
		MAPLE PLAIN, MN 55359	TOTAL	$797.50	$0.00	$0.00	$797.50	
1012 TAFT AVE NE	800237600	ANDREA M NELSON	LF	1.00	0	0		
		1012 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00	
VACANT LOT	800237500	ROBERT L INNES	LF	0.50	0	0		
		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
		MAPLE PLAIN, MN 55359	TOTAL	$797.50	$0.00	$0.00	$797.50	
VACANT LOT	800237400	ROBERT L INNES	LF	0.50	0	0		
		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
		MAPLE PLAIN, MN 55359	TOTAL	$797.50	$0.00	$0.00	$797.50	
VACANT LOT	800237300	ROBERT L INNES	LF	0.50	0	0		
		5584 MAIN ST W	RATE	$1,595.00	$1,070.00	$1,070.00		
		MAPLE PLAIN, MN 55359	TOTAL	$797.50	$0.00	$0.00	$797.50	
VACANT LOT	800237200	JEANNE M LACROIX	LF	0.50	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$797.50	$0.00	$0.00	$797.50	
VACANT LOT	800237100	JEANNE M LACROIX	LF	0.50	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$797.50	$0.00	$0.00	$797.50	
1020 TAFT AVE NE	800237001	KENNETH P HAUGEN	LF	2.00	0	0		
		1020 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$3,190.00	$0.00	$0.00	$3,190.00	
VACANT LOT	800237002	KENNETH P HAUGEN	LF	0.50	0	0		
		1020 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$797.50	$0.00	$0.00	$797.50	
VACANT LOT	800237000	CITY OF BEMIDJI	LF	0.00	0	0		
		317 4TH ST NW	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$0.00	$0.00	$0.00	$0.00	
VACANT LOT	800240400	ELLMAR PROPERTIES LLC	LF	1.00	0	0		
		3807 VALLEY VIEW DR NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00	
VACANT LOT	800238600	JOHN B MAGNUSON	LF	2.50	0	0		
		1919 5TH ST SE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$3,987.50	$0.00	$0.00	$3,987.50	
VACANT LOT	800238500	DENNIS L LACROIX TRUSTEE	LF	0.50	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$797.50	$0.00	$0.00	$797.50	
1015 TAFT AVE NE	800238400	DENNIS L LACROIX TRUSTEE	LF	1.00	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00	
VACANT LOT	800238300	JEANNE M LACROIX	LF	1.00	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00	
VACANT LOT	800238200	JEANNE M LACROIX	LF	1.00	0	0		
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00		

		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00
VACANT LOT	800238100	JEANNE M LACROIX	LF	0.50	0	0	
		1015 TAFT AVE NE	RATE	$1,595.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$797.50	$0.00	$0.00	$797.50
VACANT LOT	800238000	JEFFREY J BINGHAM	LF	1.00	0	0	
		812 ROLLING HILLS DR NW	RATE	$1,595.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00
VACANT LOT	800237900	ELLMAR PROPERTIES LLC	LF	1.00	0	0	
		3807 VALLEY VIEW DR NE	RATE	$1,595.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$1,595.00	$0.00	$0.00	$1,595.00
			TOTALS	**$271,449.65**	**$19,350.00**	**$14,280.00**	**$305,079.65**

STREET TOTAL	$271,449.65	FRONTAGE TOTAL	5253.50
SEWER TOTAL	$19,350.00	PARCEL TOTAL	21.97
WATER TOTAL	$14,280.00	SEWER SERVICES	7
TOTAL ASSESSMENT	$305,079.65	WATER SERVICES	6

RESOLUTION NO.

A RESOLUTION ADOPTING ASSESSMENT ROLLS FOR CITY PROJECT #25-01

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the costs associated with:

2025 Street Renewal Project

Street		From/To
Hannah Avenue NW	/	30th Street NW – 600’ north of 34th Street NW
Norton Avenue NW	/	12th Street NW – 15th Street NW
14th Street NW	/	Norton Avenue NW – Delton Avenue NW
Taft Avenue NE	/	Mill Street NE – Dead End
Mill Street NE	/	Taft Avenue NE – Lake Avenue NE

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BEMIDJI, MINNESOTA:

1. Proposed Assessment Rolls for City Project No. 25-01, copy of which is on file in the City Clerk's Office, is hereby adopted and shall constitute a special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.

2. Such assessments shall be payable in equal annual installments over an extended period of time as indicated in the individual Assessment Roll. The first of the installments are to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 4.4 percent per annum. To the first installment shall be added interest on the entire assessment from the first day of December 2025. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the City Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of the assessment rolls to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

COUNCIL AGENDA ITEM

Meeting Date: **November 3rd, 2025**

Action Requested: **Approve Resolution Adopting Final Assessment Roll - 2025 Park Avenue NW Reconstruction Project - City Project 25-02**

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

Background:

At the October 20th council meeting, staff provided the final assessment roll for our 2025 Park Avenue NW Reconstruction and a public hearing was held and closed. There was a request for some additional options to either reduce the overall payment or extend the time frame to pay off the special assessment amount on the resident's taxes.

The project consisted of the reconstruction and paving of the following street segments:

Park Avenue NW 15th Street NW – 23rd Street NW

Exhibit A is attached map showing those segments.

One of the options mentioned was to reduce the linear foot rate from $45/linear ft to a value of $38/linear foot from a few years ago. This would reduce the overall project total assessment amount by $20,443.50. With the average individual property special assessment amount being about $3,000, this would reduce their special assessment amount by roughly $450. That reduction in special assessment amount would need to be covered by most likely be additional tax levy funds or construction reserves added to the project.

Another option would be to extend the loan payoff timeframe. This could be extended from the current 15 years up to a maximum of 30 years. Below is the current term rate of 15 years compared to up to 30 years using the average assessment amount of $3,000.

Term Length	Interest Rate	Amount	Total Interest	Yearly Pymt
15 Years	4.4%	$ 3,000	$1,161.36	$ 277.42
20 Years	4.4%	$ 3,000	$1,572.69	$ 228.63
25 Years	4.4%	$ 3,000	$2,006.00	$ 200.24
30 Years	4.4%	$ 3,000	$2,460.41	$ 182.01

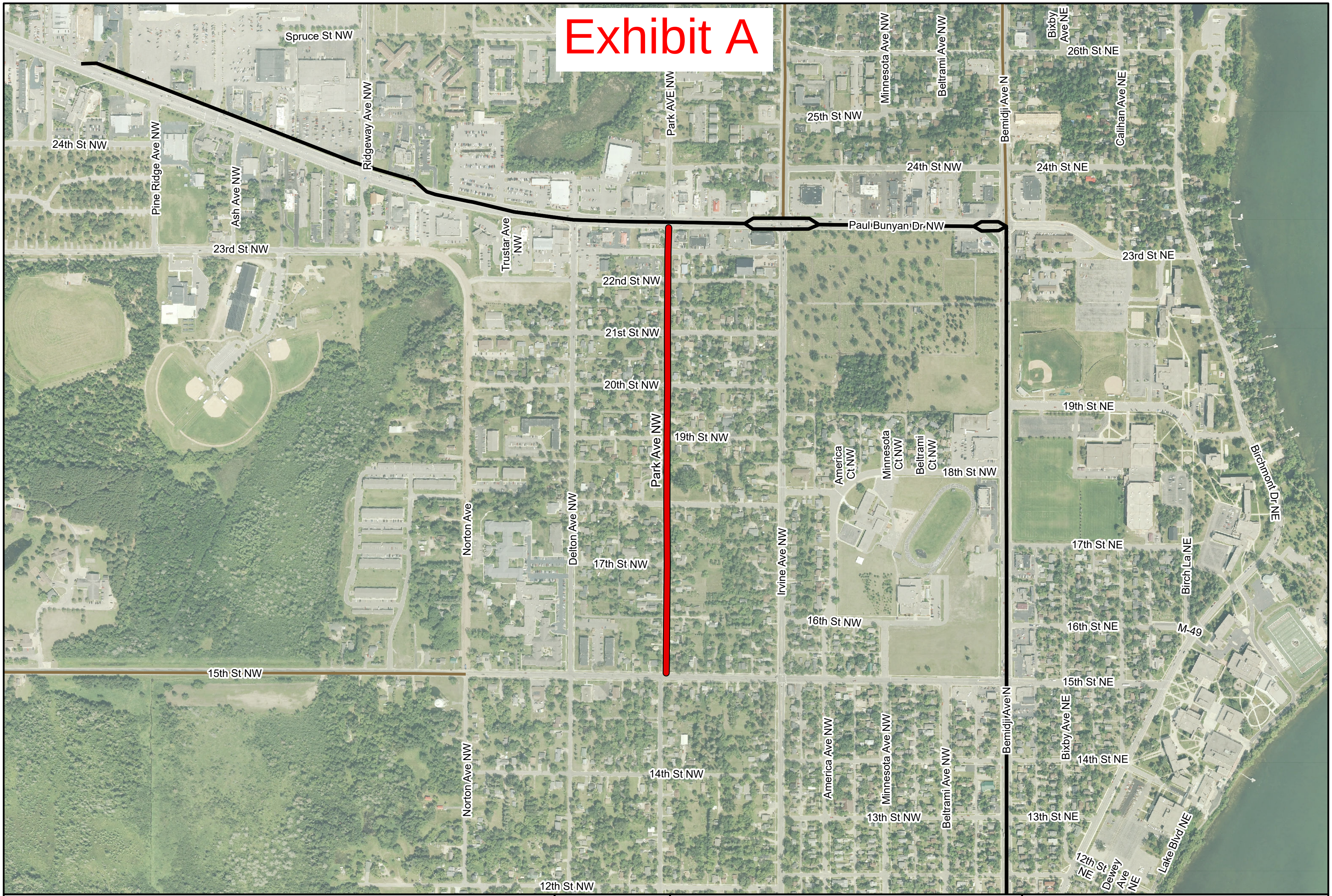
Finance

The total project cost ended up being $1,838,392.93 and the assessments for the project total $139,982.50 which is about 8% of the total project costs.

Recommendation:

It is staff's opinion that each parcel on the assessment roll has benefitted from the project in an amount greater than or equal to the proposed assessment. It is recommended that the city council adopt the attached resolution approving the assessment roll for City Project 25-02.

Exhibit A



2025 PARK AVENUE RECONSTRUCTION PROJECT
BEMIDJI, MINNESOTA

Created By: KMV Date Created: 08/30/24 Date Saved: 08/30/24 Date Exported: 08/30/24
Plotted By: kyle.volk Parcel Date: N/A Aerial Image: 2023 County NAIP SIDS Elevation Data: N/A
Horizontal Datum: NAD 1983 HARN Adj MN Beltrami South Feet Vertical Datum: NAVD1988
T:\Projects\24300\24396\24396_Proposal_Map\24396_Proposal_Map.aprx

N
W E
S

800 400 0 800
Feet

moore engineering, inc.

CITY OF BEMIDJI
FINAL ASSESSMENT ROLL
2025 PARK AVENUE NW RECONSTRUCTION PROJECT
CITY PROJECT #25-02

DATE: SEPTEMBER 10, 2025
CORNER LOTS - C = 1/2 FRONTAGE

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT (STREET)	ASSESSABLE UNIT (SEWER SERVICE)	ASSESSABLE UNIT (WATER SERVICE)	TOTAL AMOUNT
621 15TH ST NW	800322100	ROGER EDLUND	LF	77.50	0	0	
C		621 15TH ST NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$3,487.50	$0.00	$0.00	$3,487.50
1516 PARK AVE NW	800322000	AMY L WEINMANN	LF	75.00	0	0	
		1516 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$3,375.00	$0.00	$0.00	$3,375.00
1518 PARK AVE NW	800322200	RONALD A RIFFLE	LF	115.00	0	0	
		1518 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$5,175.00	$0.00	$0.00	$5,175.00
1602 PARK AVE NW	800322700	JANET FOLEY	LF	82.00	0	0	
		45745 ROXBURY DR	RATE	$45.00	$1,070.00	$1,070.00	
		LAPORTE, MN 56461	TOTAL	$3,690.00	$0.00	$0.00	$3,690.00
VACANT LOT	800322500	GREGORY J BELLINO	LF	66.00	1	1	
		1609 IRVINE AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,970.00	$1,070.00	$1,070.00	$5,110.00
1616 PARK AVE NW	800322800	JEFFREY A FINLEY	LF	44.00	0	0	
		1616 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$1,980.00	$0.00	$0.00	$1,980.00
1618 PARK AVE NW	800323000	JACQUELYN HAZEMEN TRUSTEE	LF	88.00	0	0	
		6615 JACKPINE RD NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$3,960.00	$0.00	$0.00	$3,960.00
1700 PARK AVE NW	800323400	HENRY R IMSANDE	LF	131.00	0	0	
		1700 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$5,895.00	$0.00	$0.00	$5,895.00
1706 PARK AVE NW	800323600	HENRY R IMSANDE	LF	66.00	0	0	
		1700 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,970.00	$0.00	$0.00	$2,970.00
VACANT LOT	800323500	HENRY R IMSANDE	LF	66.00	1	0	
		1700 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,970.00	$1,070.00	$0.00	$4,040.00
VACANT LOT	800324000	HENRY R IMSANDE	LF	50.00	1	1	
		1700 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,250.00	$1,070.00	$1,070.00	$4,390.00
1718 PARK AVE NW	800323700	HENRY R IMSANDE	LF	41.00	0	0	
C		1700 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$1,845.00	$0.00	$0.00	$1,845.00
701 15TH ST NW	800327300	JAMES B BAKER	LF	65.00	0	0	
C		49319 COUNTY 36	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
1511 PARK AVE NW	800327400	ORVILLE L JOHNSON	LF	100.00	0	0	
		1511 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$4,500.00	$0.00	$0.00	$4,500.00
1523 PARK AVE NW	800327500	WILLIAM G BALDWIN JR	LF	50.00	0	0	
		6005 W YUKON TRAIL	RATE	$45.00	$1,070.00	$1,070.00	
		SIOUX FALLS, SD 57107	TOTAL	$2,250.00	$0.00	$0.00	$2,250.00
1525 PARK AVE NW	800327200	STOLTY HOMES LLC	LF	50.00	0	0	
		9050 181ST AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		RAMSEY, MN 55303	TOTAL	$2,250.00	$0.00	$0.00	$2,250.00
1605 PARK AVE NW	800327000	DENNIS MONTGOMERY	LF	99.00	0	0	
		1605 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$4,455.00	$0.00	$0.00	$4,455.00
1611 PARK AVE NW	800326900	DOROTHY SAUER	LF	50.00	0	0	
		1611 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,250.00	$0.00	$0.00	$2,250.00
1613 PARK AVE NW	800326800	DOROTHY SAUER	LF	50.00	0	0	
		1611 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,250.00	$0.00	$0.00	$2,250.00
1619 PARK AVE NW	800326700	BRADLEY A CARLSON	LF	49.50	0	0	
C		1619 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,227.50	$0.00	$0.00	$2,227.50
1701 PARK AVE NW	800326100	JEFFREY P BERGH	LF	55.00	0	0	
C		17798 GULL LAKE LOOP RD NE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,475.00	$0.00	$0.00	$2,475.00
1717 PARK AVE NW	800325900	DANIEL L SMITH	LF	110.00	0	0	
		1717 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$4,950.00	$0.00	$0.00	$4,950.00
1731 PARK AVE NW	800325801	JOHN W PORTER	LF	55.00	0	0	
C		1731 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,475.00	$0.00	$0.00	$2,475.00
615 18TH ST NW	800325100	CITY OF BEMIDJI	LF	70.00	0	0	
C		317 4TH ST NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$3,150.00	$0.00	$0.00	$3,150.00
1814 PARK AVE NW	800325000	ROSE MARIE JOHNSON	LF	80.00	0	0	
		1814 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$3,600.00	$0.00	$0.00	$3,600.00
622 19TH ST NW	800278500	NORTH AMERICA RENTALS LLC	LF	60.00	0	0	

C		41227 SECLUSION POINT RD	RATE	$45.00	$1,070.00	$1,070.00	
		DENT, MN 56528	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00
615 19TH ST NW	800276600	BRANDON R SCHMICKLE	LF	65.00	0	0	
C		1515 6TH ST SE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
VACANT LOT	800276700	DUSTIN HINCKLEY	LF	65.00	1	0	
C		4520 BRINKMAN DR NE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$1,070.00	$0.00	$3,995.00
625 20TH ST NW	800274500	STEPHANIE R TANNER	LF	65.00	0	0	
C		625 20TH ST NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
624 21ST NW	800274600	PROSA SERVICES LLC	LF	65.00	0	0	
C		551 POPPLE DR SE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
625 21ST ST NW	800272600	VIKING ENERGY SERVICES	LF	65.00	0	0	
C		PO BOX 1886	RATE	$45.00	$1,070.00	$1,070.00	
		NEW TOWN, ND 58763	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
2120 PARK AVE NW	800272700	JOSEPH S HOLT	LF	65.00	0	0	
C		2120 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
623 22ND ST NW	800271300	RJG SERVICES INC	LF	62.50	0	0	
C		38413 FRONT ST	RATE	$45.00	$1,070.00	$1,070.00	
		BATTLE LAKE, MN 56515	TOTAL	$2,812.50	$0.00	$0.00	$2,812.50
1813 PARK AVE NW	800325200	NORTH HOMES INC	LF	110.00	0	0	
C		1880 RIVER RD	RATE	$45.00	$1,070.00	$1,070.00	
		GRAND RAPIDS, MN 55744	TOTAL	$4,950.00	$0.00	$0.00	$4,950.00
VACANT	800278600	CHRISTOPHER RESTEMAYER	LF	60.00	0	0	
C		120 S PROSPECT ST	RATE	$45.00	$1,070.00	$1,070.00	
		MERRILL, WI 54452	TOTAL	$2,700.00	$0.00	$0.00	$2,700.00
1903 PARK AVE NW	800280800	PROSPER PROPERTIES LLC	LF	65.00	0	0	
C		PO BOX 825	RATE	$45.00	$1,070.00	$1,070.00	
		PARK RAPIDS, MN 56570	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
1919 PARK AVE NW	800279300	RONALD KOETTER	LF	65.00	0	0	
C		5200 SHERMAN DR NE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
2003 PARK AVE NW	800282400	ERIC BROWN	LF	65.00	0	0	
C		2003 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
704 21ST ST NW	800281100	R & S PROPERTIES LLC	LF	65.00	0	0	
C		11960 47TH ST NE	RATE	$45.00	$1,070.00	$1,070.00	
		SAINT MICHAEL, MN 55376	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
703 21ST ST NW	800284400	SHALINI SIVARAM	LF	65.00	0	0	
C		703 21ST NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
2121 PARK AVE NW	800282600	PROSA SERVICES LLC	LF	65.00	0	0	
C		551 POPPLE DR SE	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,925.00	$0.00	$0.00	$2,925.00
PARKING LOT	800284500	BANKFORWARD	LF	63.00	0	0	
C		700 PAUL BUNYAN DR NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$2,835.00	$0.00	$0.00	$2,835.00
VACANT LOT	800322600	HAROLD VOLLEN JR	LF	0.00	0	0	
		1603 IRVINE AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
OFF STREET		BEMIDJI, MN 56601	TOTAL	$0.00	$0.00	$0.00	$0.00
1520 PARK AVE NW	800322400	MICHAEL BOWMAN SR	LF	0.00	1	1	
		1520 PARK AVE NW	RATE	$45.00	$1,070.00	$1,070.00	
OFF STREET		BEMIDJI, MN 56601	TOTAL	$0.00	$1,070.00	$1,070.00	$2,140.00
700 PAUL BUNYAN DRIVE	800333500	BANKFORWARD	LF	0.00	0	0	
C		700 PAUL BUNYAN DR NW	RATE	$45.00	$1,070.00	$1,070.00	
		BEMIDJI, MN 56601	TOTAL	$0.00	$0.00	$0.00	$0.00
550 PAUL BUNYAN DRIVE NW	800330701	MONTY REALTY LLC	LF	0.00	0	0	
C		160 83RD AVE NE SUITE 104	RATE	$45.00	$1,070.00	$1,070.00	
		FRIDLEY, MN 55432	TOTAL	$0.00	$0.00	$0.00	$0.00
			TOTALS	**$131,422.50**	**$5,350.00**	**$3,210.00**	**$139,982.50**

STREET TOTAL	**$131,422.50**	**FOOTAGE TOTAL**	**2,920.50**
SEWER TOTAL	**$5,350.00**	**SEWER SERVICES**	**5**
WATER TOTAL	**$3,210.00**	**WATER SERVICES**	**3**
TOTAL ASSESSMENT	**$139,982.50**		

RESOLUTION NO.

A RESOLUTION ADOPTING ASSESSMENT ROLLS FOR CITY PROJECT #25-02

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the costs associated with:

2025 Park Avenue NW Reconstruction Project

Street		From/To
Park Avenue NW	/	15th Street NW – Trunk Highway 197

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BEMIDJI, MINNESOTA:

1. Proposed Assessment Rolls for City Project No. 25-02, copy of which is on file in the City Clerk's Office, is hereby adopted and shall constitute a special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.

2. Such assessments shall be payable in equal annual installments over an extended period of time as indicated in the individual Assessment Roll. The first of the installments are to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 4.4 percent per annum. To the first installment shall be added interest on the entire assessment from the first day of December 2025. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the City Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of the assessment rolls to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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