

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, December 1, 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) October 20, 2025 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 \$3,178,023.14
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$67,445.00
- 4) Approve October Financials from ASM Global for the Sanford Center
- 5) 2026 Business License Approvals
- 6) 2026 Liquor, Sunday Liquor and Wine License Renewals
- 7) Approve Transfer of Liquor License (Slim's Bar & Grill)
- 8) Approve/Accept Grant from MN Chief's of Police Foundation
- 9) Approve Service Agreement with Minnkota Power Cooperative
- 10) Approve Change Order No. 1 - Park Avenue NW Reconstruction - City Project 25-02
- 11) Approve Change Order No. 4 - Middle School Drive & Hannah Avenue NW Reconstruction - City Project 23-05
- 12) Approve Council Travel Authorization-2026 Elected Leaders Institute-Plymouth, February 6-7 - Thayer
- 13) Approve Council Travel Authorization-2026 Elected Leaders Institute-Alexandria, February 20-21 - Eaton

CONSENT AGENDA #2

- 14) Claims Submitted by Finance Officer to Visit Bemidji in the Amount of \$48,416.19

CITIZENS WITH BUSINESS BEFORE THIS COUNCIL-NOT ON AN AGENDA

Public Comment – Please give your name, address, and state your concern/comment. Visitors may share their concerns with City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's

presentation if it becomes redundant, repetitive or overly argumentative. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.

PUBLIC HEARING

- 15) Conduct Truth-in-Taxation Public Hearing - 2026 Budget and Tax Levy

ORDINANCES

- 16) a. Public Hearing of an Ordinance Amending City Code Chapter 12 - Cannabis Business Registration
 - b. First Reading of Said Ordinance
- 17) a. Public Hearing of an Ordinance Amending Fee Schedule Related to Cannabis and Hemp Business Registration
 - b. First Reading of Said Ordinance
- 18) Final Reading of an Ordinance Amending Fee Schedule for 2026
 - a. Motion Authorizing Publication of a Summary of the Ordinance

BUSINESS

- 19) Consider Compensation and Classification Study from Baker Tilly

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 20) December 8, 2025 (5:30 pm) - Work Session
- December 15, 2025 (6:00 pm) - Council Meeting
- December 22, 2025 (5:30 pm) - Work Session (TBD-if necessary)

ADJOURN

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – October 20, 2025

DRAFT

Pursuant to due call and notice, a regular meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, October 20, 2025, at 6:05 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Staff Present: City Manager Rich Spiczka, Finance Director Donna Coe, Assistant City Engineer Jenna Roberts, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Peterson, seconded by Thayer, approving the agenda as presented. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Prince, Rivera, Eaton, Dickinson**

MINUTES

The following minutes were presented for approval:

September 8, 2025 Work Session

September 15, 2025 Council Meeting

Motion by Rivera, seconded by Thayer, approving minutes as presented. Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Peterson.

CONSENT AGENDA

Mayor Prince called for any amendments to be made to Consent Agenda. Staff requested that the boiler pulled be from consideration for the Sanford Center CIP requests. The following Consent Agenda items were presented for approval. **Motion by Thayer, seconded by Dickinson, to approve Consent Agenda items as follows:**

1. Claims Submitted by Finance Officer in the Amount Of \$1,871,213.36
2. Claims Submitted by ASM Global for the Sanford Center in the Amount of \$74,259.37
3. 2025 Business License Approvals
4. 2026 Business License Approvals
5. 2026 Liquor, Sunday Liquor and Wine License Renewals
6. First Reading of On and Off Sale Beer License Renewals for 2026
7. Approve Special Event Permit for Voyageurs Banana Walk/Run (October 23)
8. Approve Appointment of Ashley Johnson to the Community and Police Advisory Board
9. Approve Submission of MNCD Solar on Public Buildings Grant, OTPC Publicly Owned Properties Solar Incentive, and Agreement for Technical Assistance with CERT
10. Approve Lease Agreement Between City and Loon Country Arts Collective (Historic Carnegie Library)
11. Approve Memorandums of Understanding with Great River Greening
12. Approve CIP Requests for the Sanford Center
13. **RESOLUTION NO. 6664:** Making Certain Findings with Respect to Substandard Buildings
14. **RESOLUTION NO. 6665:** Adopting Assessment Roll(s) for Water/Sewer Deferred Assessment Fees (Connections Completed in 2025)

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

CITIZENS WITH BUSINESS NOT ON AGENDA

- Laine Davis, from the US Small Business Administration (SBA) Office of Disaster Recovery and Resilience reported on the SBA's response to the June storms. He informed the council and public about disaster recovery loans available for businesses, nonprofits, homeowners, and renters who sustained damages.

PUBLIC HEARING

Conduct Public Hearing on Proposed Assessments for the 2025 Street Renewal Project - City Project 25-01

The city recently completed the 17th year of our annual street reconstruction program on various streets within the city. 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

Assessments to the benefitting properties are proposed for the work that was completed and therefore the project was undertaken as a Chapter 429 Special Assessment project. A public hearing was held on February 3, 2025 and bids were awarded by the city council on March 17, 2025. The city council now needs to hold an assessment hearing and consider the adoption of the final assessment roll which is attached. The city clerk has mailed a notice of the hearing to each property owner on the assessment roll.

The proposed assessments for the 2025 project are the same as with the previous years and according to the city's assessment policy are as follows:

Street Assessments	\$45/lineal foot
Sanitary Sewer Service Line	\$1,070/ea.
Water Service Line	\$1,070/ea.

Taft Avenue NE and Mill Street NE are assessed at \$1,595 per unit. This is roughly 20% of the estimated street costs divided up among the total number of units within the project area. Since the current adjacent properties are multiple different sizes, we have taken the Beltrami County shoreland zoning lot width minimum of 100 ft to be a single unit. The adjacent lots of record will have their assessable frontage divided by 100 to convert to total units. An example is a 200 ft lot would be charged 2 units or a 50-foot lot will be charged 0.5 units. Corner lots will have ½ their frontage on the improved street converted to an assessable unit per our current city policy.

Assessment Appeals:

Each property owner that is proposed to be assessed has the ability to appeal their assessment amount to the city council at the assessment hearing. In order to appeal, the property must either submit a written notice of appeal prior to the assessment hearing, or they may attend the hearing this evening. If a property owner appeals at the hearing and is not satisfied with the outcome, they can then appeal to district court. A property owner cannot appeal to district court without first filing an appeal at the city's assessment hearing.

Finance:

The total project cost ended up being \$1,561,061.18 and the assessments for the project total \$305,079.65 which is about 19.5% of the total project costs. The city's share of the project is funded with the street property tax levy, the storm water utility fund and appropriate shares from the water and sanitary sewer utility funds. The assessments will be spread over a 15-year period with an interest rate of 4.4%.

Public Hearing

Pursuant to published notice a public hearing was held regarding input on Proposed Assessments for the 2025 Street Renewal Project – City Project 25-01. Mayor Prince opened the Public Hearing at 6:12 p.m. Council provided comments and questions both during the public hearing and after the public hearing (outlined below). Hearing no public comments, Prince closed the Public Hearing at 6:21 p.m.

Council provided the following comments:

- Expressed concern about the financial burden the assessments would place on residents, especially in light of the recent major storm that caused significant property damage and displacement. There was strong sentiment that council should find ways to lessen the impact, recognizing this as a unique hardship.
- Questions whether the \$45 per linear foot assessment was too high, considered returning to a prior lower rate (e.g., \$38 or even \$35), and discussed whether any adjustment should apply equally to all affected properties and both major street projects.
- Discussion of the legal flexibility to extend the payment term from 15 up to 30 years and/or lower the interest rate, as ways to make annual payments more manageable. Staff clarified that state law and city policy allow deferments for seniors, disabled, and active duty military, provided they apply.
- Stressed the need for consistent treatment—any changes to assessment terms, rates, or relief mechanisms should be applied to both 2025 projects and not single out one group of residents.
- Highlighted the importance of making available deferment programs known and accessible to qualifying residents, ensuring transparency and fairness.
- Questions about the impact of rate reductions or changed terms on city reserve funds and the precedent for future projects or prior assessments.

Conduct Public Hearing on Proposed Assessments for the 2025 Park Avenue NW Reconstruction Project – City Project 25-02

The city recently completed the 2025 Park Avenue NW Reconstruction Project. The project consisted of the reconstruction and paving of the following street segments:

Park Avenue NW / 5th Street NW – 23rd Street NW

Assessments to the benefitting properties are proposed for the work that was completed and therefore the project was undertaken as a Chapter 429 Special Assessment project. A public hearing was held on February 3rd, 2025 and bids were awarded by the city council on April 21st, 2025. The city council now needs to hold an assessment hearing and consider the adoption of the final assessment roll which is attached. The city clerk has mailed a notice of the hearing to each property owner on the assessment roll.

The proposed assessments for the 2025 project are the same as with the previous years and according to the city's assessment policy are as follows:

Street Assessments	\$45/lineal foot
Sanitary Sewer Service Line	\$1,070/ea.

Water Service Line \$1,070/ea.

Assessment Appeals:

Each property owner that is proposed to be assessed has the ability to appeal their assessment amount to the city council at the assessment hearing. In order to appeal, the property must either submit a written notice of appeal prior to the assessment hearing or they may attend the hearing this evening. If a property owner appeals at the hearing and is not satisfied with the outcome they can then appeal to district court. A property owner cannot appeal to district court without first filing an appeal at the city's assessment hearing.

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. The city's share of the project is funded with state aid, the storm water utility fund and appropriate shares from the water and sanitary sewer utility funds. The assessments will be spread over a 15-year period with an interest rate of 4.4%.

Public Hearing

Pursuant to published notice a public hearing was held regarding input on Proposed Assessments for the 2025 Park Avenue NW Reconstruction Project – City Project 25-02. Mayor Prince opened the Public Hearing at 6:32 p.m. with the following comments:

- Elizabeth Chavez, Park Ave NW, shared the significant financial hardship presented by the proposed \$2,925 assessment, especially as her property suffered major damage from the storm and was unlivable for some time. Stressed ongoing recovery expenses and asked the council to consider the heavy burden for herself and other property owners along Park Ave who are still struggling.
- Henry Imsande, 1700 Park Avenue, commented on the communication challenges caused by project management structure and the “runaround” he experienced. Supported offering deferred payments due to widespread storm hardship, but also requested that if people are able to pay assessments in full, there should be a discount for doing so.
- Donald Hazeman, 1618 Park Avenue, expressed concern about future access for his vacant lot after the city replaced a former driveway with a continuous curb during the reconstruction. Wanted clarification on whether, if his heirs eventually decide to build, the city would remove the curb and restore driveway access, or if they would be responsible for the cost. Staff was able to satisfy the question.
- Roger Edlund, 621 15th Street, asked whether the assessment included costs for storm and sanitary sewers, and specifically wanted to know if he was being charged for a sewer service he was unlikely to use due to his home's location and existing connection. Staff was able to satisfy the question.

Council provided the following comments:

- Acknowledged that Park Avenue residents were especially hard hit by storm damage, with many displaced from their homes for extended periods. The assessment was seen as an additional substantial burden.
- Advocated for reducing the per-foot assessment rate (with some suggesting a return to prior lower amounts), lowering interest rates, or extending payment periods—highlighting that even the decreased rate would represent a significant sum for many property owners.
- Focus on clarifying and publicizing existing assessment deferment programs for seniors, disabled individuals, and active-duty military, as well as ensuring equitable application and transparency of the process.
- Stated that any relief or changes made (rate, term, interest, etc.) must be applied to both the Park Avenue and the street renewal projects to ensure fairness for all residents.

- Concerns regarding the city's ability to cover revenue shortfalls if the assessment rates were reduced, questioning which funds would be used and how fiscal impacts would be managed.

Hearing no further public comments, Prince closed the Public Hearing at 6:57 p.m.

Resolution Adopting Assessment Roll for 2025 Street Renewal Project (25-01)

Motion by Peterson, seconded by Thayer to table the Resolution Adopting Assessment Roll for 2025 Street Renewal Project – City Project 25-01, until the November 3 regular council meeting. Motion carried by the following roll call vote: Yeas: Dickinson, Prince, Eaton, Peterson, Thayer, Rivera.

Resolution Adopting Assessment Roll for 2025 Park Avenue NW Reconstruction Project (25-02)

Motion by Thayer, seconded by Rivera to table the Resolution Adopting Assessment Roll for 2025 Park Avenue NW Reconstruction Project – City Project 25-02, until the November 3 regular council meeting. Motion carried by the following roll call vote: Yeas: Rivera, Peterson, Dickinson, Thayer, Prince, Eaton.

ORDINANCES

Final Reading an Ordinance Authorizing the Transfer of Real Property for the Purposes of Lot Realignment to Remedy Surveying/Platting Error

ORDINANCE NO. 223, 3RD SERIES, AN ORDINANCE Amending the Bemidji City Code, Authorizing the Transfer of Real Property for the Purposes of Lot Realignment to Remedy Surveying/Platting Error was given a final reading and passed by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Peterson, Prince.

Motion Authorizing Publication of a Summary of the Ordinance

Motion by Peterson, seconded by Thayer, approving publication of a summary of Ordinance No. 223, 3rd Series. Motion carried by the following roll call vote: Yeas: Eaton, Rivera, Peterson, Prince, Dickinson, Thayer.

NEW BUSINESS

Consider Resolution Ordering Feasibility Report – 2026 Street Renewal Project - City Project 26-01

In a memorandum provided by Sam Anderson, he stated that at the October 6 council meeting, staff provided a list of recommended street segments for programming our 2026 Street Renewal project and beginning the Chapter 429 assessment process. There was a request for some additional assessment information related to the impacts for residents that may be abutting other recently completed projects that were also assessed in the area. Supporting documentation was provided showing what the assessment impacts may look like for a corner lot parcel affected by back-to-back year projects involving assessments using our current public improvement and assessment policy.

The street segments that were originally proposed to be included for study within the 2026 feasibility report are as follows:

Exhibit A – Option 1

19th Street NW	/	Park Avenue NW – Irvine Avenue NW
20th Street NW	/	Norton Avenue NW – Park Avenue NW
21st Street NW	/	Norton Avenue NW – Irvine Avenue NW

To provide some additional flexibility for the Council, staff have provided another group of streets that could be explored in lieu of the previously selected segments. The following segments would be considered Option 2:

Exhibit A – Option 2

11th Street NW	/	Rice Avenue NW – Irvine Avenue NW
10th Street NW	/	Jeannette Avenue NW – Park Avenue NW
Jeannette Avenue NW	/	10th Street NW – 11th Street NW

Either option is a viable project and staff could develop the feasibility report by December this year.

The feasibility report will be completed by city staff in the engineering department. There will be no outside cost for the report. The report will detail all of the proposed project costs and funding sources.

Council provided the following comments:

- Councilmembers generally agreed that “option two” (streets including 11th St NW, 10th St NW, and Jeanette Ave) represented the greater immediate physical need, as these roads were noted to be in rough condition and had been delayed previously due to funding limits.
- Expressed concern about staff workload and possible overextension, given pending major projects (e.g., Highway 197, school drives, potential annexation infrastructure). Some suggested a temporary pause in new projects for one year to allow staff and residents more recovery time following the recent storm and a heavy construction season.
- Acknowledged the physical need for improvements, councilmembers weighed this against the storm’s impact on the community and the importance of not overburdening staff and residents. There was recognition of the need for ongoing street maintenance balanced with compassion for current circumstances.

Staff clarified how assessment for corner lots are calculated, stating that the city’s existing policy is generally advantageous. Staff clarified that authorizing the feasibility study did not obligate the city to proceed with construction immediately; the council could table the project after the feasibility/design phase if needed, with relatively little rework required later.

RESOLUTION NO. 6666: Ordering Feasibility Report for Option Two (2) for 2026 Street Renewal Project – City Project 26-01 was offered by Councilmember Rivera, who moved its adoption, and upon due second by Councilmember Thayer passed by the following roll call vote: Yeas: Peterson, Thayer, Prince, Rivera, Eaton, Dickinson.

Consider Award of Bid - Bemidji Rail Corridor Soil Clean-up Project - City Project 25-05

In a memorandum submitted by Sam Anderson, he stated that at the January 27 work session, information from City staff and Greater Bemidji’s team was presented on the rail corridor project involving the proposed YMCA development.

In February, design proposals from Barr and Loucks engineering firms was executed to begin the design of the soil clean-up/remediation bid package (Bid Package #1) for the rail corridor. Bid Package #1 would include the contaminated soil removal & mass grading of the entire rail corridor and will also include some of the stormwater pond construction, existing building demolition, and removal of a portion of the paved bike trail west of Minnesota Avenue NW.

Staff are anticipating another separate bid package (Bid Package #2) that would involve public infrastructure upgrades including the sanitary sewer main replacement and some replacement of watermain under Minnesota Avenue NW. The scope of these additional public improvements will be finalized as further design of the YMCA is developed, and the Planned Unit Development (PUD) process is completed. Unused DEED redevelopment funds could be used for portions of this bid package.

The initial bid opening on July 22, 2025 had five bids with higher than estimated bid prices. Council rejected the bids in August and work was completed to do additional field exploration, re-design the east building footprints, modify the construction schedule and advertise the project again.

Bidding

A bid opening for the project was held on Tuesday, October 7, 2025 and the following 5 bids were received:

	<u>Base Bid</u>
Casper Construction	\$ 2,217,000.00
Rachel Contracting	\$ 2,398,484.98
Reiersen Construction	\$ 2,430,158.50
U.S. SiteWork	\$ 2,703,535.50
Park Construction	\$ 3,171,811.20
Engineer's Estimate	\$ 2,402,730.00

Loucks Engineering has reviewed Casper Construction's bid and has provided the attached letter for recommending award.

Finance

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

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

BNSF Land Acquisition Costs	\$	79,000
DEED grant assistance consultant fees	\$	220,887
Casper Construction Contract	\$	2,217,000
Design Engineering – Consultants:	\$	265,532
Construction Inspection & Admin.-		
Loucks	\$	204,252
Braun Intertec	\$	58,813
Barr Engr.	\$	288,000
Stoel Rives	\$	50,000
Total Construction Cost:	\$	3,383,484

In addition, the following items will need to be added to the overall project budget:

City Engineering Time Billed to Project	\$	20,000
Construction Contingency (Change Orders)	\$	100,000 (4.5%)
3rd Party Pollution Coverage Insurance	\$	5,000
Total Other Project Costs:	\$	125,000

TOTAL PROJECT BUDGET	\$	3,508,484 (was \$4,077,689)
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Multiple consultant proposals for construction services are attached and should also be approved this evening, if the bid is awarded, to assist city staff with construction services and reporting requirements for both DEED and the MPCA.

Funding sources are proposed to come from the following sources:

DEED Redevelopment Grant	\$	181,733 (589,926 available)
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DEED Cleanup Grant	\$ 902,082
Circle K Land Proceeds	\$ 830,500
Stormwater Sewer Funds	\$ 200,000
ARPA Funds	\$ 80,000
Greater Bemidji Land Sale	\$ 500,000
Potential Land Sale Proceeds	\$ 413,384
Liquor Store Reserve Funds	\$ 400,785
	\$3,508,484

If in the event the potential land sale proceeds aren't acquired, then the necessary funds would come from the liquor store reserve funds. Staff anticipate a balance of roughly \$950,000 by the end of 2025 in liquor store reserves.

The project is scheduled to begin in November, to include building removal and minor site grading, and then resuming in the spring to be completed by Summer 2026.

Council provided the following comments:

- Inquired about the use of liquor store reserves and how dedicating these funds to the cleanup might extend the timeline for rebuilding city reserves depleted by the storm. Staff explained the impact would lengthen, but not derail, the reserve-rebuilding plan, and noted no levy dollars are being used—only enterprise funds, grants, and potential land sale proceeds.
- Sought clarification on the status of relevant land sales (used as funding sources), and the importance of commencing work in 2025 to maintain eligibility for previously awarded grants. Staff confirmed some contracts were in process but not yet closed, and additional potential sales and grants could further offset project costs.
- Questions were raised about how the trail (used year-round by pedestrians, cyclists, and snowmobiles) will be routed during soil remediation. Staff committed to providing a temporary reroute and a permanent realignment in the later project phase. The timing and methodology of an ordered traffic study were also discussed, with assurances that it would align with related city projects.
- Inquired about whether additional requests for city funds might arise as redevelopment proceeds and whether mechanisms like tax increment financing (TIF) would ultimately help make the city whole for these upfront investments.
- Expressed satisfaction that favorable bids had been received and that thorough site exploration had helped lower projected costs overall. The cleanup is seen as critical for future redevelopment—including high-priority projects like a new YMCA—and enables further private and public investment.

Motion by Thayer, seconded by Peterson awarding the bid for the Bemidji Rail Corridor Soil Remediation and Earthwork Project - City Project 25-05, to Casper Construction in the amount of \$2,217,000.00. Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Peterson.

Motion by Peterson, seconded by thayer, authorizing the Mayor and City Manager to finalize and execute a consultant services agreement with Loucks Engineering for construction services in an amount not to exceed \$204,252. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera.

Motion by Peterson, seconded by Thayer, authorizing the Mayor and City Manager to finalize and execute a consultant services agreement with Barr Engineering for construction services

in an amount not to exceed \$288,000. Motion carried by the following roll call vote: Dickinson, Prince, Eaton, Peterson, Thayer, Rivera.

Motion by Eaton, seconded by Dickinson, authorizing the Mayor and City Manager to finalize and execute a consultant services agreement with Braun Intertec for construction services in an amount not to exceed \$58,812.50. Motion carried by the following roll call vote: Yeas: Rivera, Peterson, Dickinson, Thayer, Prince, Eaton.

COUNCIL COMMITTEE UPDATES

- Councilmember Rivera, attended the Public Affairs Committee meeting with Fire Relief Association; participated in the executive director interview process for the and Redevelopment Authority, highlighted that an offer to the new HRA executive director would be extended soon.
- Councilmember Thayer, could not attend a recent Headwaters Regional Development Commission meeting; provided an update from the Sustainability Commission: discussed a consulting contract for energy/facility work and mentioned open/vacant commissioner seats for 2026 and beyond; shared that parks and planning are pursuing a relief grant for tree planting and city ordinance coordination, with a report scheduled for November 3.
- Councilmember Peterson, missed the recent Fire Relief Association meeting due to a scheduling conflict with the Planning Board; attended and thanked attendees of the Fire Relief Association's "pulled pork" fundraiser and promised to report financial results at the next meeting.
- Councilmember Dickinson, attended the Airport Commission meeting and shared it was well-attended and positive; also recapped a successful chamber after-hours event; reported on the Public Affairs Committee meeting, which involved fire association topics.
- Councilmember Eaton, referenced Dickinson's comments on the Airport Commission, confirming strong attendance and positive response to recent activities.
- Mayor Prince, attended League of Minnesota Cities (LMC) Board of Directors preliminary meetings (noted current policy input period); shared good news from the LMC Insurance Trust about a significant decrease in worker's compensation premiums for the city; attended the first meeting of the Sanford Center Finance Subcommittee, called for citizen volunteers/applicants.

Prince called for a brief recess at 7:42 p.m. Meeting reconvened at 7:48 p.m. with all members present.

CLOSED MEETING

Prince stated that council will need to discuss in closed session for pending or threatened litigation, pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) concerning the consolidated boundary adjustment proceedings involving Northern Township and the City of Bemidji, Minnesota Office of Administration File Numbers OAH 71-0330-40846 and OAH 71-0330-40869. Prince read into the record that the need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- The City Council and legal counsel need to have a candid and open discussion of strategic considerations regarding the pending litigation.
- The only business to be discussed in the closed session is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals or parties involved in the litigation and thereby divulge legal strategy that may be detrimental to the interests of the City and taxpayers.
- A closed session would benefit the public because the ultimate outcome of the threatened litigation may impact the finances, operations, future growth, services, economic development, and rights of the City.

Motion by Eaton, seconded by Peterson to close the meeting pursuant to Minnesota Statutes Section 13D.05, Subd. 3(b) regarding pending or threatened litigation concerning the consolidated boundary adjustment proceedings involving Northern Township and the City of Bemidji, Minnesota Office of Administration File Numbers OAH 71-0330-40846 and OAH 71-0330-40869. Motion carried by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Peterson, Prince. Meeting closed at 7:51 p.m.

Those in attendance: Rich Spiczka, Robert Kringler, Chad Arnesen, and Michelle Miller.

REOPEN MEETING

Having completed their business in closed meeting, Prince reopened the City Council meeting at 8:45 p.m.

UPCOMING MEETINGS

- October 27, 2025 (5:30 pm) - Work Session (2024 Financial Year end Review)
- November 3, 2025 (6:00 pm) - Council Meeting
- November 10, 2025 (5:30 pm) - Planning Board
- November 17, 2025 (6:00 pm) - Council Meeting

ADJOURN

There being no further business, motion by Peterson, seconded by Dickinson, to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Eaton, Rivera, Peterson, Prince, Dickinson, Thayer. Meeting adjourned at 8:46 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

Bill List Summary

December 1st, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
ACH	Reierson Construction	\$410,000.00
43959 - 44049	See Attached List	<u>2,768,023.14</u>
		\$3,178,023.14
	TOTAL	\$3,178,023.14

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 11/25/2025 - 10:56AM
Warrant Request Date: 12/1/2025
DAC Fund:



Batch: 00402.12.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000043959	2,338.30
2	Advanced Eng.& Environ.Serv., Inc.	000000000	8,348.44
3	American Engineering Testing, Inc.	000043960	5,451.25
4	Anderson Glass Co, Inc.	000043961	14,250.00
5	Arrow Printing	000043962	72.21
6	Artisan Beer Company	000043963	1,612.20
7	Auto Value Bemidji	000043964	95.56
8	Beberg,Jacob	000043965	1,102.65
9	Bellboy Corporation	000000000	3,521.05
10	Beltrami County Auditor/Treasurer	000043966	124,847.43
11	Beltrami County Dare Advisory	000000000	542.09
12	Bemidji Coca-Cola Bottling Co, Inc	000043967	566.40
13	Bemidji Glass Company	000043968	175.00
14	Bemidji Paper Sales, Inc.	000043969	1,306.30
15	Bernick's	000000000	33,140.20
16	Blue Ox Outdoors	000043970	9,750.00
17	Bob's Towing	000043971	200.00
18	Bound Tree Medical, LLC	000043972	135.99
19	Boyer Mechanical Services	000000000	350.46
20	Brady Martz & Associates P.C.	000043973	28,669.71
21	Breakthru Beverage Minnesota Beer, LLC	000043974	1,153.22
22	Breakthru Beverage Minnesota Wine & Spirits, LLC	000043975	19,029.92
23	Brekke,Shannon	000043976	650.00
24	Casper Construction	000043977	350,042.93
25	Catalis LLC	000043978	214.98
26	Cenex Fleetcard	000043979	19,685.32
27	Central McGowan, Inc	000043980	75.76
28	Christiansen Construction Co, Inc.	000043981	71,668.00
29	Cleaning Maid Simple	000000000	1,820.00
30	Column Software PBC	000043982	183.36
31	Core & Main	000043983	4,581.56
32	Dahlheimer Beverage Brainerd	000000000	5,679.30
33	DEMCO	000000000	170.91
34	Dick's Plumbing & Heating, Inc	000043984	192.29
35	D-S Beverages	000043985	37,048.70
36	EAPC Architects Engineers	000043986	1,725.00
37	Earl F. Andersen, Inc.	000043987	985.60
38	Eaton,Lynn	000000000	98.00
39	EROOF LLC	000043988	3,828.05
40	Fahrenbruch,Melissa	000000000	305.00
41	Fastenal Company	000043989	52.01
42	FleetPride, Inc.	000043990	7.99
43	Forestedge Winery	000000000	1,104.00
44	Frontier Precision, Inc.	000043991	2,457.00

Page Total: \$759,234.14

Line	Claimant	Voucher No.	Amount
45	Galls, LLC	000043992	379.60
46	Grafix Shoppe	000043993	1,761.17
47	Grand Forks Fire Equipment LLC	000000000	195.00
48	Hach Company	000043994	3,034.00
49	Harrison County K9	000043995	2,000.00
50	Hawkins, Inc.	000043996	28,445.34
51	Herzog Roofing	000043997	788,025.00
52	HM Cragg Critical Power	000043998	2,182.50
53	Home City Ice Co.	000043999	63.00
54	Hunt Electric Corporation	000044003	60,994.75
55	Insure Forward, Inc.	000044004	3,747.00
56	Ironhide Equipment, Inc.	000000000	245.67
57	Jackson,Melissa	000000000	150.00
58	JENSEN,ELAINE	000044005	6.03
59	Jim Hirt Trucking, Inc	000044006	2,171.25
60	Joe's Northwoods Pest Control	000044007	107.50
61	Johnson Bros., Inc.	000044008	47,763.87
62	Karvakko Engineering, Inc.	000000000	3,200.00
63	KLJ Engineering LLC	000044009	3,126.00
64	Liberty Exteriors LLC	000044010	331.25
65	Loucks	000044011	7,739.98
66	M&T Fire and Safety	000044012	590.58
67	Marco, Inc.	000000000	688.55
68	Markert,David	000000000	140.23
69	McKinnon Co., Inc.	000044013	20,010.35
70	Menards-Bemidji	000044014	175.34
71	Mestemacher,Michael	000000000	150.00
72	Meyer,Gwendolyn	000044015	500.00
73	MN Dept of Health	000044016	9,515.00
74	MN Dept of Revenue ACH	000000000	91,235.00
75	MN Energy Resources	000000000	865.05
76	MN Valley Testing Lab, Inc.	000000000	150.40
77	NAPA Auto Parts/Premier	000044017	114.72
78	Nei Bottling, Inc.	000044018	190.00
79	NewEra4k	000044019	350.00
80	Northland Fire Protection	000044020	1,075.00
81	Northwest Tire, Inc	000044021	500.00
82	NW Tire, Incorporated	000044022	268.24
83	Otter Tail Power Company	000044023	45,436.96
84	Park Rapids Fire	000044024	16,120.00
85	Paustis & Sons	000044025	3,327.00
86	Per Mar Security Services	000044026	1,538.09
87	Peterson Sheet Metal, Inc.	000000000	2,837.45
88	Phillips Wine & Spirits	000044027	37,584.04
89	Port-Able John Rental & Service	000000000	1,068.65
90	PowerPlan OIB	000044028	1,018.28
91	Prince,Jorge	000000000	98.00
92	Quality Flow Systems, Inc.	000000000	2,233.09
93	Quello Investments LLC	000044029	1,000.00
94	Reierson Construction, Inc.	000000000	198,275.07
95	ReSolve Construction LLC	000000000	411,966.55
96	RMB Environmental Laboratories, Inc.	000044030	1,384.63
97	Roger's Two Way Radio, Inc.	000044031	8.44
98	Short Elliott Hendrickson, Inc.	000044032	12,535.96
99	Skeeter Stitch	000044033	129.95
100	Small Lot MN	000044034	456.12
101	Southern Glazer's of MN	000044035	22,899.96

Page Total: \$1,842,105.61

Line	Claimant	Voucher No.	Amount
102	Southside Tow & Rec, Inc	000044036	2,350.69
103	Spencer,Kole	000000000	90.00
104	St. Germain Casework	000044037	136,819.00
105	Streicher's	000044038	2,930.64
106	Superior Outdoors LLC	000044039	551.20
107	T & K Outdoors, Inc.	000044040	333.00
108	Thayer,Audrey	000000000	117.00
109	Thorson,Erik	000044041	1,000.00
110	Trane U.S. Inc.	000044042	1,880.00
111	UPS Store	000044043	15.10
112	Vestis	000044044	1,044.24
113	VIETOR,MARILYN	000044045	9.75
114	Vinocopia, Inc.	000000000	4,741.80
115	Wanco	000044046	3,378.00
116	Waste Management of WI-MN	000044047	14.95
117	Wine Merchants	000044048	441.00
118	Wood Chucks Tree Service	000044049	4,500.00
119	Ziegler, Inc.	000000000	6,467.02
Page Total:			\$166,683.39
Grand Total:			\$2,768,023.14

**Sanford Center
Cash Requirements
As of Dec 2, 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	11/18/25	<u>466.15</u>
Ace on the Lake	Operating Supplies	11/17/25	3.24
Ace on the Lake	Operating Supplies	11/21/25	<u>26.00</u>
Ace on the Lake	Ace on the Lake		<u>29.24</u>
ADP, Inc	Payroll Software	11/14/25	<u>276.02</u>
Amanda Schackman	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Arrow Printing Inc	Office Supplies	11/24/25	<u>432.12</u>
ASM Global	ASM RVP - Travel Reimbursement for Press Conference regarding June Storm	11/19/25	372.39
ASM Global	Event Insurance Reimbursable	11/21/25	<u>250.00</u>
ASM Global	ASM Global		<u>622.39</u>
Bemidji Coca-Cola Company	Inventory - Beverage	11/18/25	775.13
Bemidji Coca-Cola Company	CM: Inventory - Beverage	11/18/25	-66.00
Bemidji Coca-Cola Company	Inventory - Beverage	11/25/25	<u>1,332.84</u>
Bemidji Coca-Cola Company	Bemidji Coca-Cola Company		<u>2,041.97</u>
BHS Baseball	NPO Payment	11/21/25	<u>524.89</u>
Bemidji Boys HS Volleyball Booster	NPO Payment	11/22/25	<u>540.89</u>
Bemidji Girls Tennis Team	NPO Payment	11/21/25	<u>426.37</u>
Bemidji State University	NPO Payment	11/21/25	448.77
Bemidji State University	NPO Payment	11/22/25	<u>605.86</u>
Bemidji State University	Bemidji State University		<u>1,054.63</u>
Brandon Mack	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Camfil USA, Inc	HVAC Supplies	11/17/25	<u>272.04</u>
Central McGowan Inc	Propane Fuel	11/19/25	<u>255.79</u>
Constellation Newenergy-Gas Div. LLC	Utility - Natural Gas	11/21/25	<u>9,334.63</u>
D-S Beverages Inc	Inventory - Beer	11/24/25	<u>1,082.75</u>
Ethan Rogers	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>

Sanford Center
Cash Requirements
As of Dec 2, 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
Hard Target, Inc.	Contracted Security & EMT Reimbursable	11/16/25	<u>3,240.00</u>
Heidi Neese	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Howies Hockey Tape	Inventory - World Juniors Merchandise	11/20/25	<u>803.09</u>
Janine Johnson	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Jason Larimer	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Johnson Brothers Liquor Co	Inventory - Liquor	11/25/25	767.91
Johnson Brothers Liquor Co	Inventory - Liquor	11/25/25	<u>1,396.27</u>
Johnson Brothers Liquor Co	Johnson Brothers Liquor Co		<u>2,164.18</u>
Jordan Mann	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Lexi Mudrick	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Lil' Bitty Donuts LLC	Contracted F&B Vendor Payment	11/25/25	<u>2,236.63</u>
Luekens Village Foods - North	Inventory - Food	11/11/25	48.14
Luekens Village Foods - North	Inventory - Food	11/18/25	118.15
Luekens Village Foods - North	Inventory - Food	11/18/25	20.67
Luekens Village Foods - North	Inventory - Food	11/21/25	<u>8.17</u>
Luekens Village Foods - North	Luekens Village Foods - North		<u>195.13</u>
Luekens Village Foods - South	Inventory - Food	11/19/25	<u>40.94</u>
Morgan Skiles	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
Nate Anderson	November Cell Phone Reimbursement	11/30/25	<u>60.00</u>
NLFX Professional	Contracted AV Reimbursable	11/17/25	<u>285.00</u>
OtterTail Power Company	Utility - Electric	11/24/25	<u>25,790.08</u>
Paustis Wine Company	Inventory - Wine	11/20/25	<u>658.50</u>
Performance Food Group	Inventory - Food	11/17/25	2,355.89
Performance Food Group	Inventory - Food	11/19/25	1,025.36
Performance Food Group	Inventory - Food	11/19/25	36.97
Performance Food Group	Inventory - Food	11/19/25	3,208.99
Performance Food Group	Inventory - Food	11/21/25	632.16
Performance Food Group	Inventory - Food	11/24/25	39.91
Performance Food Group	Inventory - Food	11/24/25	<u>1,405.71</u>

**Sanford Center
Cash Requirements
As of Dec 2, 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
Performance Food Group	Inventory - Food	11/24/25	58.39
Performance Food Group	Performance Food Group		8,763.38
Rodney Anderson	November Cell Phone Reimbursement	11/30/25	60.00
Sandstrom's Inc	Inventory - Food	11/25/25	1,670.45
Saundra McLean	November Cell Phone Reimbursement	11/30/25	60.00
Sean Crampton	November Cell Phone Reimbursement	11/30/25	60.00
Shelana Ysen	November Cell Phone Reimbursement	11/30/25	60.00
Southern Glazer's of MN	CM: Inventory - Liquor	11/19/25	-66.00
Southern Glazer's of MN	CM: Inventory - Liquor	11/19/25	-2.00
Southern Glazer's of MN	Southern Glazer's of MN		-68.00
Sysco Western Minnesota, Inc	Inventory - Food	11/18/25	1,340.51
Sysco Western Minnesota, Inc	CM: Inventory - Food	11/20/25	-7.13
Sysco Western Minnesota, Inc	CM: Inventory - Food	11/20/25	-0.44
Sysco Western Minnesota, Inc	CM: Inventory - Food	11/20/25	-9.46
Sysco Western Minnesota, Inc	Inventory - Food	11/21/25	545.40
Sysco Western Minnesota, Inc	Sysco Western Minnesota, Inc		1,868.88
TrekNorth Football Booster Club	NPO Payment	11/22/25	448.36
Trevor Johnson	November Cell Phone Reimbursement	11/30/25	60.00
Trisha Vojak	November Cell Phone Reimbursement	11/30/25	60.00
Regents of the University of Minnesota	Event Refund - Overpayment	11/21/25	235.90
Vestis Group, Inc	Laundry and Linen	11/13/25	154.86
Vestis Group, Inc	Laundry and Linen	11/13/25	96.33
Vestis Group, Inc	Laundry and Linen	11/20/25	154.86
Vestis Group, Inc	Laundry and Linen	11/20/25	386.55
Vestis Group, Inc	Vestis Group, Inc		792.60
			67,445.00

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025

Action Requested: Approve October Financials for the Sanford Center

Prepared By: Trevor Johnson, Director of Finance

Background:

For the month of October 2025, the Sanford Center's hockey season is in full swing. Additionally, we hosted a Mercy Me concert and ended the month with Treat Street. This month's activity concluded the Sanford Center closing its book with a net operating income of \$66,034. This result is \$41,095 ahead of what was budgeted for October. Based on the previous forecast in September we anticipated a profit of \$73,727 for October; the variance between the forecast and actual loss is (\$7,693).

The variance between the forecast vs the actual net loss for October is the result of a shortfall in food and beverage income due to less than anticipated budgeted attendance during hockey games. Necessity-based spending has resulted in indirect expenses falling in line with the budget. With these points, the Sanford Center is behind budget by (\$132,440) year to date through October.

Coming up in November and December we have various groups renting out our premium areas for the remaining hockey games. The BSU vs UND game is selling well. World Juniors Preliminary Tournament in December, Harlem Globetrotters in January, and lastly, back by popular demand, Rock and Roll Christmas will return in December!

A recap of events for the month of October:

- MNTA
- Hentges. Kack Wedding
- BSU Honors Gala
- AG Water Task Force
- BSU Club Hockey Games
- Serratore Spaghetti Dinner
- Blue Ox Marathon
- Team Industries Meeting
- Northwoods Pregnancy Gala
- Mercy Me
- Community of MN Resorts
- BSU Athletic Hall of Fame Weekend
- Scouts Night Out
- 2025 Evergreen Conference
- Treat Street

The current rolling forecast as of October projects a net operating loss of (\$614,954) for FY2025; this is a decrease of (\$94,050) over September's forecast and is (\$120,381) behind FY2025's

budget. The significant forecast change is largely due to several factors. Higher than budgeted General Liability Insurance, which resulted in a (\$55k) impact for the remainder of the year.

Princess Bride is rescheduled until July resulting in a (\$5.5k) decrease. Lastly, after entering actuals regarding BSU Hockey games for November, our forecast resulted in a (\$33k) decrease.

Please note that there is a risk with the World Juniors event based on attendance.

Recommendation:

Approve October Financials for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING OCTOBER 31, 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

LEGENDS GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Oct-25

Financial Statements

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Legends Global Management LLC

The Sanford Center – Bemidji, Minnesota

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A recap of events for the month of October:

- **MNTA**
- **Hentges. Kack Wedding**
- **BSU Honors Gala**
- **AG Water Task Force**
- **BSU Club Hockey Games**
- **BSU VS St Cloud**
- **BSU VS Duluth**
- **BSU VS Augustana**
- **BSU VS Robert Morris**
- **Serratore Spaghetti Dinner**
- **Blue Ox Marathon**
- **Team Industries Meeting**
- **Northwoods Pregnancy Gala**
- **Mercy Me**
- **Community of MN Resorts**
- **BSU Athletic Hall of Fame Weekend**
- **Scouts Night Out**
- **2025 Evergreen Conference**
- **Treat Street**

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	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	57,800	77,328	(19,528)	345,275	428,928	(83,653)	369,469
Service Revenue	152,837	100,744	52,093	638,204	1,094,203	(455,999)	729,278
Service Expenses	(90,715)	(64,200)	(26,515)	(391,925)	(815,047)	423,122	(669,623)
Total Direct Event Income	119,922	113,872	6,050	591,554	708,084	(116,530)	429,124
Ancillary Income							
F & B Concessions	46,270	57,139	(10,869)	156,055	250,445	(94,390)	312,725
F & B Catering	70,591	46,362	24,229	345,536	511,594	(166,058)	226,046
Novelty Sales	3,921	0	3,921	4,728	16,550	(11,822)	12,157
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	120,782	103,501	17,281	506,319	778,589	(272,270)	550,928
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	35,319
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	8,822
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	19,546	0	19,546	27,904	23,080	(14,722)	80,535
Facility Fees	35,523	4,212	31,311	81,471	72,292	(22,132)	74,141
Total Other Event Income	55,069	4,212	50,857	135,152	124,757	10,395	198,817
Total Event Income	295,773	221,585	74,188	1,233,025	1,611,430	(378,405)	1,178,869
OTHER OPERATING INCOME							
Luxury Suite Premiums	18,343	9,216	9,127	18,343	9,216	9,127	8,571
Suite Service Premium	4,078	1,266	2,812	4,078	1,266	2,812	2,128
Advertising & Sponsorship	16,153	32,006	(15,853)	231,448	320,060	(88,612)	195,173
Sanford Naming Rights	16,667	16,667	0	166,667	166,670	(3)	166,667
Coke Mktg Sponsorship	0	0	0	0	0	0	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,468	0	1,468	14,372	4	14,368	12,288
Total Oth. Operating Income	56,709	59,155	(2,446)	434,908	497,216	(62,308)	394,827
Adjusted Gross Income	352,482	280,740	71,742	1,667,933	2,108,646	(440,713)	1,573,696
INDIRECT EXPENSES							
Salaries & Wages	115,911	114,096	1,815	1,034,794	1,140,960	(106,166)	956,948
Payroll Taxes & Benefits	39,281	38,877	404	280,931	388,770	(107,839)	307,922
Net Salaries and Benefits	155,192	152,973	2,219	1,315,725	1,529,730	(214,005)	1,264,870
Contracted Services	0	0	0	0	0	0	0
General and Administrative	33,973	21,910	12,063	176,427	219,500	(43,073)	208,120
Operating	9,718	5,110	4,608	92,687	76,300	16,387	102,764
Repairs & Maintenance	2,352	3,917	(1,565)	24,360	28,164	(3,804)	49,986
Operational Supplies	5,881	9,208	(3,327)	68,958	100,080	(31,122)	43,073
Insurance	15,818	13,374	2,444	98,632	133,740	(35,108)	52,960
Utilities	52,905	38,700	14,205	351,952	349,500	2,452	362,588
ASM Management Fees	10,609	10,609	0	106,090	106,090	0	103,000
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
Total Indirect Expenses	286,448	255,801	30,647	2,234,831	2,543,104	(308,273)	2,187,986
Net Income (Loss)	\$ 66,034	\$ 24,939	\$ 41,095	(\$ 566,898)	(\$ 434,458)	(132,440)	(\$ 614,290)
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)	\$ 66,034	\$ 24,939	\$ 41,095	(\$ 255,464)	(\$ 434,458)	178,994	(\$ 239,259)

ASSETS

Current Assets

Cash	\$	1,089,325	
Accounts Receivable		230,930	
Prepaid Assets		210,424	
Inventory		<u>72,841</u>	
Total Current Assets			1,603,520

Fixed Assets

Building		28,681	
Machinery & Equipment		49,088	
Acc. Depreciation		<u>(51,856)</u>	
Total Fixed Assets			25,913

Other Assets

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

Total Assets		\$	<u><u>1,629,433</u></u>
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	356,130	
Working Capital Loan		350,000	
Accrued Expenses		71,325	
Deferred Income		771,479	
Advance Ticket Sales/Deposits		189,328	
Other Current Liabilities		<u>0</u>	
Total Current Liabilities			1,738,262

Equity

Net Funds Received		0	
Retained Earnings		146,640	
Net Income (Loss)		<u>(255,469)</u>	
Total Equity			<u>(108,829)</u>

Total Liabilities & Equity		\$	<u><u>1,629,433</u></u>
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The Sanford Center
2025
Rolling Forecast

	Year to Date Actual Thru October	Projected November 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	345,275	196,955	542,230	541,183	1,047	0.19%	522,224	20,006	3.83%
Service Income	638,204	141,961	780,165	1,076,938	(296,773)	-27.56%	908,408	(128,243)	-14.12%
Service Expenses	(391,925)	(141,386)	(533,311)	(948,124)	414,813	-43.75%	(806,057)	272,746	-33.84%
Total Direct Event Income	591,554	197,530	789,084	669,997	119,087	17.77%	624,575	164,509	26.34%
Ancillary Income									
F & B Concessions	156,055	49,945	206,000	356,336	(150,336)	-42.19%	438,743	(232,743)	-43.23%
F & B Catering	345,536	139,859	485,395	797,794	(312,399)	-39.16%	279,329	206,066	55.24%
Novelty Sales	4,728	-	4,728	16,550	(11,822)	-71.43%	12,157	(7,429)	-64.57%
Total Ancillary Income	506,319	189,804	696,123	1,170,680	(474,557)	-40.54%	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	-	14,750	14,750	-	14,750	0.00%	-	14,750	0.00%
Ticket Rebates (Per Event)	27,904	-	27,904	23,080	4,824	20.90%	132,580	(104,676)	-93.70%
Facility Fees	81,471	43,315	124,786	101,277	23,509	23.21%	192,833	(68,047)	-40.74%
Total Other Event Income	135,152	58,065	193,217	131,857	61,360	46.54%	405,832	(241,993)	-59.63%
Total Event Income	1,233,025	445,399	1,678,424	1,972,534	(294,110)	-14.91%	1,760,636	(78,565)	-4.46%
Other Operating Income	434,908	106,306	541,214	637,403	(96,189)	-15.09%	490,830	46,841	9.54%
Adjusted Gross Income	1,667,933	551,705	2,219,638	2,609,937	(390,299)	-14.95%	2,251,466	(31,724)	-1.41%
Operating Expenses									
Employee Salaries and Wages	1,034,794	211,688	1,246,482	1,369,148	132,731	9.69%	1,144,135	102,347	-8.07%
Benefits	280,931	73,604	354,535	466,519	114,462	24.54%	371,020	(16,485)	5.11%
Net Employee Wages and Benefits	1,315,725	285,292	1,601,017	1,835,667	247,193	13.47%	1,515,155	(73,320)	-4.84%
General and Administrative	176,427	43,110	219,537	262,610	55,130	20.99%	241,689	34,209	14.15%
Operations	92,687	23,140	115,827	80,100	(29,185)	-36.44%	127,734	18,449	14.44%
Repair & Maintenance	24,360	7,930	32,290	55,434	19,645	35.44%	55,572	19,783	35.60%
Supplies	68,958	18,420	87,378	118,500	27,793	23.45%	49,064	(41,643)	-84.87%
Insurance	98,632	85,751	184,383	160,491	31,554	19.66%	60,996	(67,941)	-111.39%
Utilities	351,952	114,900	466,852	464,400	11,755	2.53%	436,513	(16,132)	-3.70%
SMG Management Fees	106,090	21,218	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	(625)	100.00%
Total Operating Expenses	2,234,831	599,761	2,834,592	3,104,510	(269,918)	11.72%	2,610,948	(129,678)	-4.97%
Net Income (Loss) From Operations	(566,898)	(48,056)	(614,954)	(494,573)	(120,381)	24.34%	(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)	(255,464)	(48,056)	(303,520)	(494,573)	(353,185)	71.41%	(359,482)	(472,836)	131.53%

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Amusement Games			
	HATCHET HOUSE OF BEMIDJI	200 PAUL BUNYAN DR S, UNIT #3	\$55.00
Billiards/Pool (per table)			
	BEMIDJI BOWL	3455 LAUREL DRIVE NW 4 tables	\$80.00
	EAGLES CLUB	1270 NEILSON AVENUE SE 1 table	\$20.00
Bowling Alley			
	BEMIDJI BOWL	3455 LAUREL DRIVE NW 24 lanes	\$480.00
Cigarette/Tobacco Products			
	CIRCLE K #2746104	1106 PAUL BUNYAN DR S	\$85.00
Dances (lounge)			
	EAGLES CLUB	1270 NEILSON AVENUE SE	\$240.00
Gas Station (per pump)			
	CIRCLE K #2746104	1106 PAUL BUNYAN DR S 12 multi pumps	\$420.00
	CIRCLE K #2746565	3555 MOBERG DR NW 10 multi pumps	\$350.00
Massage Establishment			
	LAKEVIEW HEALTH & WELLNESS	118 PAUL BUNYAN DR S	\$120.00
	MISTIC MASSAGE	3620 BEMIDJI AVE N Meagan Mistic	\$120.00
	SIAM MASSAGE & WELLNESS SPA	423 BELTRAMI AVE NW	\$120.00
	THE BODY ROOM MASSAGE & STRETCH	3620 BEMIDJI AVE N Alizabeth Blankship	\$120.00

Type of License	Business Name	Business Location	Fee Paid
	TRAIL READY MASSAGE, LLC	1510 BEMIDJI AVE N SUITE 7 Polly Merhar	\$120.00
Massage Therapist	ALIZABETH BLANKENSHIP	3620 BEMIDJI AVE N The Body Room Massage & Stretch	\$120.00
	CARTER HANLON	118 PAUL BUNYAN DR S Lakeview Health & Wellness	\$120.00
	MEAGAN CATHERINE MISTIC	3620 BEMIDJI AVE N Mistic Massage	\$120.00
	POLLY JO MERHAR	1510 BEMIDJI AVE N SUITE 7 Trail Ready Massage	\$85.00
Precious Metal Dealer	KEN K THOMPSON JEWELRY	1080 PAUL BUNYAN DR NW	\$95.00
Restaurant/Food Service	BAR 209	217 MINNESOTA AVENUE NW	\$35.00
	BEMIDJI BOWL	3455 LAUREL DRIVE NW	\$35.00
	BEMIDJI FUSION	2405 HANNAH AVE NW	\$35.00
	CIRCLE K #2746104	1106 PAUL BUNYAN DR S	\$35.00
	CIRCLE K #2746565	3555 MOBERG DR NW	\$35.00
	EAGLES CLUB	1270 NEILSON AVENUE SE	\$35.00
	GIOVANNI'S PIZZA	104 1ST STREET W	\$35.00
	HATCHET HOUSE OF BEMIDJI	200 PAUL BUNYAN DR S, UNIT #3	\$35.00
	SLIMS BAR & GRILL	142 ANNE STREET NW	\$35.00

Type of License	Business Name	Business Location	Fee Paid
	TARA BEMIDJI	401 BELTRAMI AVE N, SUITE A	\$35.00
	WASABI SUSHI & POKE BOWL	419 BELTRAMI AVE NW SUITE 3	\$35.00
Secondhand Goods Dealer			
	ECO ATM (WALMART 3233)	WITHIN BEMIDJI CITY LIMITS Inside Walmart Store	\$95.00
	ELLIE LAKE THRIFT	217 3RD STREET NW	\$95.00
	GAMESTOP #2907	2219 PAUL BUNYAN DR NW SUITE	\$95.00

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

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
BAR 209	THREE LESS ONE, INC.		Sunday Liquor	\$200.00
BAR 209	THREE LESS ONE, INC.		Liquor	\$3,780.00
BEMIDJI BOWL	BEMIDJI BOWL, INC.	& PATIO AREA	Sunday Liquor	\$200.00
BEMIDJI BOWL	BEMIDJI BOWL, INC.	& PATIO AREA	Liquor	\$3,780.00
EAGLES CLUB	EAGLES AERIE 351	& COURTYARD	Liquor	\$3,780.00
EAGLES CLUB	EAGLES AERIE 351	& COURTYARD	Sunday Liquor	\$200.00
GIOVANNI'S PIZZA	GIOVANNI'S PIZZA		Wine	\$585.00
HATCHET HOUSE OF BEMIDJI	HATCHET HOUSE OF BEMIDJI INC.		Sunday Liquor	\$200.00
HATCHET HOUSE OF BEMIDJI	HATCHET HOUSE OF BEMIDJI INC.		Liquor	\$3,780.00
SLIMS BAR & GRILL	BEAVER POND INC.	& PATIO AREA	Sunday Liquor	\$200.00
SLIMS BAR & GRILL	BEAVER POND INC.	& PATIO AREA	Liquor	\$3,580.00
TARA BEMIDJI	TARA BEMIDJI LLC		Wine	\$585.00
WASABI SUSHI & POKE BOWL	MARINA, LLC		Liquor	\$3,780.00
WASABI SUSHI & POKE BOWL	MARINA, LLC		Sunday Liquor	\$200.00

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Approve Transfer of Liquor License for Slim's Bar and Grill
Prepared By: Michelle Miller, City Clerk

Background:

The Beaver Pond, Inc., d/b/a Slim's Bar and Grill, has applied for transfer of the liquor license currently issued to and held by Lisa and John Freise to Ashlee and Christopher Curb, located at 142 Anne Street NW, effective January 1, 2026.

Under the City Code (Liquor License regulations), a change in ownership is considered to be a transfer of the liquor license and requires Council approval. The reason for this requirement is that it provides an opportunity to review the eligibility of the new licensee and whether the change in ownership materially affects the integrity and character of the management of operation of the business in question. A background check was conducted on the new owners and all other requirements of the city code have been fulfilled.

Recommendation:

Based upon the application requirements being in order, including the positive background investigation results, staff recommends approval of the transfer of the liquor license for Beaver Pond, Inc., d/b/a Slim's Bar and Grill located at 142 Anne Street NW to Ashlee and Christopher Curb effective January 1, 2026.

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Accept Grant Dollars
Prepared By: David LaZella, Police Captain

Background:

The Bemidji Police and Parks and Recreation Departments continue to engage community youth through their innovative and very popular program, "Casting with Cops". This program was initiated in 2023 and has been instrumental in providing opportunities for youth in the area who would normally not have a chance to go fishing in a controlled, safe, environment with representatives from the Bemidji Police Department.

As a result of this program, several persons and businesses have expressed desire to donate funding to help offset program costs which include fuel, bait, fishing equipment, safety equipment and refreshments/lunches for the participants.

In September 2025, Officer Greg Zimbelman applied for a Community Partnership Grant from the Minnesota Chief's of Police Foundation to support the on-going efforts of the CwC program.

On 10/29/25, BPD received notice that the MNCPF had approved the grant for \$2,000 to support the CwC program.

Recommendation:

Accept and authorize approval of grant money from the MNCPF



MINNESOTA CHIEFS OF POLICE FOUNDATION

Advancing high quality, effective policing and strengthening police-community relations in Minnesota through training, outreach, grants and scholarships

COMMUNITY PARTNERSHIPS GRANT PROGRAM GRANT APPROVAL NOTIFICATION

Project Name: **Casting with Cops**

Grant Amount Requested: **\$2,500**

Grant Amount Approved: **\$2,000**

Dear Bemidji Police Department:

The Minnesota Chiefs of Police Foundation (MCPF) is pleased to offer this grant check in the amount of \$2,000 to support Bemidji Police Department's Casting with Cops project.

The **MCPF Community Partnerships Grant Program** supports MN police departments in their efforts to build trust and strong relationships with their community. We hope this grant will provide an opportunity for your department to make a difference and continue to cultivate a mutually respectful and strong working relationship with your constituents.

The Foundation is proud to be able to offer grants and make a difference. Together, we will advance high quality, effective policing and strengthen police community relations in our state.

Thank you for your dedication to keeping our communities safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Henthorne".

Chief Jay Henthorne
Board President
Minnesota Chiefs of Police Foundation

A handwritten signature in blue ink, appearing to read "Jeff Potts".

Jeff Potts
Executive Director
Minnesota Chiefs of Police Association

Minnesota Chiefs of Police Foundation is a tax-exempt organization,
as described in Section 501(c)(3) of the Internal Revenue Code.
Federal Tax ID #27-0833763

www.mnchiefsfoundation.org



CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Approve Service Agreement with Minnkota Power Cooperative
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

As part of the Middle School Drive & Hannah Avenue Reconstruction project, staff have been working with Minnkota Power to mitigate impacts on Minnkota's existing overhead transmission line infrastructure near Middle School Drive. The proposed design of the intersection of Stu Wright Drive NW and Middle School Drive NW will require Minnkota Power to revise the location of multiple guy wires to accommodate the new street design. Minnkota has an existing easement that pre-dates our records of the City right of way used for roadway purposes, so the costs associated for the guy wire relocation will be the responsibility of the City. Minnkota Power will complete the work on the City's behalf, which is estimated to be \$26,200. The cost will be paid for using the City's State Aid Construction Account through the project.

Recommendation:

Authorize the City Manager to execute the attached service agreement with Minnkota Power Cooperative.

Minnkota Power Cooperative, Inc.
SERVICE AGREEMENT

This Agreement, made by and between **The City of Bemidji**, organized and existing under the laws of the state North Dakota, whose post office address is **317 4st Street NW, Bemidji, MN, 56601**, hereinafter called the "Requesting Party," as First Party, and Minnkota Power Cooperative, Inc., whose address is 5301 32nd Avenue South, Grand Forks, North Dakota 58201, hereinafter called "Minnkota," as Second Party, witnesseth:

WHEREAS, Minnkota owns certain facilities and structures, used in connection with its generation and transmission network;

WHEREAS, Minnkota's facilities and structures are currently located upon certain real property pursuant to valid easements;

WHEREAS, Requesting Party has designed certain roadway changes that are projected to impact Minnkota's facilities and structures; and

WHEREAS, As a result of the projected impact, the Parties have agreed for Minnkota to make the following changes and/or alterations (the "Work") to its facilities at the Requesting Pary's sole cost, to-wit:

1. **Remove existing guys, crossties, and anchors from structure 38 on line 535B.**
2. **Install 4 new guy anchors with shorter lead lengths based on the planned back of curb location.**
3. **Replace guys, crossties, and associated pole hardware.**
4. **Install 1 bollard near the guy anchors.**

AND WHEREAS, Minnkota has heretofore furnished to Requesting Party an estimate of the costs of the Work, in the amount of **\$26,200** it being understood that the estimate is not firm in its price, but is to be used only for reference purposes, and that Requesting Party will be obligated to pay to Minnkota the actual costs in addition to all applicable Minnkota overhead costs incurred in performing the Work;

NOW, THEREFORE, the Parties agree as follows, to-wit:

1. . No provision of this Agreement shall be interpreted to mean or imply that the Parties have established or intend to establish a joint venture or partnership and Minnkota. Minnkota shall have full responsibility for its own performance and shall at its sole discretion determine method, means, and time for performing the Work.
2. The Requesting Party agrees to pay to Minnkota the actual costs and expenses incurred in performing the Work, including Minnkota's applicable charges for the overhead associated with having third parties perform all or a portion of the Work.
3. Payment to Minnkota may be required during the performance of the Work as well as after completion of the Work. All payments shall be due within 30 days after receipt of an invoice for the costs and expenses incurred. In addition, Minnkota may, in its discretion, require advance payment prior to commencing the Work or prior to engaging any third party contractor(s) or supplier(s).
4. The Requesting Party specifically acknowledges and understands that the receipt of the estimate of the costs of work to be done is only an estimate. Due to the uncertain nature of site conditions, material and/or labor shortages, and other factors, the actual costs for completing the Work could be greater or less but will, in either case, be paid to Minnkota.
5. In the event that the Requesting Party should decide not to proceed with the Work, the Requesting Party may serve formal notice of cancellation upon Minnkota and shall also reimburse Minnkota for any costs and expense incurred under the terms of this Agreement up to the time that the notice of cancellation is acknowledged in writing by Minnkota which shall be done as soon as reasonably possible after its receipt by Minnkota.
6. Under no circumstances will Minnkota be responsible for delays in the performance of the Work.
7. Requesting Party shall have the right during this Agreement to audit Minnkota records during regular business hours and only upon advance written notice to Minnkota directly relating to the Work to determine that the costs and charges made in doing the work are actual expenses and charges of Minnkota. Minnkota shall have the right to charge the

Requesting Party reasonable fees for any labor and material expended to comply with an audit request.

8. Except for gross negligence and intentional misconduct, the Requesting Party agrees to hold Minnkota harmless for any costs, expenses and liability incurred while doing the Work for any reason whatsoever.

IN WITNESS WHEREOF, the Parties have set their hands and seals.

Requesting Party

Print name:_____

Title

Minnkota Power Cooperative, Inc.

Print name:_____

Title

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Approve Change Order No. 1 - Park Avenue NW
Reconstruction - City Project 25-02
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

Attached is Change Order #1 for the construction of Park Avenue NW Reconstruction Project.

This change order includes two tasks added to the project during construction to accommodate design improvements and an overall deduct to reflect the actual quantities installed that were less than what was planned. The change order includes the following items:

1. Increasing thickness of concrete from 4" to 6" to meet ADA guidelines	+\$4,443.80
2. Addition of retaining wall	+\$10,670.00
3. Overall project deduct for actual items installed	-\$22,354.30
net change	-\$7,240.50

The net amount of the change order is a deduct of \$7,240.50. This change order results in a new contract cost with Reiersen Construction Inc. of \$1,525,407.25.

Recommendation:

It is recommended that the city council pass a motion approving Change Order #1 for the Park Avenue NW Reconstruction Project - City Project 25-02

CHANGE ORDER NO.: 1

Owner: City of Bemidji
 Engineer: Moore Engineering, Inc.
 Contractor: Reiersen Construction, Inc.
 Project: S.A.P. 105-115-005
 Contract Name: Park Avenue Northwest Improvements
 Date Issued: 10/29/2025

Owner's Project No.: 25-02
 Engineer's Project No.: 24396
 Contractor's Project No.:

Effective Date of Change Order: 11/4/2025

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

Description:

Addition of retaining wall adjacent to the sidewalk to accommodate ADA slope requirements and existing topography.
 Addition of 6" concrete at ADA landings and ramps. Addition and subtraction of miscellaneous pay items due to field conditions and actual quantities installed.

Attachments: Exhibit A - Change Order No.: 1

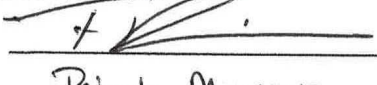
Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 1,532,647.75	Original Contract Times: Substantial Completion: August 29, 2025 Ready for Final Payment: September 19, 2025
Increase from previously approved Change Orders No. 0 to No. N/A \$ N/A	[Increase][Decrease] from previously approved Change Orders No. 0 to No. N/A Substantial Completion: N/A Ready for Final Payment: N/A
Contract Price prior to this Change Order: \$ 1,532,647.75	Contract Times prior to this Change Order: Substantial Completion: August 29, 2025 Ready for Final Payment: September 19, 2025
Decrease this change order: \$ -7,240.50	Increase this Change Order: Substantial Completion: N/A Ready for Final Payment: November 4, 2025
Contract Price incorporating this Change Order: \$ 1,525,407.25	Contract Times with all approved Change Orders: Substantial Completion: August 29, 2025 Ready for Final Payment: November 4, 2025

Recommended by Engineer (If required)

By: 
 Title: Project Manager
 Date: 10/31/2025
 Authorized by Owner

By: _____
 Title: _____
 Date: _____

Accepted by Contractor

By: 
 Title: Project Manager
 Date: 11/19/25
 Approved by Funding Agency (if applicable)

By: _____
 Title: _____
 Date: _____

EJCDC® C-941, Change Order.

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 Page 1 of 1

EXHIBIT A
CHANGE ORDER NO.: 1

<u>Item No. & Description</u>	<u>Unit</u>	<u>Change In Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
BASE BID					
CO1 Concrete ADA Addition	LS	1.00	\$ 4,443.80		\$ 4,443.80
CO1 Retaining Wall Addition	LS	1.00	\$ 10,670.00		\$ 10,670.00
CO1 Actual Field Quantity Net Change	LS	1.00	\$ (22,354.30)	\$ (22,354.30)	
TOTALS				\$ (22,354.30)	\$ 15,113.80
NET CHANGE IN CONTRACT PRICE				(\$7,240.50)	

JUSTIFICATION:

1. ADA ramps should be 6" concrete to follow recommended design guidelines. Approximately 145 square yards of 4" sidewalk was adjusted to 6" sidewalk to accommodate the ADA ramps and landings.
2. Existing topography on site did not allow for ADA compliance without some sort of grade stabilization. A retaining wall was identified as the most cost effective alternative within the construction limits.
3. Actual quantities installed in the field varied slightly from the plan quantities. To account for these additions/subtractions, a net change of (\$22,354.30) has been applied to the project.

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Approve Change Order No. 4 - Middle School Drive & Hannah Avenue NW Reconstruction - City Project 23-05
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

Attached is Change Order #4 for the construction of the Middle School Drive & Hannah Avenue NW Reconstruction Project. This change order includes an item added to our contractor that will replace the baseball fencing with a 6' fence instead of the proposed 4' fence. The change order includes the following item:

1. Installing a 6' fence instead of a 4' fence at the baseball fields: + \$1,540.00

The original plans showed the existing baseball fence that was taken down as part of the bypass lane for the Middle School Drive and 23rd Street Round-a-bout to be replaced with a 4' fence. The contractor went and looked at it during a site visit and noticed that the existing fence is 6'. They are requesting a small cost increase for the additional fence height. This added work will accommodate the fence replacement yet this fall. This change order was reviewed by city staff and is recommended for approval.

The net amount of the attached change order is \$1,540.00. This change order results in a new contract cost with Reiersen Construction Inc. of \$4,444,072.53. These additional costs are eligible for RAISE grant and/or IJJA State Discretionary funding through the project.

Recommendation:

It is recommended that the City Council pass a motion approving Change Order #4 for the Middle School Drive NW & Hannah Avenue NW Reconstruction Project - City Project 23-05



SP/SAP(s)	105-132-003 & 105-142-002	MN Project No.:	STGB 0425(228)	Change Order No.	4
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Project Location	MSAS 132 (Middle School Drive) and MSAS 142 (Hannah Avenue NW)		
Local Agency	City of Bemidji	Local Project No.	23-05
Contractor	Reierson Construction, Inc.	Contract No.	
Address/City/State/Zip	6160 Mill St NE Bemidji, MN 56601		
Total Change Order Amount \$		1,540.00	

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work.

Resolution:

1. The Engineer has determined the need for 6' foot fencing where the existing fence was removed to install the bypass lane.
2. The Contractor will replace the proposed 4' fence with a 6' fence.

Entitlement: Payment for this work will be at: Negotiated Lump Sum as provided in MnDOT Specification 1904, as shown in the estimate of cost.

The Contract time will be modified as follows: **The contract time is increased by 14 working days.**

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
3	1402.5	EXTRA WORK	LS	\$1,540.00	1	\$1,540.00
Net Change this Change Order						\$ 1,540.00

****Group/funding category is required for federal aid projects**

Project Engineer:	_____	Date:	_____
Print Name:	_____	Phone:	_____
Contractor:	_____	Date:	_____
Print Name:	_____	Phone:	_____

Other required signatures (MnDOT if work on Trunk Highway, other agency as needed). These signatures should be in place before submittal to the DSAE.

Signature:	_____	Date:	_____
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STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	105-132-003 & 105-142-002	MN Project No.:	STGB 0425(228)	Change Order No.	4
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Print Name: _____ Phone: _____
Title and Agency: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for **FUNDING PURPOSES ONLY** and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding ____ State Aid Funding ____ Local Funds

District State Aid Engineer: _____ Date: _____



Reierson Construction Inc.

6160 Mill St. E
Bemidji, MN 56601
Phone Number- 218-751-3796
Fax Number- 218-751-4374
Email- reiconst@paulbunyan.net

Change Request:

To: City of Bemidji
Date: 10/30/2025
Project: SAP 105-132-003, 150-142-002, Middle School Drive, Hannah Avenue NW

Item No.	Description	Units	Quantity	Unit Price	Total Price
1	110' of 6' high chain link fence in place of the planned 4' high fence	LF	110	\$14.00	\$1,540.00
2	Additional time for material order and shipping (Calander Days)	DAY	14.00	NA	
				Total-	\$1,540.00

Thank You, Travis Reierson- Reierson Construction, Inc.



Enhance your leadership skills and connect with peers from across the state. Next-Level Leaders explores advanced leadership topics such as building trust, fostering meaningful community engagement, and leading with empathy and authenticity. [Browse the agenda](#) for session descriptions, speakers and other details.

All activities will take place at the [Crowne Plaza – Minneapolis West](#) (Plymouth).

Dates

Feb. 6-7

Fee

\$350. ([Mayors Program](#) requires and additional \$40 fee.)

Registration

Register for Next-Level Leaders – Plymouth

Registration closes Jan. 30.

Location & lodging

[Crowne Plaza – Minneapolis West \(Plymouth\)](#)

[3131 Campus Drive](#)

[Plymouth, MN 55441](#)

Room rate: \$139

Phone: (763) 559-6600

Reservations can be made via phone or online with [this booking link](#). To receive the special room rate via phone, ask for the “League of Minnesota Cities” group block when making reservations. Book by Jan. 16 to receive this special rate.



Agenda – Next-Level Leaders (Plymouth)

Friday, Feb. 6

Mayors Program

Pre-registration required.

8:30 a.m.

Welcome & check-in open (*Mayors Program ONLY*)

9-10:30 a.m.

Own Your Mayoral Moments: Personal Branding Built By Every Gesture

Paul Omodt, Omodt & Associates Critical Communications LLC

As a mayor, you play a unique role in shaping your city, how your residents feel about their community, and spearheading effective change. But are you leaving important pieces of yourself out of the equation? This session will discuss how you can fully utilize the power of your personal brand – a brand built through every word, gesture, and moment you create – a brand you have control over! Learn how to craft what is said, what is not said, and what is felt to leave a lasting impression.

Next-Level Leaders Program – Day 1**10 a.m.**

Welcome & check-in open!

10:45 a.m.

Greeting from Host City

Mayor Jeff Wosje, Plymouth

10:50 a.m.

Welcome from League of Minnesota Cities Leadership

11 a.m.

Trust Starts Here: Communicating Confidence in Local Government

Paul Omodt, Omodt & Associates Critical Communications LLC

Today's post-truth and post-trust world poses a unique challenge to those who work and serve in government. Across the country, people are reporting an erosion of trust in established institutions and a lack of confidence in finding accurate sources of information. But within this widening problem are promising strategies to find new ways forward – ways that local level elected officials like you have a role in. In this workshop we will delve into the latest research on strategies you can deploy to build confidence in local government.

12:15 p.m.

Networking Lunch

1 p.m.

Public Participation and Community Engagement for Senior Leaders

Justin Schneider and Michell Gutt, facilitators, International Association for Public Participation (iap2)

This workshop will guide you through the important process of community engagement, looking at what makes engagement meaningful, and how to apply standards of practice that will enhance the public participation process. Through examples from cities from all sizes across the nation, we will explore your critical role as elected officials in building a positive culture of engagement that improves results, credibility and performance. Led by two skilled iap2 facilitators with national local government experience you will be introduced to the public participation framework, get a chance to explore the role of trust and culture in the engagement process, consider ways power and influence challenge engagement contexts, and evaluate your own city practices in public participation.

*****This session includes a break at 2:45 p.m.***

4:45 p.m.

Social time

5:30 p.m.

Dinner

6:30 p.m.

Adjourn for the day

Saturday, Feb. 7

Next-Level Leaders Program – Day 2

7:45 – 8:20 a.m.

Breakfast

8:30 a.m.

Panel discussion on emergency management – more details coming soon!

9:30 a.m.

Leading with Heart and Vision: Advancing Government Leadership in Complex Times

Daniel Jasper, keynote speaker and strategic advisor, Mall of America

Effective government leadership today requires more than managing daily operations—it calls for clarity, empathy, and the ability to lead through complexity. Daniel Jasper draws on real-world experiences from his work with the Mall of America, including crisis response and community engagement, to share practical strategies for stronger public leadership.

Participants will learn how to balance strategic vision with authentic connection, communicate clearly under pressure, and lead with confidence and purpose.

*****This session includes a break at 10:30 a.m.***

12 p.m.

Adjourn

Your LMC Resource

Event and Learning Staff

(651) 281-1200

registration@lmc.org

Cancellation Policy

Cancellations must be sent via email to registration@lmc.org seven (7) days prior to the start of the program and are subject to a \$50 cancellation fee. If you are unable to attend, please consider sending a substitute. Substitutions are permitted up to the day of the event. Please notify the staff at the check-in desk of any on-site substitutions.



Enhance your leadership skills and connect with peers from across the state. Next-Level Leaders explores advanced leadership topics such as building trust, fostering meaningful community engagement, and leading with empathy and authenticity. [Browse the agenda](#) for session descriptions, speakers and other details.

All activities will take place at the [Arrowwood Resort & Conference Center](#) (Alexandria).

Dates

Feb. 20-21

Fee

\$350. ([Mayors Program](#) requires and additional \$40 fee.)

Registration

Register for Next-Level Leaders – Alexandria

Registration closes Feb. 13.

Location & lodging

[Arrowwood Resort & Conference Center](#)
[2100 Arrowwood Drive](#)
[Alexandria, MN 56308](#)

Room rate: \$139-\$199

Phone: (320) 762-1124

Contact the hotel directly to make a reservation. To receive the special room rate via phone, ask for the “League of Minnesota Cities” group block when making reservations. Book by Jan. 30 to receive this special rate.



Agenda – Next-Level Leaders (Alexandria)

Friday, Feb. 21

Mayors Program

8:30 a.m.

Welcome & check-in open (*Mayors Program ONLY*)

9-10:30 a.m.

Own Your Mayoral Moments: Personal Branding Built by Every Gesture

Paul Omodt, Omodt & Associates Critical Communications LLC

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Next-Level Leaders Program – Day 1

10 a.m.

Welcome & check-in open!

10:45 a.m.

Greeting from Host City

Nicole Mace, council member, Alexandria

10:50 a.m.

Welcome from League of Minnesota Cities Leadership

11 a.m.

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12:15 p.m.

Networking Lunch

1 p.m.

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across the nation, we will explore your critical role as elected officials in building a positive culture of engagement that improves results, credibility and performance. Led by two skilled iap2 facilitators with national local government experience you will be introduced to the public participation framework, get a chance to explore the role of trust and culture in the engagement process, consider ways power and influence challenge engagement contexts, and evaluate your own city practices in public participation.

***This session includes a break at 2:45 p.m.*

4:45 p.m.

Social time

5:30 p.m.

Dinner

6:30 p.m.

Adjourn for the day

Saturday, Feb. 21

Next-Level Leaders Program – Day 2

7:45 – 8:20 a.m.

Breakfast

8:30 a.m.

Panel discussion on emergency management – more details coming soon!

9:30 a.m.

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Daniel Jasper, keynote speaker and strategic advisor, Mall of America

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12 p.m.

Adjourn

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Event and Learning Staff

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Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 11/25/2025 - 12:04PM
Warrant Request Date: 12/2/2025
DAC Fund:



Batch: 00401.12.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	48,416.19
Page Total:			\$48,416.19
Grand Total:			\$48,416.19

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Conduct Public Hearing and First Reading of Ordinance Amending Chapter 12
Prepared By: Michelle Miller (via Flaherty and Hood), City Clerk

Background:

With regard to the amendments to Ordinance amending Article XXVI of Chapter 12 to add lower-potency hemp edible retailer registration requirements, Flaherty and Hood has provided the following:

Under Minn. Stat. § 342.22, subd. 1, “a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer must register with the city” before making sales in the City. Prior to the proposed amendments, the City had not required lower-potency hemp edible retailers to register with the City in the same manner as cannabis retail businesses. The language presented for consideration is intended to add such requirements for lower-potency hemp edible retailers as the state is now processing licenses for those businesses.

In addition, there are some requirements or limitations in the Ordinance which, pursuant to Minn. Stat. Ch. 342, do not apply to lower-potency hemp edible retailers. As a result, certain provisions of Article XXVI have not been amended to include lower-potency hemp edible retailers if those sections do not apply to such hemp retailers. The limitation on retail registrations issued by the City does not apply to lower-potency hemp edible retailers.

Other proposed changes to this Ordinance intend to bring the Ordinance in line with amendments made to Minn. Stat. Ch. 342 this year. Such changes include the ability of the City to issue retail registrations to cannabis retailers in the “preliminary license approval” stage of state licensing. This change in timing of registration approval means that a cannabis retailer could apply for retail registration from the City before the City would be able to inspect the premises and before a final state license is issued. New language in the Ordinance addresses this by requiring the applicant/registered business to provide the City with a copy of the state license and to allow the City to inspect the property, if requested, prior to making sales, even if retail registration has been approved by the City. In addition to the City’s possible preliminary inspection, the Office of Cannabis Management inspects these businesses prior to issuing a final state license.

Proposed amendments to Section 12-1455 are intended to clarify the limitation the City has placed on the number of cannabis retail businesses (six in total), as well as clarify the businesses exempt from such limitation under state law, including medical cannabis combination businesses and lower-potency hemp edible retailers.

Robert Kringler will be available to answer any questions.

Recommendation:

Based on the recommended changes to the ordinance provided by Flaherty and Hood, to add hemp business registration requirements to the ordinance and to bring the ordinance in line with amendments made to Minn. Stat. Ch. 343 in 2025, staff recommends council conduct a public hearing and first reading of an Ordinance Amending Chapter 12 of the Bemidji City Code Entitled "Business and Licenses", Specifically, Article XXVI, "Cannabis Business Registration."

CITY OF BEMIDJI

ORDINANCE NO. ___, 3RD SERIES

AN ORDINANCE AMENDING CHAPTER 12 OF THE BEMIDJI CITY CODE ENTITLED “BUSINESS AND LICENSES” SPECIFICALLY, ARTICLE XXVI, “CANNABIS BUSINESS REGISTRATION” TO ADD LOWER-POTENCY HEMP EDIBLE RETAILER REGISTRATION REQUIREMENTS

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

SECTION 1. Chapter 12, Article XXVI, of the Bemidji City Code the following definitions is hereby amended to be titled as follows:

ARTICLE XXVI. CANNABIS AND HEMP BUSINESS REGISTRATION

SECTION 2. Chapter 12, Article XXVI, Division 1, Section 12-1444 “Definitions” of the Bemidji City Code is hereby as follows:

Unless otherwise noted in this article, words and phrases contained in Minn. Stat., Section 342.01, and the rules established pursuant to the authority under Minn. Stat., Section 342.02, shall have the same meanings in this article.

Cannabis retail business shall mean any cannabis retailer location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, and medical cannabis combination businesses operating a retail location.

Hemp retail business shall mean any business licensed or endorsed by the Office of Cannabis Management as a lower-potency hemp edible retailer under Minn. Stat., Chapter 342.

SECTION 3. Chapter 12, Article XXVI, Division 1, Section 12-1446 “Compliance checks” of the Bemidji City Code is hereby as follows:

Prior to issuance of a cannabis or hemp retail business registration, the city may conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat., Section 342.13(f), within 30 days of receiving a copy of a state license application from OCM, the city will certify on a form provided by Office of Cannabis Management whether a proposed cannabis or hemp retail business complies with local zoning ordinances and whether the proposed business complies with the state fire code and building code.

If the city council approves a retail registration application submitted by an applicant with a preliminary license approval from the OCM, and prior to the issuance of a license by the OCM to the applicant, the city may require a preliminary inspection to ensure compliance with the requirements of this article and all local ordinances after the applicant has submitted a copy of a valid state license to the city clerk pursuant to section 12-1449(e) and prior to the applicant conducting sales within the city.

SECTION 4. Chapter 12, Article XXVI, Division 2, Section 12-1447 “Registering of cannabis businesses” of the Bemidji City Code is hereby as follows:

Sec. 12-1447. Registering of cannabis and hemp businesses.

No individual or entity may operate a state-licensed cannabis or hemp retail business within the city without first registering with the city. Any state-licensed cannabis or hemp retail business that sells to a customer or patient without valid retail registration may incur an administrative fine of \$2,000.00 for each violation.

SECTION 5. Chapter 12, Article XXVI, Division 2, Section 12-1449 "Application submittal" of the Bemidji City Code is hereby as follows:

The city will issue a retail registration to a state-licensed cannabis or hemp retail business that adheres to the requirements of Minn. Stat., Section 342.22. The city shall only process an application if it is deemed complete.

- (a) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form must include, but is not limited to:
 - (1) Full name of the property owner and applicant.
 - (2) Address, email address, and telephone number of the applicant.
 - (3) The address and parcel ID for the property which the retail registration is sought.
 - (4) Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat., Section 342.13.
 - (5) The owner/applicant designates in writing in the license application the name, email address, and telephone number of a local property manager residing within a one hour drive of the corporate limits of the City of Bemidji, who is responsible for management, maintenance and upkeep of the retail cannabis or hemp business and who is authorized to accept service of process and receive service of notice of ordinance violations, orders, or process pursuant to law. An owner, and property manager may be the same person. An owner will notify the city clerk's office within at least ten business days of a change in the identity of a property manager.
 - (6) Additional documentation as requested by the State or city.
 - (7) Any changes in the information provided on the application shall be reported to the city clerk's office by the applicant or licensee.
- (b) The applicant shall include with the form:
 - (1) The application fee as required in section 12-1448.
 - (2) A copy of a valid state license or written notice of OCM ~~license preapproval~~ preliminary license approval.
 - (3) Additional documentation as requested by the State or city.
- (c) Once an application is considered complete, the city will inform the applicant as such, process the application fees, and will set the application on the city council's next agenda for approval or denial of the application.
- (d) The application fee is non-refundable once processed.

- (e) If the city council approves a retail registration application submitted with a preliminary license approval and prior to the issuance of a license by the OCM to the applicant, the applicant shall be required to submit a copy of a valid state license issued by the OCM to the city clerk and allow a preliminary inspection to be conducted pursuant to section 12-1446, if requested by the city, prior to making any sales within the city.

SECTION 6. Chapter 12, Article XXVI, Division 2, Section 12-1450 “Application approval” of the Bemidji City Code is hereby as follows:

- (a) A ~~state-licensed~~ cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under this article.
- (b) A ~~state-licensed~~ cannabis or hemp retail business application will not be approved or renewed if the applicant is unable to meet the requirements of this article, the city code, or Minn. Stat., Chapter 342.
- (c) All licensed premises shall have the license posted in a conspicuous place at or near the entrance of the business so that it may be easily read at any time.

SECTION 7. Chapter 12, Article XXVI, Division 2, Section 12-1451 “Annual compliance checks” of the Bemidji City Code is hereby as follows:

- (a) At a minimum, the city shall conduct a compliance check once per calendar year of every cannabis or hemp retail business to assess if the business meets age verification requirements, as required under Minn. Stat., Sections 342.22, subdivision 4(b) and 342.24.
- (b) A minimum of one unannounced age verification compliance check will be conducted by the city at least once per calendar year.
- (c) Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the city.
- (d) Any failures under this section will be reported to the Office of Cannabis Management as required under Minn. Stat., Chapter 342.

SECTION 8. Chapter 12, Article XXVI, Division 2, Section 12-1452 “Location change” of the Bemidji City Code is hereby as follows:

If a ~~state-licensed cannabis~~ registered retail business seeks to move to a new location still within the legal boundaries of the city, it shall notify the city clerk's office for the registration update and other city departments of the proposed location change and submit necessary information to meet all the criteria in the city code.

SECTION 9. Chapter 12, Article XXVI, Division 2, Section 12-1453 “Renewal of registration” of the Bemidji City Code is hereby as follows:

- (a) An annual renewal of a registration of a state-licensed cannabis or hemp retail business by the city must take place at the same time the Office of Cannabis Management renews the cannabis retail business' license.
- (b) A state-licensed cannabis or hemp retail business shall apply to renew registration on a form established by city.

- (c) A ~~cannabis~~ retail registration issued under this article shall not be transferred.
- (d) The city may charge a renewal fee for the registration starting at the second renewal, as established in the city's fee schedule.
- (e) The application for renewal of a retail registration shall include, but is not limited to:
 - (1) Items required under section 12-1449 of this article.
 - (2) Additional documentation may be requested by the city.

SECTION 10. Chapter 12, Article XXVI, Division 2, Section 12-1454 "Suspension of registration" of the Bemidji City Code is hereby as follows:

- a) *Suspension.* The city may suspend a cannabis or hemp retail business's registration if it violates an ordinance of the city or poses an immediate threat to the health or safety of the public.
- (b) *Notification to OCM.* The city shall immediately notify the Office of Cannabis Management in writing the grounds for the suspension. The Office of Cannabis Management will provide the city and the ~~cannabis business retailer~~ registered retail business a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (c) *Length of suspension.* The city may wait for a determination from the Office of Cannabis Management before reinstating a registration. The suspension of a cannabis or hemp retail business registration may be for up to 30 calendar days, unless the Office of Cannabis Management suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.
- (d) *Reinstatement.* The city may reinstate a registration if it determines that the violations have been resolved. The city must reinstate a registration if the Office of Cannabis Management determines that the violation(s) have been resolved.
- (e) *Administrative fines.* The city may impose administrative fines, as specified in the city's fee schedule, for registration violations.

SECTION 11. Chapter 12, Article XXVI, Division 2, Section 12-1455 "Limiting of registrations" of the Bemidji City Code is hereby as follows:

The city shall limit the number of cannabis retail businesses in the city, including any cannabis business with and retail endorsements, to six registrations. ~~If the city has one active cannabis retail businesses registration for every 12,500 residents, the city will not be required to register additional state-licensed cannabis retail businesses. This limitation shall not apply to medical cannabis combination businesses, any potential municipal cannabis store, or lower-potency hemp edible retailers.~~

SECTION 12. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and publication thereof.

Yeas: _____
 Nays: _____
 Absent: _____

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

ATTEST:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Conduct Public Hearing and First Reading of Ordinance Amending Fee Schedule Regarding Cannabis and Hemp Businesses
Prepared By: Michelle Miller (via Flaherty & Hood), City Clerk

Background:

With regard to the amendments to Ordinance amending the Fee Schedule related to Cannabis and Hemp Businesses, Flaherty and Hood has provided the following:

Under Minn. Stat. § 342.22, subd. 2, the City may impose an initial registration fee of “\$500 or up to half the amount of the applicable initial license fee under section 342.11, whichever is less.” Renewal fees are similar, but the maximum amount is increased to \$1,000.

All cannabis retail business types meet the maximum amounts permitted under Minn. Stat. § 342.22, subd. 2, except that cannabis microbusinesses have an initial license fee of \$0.00 under Minn. Stat. § 342.11. For those businesses only, the City will not be able to collect an initial registration fee.

Lower-potency hemp edible retailer initial and renewal license fees are \$250 under Minn. Stat. § 342.11, so the City is limited to collecting \$125.

Robert Kringler will be available to answer any questions.

Recommendation:

Based on the recommended changes to the ordinance provided by Flaherty and Hood, to add hemp business registration fees to the fee schedule as well as exclude microbusiness initial registration fees, staff recommends council conduct a public hearing and first reading of an Ordinance Amending Fee Schedule pertaining to Cannabis and Hemp Businesses.

CITY OF BEMIDJI

ORDINANCE NO. , 3rd SERIES

AN ORDINANCE AMENDING THE BEMIDJI CITY CODE, AMENDING FEE SCHEDULE RELATING TO CANNABIS AND HEMP BUSINESS REGISTRATION

THE CITY OF BEMIDJI DOES ORDAIN:

Section 1. Amended Fee Schedule. The collection of fees shall be in accordance with the attached fee schedule, hereby amended to add Registration Fee(s) of Cannabis and Hemp Businesses as indicated on Attachment "A" attached hereto.

Section 2. Effective Date. This Ordinance shall become effective immediately upon its passage and publication thereof.

Yeas:
Nays:
Absent:

First Reading:
Public Hearing:
Final Reading:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

ATTACHMENT A

FEE SCHEDULE AMENDMENT

DESCRIPTION	NEW FEE
CANNABIS AND HEMP BUSINESSES	
Cannabis Business Initial Registration Fee (excluding Microbusinesses)	\$500.00
Cannabis Microbusiness Initial Registration Fee	\$0.00
Cannabis Business Renewal Registration Fee	\$1,000.00/year
Hemp Business Initial Registration Fee (per retail location)	125.00
Hemp Business Renewal Registration Fee (per retail location)	125.00

CITY OF BEMIDJI

ORDINANCE NO. , 3rd SERIES

AN ORDINANCE AMENDING THE BEMIDJI CITY CODE, ADOPTING AN AMENDED FEE SCHEDULE FOR 2026

THE CITY OF BEMIDJI DOES ORDAIN:

Section 1. Amended Fee Schedule. The collection of fees shall be in accordance with the attached fee schedule effective January 1, 2026.

Section 2. Effective Date. This Ordinance is effective January 1, 2026.

Yeas:

Nays:

Absent:

First Reading:

Public Hearing:

Final Reading:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

2026 FEE SCHEDULE

As of January 1, 2026

DESCRIPTION	CURRENT FEE	2026 FEE Note: change in BOLD and/or underline for new or strike through for eliminate
BUILDING DEPARTMENT		
Building/Mechanical Permits: Industrial, Commercial, Multi-family Residential, Single-family and additions	ATTACHED FEE SCHEDULE plus 65% plan review fee (valuation based on current state of MN building valuation data) plus State Surcharge Fee	ATTACHED FEE SCHEDULE plus 65% plan review fee (valuation based on current state of MN building valuation data) plus State Surcharge Fee
Demolition Building Permit – Residential	\$55.00/each	\$55.00/each
Demolition Building Permit - Commercial	\$110.00/each	\$110.00/each
Temporary Structure Permit (180 days)	\$55.00/each	\$55.00/each
LONG TERM RENTAL PROPERTY BUSINESS LICENSE		
1 unit residential	\$100.00/annual	\$110.00/annual
Duplex residential (2 units)	\$150.00/annual	\$165.00/annual
Multi-Unit Residential Buildings:		
3-6 units	\$200.00 per bldg/annual	\$220.00 per bldg/annual
7-10 units	\$300.00 per bldg/annual	\$330.00 per bldg/annual
11-12 units	\$360.00 per bldg/annual	\$396.00 per bldg/annual
13-24 units	\$500.00 per bldg/annual	\$550.00 per bldg/annual
25 units & Up	\$700.00 per bldg/annual	\$770.00 per bldg/annual
Re-inspection fee for Third & each additional inspection required for compliance	\$100.00/each	\$100.00/each
Complaint-based inspection (with validated violation)	\$100.00/each	\$100.00/each
Late Annual Rental License Renewal	Rental Unit Fee x 2	Rental Unit Fee x 2
Reinstatement Fee of Suspended Rental License	\$500.00/each	\$500.00/each
Transfer of Ownership	\$25.00/per license	\$25.00/per license
First-Time Rental License Fee:		
1 unit	\$550.00/each	\$550.00/each
2 units	\$600.00/each	\$600.00/each
3-6 units	\$650.00/each	\$650.00/each
7-10 units	\$750.00/each	\$750.00/each
11-12 units	\$810.00/each	\$810.00/each
13-24 units	\$950.00/each	\$950.00/each
25 units & Up	\$1,150.00/each	\$1,150.00/each
Failure to Transfer Ownership Penalty:		
Within 10 Business Days	\$50.00/each	\$50.00/each
After 30 Days	\$100.00/per unit/per month	\$100.00/per unit/per month
Operating without a License Penalty	\$300.00/per bedroom/per month	\$300.00/per bedroom/per month
Rental Appeal	\$200.00/each	\$200.00/each
Failure to Designate a Local Manager	\$100.00/per unit/per month	\$100.00/per unit/per month
SHORT TERM RENTAL PROPERTY BUSINESS LICENSE		
First Time Rental License Fee	\$1,000.00/each	\$1,000.00/each
1 Unit Residential	\$500.00/each/annual	\$500.00/each/annual
Operating without a License Penalty	\$300.00/per bedroom/per month	\$300.00/per bedroom/per month
Rental Appeal	\$200.00/each	\$200.00/each
Failure to Designate a Local Manager	\$100.00/per unit/per	\$100.00/per unit/per

	month	month
Re-inspection fee for Third & each additional inspection required for compliance	\$100.00/each	\$100.00/each
Complaint-based inspection (with validated violation)	\$100.00/each	\$100.00/each
Late Annual Rental License Renewal	Rental Unit Fee x 2	Rental Unit Fee x 2
CITY CLERK BUSINESS LICENSE FEES		
Adult Entertainment/Investigation Fee	\$100/first time	\$100/first time
Adult Entertainment Establishment	\$230.00/year	\$230.00/year
Adult Entertainment Establishment (late fee)	\$30.00/each	\$30.00/each
Amusement Devices	\$30.00/each	\$30.00/each
Amusement Rides	\$55.00/year	\$55.00/year
Billiards/Pool/Card Tables (per table)	\$20.00/year	\$20.00/year
Bowling Alley (per lane)	\$20.00/year	\$20.00/year
Carnival/Circus	\$240.00/year	\$240.00/year
Christmas Tree Lot	\$35.00/year	\$35.00/year
Cigarette/Tobacco Sales/E-Cigarette Sales	\$85.00/year	\$85.00/year
Commercial Refuse Hauler:		
Collector License Base Fee	\$350.00/year	\$350.00/year
Additional Vehicles	\$25.00/year/each vehicle	\$25.00/year/each vehicle
Dancers (Adult)	\$30.00/year	\$30.00/year
Dances (in lounge)	\$240.00/year	\$240.00/year
Dances (other)	\$95.00/year	\$95.00/year
Delivery Service	\$40.00/year	\$40.00/year
Fairs (Artisan, Craft)	\$75.00/year	\$75.00/year
Fireworks (Exclusive)	\$350.00/year (Set by State)	\$350.00/year (Set by State)
Fireworks (Non-Exclusive)	\$100.00/year (Set by State)	\$100.00/year (Set by State)
Fuel Plant/Bulk Storage (>25,000 gallons)	\$95.00/year	\$95.00/year
Fuel Plant/Bulk Storage (<25,000 gallons)	\$35.00/year	\$35.00/year
Gas Station (per pump)	\$35.00/year	\$35.00/year
Horse Drawn Carriage/Livery Service	\$65.00/year	\$65.00/year
Hotel/Motel	\$65.00/year	\$65.00/year
Massage Establishment	\$120.00/year	\$120.00/year
Massage Therapist	\$120.00/year	\$120.00/year
Massage Therapist (with Board Certification)	\$85.00/year	\$85.00/year
Pawnbroker	\$185.00/year	\$185.00/year
Peddler/Solicitor/Transient Merchant	\$300.00/60 days	\$300.00/60 days
Photographer	\$40.00/year	\$40.00/year
Plumber	\$95.00/year	\$95.00/year
Restaurant/Food Service	\$35.00/year	\$35.00/year
Roller Rink	\$50.00/year	\$50.00/year
Secondhand Goods/Junk Dealers	\$95.00/year	\$95.00/year
Shows/Exhibitions/Demonstrations	\$60.00/day-\$20.00/each add'l day	\$60.00/day-\$20.00/each add'l day
Sidewalk Café – Outdoor Dining	\$100.00/season	\$100.00/season
Street Café – Outdoor Dining Base Fee	\$300.00/season	\$300.00/season
Street Café – Outdoor Dining Additional Parking Space Fees (up to three total):		
Second Parking Space	\$400.00/season	\$400.00/season
Third Parking Space	\$500.00/season	\$500.00/season
Taxicab/Limousine Driver	\$20.00/year	\$20.00/year
Taxicab/Limousine Service – First Vehicle	\$95.00/year	\$95.00/year
Taxicab/Limousine Service – Add'l Vehicles	\$35.00/year	\$35.00/year
Theater/Movie	\$175.00/year	\$175.00/year
Tree Removal Service	\$65.00/year	\$65.00/year

Used Car Lots	\$65.00/year	\$65.00/year
Transfer Business License	\$25.00/each	\$25.00/each
Duplicate Business License	\$10.00/each	\$10.00/each
Alcohol in Park Permit	\$75.00/each	\$75.00/each
Sidewalk Obstruction Permit	\$15.00/year	\$15.00/year
Archery Application Fee – Deer hunt	\$15.00/hunting area	\$15.00/hunting area
LIQUOR LICENSE FEES		
Retail License Fee (existing businesses) *Reduced by \$100 if meet Statute requirements §340A.408, Subd. 3(c)	\$560.00*	\$560.00*
Club – Membership 200 or less; Club fees are set by State according to membership	\$300.00/year	\$300.00/year
Club – Membership 201-500	\$500.00/year	\$500.00/year
Club - Membership 501-1,000	\$650.00/year	\$650.00/year
Club – Membership 1,001–2,000	\$800.00/year	\$800.00/year
Club – Membership 2,001-4,000	\$1,000.00/year	\$1,000.00/year
Club – Membership 4,001-6,000	\$2,000.00/year	\$2,000.00/year
Club – Membership 6,000 or more	\$3,000.00/year	\$3,000.00/year
Intoxicating On Sale:		
35% food sales (Effective 2004)	\$3,780.00/year	\$3,780.00/year
Establishments that do not meet minimum food requirements	\$4,255.00/year	\$4,255.00/year
SAFE Bars Completed Training Discount	\$200.00/year completed	\$200.00/year completed
Intoxicating On Sale – Sunday	\$200.00/year	\$200.00/year
Liquor License Investigative Fee	\$100.00/each	\$100.00/each
Liquor License Transfer Fee	\$60.00/each	\$60.00/each
Miscellaneous/Other Liquor:		
Liquor (1-4 day)	\$120.00/each	\$120.00/each
Taproom License	\$400.00/each	\$400.00 each
Off Sale Malt Liquor	\$240.00/each	\$240.00/each
On Sale Sunday Taproom	\$200.00/each	\$200.00/each
Off Sale Malt Liquor (Sunday)	\$200.00/year	\$200.00/each
Wine	\$585.00/year	\$585.00/year
Outdoor Dining Expansion of Liquor License	\$100.00/season	\$100.00/season
3.2% Beer Off Sale	\$95.00/year	\$95.00/year
3.2% Beer On Sale	\$295.00/year	\$295.00/year
Temp. On Sale Beer (3 months)	\$55.00/month	\$55.00/month
Consumption & Display Permit	\$65.00/year	\$65.00/year
Consumption & Display Permit (1 day only)	\$15.00/each	\$15.00/each
Cannabis Business Registration		
Initial Registration Fee (includes first renewal)	\$500.00	\$500.00
Renewal Registration Fee	\$1,000.00/year	\$1,000.00/year
OTHER FEES		
Annexation Fees:		
State Fee	Actual Cost	Actual Cost
Publication Fees	Actual Cost	Actual Cost
Mailing Costs	Actual Cost	Actual Cost
Filing Fees (Recording)	Actual Cost	Actual Cost
Bonds:		
Bonds totaling less than \$1 million	Fee \$3,000 plus out of pocket cost	Fee \$3,000 plus out of pocket cost
Bonds totaling \$1 million to \$5 million	Fee \$5,000 plus out of pocket cost	Fee \$5,000 plus out of pocket cost
Bonds exceeding \$5 million	Fee \$10,000 plus out of pocket	Fee \$10,000 plus out of pocket
Miscellaneous Fees:		
City Hall Rental – Evenings	\$50.00	\$50.00
Audio/Video Technician	Actual Cost	Actual Cost
Administrative Hearing Officer	\$100.00/hour	\$100.00/hour

Hearing Officer Action on Request	\$25.00/each	\$25.00/each
Assessment Search (written or verbal request)	\$30.00/parcel	\$30.00/parcel
—Copy of DVD Meetings	Actual Cost	Actual Cost
Copy(ies) – Black/White	\$.25/page	\$.25/page
Copy(ies) - Color	\$.50/page	\$.50/page
City Charter	\$2.50/each	\$2.50/each
Comprehensive Plan	\$25.00/each	\$25.00/each
DATA REQUEST – Staff time	Actual Cost	Actual Cost
Non-Sufficient Funds (NSF) Charge	\$30.00/each	\$30.00/each
—Property Maintenance Code	\$5.00/each	\$5.00/each
—Flag— City of Bemidji	Actual Cost	Actual Cost
Delinquent Accounts Receivable Bills Charge (not paid by the 21 st of the month)	10% annually or .833% monthly	10% annually or .833% monthly
Franchise Fees:		
Electric Franchise Fees:	5.0% monthly gross revenues	5.0% monthly gross revenues
Gas Franchise Fees:	5.0% monthly gross revenues	5.0% monthly gross revenues
Parkland Dedication:		
Residential (1 acre)	\$20,000.00	\$20,000.00
Non-Residential (1 acre)	\$50,000.00	\$50,000.00
Public Education Government (PEG)	\$0.50 month	\$0.50 month
Tax Increment Financing:		
Application Fee	\$15,000.00	\$15,000.00
Non-Refundable Portion	\$2,500.00	\$2,500.00
FIRE DEPARTMENT		
Operational Inspections/Permits: (Per Current MN State Fire Code)		
Child Care and Foster Care License	\$55.00/first two visits \$55.00/per add'l visit	\$50.00/first two visits \$50.00/per add'l visit
Commercial Property Fire Inspection	\$55.00/per visit All inspections	\$50.00/per visit All inspections
Open Burning	No Charge	No Charge
Pyrotechnics (Retail & Display)	\$55.00/per add'l visit	\$50.00/per add'l visit
Required Construction Permits/Inspections: (Per Current MN State Fire Code)	Includes Plan Review & All Field Inspections	Includes Plan Review & All Field Inspections
Automated Fire Extinguishing Systems:		
- Sprinkler Systems	\$165.00 plus \$1.25 per head	\$165.00 plus \$1.25 per head
- Kitchen Hood	\$165.00 plus \$3.50 per head	\$165.00 plus \$3.50 per head
- Clean Agent	\$165.00	\$165.00
- Other	\$165.00	\$165.00
Standpipe	\$85.00	\$85.00
Fire Alarm and Detection Systems	\$110.00 plus \$3.50 per head	\$110.00 plus \$3.50 per head
Fire Pump	\$85.00	\$85.00
Flammable & Combustible Liquids (commercial dispensing and/or bulk storage)	\$85.00	\$85.00
Hazardous Materials (commercial dispensing and/or bulk storage)	\$85.00	\$85.00
LP Gas (commercial dispensing and/or bulk storage)	\$85.00	\$85.00
Fire Equipment:		
Engine (Type 1 – 4 person crew)	\$151.50 Standby \$300.00 Operating	\$151.50 Standby \$300.00 Operating
Engine (Type 6 - 2 person crew)	\$68.50 Standby \$135.00 Operating	\$68.50 Standby \$135.00 Operating

Tactical Tender (Type 1 – 2 person crew)	\$125.00 Standby \$250.00 Operating	\$125.00 Standby \$250.00 Operating
Aerial Truck (Type 1 – 4 person crew)	\$165.00 Standby \$330.00 Operating	\$165.00 Standby \$330.00 Operating
Heavy Rescue (2 person crew)	\$85.00 Standby \$165.00 Operating	\$85.00 Standby \$165.00 Operating
Water Rescue Equipment (Hovercraft or Boat)	\$55.00 Standby \$110.00 Operating	\$55.00 Standby \$110.00 Operating
Command Vehicle	\$35.00 Standby \$35.00 Operating	\$35.00 Standby \$35.00 Operating
Firefighter	\$50.00 Standby \$50.00 Operating	\$50.00 Standby \$50.00 Operating
Airport Standby ARFF Coverage	\$100.00 per flight	\$100.00 per flight
G.I.S. DEPARTMENT		
As-built Escrow – Commercial Property *Amount determined by G.I.S. Coordinator	\$525.00/min*	\$525.00/min*
Assigning New Address	\$55.00/each	\$55.00/each
Aerial Photos, ½ Sections, Plats	\$2.25/each	\$2.25/each
City Street, Zoning or Ward Maps:		
8 ½ x 11 (more than 1 page)	\$1.10/each	\$1.10/each
11 x 17	\$2.75/each	\$2.75/each
17 X 22	\$3.25/each	\$3.25/each
22 x 34	\$5.25/each	\$5.25/each
36 x 36	\$8.50/each	\$8.50/each
Custom Mapping	\$26.50/hour	\$26.50/hour
PARKS DEPARTMENT		
Park Usage – Deposit (refundable)	\$250.00 (minimum)	\$250.00 (minimum)
City Park:		
City Park Building Rental	\$275.00	\$300.00
- Deposit (refundable)	\$300.00	\$300.00
Softball Field Rental	\$30/field/game	\$30/field/game
- Holiday Field Use Fee	\$50.00/day	\$50.00/day
Tournament Fees:		
*Includes use of Main Building & Complex		
- Tournament Field Rate	\$75.00/Field/Day	\$75.00/Field/Day
- Dragging Fee	\$6.00/time	\$6.00/time
- Chalking Fee	\$6.00/time	\$6.00/time
- Concession Fee (Daily Gross Sales)	5%-10%	5%-10%
- Fence Installation/field	\$100.00	\$100.00
- Deposit (refundable)	\$200.00	\$200.00
North Country Park:		
Baseball Field Rental	\$40.00 per field/practice/per day	\$40.00 per field/practice/per day
Diamond Point Park:		
Main Building Rental	\$275.00	\$300.00
- Deposit (refundable)	\$300.00	\$300.00
Pavilion Rental	\$135.00	\$150.00
— - Deposit (refundable)	\$200.00	\$200.00
Jigibiig Facility Rental	\$250.00	\$250.00
- Deposit (refundable)	\$300.00	\$300.00
South Shore Park:		
Building Rental	\$250.00	\$275.00
- Deposit (refundable)	\$300.00	\$300.00
Nymore Park:		
Warming House Rental	\$ 50.00	\$100.00
- Deposit (refundable)	\$100.00	\$100.00
Carnegie Lakeview Room:		
— Full Day — up to 8 Hours	\$400.00	\$400.00

—Half Day—up to 4 Hours	\$200.00	\$200.00
—Additional Hour (after 8 Hours)	\$ 35.00/hr	\$35.00/hr
—Deposit	\$300.00	\$300.00
—Non Profit Discount on full/half day rate	15%	15%
Carnegie Beatrice Mills Suite:		
9:00 a.m. to 4:00 p.m.	\$25.00/hour	\$25.00/hour
After 4:00 p.m.	\$35.00/hour	\$35.00/hour
Community Garden Plot:		
15 x 15 garden plot	\$20.00/each	\$25.00/each
10 x 15 garden plot	\$15.00/each	\$20.00/each
South Shore Marina:		
Seasonal Slip Rental	\$1,650.00	\$1,650.00
Weekend (3 day) Slip Rental (Friday-Sunday)	\$75.00	\$ 75.00
Miscellaneous Rental Fees:		
Court Reservation/Rental Fees (Pickleball/Tennis)	\$7.00/court (up to 4 courts)	\$7.00/court (up to 4 courts)
Disc Golf Course League/Tournament	\$75.00	\$75.00
Birthday Party Rental (2 hours/staffed)	\$150.00	\$150.00
Tourist Information Center	\$100.00/2 hours	\$100.00/2 hours
Commercial Permit Fee:		
Annual	\$250.00	\$250.00
Month	\$100.00	\$100.00
Day	\$25.00	\$ 25.00
PLANNING AND ZONING		
Environmental:		
Alternative Urban Areawide Review/ Environmental Impact Statement	\$2,500.00	\$2,500.00
- Escrow (minimum)	\$5,000.00	\$5,000.00
Environmental Assessment Worksheet (EAW)	\$1,200.00	\$1,200.00
- Escrow (minimum)	\$2,500.00	\$2,500.00
Environment Alteration Permit:		
Shoreland Alteration (minimum)	\$150.00	\$150.00
- Escrow (minimum)	\$500.00	\$500.00
Tree Removal (minimum)	\$150.00	\$150.00
- Escrow (minimum)	\$500.00	\$500.00
Parkland Dedication – Com	\$50,000 per acre	\$50,000 per acre
Parkland Dedication – Res	\$20,000 per acre	\$20,000 per acre
Parkland Dedication – Single Family Residential Lot Simple Subdivision	\$800.00 per lot (creation of up to 3 lots)	\$800.00 per lot (creation of up to 3 lots)
Plat (Subdivision) – Lot Change: (Creation of a New Tax Parcel)		
Combination	\$50.00	\$50.00
Division / Realignment	\$100.00 + \$25.00/lot	\$100.00 + \$25.00/ new lot
Preliminary Plat Subdivision <20 Acres	\$1,200.00 + \$25.00/lot	\$1,200.00 + \$25.00/ new lot
Escrow (minimum)	\$1,500.00	\$1,500.00
Preliminary Plat Subdivision >20 Acres	\$1,800.00 + \$25.00/lot	\$1,800.00 + \$25.00/ new lot
- Escrow (minimum)	\$3,000.00	\$3,000.00
Minor Subdivision	\$400.00 + \$25.00/lot	\$400.00 + \$25.00/ new lot
- Escrow (minimum)	\$500.00	\$500.00
Use Permits:		
CUP (Conditional Use Permit)	\$500.00 *	\$500.00 *
- Escrow (minimum)	\$500.00	\$500.00
IUP (Interim Use Permit)	\$500.00	\$500.00
- Escrow (minimum)	\$500.00	\$500.00
Variance	\$500.00 *	\$500.00 *
- Escrow (minimum)	\$500.00	\$500.00
Zoning Amendment	\$600.00	\$600.00
- Escrow (minimum)	\$500.00	\$500.00

PUD/CIC Concept Approval (Fee is for each review.)	\$250.00	\$250.00
- Escrow (minimum)	\$500.00 ***	\$500.00 *** (Eliminate***)
PUD/CIC	\$1,500.00 + \$25.00/lot or unit	\$1,500.00 + \$25.00/lot or unit
- Escrow (minimum)	\$2,500.00	\$2,500.00
PUD/CIC (no public improvements)	\$800.00 + \$25.00/lot or unit	\$800.00 + \$25.00/lot or unit
- Escrow (minimum)	\$1,500.00	\$1,500.00
Home Occupation (Type II)	\$125.00	\$125.00
Farm Animal License Initial	\$50.00	\$50.00
Farm Animal License Renewal	\$25.00	\$25.00
Construction Use Permits:		
Temporary Moveable Storage Container / Semi-Trailer Annual License (see Ordinance for allowed zoning districts)	\$150.00 per container/trailer	\$150.00 per container/trailer
- Escrow	See Below	See Below
Land Use (Determined by Planning Director) (minimum)	\$500.00	\$500.00
Fence Permit	\$25.00	\$25.00
Sign Permits:		
Permanent Dynamic	\$300.00	\$300.00
Permanent Static >= 51 s.f.	\$200.00	\$200.00
Permanent Static <= 50 s.f.	\$100.00	\$100.00
Permanent Static <= 32 s.f.	\$60.00	\$60.00
Master Sign Plan (minimum)	\$600.00	\$600.00
Administrative:		
-Map of zoning, large	\$25.00	\$25.00
Formal Appeal of Decision	\$500.00 *	\$500.00 *
- Escrow (minimum)	\$500.00	\$500.00
After the Fact Applications	FEES X 3 & ESCROWS X 3	FEES X 3 & ESCROWS X 3
Special Meeting of Planning Commission and Planning Board	\$1,000.00	\$1,000.00
Development Escrows:		
Commercial/Multi-Family (Performance Standard)	\$2,000.00 each ***	\$2,000.00 each ***
Commercial/Multi-Family (Landscaping/Trees/Temporary Containers/Trailers)	\$1,000.00 + \$500.00/each tree ****	\$1,000.00 + \$500.00/each tree ****
Development/Stipulations/Other/Residential (Applies to all types of Land Use)	Fee determined by Planning Director	Fee determined by Planning Director
Site Plan Review/Field Verification:		
Site Analysis - Performance Standards Review/Setback (Exclude SF Home) Commercial/Multi-family (minimum)	\$750.00	\$750.00
Residential Structure Plan Review/Condition Verification/Rental Review (minimum)	\$50.00 minimum	\$50.00 minimum
Zoning Verification Letter	\$75.00	\$75.00
Other site visit verification	Fee determined by Planning Director	Fee determined by Planning Director
OHW or Bluff (Engineer/Surveyor Required)	\$500.00	\$500.00
Note: An escrow account shall be established as indicated above to cover all expenses incurred by the City of Bemidji as part of the plan review. In the case of applications, including multiple requests, the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City of Bemidji during plan review. If the escrow amount drops below 10% of the original deposit amount the City of Bemidji will require the submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the City of Bemidji that the project is complete or expired, the City of Bemidji will return the remaining escrow deposit to the applicant. In some cases, the administrator may determine that escrow monies are not required or may be increased at the time of a new or subsequent project application. * Includes Beltrami County Recording Fee		

** Triple the usual permit fee shall apply for any permit applied for or obtained after the work or use has been initiated. *** Remaining balance shall count towards application or be returned. *** Used to determine escrow amount for total project, entire escrow held until all items are complete. **** Held for a period of one year after trees and landscaping are planted.		
POLICE DEPARTMENT		
Administrative Fines:	SEE ATTACHED LIST OF OFFENSES	SEE ATTACHED LIST OF OFFENSES
False Alarms:		
Fire/Security – First 3 Alarms	\$0	\$0
4 th – 10 th Alarm	\$55.00/each	\$65.00/each
11 th – 15 th Alarm	\$110.00/each	\$130.00/each
16 th plus each successive alarm	\$165.00/each	\$260.00/each
Dog & Cat License:		
Dog or Cat - Not spayed/Neutered	\$28.00/year	\$30.00/year
Dog or Cat – Spayed/Neutered	\$15.00/year	\$15.00/year
Dog or Cat- Impound	\$45.00/each + daily care	\$45.00/each + daily care
Daily Care	\$15.00/per day	\$15.00/per day
Replacement Dog/Cat License	\$1.50/each	\$10.00/each
Impound Vehicles – At City Yard	\$15.00/per day	\$20.00/per day
Billable Transaction Fees for Pawnbrokers and Secondhand & Precious Metal Dealers	\$1.50/per billable transaction	\$1.50/per billable transaction
Security	\$110.00/per hour	\$110.00/per hour
Immobilization Device Removal	\$5,500.00	\$5,500.00
Crime-Free Multi-housing Educational Course	\$45.00/each	\$45.00/each
Parking Tickets – Paid within 72 hours	\$20.00/each	\$20.00/each
Parking Tickets – Paid After 72 hours	\$40.00/each	\$40.00/each
Parking Permits (LAKE BLVD Residents ONLY)	\$20.00/3 years	\$20.00/3 years
PUBLIC WORKS DEPARTMENT		
EROSION & SEDIMENT CONTROL ESCROW	\$250.00*	\$250.00*
*Amount may be higher based on determination by the City Engineer. After completion of project, escrow is refunded.		
Street Reconstruction Assessment	\$45.00/front foot	\$45.00/front foot
Refuse Rates		
Residential Rates:		
One 65 gallon can per week	\$17.85/month	\$18.50/month
One 95 gallon can per week	\$17.85/month	\$18.50/month
Refuse Bag System (no new customers)	\$2.00/each	\$2.25/each
Job Lot/Recycling Pickup	\$110/Non-scheduled \$85/Scheduled	\$115/Non-scheduled \$90/Scheduled
Start or Stop Refuse Service	\$25.00/each event (includes tax)	\$25.00/each event (includes tax)
Refuse Pickup After the Fact (customer failed to have refuse can out in time)	\$10.00/each event/can	\$10.00/each event/can
Delinquent Refuse Charge: Applied to the bill if not paid by the 21 st of the month.	10%	10%
Stormwater Utility Charges		
Single Family Household (owner occupied)	1.0 ERU*	1.0 ERU*
Rental Units – Non-homestead	1.0+.5 ERU per unit	1.0+.5 ERU per unit
Business/Industrial	1.0 ERU per 3,700 sq. ft.	1.0 ERU per 3,700 sq. ft.
Medical Office	1.0 ERU per 6,700 sq. ft.	1.0 ERU per 6,700 sq. ft.
University	1.0 ERU per 6,700 sq. ft.	1.0 ERU per 6,700 sq. ft.
Agriculture/Open/Vacant Lot	1.0 ERU per 10 acres	1.0 ERU per 10 acres
Minimum Charge (2.5 acres or less)	\$1.15 per month	\$1.17 per month
Basic System Rate	\$4.65 per month	\$4.73 per month
Parcels located outside a stormwater drainage district	\$2.33 per ERU	\$2.36 per ERU

Delinquent Stormwater Utility Charge – Applied to the bill if not paid by the 21 st of the month. *Equivalent Residential Unit (ERU)	10%	10%
Stormwater Related Violations	SEE ATTACHED FINE SCHEDULE	SEE ATTACHED FINE SCHEDULE
Street Sweeping	\$262.50/hour	\$262.50/hour
Water – Tier Rates (*Fixed base rate is charged regardless of water consumption)		
0 to 10,000 gallons	\$4.27 per thousand gallons of water used Plus fixed base rate*	\$4.48 per thousand gallons of water used Plus fixed base rate*
10,001 to 50,000 gallons	\$5.13 per thousand gallons of water used - Plus fixed base rate*	\$5.39 per thousand gallons of water used - Plus fixed base rate*
Over 50,000 gallons	\$5.99 per thousand gallons of water used - Plus fixed base rate*	\$6.29 per thousand gallons of water used - Plus fixed base rate*
Sewer Rates		
Sewer	\$8.39 per thousand gallons of water used - Plus fixed base rate*	\$9.02 per thousand gallons of water used - Plus fixed base rate*
Sewer only	\$59.73 per month (regardless of the number of people at the residence)	\$64.21 per month (regardless of the number of people at the residence)
Fixed Based Rate (Based on Meter Size)		
5/8" to 3/4" Meter	Water \$6.42 Sewer \$13.30 Total \$19.72	Water \$6.74 Sewer \$14.30 Total \$21.04
1" Meter	Water \$10.69 Sewer \$22.18 Total \$32.87	Water \$11.22 Sewer \$23.84 Total \$35.07
1.5" Meter	Water \$21.39 Sewer \$44.34 Total \$65.73	Water \$22.46 Sewer \$47.67 Total \$70.13
2" Meter	Water \$34.22 Sewer \$70.96 Total \$105.18	Water \$35.93 Sewer \$76.28 Total \$112.21
3" Meter	Water \$85.53 Sewer \$177.38 Total \$262.91	Water \$89.81 Sewer \$190.68 Total \$280.49
4" Meter	Water \$171.06 Sewer \$354.77 Total \$525.83	Water \$179.61 Sewer \$381.38 Total \$560.99
6" Meter	Water \$342.10 Sewer \$709.54 Total \$1,051.64	Water \$359.21 Sewer \$762.76 Total \$1,121.96
Sprinkling Meter	Water usage rate only. No base rate.	Water usage rate only. No base rate.
Bulk Water/Hydrant Meter	\$10.00 per month plus 3 rd tier water rate per thousand gallons of water used	\$10.00 per month plus 3 rd tier water rate per thousand gallons of water used
<u>Delinquent Utility Charge</u> – Applied to the utility bill if not paid by the 21 st of the month.	10%	10%
Reconnection Fee (Water)/Shutoff Fee	\$50.00	\$50.00
Miscellaneous Water Fees		
Tapping Fee –1"	\$50.00/each	\$50.00/each
Tapping Fee - 1 ½"	\$50.00/each	\$50.00/each
Tapping Fee - 2"	\$50.00/each	\$50.00/each

Hydrostatic Fee – Water Line	\$60.00/each	\$60.00/each
Plumbing Inspections (water & sewer)	\$30.00/each	\$30.00/each
Digging Permits	\$50.00/each	\$50.00/each
Bituminous Replacement (4' x 8')	\$350.00/each*	\$350.00/each*
*Approx. Oct. 21-May 15	*\$100.00 add'l fee if hot mix not available	*\$100.00 add'l fee if hot mix not available
Water Meters		
Domestic Use:		
3/4" S	\$494.00/each	\$520.00/each
3/4" Full	\$546.00/each	\$573.00/each
1" Meter	\$578.00/each	\$605.00/each
1 1/2" Meter	\$1,890.00/each	\$1,980.00/each
2" Meter	\$2,100.00/each	\$2,205.00/each
3" Meter	\$2,625.00/each	\$2,750.00/each
4" Meter	\$4,305.00/each	\$4,520.00/each
6" Meter	\$7,350.00/each	\$7,720.00/each
Irrigation Only:		
5/8" x 3/4" Meter	\$494.00/each	\$520.00/each
3/4" Meter	\$546.00/each	\$573.00/each
1" Meter	\$578.00/each	\$605.00/each
1 1/2" Meter	\$1,470.00/each	\$1,543.00/each
2" Meter	\$1,607.00/each	\$1,680.00/each
3" Meter	\$2,100.00/each	\$2,200.00/each
4" Meter	\$3,780.00/each	\$3,970.00/each
6" Meter	\$5,670.00/each	\$5,953.00/each
Water Meter Repair and Testing	Actual Cost	Actual Cost
WATER ACCESS CHARGE	SEE ATTACHED CHART	SEE ATTACHED CHART
SEWER ACCESS CHARGE	SEE ATTACHED CHART	SEE ATTACHED CHART
Birchmont Drive Municipal Utility System Facilities Connection Charge (due and payable prior to connection to said Facilities of a connection unit not otherwise the subject of a levied special assessment):		
Connection to both Water and Sanitary Sewer (single family residential building)	\$20,315.00	\$20,315.00
Connection to Sanitary Sewer Only (where premises are already connected to municipal water)	\$13,990.00	\$13,990.00
Connection to both Water and Sanitary Sewer (individual dwelling unit in multi-unit residential building or development)	\$18,815.00	\$18,815.00
Division Street Connection Charge – Municipal Water & Sanitary Sewer	\$12,000.00	\$12,000.00
Anne Street Connection Charge - Municipal Sanitary Sewer	\$12,000.00	\$12,000.00
30 th Street NW Connection Charge – Municipal Water	\$13,800.00	\$13,800.00
Algoma Street NW Connection Charge – Municipal Sanitary Sewer	\$12,000.00	\$12,000.00
Irvine Avenue NW Connection Charge – Municipal Sanitary Sewer	\$ 7,000.00	\$ 7,000.00
Proposed North Lake Bemidji Connection Charge – Municipal Water & Sanitary Sewer	\$12,000.00	\$12,000.00
34 th Street NW Extension Connection Charge – Municipal Water & Sanitary Sewer	\$12,000.00	\$12,000.00

8.5% sales tax may be applicable to some fees.

WATER & SEWER ACCESS CHARGES

Water Connection Fees*:

Meter Size	AWWA Rated Capacity (GPM)	HE Ratio	Connection Fee (lesser of 2 x sq root ratio or HE Ratio)
5/8 x 3/4 inch S	20	1.00	\$845
3/4 inch Full	30	1.50	\$1,268
1 inch	50	2.50	\$2,113
1.5 inch	100	5.00	\$3,780
2.0 inch	160	8.00	\$4,780
3.0 inch	320	16.00	\$6,760
4.0 inch	500	25.00	\$8,450
6.0 inch & Larger	1,000	50.00	\$11,950

Sewer Connection Fees For Customers Connected to Both Water and Sewer:

Meter size	AWWA Rated Capacity (GPM)	HE Ratio	Proposed Connection Fee (lesser of 2 X Square Root Ratio or HE Ratio)
5/8 x 3/4 inch S	20	1.00	\$ 1,830
3/4 inch Full	30	1.50	\$ 2,745
1 inch	50	2.50	\$ 4,575
1.5 inch	100	5.00	\$ 8,185
2.0 inch	160	8.00	\$ 10,350
3.0 inch	320	16.00	\$ 14,640
4.0 inch	500	25.00	\$ 18,300
6.0 inch and larger	1,000	50.00	\$ 25,880

Sewer Connection Fees For Customers Connected to Only the Sewer:

Pipe Diameter inches	Flow gpm at minimum slope	AWWA Meter Size With Comparable Flow	AWWA Rated Capacity (GPM)	Proposed Sewer Connection Fee
4 inch (Minimum allowed)	78		N/A	\$ 1,830
6 inch	176	2.0 inch	160	\$ 10,350
8 inch	313	3.0 inch	320	\$ 14,640
10 inch	490	4.0 inch	500	\$ 18,300
12 inch	705			\$ 21,960
15 inch and larger	1,102	6.0 inch	1,000	\$ 25,880

***NOTE:** Water Access Connection fees for non-residential (commercial or business) use are subject to applicable state and local sales taxes.

See also: SAC/WAC Policy

BUILDING PERMIT FEE SCHEDULE

(1997 UBC) (July 15, 2003)

<u>VALUATION</u>	<u>FEES</u>
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001 to \$50,000	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001 to \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001 to \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001 to \$1 million	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
\$1,000,001 and up *	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

ADD:

State Surcharge (Valuation < \$1 million) = ½ mil or .0005 X project amount
 (Valuation > \$1 million) = Refer to chart

Plan Review Commercial = 65% of applicable building permit fee
 Residential = 32.5% of applicable building permit fee (minimum \$150)

NOTES:

Owner and/or contractor may be subject to an administrative penalty fee in addition to applicable permit fee if work commences prior to securing building permit.

Valuation of Project:	Surcharge Computation:
\$1,000,000 or less	0.0005 x Valuation
\$1,000,001 to \$2,000,000	\$500 + (0.0004 x (Valuation - \$1,000,000))
\$2,000,001 to \$3,000,000	\$900 + (0.0003 x (Valuation - \$2,000,000))
\$3,000,001 to \$4,000,000	\$1,200 + (0.0002 x (Valuation - \$3,000,000))
\$4,000,001 to \$5,000,000	\$1,400 + (0.0001 x (Valuation - \$4,000,000))
Great than \$5,000,000	\$1,500 + (0.00005 x (Valuation - \$5,000,000))

- Permit application made prior to project completion:
 Permit + Penalty Fee = 2 X permit fee
- Permit application not made prior to project completion:
 Permit + Penalty Fee = 3 X permit fee

ADMINISTRATIVE FINES – LIST OF OFFENSES

CITY CODE VIOLATIONS

CODE

TRAFFIC - \$60.00

Speed /unreasonable acceleration (1-10 mph)	Sec. 24-1
U-turns	Sec. 24-41
Exhibition Driving	Sec. 24-43
Drive through private property	Sec. 24-45

Non-Traffic - \$100.00

Careless bicycle operation	Sec. 24-47
Skateboards downtown	Sec. 24-52
Snowmobiles downtown/speed	Sec. 24-79
Unattended vehicle (w/keys)	Sec. 24-132

ANIMALS - \$60.00

Dog to run at large	Sec. 6-32
No license	Sec. 6-33
Dangerous dog	Sec. 6-37(2)
Habitual barking dog	Sec. 6-37(4)
Dog vaccination required	Sec 6-37(5)

NOISE – \$100.00

General	Sec. 14-105
Radios/CD player	Sec. 14-106
Exhaust	Sec. 14-107
Animals	Sec. 14-108

MISCELLANEOUS - \$100.00

Disorderly conduct	Sec. 18-31
Littering	Sec. 18-31(9)
Tampering w/ a motor vehicle	Sec. 18-31(10)
Trespass	Sec. 18-31(11)
Disorderly house	Sec. 18-32
Consume in public	Sec. 18-33
Consume in a private parking lot	Sec. 18-34
Obstruction of a public officer	Sec. 18-71
Inhale glue or paint	Sec. 18-101
Discharge gun/fireworks	Sec. 18-103
Obstructions in street	Sec. 20-2
Regulating grass, weeds & trees	Sec. 20-4
Sidewalk maintenance, repair & snow removal	Sec. 20-6
Maintenance of private property	Sec. 14.32
Junk cars (unlicensed vehicle), household furniture & appliances stored outdoors	Sec. 14.34
Unauthorized Use of Fire Hydrant	Sec. 26-118

Miscellaneous - \$60.00

Curfew during school 2200-0600 hrs	Sec. 18-151
Curfew non-school 2300-0600 hrs	Sec. 18-151

TRAFFIC (STATUTES) - \$60.00

Speed (1-9)	MS 169.14
Stop line (Stop sign)	MS 169.30
Hitching behind vehicle	MS 169.46
Unsafe Equipment	MS 169.47
Television, Headphones	MS 169.471
Use of Wireless Communication Device (texting, Email, instant messaging)	MS 169.475

Vehicle lighting	MS 169.48
Head Lamps	MS 169.49
Rear Lamps	MS 169.50
Clearance and Marker Lamps	MS 169.51
Projecting Load: Light or Flags	MS 169.52
Slow moving vehicle sign	MS 169.522
Lights for parked vehicles	MS 169.53
Auxiliary Lights	MS 169.56
Signal Lights	MS 169.57
Brakes	MS 169.67
Horn, Siren	MS 169.68
Muffler	MS 169.69
Motor vehicle noise limit	MS 169.693
Rear view mirror	MS 169.70
Windshield (cracked, suspended items, windshield wipers, window tint)	MS 169.71
Tires, metal studs	MS 169.72
Unsafe tires	MS 169.721
Bumpers, Safeguards	MS 169.73

BUILDING & HOUSING VIOLATIONS

Failure to License Rental	See Fee Schedule
Failure to Transfer Rental	See Fee Schedule
Fire prevention violations (Smoke/CO Detectors)	PM-705.5\$ 50.00
Building Code Violations	Chapter 10\$100.00
Housing Code Violations	Chapter 10\$100.00
House number missing	PM 304.3\$ 50.00

STORMWATER ADMINISTRATIVE FINE SCHEDULE

Erosion and Sediment Control Violations (Chapter 14, Article VII), Specifically:

Failed to perform proper maintenance of temporary/structural Stormwater BMP:

Minor Violations	\$60.00
Major Violations	\$150.00

Removal and/or alterations to a structural Stormwater **BMP**:

Minor Violations.....	\$500.00
Major Violations.....	\$1,000.00

Failure to submit required easement and/or maintenance agreement \$250.00

Failure to submit maintenance records \$100.00

Illicit Discharges and Connections (Chapter 14, Article VIII)

Illicit Discharge:

Major Violations.....	\$1,000.00
Minor Violations.....	\$250.00

Illicit Connection to Stormwater System:

Major Violations	\$1,000.00
Minor Violations.....	\$500.00

Failure to Provide Adequate Preventative Measures to Prevent an Illicit Discharge:

Major Violations	\$100.00
Minor Violations	\$50.00

Failure to Report a Spill \$250.00

Failure to Cleanup a Spill \$250.00

Failure to Respond to a Notice of Violation \$100.00

CONSIDERATIONS FOR MAJOR VIOLATIONS

- Potentially critical impact on public health or the environment
- Potentially dangerous to human life or safety
- Continuing nature of the violation*
- Cost of restitution, repair or remediation exceeds \$1,000

❖ **Any violation not listed above or failure to come into compliance with the Ordinance requirements is an automatic Level 2 violation.**

❖ **Fines will be in addition to any remediation, restoration, repair done by a designated governmental agency or contractor if need per Sec. 14-206.**

REPEAT VIOLATIONS: DOUBLE

Second or more offenses within one year - double the amount of the scheduled fine for the previous violation, up to a maximum of \$2,000.

CONTINUING VIOLATIONS: FINE FOR EACH DAY

A fine for more than one day of a continuing violation may be imposed if (1) the violation caused a serious threat of harm to public health, safety, or welfare, or (2) the violator intentionally and unreasonably refused to comply with the City Code requirements.

CITY OF BEMIDJI PLANNING AND ZONING ADMINISTRATIVE FINE SCHEDULE

The fine amount is based on the City of Bemidji Planning and Zoning & Subdivision Ordinance that is violated. There are three (3) levels of fines.

Level 1 -- ~~\$60.00~~75.00

Level 2 -- ~~\$125.00~~150.00

Level 3 -- \$300.00

PLANNING & ZONING VIOLATIONS

Level 1	
Parking on the Grass	Section 1009 – Parking Standards
Temporary Signage without Permit	Article VII – Sign Regulations
Outdoor Storage - Residential	Section 1002 – Exterior Storage
Level 2	
Parking on the Grass – Non-Residential Properties	Section 1009 – Parking Standards
Off-Street Parking, Loading & Surfacing Violation	Section 1009 – Parking Standards
Outdoor Storage Commercial / Industrial	Section 1002 – Exterior Storage & Outdoor Display of Merchandise
Landscaping Requirement Violations	Section 1006 – Landscaping Requirements
Exterior Lighting Violations	Section 1008 – Lighting
Dynamic Display Violation	Section 718 – Dynamic Displays
Permanent Signage without Permit	Article VII – Sign Regulations
Abandoned or Inoperable Vehicles	Section 102 – Intent and Purpose
Storage Container/Semi Trailer Violation	Section 1011 – Temporary Uses or Structures
Level 3	
Construction Land Use without Permit	Section 1112 – Land Use or Building Permits
Shoreland Alterations without Permit	Article IX – Shoreland Regulations
Filling or Disturbance of a Wetland	Section 1014 – Special Provisions for Development in Sensitive Areas
Removal of Trees without Permit	Section 1007 – Tree Preservation
Unlawful Land Use	Article III – District Regulations

❖ **Any violation not listed above or failure to come into compliance with the Ordinance requirements is an automatic Level 2 violation.**

REPEAT VIOLATIONS: DOUBLE

Second or additional offenses within one year - double the amount of the scheduled fine for the previous violation, up to a maximum of \$2,000. For example, if there were four occurrences of a Level One Violation, the fine for the fourth occurrence would be ~~\$960~~**1,200** (first: ~~\$120~~**150**; second: ~~\$240~~**300**; third: ~~\$480~~**600**; fourth: ~~\$960~~**1,200**).

CONTINUING VIOLATIONS: FINE FOR EACH DAY

A fine for more than one day of a continuing violation may be imposed if (1) the violation caused a serious threat of harm to public health, safety, or welfare, or (2) the violator intentionally and unreasonably refused to comply with the Ordinance requirements.

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Authorization to Publish a Summary of an Ordinance
Prepared By: Michelle Miller, City Clerk

Background:

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

LEGAL NOTICE

ORDINANCE NO. 224, 3rd SERIES: Ordinance Amending Fee Schedule for 2026. This Ordinance was approved by the City Council on Monday, December 1, 2025. This Ordinance shall become effective January 1, 2026. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Recommendation:

Authorize publication of Ordinance summary.

CITY COUNCIL AGENDA ITEM



Meeting Date: December 1, 2025
Action Requested: Approve Compensation and Classification Study Results
Prepared By: Donna Coe, Finance Director
Rich Spiczka, City Manager

Background:

The City Council approved a compensation and classification study in April 2025 for all full-time (2080 hours per year) city positions. Study results have been received and include the following information.

The study results are positive as every position reflects a small pay increase and future growth. The new pay scale was reduced from twenty-five grades to twenty-two grades. As a result, some position grade levels changed but most of them remained the same. When reviewing the 2026 pay scale keep in mind it does not reflect the 3.5% cost of living increases for 2026, which are negotiated and approved by Council.

Process

Cities typically complete job classification/compensation studies every five to seven years to accomplish and address the following:

- Develop pay scale as an effective recruitment and retention tool
- Position duties and responsibilities changes
- Changes in City issues and service level complexity
- Organizational structure changes
- Pay comparison to similar external entities
- Union contract negotiation supporting documentation
- Determine pay equity compliance

The last Bemidji detailed study was in 2018. The market comparison considered other greater MN regional centers service levels, complexity, development activity and Event Center and State University presence. Bemidji has several unique challenges including:

- Tax-exempt property and related funding challenges
- Concentration of government employment
- Low median income levels
- Lower housing values
- Tourism impact
- Complex and high level of development and construction projects
- Level of rental units
- Higher level of public safety calls and crime rates
- Socio-economic issues

- Planning and expansion at City borders
- Waste Water Plant on the Mississippi River and lift station volume
- Water well field issues
- Airport

Compensation Study Information/Results:

Baker Tilly provided documentation regarding the study:

- Salary survey summary
- Compensation survey curve
- Proposed 2026 City pay scale (does not include the 3.5% cost of living increase)
- Position title and grade
- Study implementation option and related costs

Financial Impact(s)

The overall adjustment to adopt the new classification and compensation study completed by Baker Tilly in 2025 for the 2026 calendar year averages 2% increase. The total dollar increase for the city is under \$201K.

Recommendation:

The recommendation for Council is to approve the compensation and classification study results to be effective for the 2026 payroll.



CITY OF BEMIDJI, MN

Classification and Compensation Study

November 2025

Final Report



Project Methodology

Baker Tilly approached the classification and compensation study for the City of Bemidji, MN by completing each of the following phases or milestones:

Phase 1: Project Initiation

- **Data Collection** - Baker Tilly initiated the study by conducting a planning meeting with the City's project team to discuss the current classification and compensation system and goals for conducting the study, and to walk through each phase of the process. Next, Baker Tilly collected documentation from the City, including job descriptions, organization charts, pay structure, personnel policies, and any other documentation describing how work is performed or compensated.
- **Communication Meetings** - Baker Tilly presented to the City's leadership and employees to inform them about the study and answer questions. These presentations were conducted virtually in April 2025.
- **Position Analysis Questionnaires (PAQs)** – Each employee was given the opportunity to complete a PAQ describing in their own words the work currently performed in their position. PAQs were reviewed by supervisors to ensure complete and accurate responses were provided. There was a high level of participation among employees and supervisors who contributed essential insights into the roles and responsibilities within the City's departments.
 - Overall, Baker Tilly and the City of Bemidji collected 86% of all unique positions with PAQs.
 - 70 unique title PAQs were completed by employees, and 61 of these received a supervisory review.

Phase 2: Classification Review

- **Title Review** – Baker Tilly used completed PAQs and existing job descriptions to review position titles and made recommendations, as necessary, to ensure titles appropriately reflected the nature and level of work performed.
- **Position review** – Baker Tilly conducted job evaluations using SAFE®, our point factor evaluation tool, resulting in a job hierarchy that reflects the City's internal equity.

Phase 3: Market Review

- **Labor Market** - Baker Tilly worked with the City to establish a list of comparable peer organizations reflective of its defined labor market. Selection of comparable peers was determined by similarity in size (number of employees, population served, and revenue), geography, services provided, industry, and competition (organizations you lose employees to or gain employees from). Baker Tilly collected feedback from City leadership about peer organizations they recommended to be included in the market assessment and met with them to review a narrowed list and answer questions.
- **Market Assessment** – Baker Tilly distributed a custom survey to the identified peer organizations, requesting base pay information for analogous positions. Data from three published salary sources (Economic Research Institute, Bureau of Labor Statistics, and Comp Analyst) was also incorporated in the market data to serve as a private sector representative for positions that have an appropriate private sector equivalent. Results were analyzed and reviewed with the City's project team to determine the organization's desired position within the market in August 2025.

Phase 4: Pay Plan Development

- **Pay Plan Development** – Baker Tilly recalibrated the City's existing pay plan and established grade assignments for positions based on internal equity with consideration to market conditions. Preliminary results were reviewed with the City's leadership team in September 2025.
- **Implementation Cost Analysis** – After grade assignments were finalized, implementation costs were calculated and reviewed with the City's leadership team.

Phase 5: Project Completion

- **Final Report** - Baker Tilly prepared this final report documenting the methodology used throughout the classification and compensation study, findings and results of the study, as well as our recommendations based on those results.
- **Final Presentation** - At the conclusion of the study, Baker Tilly prepared and presented a final presentation of results to senior leadership and employees.
- **Training** - Baker Tilly provided training to the City's human resources team responsible for the maintenance and administration of the new classification and compensation system. Training included instructions for using our SAFE® Job Evaluation system going forward.

Classification Review

Title Review

Over time, position titles may become inconsistent, inaccurate, or even inflated. An appropriate job title should reflect the nature and level of work performed in that job. Baker Tilly reviewed Bemidji's position titles and provided recommendations for adjustments, consolidations, and reclassifications, as necessary. Title recommendations were also made to standardize formatting, spelling, and use of abbreviations, which can significantly impact the administration of a classification system. The proposed title changes for the General pay plan can be found in [Attachment 3](#).

Job Evaluation

Job evaluation is the process of comparing a job against other jobs within the organization as a means for determining the relative value of each job. In other words, job evaluation is a tool for identifying the internal value of work performed within the organization. The Systematic Analysis and Factor Evaluation (SAFE®) is a point factor evaluation process developed specifically for the measurement of local government positions. A point factor job evaluation approach is often the preferred method within the public sector for reviewing jobs internally, as it tends to be systematic, objective, and therefore, defensible. For that reason, job evaluation is often an instrument used to comply with federal, state, and local regulations related to the Equal Pay Act. SAFE® is also compliant with the Minnesota Local Government Pay Equity Act. SAFE® is comprised of nine (9) compensable factors listed in **Table 1**.

Table 1: SAFE® Compensable Factors & Weights

Compensable Factors	Weight	Descriptions / Measurements
Education	15.6%	Minimum education level required by the position
Experience	12.2%	Minimum years of experience required by the position
Level of Work	13.7%	Degree of difficulty of work performed by the position
Human Relations	7.8%	Type and level of human interactions
Working Conditions	6.8%	Environmental conditions experienced by the position
Physical Demands	4.9%	Physical exertion regularly performed by the position
Independence to Act	11.7%	Degree of independence to make decisions and act
Impact of Actions	13.7%	Severity of consequences as a result of decisions
Supervision Exercised	13.7%	Type and level of supervision exercised
	100%	TOTAL

The following factors were not considered when evaluating positions with the SAFE methodology: employee performance, length of service with the organization, amount of time in the position, education or experience more than what is required by the position, current salary, or market rates.

In using a point factor job evaluation system, the result is a total score for each position, which represents the internal value of that position. Collectively, these total scores establish a hierarchy across the organization. It's important to emphasize that job evaluation is a measurement of the position and not the person in the position.

Baker Tilly evaluated positions based on employee-completed Position Analysis Questionnaires (PAQs). The City's project team reviewed and revised SAFE designations, as necessary, and worked with Baker Tilly to establish final scores for each position included in the study.

Market Review

Public Peer Organizations

Understanding your labor market is key to selecting relevant peer organizations for a market study. Factors to consider include industry, organization size, geographic location, competition for talent, and published data available. Baker Tilly partnered with the City to identify public peer organizations that represent the City's competitive and comparative labor market.

Table 2: Peer Organizations

Beltrami County, MN	City of Hutchinson, MN
City of Albert Lea, MN	City of Mankato, MN
City of Alexandria, MN	City of North Mankato, MN
City of Buffalo, MN	City of Northfield, MN
City of Fergus Falls, MN	City of Red Wing, MN

Baker Tilly collected base pay information for benchmark positions from all 10 peer organizations listed in **Table 2**.

Published Sources

Published salary data was used as a private sector benchmark in this assessment with data from the following sources included in the study:

- Bureau of Labor Statistics (BLS). The Occupational Employment Statistics (OES) survey is a semiannual survey measuring wage rates by industry and is displayed nationally, by state, and/or metropolitan area. BLS data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range.



- Comp Analyst is a salary data resource from Salary.com that is comprised of HR-reported pay data comprised of 800 million market data points from more than 25,000 organizations, resulting in data across 15,000 unique job titles, 225 industry breakouts, 27,000+ compensable factors, in 42,000+ geographies.
- Economic Research Institute (ERI) is a salary data resource reporting market data for more than 11,000 jobs in more than 9,000 different locations across more than 1,100 industry sectors. ERI data is updated quarterly. ERI data used in this survey was pulled at the 10th and 90th percentile to represent the minimum and maximum thresholds of a salary range.



Data Adjustments

The base pay information was adjusted, as necessary, to account for the following:

- Differences in work week. For example, reported salaries for a 37.5-hour work week were adjusted to reflect that wage for a 40-hour work week.
- Age of data. If the market data obtained did not reflect the year in which this study was conducted, the data was aged based on guidance from World at Work's Annual Salary Budget Survey results.
- Differences in the cost of labor. Geographic adjustments were applied to account for differences in the cost of labor between the City and peer organizations. Baker Tilly uses the cost of labor differentials reported by the ERI's Geographic Assessor tool.

Where the cost of living is a measurement of goods and services in each area, the cost of labor measures changes to compensation over time and for specific geographies. Cost of labor can be impacted by the cost of living, but also relates to the supply and demand of labor in each area (rate of unemployment and number of qualified laborers). Cost of labor differentials applied for each peer and published source can be found in **Table 3**.

In **Table 3**, the GeoDiff% column reflects the adjustment that was applied to that peer's data. A negative number means the cost of labor in that peer's location is higher than Bemidji's and their data was adjusted down, whereas a positive number means the cost of labor is lower and their data was adjusted up.

For example, no adjustments were necessary for Beltrami County or Fergus Falls since the cost of labor was the same as Bemidji's. However, to meet the cost of labor in Bemidji, Albert Lea's data was adjusted down by 3.3%.

Table 3: Peer Organizations and Geographic Adjustments

	Peer Name	Public or Private	Cost of Labor	COL Adjust	Locality used
Client	Bemidji	Client	90.7	\$82,434.76	Bemidji, MN
1	Beltrami County	Public	90.7	0.0%	Bemidji, MN
2	Albert Lea	Public	94.0	-3.3%	Albert Lea, MN
3	Alexandria	Public	91.4	-0.7%	Alexandria, MN
4	Buffalo	Public	105.5	-14.8%	Buffalo, MN
5	Fergus Falls	Public	90.7	0.0%	Fergus Falls, MN
6	Hutchinson	Public	92.6	-1.9%	Hutchinson, MN
7	Mankato	Public	96.3	-5.6%	Mankato, MN
8	North Mankato	Public	95.6	-4.9%	North Mankato, MN
9	Northfield	Public	94.6	-3.9%	Northfield, MN
10	Red Wing	Public	94.3	-3.6%	Red Wing, MN
A	Bureau of Labor Statistics	Private	101.8	-11.1%	Minnesota- State Average
B	Comp Analyst	Private	101.8	-11.1%	Minnesota- State Average
C	Economic Research Institute	Private	101.8	-11.1%	Minnesota- State Average

Quality Control

Baker Tilly compiled data and established matches from peer organizations to Bemidji's benchmark positions based on a 75% overlap in duties and responsibilities. Further, Baker Tilly required at least three matches per benchmark position to calculate a market value. Positions that had insufficient data (less than three matches) are identified as such in the market results. Because market results are established by a calculation (such as an average of all midpoints), a bigger sample size tends to yield greater confidence in those results.

- Benchmarks had 6.56 matches on average, while 71% of the benchmarks had 5 or more matches each.

Market Results

In total, 80 of the City's positions (100%) were included in the survey as benchmark positions. Baker Tilly requested pay ranges (minimum to maximum) and calculated the midpoint of each range. All positions received sufficient data (3 or more matches), and a market value could be calculated for all benchmarks included. Results of the assessment, as well as the following information, were shared with the City in August of 2025.

- Aggregate data results showing average minimum, midpoint, and maximum results were prepared for the 80 benchmarks with sufficient data and can be found in [Attachment 1](#).
- A comparison of the City's current pay compared to the full market range can be found in [Attachment 2](#).

Based on market values for the 80 benchmark positions:

- The City's minimums are [7.5% above](#) market minimums on average.
- The City's midpoints are [1.2% above](#) market midpoints on average.
- The City's maximums are [2.4% below](#) market maximums on average.

Balancing Market Data and Internal Equity

Market values are a critical data point in determining final recommendations. They provide insight into the external competitiveness of Bemidji's pay structure relative to its labor market. Please note that the State of Minnesota requires grade assignments to be based on job evaluation (SAFE® scores) in order to be compliant with the Minnesota Local Government Pay Equity Act. Due to this the primary driver of grade assignments was internal equity, with considerations to market conditions when finalizing position grade assignments. By weighing both market results and internal equity, Bemidji is better positioned to develop a pay structure that supports its compensation philosophy, aligns with organizational goals, and ensures long-term sustainability.

Pay Plan Development

Upon reviewing the market survey results with the City, Baker Tilly led a discussion with the organization regarding its desired position within the market, design preference for the title and grade structure, and an approach for classifying positions in the pay plan. The City of Bemidji currently utilizes a general step plan for all positions within the city.

Determination for the number of pay structures an organization needs may be influenced by the diversity of jobs, diversity in grading procedures, internal equity versus external competitiveness, and even your organizational culture. In discussions with the City of Bemidji, Baker Tilly proposed maintaining the original structure of the plan built during the previous study, with a recalibration to market conditions based on the data Baker Tilly collected during the market assessment phase of the 2025 project.

After the number and type of pay structures were established, the following parameters were considered so that the pay plan could be tailored as much as possible to the positions assigned to it:

- Number of Grades – the number of grades a pay plan will have may be determined by the number of positions that will be assigned to it and how movement from each grade (usually through promotion) is administered, as well as the overlap in nature and level of work that needs to be distinguished throughout. For example, if promotions are few but significant, this would be achieved by fewer grades whereas many smaller promotions would be achieved by more grades.
- Midpoint Differentials – the distance between each grade at the midpoint. The percentage difference between each grade will determine the amount of overlap that exists throughout the pay plan. If there is too much overlap in grades, pay ranges may not incentivize employees to move into bigger roles and take on more responsibilities. If there is too much separation between grades, there may be other issues with the pay range such as minimums that are not competitive, restrictive maximums, or create a financial barrier to providing promotions.
- Range Spreads – the distance between the minimum and maximum of a pay grade. As a best practice, the range spread should be tailored to the size of the job or the learning curve of the job. With the midpoint as the anchor to the market, the minimums and maximums would expand or retract around that anchor, depending on the range spread. The distance between the minimum to midpoint should correlate with the time it takes a new person to become proficient in the job.
- Number of Steps – for pay plans with defined steps, the number of steps would be the number of times an employee's base salary is adjusted, usually annually. Too many steps may equate to range spreads that are too wide while too few steps may return range spreads that are too narrow.

- **Step Differentials** – the distance between each step. For organizations that have a pay policy that grants a step increase annually, the percentage between steps would be the pay increase employees receive, but would also be the increase to the overall payroll budget. Some pay plans will have a consistent percentage between each step while others may tailor the percentage to have larger increases earlier or later in the pay range.

Current General Pay Plan

The City's current pay plan is a step plan from minimum to maximum (9 defined steps marked A - I) with 25 unique grades (numbered 1 - 25), shown in **Table 4**. Not all grades are currently in use (those grades are indicated in pink in the table below). Range spreads are consistent at 27% (3% increase per step), and midpoint differentials are consistent at 6.5%. The current minimum wage is \$19.37/hour with an annual salary of \$40,291.83.

Table 4: Current General Pay Plan

		Current Min				Current Mid				Current Max			
Current Grade		A	B	C	D	E	F	G	H	I	Range Spread	Mid Diff %	Step Diff %
1	\$	40,291.83	\$ 41,500.58	\$ 42,745.60	\$ 44,027.97	\$ 45,348.81	\$ 46,709.27	\$ 48,110.55	\$ 49,553.87	\$ 51,040.49	27%		3%
2	\$	42,910.79	\$ 44,198.11	\$ 45,524.05	\$ 46,889.77	\$ 48,296.46	\$ 49,745.35	\$ 51,237.71	\$ 52,774.84	\$ 54,358.09	27%	6.5%	3%
3	\$	45,699.99	\$ 47,070.99	\$ 48,483.12	\$ 49,937.61	\$ 51,435.74	\$ 52,978.81	\$ 54,568.17	\$ 56,205.22	\$ 57,891.38	27%	6.5%	3%
4	\$	48,670.49	\$ 50,130.60	\$ 51,634.52	\$ 53,183.56	\$ 54,779.07	\$ 56,422.44	\$ 58,115.11	\$ 59,858.56	\$ 61,654.32	27%	6.5%	3%
5	\$	51,834.07	\$ 53,389.09	\$ 54,990.76	\$ 56,640.48	\$ 58,339.69	\$ 60,089.88	\$ 61,892.58	\$ 63,749.36	\$ 65,661.84	27%	6.5%	3%
6	\$	55,203.28	\$ 56,859.38	\$ 58,565.16	\$ 60,322.11	\$ 62,131.77	\$ 63,995.72	\$ 65,915.59	\$ 67,893.06	\$ 69,929.85	27%	6.5%	3%
7	\$	58,791.49	\$ 60,555.23	\$ 62,371.89	\$ 64,243.05	\$ 66,170.34	\$ 68,155.45	\$ 70,200.11	\$ 72,306.11	\$ 74,475.29	27%	6.5%	3%
8	\$	62,612.94	\$ 64,491.33	\$ 66,426.07	\$ 68,418.85	\$ 70,471.42	\$ 72,585.56	\$ 74,763.13	\$ 77,006.02	\$ 79,316.20	27%	6.5%	3%
9	\$	66,682.78	\$ 68,683.26	\$ 70,743.76	\$ 72,866.07	\$ 75,052.05	\$ 77,303.61	\$ 79,622.72	\$ 82,011.40	\$ 84,471.74	27%	6.5%	3%
10	\$	71,017.16	\$ 73,147.67	\$ 75,342.10	\$ 77,602.36	\$ 79,930.43	\$ 82,328.34	\$ 84,798.19	\$ 87,342.14	\$ 89,962.40	27%	6.5%	3%
11	\$	75,633.28	\$ 77,902.28	\$ 80,239.35	\$ 82,646.53	\$ 85,125.93	\$ 87,679.71	\$ 90,310.10	\$ 93,019.40	\$ 95,809.98	27%	6.5%	3%
12	\$	80,549.44	\$ 82,965.92	\$ 85,454.90	\$ 88,018.55	\$ 90,659.11	\$ 93,378.88	\$ 96,180.25	\$ 99,065.66	\$ 102,037.63	27%	6.5%	3%
13	\$	85,785.15	\$ 88,358.70	\$ 91,009.46	\$ 93,739.74	\$ 96,551.93	\$ 99,448.49	\$ 102,431.94	\$ 105,504.90	\$ 108,670.05	27%	6.5%	3%
14	\$	91,361.18	\$ 94,102.02	\$ 96,925.08	\$ 99,832.83	\$ 102,827.81	\$ 105,912.64	\$ 109,090.02	\$ 112,362.72	\$ 115,733.60	27%	6.5%	3%
15	\$	97,299.66	\$ 100,218.65	\$ 103,225.21	\$ 106,321.97	\$ 109,511.63	\$ 112,796.98	\$ 116,180.89	\$ 119,666.32	\$ 123,256.31	27%	6.5%	3%
16	\$	103,624.14	\$ 106,732.86	\$ 109,934.85	\$ 113,232.90	\$ 116,629.89	\$ 120,128.79	\$ 123,732.65	\$ 127,444.63	\$ 131,267.97	27%	6.5%	3%
17	\$	110,359.71	\$ 113,670.50	\$ 117,080.62	\$ 120,593.04	\$ 124,210.83	\$ 127,937.15	\$ 131,775.26	\$ 135,728.52	\$ 139,800.38	27%	6.5%	3%
18	\$	117,533.09	\$ 121,059.08	\$ 124,690.85	\$ 128,431.58	\$ 132,284.53	\$ 136,253.07	\$ 140,340.66	\$ 144,550.88	\$ 148,887.41	27%	6.5%	3%
19	\$	125,172.74	\$ 128,927.92	\$ 132,795.76	\$ 136,779.63	\$ 140,883.02	\$ 145,109.51	\$ 149,462.80	\$ 153,946.68	\$ 158,565.08	27%	6.5%	3%
20	\$	133,308.97	\$ 137,308.24	\$ 141,427.49	\$ 145,670.31	\$ 150,040.42	\$ 154,541.63	\$ 159,177.88	\$ 163,953.22	\$ 168,871.82	27%	6.5%	3%
21	\$	141,974.05	\$ 146,233.27	\$ 150,620.27	\$ 155,138.88	\$ 159,793.05	\$ 164,586.84	\$ 169,524.45	\$ 174,610.18	\$ 179,848.49	27%	6.5%	3%
22	\$	151,202.36	\$ 155,738.43	\$ 160,410.58	\$ 165,222.90	\$ 170,179.59	\$ 175,284.98	\$ 180,543.53	\$ 185,959.84	\$ 191,538.64	27%	6.5%	3%
23	\$	161,030.51	\$ 165,861.43	\$ 170,837.27	\$ 175,962.39	\$ 181,241.26	\$ 186,678.50	\$ 192,278.86	\$ 198,047.23	\$ 203,988.65	27%	6.5%	3%
24	\$	171,497.49	\$ 176,642.41	\$ 181,941.68	\$ 187,399.93	\$ 193,021.93	\$ 198,812.59	\$ 204,776.97	\$ 210,920.28	\$ 217,247.89	27%	6.5%	3%
25	\$	182,644.83	\$ 188,124.17	\$ 193,767.90	\$ 199,580.94	\$ 205,568.37	\$ 211,735.42	\$ 218,087.48	\$ 224,630.10	\$ 231,369.00	27%	6.5%	3%

Proposed General Pay Plan

Based on an assessment of the current plan against internal equity and the results of the external market assessment, Baker Tilly recalibrated the existing plan to 2025 market conditions for the City of Bemidji. The pay plan features 22 unique grades (numbered 1 - 22), shown in **Table 5**. The new proposed starting minimum wage is \$19.65/hour with an annual salary of \$40,870, representing an increase of approximately \$578.17 annually.

In a step and grade pay plan, the midpoint (Step E) represents the anchor to market at the desired compensation philosophy of the City. The proposed step pay plan is aligned to 105% of the market at the midpoint (market lead philosophy), ensuring competitive salaries. Starting minimums and proposed maximums are thus determined by the number of steps and the percentage between steps. Step differentials and midpoints differentials remain consistent at 3.0% and 6.5% respectively.

Table 5: Proposed General Pay Plan

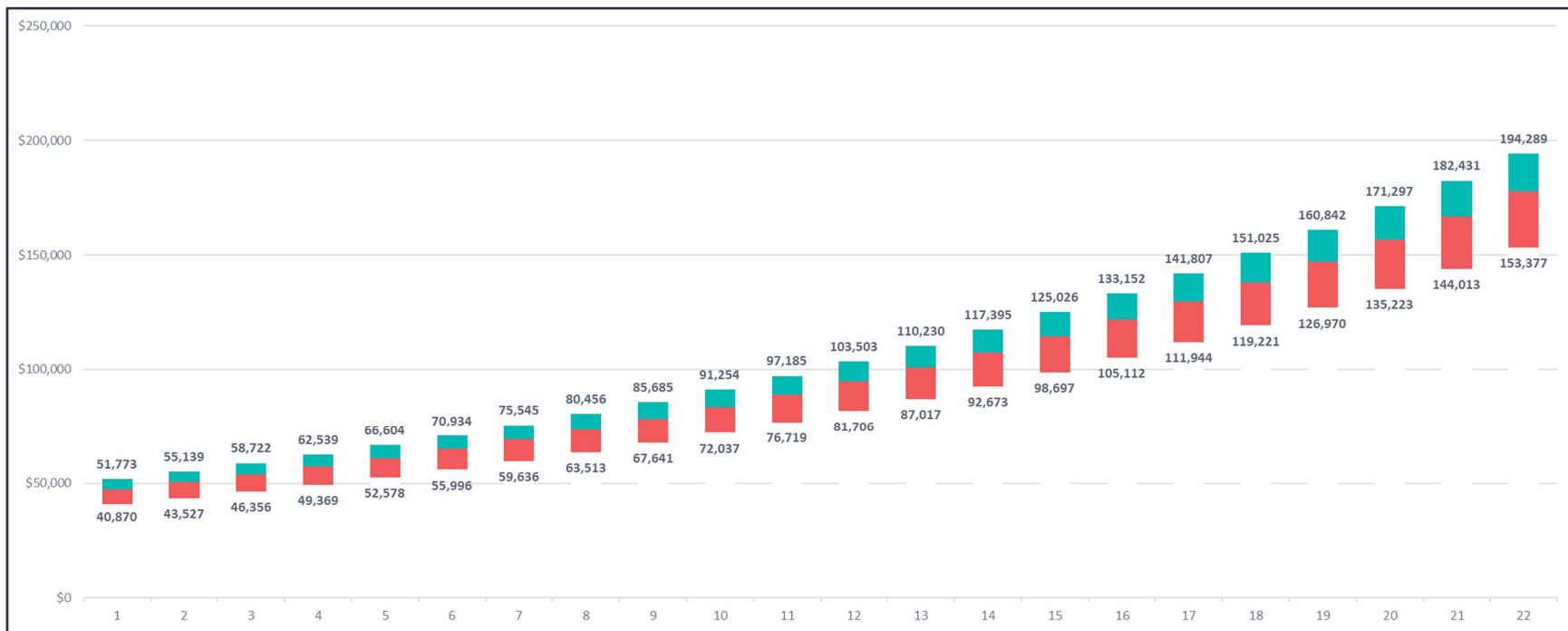
Grade	A	B	C	D	E	F	G	H	I	Range Spread	Midpoint Differential	Step Diff
1	\$40,870	\$42,097	\$43,359	\$44,660	\$46,000	\$47,380	\$48,801	\$50,265	\$51,773	27%	6.50%	3.00%
2	\$43,527	\$44,833	\$46,178	\$47,563	\$48,990	\$50,460	\$51,973	\$53,533	\$55,139	27%	6.50%	3.00%
3	\$46,356	\$47,747	\$49,179	\$50,654	\$52,174	\$53,739	\$55,351	\$57,012	\$58,722	27%	6.50%	3.00%
4	\$49,369	\$50,850	\$52,375	\$53,947	\$55,565	\$57,232	\$58,949	\$60,717	\$62,539	27%	6.50%	3.00%
5	\$52,578	\$54,155	\$55,780	\$57,453	\$59,177	\$60,952	\$62,781	\$64,664	\$66,604	27%	6.50%	3.00%
6	\$55,996	\$57,676	\$59,406	\$61,188	\$63,024	\$64,915	\$66,862	\$68,868	\$70,934	27%	6.50%	3.00%
7	\$59,636	\$61,425	\$63,268	\$65,166	\$67,121	\$69,135	\$71,209	\$73,345	\$75,545	27%	6.50%	3.00%
8	\$63,513	\$65,418	\$67,381	\$69,402	\$71,484	\$73,629	\$75,837	\$78,112	\$80,456	27%	6.50%	3.00%
9	\$67,641	\$69,670	\$71,760	\$73,913	\$76,130	\$78,414	\$80,766	\$83,189	\$85,685	27%	6.50%	3.00%
10	\$72,037	\$74,198	\$76,424	\$78,717	\$81,078	\$83,510	\$86,016	\$88,596	\$91,254	27%	6.50%	3.00%
11	\$76,719	\$79,021	\$81,391	\$83,833	\$86,348	\$88,938	\$91,607	\$94,355	\$97,185	27%	6.50%	3.00%
12	\$81,706	\$84,157	\$86,682	\$89,283	\$91,961	\$94,720	\$97,561	\$100,488	\$103,503	27%	6.50%	3.00%
13	\$87,017	\$89,627	\$92,316	\$95,085	\$97,938	\$100,876	\$103,902	\$107,019	\$110,230	27%	6.50%	3.00%
14	\$92,673	\$95,453	\$98,317	\$101,266	\$104,304	\$107,433	\$110,656	\$113,976	\$117,395	27%	6.50%	3.00%
15	\$98,697	\$101,658	\$104,707	\$107,849	\$111,084	\$114,417	\$117,849	\$121,384	\$125,026	27%	6.50%	3.00%
16	\$105,112	\$108,265	\$111,513	\$114,858	\$118,304	\$121,853	\$125,509	\$129,274	\$133,152	27%	6.50%	3.00%
17	\$111,944	\$115,302	\$118,761	\$122,324	\$125,994	\$129,774	\$133,667	\$137,677	\$141,807	27%	6.50%	3.00%
18	\$119,221	\$122,797	\$126,481	\$130,276	\$134,184	\$138,210	\$142,356	\$146,626	\$151,025	27%	6.50%	3.00%
19	\$126,970	\$130,779	\$134,703	\$138,744	\$142,906	\$147,193	\$151,609	\$156,157	\$160,842	27%	6.50%	3.00%
20	\$135,223	\$139,280	\$143,458	\$147,762	\$152,195	\$156,761	\$161,464	\$166,308	\$171,297	27%	6.50%	3.00%
21	\$144,013	\$148,333	\$152,783	\$157,367	\$162,088	\$166,951	\$171,959	\$177,118	\$182,431	27%	6.50%	3.00%
22	\$153,377	\$157,977	\$162,716	\$167,597	\$172,624	\$177,802	\$183,136	\$188,630	\$194,289	27%	6.50%	3.00%

Number of Steps: In the current and revised pay plan, it takes 4 years for a new employee to move from the starting minimum to the midpoint of their pay range (assuming a consistent 3% increase each year). The midpoint should reflect the wage of a fully proficient employee; this is also aligned to the market value of the position. An advantage of a step plan is that it is easy to administer, easy to explain to employees, and allows employees to move through their assigned grade at a consistent and predictable rate.

Midpoint Differentials: The City’s current and revised plans have a consistent midpoint differential of 6.5%. This represents how much overlap occurs between each grade. A consistent midpoint differential signifies a smooth “staircase”, shown in **Figure 1**, as you progress grade by grade, and provides a clear, logical, and transparent pay structure ensuring fair and systematic pay progression between jobs classified to different grades. This also creates a predictable path for employee advancement.

Pay grades for the proposed pay plan are found in **Figure 1**.

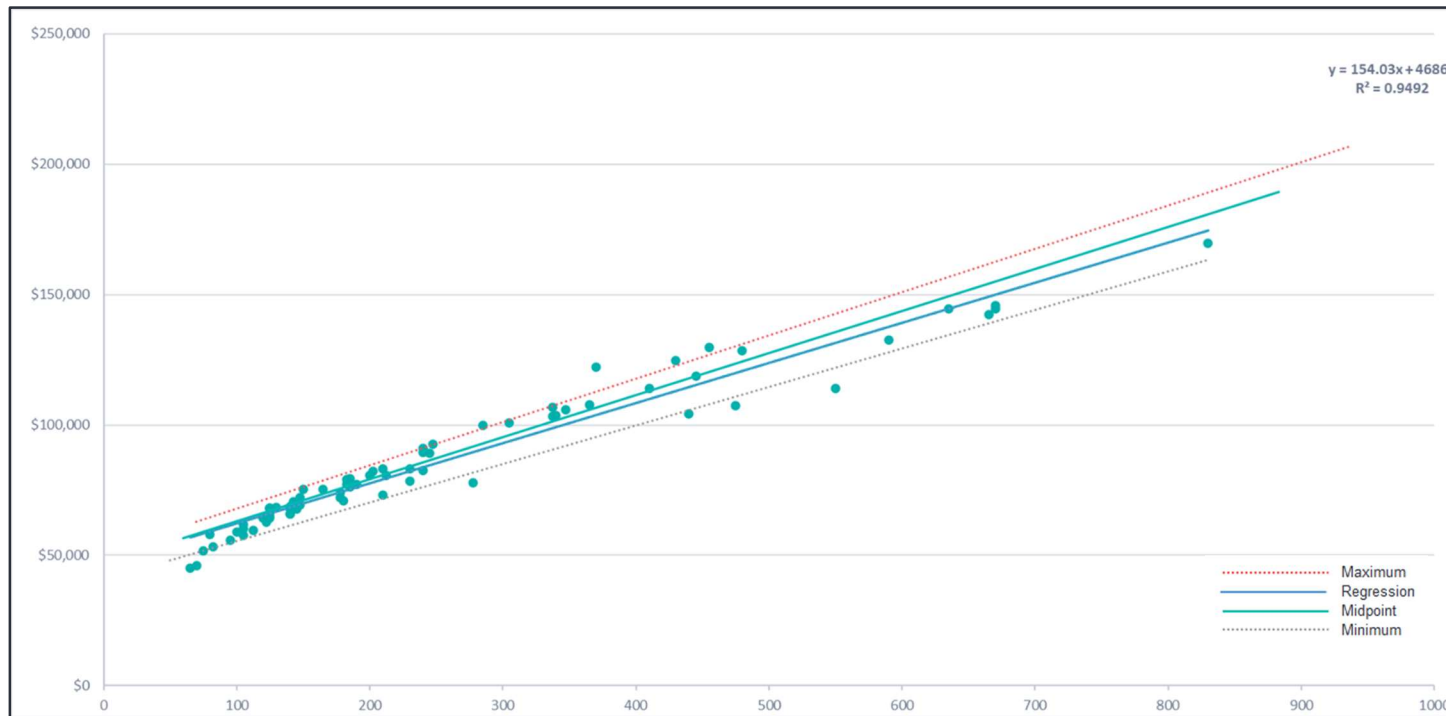
Figure 1: Proposed Pay Grades



Regression Analysis

In statistical modeling, a regression analysis is used to measure the relationships between data sets and even predict one variable based on another. Baker Tilly used a regression analysis to compare internal data to external data. More specifically, SAFE® scores were compared against market average midpoints. In **Figure 2**, each dot represents a benchmark position which is placed where the SAFE® score and market average midpoint figures intersect. The dark blue line represents the 'line of best fit' trending through all positions (dots). The proposed minimum, midpoint, and maximums are also reflected on the chart.

Figure 2: Regression Analysis

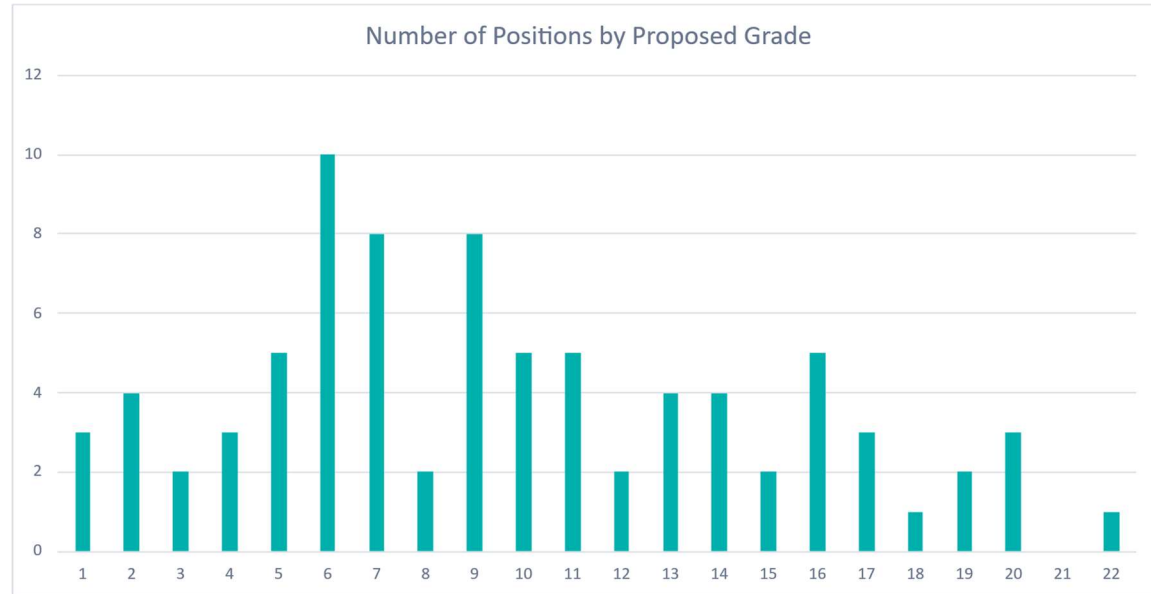


Overall, there is a 94.92% correlation between the internal (job evaluation) and external (market) values. Due to the high correlation in internal and external values, the City would be able to maintain the new classification and compensation system using the SAFE job evaluation process as a means for reclassifying positions that have changed over time, adding new positions, consolidating positions, etc. into the future.

Proposed General Grade Assignments

Where the market results show that the City's existing wages are about 3.7% above market, on average, Baker Tilly does not recommend that the City merely shift its existing pay structure by a standard amount. Positions move at a different pace than each other in the market, and an overall shift would over-correct some and under-correct others. The proposed pay plan for the City of Bemidji demonstrates an even distribution of positions across the grades, as seen in **Figure 3**. By assigning grades based on the job evaluation scores, the City creates greater parity to align roles with appropriate compensation levels, support career progression, and maintain internal equity, ensuring compliance with Minnesota state law.

Figure 3: Proposed Distribution of Positions



In total, 82 positions were classified to a grade in the general pay plan. Internal equity (SAFE® job evaluation scores) was used to assign positions to a grade in the pay plan with consideration to market average midpoints, current grade groupings, career progressions, supervisor-subordinate separation, grade compression, etc.

The following information was NOT considered when assigning positions to a grade:

- The person in the position
- Performance
- Length of service
- Employee's existing salary

Preliminary grade assignments were reviewed with the City's project team to ensure positions were assigned to the correct grades and address any outliers before finalization.

*SAFE scores and grade assignments were reviewed, adjusted, and finalized by the City of Bemidji's project team

Implementation Cost Analysis

Baker Tilly developed three implementation scenarios for the General Pay Plan for Bemidji to consider in its adoption of the new classification and compensation plan. Overtime calculations, fringe benefits, and any other pay differential are not included in the implementation cost analysis. Implementation calculations represent base pay in US dollars. *Baker Tilly does not recommend a pay decrease for any employee based on the results of the study.*

Overall, 114 employees were included in the implementation calculations (including 5 vacant positions). Of those, no employee had a salary greater than their new maximum, while 9 (8%) had a salary less than their new minimum, as shown in **Table 6**.

Table 6: General Employee Allocation

	# of Staff
Totals	114
Employees Below Minimum	9
Employees Within Range	105
Employees Above Maximum	0

Implementation Scenarios for the proposed general pay plan:

Option 1. Employees move to the step nearest their existing salary without a decrease. If an employee's current salary is greater than the proposed maximum (Step I) in the new pay plan, they will retain their existing salary. Option 1 represents the minimum action required to adopt the proposed pay plan.

Option 2. Employees move to the step based on their years in position, unless it would result in a decrease. For example, if any employee has been in their position for 3 years, they would move to Step C. If their salary is already greater than that step, they would stay on the step established in Option 1, which moves them to the closest step without a decrease. This option is meant to help combat compression with employees in the same title/rank by moving employees with more experience further into their new range.

Option 3. Employees move to the same step in the new plan that they currently occupy in the existing structure. For example, an employee at Step E in the current plan would move to Step E in the new plan. This preserves the employee's current position in the step progression and may be viewed as the most administratively simple for tracking progression.

Recommendations

The City of Bemidji is a service-oriented organization whose employees represent one of its most significant and strategic investments. To ensure that the City remains competitive in attracting and retaining talent; while also upholding principles of fairness and internal consistency, Baker Tilly conducted a comprehensive classification and compensation study. It is our independent judgment that has resulted in the following recommendations.

We urge Bemidji, MN to:

- Approve the recommended position title and classification changes developed through a combination of PAQ review, job description analysis, and input from the City’s project team.
- Approve the use of the recalibrated step pay plan for General employees with 22 grades and midpoint alignment to 105% of market midpoints in support of the City’s lead-market compensation philosophy.
- Approve the proposed grade assignments based on internal equity scores from the SAFE® evaluation, with consideration to external market data, existing equity relationships, and career progression logic, which have received input from City leadership.
- Approve an implementation scenario that addresses the City’s compensation philosophy and business goals, and that is fiscally attainable and sustainable. This includes a review and update of internal pay policies and practices to align with the adjustments to the City’s compensation philosophy.
- Continue efforts to maintain the classification and compensation system:
 - Routinely review positions, job descriptions, and market conditions to keep the system current and aligned with organizational needs.
 - Adjust the pay structure and salaries annually, as needed, to maintain competitiveness with the labor market and uphold the City’s lead-market philosophy.
 - Commit to advancing employees through the structure annually, based on satisfactory performance and based on the City’s pay policies.

Department	Position Title	Benchmark Title	Matches	Average Minimum	Average Midpoint	Average Maximum	Spread
Administration	City Clerk	City Clerk	8	69,338.85	86,679.56	94,354.10	36%
Administration	City Manager	City Manager	10	138,464.56	161,489.24	187,643.74	36%
Airport Administration	Administrative Technician	Administrative Technician	5	39,091.96	47,054.85	55,017.74	41%
Airport Administration	Director of Operations	Director of Operations	4	55,606.36	72,520.60	89,434.85	61%
Airport Administration	Executive Director	Executive Director	3	88,956.54	98,685.19	125,599.08	41%
Airport Maintenance	Cleaning Technician	Cleaning Technician	7	36,700.02	42,979.29	49,258.57	34%
Airport Maintenance	Maintenance/ARFF/Ops Supervisor	Maintenance/Aircraft Rescue and Fire Fighting/Operations Supervisor	3	50,836.62	64,669.70	78,502.77	54%
Airport Maintenance	Maintenance/ARFF/Ops Tech II	Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician II	4	44,959.72	56,825.58	68,691.43	53%
Airport Maintenance	Part-Time Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician	Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician I	4	39,279.33	49,218.45	59,157.57	51%
Building	Building Inspector	Building Inspector	10	67,540.33	79,082.63	91,676.67	36%
Building	Building Official	Building Official	8	84,118.46	99,396.08	114,021.24	36%
Building	Facilities Manager	Facilities Manager	7	82,203.75	96,037.13	109,870.52	34%
Building	Rental Inspector	Rental Inspector	6	65,519.67	74,602.13	88,485.52	35%
Communications	Communications Director	Engagement and Communications Director	6	88,150.84	102,346.06	128,873.77	46%
Community Development	Community Development	Community Development Director	10	102,292.07	122,382.64	139,026.72	36%
Finance	Accountant	Assistant Finance Officer	8	70,803.54	88,119.78	102,638.80	45%
Finance	Accounting Clerk	Accounts Receivable Specialist	8	51,301.57	61,379.50	70,843.92	38%
Finance	Accounting Clerk - Utility Billing	Accounting Clerk - Utility Billing	11	53,291.98	61,576.94	70,947.96	33%
Finance	Assistant Treasurer	Assistant Treasurer	6	64,014.70	78,309.61	92,604.52	45%
Finance	Finance Director	Finance Director	9	115,424.79	135,606.62	160,447.10	39%
Finance	Receptionist	Receptionist	9	45,116.56	53,090.30	61,064.03	35%
Finance	Human Resources Coordinator	Human Resources Manager	8	64,903.12	85,061.68	95,324.33	47%
Finance	Assistant Liquor Manager	Assistant Liquor Manager	5	59,213.43	69,692.15	80,170.87	35%
Finance	Superintendent - Liquor Operations	Liquor Manager	6	93,301.05	102,615.35	123,886.77	33%
Fire	Deputy Fire Chief	Deputy Fire Chief	4	94,575.40	113,197.65	128,884.82	36%
Fire	Fire Chief	Fire Chief	8	105,629.13	126,149.38	142,839.06	35%
Fire	Fire Training Officer	Fire Training Officer	4	60,848.12	70,591.58	88,246.77	45%
Fire	Firefighter / EMT	Firefighter / EMT	5	59,430.38	73,479.27	87,528.15	47%
Legal	Assistant City Attorney	Assistant City Attorney	3	89,017.12	108,606.09	128,195.07	44%
Legal	City Attorney	City Attorney	4	112,209.15	137,678.35	155,362.35	38%
Legal	Legal/Administrative Secretary	Legal Secretary	6	55,134.87	67,791.61	80,448.36	46%
Legal	Paralegal	Paralegal	5	54,100.10	68,751.97	83,403.85	54%
Parks & Recreation	Parks Maintenance I	Parks Maintenance I	9	47,222.28	56,063.67	64,905.05	37%
Parks & Recreation	Parks Maintenance II	Parks Maintenance II	7	53,816.58	65,025.69	76,234.79	42%
Parks & Recreation	Parks Maintenance III - Arborist	Parks Maintenance III - Arborist	4	51,157.17	65,917.95	80,678.72	58%
Parks & Recreation	Superintendent - Parks	Superintendent - Parks	5	73,923.27	95,791.83	113,483.35	54%
Parks & Recreation	Outreach Coordinator	Outreach Coordinator	6	48,655.17	57,432.51	64,142.91	32%
Parks & Recreation	Visitor Experience Coordinator	Visitor Experience Coordinator	4	40,026.40	50,719.96	61,413.52	53%
Parks & Recreation	Program Coordinator	Program Coordinator	3	46,525.47	55,388.34	64,251.20	38%
Parks & Recreation	Recreation Coordinator	Recreation Coordinator	7	63,710.12	75,668.52	87,626.93	38%
Planning & Zoning	Administrative Assistant - Planning & Building	Administrative Assistant - Planning & Building	6	53,416.21	64,867.22	73,255.05	37%
Planning & Zoning	Assistant Planner	Assistant Planner	5	59,729.12	74,241.08	88,753.03	49%
Planning & Zoning	Compliance Inspector & Site Analyst	Compliance Inspector & Site Analyst	4	57,521.82	71,770.03	84,298.37	47%
Planning & Zoning	Planning Director	Planning Director	3	100,858.47	123,464.00	155,772.04	54%
Police	Crime Analyst	Crime Analyst II	4	61,318.43	71,653.53	81,988.64	34%
Police	Evidence Technician	Crime Analyst I	4	51,720.65	61,273.52	70,826.39	37%
Police	Police Detective	Police Detective	4	69,174.02	85,080.62	100,987.21	46%
Police	Police Officer	Police Officer	13	66,495.28	79,124.28	91,753.28	38%
Police	Police Sergeant	Police Sergeant	13	80,977.40	95,240.86	109,504.32	35%
Police	Administrative Assistant - Police	Administrative Assistant - Police	11	53,007.70	62,981.96	70,713.20	33%
Police	Legal/Administrative Secretary	Legal/Administrative Secretary	5	51,719.38	62,651.49	73,583.60	42%

Department	Position Title	Benchmark Title	Matches	Average Minimum	Average Midpoint	Average Maximum	Spread
Police	Police Captain	Police Captain	8	100,091.70	118,859.92	133,118.47	33%
Police	Police Chief	Police Chief	12	117,815.45	138,915.58	159,265.07	35%
Public Works	Assistant City Engineer	Assistant City Engineer	4	100,548.59	116,238.31	132,878.12	32%
Public Works	Engineering Technician I	Engineering Technician I	8	53,682.10	64,415.31	75,148.51	40%
Public Works	Engineering Technician II	Engineering Technician II	7	65,241.81	76,965.21	88,551.16	36%
Public Works	GIS Coordinator	GIS Coordinator	5	67,603.80	78,749.78	89,895.77	33%
Public Works	GIS Specialist	GIS Specialist	5	37,931.53	44,972.85	52,014.17	37%
Public Works	Administrative Assistant - Public Works	Administrative Assistant - Public Works	8	51,026.74	61,203.77	68,146.11	34%
Public Works	Director of Public Works / City Engineer	Director of Public Works / City Engineer	10	116,541.65	137,667.07	157,313.62	35%
Public Works	Lead Mechanic	Lead Mechanic	6	67,885.36	76,809.52	88,186.54	30%
Public Works	Maintenance Worker I - Streets	Maintenance Worker I - Streets	10	50,679.88	58,740.70	70,614.46	39%
Public Works	Maintenance Worker II - Streets	Maintenance Worker II - Streets	10	55,567.53	65,305.15	75,042.76	35%
Public Works	Shop Mechanic	Shop Mechanic	7	57,866.03	67,677.07	77,488.10	34%
Public Works	Superintendent - Streets	Superintendent - Streets	8	86,464.27	100,894.84	115,388.11	33%
Public Works	Superintendent - Wastewater Treatment Plant	Superintendent - Wastewater Treatment Plant	8	85,495.64	101,819.47	117,478.59	37%
Public Works	Utility Operator I - Wastewater Treatment Plant	Utility Operator I - Wastewater Treatment Plant	10	52,159.96	62,915.08	73,670.19	41%
Public Works	Utility Operator II - Wastewater Treatment Plant	Utility Operator II - Wastewater Treatment Plant	6	57,872.22	68,815.62	79,759.01	38%
Public Works	Utility Operator III - Wastewater Treatment Plant	Utility Operator III - Wastewater Treatment Plant	4	64,111.86	75,459.86	86,807.85	35%
Public Works	Refuse Driver	Refuse Driver	4	45,989.45	54,807.09	63,624.73	38%
Public Works	Superintendent - Water & Sewer	Superintendent - Water & Sewer	11	84,231.68	98,536.63	114,634.40	36%
Public Works	Utility Operator I - Water & Sewer	Utility Operator I - Water & Sewer	9	52,863.31	61,705.79	72,911.30	38%
Public Works	Utility Operator II - Water & Sewer	Utility Operator II - Water & Sewer	7	58,044.50	67,250.30	77,697.27	34%
Public Works	Utility Operator III - Water & Sewer	Utility Operator III - Water & Sewer	4	62,328.80	73,598.46	84,868.11	36%

Department	Position Title	Benchmark Title	Matches	Market				City of Bemidji, MN					
				Average Minimum	Average Midpoint	Average Maximum	Spread	Current Minimum	+/- Market	Current Midpoint	+/- Market	Current Maximum	+/- Market
Administration	City Clerk	City Clerk	8	69,338.85	86,679.56	94,354.10	36%	71,017.18	2.4%	80,489.81	-7.1%	89,962.44	-4.7%
Administration	City Manager	City Manager	10	138,464.56	161,489.24	187,643.74	36%	151,202.41	9.2%	171,370.55	6.1%	191,538.69	2.1%
Airport Administration	Administrative Technician	Administrative Technician	5	39,091.96	47,054.85	55,017.74	41%			44,553.60	-5.3%		
Airport Administration	Director of Operations	Director of Operations	4	55,606.36	72,520.60	89,434.85	61%			72,134.40	-0.5%		
Airport Administration	Executive Director	Executive Director	3	88,956.54	98,685.19	125,599.08	41%			96,193.34	-2.5%		
Airport Maintenance	Cleaning Technician	Cleaning Technician	7	36,700.02	42,979.29	49,258.57	34%	38,248.83	4.2%	41,294.19	-3.9%	44,339.56	-10.0%
Airport Maintenance	Maintenance/ARFF/Ops Supervisor	Maintenance/Aircraft Rescue and Fire Fighting/Operations Supervisor	3	50,836.62	64,669.70	78,502.77	54%	56,611.91	11.4%	63,452.61	-1.9%	70,293.31	-10.5%
Airport Maintenance	Maintenance/ARFF/Ops Tech II	Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician II	4	44,959.72	56,825.58	68,691.43	53%	52,157.50	16.0%	58,691.39	3.3%	65,225.28	-5.0%
Airport Maintenance	Part-Time Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician	Maintenance/Aircraft Rescue and Fire Fighting/Operations Technician I	4	39,279.33	49,218.45	59,157.57	51%	42,657.79	8.6%	47,918.99	-2.6%	53,180.20	-10.1%
Building	Building Inspector	Building Inspector	10	67,540.33	79,082.63	91,676.67	36%	71,017.18	5.1%	80,489.81	1.8%	89,962.44	-1.9%
Building	Building Official	Building Official	8	84,118.46	99,396.08	114,021.24	36%	91,361.21	8.6%	103,547.43	4.2%	115,733.65	1.5%
Building	Facilities Manager	Facilities Manager	7	82,203.75	96,037.13	109,870.52	34%	75,633.30	-8.0%	85,721.65	-10.7%	95,810.00	-12.8%
Building	Rental Inspector	Rental Inspector	6	65,519.67	74,602.13	88,485.52	35%	66,682.80	1.8%	75,577.28	1.3%	84,471.76	-4.5%
Communications	Communications Director	Engagement and Communications Director	6	88,150.84	102,346.06	128,873.77	46%						
Community Development	Community Development	Community Development Director	10	102,292.07	122,382.64	139,026.72	36%	103,624.14	1.3%	117,446.06	-4.0%	131,267.97	-5.6%
Finance	Accountant	Assistant Finance Officer	8	70,803.54	88,119.78	102,638.80	45%	75,633.30	6.8%	85,721.65	-2.7%	95,810.00	-6.7%
Finance	Accounting Clerk	Accounts Receivable Specialist	8	51,301.57	61,379.50	70,843.92	38%	55,203.30	7.6%	62,566.59	1.9%	69,929.88	-1.3%
Finance	Accounting Clerk - Utility Billing	Accounting Clerk - Utility Billing	11	53,291.98	61,576.94	70,947.96	33%	55,203.30	3.6%	62,566.59	1.6%	69,929.88	-1.4%
Finance	Assistant Treasurer	Assistant Treasurer	6	64,014.70	78,309.61	92,604.52	45%	71,017.18	10.9%	80,489.81	2.8%	89,962.44	-2.9%
Finance	Finance Director	Finance Director	9	115,424.79	135,606.62	160,447.10	39%	125,172.77	8.4%	141,868.94	4.6%	158,565.11	-1.2%
Finance	Receptionist	Receptionist	9	45,116.56	53,090.30	61,064.03	35%	48,670.50	7.9%	55,162.42	3.9%	61,654.34	1.0%
Finance	Human Resources Coordinator	Human Resources Manager	8	64,903.12	85,061.68	95,324.33	47%	66,682.80	2.7%	75,577.28	-11.2%	84,471.76	-11.4%
Finance	Assistant Liquor Manager	Assistant Liquor Manager	5	59,213.43	69,692.15	80,170.87	35%	66,682.80	12.6%	75,577.28	8.4%	84,471.76	5.4%
Finance	Superintendent - Liquor Operations	Liquor Manager	6	93,301.05	102,615.35	123,886.77	33%	91,361.21	-2.1%	103,547.43	0.9%	115,733.65	-6.6%
Fire	Deputy Fire Chief	Deputy Fire Chief	4	94,575.40	113,197.65	128,884.82	36%	103,624.17	9.6%	117,446.09	3.8%	131,268.01	1.8%
Fire	Fire Chief	Fire Chief	8	105,629.13	126,149.38	142,839.06	35%	117,533.12	11.3%	133,210.28	5.6%	148,887.44	4.2%
Fire	Fire Training Officer	Fire Training Officer	4	60,848.12	70,591.58	88,246.77	45%	66,682.78	9.6%	75,577.26	7.1%	84,471.74	-4.3%
Fire	Firefighter / EMT	Firefighter / EMT	5	59,430.38	73,479.27	87,528.15	47%	66,682.80	12.2%	75,577.28	2.9%	84,471.76	-3.5%
Legal	Assistant City Attorney	Assistant City Attorney	3	89,017.12	108,606.09	128,195.07	44%	103,624.17	16.4%	117,446.09	8.1%	131,268.01	2.4%
Legal	City Attorney	City Attorney	4	112,209.15	137,678.35	155,362.35	38%	125,172.77	11.6%	141,868.94	3.0%	158,565.11	2.1%
Legal	Legal/Administrative Secretary	Legal Secretary	6	55,134.87	67,791.61	80,448.36	46%	58,791.51	6.6%	66,633.42	-1.7%	74,475.32	-7.4%
Legal	Paralegal	Paralegal	5	54,100.10	68,751.97	83,403.85	54%	66,682.80	23.3%	75,577.28	9.9%	84,471.76	1.3%
Parks & Recreation	Parks Maintenance I	Parks Maintenance I	9	47,222.28	56,063.67	64,905.05	37%	48,670.50	3.1%	55,162.42	-1.6%	61,654.34	-5.0%
Parks & Recreation	Parks Maintenance II	Parks Maintenance II	7	53,816.58	65,025.69	76,234.79	42%	55,203.30	2.6%	62,566.59	-3.8%	69,929.88	-8.3%
Parks & Recreation	Parks Maintenance III - Arborist	Parks Maintenance III - Arborist	4	51,157.17	65,917.95	80,678.72	58%	58,791.51	14.9%	66,633.42	1.1%	74,475.32	-7.7%
Parks & Recreation	Superintendent - Parks	Superintendent - Parks	5	73,923.27	95,791.83	113,483.35	54%	85,785.17	16.0%	97,227.63	1.5%	108,670.09	-4.2%
Parks & Recreation	Outreach Coordinator	Outreach Coordinator	6	48,655.17	57,432.51	64,142.91	32%	48,670.50	0.0%	55,162.42	-4.0%	61,654.34	-3.9%
Parks & Recreation	Visitor Experience Coordinator	Visitor Experience Coordinator	4	40,026.40	50,719.96	61,413.52	53%	45,700.00	14.2%	51,795.70	2.1%	57,891.39	-5.7%
Parks & Recreation	Program Coordinator	Program Coordinator	3	46,525.47	55,388.34	64,251.20	38%	45,700.00	-1.8%	51,795.70	-6.5%	57,891.39	-9.9%
Parks & Recreation	Recreation Coordinator	Recreation Coordinator	7	63,710.12	75,668.52	87,626.93	38%	66,682.80	4.7%	75,577.28	-0.1%	84,471.76	-3.6%
Planning & Zoning	Administrative Assistant - Planning & Building	Administrative Assistant - Planning & Building	6	53,416.21	64,867.22	73,255.05	37%	58,791.51	10.1%	66,633.42	2.7%	74,475.32	1.7%
Planning & Zoning	Assistant Planner	Assistant Planner	5	59,729.12	74,241.08	88,753.03	49%	75,633.30	26.6%	85,721.65	15.5%	95,810.00	8.0%
Planning & Zoning	Compliance Inspector & Site Analyst	Compliance Inspector & Site Analyst	4	57,521.82	71,770.03	84,298.37	47%	58,791.51	2.2%	66,633.42	-7.2%	74,475.32	-11.7%
Planning & Zoning	Planning Director	Planning Director	3	100,858.47	123,464.00	155,772.04	54%	103,624.17	2.7%	117,446.09	-4.9%	131,268.01	-15.7%
Police	Crime Analyst	Crime Analyst II	4	61,318.43	71,653.53	81,988.64	34%	58,791.51	-4.1%	66,633.42	-7.0%	74,475.32	-9.2%
Police	Evidence Technician	Crime Analyst I	4	51,720.65	61,273.52	70,826.39	37%	55,203.30	6.7%	62,566.59	2.1%	69,929.88	-1.3%
Police	Police Detective	Police Detective	4	69,174.02	85,080.62	100,987.21	46%	75,633.30	9.3%	85,721.65	0.8%	95,810.00	-5.1%
Police	Police Officer	Police Officer	13	66,495.28	79,124.28	91,753.28	38%	71,017.18	6.8%	80,489.81	1.7%	89,962.44	-2.0%
Police	Police Sergeant	Police Sergeant	13	80,977.40	95,240.86	109,504.32	35%	85,785.17	5.9%	97,227.63	2.1%	108,670.09	-0.8%
Police	Administrative Assistant - Police	Administrative Assistant - Police	11	53,007.70	62,981.96	70,713.20	33%						
Police	Legal/Administrative Secretary	Legal/Administrative Secretary	5	51,719.38	62,651.49	73,583.60	42%	58,791.51	13.7%	66,633.42	6.4%	74,475.32	1.2%
Police	Police Captain	Police Captain	8	100,091.70	118,859.92	133,118.47	33%	103,624.17	3.5%	117,446.09	-1.2%	131,268.01	-1.4%
Police	Police Chief	Police Chief	12	117,815.45	138,915.58	159,265.07	35%	125,172.77	6.2%	141,868.94	2.1%	158,565.11	-0.4%
Public Works	Assistant City Engineer	Assistant City Engineer	4	100,548.59	116,238.31	132,878.12	32%	97,299.69	-3.2%	110,278.02	-5.1%	123,256.34	-7.2%
Public Works	Engineering Technician I	Engineering Technician I	8	53,682.10	64,415.31	75,148.51	40%	58,791.49	9.5%	66,633.39	3.4%	74,475.29	-0.9%
Public Works	Engineering Technician II	Engineering Technician II	7	65,241.81	76,965.21	88,551.16	36%	71,017.18	8.9%	80,489.81	4.6%	89,962.44	1.6%
Public Works	GIS Coordinator	GIS Coordinator	5	67,603.80	78,749.78	89,895.77	33%	75,633.30	11.9%	85,721.65	8.9%	95,810.00	6.6%
Public Works	GIS Specialist	GIS Specialist	5	37,931.53	44,972.85	52,014.17	37%						
Public Works	Administrative Assistant - Public Works	Administrative Assistant - Public Works	8	51,026.74	61,203.77	68,146.11	34%	55,203.30	8.2%	62,566.59	2.2%	69,929.88	2.6%

Department	Position Title	Benchmark Title	Matches	Market				City of Bemidji, MN					
				Average Minimum	Average Midpoint	Average Maximum	Spread	Current Minimum	+/- Market	Current Midpoint	+/- Market	Current Maximum	+/- Market
Public Works	Director of Public Works / City Engineer	Director of Public Works / City Engineer	10	116,541.65	137,667.07	157,313.62	35%	125,172.77	7.4%	141,868.94	3.1%	158,565.11	0.8%
Public Works	Lead Mechanic	Lead Mechanic	6	67,885.36	76,809.52	88,186.54	30%	71,017.18	4.6%	80,489.81	4.8%	89,962.44	2.0%
Public Works	Maintenance Worker I - Streets	Maintenance Worker I - Streets	10	50,679.88	58,740.70	70,614.46	39%	51,834.07	2.3%	58,747.96	0.0%	65,661.84	-7.0%
Public Works	Maintenance Worker II - Streets	Maintenance Worker II - Streets	10	55,567.53	65,305.15	75,042.76	35%	58,791.51	5.8%	66,633.42	2.0%	74,475.32	-0.8%
Public Works	Shop Mechanic	Shop Mechanic	7	57,866.03	67,677.07	77,488.10	34%	66,682.80	15.2%	75,577.28	11.7%	84,471.76	9.0%
Public Works	Superintendent - Streets	Superintendent - Streets	8	86,464.27	100,894.84	115,388.11	33%	91,361.21	5.7%	103,547.43	2.6%	115,733.65	0.3%
Public Works	Superintendent - Wastewater Treatment Plant	Superintendent - Wastewater Treatment Plant	8	85,495.64	101,819.47	117,478.59	37%	91,361.21	6.9%	103,547.43	1.7%	115,733.65	-1.5%
Public Works	Utility Operator I - Wastewater Treatment Plant	Utility Operator I - Wastewater Treatment Plant	10	52,159.96	62,915.08	73,670.19	41%	55,203.30	5.8%	62,566.59	-0.6%	69,929.88	-5.1%
Public Works	Utility Operator II - Wastewater Treatment Plant	Utility Operator II - Wastewater Treatment Plant	6	57,872.22	68,815.62	79,759.01	38%	58,791.51	1.6%	66,633.42	-3.2%	74,475.32	-6.6%
Public Works	Utility Operator III - Wastewater Treatment Plant	Utility Operator III - Wastewater Treatment Plant	4	64,111.86	75,459.86	86,807.85	35%	66,682.80	4.0%	75,577.28	0.2%	84,471.76	-2.7%
Public Works	Refuse Driver	Refuse Driver	4	45,989.45	54,807.09	63,624.73	38%	51,834.08	12.7%	58,747.97	7.2%	65,661.85	3.2%
Public Works	Superintendent - Water & Sewer	Superintendent - Water & Sewer	11	84,231.68	98,536.63	114,634.40	36%	91,361.21	8.5%	103,547.43	5.1%	115,733.65	1.0%
Public Works	Utility Operator I - Water & Sewer	Utility Operator I - Water & Sewer	9	52,863.31	61,705.79	72,911.30	38%	55,203.30	4.4%	62,566.59	1.4%	69,929.88	-4.1%
Public Works	Utility Operator II - Water & Sewer	Utility Operator II - Water & Sewer	7	58,044.50	67,250.30	77,697.27	34%	58,791.51	1.3%	66,633.42	-0.9%	74,475.32	-4.1%
Public Works	Utility Operator III - Water & Sewer	Utility Operator III - Water & Sewer	4	62,328.80	73,598.46	84,868.11	36%	66,682.80	7.0%	75,577.28	2.7%	84,471.76	-0.5%
								Average	7.5%	Average	1.2%	Average	-2.4%