

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, December 15, 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 27, 2025 Work Session
November 3, 2025 Council Meeting

CONSENT AGENDA

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

- 2) Claims Submitted by Finance Officer in the Amount Of \$1,110,348.52
- 3) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$154,078.07
- 4) 2026 Business License Approvals
- 5) 2026 Liquor, Sunday Liquor and Wine License Renewals
- 6) Annual Reappointments for City Boards/Commissions Ending December 31, 2025
- 7) Approve Appointment of Scott Turn to the Sanford Center Advisory Board
- 8) Resolution Approving Bureau of Criminal Apprehension Human Trafficking Investigators Task Force JPA
- 9) Resolution Approving 2026 City Pay Scale and Benefit Contribution Levels
- 10) Resolution Restricting Parking on Pine Ridge Avenue NW
- 11) Resolution Entering into Agreement No. 1061162 with the Minnesota Dept of Transportation
- 12) Resolution Accepting Responsibility as Sponsoring Agency - MnDOT Local Road Improvement Program (LRIP)
- 13) Resolution Designating Ward 1 Polling Place
- 14) Approve Change Orders 10 and 11 for Sanford Center Storm Damage

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 Public Hearing for 2026-2030 Capital Improvement Plans for the City of Bemidji and the Sanford Center
 - a. Consider Resolution Adopting the 2026-2030 Capital Improvement Plan for City of Bemidji
 - b. Consider Resolution Adopting the 2026-2030 Capital Improvement Plan for the Sanford Center

ORDINANCES

- 16) Final Reading of an Ordinance Amending City Code Chapter 12 - Cannabis Business Registration
 - a. Motion Authorizing Publication of a Summary of the Ordinance
- 17) Final Reading of an Ordinance Amending Fee Schedule Related to Cannabis and Hemp Business Registration
 - a. Motion Authorizing Publication of a Summary of the Ordinance

REPORT

- 18) Visit Bemidji Annual Report

BUSINESS

- 19) Consider Sanford Center Budget
- 20) Consider Resolution Approving Final 2025 Tax Levy Collectible in 2026
- 21) Consider Resolution Approving Final 2026 Budget
- 22) Consider Resolution Approving Feasibility Report - 2026 Street Renewal Project - City Project 26-01
- 23) Consider Approval to Continue with the Solar on Public Buildings Project for the Four Ground Mount Sites

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 24) December 25-26, 2025 - HOLIDAY - Closed
January 1, 2026 - HOLIDAY - Closed
January 5, 2026 (6:00 pm) - Council Meeting

ADJOURN

MEMBER ATTENDING REMOTELY

COUNCILMEMBER THAYER WILL BE ATTENDING VIA WEBEX UNDER THE AUTHORITY OF MINNESOTA STATUTES SECTION 13D.02. MEMBERS OF THE PUBLIC MAY MONITOR THE MEETING BY ACCESSING THE REMOTE MEETING LINK ON THE CITY WEBSITE
<https://bemidjimn.portal.civicclerk.com/>

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Work Session – October 27, 2025

DRAFT

Pursuant to due call and notice, a work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, October 27, 2025 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

Upon roll call, the following Councilmembers were declared present: Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer (5:32).

Present: Rich Spiczka, Donna Coe, Mike Mastin, Michelle Miller

2024 Financial Year End Review

Donna Coe presented the City's 2024 audited financials, led by new auditors, covering four main areas: general fund, special funds, debt service funds, and enterprise funds.

- The general fund showed revenues slightly under budget (by \$61,000, after removing an earmarked land sale) and expenses modestly over budget (by \$89,000), resulting in a budget that was essentially balanced overall. Certain revenue streams (e.g., franchise fees, property tax collection, fire service contracts) were lower than budgeted, but some areas (land sales, interest, liquor licenses) exceeded budget. Expense overruns were mainly in insurance, maintenance, professional fees, and supplies; savings were found in personnel and utilities.
- The City's 23 special funds (earmarked for things like building projects, ARPA, and recreation) overall received more revenue than budgeted—mostly due to unpredictable grant cycles—but also spent more, primarily on permanent improvement projects.
- Debt service funds (for bond payments) comprised a small portion of the budget, with slight overruns in some areas but manageable overall.
- Enterprise funds (for utilities, water/sewer, stormwater, refuse, and liquor stores) saw mixed performance: some revenue shortfalls (notably delayed grant revenue), but significant expense savings (especially where capital projects were deferred). Liquor store sales were down slightly versus budget but achieved cost savings.
- Fund balance policy: the City aims to maintain a reserve balance equal to 50% of next year's general fund budget for cash flow and emergencies.

Council discussed the following:

- Councilmembers engaged throughout the financial presentation, asking clarifying questions about revenue and expense variances in all major city funds (general, special, debt service, enterprise).
- They sought explanations on under or over budget line items—such as franchise fees, fire contracts, CIP projects, utility revenues, and liquor store performance—often requesting more detail or specific breakdowns.
- The Council discussed and clarified the City's fund balance and reserve policies for cash flow and emergencies, distinguishing between policy and charter requirements, and reviewed how designated reserves should be managed and reported.
- Several members asked about the process for designating/reserving funds for particular future projects (e.g., fire equipment, city hall renovation), as well as the feasibility and history of using surpluses to pay down city debt early.

- Councilors requested improvements in financial reporting and transparency, including separating grant revenue from expenses, analyzing city liquor stores individually, and providing clearer breakdowns for funds with no activity.
- Specific questions addressed the impact and handling of fees (e.g., credit card processing fees for city services), the timeline and content of future utility rate studies, and analysis of dog and cat license revenue.
- Council appreciated the increased detail in this year's report and requested ongoing efforts to clarify financial statements, synchronize information sharing (such as audit report delivery and printed copies for members), and review/implement recommendations from the audit findings.

Consider Resolution Designating Fund Balances

RESOLUTION NO. 6667: Designating Fund Balances was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Dickinson passed by the following unanimous roll call vote: Prince, Fiskevold Gould, Peterson, Dickinson, Rivera, Eaton, Thayer.

ADJOURN

There being no further business, motion by Thayer, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:06 p.m.

Respectfully submitted,



Michelle R. Miller
City Clerk

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Regular Meeting – November 3, 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, November 3, 2025, at 6:00 p.m. in the Council Chambers of City Hall, Mayor Prince presiding.

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

Staff Present: City Manager Rich Spiczka, City Engineer Sam Anderson, Finance Director Donna Coe, City Clerk Michelle Miller

AMENDMENTS TO AGENDA

Mayor Prince called for any amendments to the agenda. **Motion by Rivera, seconded by Eaton, approving the agenda as presented. Motion carried by unanimous voice vote.**

MINUTES

The following minutes were presented for approval:

- September 22, 2025 Work Session
- September 22, 2025 Sp Council Meeting

Motion by Eaton, seconded by Dickinson, approving minutes as presented. Motion carried by unanimous voice vote.

CONSENT AGENDA #1

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

- 1) Claims Submitted by Finance Officer in the Amount Of \$1,218,152.59
- 2) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$150,488.66
- 3) Approve September Financials from ASM Global for the Sanford Center
- 4) 2025 Business License Approvals
- 5) 2026 Business License Approvals
- 6) Second Reading of On and Off Sale Beer License Renewals for 2026
- 7) 2026 Liquor, Sunday Liquor and Wine License Renewals
- 8) Approve Change Order No. 7 - WWTF Final Clarifier Project - City Project 23-03
- 9) Approve Bemidji Volunteer Firefighters' Relief Association Pension Benefit and Bylaw Amendment
- 10) Approve Memorandum of Agreement Regarding City Manager Termination Benefits Amendment and Amended City of Bemidji City Manager Annual Performance Evaluation Process
- 11) **RESOLUTION NO. 6668:** Amending Legal Descriptions to Resolution No. 6621
- 12) **RESOLUTION NO. 6669:** Approving Gambling Premises Permit for Lawful Gambling to Bemidji Youth Hockey at Buffalo Wild Wings

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

CONSENT AGENDA #2

Mayor Prince called for any items to be pulled from consent agenda #2. The following Consent Agenda item was presented for approval. **Motion by Dickinson, seconded by Eaton, approving Consent Agenda #2 as follows:**

1. Claims Submitted by Finance Officer to Visit Bemidji in the Amount of \$51,865.43

Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould. Abstain: Peterson due to his role as the Executive Director of Visit Bemidji.

CITIZENS WITH BUSINESS NOT ON AGENDA

- No appearance.

REPORT

Jordan Lutz and Charles Biberg, Chair and Vice Chair of the Sustainability Commission presented the following report regarding sustainability initiatives.

- Progress toward Step Four in the Green Step Cities program, emphasizing the need for improved tracking of sustainability metrics. The commission suggested this could be achieved by expanding a current staff role or creating a new position.
- Successes in native landscaping efforts, including data collection with BSU forestry students and pursuing a DNR grant to enhance the city’s tree inventory.
- Updates on community-wide waste and recycling initiatives: Beltrami County is preparing for organics (compost) curbside collection in early 2026 and the City is planning a recycling feasibility study, now set for 2026.
- Results of a “sphericity grant” project at Bemidji State University, which included a litter assessment showing slightly higher litter density in Bemidji versus some peer institutions, with plastic film and cigarette waste highlighted as priorities for future reduction efforts.
- Advocacy and educational efforts regarding energy efficiency and electrification, including evolving community messaging and encouraging residents to take advantage of incentives before they expire.
- The commission highlighted the offer from McKinstry Consulting to perform a no-cost preliminary assessment of city buildings and fleet for energy efficiency projects.
- They discussed the need for ongoing city staff support for tracking and benchmarking sustainability efforts, as volunteer capacity is limited.

Council members expressed appreciation and supported the commission’s work.

NEW BUSINESS

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

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

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

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

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

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

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

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

The council's discussion on the 2025 street renewal project focused on how to set fair assessment policies given the financial strain on residents, especially those affected by a recent major storm; as follows:

- Whether to reduce the linear foot assessment rate from \$45 to \$38, with some council members arguing for relief for impacted neighborhoods and others cautioning against setting confusing or inconsistent precedents.
- The implications of reducing rates on city construction reserves and overall budget.
- Extending the payment period for assessments, and adjusting interest rates to make annual payments more manageable for residents. The council weighed the tradeoff between longer terms (lower annual payments but higher total interest paid) and residents' ability to prepay if financially able.
- The legal, practical, and fairness considerations for special assessment policies, including how construction reserves are funded and used, and whether reserves could someday assist cost-burdened property owners.

RESOLUTION NO. 6670: Adopting Assessment Roll for Assessments for the 2025 Street Renewal Project - City Project 25-01 with payments amortized over 30 years at 4.4% interest was offered by Councilmember Dickinson, who moved its adoption, and upon due second by Councilmember Eaton was passed by the following unanimous roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould

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

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

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

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

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

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

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

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.

RESOLUTION NO. 6671: Adopting Assessment Roll for Assessments for the 2025 Park Avenue NW Reconstruction Project - City Project 25-02 with payments amortized over 30 years at 4.4% interest was offered by Councilmember Dickinson, who moved its adoption, and upon due second by Councilmember Eaton was passed by the following unanimous roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera.

COUNCIL COMMITTEE UPDATES

- Councilmember Dickinson attended a VisitBemidji meeting approving the 2026 budget.
- Councilmember Eaton reported on the airport affairs subcommittee noting aviation training and completion of the subcommittee work.
- Councilmember Rivera noted the hiring of an HRA executive director, delays in getting HUD certificate due to federal government shutdown and a presentation from Peoples Church regarding housing stabilization services. Also, finding ways, possibly through BEDA to assist with housing.
- Councilmember Thayer attended Downtown Business Alliance meeting regarding parking and upcoming downtown business events. Attended first CGMC board meeting.
- Councilmember Fiskevold Gould attended a BSU Student Senate meeting to reintroduce herself, no major updates from the meeting.
- Councilmember Peterson provided updates from the Heritage Preservation Commission, including 100-year building decal presentations and work on historic pumping station project signage.
- Councilmember Fiskevold Gould had no report.
- Mayor Prince attended a press conference with Greater Bemidji regarding development partner in the Rail Corridor, Sanford Center Advisory Board noting recruitment for the finance and operations subcommittees, and Greater Minnesota Housing Fund Loan Committee.

UPCOMING MEETINGS

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

ADJOURN

There being no further business, motion by Peterson, seconded by Eaton, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:17 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is written in a cursive style with a large initial "M".

Michelle R. Miller
City Clerk

Bill List Summary

December 15th, 2025

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
44053	League Of MN Insurance Trust	\$8,752.00
44054 - 44162	See Attached List	<u>1,101,596.52</u>
		\$1,110,348.52
	TOTAL	\$1,110,348.52

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 12/10/2025 - 3:32PM
Warrant Request Date: 12/16/2025
DAC Fund:



Batch: 00416.12.2025

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	106 Group	000044054	4,419.00
2	Ace On The Lake	000044055	1,197.15
3	Acme Tools-Bemidji	000044056	924.40
4	Anderson, Todd	000000000	279.20
5	Artisan Beer Company	000044057	416.35
6	Ascentek, Inc.	000044058	518.32
7	Auto Value Bemidji	000044059	2,011.63
8	Barr Engineering Company	000044060	4,776.00
9	Bellboy Corporation	000000000	2,875.75
10	Beltrami County Auditor/Treasurer	000044061	3,876.69
11	Beltrami County Dare Advisory	000000000	92.78
12	Beltrami County Recorder	000044062	208.00
13	Beltrami County Solid Waste	000044063	57.75
14	Beltrami Electric Coop	000044064	1,098.31
15	Bemidji Coca-Cola Bottling Co, Inc	000044065	720.20
16	Bemidji Coop Ass'n, Inc.	000044066	204.33
17	Bemidji Paper Sales, Inc.	000044067	876.66
18	Bemidji School District	000044068	80.00
19	Bemidji Veterinary Hosp.	000044069	259.00
20	Bernick's	000000000	21,355.48
21	Bessler Electric	000000000	11,230.07
22	Bluefin Payment Systems	000000000	3,592.55
23	Bob Lowth Ford, Inc.	000044070	3,852.02
24	Bolton & Menk, Inc.	000044071	20,476.00
25	Bound Tree Medical, LLC	000044072	354.96
26	Breakthru Beverage Minnesota Beer, LLC	000044073	517.50
27	Breakthru Beverage Minnesota Wine & Spirits, LLC	000044074	20,332.65
28	Carquest Auto Parts-Bemidji	000044075	492.42
29	Carrigan, Tabitha	000000000	150.00
30	Carr's Tree Service, Inc.	000044076	29,250.00
31	Casper Construction	000044077	503,304.02
32	City of Bemidji	000044078	304.45
33	City of Bemidji - ACH	000000000	9,759.73
34	Clarity Glass	000044079	6,520.00
35	Column Software PBC	000044080	86.11
36	ComplianceGo, LLC	000044081	600.00
37	Core & Main	000044082	31,289.12
38	Crysteel Truck Equip., Inc	000044083	2,698.94
39	CSG Forte Payments, Inc.	000000000	99.58
40	Culligan	000044084	216.20
41	Dahlheimer Beverage Brainerd	000000000	1,842.45
42	DEMARY, SANDRA	000044085	142.72
43	Docu Shred	000044086	95.28
44	D-S Beverages	000044087	17,293.39

Page Total: \$710,747.16

Line	Claimant	Voucher No.	Amount
45	E J Equipment, Inc	000044088	1,076.12
46	Fastenal Company	000044089	198.88
47	FleetPride, Inc.	000044090	219.40
48	Glass Doctor	000044091	85.00
49	Gopher State One-Call	000000000	250.80
50	Granicus	000044092	24,626.56
51	Granite City Armored Car, Inc.	000044093	795.60
52	Greenwaldt,Andrew	000000000	50.07
53	Gregg's Plumbing & Heating	000044094	5,826.38
54	Hach Company	000044095	1,640.60
55	HBI Radio Bemidji	000044096	168.00
56	Home City Ice Co.	000044097	331.44
57	Honeywell International Inc.	000000000	2,371.39
58	Inductive Automation	000044098	2,670.40
59	InfoUSA Marketing, Inc	000044099	485.00
60	Ink Spot Press	000044100	484.44
61	Innova Disc Golf	000044101	1,379.06
62	Innovative Office Solutions, LLC	000044102	1,965.35
63	Jim Hirt Trucking, Inc	000044103	1,360.72
64	Johnson Bros., Inc.	000044104	43,072.70
65	Jon's Refuse Solutions, Inc	000044105	2,453.00
66	JT Properties, LLC	000044106	7,266.36
67	Karpel Solutions	000044107	7,950.00
68	Karvakko Engineering, Inc.	000000000	900.00
69	KKWB-FM DE LA HUNT MEDIA	000044108	200.00
70	KLJ Engineering LLC	000044109	4,043.00
71	L & M Supply, Inc.	000044110	85.98
72	Larry's Machine Shop	000044111	16.62
73	Lawson Products, Inc.	000044112	577.08
74	League of MN Insurance Trust	000044113	1,127.07
75	LINDGREN,BRIANNA	000044114	39.87
76	Locators & Supplies, Inc.	000000000	659.45
77	Lou's Gloves	000044115	198.00
78	Lovold,Shawn	000000000	187.50
79	Maid In Bemidji, Inc.	000000000	600.00
80	Marco Technologies LLC	000044116	193.68
81	Marco, Inc.	000000000	338.66
82	McKinnon Co., Inc.	000044117	17,877.40
83	Med Compass	000044118	6,020.00
84	Menards-Bemidji	000044119	739.56
85	Milk and Honey Ciders	000044120	438.00
86	Miller,Kent	000000000	140.01
87	MN Dept of Natural Resources	000044121	120.00
88	MN Energy Resources	000000000	6,291.00
89	MN Valley Testing Lab, Inc.	000000000	150.40
90	MTI Distributing Co.	000044122	1,595.48
91	Municipal Service Co., Inc.	000044123	66,350.00
92	Murray Surveying, Inc.	000044124	13,165.00
93	NAPA Auto Parts/Premier	000044125	124.69
94	Naylor Heating & Refrigeration, LLC	000000000	12,014.71
95	Nei Bottling, Inc.	000044126	447.00
96	Nordlum,Eric	000000000	79.98
97	Northland Fire Protection	000044127	540.00
98	NW Tire, Incorporated	000044128	735.84
99	Otter Tail Power Company	000044129	816.91
100	Pace Analytical Services, LLC	000044130	1,775.40
101	Paul Bunyan Communications	000044131	3,152.96

Page Total: \$248,468.52

Line	Claimant	Voucher No.	Amount
102	Phillips Wine & Spirits	000044132	19,180.46
103	Polk County Solid Waste	000044133	1,302.72
104	Postmaster	000044134	2,139.37
105	Puddle Duck Properties LLC	000044135	13,974.03
106	Quadient Leasing	000044136	177.51
107	Renew Powerclean Inc.	000044137	6,510.00
108	RMB Environmental Laboratories, Inc.	000044138	1,334.47
109	Roger's Two Way Radio, Inc.	000044139	314.20
110	Ross Lewis Sign Co.	000044140	375.00
111	Russell,Dylan	000000000	150.00
112	Safety Kleen Systems, Inc.	000044141	208.46
113	Sanford Center	000044142	2,127.40
114	Sanford Health Occupational Med.	000044143	96.00
115	Short Elliott Hendrickson, Inc.	000044144	5,360.00
116	Skips Tire and Auto	000044145	249.18
117	Smith,Christopher	000000000	200.02
118	Southern Glazer's of MN	000044146	16,166.82
119	Southside Tow & Rec, Inc	000044147	5,204.18
120	Sparky's Construction, Inc.	000044148	26,696.57
121	Spencer,Kole	000000000	185.01
122	Springbrook Software LLC	000000000	1,733.00
123	Staples Advantage	000044149	867.38
124	Superior Outdoors LLC	000044150	114.78
125	T & K Outdoors, Inc.	000044151	950.00
126	TC Lighting Supplies & Recycling, Inc	000044152	375.00
127	The Wine Company	000044153	1,335.75
128	Thomson Reuters-West	000044154	1,028.45
129	Town Law Center PLLP	000044155	2,343.50
130	US Bank Merchant Billing	000000000	772.10
131	US Bank-CM-9690	000044156	600.00
132	USA Bluebook	000044157	2,122.57
133	Vestis	000044158	1,815.77
134	Vinocopia, Inc.	000000000	1,139.25
135	VISION PROPERTIES MANAGEMENT COMPANY LL	000044159	97.99
136	W.D. Larson Companies LTD, Inc.	000044160	631.14
137	Wells Fargo.Business Track	000000000	1,549.66
138	Wells Fargo-ACH	000000000	17,490.60
139	WEX Health, Inc	000000000	535.00
140	Wine Merchants	000044161	427.50
141	Wood Chucks Tree Service	000044162	4,500.00
Page Total:			\$142,380.84
Grand Total:			\$1,101,596.52

**Sanford Center
Cash Requirements
As of Dec 16, 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
ASM Global	December Management Fee	12/1/25	10,609.00
ASM Global	December IT Fees	12/8/25	1,162.50
ASM Global	ASM Global		11,771.50
Bemidji Coca-Cola Company	Inventory - Beverage	11/26/25	1,112.98
Bemidji Coca-Cola Company	Inventory - Beverage	12/2/25	364.85
Bemidji Coca-Cola Company	Bemidji Coca-Cola Company		1,477.83
Bemidji ECFE Parent Advisory Council	NPO Payment	11/28/25	1,367.92
Bemidji Girls High School Boosters	NPO Payment	11/28/25	1,245.15
Bernick's	Inventory - Beer	11/26/25	855.40
Bridgepay Network Solutions	Merchant Gateway	12/4/25	19.95
Carbonhouse	Website Host	12/4/25	700.00
Central McGowan Inc	Food & Beverage CO2	11/30/25	78.50
Central McGowan Inc	Propane Fuel	12/2/25	322.52
Central McGowan Inc	Central McGowan Inc		401.02
City of Bemidji	Event Police Security Reimbursable	12/1/25	3,550.00
D-S Beverages Inc	Inventory - Beer	11/26/25	314.25
D-S Beverages Inc	Inventory - Beer	12/4/25	663.75
D-S Beverages Inc	D-S Beverages Inc		978.00
Dick's Plumbing & Heating of Bemidji	General Building Repair	11/1/25	1,211.32
Fusion Competition Booster Club	NPO Payment	11/28/25	1,413.30
Forklifts of Minneosta, Inc.	JLG Lift Repair	12/8/25	4,797.81
Grainger	General Building Supplies	12/1/25	293.59
Hard Target, Inc.	Contracted Event Security & EMT Reimbursable	12/1/25	5,355.00
Harland Clarke	Office Supplies	12/3/25	127.56
HBI Radio Bemidji	Show Marketing Reimbursable	11/30/25	416.00
Hire Right, LLC	HR Background Screening Service	11/30/25	45.08

**Sanford Center
Cash Requirements
As of Dec 16, 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
John Drum	Reimbursement: Show Lodging Reimbursable, Inventory - Liquor, Operating Supplies, Office Supplies, Storm - Suite Chairs, Show Promotional (Returned), and Square, Adobe, & Canva subscriptions	11/30/25	3,359.10
Ken-Rich Enterprises, Inc	Inventory - Food	11/28/25	1,040.00
Lil' Bitty Donuts LLC	Contracted F&B Vendor Payment	12/8/25	2,377.73
Luekens Village Foods - North	Inventory - Food	11/8/25	3.56
Luekens Village Foods - North	Inventory - Food	12/1/25	139.00
Luekens Village Foods - North	Inventory - Food	12/10/25	126.75
Luekens Village Foods - North	Luekens Village Foods - North		269.31
Luekens Village Foods - South	Inventory - Food	11/8/25	11.72
Luekens Village Foods - South	Inventory - Food	11/28/25	10.00
Luekens Village Foods - South	Inventory - Food	12/3/25	14.29
Luekens Village Foods - South	Inventory - Food	12/4/25	7.69
Luekens Village Foods - South	Inventory - Food	12/5/25	9.98
Luekens Village Foods - South	Inventory - Food	12/10/25	4.99
Luekens Village Foods - South	Luekens Village Foods - South		58.67
Marco Technologies LLC	Copier/Printer Rental	12/8/25	440.14
Marsh USA LLC	Workers Comp Insurance	12/2/25	2,883.00
Marsh USA LLC	General Liability Insurance	12/2/25	4,806.00
Marsh USA LLC	General Liability Insurance	12/5/25	55,394.00
Marsh USA LLC	Marsh USA LLC		63,083.00
McKinnon Company Inc	Inventory - Beer	11/25/25	1,648.50
McKinnon Company Inc	Inventory - Beer	12/4/25	216.50
McKinnon Company Inc	McKinnon Company Inc		1,865.00
Musco Sports Lighting LLC	General Building Supply	11/21/25	2,631.14
Natures Edge Garden Center Inc	Irregation Repair	10/30/25	238.26
Natures Edge Garden Center Inc	Irregation Winterization	11/4/25	531.24
Natures Edge Garden Center Inc	Contracted Snow Removal	11/15/25	8,800.00
Natures Edge Garden Center Inc	Natures Edge Garden Center Inc		9,569.50
NLFX Professional	Contracted Event AV Reimbursable	12/8/25	3,500.00

**Sanford Center
Cash Requirements
As of Dec 16, 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
NLFX Professional	Contracted Event AV Reimbursable	12/8/25	507.50
NLFX Professional	Contracted Event AV Reimbursable	12/8/25	787.50
NLFX Professional	NLFX Professional		4,795.00
Dennis A. Noska	HVAC Maintenance	11/25/25	200.00
Paul Bunyan Communications	Utility - Telephone	12/1/25	1,540.67
Performance Food Group	CM: Inventory - Food	11/22/25	-75.14
Performance Food Group	CM: Inventory - Food	11/22/25	-30.99
Performance Food Group	Inventory - Food	11/25/25	177.52
Performance Food Group	Inventory - Food	11/25/25	5,227.31
Performance Food Group	Inventory - Food	11/26/25	1,796.18
Performance Food Group	Inventory - Food	11/26/25	281.64
Performance Food Group	Inventory - Food	12/1/25	1,149.67
Performance Food Group	Inventory - Food	12/1/25	1,441.46
Performance Food Group	Inventory - Food	12/2/25	191.35
Performance Food Group	Inventory - Food	12/3/25	1,246.46
Performance Food Group	Inventory - Food	12/3/25	63.97
Performance Food Group	Inventory - Food	12/9/25	40.39
Performance Food Group	Inventory - Food	12/9/25	6,003.04
Performance Food Group	Inventory - Food	12/9/25	2,950.36
Performance Food Group	Performance Food Group		20,463.22
Southern Glazer's of MN	Inventory - Liquor	11/24/25	1,739.00
Sysco Western Minnesota, Inc	Inventory - Food	12/9/25	2,839.65
Vestis Group, Inc	Laundry & Linen	11/27/25	154.86
Vestis Group, Inc	Laundry & Linen	11/27/25	709.83
Vestis Group, Inc	Laundry & Linen	12/4/25	154.86
Vestis Group, Inc	Vestis Group, Inc		1,019.55
WM Corporate Services, Inc	Trash Removal	12/2/25	760.96
			154,078.07

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Commercial Solid Waste Collection			
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2022 Peterbilt 337	\$350.00
Commercial Solid Waste Collection Add'l Vehicle			
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2020 Freightliner M2 106	\$25.00
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2020 Freightliner M2 106	\$25.00
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2021 Freightliner M2 106	\$25.00
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2025 Freightliner MZ106	\$25.00
	JON'S REFUSE SOLUTIONS, INC	WITHIN BEMIDJI CITY LIMITS 2024 Peterbilt 548	\$25.00
Hotel/Motel			
	BEST WESTERN-BEMIDJI	2420 PAUL BUNYAN DR NW	\$65.00
Restaurant/Food Service			
	BLUE OYSTER	116 4TH ST NW	\$35.00
	COUNTRY KITCHEN	728 PAUL BUNYAN DR NW	\$35.00
	FOZZIE'S SMOKIN BAR BQ	114 3RD STREET NW	\$35.00
	LUCKY DOGS, LLC	201 BELTRAMI AVE NW	\$35.00
	TAVERN ON SOUTH SHORE	929 LAKE SHORE DRIVE NE	\$35.00
	TUTTO BENE	300 BELTRAMI AVE NW	\$35.00

Type of License	Business Name	Business Location	Fee Paid
	WIKI WIKI HAWAIIAN SHAVE ICE	WITHIN BEMIDJI CITY LIMITS MOBILE VENDOR	\$35.00
Secondhand Goods Dealer	YARD SALE SHOP	305 3RD STREET NW	\$95.00
Taxicab Driver	RAYMOND MARCEL OGEMA	WITHIN BEMIDJI CITY LIMITS First City Taxi	\$20.00
	ROMELLE ELAINE OGEMA	WITHIN BEMIDJI CITY LIMITS First City Taxi	\$20.00
	WILLARD KINGBIRD	WITHIN BEMIDJI CITY LIMITS First City Taxi	\$20.00
Taxicab Service	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS First City Taxi-2011 Red Chrysler (GA)	\$95.00
Taxicab Service (add'l car)	FIRST CITY TAXI	WITHIN BEMIDJI CITY LIMITS First City Taxi-2011 Dark Gray Dodge	\$35.00

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

BUSINESS NAME	BUSINESS OWNER	MISC	LICENSE	FEE
BLUE OYSTER	BLUE OYSTER LLC		Sunday Liquor	\$200.00
BLUE OYSTER	BLUE OYSTER LLC		Liquor	\$3,780.00
COUNTRY KITCHEN	POXLEITNER HOSPITALITY LLC		Wine	\$585.00
FOZZIE'S SMOKIN BAR BQ	FOZZIE'S SMOKIN BAR BQ, LLC		Liquor	\$3,780.00
TAVERN ON SOUTH SHORE	BEMIDJI TAVERN, LLC	& PATIO AREA	Sunday Liquor	\$200.00
TAVERN ON SOUTH SHORE	BEMIDJI TAVERN, LLC	& PATIO AREA	Liquor	\$3,780.00
TUTTO BENE	TARTUFFI LLC	& COURTYARD	Sunday Liquor	\$200.00
TUTTO BENE	TARTUFFI LLC	& COURTYARD	Liquor	\$3,780.00

Commission/Committee/Board Reappointments (ending 12/31/2025)

Term Ending	First Name	Last Name	Commission
12/31/2026	Jordan	Lutz	Sustainability Commission (BSU Representative)
12/31/2028	Steven	Johnson	Sanford Center Advisory Board (City At Large)
12/31/2028	Scott	Turn	Sanford Center Advisory Board (Chamber)
12/31/2028	Kayla	Winkler	Sanford Center Advisory Board (Naming Rights)
12/31/2028	Lisa	Weiskopf	Sustainability Commission
12/31/2028		Vacant	Sustainability Commission
12/31/2028	Charles	Biberg	Sustainability Commission
12/31/2028		Vacant	Community and Police Advisory Board
12/31/2028		Vacant	Community and Police Advisory Board
12/31/2028	Salena	Beasley	Community and Police Advisory Board

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Appointment to Sanford Center Advisory Board
Prepared By: Michelle Miller, City Clerk

Background:

Tracy Pogue is not renewing his term on the Sanford Center Advisory Board as the Chamber Representative. Scott Turn has submitted an application and is being recommended to be appointed as the Chamber Representative.

Recommendation:

Appoint Scott Turn to the Sanford Center Advisory Board as the Chamber Representative.



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: Scott Turn Date: 11-16-2025

Home Address: [REDACTED]

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

Email Address: [REDACTED]

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|---|--|
| <input type="checkbox"/> City Library Board | <input type="checkbox"/> Heritage Preservation Commission |
| <input type="checkbox"/> Merit Hearing Board | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Housing Appeals Board |
| <input type="checkbox"/> City Planning & Zoning Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> South Shore Design Review Committee | <input type="checkbox"/> City Charter Commission |
| <input checked="" type="checkbox"/> Sanford Center Advisory Board | <input type="checkbox"/> Sustainability Commission |
| <input type="checkbox"/> Community and Police Advisory Board | <input type="checkbox"/> Other _____ |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

I have worked with the Sanford Center staff for many years. I feel I have a good understanding of the challenges of the center. I also represent 450 Businesses in the community that all want the Sanford Center to Succeed. I think being on this committee is a win-win for both organizations.

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

I have served on over 15 non-profit and community boards over my past 24 years in Bemidji. I have a strong connection to this commiunity and want to do what ever I can to make this facility successful.



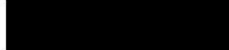


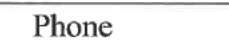


Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

I I have spent over 35 years in finance or finance related fields. I have a soild background in sales, finance and development and feel I have a solid connection with the Bemdji Community.

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

I can meet all the responsibilities of meeting requirements. I enjoy early meetings so this fits well in my schedule.

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

		
Name	Address	Phone
<hr/>		
		
Name	Address	Phone
<hr/>		
		
Name	Address	Phone

NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Accept the Minnesota Bureau of Criminal Apprehension Human Trafficking Investigators Task Force Joint Powers Agreement.
Prepared By: Michael Mastin, Chief of Police

Background:

The Bemidji Police Department has an opportunity to continue a partnership with the Minnesota Bureau of Criminal Apprehension regarding human trafficking investigations. The attached Human Trafficking Investigators Task Force Joint Powers Agreement outlines the roles and responsibilities of our partnership. Specifically, this JPA will assist our agency during these complex investigations through overtime wage reimbursement, investigative resources and additional state assets for qualifying trafficking investigations.

Recommendation:

Adopt the resolution approving the Minnesota Bureau of Criminal Apprehension Human Trafficking Investigators Task Force Joint Powers Agreement.

RESOLUTION NO.

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF BEMIDJI ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE (MNHITF)

WHEREAS, the City of Bemidji on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute human trafficking which includes sex and labor trafficking.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bemidji, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Bemidji on behalf of its Police Department are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Police Chief, Mike Mastin, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the Department's connection to the systems and tools offered by the State.
3. That the Mayor, City Manager, and Police Chief, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor



STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”) is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (“BCA”), and City of Bemidji on behalf of its Police Department, 613 Minnesota Ave NW Bemidji, MN 56601 (“Governmental Unit”). The BCA and Governmental Unit may be referred to jointly as “Parties”.

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The Parties wish to work together to investigate and prosecute human trafficking, which includes sex and labor trafficking. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force (“MNHITF”) as an Affiliate member.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the MNHITF that will use a three-pronged approach to combat human trafficking, which includes sex and labor trafficking: **prevention, education, and enforcement**. The BCA will provide an Assistant Special Agent in Charge (ASAIC) who will serve as the Commander of the Task Force (Commander) and who reports to a Special Agent in Charge (SAIC). The Governmental Unit will provide to the Task Force an affiliate member(s) (“Members”).

3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Members will investigate human trafficking crimes committed by organized groups or individuals, with a priority on minors being trafficked.
- 3.2 Members will participate in pro-active human trafficking operations and recover victims of human trafficking, having a priority focus on minors, with the goal of identifying their traffickers.
- 3.3 Members will follow state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures.
- 3.4 Members will follow proper legal procedures in securing evidence, including electronic devices.
- 3.5 Members will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.6 Members will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.7 Members will interview and prepare reports of victim recoveries and direct those victims to appropriate public and private resources to help ensure their safety and integration back into

- society.
- 3.8 Members must be willing to respond and/or work jointly on human trafficking crimes within their jurisdiction and complete their assigned duties for the duration of the term of this Agreement.
 - 3.9 Members must be licensed peace officers.
 - 3.10 Members will investigate cases involving multi-jurisdictional, complex and/or organized groups involving human trafficking, which may require travel to neighboring jurisdictions as investigations expand.
 - 3.11 Members will prepare an operational briefing sheet for each active operation related to the MNHITF investigations and activities, to be approved by the Commander.
 - 3.12 Members will prepare investigative reports related to the MNHITF investigations and activities to be submitted to the Commander.
 - 3.13 Members must submit statistics to the Commander on a quarterly basis.
 - 3.14 Members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the Commander.
 - 3.15 Members will utilize a deconfliction system to share and receive information to promote deconfliction with other agencies.

4. Responsibilities of the Governmental Unit and the BCA

- 4.1 The Governmental Unit will:
 - 4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
 - 4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.
 - 4.1.3 Continue to directly supervise Members that are assigned to the MNHITF. Members remain under the employ of the Governmental Unit while assigned to and performing MNHITF assignments. All services, duties, acts or omissions performed by Members will be within the course and duty of the Members' employment and therefore covered by the Workers Compensation and other compensation programs of then Governmental Unit including fringe benefits.
 - 4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among members of the MNHITF.
 - 4.1.5 Participate fully in any audits required by the MNHITF.
 - 4.1.6 Upon request, provide the BCA with a copy of any body worn camera footage that was captured while working within the capacity of the MNHITF under this Agreement. Said footage must be turned over to the BCA within 48 hours via a secured cloud storage service or thumb drive, as directed by the Authorized Representative for inclusion in the BCA's case files. The copy of the footage will be maintained in the BCA's system.
 - 4.1.7 Consult the BCA in advance of any release of body worn camera footage to allow the BCA to consider and consult any private, not public, or confidential data that may require redaction. Any release of data captured in the course of MNHITF operations must adhere to state and federal laws.
 - 4.1.8 Adhere to MNHITF's operations plans or other operational guidance issued by the SAIC and ASAIC, including new procedures governing the MNHITF while conducting MNHITF investigations and activities.
 - 4.1.9 Comply with the use of force provisions of their home agency's policies and procedures. Members must also comply with directives issued by the SAIC and ASAIC. In the event of a conflict between the use of force requirements of the Members' home agency policy, and the policies or directives of the MNHITF, the policies and procedures of the home agency shall govern. Prior to deployment in the field, Members will confer with the SAIC or ASAIC to identify any potential use of force policy conflicts and work to resolve them in advance of operational activities.
 - 4.1.10 Promptly submit to the Authorized Representative any and all investigation reports and supplementary reports created and generated while conducting MNHITF activities.
 - 4.1.11 Report any performance measure data collected related to MNHITF to the Authorized Representative on a quarterly basis each year for the duration of this Agreement.
 - 4.1.12 Generate quarterly expense reports covering previously approved expenses incurred

within that quarterly period. Requests for reimbursement for that quarter's expenses must be submitted to the ASAIC in the requested format for reimbursement within fourteen (14) days from the end of each quarter.

4.1.13 Submit requests for reimbursement within fourteen (14) days of notification of the grant's expiration, otherwise, the Governmental Unit will forfeit its reimbursement.

4.2 The BCA will:

4.2.1 Provide an ASAIC who will serve as the Commander of the Task Force.

4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request. To process the request for reimbursement will require fourteen (14) business days upon receipt of the approved request.

4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

5. Payment

5.1 The Governmental Unit must make a written request for funds and receive approval from the Commander or designee.

5.2 The Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or her successor:

Name:	Rachel Pearson, Commander of BCA-led MNHITF
Address:	Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Street East Saint Paul, MN 55106
Telephone:	651.793.7000
E-mail Address:	Rachel.Pearson@state.mn.us

The Governmental Unit's Authorized Representative is the person below or his/her successor:

Name:	Mike Mastin, Chief
Address:	613 Minnesota Ave NW Bemidji, MN 56601
Telephone:	(218) 333-8370
E-mail Address:	mmastin@ci.bemidji.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA's Authorized Representative in writing by email.

7. Assignment, Amendments, Waiver, and Agreement Complete

7.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.

7.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others

and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the BCA. The BCA will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The remaining balance of this page intentionally left blank.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: 3000101894

**3. DEPARTMENT OF PUBLIC SAFETY;
BUREAU OF CRIMINAL APPREHENSION**

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: 

Title: Chief of Police, Mike Mastin

Date: 12/01/25

**4. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement**

By: _____

Date: _____

RESOLUTION NO.

A RESOLUTION ADOPTING THE 2026 PAY SCALES AND CITY BENEFIT CONTRIBUTION LEVELS

WHEREAS, Section 2.07 of the Council-Manager Charter for the City of Bemidji provides for employees to be compensated according to wages or salaries established annually by the City Council; and

WHEREAS, The City Council by Resolution No. 3360 dated July 2, 1984, established provisions for salaries and benefits for all City employees not included in a collective bargaining agreement; and

WHEREAS, a revised pay plan was completed in 2018 in order to ensure uniformity, consistency and compliance with internal and/or external comparable as well as the State Local Government Pay Equity Act; and

WHEREAS, a revised pay plan was completed in 2025 in order to ensure uniformity, consistency and compliance with internal and/or external comparable as well as the State Local Government Pay Equity Act; and

WHEREAS, a result of a job market study in 2025, at the December 1st, 2025 Council Meeting, the City Council approved the increase in the pay scale for all Full-Time employees that are Non Union Liquor Store positions effective for hours/time worked in 2026.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bemidji,

1. Subdivision 2.6, Salary Ranges. Resolution 3360 is hereby amended to provide a three-point five percent (3.5%) cost of living adjustment for all Full-Time employee positions or a three percent (3.0%) cost of living adjustment for all Full-Time or Part-Time Union Liquor Store Positions effective for hours/time worked in 2026 on January 1, 2026.
2. Section 3. Adopt the attached 2026 Wage Scales.
3. Cafeteria Plan Contribution:
 - \$1,850/month for single health coverage
 - \$1,950/month for employee with dependent coverage
 - \$2,000/month for family coverage
 - \$1,950/month for Local 49er's coverage

The foregoing resolution was offered by Councilmember _____, and upon due second by Councilmember _____, was passed by the following vote:

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

Wage Scale BT 2026 w/3.5% COLA increase added

Annual Grade	Step									
	A	B	C	D	E	F	G	H	I	
1	\$ 42,300.87	\$ 43,569.89	\$ 44,876.99	\$ 46,223.30	\$ 47,610.00	\$ 49,038.30	\$ 50,509.45	\$ 52,024.73	\$ 53,585.47	
2	\$ 45,050.42	\$ 46,401.94	\$ 47,794.00	\$ 49,227.82	\$ 50,704.65	\$ 52,225.79	\$ 53,792.56	\$ 55,406.34	\$ 57,068.53	
3	\$ 47,978.38	\$ 49,417.73	\$ 50,900.26	\$ 52,427.27	\$ 54,000.09	\$ 55,620.09	\$ 57,288.70	\$ 59,007.36	\$ 60,777.58	
4	\$ 51,096.69	\$ 52,629.59	\$ 54,208.48	\$ 55,834.73	\$ 57,509.78	\$ 59,235.07	\$ 61,012.12	\$ 62,842.48	\$ 64,727.76	
5	\$ 54,418.23	\$ 56,050.77	\$ 57,732.30	\$ 59,464.27	\$ 61,248.20	\$ 63,085.64	\$ 64,978.21	\$ 66,927.56	\$ 68,935.38	
6	\$ 57,955.87	\$ 59,694.54	\$ 61,485.38	\$ 63,329.94	\$ 65,229.84	\$ 67,186.74	\$ 69,202.34	\$ 71,278.41	\$ 73,416.76	
7	\$ 61,723.40	\$ 63,575.11	\$ 65,482.36	\$ 67,446.83	\$ 69,470.24	\$ 71,554.34	\$ 73,700.97	\$ 75,912.00	\$ 78,189.36	
8	\$ 65,735.55	\$ 67,707.62	\$ 69,738.84	\$ 71,831.01	\$ 73,985.94	\$ 76,205.52	\$ 78,491.68	\$ 80,846.43	\$ 83,271.83	
9	\$ 70,007.94	\$ 72,108.18	\$ 74,271.42	\$ 76,499.56	\$ 78,794.55	\$ 81,158.39	\$ 83,593.14	\$ 86,100.93	\$ 88,683.96	
10	\$ 74,558.04	\$ 76,794.78	\$ 79,098.62	\$ 81,471.58	\$ 83,915.73	\$ 86,433.20	\$ 89,026.20	\$ 91,696.98	\$ 94,447.89	
11	\$ 79,404.25	\$ 81,786.37	\$ 84,239.97	\$ 86,767.17	\$ 89,370.18	\$ 92,051.29	\$ 94,812.82	\$ 97,657.21	\$ 100,586.92	
12	\$ 84,565.87	\$ 87,102.85	\$ 89,715.93	\$ 92,407.41	\$ 95,179.64	\$ 98,035.02	\$ 100,976.07	\$ 104,005.36	\$ 107,125.52	
13	\$ 90,062.23	\$ 92,764.09	\$ 95,547.02	\$ 98,413.43	\$ 101,365.83	\$ 104,406.80	\$ 107,539.01	\$ 110,765.18	\$ 114,088.13	
14	\$ 95,916.30	\$ 98,793.79	\$ 101,757.60	\$ 104,810.33	\$ 107,954.64	\$ 111,193.28	\$ 114,529.08	\$ 117,964.95	\$ 121,503.90	
15	\$ 102,151.08	\$ 105,215.61	\$ 108,372.08	\$ 111,623.24	\$ 114,971.94	\$ 118,421.10	\$ 121,973.73	\$ 125,632.94	\$ 129,401.93	
16	\$ 108,790.48	\$ 112,054.19	\$ 115,415.82	\$ 118,878.29	\$ 122,444.64	\$ 126,117.98	\$ 129,901.52	\$ 133,798.56	\$ 137,812.52	
17	\$ 115,862.08	\$ 119,337.94	\$ 122,918.08	\$ 126,605.62	\$ 130,403.79	\$ 134,315.90	\$ 138,345.38	\$ 142,495.74	\$ 146,770.61	
18	\$ 123,393.47	\$ 127,095.28	\$ 130,908.13	\$ 134,835.38	\$ 138,880.44	\$ 143,046.85	\$ 147,338.26	\$ 151,758.41	\$ 156,311.16	
19	\$ 131,414.08	\$ 135,356.51	\$ 139,417.20	\$ 143,599.72	\$ 147,907.71	\$ 152,344.94	\$ 156,915.29	\$ 161,622.75	\$ 166,471.43	
20	\$ 139,956.10	\$ 144,154.78	\$ 148,479.43	\$ 152,933.81	\$ 157,521.83	\$ 162,247.48	\$ 167,114.90	\$ 172,128.35	\$ 177,292.20	
21	\$ 149,053.55	\$ 153,525.15	\$ 158,130.91	\$ 162,874.83	\$ 167,761.08	\$ 172,793.91	\$ 177,977.73	\$ 183,317.06	\$ 188,816.57	
22	\$ 158,744.86	\$ 163,506.54	\$ 168,411.05	\$ 173,462.68	\$ 178,665.84	\$ 184,025.07	\$ 189,545.82	\$ 195,232.20	\$ 201,089.16	

Bi-Weekly Grade	Step								
	A	B	C	D	E	F	G	H	I
1	\$ 1,626.96	\$ 1,675.77	\$ 1,726.04	\$ 1,777.82	\$ 1,831.15	\$ 1,886.09	\$ 1,942.67	\$ 2,000.95	\$ 2,060.98
2	\$ 1,732.71	\$ 1,784.69	\$ 1,838.23	\$ 1,893.38	\$ 1,950.18	\$ 2,008.68	\$ 2,068.94	\$ 2,131.01	\$ 2,194.94
3	\$ 1,845.32	\$ 1,900.68	\$ 1,957.70	\$ 2,016.43	\$ 2,076.93	\$ 2,139.23	\$ 2,203.41	\$ 2,269.51	\$ 2,337.60
4	\$ 1,965.26	\$ 2,024.22	\$ 2,084.94	\$ 2,147.49	\$ 2,211.91	\$ 2,278.27	\$ 2,346.62	\$ 2,417.02	\$ 2,489.53
5	\$ 2,093.01	\$ 2,155.80	\$ 2,220.47	\$ 2,287.09	\$ 2,355.70	\$ 2,426.37	\$ 2,499.16	\$ 2,574.14	\$ 2,651.36
6	\$ 2,229.07	\$ 2,295.94	\$ 2,364.82	\$ 2,435.77	\$ 2,508.84	\$ 2,584.11	\$ 2,661.63	\$ 2,741.48	\$ 2,823.72
7	\$ 2,373.98	\$ 2,445.20	\$ 2,518.55	\$ 2,594.11	\$ 2,671.93	\$ 2,752.09	\$ 2,834.65	\$ 2,919.69	\$ 3,007.28
8	\$ 2,528.29	\$ 2,604.14	\$ 2,682.26	\$ 2,762.73	\$ 2,845.61	\$ 2,930.98	\$ 3,018.91	\$ 3,109.48	\$ 3,202.76
9	\$ 2,692.61	\$ 2,773.39	\$ 2,856.59	\$ 2,942.29	\$ 3,030.56	\$ 3,121.48	\$ 3,215.12	\$ 3,311.57	\$ 3,410.92
10	\$ 2,867.62	\$ 2,953.65	\$ 3,042.25	\$ 3,133.52	\$ 3,227.53	\$ 3,324.35	\$ 3,424.08	\$ 3,526.81	\$ 3,632.61
11	\$ 3,054.01	\$ 3,145.63	\$ 3,240.00	\$ 3,337.20	\$ 3,437.31	\$ 3,540.43	\$ 3,646.65	\$ 3,756.05	\$ 3,868.73
12	\$ 3,252.53	\$ 3,350.11	\$ 3,450.61	\$ 3,554.13	\$ 3,660.76	\$ 3,770.58	\$ 3,883.70	\$ 4,000.21	\$ 4,120.21
13	\$ 3,463.93	\$ 3,567.85	\$ 3,674.89	\$ 3,785.13	\$ 3,898.69	\$ 4,015.65	\$ 4,136.12	\$ 4,260.20	\$ 4,388.01
14	\$ 3,689.09	\$ 3,799.76	\$ 3,913.75	\$ 4,031.17	\$ 4,152.10	\$ 4,276.66	\$ 4,404.96	\$ 4,537.11	\$ 4,673.23
15	\$ 3,928.89	\$ 4,046.75	\$ 4,168.16	\$ 4,293.20	\$ 4,422.00	\$ 4,554.66	\$ 4,691.30	\$ 4,832.04	\$ 4,977.00
16	\$ 4,184.25	\$ 4,309.78	\$ 4,439.07	\$ 4,572.24	\$ 4,709.41	\$ 4,850.69	\$ 4,996.21	\$ 5,146.10	\$ 5,300.48
17	\$ 4,456.23	\$ 4,589.92	\$ 4,727.62	\$ 4,869.45	\$ 5,015.53	\$ 5,166.00	\$ 5,320.98	\$ 5,480.61	\$ 5,645.02
18	\$ 4,745.90	\$ 4,888.28	\$ 5,034.93	\$ 5,185.98	\$ 5,341.56	\$ 5,501.80	\$ 5,666.86	\$ 5,836.86	\$ 6,011.97
19	\$ 5,054.39	\$ 5,206.02	\$ 5,362.20	\$ 5,523.07	\$ 5,688.76	\$ 5,859.42	\$ 6,035.20	\$ 6,216.26	\$ 6,402.75
20	\$ 5,382.93	\$ 5,544.41	\$ 5,710.75	\$ 5,882.07	\$ 6,058.53	\$ 6,240.29	\$ 6,427.50	\$ 6,620.32	\$ 6,818.93
21	\$ 5,732.83	\$ 5,904.81	\$ 6,081.96	\$ 6,264.42	\$ 6,452.35	\$ 6,645.92	\$ 6,845.30	\$ 7,050.66	\$ 7,262.18
22	\$ 6,105.57	\$ 6,288.71	\$ 6,477.35	\$ 6,671.64	\$ 6,871.76	\$ 7,077.89	\$ 7,290.22	\$ 7,508.93	\$ 7,734.20

Hourly Grade	Step											
	A	B	C	D	E	F	G	H	I			
1	\$ 20.34	\$ 20.95	\$ 21.58	\$ 22.22	\$ 22.89	\$ 23.58	\$ 24.28	\$ 25.01	\$ 25.76			
2	\$ 21.66	\$ 22.31	\$ 22.98	\$ 23.67	\$ 24.38	\$ 25.11	\$ 25.86	\$ 26.64	\$ 27.44			
3	\$ 23.07	\$ 23.76	\$ 24.47	\$ 25.21	\$ 25.96	\$ 26.74	\$ 27.54	\$ 28.37	\$ 29.22			
4	\$ 24.57	\$ 25.30	\$ 26.06	\$ 26.84	\$ 27.65	\$ 28.48	\$ 29.33	\$ 30.21	\$ 31.12			
5	\$ 26.16	\$ 26.95	\$ 27.76	\$ 28.59	\$ 29.45	\$ 30.33	\$ 31.24	\$ 32.18	\$ 33.14			
6	\$ 27.86	\$ 28.70	\$ 29.56	\$ 30.45	\$ 31.36	\$ 32.30	\$ 33.27	\$ 34.27	\$ 35.30			
7	\$ 29.67	\$ 30.56	\$ 31.48	\$ 32.43	\$ 33.40	\$ 34.40	\$ 35.43	\$ 36.50	\$ 37.59			
8	\$ 31.60	\$ 32.55	\$ 33.53	\$ 34.53	\$ 35.57	\$ 36.64	\$ 37.74	\$ 38.87	\$ 40.03			
9	\$ 33.66	\$ 34.67	\$ 35.71	\$ 36.78	\$ 37.88	\$ 39.02	\$ 40.19	\$ 41.39	\$ 42.64			
10	\$ 35.85	\$ 36.92	\$ 38.03	\$ 39.17	\$ 40.34	\$ 41.55	\$ 42.80	\$ 44.09	\$ 45.41			
11	\$ 38.18	\$ 39.32	\$ 40.50	\$ 41.71	\$ 42.97	\$ 44.26	\$ 45.58	\$ 46.95	\$ 48.36			
12	\$ 40.66	\$ 41.88	\$ 43.13	\$ 44.43	\$ 45.76	\$ 47.13	\$ 48.55	\$ 50.00	\$ 51.50			
13	\$ 43.30	\$ 44.60	\$ 45.94	\$ 47.31	\$ 48.73	\$ 50.20	\$ 51.70	\$ 53.25	\$ 54.85			
14	\$ 46.11	\$ 47.50	\$ 48.92	\$ 50.39	\$ 51.90	\$ 53.46	\$ 55.06	\$ 56.71	\$ 58.42			
15	\$ 49.11	\$ 50.58	\$ 52.10	\$ 53.67	\$ 55.27	\$ 56.93	\$ 58.64	\$ 60.40	\$ 62.21			
16	\$ 52.30	\$ 53.87	\$ 55.49	\$ 57.15	\$ 58.87	\$ 60.63	\$ 62.45	\$ 64.33	\$ 66.26			
17	\$ 55.70	\$ 57.37	\$ 59.10	\$ 60.87	\$ 62.69	\$ 64.57	\$ 66.51	\$ 68.51	\$ 70.56			
18	\$ 59.32	\$ 61.10	\$ 62.94	\$ 64.82	\$ 66.77	\$ 68.77	\$ 70.84	\$ 72.96	\$ 75.15			
19	\$ 63.18	\$ 65.08	\$ 67.03	\$ 69.04	\$ 71.11	\$ 73.24	\$ 75.44	\$ 77.70	\$ 80.03			
20	\$ 67.29	\$ 69.31	\$ 71.38	\$ 73.53	\$ 75.73	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.24			
21	\$ 71.66	\$ 73.81	\$ 76.02	\$ 78.31	\$ 80.65	\$ 83.07	\$ 85.57	\$ 88.13	\$ 90.78			
22	\$ 76.32	\$ 78.61	\$ 80.97	\$ 83.40	\$ 85.90	\$ 88.47	\$ 91.13	\$ 93.86	\$ 96.68			

Step (2496 hours)												
Firefighter	A	B	C	D	E	F	G	H	I			
9	\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65	\$ 31.57	\$ 32.52	\$ 33.49	\$ 34.50	\$ 35.53			

Wage Scale 2026 (w 3% COLA)

Liquor Store Full time (30-40 hrs) based on 2080 p/year straight time

Annual		Step										
Grade	A	B	C	D	E	F	G	H	I			
1	\$ 41,101.54	\$ 42,334.58	\$ 43,604.62	\$ 44,912.76	\$ 46,260.14	\$ 47,647.94	\$ 49,077.38	\$ 50,549.70	\$ 52,066.19			
2	\$ 43,773.14	\$ 45,086.33	\$ 46,438.92	\$ 47,832.09	\$ 49,267.05	\$ 50,745.06	\$ 52,267.41	\$ 53,835.43	\$ 55,450.49			
3	\$ 46,618.39	\$ 48,016.94	\$ 49,457.45	\$ 50,941.17	\$ 52,469.41	\$ 54,043.49	\$ 55,664.79	\$ 57,334.73	\$ 59,054.77			
4	\$ 49,648.59	\$ 51,138.05	\$ 52,672.19	\$ 54,252.36	\$ 55,879.93	\$ 57,556.33	\$ 59,283.02	\$ 61,061.51	\$ 62,893.36			
5	\$ 52,875.75	\$ 54,462.02	\$ 56,095.88	\$ 57,778.76	\$ 59,512.12	\$ 61,297.48	\$ 63,136.40	\$ 65,030.49	\$ 66,981.40			
6	\$ 56,312.67	\$ 58,002.05	\$ 59,742.11	\$ 61,534.37	\$ 63,380.40	\$ 65,281.81	\$ 67,240.26	\$ 69,257.47	\$ 71,335.19			

Bi-Weekly		Step										
Grade	A	B	C	D	E	F	G	H	I			
1	\$ 1,580.83	\$ 1,628.25	\$ 1,677.10	\$ 1,727.41	\$ 1,779.24	\$ 1,832.61	\$ 1,887.59	\$ 1,944.22	\$ 2,002.55			
2	\$ 1,683.58	\$ 1,734.09	\$ 1,786.11	\$ 1,839.70	\$ 1,894.89	\$ 1,951.73	\$ 2,010.29	\$ 2,070.59	\$ 2,132.71			
3	\$ 1,793.02	\$ 1,846.81	\$ 1,902.21	\$ 1,959.28	\$ 2,018.05	\$ 2,078.60	\$ 2,140.95	\$ 2,205.18	\$ 2,271.34			
4	\$ 1,909.56	\$ 1,966.85	\$ 2,025.85	\$ 2,086.63	\$ 2,149.23	\$ 2,213.71	\$ 2,280.12	\$ 2,348.52	\$ 2,418.98			
5	\$ 2,033.68	\$ 2,094.69	\$ 2,157.53	\$ 2,222.26	\$ 2,288.93	\$ 2,357.60	\$ 2,428.32	\$ 2,501.17	\$ 2,576.21			
6	\$ 2,165.87	\$ 2,230.85	\$ 2,297.77	\$ 2,366.71	\$ 2,437.71	\$ 2,510.84	\$ 2,586.16	\$ 2,663.75	\$ 2,743.66			

Hourly		Step										
Grade	A	B	C	D	E	F	G	H	I			
1	\$ 19.76	\$ 20.35	\$ 20.96	\$ 21.59	\$ 22.24	\$ 22.91	\$ 23.59	\$ 24.30	\$ 25.03			
2	\$ 21.04	\$ 21.68	\$ 22.33	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.88	\$ 26.66			
3	\$ 22.41	\$ 23.09	\$ 23.78	\$ 24.49	\$ 25.23	\$ 25.98	\$ 26.76	\$ 27.56	\$ 28.39			
4	\$ 23.87	\$ 24.59	\$ 25.32	\$ 26.08	\$ 26.87	\$ 27.67	\$ 28.50	\$ 29.36	\$ 30.24			
5	\$ 25.42	\$ 26.18	\$ 26.97	\$ 27.78	\$ 28.61	\$ 29.47	\$ 30.35	\$ 31.26	\$ 32.20			
6	\$ 27.07	\$ 27.89	\$ 28.72	\$ 29.58	\$ 30.47	\$ 31.39	\$ 32.33	\$ 33.30	\$ 34.30			

Wage Scale 2026 (w 3% COLA)

Liquor Store Part time (up to 29.5) based on 1534 p/year straight time

Hourly	
	A
1	\$ 17.83
2	
3	\$ 23.73
4	

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Consider Parking Resolution for Pine Ridge Avenue NW - No Parking Resolution
Prepared By: Samuel C. Anderson DPW/City Engineer

Background:

City staff received a request from Sanford Health of Northern Minnesota to sign a section of Pine Ridge Avenue NW from 34th Street NW to Anne Street NW for “no parking” on the east side only. Due to current on-street parking, sight line issues for vehicles exiting Sanford Health parking lot accesses on that segment have become an issue of concern. Sanford Health owns all the property on this street segment being reviewed.

Pending approval, city staff would look to install signage yet this year, pending frost depth. If frost is too deep, then the signs will be installed in 2026. See attached exhibit for more information on segment location.

Recommendation:

It is recommended that the city council pass a motion to approve the attached resolution for signing a section of Pine Ridge Avenue NW from 34th Street NW to Anne Street NW for “No Parking” on the east side only.



Proposed "No Parking" on east side of Pine Ridge Avenue NW from 34th Street NW to Anne Street NW

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Pine Ridge Avenue NW - Overview Map



1:4,514 Date: 12/1/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

RESOLUTION NO.

RESOLUTION RESTRICTING PARKING

(East Side of Pine Ridge Ave NW from 34th Street NW to Anne Street NW)

WHEREAS, the Bemidji City Council of the City of Bemidji has amended its parking regulations by adding Section 9.20 entitled, "Calendar and Additional Parking Restrictions"; and

WHEREAS, the City Council has legislated calendar parking and other parking restrictions in order to enhance street maintenance and snow removal, as well as to improve public safety by providing better, efficient, and safer access; and

WHEREAS, Sanford Health of Northern Minnesota has requested no parking on the east side of Pine Ridge Ave NW from 34th Street NW to Anne Street NW due to sight line issues for vehicles exiting the Sanford Health parking lot accesses when vehicles are parked on both sides of the road.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bemidji, Minnesota as follows:

1. Parking of motor vehicles shall not be permitted on the east side of Pine Ridge Avenue NW from 34th Street NW to Anne Street NW.
2. Appropriate signage will be erected along the entire street detailing the designation.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Approve a Resolution Entering into Agreement No. 1061162 with the Minnesota Department of Transportation
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

In advance of the upcoming MnDOT TH 197 Reconstruction project from Gillette Drive NW to Hannah Avenue NW, a cooperative construction agreement has been provided by MnDOT.

These agreements are customary with these MnDOT trunk highway improvement projects as they outline estimated costs related to the upcoming project to impacted local agencies and also outline on-going future maintenance related to the project when it's completed. The city costs are assumed to be covered entirely by the IIA State Discretionary funding.

Most City-related maintenance items follow past practice of other MnDOT agreements along TH 197. This agreement does include that MnDOT is covering "knockdown" costs with the proposed light poles on the project corridor, which is a significant improvement from some other agreements.

Recommendation:

It is recommended that the city council pass the attached resolution authorizing the City Manager and Mayor to sign Agreement No. 1061162 with the Minnesota Department of Transportation.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF BEMIDJI
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP):	<u>0416-55</u>	Total City Obligation
Trunk Highway Number (TH):	<u>197=072</u>	<u>\$400,972.82</u>
Federal Project Number:	<u>RAISE 0426(012)</u>	Anticipated State (IIJA) Funds
Lighting System Feed Point No.:	<u>A, B, C</u>	<u>\$400,972.82</u>
		Anticipated City Funds
		<u>\$0.00</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Bemidji acting through its City Council ("City").

Recitals

1. The State will perform grading, bituminous & concrete surfacing, ADA improvements, roundabouts, signal, lighting construction, and other associated construction upon, along, and adjacent to Trunk Highway No. 197 from 1650 feet west of TH 71 to 600 feet east of Hannah Avenue Northwest according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 0416-55 (TH 197=022) ("Project"); and
2. The City wishes to participate in the costs and maintenance of the grading, bituminous & concrete surfacing, ADA improvements, Share Use Path (SUP), roundabouts, City utilities, lighting construction, and associated construction engineering; and
3. Minnesota Statutes § 161.45, subdivision 2, allows for City-owned utility relocation to be included in a State construction contract, and payment by the City for such relocation according to applicable statutes and rules for utilities on trunk highways; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 8. Liability; Worker Compensation Claims; 10. State Audits; 11. Government Data Practices; 13. Governing Law; Jurisdiction;

Venue; and 15. Force Majeure.

1.4. Plans, Specifications, and Special Provisions. Plans, specifications and special provisions designated by the State as State Project No. 0416-55 (TH 197=022) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

1.5. Exhibits. Preliminary Schedule "I" is on file in the office of the City Engineer and attached and incorporated into this Agreement.

2. Construction by the State

2.1. Contract Award. The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. Direction, Supervision, and Inspection of Construction.

- A. Supervision and Inspection by the State.** The State will direct and supervise all construction activities performed under the construction contract, and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- B. Construction Engineering and Inspection by the City.** The City will assign its City Engineer or other registered professional engineer to perform construction engineering in connection with the water main and sanitary construction. The engineer so assigned will act under the supervision and direction of the State and be responsible for construction inspection, control of materials, staking and associated documentation for said construction. The construction will be performed according to the Project Plans and recognized and accepted practices and procedures as set forth in various State manuals, including Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction". The City will furnish other personnel, services, supplies, and equipment needed to properly carry on the construction.
- i. Documentation of Construction Costs.** At regular intervals after the State's contractor has started the water main and sanitary sewer construction, the City will prepare partial estimates of the construction costs according to the terms of the construction contract and immediately submit the partial estimates to the State. The City will also prepare the final estimate data for said construction and submit the final estimate to the State. Quantities listed on the partial and final estimates will be documented according to guidelines in the applicable documentation manual.
- ii. Final Inspection of Construction.** Upon completion of the water main and sanitary sewer construction, the City will advise the State whether or not said construction should be accepted by the State as being performed in a satisfactory manner. If the City recommends that the State not accept the construction, then the City will, as part of their recommendation, identify the specific defects in the construction and the reasons why it should not be accepted. Any recommendations made by the City are not binding on the State. The State will determine, after considering the City's recommendations, whether or not the construction has been properly performed and whether to accept or reject it.
- iii. Inspection of Other City Participation Construction.** The remainder of the City participation construction covered under this Agreement will be open to inspection by the City. If the City believes the City participation construction covered under this Agreement has not been properly performed or that the construction is defective, the City will inform the State District Engineer's

authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the City participation construction covered under this Agreement.

2.3. Plan Changes, Additional Construction, Etc.

- A. The State will make changes in the Project Plans and contract construction, which may include the City participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City official of any proposed addenda and change orders to the construction contract that will affect the City participation construction covered under this Agreement.
- B. The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.

2.4. Satisfactory Completion of Contract. The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

2.5. Permits.

- A. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City to be constructed hereunder that are upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application For Utility Permit On Trunk Highway Right-of-Way" (Form 2525).
- B. The City will submit to the Minnesota Pollution Control Agency the plans and specifications for the construction or reconstruction of its sanitary sewer facilities to be performed under the construction contract and obtain, under Minnesota Statutes § 115.07 or Minnesota Rules 7001.1030, subpart 2C, either a permit or written waiver from that agency for that construction or reconstruction. The City is advised that under Minnesota Rules 7001.1040, a written application for the permit or waiver must be submitted to the Minnesota Pollution Control Agency at least 180 days before the planned date of the sanitary sewer facility construction or reconstruction.

2.6. Utility Adjustments. Adjustments to certain City-owned facilities, including but not limited to, valve boxes and frame and ring castings, may be performed by the State's contractor under the construction contract. The City will furnish the contractor with new units and/or parts for those in place City-owned facilities when replacements are required and not covered by a contract pay item, without cost or expense to the State or the contractor, except for replacement of units and/or parts broken or damaged by the contractor.

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

3.1. Roundabout on TH 197.

- A. Roundabout Approaches.** Maintenance of Gillett Drive Northwest, Hannah Avenue Northwest, Middle School Drive Northwest, and business entrances approaches up to the curb line of the outer circle of the TH 197 roundabout. Maintenance includes, but is not limited to, snow, ice, and debris removal, resurfacing, seal coating, and any other maintenance activities according to accepted City maintenance practices.
- B. Roundabout Circle.** Maintenance of the roundabout circle on TH 197 at Gillett Drive Northwest, Hannah Avenue Northwest, and Middle School Drive Northwest. The State and City will provide for snow, ice, and debris removal of the roadway portion of the roundabout circle in conjunction with ongoing maintenance activities of their respective roadway approaches to the roundabout circle. The State will provide for resurfacing, seal coating, and any other maintenance activities necessary to perpetuate the roadway portion of the roundabout circle in a safe and usable condition.
- C. Roundabout Landscaping.** Maintenance of any landscaping in the TH 197 roundabout at Gillett Drive Northwest, Hannah Avenue Northwest, and Middle School Drive Northwest. Maintenance includes but is not limited to, vegetation control, litter and debris removal, removal and replacement of all dead or diseased plantings, and any other maintenance activities necessary to perpetuate the landscaping in a safe, usable, and aesthetically acceptable condition.

- 3.2. Corridor Landscaping.** The City will provide for the maintenance of the landscaping without cost to the State. Maintenance includes, but is not limited to, weeding and pruning, and removal and replacement of all materials that fail to survive.
- 3.3. Storm Sewers.** Routine maintenance of any storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.
- 3.4. Municipal Utilities.** Maintenance of any municipal-owned utilities construction, without cost or expense to the State.
- 3.5. Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice, and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any) and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 3.6. Shared Use Path.** The City will provide routine and minor maintenance of the SUP on TH 197 Right-of-Way. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, cross street pedestrian crosswalk markings, and any other maintenance activities necessary to perpetuate the SUP in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City Engineer will meet to discuss the City performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot

agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

A. State Right-of-Way Access. The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Agreement. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

B. Environmental. The City will not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City will immediately notify the State's Authorized Representative in writing and will provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state, and local laws and regulations, at the sole expense of the City.

3.7. Right-of-Way Access. The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Article. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right of Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

3.8. Environmental. The City shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right of Way. In the event of spillage of regulated materials, the City shall immediately notify the State's Authorized Representative in writing and shall provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the City.

3.9. Lighting. Maintenance of lighting Feed Point No. A, B, and C will be shared between the State and the City. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting systems. The City will be responsible for minor maintenance, including, but not limited to re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaire glassware, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, and painting of poles and other equipment, if applicable, for the entire system. The State will be responsible for major maintenance, including, but not limited to Gopher State One Call (GSOC) locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system.

3.10. Additional Drainage. No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for

which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

4. Basis of City Cost

- 4.1. Schedule "I".** The Preliminary Schedule "I" includes anticipated City participation construction items and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices. City utility construction, and associated construction covered under this Agreement is shown in Exhibit "Cost Participation".
- 4.2. City Participation Construction.** The City will participate in the following at the percentages indicated. The construction includes the City's proportionate share of item costs for mobilization, field office, field laboratory, and traffic control.
- A.** 100 Percent will be the City's rate of cost participation in all of the utility construction, and associated construction. The City portion of the participation will be paid using IJA State Funds.
- 4.3. Construction Engineering Costs.** The City will pay a construction engineering charge equal to 3 percent of the total City inspected construction covered under this Agreement. The City portion of City inspected work items of the participation will be paid using IJA State Funds. The City will be responsible for staking and inspection of underground utilities.
- 4.4. Plan Changes, Additional Construction, Etc.** The City will share in the costs of construction contract addenda and change orders that are necessary to complete the City participation construction covered under this Agreement, including any City requested additional work and plan changes.

The State reserves the right to invoice the City for the cost of any additional City requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

- 4.5. Liquidated Damages.** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

5. City Cost and Payment by the City

- 5.1. City Cost. \$400,972.82** is the City's estimated share of the costs of the contract construction, and the construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 5.2. Conditions of Payment.** The City portion of the participation will be paid using available IJA State Funds:
- 5.3. Acceptance of the City's Cost and Completed Construction.** The computation by the State of the amount due from the City will be final, binding, and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.
- 5.4. Final Payment by the City.** The City portion of the participation will be paid using available IJA State Funds. Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the City. The Final

Schedule "I" will be based on final quantities, and include all City participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the City participation construction exceeds the available IJA State Funds, the City will pay the difference to the State without interest.

The State and the City waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

6.2. The City's Authorized Representative will be:

Name, Title: Sam Anderson, City Engineer (or successor)
 Address: 1351 5th Street Northwest, Bemidji, MN 56601
 Telephone: (218) 333-1850
 E-Mail: sam.anderson@ci.bemidji.mn.us

7. Assignment; Amendments; Waiver; Contract Complete

7.1. Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City from contracting with a third-party to perform City maintenance responsibilities covered under this Agreement.

7.2. Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3. Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

7.4. Contract Complete. This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability; Worker Compensation Claims

8.1. Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.

8.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

9. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

10. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

11. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

12. Telecommunications Certification

By signing this agreement, the City certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, the City will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. The City will include this certification as a flow down clause in any contract related to this agreement.

13. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

14.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties.

14.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

14.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

15. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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PRELIMINARY SCHEDULE "I"

Agreement No. 1061162

City of Bemidji

SP 0416-55 (TH 197=072)
Fed. Proj. RAISE 0426 (012)

Preliminary: November 3, 2025

Gading, bituminous & concrete surfacing, ADA improvements, Share Use Path (SUP), roundabouts,
City utilities, lighting construction construction to start approximately January 2026 under
State Contract No. ____ with ____
located on Trunk Highway No. 197 from 1650 feet west of TH 71 to 600 feet east of Hanna Avenue Northwest

CITY COST PARTICIPATION

City Inspected Work Items, SP 0416-55, From Page 2	\$389,294.00	
City Inspected Work Items on Construction Engineering (3%)	11,678.82	
Subtotal - Construction and Construction Engineering		400,972.82
(1) Total City Obligation to be paid with State (IIJA) Funds		\$400,972.82

(1) Amount of advance payment as described in Article 5.1 of the Agreement (estimated amount)

(1) 100% CITY
(P) = PLAN QUANTITY

1061162

ITEM NUMBER	SP 0416-55 - CITY UTILITIES WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2104.502	* REMOVE GATE VALVE & BOX	EACH	4.00	400.00	1,600.00
2104.502	* REMOVE HYDRANT	EACH	2.00	800.00	1,600.00
2104.502	* REMOVE DRAINAGE STRUCTURE	EACH	1.00	1,500.00	1,500.00
2104.503	* REMOVE WATER MAIN	LIN FT	302.00	17.00	5,134.00
2104.503	* REMOVE SEWER PIPE (SANITARY)	LIN FT	243.00	30.00	7,290.00
2503.503	* 12" PVC PIPE SEWER	LIN FT	320.00	100.00	32,000.00
2503.602	* CONNECT TO EXISTING SANITARY SEWER	EACH	2.00	3,000.00	6,000.00
2503.602	* 12" PIPE PLUG	EACH	1.00	500.00	500.00
2503.603	* 20" STEEL CASING PIPE	LIN FT	139.00	550.00	76,450.00
2504.602	* CONNECT TO EXISTING WATER MAIN	EACH	3.00	3,000.00	9,000.00
2504.602	* HYDRANT	EACH	2.00	8,000.00	16,000.00
2504.602	* ADJUST VALVE BOX	EACH	3.00	450.00	1,350.00
2504.602	* 6" GATE VALVE & BOX	EACH	2.00	3,500.00	7,000.00
2504.602	* 8" GATE VALVE & BOX	EACH	3.00	5,000.00	15,000.00
2504.603	* 6" WATERMAIN DUCTILE IRON CL 52	LIN FT	36.00	110.00	3,960.00
2504.603	* 8" WATERMAIN DUCTILE IRON CL 52	LIN FT	493.00	120.00	59,160.00
2504.603	* 20" STEEL CASING PIPE	LIN FT	103.00	550.00	56,650.00
2504.608	* DUCTILE IRON FITTINGS	POUND	2,285.00	20.00	45,700.00
2506.502	* CASTING ASSEMBLY	EACH	4.00	1,100.00	4,400.00
2506.503	* CONST DRAINAGE STRUCTURE DESIGN F	LIN FT	48.00	750.00	36,000.00
2506.602	* ADJUST FRAME & RING CASTING	EACH	3.00	1,000.00	3,000.00
				TOTAL	\$389,294.00
				(1) *100% STATE (IIJA) FUNI	\$389,294.00
				100% CITY	-

CITY OF BEMIDJI

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

RESOLUTION NO. 6602

A RESOLUTION AUTHORIZING COOPERATIVE CONSTRUCTION AGREEMENT WITH MINNESOTA DEPARTMENT OF TRANSPORTATION FOR TRUNK HIGHWAY NO. 197 (Agreement No. 1061162)

IT IS RESOLVED that the City of Bemidji enter into Mn/DOT Agreement No. 1061162 with the State of Minnesota, Department of Transportation for the following purposes:

To Provide for payment by City to the State of the City's share of the costs of the utility construction and other associated construction and provide for maintenance of construction to be performed upon, along and adjacent to Trunk Highway No. 197 from 1650' West of Trunk Highway 71 to 600' East of Hannah Avenue NW within the corporate City limits under State Project No. 0146-55 (TH 197=022)

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

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

Yeas:
Nays:
Absent:

Passed:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CERTIFICATION

State of Minnesota }
 }
County of Beltrami }

I hereby certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Bemidji at an authorized meeting held on the _____ day of December 2025, as shown by the minutes of the meeting in my possession.

Michelle R. Miller
Bemidji City Clerk

*Subscribed and sworn to before me
this _____ day of December, 2025.*

Notary Public

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Approve Sponsoring Agency Resolution - MnDOT Local Road Improvement Program (LRIP) Grant
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

City Engineering staff are applying for a Local Road Improvement Program (LRIP) grant which would provide funding for the reconstruction of Balsam Road NW from Irvine Avenue NW to Trunk Highway 71, see attached exhibit. This is the same funding source used to pave Elliot Road NE back in 2021. The roadway was inherited as part of the last round of annexation (Phase 3) from Northern Township, currently is mostly gravel, and lacks proper engineering approved geometry following its current alignment. Notification of grant award would be in Spring 2026 and staff are applying for 2028 construction to allow time for design, permitting, and potential right of way acquisition.

If the grant is awarded, the grant covers 100% of the eligible construction costs, but the City would be responsible for engineering design, permitting, and any right of way acquisition costs. Staff estimate those non-eligible city costs to be in the \$150,000-\$200,000 range, but is a fraction of the potential \$1,000,000+ grant to cover the road reconstruction costs. These grants are good way to stretch our street renewal funds further.

Recommendation:

It is recommended that the City Council pass a motion to approve the attached resolution for inclusion in the grant application.

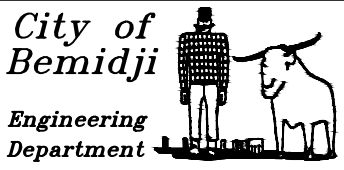


EXHIBIT A

BALSAM RD NW

DATE: 12/8/25 SHEET: 1 of 1

RESOLUTION NO.

A RESOLUTION ACCEPTING RESPONSIBILITY AS THE SPONSORING AGENCY

(MnDOT Local Road Improvement Program – Balsam Rd NW Reconstruction Project)

WHEREAS, the City of Bemidji has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Local Road Improvement; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

NOW THEREFORE, BE IT RESOLVED THAT the City of Bemidji does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper City Officials are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

BE IT FURTHER RESOLVED, that whereas grant funds are being used to participate in the cost of the project, the Minnesota State Transportation Fund grant shall be deposited directly into the agency account and that the records of the City shall so state.

The foregoing resolution was offered by Councilmember _____, and upon due second by Councilmember _____, was passed by the following vote:

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CERTIFICATION

State of Minnesota }
 }
County of Beltrami }

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on _____.

(Seal)

City Clerk

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Approve Resolution Deginating Ward 1 Polling Place
Prepared By: Michelle Miller, City Clerk

Background:

The BSU American Indian Resource Center has been the Ward 1 polling place since 2013 when it was moved from the Trinity Lutheran Church on 29th Street. The location at BSU is no longer available to use as a polling place. The folks at the Northwest Indian Community Development Center have agreed to allow the use of their Gathering Room for the Ward 1 Polling Location.

As we do with the Boys and Girls Club, we will pay for the space pursuant to their policies. Pursuant to Minnesota Statutes, a change of polling place must be done by December 31, 2025. All other polling places remain the same.

Recommendation:

Approve Resolution Deginating Ward 1 Polling Place from the BSU American Indian Resource Center to the Northwest Indian Community Development Center Gathering Room.

RESOLUTION NO.

RESOLUTION DESIGNATING THE NORTHWEST INDIAN COMMUNITY DEVELOPMENT CENTER COMMUNITY ROOM AS THE OFFICIAL POLLING PLACE FOR WARD 1

WHEREAS, Minnesota Statutes Section 204B.16, subd.1, entitled "Polling Places", permits the City by resolution to change the locations of the city polling places; and

WHEREAS, the polling place designated for Ward 1 is no longer available for use as a polling place, and gives rise for the need to change the polling place from the BSU American Indian Resource Center to the Northwest Indian Community Development Center Community Room, 1819 Bemidji Avenue N.

THEREFORE, BE IT RESOLVED that the City of Bemidji, Beltrami County, Minnesota does hereby designate the Northwest Indian Community Development Center Community Room, 1819 Bemidji Avenue N, as the Ward 1 Polling Place.

BE IT FURTHER RESOLVED, that the designation of the new polling place shall become effective the date of this resolution.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested:
Prepared By: Prepared by & Title

Background:

Recommendation:



MEMORANDUM

TO: City Council
FROM: Rich Spiczka, City Manager
DATE: December 15th, 2025
RE: Sanford Center: Change Order 10- Club Bar Drink Rail Base

Background

This is a change order to replace the base on the Club Bar Drink Rail at the Sanford Center. This is part of the storm damage at the Sanford Center and the League of MN Cities Insurance Trust has approved of this work.

Action Requested

Council action approving change order #10 for the Club Bar Drink Rail Base for \$28,768.00 for work to be done by Christiansen Construction.



KRAUS-ANDERSON®
Construction Company

Change Order Request

Project: 2520022-02
 Sanford Center Repairs
 1111 Event Center Drive
 Bemidji, MN 56601

COR # 10.00

Date: 12/4/2025

To: Owner City Of Bemidji
 317 4Th Street Nw
 Bemidji, MN 56601

From: Kraus-Anderson Construction Company
 206 Beltrami Avenue
 Bemidji, MN 56601

PCO # 10 - Club Bar Drink Rail Base

Item #	Description	Vendor	Amount
1	Club Bar Drink Rail Base <i>Christiansen</i>	Christiansen Construction Company, Inc.	\$28,768.00
Total For Change Order			\$28,768.00

Approved By: City Of Bemidji

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: _____

Date: _____

Accepted By:

Signed: _____

Date: _____



Change Order

P.O. Box 456, 2805 Washington Ave SE, Bemidji, MN 56601 | Ph. 218-751-4433 | Darren@christianseninc.com

For: Club Level Drink Rail

Date: 12/1/2025

Includes: Labor & Material

CO# 011

Customer ID: Kraus Anderson

Description	Amount
Fabricate & install new permanent drink rail	\$ 28,768.00
	Total \$28,768.00

Acceptance Of Proposal -Sign & Return 1 Copy

The Above Prices, Conditions, And Specifications Are Satisfactory And Are Hereby Accepted.

You Are Authorized To Do The Work As Specified. Pricing Expires In 30 Days.

SIGNATURE:

DATE:



MEMORANDUM

TO: City Council
FROM: Rich Spiczka, City Manager
DATE: December 15th, 2025
RE: Sanford Center: Change Order 11- Lakeside Meeting Room Walls

Background

This is a change order to replace the Lakeside Meeting Room Wall Coverings at the Sanford Center. This is part of the storm damage at the Sanford Center and the League of MN Cities Insurance Trust has approved of this work.

Action Requested

Council action approving change order #11 for the Lakeside Meeting Room Walls for \$38,389.00 for work to be done by Christiansen Construction.



KRAUS-ANDERSON®
Construction Company

Change Order Request

Project: 2520022-02
 Sanford Center Repairs
 1111 Event Center Drive
 Bemidji, MN 56601

COR # 11.00

Date: 12/4/2025

To: Owner City Of Bemidji
 317 4Th Street Nw
 Bemidji, MN 56601

From: Kraus-Anderson Construction Company
 206 Beltrami Avenue
 Bemidji, MN 56601

PCO # 11 - Lakeside Meeting Room Walls

Item #	Description	Vendor	Amount
1	Lakeside Meeting Room Walls <i>Christiansen</i>	Christiansen Construction Company, Inc.	\$38,389.00
Total For Change Order			\$38,389.00

Approved By: City Of Bemidji

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: _____

Date: _____

Accepted By:

Signed: _____

Date: _____



Proposal Sandford Center Ballroom Repairs

Christiansen Construction Co. Inc.
P.O. Box 456
Bemidji, MN. 56601

Date 12/4/2025

Customer ID KA

For

Krause Anderson
Attn. Sean Lewis

Quotation valid until: 30 Days

Prepared by: Eric Vandermeer

Comments or Special Instructions

Repairs to Lake side ballrooms

Bid Includes:

Labor and Equipment and Materials needed to repair walls. Based off of single mobilization for entire space.

Bid Excludes:

Permits, inspections, testing, bonds. Folding partition walls.

Estimator	Project	Ship Date	F.O.B. Point	Terms
Eric Vandermeer	Sanford Center Ballroom wall repairs			

Quantity	Description	Unit Price	Taxable?	Amount
	General Conditions: Project management, trucks, tools, equipment, 1 mobilization, General Cleaning			
	Floor Protection: Supply and install floor protection for all work areas. Remove at completion.			
	Removals: Remove electrical fixtures and signage to allow for wall covering removal and painting. Remove wall covering from walls (Excludes folding walls and folding wall door).			
	Gypsum: Skim coat all walls where wall covering was removed level 5 finish. Repair damaged areas and cracks in soffits.			
	Paint: Prime and paint walls and soffits. Prep and paint folding wall door only. Excludes folding wall.			
	Cove Base: Supply and install new cove base			
	Reinstall all electrical fixtures and signage, Final Cleaning			

ACCEPTANCE OF PROPOSAL - Sign & Return 1 Copy:
 Accepted. You Are Authorized To Do The Work As Specified.

SIGNATURE: _____ DATE: _____

Subtotal	\$ 38,389.00
Other	
TOTAL	\$ 38,389.00

RESOLUTION NO.

A RESOLUTION ADOPTING THE CITY OF BEMIDJI 2026-2030 CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT PLAN

WHEREAS, the Capital Improvement Program (CIP) is a long-term guide plan (2026-2030) for capital expenditures and equipment replacement in the City of Bemidji; and

WHEREAS, the Bemidji City Council held a public hearing on the Capital Improvement Plan at its regular meeting on December 15, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Bemidji City Council hereby adopts the City of Bemidji 2026 to 2030 Capital Improvement and Equipment Replacement Plan as the official five-year guide plan for the City.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CIP Fund Sources	2026	2027	2028	2029	2030	Total
AT Grant	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Bldg Rental Fees	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Fed/State Grants	\$ 3,600,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ 5,200,000
Go Bonds	\$ -	\$ -	\$ 7,000,000	\$ -	\$ -	\$ 7,000,000
Grant	\$ 590,567	\$ -	\$ -	\$ -	\$ -	\$ 590,567
Levy General Fund	\$ 2,254,000	\$ 537,000	\$ 753,000	\$ 625,000	\$ 646,500	\$ 4,815,500
Levy Sanford Center	\$ 210,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,210,000
Levy Street	\$ 535,000	\$ 535,000	\$ 535,000	\$ 535,000	\$ 535,000	\$ 2,675,000
Liquor Funds	\$ 25,000	\$ 10,000	\$ 25,000	\$ 10,000	\$ 25,000	\$ 95,000
MSA	\$ 800,000	\$ 1,150,000	\$ 61,200	\$ 1,200,000	\$ 1,200,000	\$ 4,411,200
Refuse Fees	\$ 265,000	\$ 30,000	\$ 420,000	\$ 35,000	\$ -	\$ 750,000
Reserves	\$ 60,000	\$ 60,000	\$ 285,000	\$ 60,000	\$ 60,000	\$ 525,000
Sewer Fees	\$ 2,860,000	\$ 5,115,000	\$ 1,690,000	\$ 640,000	\$ 7,155,000	\$ 17,460,000
Sp Assessments	\$ 150,000	\$ 185,000	\$ 210,000	\$ 300,000	\$ 250,000	\$ 1,095,000
Storm Water Fees	\$ 600,000	\$ 1,060,000	\$ 600,000	\$ 850,000	\$ 885,000	\$ 3,995,000
TA Grant	\$ 440,000	\$ -	\$ 244,800	\$ -	\$ -	\$ 684,800
UNFUNDED	\$ 2,000,000	\$ 213,000	\$ 5,288,500	\$ 638,000	\$ 80,000	\$ 8,219,500
User Fees	\$ 147,000	\$ 375,000	\$ 160,000	\$ -	\$ -	\$ 682,000
Water Fees	\$ 2,420,000	\$ 373,000	\$ 1,813,000	\$ 460,000	\$ 715,000	\$ 5,781,000
Grand Total	\$ 16,746,567	\$ 11,493,000	\$ 19,395,500	\$ 5,753,000	\$ 11,801,500	\$ 65,189,567

CIP by Department	2026	2027	2028	2029	2030	Total
Administration						\$ -
Building & Rental	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Election	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Engineering	\$ 10,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 50,000
Finance	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Fire Protection	\$ 1,670,000	\$ -	\$ 35,000	\$ -	\$ -	\$ 1,705,000
GIS	\$ 23,000	\$ -	\$ 23,000	\$ -	\$ 23,000	\$ 69,000
Legal/Prosecution	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Liquor - First City	\$ 10,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ 40,000
Liquor - Lakeview	\$ 15,000	\$ 5,000	\$ 15,000	\$ 5,000	\$ 15,000	\$ 55,000
Parking	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000
Parks & Trails	\$ 310,067	\$ 226,000	\$ 403,500	\$ 638,000	\$ 80,000	\$ 1,657,567
Perm Improvement	\$ 6,860,000	\$ 4,080,000	\$ 2,211,000	\$ 2,995,000	\$ 3,190,000	\$ 19,336,000
Planning & Zoning	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
Police	\$ 230,000	\$ 277,000	\$ 365,000	\$ 350,000	\$ 373,500	\$ 1,595,500
PW Facility	\$ 147,000	\$ 375,000	\$ 160,000	\$ -	\$ -	\$ 682,000
Railroad Corridor	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Res Refuse	\$ 265,000	\$ 30,000	\$ 420,000	\$ 35,000	\$ -	\$ 750,000
Sanford Center	\$ 210,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,210,000
Sewer Line	\$ 1,035,000	\$ 310,000	\$ 4,455,000	\$ 80,000	\$ 255,000	\$ 6,135,000
Storm	\$ 200,000	\$ 660,000	\$ 200,000	\$ 450,000	\$ 485,000	\$ 1,995,000
Street	\$ 335,000	\$ 220,000	\$ 275,000	\$ 275,000	\$ 250,000	\$ 1,355,000
Water	\$ 1,345,000	\$ 298,000	\$ 9,638,000	\$ 210,000	\$ 230,000	\$ 11,721,000
VVWTP	\$ 1,225,000	\$ 4,730,000	\$ 610,000	\$ 310,000	\$ 6,640,000	\$ 13,515,000
Grand Total	\$ 17,196,567	\$ 11,506,000	\$ 19,335,500	\$ 5,603,000	\$ 11,801,500	\$ 65,442,567



City of Bemidji Capital Improvement Plan 2026 - 2030

Dept Name	Project Name/Description	2026	2027	2028	2029	2030	2026-2030 Totals	Where \$ coming from 2026
Finance	Software Upgrades	250,000.00					250,000.00	Levy General Fund
Election	Election Equipment	4,500.00					4,500.00	Levy General Fund
Fire Protection	Engine	1,200,000.00					1,200,000.00	Levy General Fund
Fire Protection	Yavarow Office build out	20,000.00					20,000.00	Levy General Fund
Legal/Prosecution	Integration with PPX LE record system	12,000.00					12,000.00	Levy General Fund
Police	Squad vehicles - equipped	160,000.00	160,000.00	170,000.00	170,000.00	265,000.00	925,000.00	Levy General Fund
Police	Computers	15,000.00	17,000.00	20,000.00	20,000.00	22,000.00	94,000.00	Levy General Fund
Police	BWC Audit	5,000.00		5,000.00		6,500.00	16,500.00	Levy General Fund
Police	Police Bldg Maintenance	50,000.00	25,000.00	20,000.00	160,000.00	80,000.00	335,000.00	Levy General Fund
Parks & Trails	Altoz XC610S mower 2016 rpl	11,500.00					11,500.00	Levy General Fund
Parks & Trails	Bobcat SG 60 stump grinder	12,500.00					12,500.00	Levy General Fund
Parks & Trails	Cameron Trail Project Grant	48,000.00					48,000.00	Levy General Fund
Parks & Trails	Garbage receptacles	15,000.00		15,000.00			30,000.00	Levy General Fund
Parks & Trails	Nymore tennis court resurfacing	27,500.00					27,500.00	Levy General Fund
Parks & Trails	Toro 6040 field groomer	55,000.00					55,000.00	Levy General Fund
Engineering	GPS Tablet	10,000.00					10,000.00	Levy General Fund
GIS	Aerial digital photography	23,000.00		23,000.00		23,000.00	69,000.00	Levy General Fund
Street	Truck & Roll off box	250,000.00					250,000.00	Levy General Fund
Street	Tool Cat	85,000.00					85,000.00	Levy General Fund
Fire Protection	450K renovations through State Grant St 1 dormers	450,000.00					450,000.00	Grant
Parks & Trails	Cameron Trail Project Grant	140,567.00					140,567.00	Grant
Building & Rental	Inspector Vehicle - Used	40,000.00					40,000.00	Bldg Rental Fees
Liquor - First City	Improvements/Repairs	10,000.00	5,000.00	10,000.00	5,000.00	10,000.00	40,000.00	Liquor Funds
Liquor - Lakeview	Improvements/Repairs	15,000.00	5,000.00	15,000.00	5,000.00	15,000.00	55,000.00	Liquor Funds
Perm Improvement	Alley Paving	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	300,000.00	Reserves
Perm Improvement	Annual Street Reconstruction Project 26-01	100,000.00	75,000.00	325,000.00	250,000.00	260,000.00	1,010,000.00	Sewer Fees
Perm Improvement	Annual Street Reconstruction Project	150,000.00	185,000.00	210,000.00	300,000.00	250,000.00	1,095,000.00	Sp Assessments
Perm Improvement	Annual Street Reconstruction Project	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00	2,000,000.00	Storm Water Fees
Perm Improvement	Annual Street Reconstruction Project	535,000.00	535,000.00	535,000.00	535,000.00	535,000.00	2,675,000.00	Levy Street
Perm Improvement	Annual Street Reconstruction Project	575,000.00	75,000.00	375,000.00	250,000.00	485,000.00	1,760,000.00	Water Fees
Perm Improvement	Hannah Ave & MS Drive recon 23-05	3,000,000.00					3,000,000.00	Fed/State Grants
Perm Improvement	Hannah Ave & MS Drive recon 23-05	300,000.00					300,000.00	MSA
Perm Improvement	TH 197 RAISE Grant	600,000.00	600,000.00				1,200,000.00	Fed/State Grants
Perm Improvement	TH 197 RAISE Grant	400,000.00	400,000.00				800,000.00	MSA
Perm Improvement	5th Street Trail 26-03	440,000.00					440,000.00	TA Grant
Perm Improvement	5th Street Trail 26-03	200,000.00					200,000.00	AT Grant
Perm Improvement	5th Street Trail 26-03	100,000.00					100,000.00	MSA
PW Facility	Caulking - Panel Joints	50,000.00					50,000.00	User Fees
PW Facility	Garage doors	10,000.00					10,000.00	User Fees
PW Facility	Interior Flooring & Painting	35,000.00					35,000.00	User Fees
PW Facility	Exterior Painting	20,000.00					20,000.00	User Fees
PW Facility	Vehicle Lifts	32,000.00					32,000.00	User Fees
Railroad Corridor	Watermain Replacement in RR Corridor	500,000.00					500,000.00	Water Fees

Dept Name	Project Name/Description	2026	2027	2028	2029	2030	2026-2030 Totals	Where \$ coming from 2026
Railroad Corridor	San. Sewer Replacement in RR Corridor	500,000.00					500,000.00	Sewer fees
Railroad Corridor	Rail Corridor Project	2,000,000.00					2,000,000.00	UNFUNDED
Res Refuse	Hook Truck replacement	190,000.00					190,000.00	Refuse Fees
Res Refuse	Curbside recycling Feasibility Study	75,000.00					75,000.00	Refuse Fees
Sanford Center	Sanford Center	210,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,210,000.00	Levy General Fund
Sewer Line	Slip lining clay tile	160,000.00		175,000.00		175,000.00	510,000.00	Sewer Fees
Sewer Line	Lift Station Refurbishment	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	400,000.00	Sewer Fees
Sewer Line	College Lift Station Replacement	600,000.00					600,000.00	Sewer Fees
Water	Water & Truck Tank	65,000.00					65,000.00	Water Fees
Sewer Line	Water & Truck Tank	195,000.00					195,000.00	Sewer fees
Storm	Storm water system repairs	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	1,000,000.00	Storm Water Fees
Water	Lead & Copper issues	20,000.00	20,000.00	20,000.00	20,000.00		80,000.00	Water Fees
Water	Replace WTP Media	500,000.00		500,000.00			1,000,000.00	Water Fees
Water	Well Refurbishment & VFD	80,000.00	40,000.00	40,000.00	40,000.00	40,000.00	240,000.00	Water Fees
Water	Comp Plan Update	50,000.00					50,000.00	Water Fees
Water	Water Tower Maint	30,000.00		30,000.00		30,000.00	90,000.00	Water Fees
Water	15th Street Riser Pipe retro fit	200,000.00					200,000.00	Water Fees
Water	15th Street Water Tower Valve Replacement	200,000.00					200,000.00	Water Fees
Water	Pickup 3/4 Ton 4x4	65,000.00					65,000.00	Water Fees
Water	Fire Hydrants	25,000.00	28,000.00	28,000.00	30,000.00	30,000.00	141,000.00	Water Fees
Water	Change out old water meters	100,000.00	100,000.00	120,000.00	120,000.00	120,000.00	560,000.00	Water Fees
Water	Mower Attachment	10,000.00					10,000.00	Water Fees
WWTP	Controls and Upgrades	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	300,000.00	Sewer Fees
WWTP	DAF Removal project 25-03	250,000.00					250,000.00	Sewer Fees
WWTP	Roof Replacement	200,000.00		200,000.00			400,000.00	Sewer Fees
WWTP	Preliminary Bldg Electrical upgrades	300,000.00					300,000.00	Sewer Fees
WWTP	Pump Replacement	120,000.00	160,000.00				280,000.00	Sewer Fees
WWTP	3/4 ton pickup with plow	65,000.00					65,000.00	Sewer Fees
WWTP	Primary Digester Cover Repari	30,000.00					30,000.00	Sewer Fees
WWTP	Digester Sludge Pump Replacement	200,000.00					200,000.00	Sewer Fees
Administration	Lake Bemidji North Extension						0.00	UNFUNDED
Administration	Lake Bemidji North Extension						0.00	UNFUNDED
Engineering	Pickup		40,000.00				40,000.00	Levy General Fund
Fire Protection	Station Two Upgrade			35,000.00			35,000.00	Levy General Fund
Parking	Parking Lot # 4			150,000.00			150,000.00	Reserves
Parking	Parking Lot # 5			75,000.00			75,000.00	Reserves
Parks & Trails	Neilson Reise Exterior						0.00	UNFUNDED
Parks & Trails	Park Restoration						0.00	UNFUNDED
Parks & Trails	96" Toro rpl 2024			45,000.00			45,000.00	UNFUNDED
Parks & Trails	Algoma Project (joing project) grants				150,000.00		150,000.00	UNFUNDED
Parks & Trails	Altoz XP660HD Mower 2017 repl		12,500.00				12,500.00	UNFUNDED
Parks & Trails	BOBCAT 720 rpl 2000		45,000.00				45,000.00	UNFUNDED
Parks & Trails	Bobcat Tool Cat 5600 + bkt rpl 2020				55,000.00		55,000.00	UNFUNDED
Parks & Trails	Boss Plow rpl 2017		7,500.00				7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2018			7,500.00			7,500.00	UNFUNDED
Parks & Trails	Boss plow rpl 2019				8,000.00		8,000.00	UNFUNDED

Dept Name	Project Name/Description	2026	2027	2028	2029	2030	2026-2030 Totals	Where \$ coming from 2026
Parks & Trails	Diamond Point Water /Drink station		13,000.00				13,000.00	OPC Fund
Parks & Trails	Library Park Bottle Filler		13,000.00				13,000.00	UNFUNDED
Parks & Trails	Library Park Irrigation			15,000.00			15,000.00	UNFUNDED
Parks & Trails	Nymore Playground			195,000.00			195,000.00	UNFUNDED
Parks & Trails	Otto Schmunk -shade/tables/scaping			25,000.00			25,000.00	UNFUNDED
Parks & Trails	Outdoor Rec-Brinkman trails/parking					80,000.00	80,000.00	UNFUNDED
Parks & Trails	Paul Bunyan Park Lg Shade/Event Strtr				400,000.00		400,000.00	UNFUNDED
Parks & Trails	RAM 1500 TRUCK (w/plow mts) rpl 215		50,000.00				50,000.00	UNFUNDED
Parks & Trails	Sand Pro 3040 rpl 2015				25,000.00		25,000.00	UNFUNDED
Parks & Trails	SIERRA 2500HD w/plow mts rpl 2018			55,000.00			55,000.00	UNFUNDED
Parks & Trails	South Shore Shade Structure - Beach			21,000.00			21,000.00	UNFUNDED
Parks & Trails	Trail Sealcoating		25,000.00	25,000.00			50,000.00	UNFUNDED
Parks & Trails	SIERRA WT 4WD w/plow mts rpl 2016		60,000.00				60,000.00	UNFUNDED
Perm Improvement	Annual Street Reconstruction Project		1,000,000.00				1,000,000.00	Fed/State Grants
Perm Improvement	Annual Street Reconstruction Project		750,000.00		1,200,000.00	1,200,000.00	3,150,000.00	MSA
Perm Improvement	15th Street Trail			244,800.00			244,800.00	TA Grant
Perm Improvement	15th Street Trail			61,200.00			61,200.00	MSA
Planning & Zoning	Replacment Vehicle			40,000.00			40,000.00	Levy General Fund
Police	Detective SUV		75,000.00	75,000.00			150,000.00	Levy General Fund
Police	Admin Vehicle			75,000.00			75,000.00	Levy General Fund
PW Facility	D/X cooling replacement			60,000.00			60,000.00	User Fees
PW Facility	Parking Lot/Entrance Road Bituminous		100,000.00	100,000.00			200,000.00	User Fees
PW Facility	Water Heater		10,000.00				10,000.00	User Fees
PW Facility	Locker room upgrades		130,000.00				130,000.00	User Fees
PW Facility	Parks Office renovations		75,000.00				75,000.00	User Fees
PW Facility	Breakroom Remodel		60,000.00				60,000.00	User Fees
Res Refuse	Auto loader Refuse Truck			420,000.00			420,000.00	Refuse Fees
Res Refuse	Canister replacement		30,000.00		35,000.00		65,000.00	Refuse Fees
Street	Downtown Reconstruction Study		150,000.00				150,000.00	Levy General Fund
Street	Single Axle snowplow			275,000.00			275,000.00	Levy General Fund
Street	Pickup Truck (4x4) w/plow		70,000.00				70,000.00	Levy General Fund
Street	644 Loader				275,000.00		275,000.00	Levy General Fund
Street	444 Loader					250,000.00	250,000.00	Levy General Fund
Sewer Line	Generator		90,000.00				90,000.00	Sewer Fees
Water	Old High School site utilities		60,000.00				60,000.00	Water Fees
Sewer Line	Old High School site utilities		90,000.00				90,000.00	Sewer fees
Sewer Line	Dewatering Equipment		50,000.00				50,000.00	Sewer fees
Sewer Line	W/S 5th St to airport on adams ave			2,000,000.00			2,000,000.00	Go Bonds
Sewer Line	W/S 15th St to Adams to Middle School Dr.			500,000.00			500,000.00	Sewer fees
Sewer Line	W/S Lakewood Drive from Bemidji Ave. to HWY 71			1,700,000.00			1,700,000.00	UNFUNDED
Storm	Sweeper					285,000.00	285,000.00	Storm Water Fees
Storm	Backhoe for Storm water		160,000.00				160,000.00	Storm Water Fees
Storm	Water Truck				250,000.00		250,000.00	Storm Water Fees
Storm	Phosphorus Treatment		50,000.00				50,000.00	Storm Water Fees
Storm	Spruce Street NW Storm Sewer Rpl		250,000.00				250,000.00	Storm Water Fees
Water	W/S 5th St to airport on adams ave			5,000,000.00			5,000,000.00	Go Bonds

Dept Name	Project Name/Description	2026	2027	2028	2029	2030	2026-2030 Totals	Where \$ coming from 2026
Water	W/S 15th St to Adams to Middle School Dr.			1,500,000.00			1,500,000.00	UNFUNDED
Water	W/S Lakewood Drive from Bemidji Ave. to HWY 71			1,700,000.00			1,700,000.00	UNFUNDED
Water	Airport PA # 3 water main loop			700,000.00			700,000.00	Water Fees
Water	Leak Detection Equipment					10,000.00	10,000.00	Water Fees
Water	Dewatering Equipment		50,000.00				50,000.00	Water Fees
WWTP	Primary Clarifier reconstruction		4,000,000.00				4,000,000.00	Sewer Fees
WWTP	Preliminary Bldg Makeup Air Unit (MAU)		240,000.00				240,000.00	Sewer Fees
WWTP	Sludge Storage Tank With Mixer					6,500,000.00	6,500,000.00	Sewer Fees
WWTP	Chemical Feed Room Improvements		100,000.00				100,000.00	Sewer Fees
WWTP	Biosolids application vehicle			350,000.00			350,000.00	Sewer Fees
WWTP	Exterior Building Repair WWTP		170,000.00				170,000.00	Sewer Fees
WWTP	Standby Generator & Switchgear rpl				250,000.00		250,000.00	Sewer Fees
WWTP	1/2 Ton Pick-up					50,000.00	50,000.00	Sewer Fees
WWTP	Refridgerated Samplers					30,000.00	30,000.00	Sewer Fees
	Totals	17,196,567.00	11,506,000.00	19,395,500.00	5,753,000.00	11,801,500.00	65,202,567.00	

RESOLUTION NO.

A RESOLUTION ADOPTING THE SANFORD CENTER 2026-2030 CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT PLAN

WHEREAS, the Capital Improvement Program (CIP) is a long-term guide plan (2026-2030) for capital expenditures and equipment replacement for the Sanford Center of Bemidji; and

WHEREAS, the Bemidji City Council held a public hearing on the Capital Improvement Plan at its regular meeting on December 15, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Bemidji City Council hereby adopts the Sanford Center 2026 to 2030 Capital Improvement and Equipment Replacement Plan as the five-year guide plan for the Sanford Center.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

2026-2030 Sanford Center Capital Improvement Plan

Expenditure Items	Total 2026 to 2030	2026	2027	2028	2029	2030
Administrative Offices						
Payroll System, Time Management	\$ 17,000.00	\$ 7,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
Admin Computers/Switch Infrastructure	\$ 160,000.00	\$ 25,000.00	\$ 115,000.00	\$ 15,000.00	\$ 5,000.00	\$ -
Basketball Floor	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -
BUILDING, EXTERIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt, Parking Lots	\$ 2,365,000.00	\$ 670,000.00	\$ -	\$ -	\$ -	\$ 1,695,000.00
Masonry, Repair/Landscaping	\$ 390,000.00	\$ 270,000.00	\$ 45,000.00	\$ 15,000.00	\$ 15,000.00	\$ 45,000.00
Roof Flat	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Windows	\$ 45,000.00	\$ 30,000.00	\$ -	\$ 15,000.00	\$ -	\$ -
BUILDING, INTERIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flooring	\$ 430,000.00	\$ 335,000.00	\$ 20,000.00	\$ 75,000.00	\$ -	\$ -
Interior Finishes	\$ 710,000.00	\$ 370,000.00	\$ 75,000.00	\$ 200,000.00	\$ 20,000.00	\$ 45,000.00
BSU WING/Office/Locker Rooms/Hallways/Green Room	\$ 222,500.00	\$ 130,000.00	\$ 20,000.00	\$ 65,000.00	\$ 7,500.00	\$ -
Electrical/AV/Sound/Technology Systems/Security Systems	\$ 1,123,000.00	\$ 125,000.00	\$ 100,000.00	\$ 300,000.00	\$ 35,000.00	\$ 563,000.00
Utility Vehicles	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
Hockey Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Condenser & Chillers	\$ 230,000.00	\$ 65,000.00	\$ 15,000.00	\$ 150,000.00	\$ -	\$ -
Dashboards & Plexiglas	\$ 270,000.00	\$ 25,000.00	\$ 225,000.00	\$ 15,000.00	\$ 5,000.00	\$ -
ProDeck Cover	\$ 92,000.00	\$ 27,000.00	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 50,000.00
Ice Floor	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -
ZamBoni	\$ 66,000.00	\$ 37,000.00	\$ 14,000.00	\$ 15,000.00	\$ -	\$ -
Ice Resurface Equipment	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
Interior Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Upgrades	\$ 22,000.00	\$ -	\$ 12,000.00	\$ 10,000.00	\$ -	\$ -
Furniture/Tables/Chairs/Ect.	\$ 367,500.00	\$ 140,000.00	\$ 20,000.00	\$ 60,000.00	\$ -	\$ 147,500.00
Seating	\$ 935,000.00	\$ 325,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 600,000.00
Suite Improvements	\$ 325,000.00	\$ 250,000.00	\$ 10,000.00	\$ 15,000.00	\$ -	\$ 50,000.00
Mechanical systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Air Handlers/Controls systems	\$ 135,000.00	\$ 75,000.00	\$ 45,000.00	\$ 15,000.00	\$ -	\$ -
Boilers/Water Heaters	\$ 95,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 85,000.00
Chilled Water Pumps	\$ 62,500.00	\$ 30,000.00	\$ 22,500.00	\$ 10,000.00	\$ -	\$ -
Chillers	\$ 90,000.00	\$ 45,000.00	\$ 30,000.00	\$ -	\$ 15,000.00	\$ -
Condensate Pumps	\$ 80,000.00	\$ 50,000.00	\$ -	\$ 30,000.00	\$ -	\$ -
Condenser Water Pumps	\$ 75,000.00	\$ 52,500.00	\$ 22,500.00	\$ -	\$ -	\$ -
Condensers	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -
Cooling Towers	\$ 595,000.00	\$ 70,000.00	\$ -	\$ 25,000.00	\$ -	\$ 500,000.00
Exhaust Fans	\$ 110,000.00	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 5,000.00	\$ 60,000.00
Glycol/ Water Pumps	\$ 85,000.00	\$ 55,000.00	\$ -	\$ 30,000.00	\$ -	\$ -
Heating Water Pumps	\$ 115,000.00	\$ 35,000.00	\$ -	\$ 20,000.00	\$ -	\$ 60,000.00
Video Signage/Stationary Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signage	\$ 95,000.00	\$ 25,000.00	\$ 15,000.00	\$ 10,000.00	\$ -	\$ 45,000.00
Outside Marquee/Jumbotron	\$ 950,000.00	\$ 825,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00	\$ -
Operations Equipment	\$ 168,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00	\$ 58,000.00	\$ 40,000.00
Concession Equipment	\$ 555,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 75,000.00	\$ 400,000.00
Catering/Kitchen Equipment	\$ 300,000.00	\$ 75,000.00	\$ 50,000.00	\$ 25,000.00	\$ 125,000.00	\$ 25,000.00
Grand Total	\$ 11,520,500.00	\$ 4,296,000.00	\$ 1,043,500.00	\$ 1,220,000.00	\$ 525,500.00	\$ 4,435,500.00

Yearly Average
\$ 2,304,100.00

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Final 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 final 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 15, 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. 225, 3rd SERIES: Ordinance Amending City Code Chapter 12 - Cannabis Business Registration. This Ordinance was approved by the City Council on Monday, December 15, 2025. This Ordinance shall become effective immediately upon passage and publication. 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 15, 2025
Action Requested: Conduct Final 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 final 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 COUNCIL AGENDA ITEM



Meeting Date: December 15, 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. 226, 3rd SERIES: Ordinance Amending Fee Schedule Related to Cannabis and Hemp Business Registration. This Ordinance was approved by the City Council on Monday, December 15, 2025. This Ordinance shall become effective immediately upon passage and publication. 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.

The Sanford Center
2026 Operating Budget

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Event Income													
Direct Event Income													
Rental Income	109,105.00	98,129.00	25,725.00	38,725.00	45,865.00	17,400.00	18,300.00	9,800.00	20,300.00	79,795.00	64,940.00	85,610.00	613,694.00
Service Income	131,448.00	76,589.00	92,048.00	86,304.00	61,713.00	62,518.00	48,744.00	25,635.00	96,609.00	154,852.00	89,509.00	77,675.00	1,003,644.00
Service Expenses	(116,291.00)	(73,757.00)	(47,219.00)	(38,775.00)	(41,879.00)	(47,172.00)	(31,125.00)	(7,484.00)	(59,192.00)	(96,750.00)	(49,990.00)	(78,411.00)	(688,045.00)
Total Direct Event Income	124,262.00	100,961.00	70,554.00	86,254.00	65,699.00	32,746.00	35,919.00	27,951.00	57,717.00	137,897.00	104,459.00	84,874.00	929,293.00
Ancillary Income													
F & B Concessions	83,100.00	43,100.00	13,340.00	14,250.00	4,950.00	11,180.00	1,000.00	2,250.00	11,200.00	50,200.00	25,500.00	41,551.00	301,621.00
F & B Catering	36,931.00	34,169.00	42,450.00	62,527.00	28,162.00	27,681.00	28,115.00	28,865.00	46,650.00	45,340.00	35,000.00	31,975.00	447,865.00
Novelty Sales	500.00	-	2,500.00	-	-	2,500.00	1,250.00	-	2,500.00	2,500.00	-	-	11,750.00
Total Ancillary Income	120,531.00	77,269.00	58,290.00	76,777.00	33,112.00	41,361.00	30,365.00	31,115.00	60,350.00	98,040.00	60,500.00	73,526.00	761,236.00
Other Event Income													
Other Event Related Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Luxury Box Ticket Sales	7,200.00	7,200.00	4,000.00	-	-	3,200.00	-	-	3,200.00	10,400.00	5,400.00	5,400.00	46,000.00
Club Seat Ticket Sales	1,500.00	1,200.00	2,000.00	-	-	1,000.00	-	-	1,000.00	2,200.00	900.00	900.00	10,700.00
Event Advertising Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Ticket Rebates (Per Event)	14,450.00	6,900.00	1,800.00	-	-	2,000.00	-	-	2,300.00	7,750.00	3,250.00	6,000.00	44,450.00
Facility Fees	36,000.00	24,000.00	8,500.00	-	-	8,000.00	-	-	8,000.00	40,000.00	20,800.00	19,500.00	164,800.00
Total Other Event Income	59,150.00	39,300.00	16,300.00	-	-	14,200.00	-	-	14,500.00	60,350.00	30,350.00	31,800.00	265,950.00
Total Event Income	303,943.00	217,530.00	145,144.00	163,031.00	98,811.00	88,307.00	66,284.00	59,066.00	132,567.00	296,287.00	195,309.00	190,200.00	1,956,479.00
Other Operating Income	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	48,750.00	599,000.00
Adjusted Gross Income	352,693.00	266,280.00	193,894.00	211,781.00	147,561.00	137,057.00	115,034.00	107,816.00	181,317.00	345,037.00	244,059.00	238,950.00	2,555,479.00
Operating Expenses													
Employee Salaries and Wages	154,114.00	105,239.00	105,239.00	105,239.00	105,239.00	105,239.00	154,114.00	105,239.00	105,239.00	105,239.00	105,239.00	105,236.00	1,360,615.00
Benefits	46,634.00	32,021.00	32,021.00	32,021.00	32,021.00	32,021.00	46,634.00	32,021.00	32,021.00	32,021.00	32,021.00	32,024.00	413,481.00
Less: Event Labor Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Employee Wages and Benefits	200,748.00	137,260.00	137,260.00	137,260.00	137,260.00	137,260.00	200,748.00	137,260.00	137,260.00	137,260.00	137,260.00	137,260.00	1,774,096.00
Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-	-
General and Administrative	19,323.00	19,323.00	19,323.00	19,323.00	19,323.00	19,323.00	19,323.00	19,323.00	19,323.00	20,323.00	19,323.00	19,287.00	232,840.00
Operations	13,663.00	13,913.00	13,663.00	4,663.00	7,413.00	4,663.00	5,863.00	4,913.00	4,663.00	6,663.00	13,913.00	13,657.00	107,650.00
Repair & Maintenance	11,005.00	8,504.00	8,504.00	14,980.00	9,775.00	17,377.00	10,880.00	16,504.00	15,500.00	11,005.00	8,504.00	8,512.00	141,050.00
Supplies	4,443.00	4,443.00	4,443.00	4,443.00	6,443.00	4,443.00	4,443.00	6,943.00	4,443.00	10,443.00	4,443.00	4,427.00	63,800.00
Insurance	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	16,625.00	199,500.00
Utilities	48,417.00	52,417.00	41,717.00	27,417.00	25,417.00	18,917.00	18,917.00	35,417.00	42,417.00	47,117.00	48,417.00	48,413.00	455,000.00
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
SMG Management Fees	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,927.00	10,930.00	131,127.00
Total Operating Expenses	325,151.00	263,412.00	252,462.00	235,638.00	233,183.00	229,535.00	287,726.00	247,912.00	251,158.00	260,363.00	259,412.00	259,111.00	3,105,063.00
Net Income (Loss) From Operations	27,542.00	2,868.00	(58,568.00)	(23,857.00)	(85,622.00)	(92,478.00)	(172,692.00)	(140,096.00)	(69,841.00)	84,674.00	(15,353.00)	(20,161.00)	(549,584.00)
Other Income (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income After Other Income (Expenses)	27,542.00	2,868.00	(58,568.00)	(23,857.00)	(85,622.00)	(92,478.00)	(172,692.00)	(140,096.00)	(69,841.00)	84,674.00	(15,353.00)	(20,161.00)	(549,584.00)



12/15/2025

2026 LEVY OPTIONS

		Option 1	Option 2	Option 3	Option 4
Levy Over Prior Year (% point is \$84,501)	% Increase \$ Increase	0.0% \$ -	4.0% \$ 338,005	5.0% \$ 422,506	6.0% \$ 507,007
City Tax Capacity	\$ 19,033,237				
City Tax Rate %		44.40%	46.17%	46.62%	47.06%
Property Tax Levy					
	Total	\$ 8,450,114	\$ 8,788,119	\$ 8,872,620	\$ 8,957,121
	General Fund	\$ 7,379,014	\$ 7,717,019	\$ 7,801,520	\$ 7,886,021
	Sanford Center	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
	Streets	\$ 535,000	\$ 535,000	\$ 535,000	\$ 535,000
	Bonds	\$ 275,100	\$ 275,100	\$ 275,100	\$ 275,100
	TIF	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000
General Fund Revenue					
	Property Taxes	\$ 7,379,014	\$ 7,717,019	\$ 7,801,520	\$ 7,886,021
	Other Revenues	\$ 8,646,524	\$ 8,646,524	\$ 8,646,524	\$ 8,646,524
	Transfers	\$ 4,210,000	\$ 4,210,000	\$ 4,210,000	\$ 4,210,000
	Total General Fund Revenue	\$ 20,235,538	\$ 20,573,543	\$ 20,658,044	\$ 20,742,545
General Fund Expenses					
	Capital Exp	\$ 17,897,978	\$ 17,897,978	\$ 17,897,978	\$ 17,897,978
	Total General Fund Revenue	\$ 20,742,545	\$ 20,742,545	\$ 20,742,545	\$ 20,742,545
Loss of Funding in Contingencies					
		\$ 200,000	\$ 169,002	\$ 84,501	\$ -

RESOLUTION NO.

A RESOLUTION APPROVING FINAL 2025 TAX LEVY COLLECTIBLE IN 2026

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, COUNTY OF BELTRAMI, MINNESOTA, that the following sums of money be levied for the current year, collectible in 2026, upon the taxable property in the said City of Bemidji, for the following purposes:

General Fund	\$7,886,021
Sanford Center Capital Replacement	\$ 210,000
Street Improvements	\$ 535,000
TIF Debt Service	\$ 51,000
2007 G.O. Bonds Public Works Facility	<u>\$ 275,100</u>
Total All Levies	\$8,957,121

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Beltrami County, Minnesota.

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

Yeas:

Nays:

Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CERTIFICATION

State of Minnesota }
 }
County of Beltrami }

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on _____.

(Seal)

City Clerk



	Revenue Budget 2025	Revenue Budget 2026	Revenue Amount Change	
Revenues				
Property Taxes (6% Levy)	\$ 7,404,029	\$ 7,886,021	\$ 481,992	
Other Taxes & Assessments	\$ 1,620,300	\$ 1,300,000	\$ (320,300)	
Licenses & Permits	\$ 146,200	\$ 306,059	\$ 159,859	
State Aid & Grants - LGA	\$ 4,777,187	\$ 4,788,318	\$ 11,131	
Other revenue	\$ 229,090	\$ 1,036,000	\$ 806,910	
Fire Revenue	\$ 735,000	\$ 844,672	\$ 109,672	
Fines & Fees	\$ 170,196	\$ 371,475	\$ 201,279	
Transfers	\$ 2,927,332	\$ 4,210,000	\$ 1,282,668	
Total Revenue	\$ 18,009,334	\$ 20,742,545	\$ 2,733,211	
Expenses				
	Expenses Budget 2025	Expenses Budget 2026	Expenses Amount Change	CIP
Administration	\$ 630,112	\$ 606,799	\$ (23,313)	
Assessing	\$ 138,000	\$ 140,000	\$ 2,000	
Contingencies	\$ 225,000	\$ 275,000	\$ 50,000	
Economic Development	\$ 30,000	\$ 30,000	\$ -	
Election	\$ 4,450	\$ 15,650	\$ 11,200	\$ 4,500
Engineering & PW Admin	\$ 657,424	\$ 705,654	\$ 48,230	\$ 10,000
Finance	\$ 718,457	\$ 754,183	\$ 35,726	\$ 250,000
Fire & Emergency	\$ 2,039,063	\$ 2,308,744	\$ 269,681	\$ 1,670,000
GIS	\$ 165,256	\$ 164,977	\$ (279)	\$ 23,000
legal	\$ 803,919	\$ 835,358	\$ 31,439	\$ 12,000
Library	\$ 239,275	\$ 245,850	\$ 6,575	
Mayor & Council	\$ 176,690	\$ 178,783	\$ 2,093	
Parks & Trails	\$ 1,348,059	\$ 1,445,352	\$ 97,293	\$ 310,067
Planning & Zoning	\$ 481,303	\$ 627,446	\$ 146,143	
Police	\$ 6,241,038	\$ 6,807,874	\$ 566,836	\$ 230,000
Recreation	\$ 651,306	\$ 275,550	\$ (375,756)	
Sanford Center	\$ 350,000	\$ 350,000	\$ -	
Streets	\$ 1,756,381	\$ 1,774,757	\$ 18,376	\$ 335,000
Technology Services	\$ 175,000	\$ 185,000	\$ 10,000	
Transfers	\$ 166,000	\$ 171,000	\$ 5,000	
Operating Expenses	\$ 16,996,733	\$ 17,897,978	\$ 901,245	\$ 2,844,567
Operating Expenses with CIP		\$ 20,742,545		



	Revenue Budget 2026	Expenses Budget 2026	Variance Budget 2026	CIP
General Fund				
101 General Fund Total	\$ 20,742,545	\$ 20,742,545	\$ (0)	\$ 2,844,567
	\$ 20,742,545	\$ 20,742,545		\$ 2,844,567
SPECIAL REVENUE				
Grants & Construction				
103 Building & Rental	\$ 655,000	\$ 615,405	\$ 39,595	\$ 240,000
200 Northern Township Annexation	\$ -	\$ 200,000	\$ (200,000)	
201 City Hall/Fire Station/Bank Prop	\$ 12,000	\$ 11,750	\$ 250	
202 Railroad Corr Redevelopment	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 3,000,000
204 Development Fund	\$ 43,500	\$ -	\$ 43,500	
206 Stratacor Project	\$ 1,358	\$ -	\$ 1,358	
208 Program Income	\$ 150	\$ -	\$ 150	
209 DUI Penalty Assessment	\$ 23,000	\$ 23,000	\$ -	
212 Police Canine Program	\$ 5,000	\$ 5,000	\$ -	
214 PEG Cable Fee	\$ 8,400	\$ -	\$ 8,400	
220 Parking Development & Maint	\$ 6,000	\$ 5,000	\$ 1,000	
222 Carnegie Library Restoration	\$ 30,450	\$ 30,900	\$ (450)	
224 OPC Rent Fund	\$ 2,500	\$ -	\$ 2,500	
225 Firemen's Relief	\$ 352,000	\$ 352,000	\$ -	
226 Permanent Improvement	\$ 7,098,075	\$ 6,893,800	\$ 204,275	\$ 6,870,000
230 Parkland Dedication	\$ 2,750	\$ -	\$ 2,750	
233 Tourist Information Center	\$ 65,500	\$ 48,500	\$ 17,000	
615 Arena	\$ 1,850	\$ 30,200	\$ (28,350)	
701 Central Services	\$ 854,600	\$ 610,793	\$ 243,807	\$ 147,000
Special Fund Totals	\$ 12,162,133	\$ 11,826,348	\$ 335,785	\$ 10,257,000
DEBT SERVICE				
Bond Principal & Interest				
306 2007 GO Bonds	\$ 295,100	\$ 275,100	\$ 20,000	
384 TIF University Heights	\$ 18,500	\$ 18,500	\$ -	
385 Mountain View Meadows	\$ 32,500	\$ 32,500	\$ -	
512 Energy Savings Project	\$ 180,000	\$ 171,454	\$ 8,546	
520 2008 Improvement Bonds	\$ 167,000	\$ 167,000	\$ -	
Debt Service Fund Totals	\$ 693,100	\$ 664,554	\$ 28,546	\$ -
ENTERPRISE				
Business Like Activities				
601 WaterSewer	\$ 6,959,300	\$ 16,691,238	\$ (9,731,938)	\$ 3,405,000
602 Storm Water	\$ 1,140,000	\$ 873,378	\$ 266,622	\$ 200,000
603 Refuse	\$ 690,000	\$ 656,012	\$ 33,988	\$ 265,000
604 SE Shore Development	\$ 3,230,000	\$ 3,172,663	\$ 57,338	\$ 210,000
609 Liquor	\$ 8,020,000	\$ 7,816,847	\$ 203,153	\$ 272,000
Enterprise Fund Totals	\$ 20,039,300	\$ 29,210,137	\$ (9,170,837)	\$ 4,352,000
Totals	53,637,078	62,443,584	(8,806,506)	\$ 17,453,567

Transfers are included within the numbers on this sheet.

RESOLUTION NO.

A RESOLUTION ADOPTING THE 2026 BUDGET

WHEREAS, the City Charter of the City of Bemidji provides that the City Manager shall prepare the estimates of the annual budget, and that such budget shall set forth expenditures and revenues of the city in detail, and that proper public hearing on the budget be scheduled.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEMIDJI, MINNESOTA, that the budget for Fiscal Year 2026, as approved by the City Council, showing total revenue and expenditures as follows, is hereby adopted:

CITY OF BEMIDJI 2026 BUDGETED REVENUE AND EXPENSES



	Revenue Budget 2026	Expenses Budget 2026	Variance Budget 2026	CIP
General Fund				
101 General Fund Total	\$ 20,742,545	\$ 20,742,545	\$ (0)	\$ 2,844,567
	\$ 20,742,545	\$ 20,742,545		\$ 2,844,567
SPECIAL REVENUE				
Grants & Construction				
103 Building & Rental	\$ 655,000	\$ 615,405	\$ 39,595	\$ 240,000
200 Northern Township Annexation	\$ -	\$ 200,000	\$ (200,000)	
201 City Hall/Fire Station/Bank Prop	\$ 12,000	\$ 11,750	\$ 250	
202 Railroad Corr Redevelopment	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 3,000,000
204 Development Fund	\$ 43,500	\$ -	\$ 43,500	
206 Stratacor Project	\$ 1,358	\$ -	\$ 1,358	
208 Program Income	\$ 150	\$ -	\$ 150	
209 DUI Penalty Assessment	\$ 23,000	\$ 23,000	\$ -	
212 Police Canine Program	\$ 5,000	\$ 5,000	\$ -	
214 PEG Cable Fee	\$ 8,400	\$ -	\$ 8,400	
220 Parking Development & Maint	\$ 6,000	\$ 5,000	\$ 1,000	
222 Carnegie Library Restoration	\$ 30,450	\$ 30,900	\$ (450)	
224 OPC Rent Fund	\$ 2,500	\$ -	\$ 2,500	
225 Firemen's Relief	\$ 352,000	\$ 352,000	\$ -	
226 Permanent Improvement	\$ 7,098,075	\$ 6,893,800	\$ 204,275	\$ 6,870,000
230 Parkland Dedication	\$ 2,750	\$ -	\$ 2,750	
233 Tourist Information Center	\$ 65,500	\$ 48,500	\$ 17,000	
615 Arena	\$ 1,850	\$ 30,200	\$ (28,350)	
701 Central Services	\$ 854,600	\$ 610,793	\$ 243,807	\$ 147,000
Special Fund Totals	\$ 12,162,133	\$ 11,826,348	\$ 335,785	\$ 10,257,000
DEBT SERVICE				
Bond Principal & Interest				
306 2007 GO Bonds	\$ 295,100	\$ 275,100	\$ 20,000	
384 TIF University Heights	\$ 18,500	\$ 18,500	\$ -	
385 Mountain View Meadows	\$ 32,500	\$ 32,500	\$ -	
512 Energy Savings Project	\$ 180,000	\$ 171,454	\$ 8,546	
520 2008 Improvement Bonds	\$ 167,000	\$ 167,000	\$ -	
Debt Service Fund Totals	\$ 693,100	\$ 664,554	\$ 28,546	\$ -
ENTERPRISE				
Business Like Activities				
601 WaterSewer	\$ 6,959,300	\$ 16,691,238	\$ (9,731,938)	\$ 3,405,000
602 Storm Water	\$ 1,140,000	\$ 873,378	\$ 266,622	\$ 200,000
603 Refuse	\$ 690,000	\$ 656,012	\$ 33,988	\$ 265,000
604 SE Shore Development	\$ 3,230,000	\$ 3,172,663	\$ 57,338	\$ 210,000
609 Liquor	\$ 8,020,000	\$ 7,816,847	\$ 203,153	\$ 272,000
Enterprise Fund Totals	\$ 20,039,300	\$ 29,210,137	\$ (9,170,837)	\$ 4,352,000
Totals	53,637,078	62,443,584	(8,806,506)	\$ 17,453,567

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

Yeas:

Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: 2026 Street Renewal Project - Consider Approving Feasibility Report - City Project 26-01
Prepared By: Samuel C. Anderson City Engineer/DPW

Background:

A resolution was approved by the City Council on October 20th, 2025 authorizing the preparation of a feasibility report on the proposed 2026 Street Renewal Project. Using a combination of city tax levy, utility funds and assessments this project will reconstruct approximately 0.6 miles of city street. City staff have completed the attached feasibility report for the project and the next step in the Chapter 429 assessment process is to have the Council accept the report and set the public hearing date.

Discussion

The feasibility report outlines the proposed improvements, estimated costs and recommended property assessments. The streets that are proposed to be included in the 2026 program are as follows:

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

These streets are shown on the attached Exhibit A.

The proposed project will include the following improvements:

11th Street NW from Rice Avenue NW to Irvine Avenue NW

This road will be completely reconstructed with new bituminous pavement, curb and gutter, driveway aprons, and a small section of sidewalk along Gordon Falls Park. The current street width is 32-36 feet with no curb and gutter and no sidewalk. Staff looked at two different options for this segment. Option A is to narrow the road to 30ft and add curb and gutter. There would be a sidewalk added on the last block from Mississippi Avenue to Irvine Avenue. This would connect the existing sidewalk along Irvine Avenue to Gordon Falls Park. The rest of the segment would have no pedestrian improvements. Option B is to narrow the road to 30 feet with curb and gutter and add a sidewalk along the north side of the entire street segment. Staff are recommending Option A, as there's concern about the sidewalk being maintained year-round. The street currently doesn't have any parking regulations but is proposed to be signed for "calendar parking" as part of the project.

The 1975 and 1976 water main and PVC sewer mains between Rice Avenue and Jeannette Avenue currently meet our current city standards and are not planned to be replaced. The 1955 6" cast-iron water main is proposed to be replaced with 8" ductile iron pipe. The 1956 10" clay

sewer main is proposed to be replaced with 10" PVC. Storm sewer will be added to meet the storm water needs with the newly proposed curb & gutter. Sanitary sewer and water services will be provided to some adjacent properties as part of the project that don't currently have service.

10th Street NW from Jeannette Avenue NW to Park Avenue NW

This road will be completely reconstructed with new bituminous pavement, curb and gutter, driveway aprons. The current street width from Jeannette Avenue to Maurice Avenue is 24 feet with no curb and gutter and no sidewalk. The current street width from Maurice Avenue to Park Avenue is 30 feet with curb and gutter and no sidewalk. Staff looked at two different options for this entire segment. Option A is to create a 30 ft wide curb and gutter street to provide calendar parking with no pedestrian improvements. Option B would be to narrow the road to 24 feet wide with curb and gutter but with a sidewalk on the north side of the road. Option B would be signed for no parking. Staff are recommending Option A, as there's concern about the sidewalk being maintained year-round and the residents that came to the public hearing would prefer the ability to park on the city street when needed.

The 1975 and 1976 PVC water main and PVC sewer mains between Jeannette Avenue and Maurice Avenue currently meet our current city standards and are not planned to be replaced. The 1950 6" cast-iron water main is proposed to be replaced with 8" ductile iron pipe. The 1940 8" clay sewer main is proposed to be replaced with 8" PVC. Storm sewer will be added to meet the storm water needs with the newly proposed curb & gutter. Sanitary sewer and water services will be provided to some adjacent properties as part of the project that don't currently have service.

Jeannette Avenue NW from 10th Street NW to 11th Street NW

This road will be completely reconstructed with new bituminous pavement, curb and gutter, and driveway aprons. The current street width is 24 feet and the street doesn't currently have curb & gutter, but staff are proposing to urbanize this street segment to match the other city streets in the area. Staff looked at two different options for this segment. Option A is to keep the road width 24 feet with curb and gutter and no pedestrian improvements. This would be signed for "no parking" as part of the project. Option B is to widen the road width to 30 feet with curb and gutter and no pedestrian improvements. This would be signed for "calendar parking" as part of the project. The 1976 ACP water main and PVC sewer mains currently meet our current city standards and are not planned to be replaced. Storm sewer will be added to meet the storm water needs with the newly proposed curb & gutter. Staff are recommending we proceed with Option A as it matches the current road width and with limit further impacts to neighboring parcels.

There are photos in the feasibility report showing the existing conditions of the streets.

Assessments

The project would be assessed per the city's current assessment policy of \$45/front foot and \$1,070 for each utility service that may be required. Corner lots are assessed for half of the property frontage abutting the project.

11th Street from Rice Avenue NW to Maurice Avenue NW was previously assessed

approximately \$15 per linear foot in 1988. Staff are proposing to reduce the current assessment rate of \$45 per linear foot to \$30 for those properties, and adhere to the current \$1,070 for each utility service that may be required. Corner lots are assessed for half of the property frontage abutting the project. Reducing the assessment amount from \$45 to \$30 for the previously affected properties reduces the overall street assessment for the project by roughly \$15,000.

Open House/Neighborhood Meeting

An open house to explain the project to all affected residents was scheduled and held on Tuesday, December 2nd from 4:00 pm – 6:00 pm. We had 4 residents attend and there was mixed feedback on the project. One resident who lived on 11th Street was not in favor of the project entirely. Another resident that lived on 10th Street was not in favor of the project but if they had to pick one of the options they would like to see the parking to remain with no sidewalk. Two other residents were generally in favor of the project but would prefer the options with no sidewalk.

Finances

The estimated cost of the total street reconstruction project is \$1,532,801. These costs include 15% for engineering design, construction inspection, and administration services and an additional 5% for contingency for items that may be adjusted during final design.

Funding sources are proposed to come from the following sources:

Street Assessments	\$ 126,442
General Tax Levy	\$ 535,000
Storm Sewer Fund	\$ 265,050
Sanitary Sewer Utility Fund	\$ 268,679
Sanitary Sewer Assessments	\$ 8,560
Water Utility Fund	\$ 322,650
Water Assessments	\$ 6,420
Construction Fund Reserves	\$ <u>0</u>
Project Total:	\$1,532,801

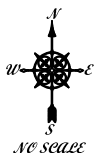
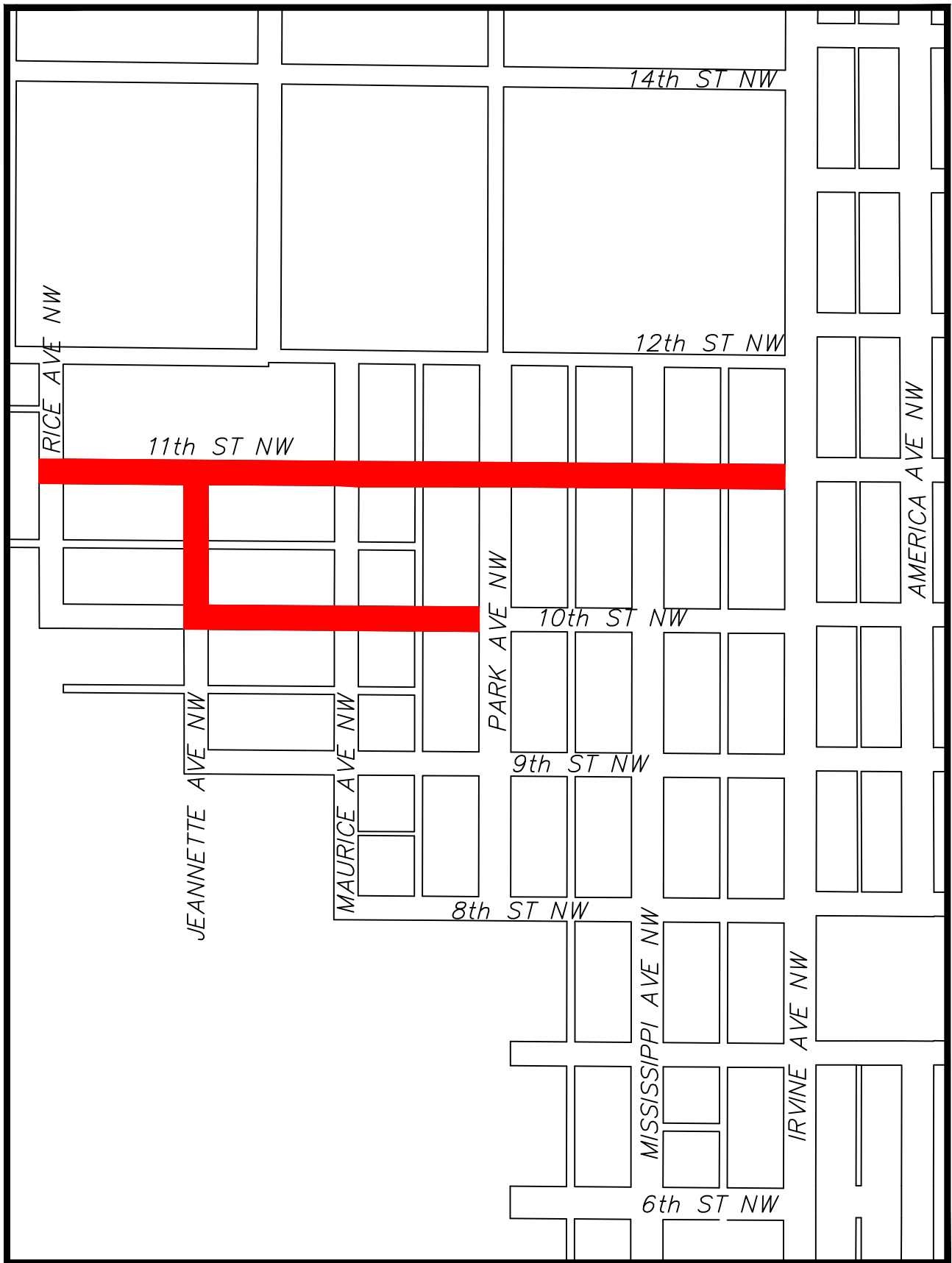
Project Schedule

A public hearing will be held on January 20th by the city council. All of the residents that are proposed to be assessed will be mailed a separate notice informing them of the public hearing. Construction of the project would begin in May and is anticipated to be completed sometime in October 2026.

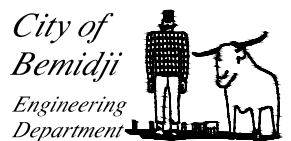
Recommendation:

It is recommended that the city council adopt the attached resolution approving the feasibility report and setting a public hearing for 6:00 p.m. on January 20th, 2026.

EXHIBIT A



2026 STREET RENEWAL PROJECT

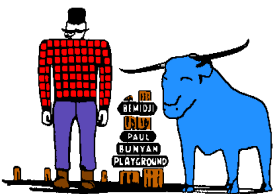


*City of Bemidji
2026 Street Renewal Project
City Project #26-01*

Feasibility Study and Report

Prepared by:
Engineering Department

December 10th, 2025



**CITY OF BEMIDJI
Public Works Facility**

CITY OF BEMIDJI
FEASIBILITY REPORT
2026 Street Renewal Project
City Project #26-01

11th Street NW (Rice Avenue NW to Irvine Avenue NW)
Jeanette Avenue NW (10th Street NW to 11th Street NW)
10th Street NW (Jeanette Avenue NW to Park Avenue NW)

The above streets need improvements in 2026. 11th Street NW, 10th Street NW, and Jeanette Avenue NW are older deteriorated bituminous paved streets. The residential recreation, lack of adequate drainage and maintenance costs necessitate those permanent improvements be made to these segments, as they have exceeded their expected design life and need improvement. Approximately 0.6 miles of street will be reconstructed as part of this project.

The recommended improvements are as follows:

Street Improvements

In the project area, the following criteria have been used to improve the streets.

- The existing bituminous streets will be removed and/or reclaimed (ground up) to be reused in aggregate base or new bituminous asphalt paving.
- The new city streets will have a total depth of 6-8 inches of aggregate base material and a minimum of 3.5 inches of bituminous pavement.
- 11th Street NW is a 32 to 36-foot-wide road with some curb and gutter sections. The pavement is quite deteriorated in many areas. This section of road will be updated to a continuous 30-foot-wide curb & gutter street for the project length. This will also include some drainage upgrades where curb & gutter doesn't currently exist. This segment will be signed for Calendar Parking.
- Jeanette Avenue NW is a 24-foot-wide road sections with no curb and gutter. The pavement is quite deteriorated in many areas. The section of Jeanette Avenue NW will be updated to

a 24-foot-wide curb & gutter street. This will also include some drainage upgrades where curb & gutter doesn't currently exist. These segments will be signed for No Parking.

- 10th Street NW is a 24 to 30-foot-wide road with some curb and gutter sections. The pavement is quite deteriorated in many areas. This section of road will be updated to a continuous 30-foot-wide curb & gutter street for the project length. This will also include some drainage upgrades where curb & gutter doesn't currently exist. This segment will be signed for Calendar Parking.
- There will also be concrete work completed along 11th Street NW, Jeanette Avenue NW and 10th Street NW and will include concrete curb and gutter and concrete driveway aprons at all the driveway entrances.

The streets proposed for improvements are shown on Exhibit A within the feasibility report. A typical section of the existing streets and proposed streets are shown on Exhibits B1-B4. Some before photos of the proposed street segments are shown at the end of the report.

Storm Sewer System

The storm sewer pipe that exists in 11th Street NW needing replacement is an HDPE pipe that will need to be updated to reinforced concrete pipe (RCP) and aligned with the new curb and gutter street. The existing storm sewer structures will be replaced and relocated to fit the proposed curb lines.

Jeanette Avenue NW is currently a non-curb and gutter street with no existing storm sewer. With this becoming an urban (curb and gutter) paved street, staff are not proposing to add any new underground storm sewer as the proposed curb and gutter will allow the storm water to be conveyed offsite.

The storm sewer that exists in 10th Street will be updated with some new storm sewer structures added to fit the location of the proposed curb lines.

The proposed storm sewer improvements are shown on Exhibit C.

Sanitary Sewer System

The existing sanitary sewer mains under 11th Street NW are a combination of vitrified clay pipe (VCP) and PVC pipe material, the PVC meets current city standards and will not be replaced as part of this project. The clay section of underground sanitary sewer (approx. 900 feet) will be replaced with PVC to meet our current city standards. Additional sanitary sewer service lines may be added to lots of record that don't currently have service lines.

Jeanette Avenue NW does not have a sanitary sewer main, and all properties are serviced via the 10th and 11th Street sanitary sewer main lines. There is no need to extend the sanitary sewer main in this location and no sanitary sewer work will be performed.

The existing sanitary sewer mains in 10th Street NW are a combination of underground clay and PVC pipe material, the PVC meets current city standards and will not be replaced as part of this project. The clay section of sanitary sewer (approx. 300 feet) will be replaced with PVC to meet our current city standards. Additional sanitary sewer service lines may be added to lots of record that don't currently have service lines.

The proposed sanitary sewer improvements are shown on Exhibit D.

Water System

The existing 1950 6-inch cast iron pipe (CIP) water main in 11th Street NW does not meet current city standards and is planned to get upgraded to an 8-inch ductile iron pipe (DIP) approx. 800 feet. We found several service lines that may need updating for this project.

The existing 1976 16-inch cement pipe water main in Jeanette Avenue NW currently meets our city standards and will not be served as part of this project.

The existing 1950 6-inch cast iron pipe (CIP) water main in 10th Street NW does not meet current city standards and is planned to get upgraded to an 8-inch ductile iron pipe (DIP) approx. 700 feet. We found several service lines that may need updating for this project.

The proposed water main improvements are shown on Exhibit E.

Pedestrian Improvements - Sidewalks

Staff evaluated all streets as to the feasibility of adding sidewalks. The proposed street segments of 11th Street NW, 10th Street NW, and Jeannette Avenue NW for this project currently have no sidewalk on either side. The addition of new sidewalk on these street segments in most areas would require a reduction in street width to allow additional space within the City right of way to avoid major impacts to adjacent private property or high cost retaining walls with future maintenance.

Staff proposed options (shown in Exhibits B1-B4) for each road segment at the neighborhood meeting/open house held on December 2nd, 2025 and included in the neighborhood meeting invite for public review and comment. The general feedback at the neighborhood meeting was a lack of interest in adding sidewalk to these road segments that would require future resident maintenance.

Exhibit F was included in the feasibility report to give an overview of the current and planned future pedestrian improvements in the broader area. There's currently a significant amount of sidewalks for pedestrian traffic traveling north-south on Irvine Avenue NW, Mississippi Avenue NW, and Park Avenue NW near the project area. 10th Street NW and 11th Street NW are streets that terminate on the west end and don't provide the continual route to promote their use for the general public. Staff feel a more desire future pedestrian route would be using the 12th Street NW corridor over to Norton Avenue for if a pedestrian improvement were to be added with a future street renewal project at that time.

With all these factors, staff are only recommending the addition of sidewalk on 11th Street NW from Irvine Avenue NW to Mississippi Avenue NW to provide pedestrian enhancements along the south side of Gordon Falls Park.

Project Lighting

In previous discussions, the topic of adding lighting has come up for various projects. Staff looked at the current conditions to determine whether more lighting will be needed.

Existing Lighting

Rice Avenue NW to Irvine Avenue NW along 11th Street NW Street currently has a wooden light pole spaced roughly 310-400 feet at the corner of every street intersection. Jeanette Avenue NW to Park Avenue NW along 10th Street NW currently has a wooden light pole spaced roughly 320-400 feet at the corner of every street intersection, which is typical through much of our residential areas in the city limits.

Staff feel that the lighting is sufficient and consistent with other residential areas within the city and don't feel any additional lighting is needed.



Typical wooden pole with pole mounted mast arm with LED light

Project Cost Estimate

Estimated costs of the various project components are as follows:

<u>Street Reconstruction Costs</u>		<u>Total Project</u>
Streets		\$ 661,442
Storm Sewer		\$ 265,050
Sanitary Sewer		\$ 277,239
Water		\$ 329,070
Total Project Cost:		\$ 1,532,801

*These costs include 15% for engineering design, construction observation, and administration services and an additional 5% for contingency for items that may be adjusted during final design.

Special Assessments

Special assessments are proposed as part of the project. The improvements will be based on the actual work in front of each property using the following rates.

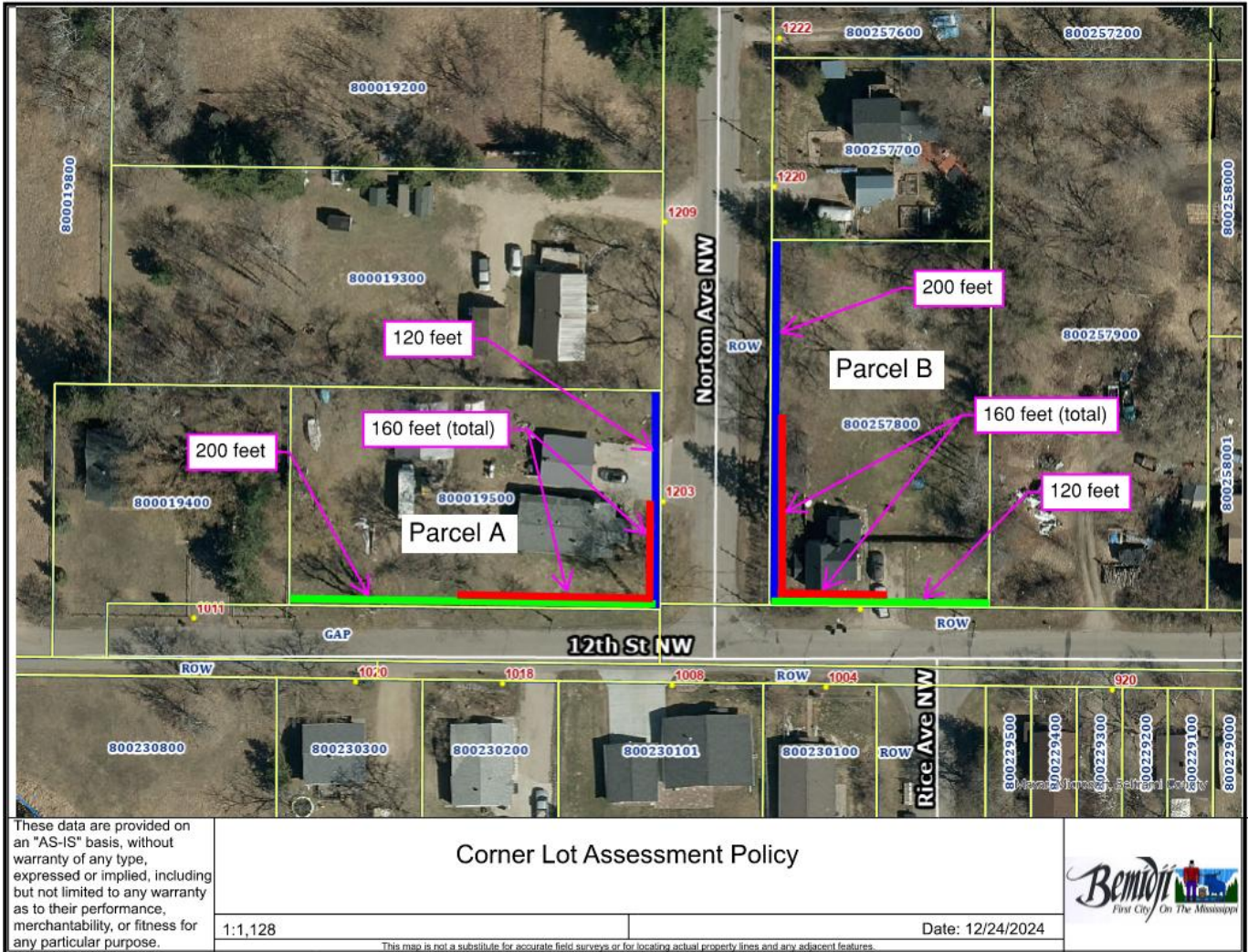
Street Front Footage	\$45 / Lineal Feet
Sanitary Sewer Service Line	\$1,070 / Each
Water Service Line	\$1,070 / Each

The 2026 Street Renewal Project will be assessed per the City’s current assessment policy as there is no evidence of a street assessment tied to previous projects affecting this project, except for a few individual parcels that were previously assessed in 1988 on our Rice Avenue NW and 11th Street NW Sewer Project at a rate of \$15/front footage. Staff are proposing to reduce the current assessment rate of \$45 per linear foot to \$30 for those properties, and \$1,070 for each utility service that may be required. Corner lots are assessed for half of the property frontage abutting the project. Reducing the assessment amount from \$45 to \$30 reduces the overall street assessment for the project by roughly \$15,000.

A preliminary assessment role for the project segments is included within this report.

Corner Lot Assessment Policy

Below is a visual to provide some clarity on how the current assessment policy handles corner lots on projects. Corner properties will be assessed for ½ of each side that abuts an improvement. The scenario shown with “red” lines illustrates our current policy and ensures consistency for those irregular properties. This process has been in place since the City’s assessment policy was adopted back in 2007.



Financing

The sources of funds for this project include the following:

Street Reconstruction Funding

	<u>Total Project</u>
Street Assessments	\$ 126,442
General Tax Levy	\$ 535,000
Storm Sewer Fund	\$ 265,050
Sanitary Sewer Utility Fund	\$ 268,679
Sanitary Sewer Assessments	\$ 8,560
Water Utility Fund	\$ 322,650
Water Assessments	\$ 6,420
Construction Fund Reserves	<u>\$ 0</u>
Project Total:	\$1,532,801

Recommendation

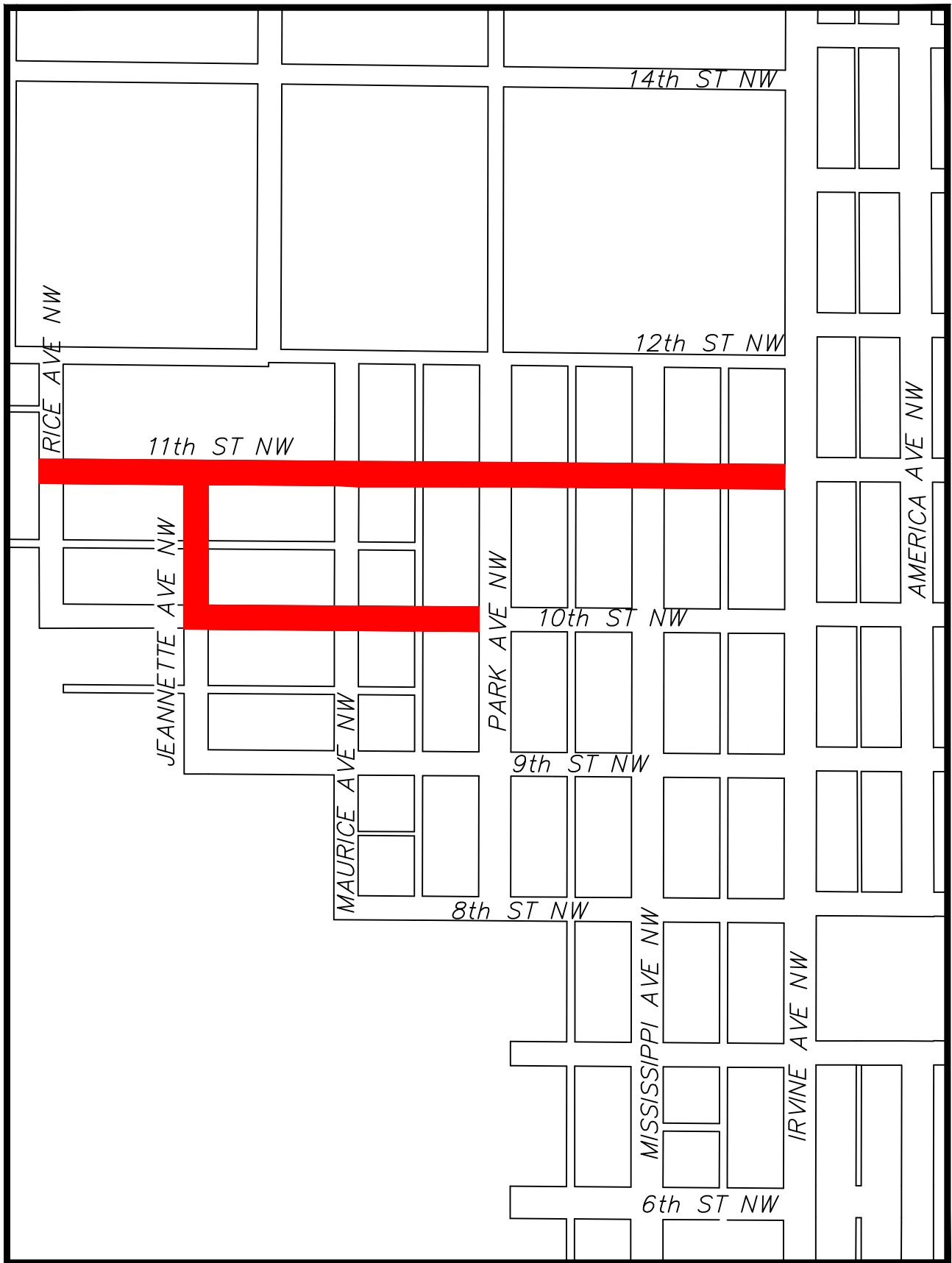
The above-described street renewal project is feasible, necessary and cost effective. It will benefit the affected properties. It can be accomplished as proposed and it is recommended that the project go to public hearing to meet the requirements of State Statute 429, as it applies to special assessments.

Respectfully submitted,



Samuel C. Anderson, P.E.
December 10th, 2025

EXHIBIT A



2026 STREET RENEWAL PROJECT

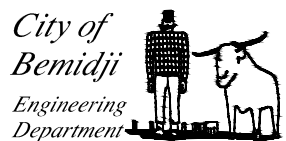
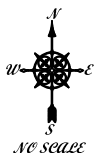
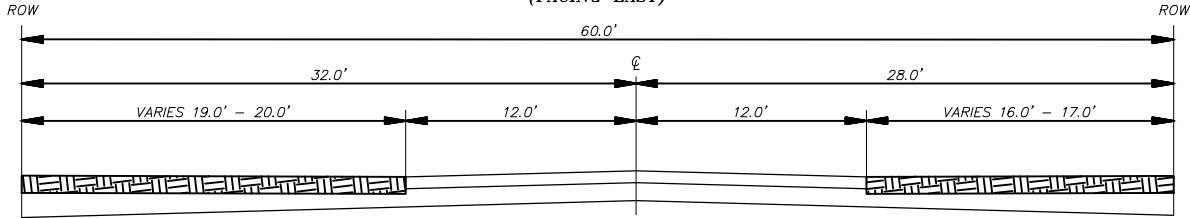


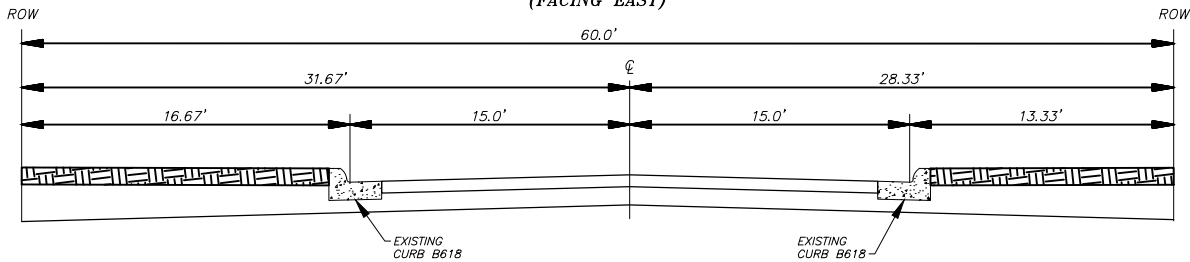
EXHIBIT B-1

TYPICAL SECTIONS

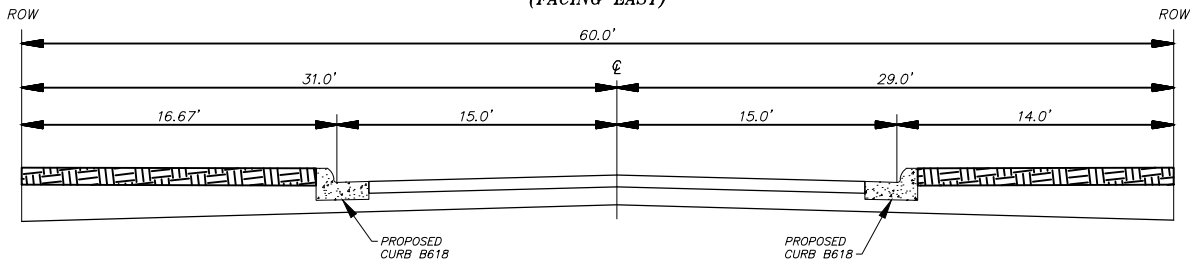
EXISTING 10TH ST NW JEANNETTE AVE NW TO MAURICE AVE NW (FACING EAST)



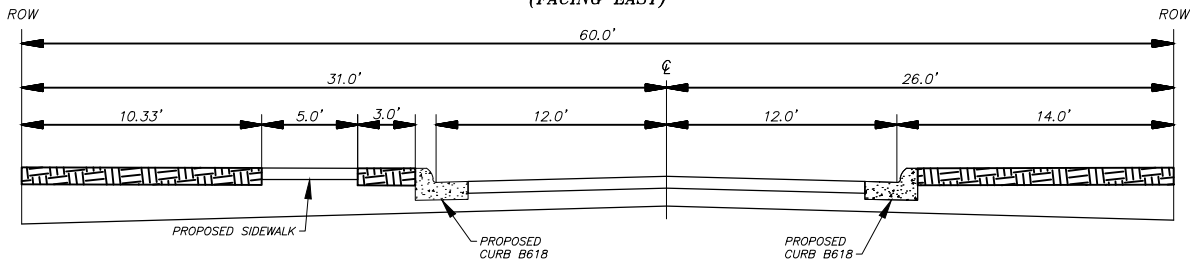
EXISTING 10TH ST NW MAURICE AVE NW TO PARK AVE NW (FACING EAST)



OPTION A PROPOSED 10TH ST NW JEANNETTE AVE NW TO PARK AVE NW (FACING EAST)



OPTION B PROPOSED 10TH ST NW JEANNETTE AVE NW TO PARK AVE NW (FACING EAST)



2026 STREET RENEWAL PROJECT TYPICAL SECTIONS

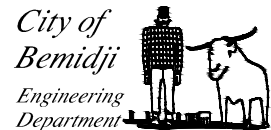
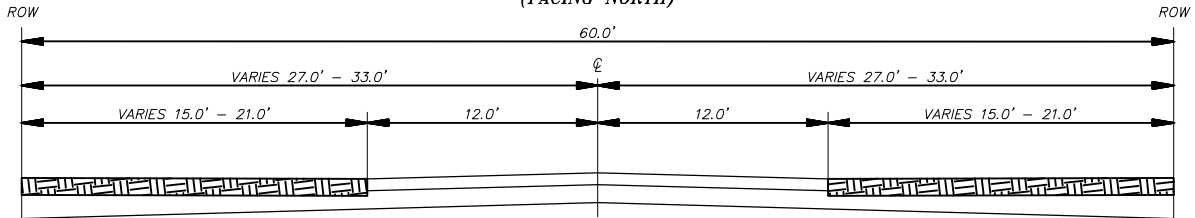


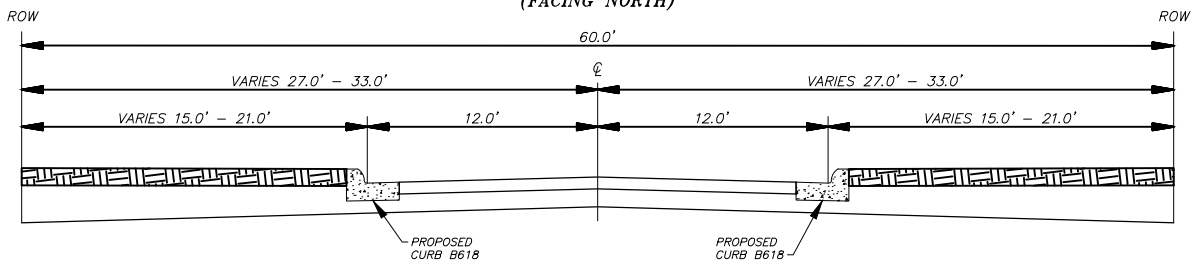
EXHIBIT B-2

TYPICAL SECTIONS

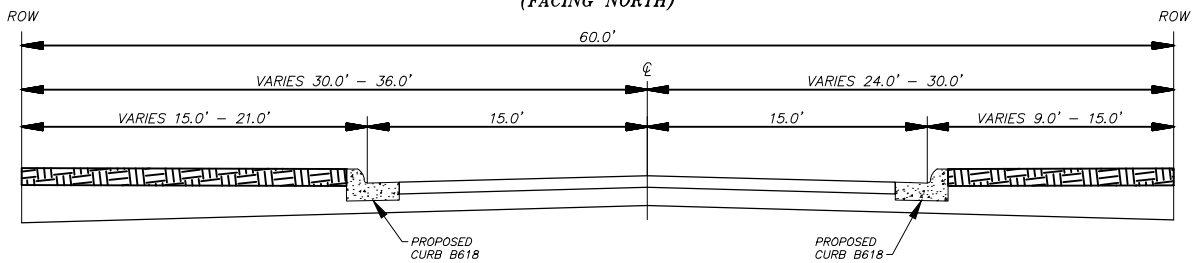
EXISTING JEANNETTE AVE NW
10TH ST NW TO 11TH ST NW
(FACING NORTH)



OPTION A
PROPOSED JEANNETTE AVE NW
10TH ST NW TO 11TH ST NW
(FACING NORTH)



OPTION B
PROPOSED JEANNETTE AVE NW
10TH ST NW TO 11TH ST NW
(FACING NORTH)

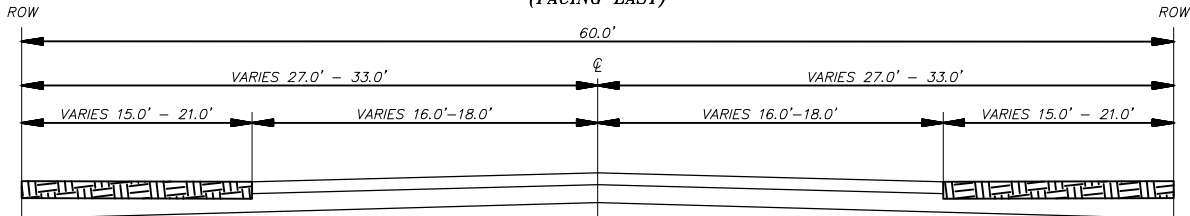


**2026 STREET RENEWAL PROJECT
TYPICAL SECTIONS**

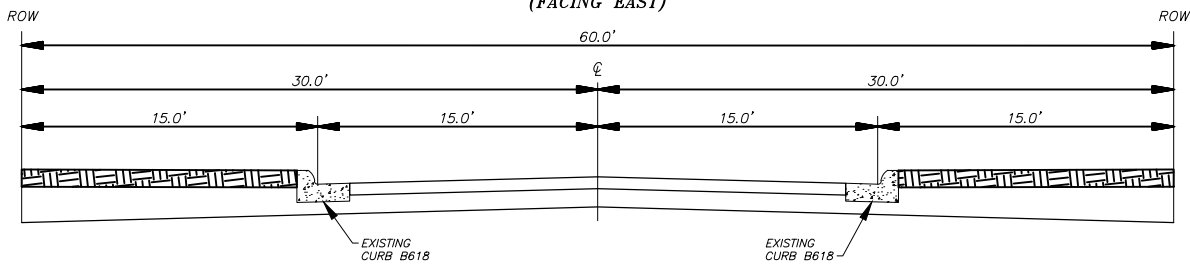


EXHIBIT B-3

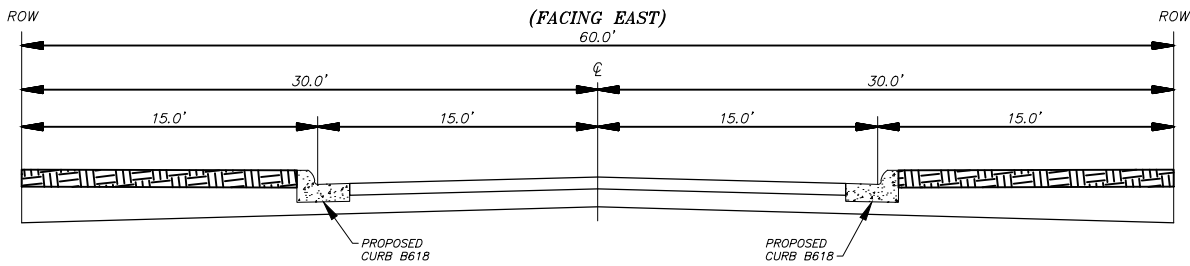
EXISTING 11TH ST NW RICE AVE NW TO MAURICE AVE NW (FACING EAST)



EXISTING 11TH ST NW MAURICE AVE NW TO IRVINE AVE NW (FACING EAST)



OPTION A PROPOSED 11TH ST NW RICE AVE NW TO IRVINE AVE NW (FACING EAST)

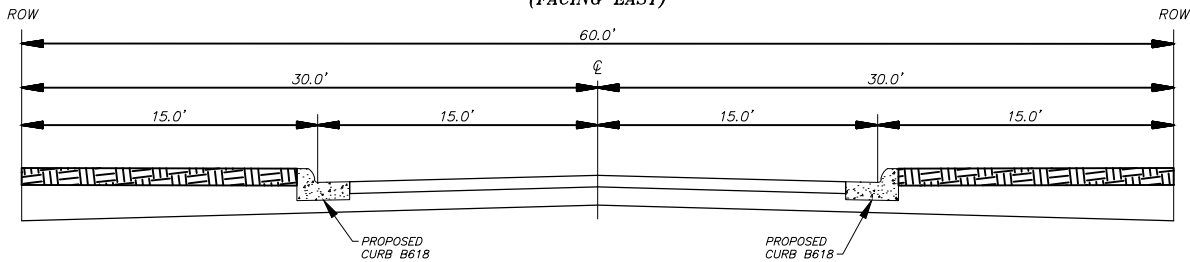


2026 STREET RENEWAL PROJECT TYPICAL SECTIONS

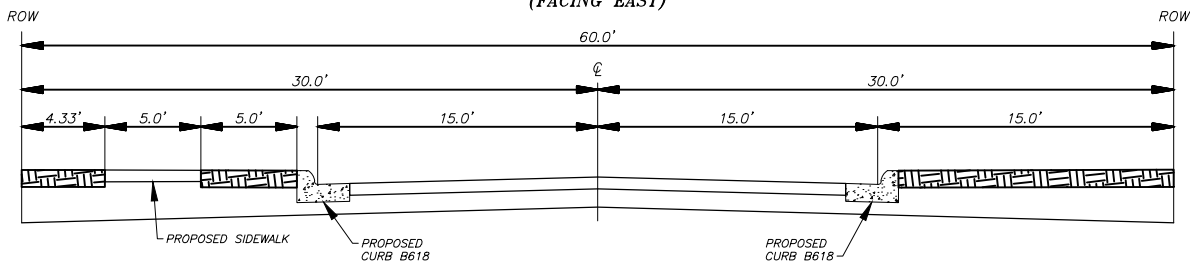


EXHIBIT B-4

OPTION B
PROPOSED 11TH ST NW
RICE AVE NW TO PARK AVE NW
(FACING EAST)



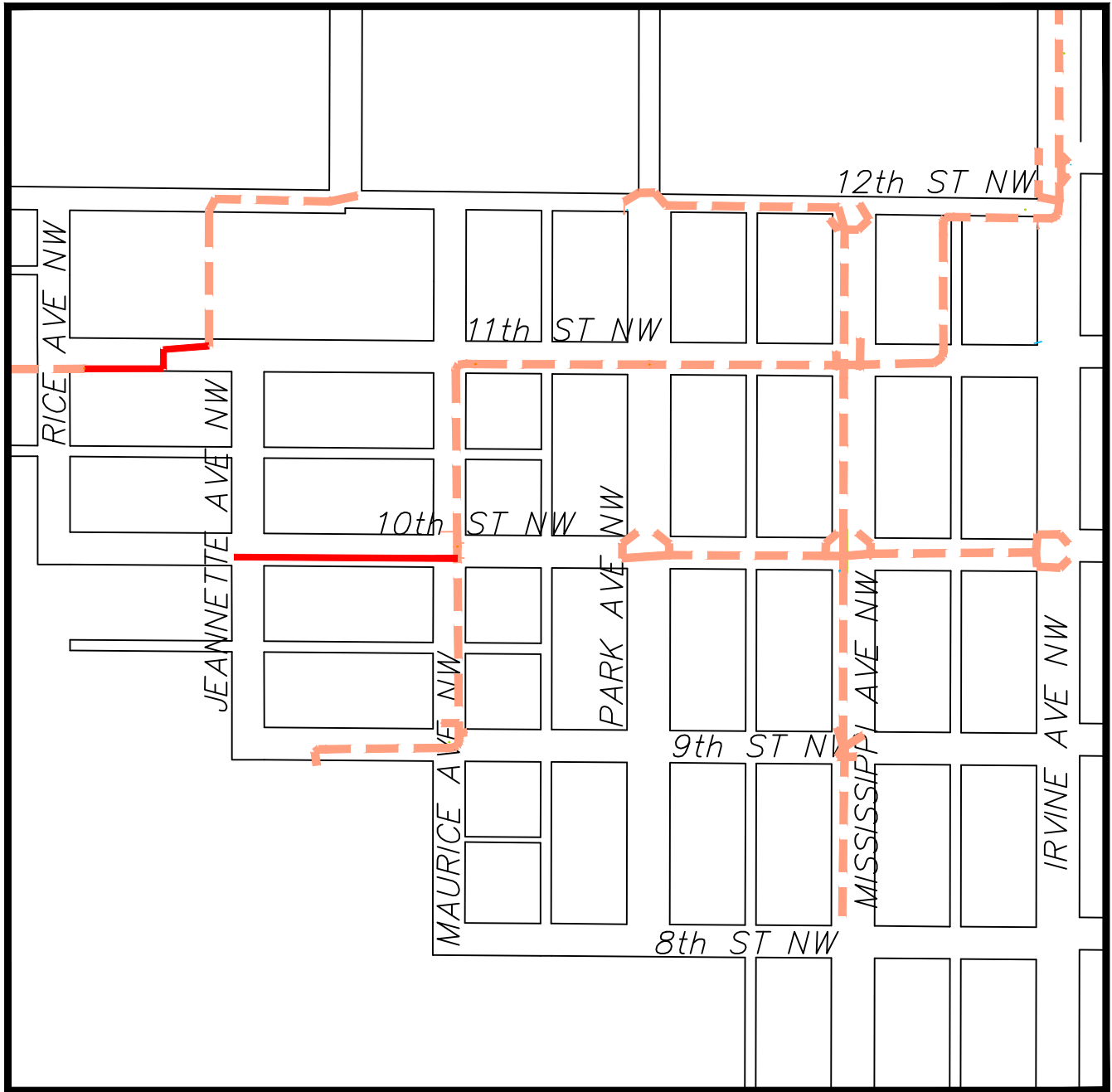
OPTION B
PROPOSED 11TH ST NW
PARK AVE NW TO IRVINE AVE NW
(FACING EAST)



2026 STREET RENEWAL PROJECT TYPICAL SECTIONS

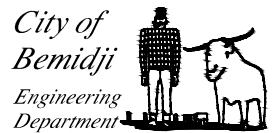


EXHIBIT C



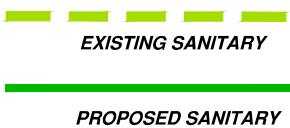
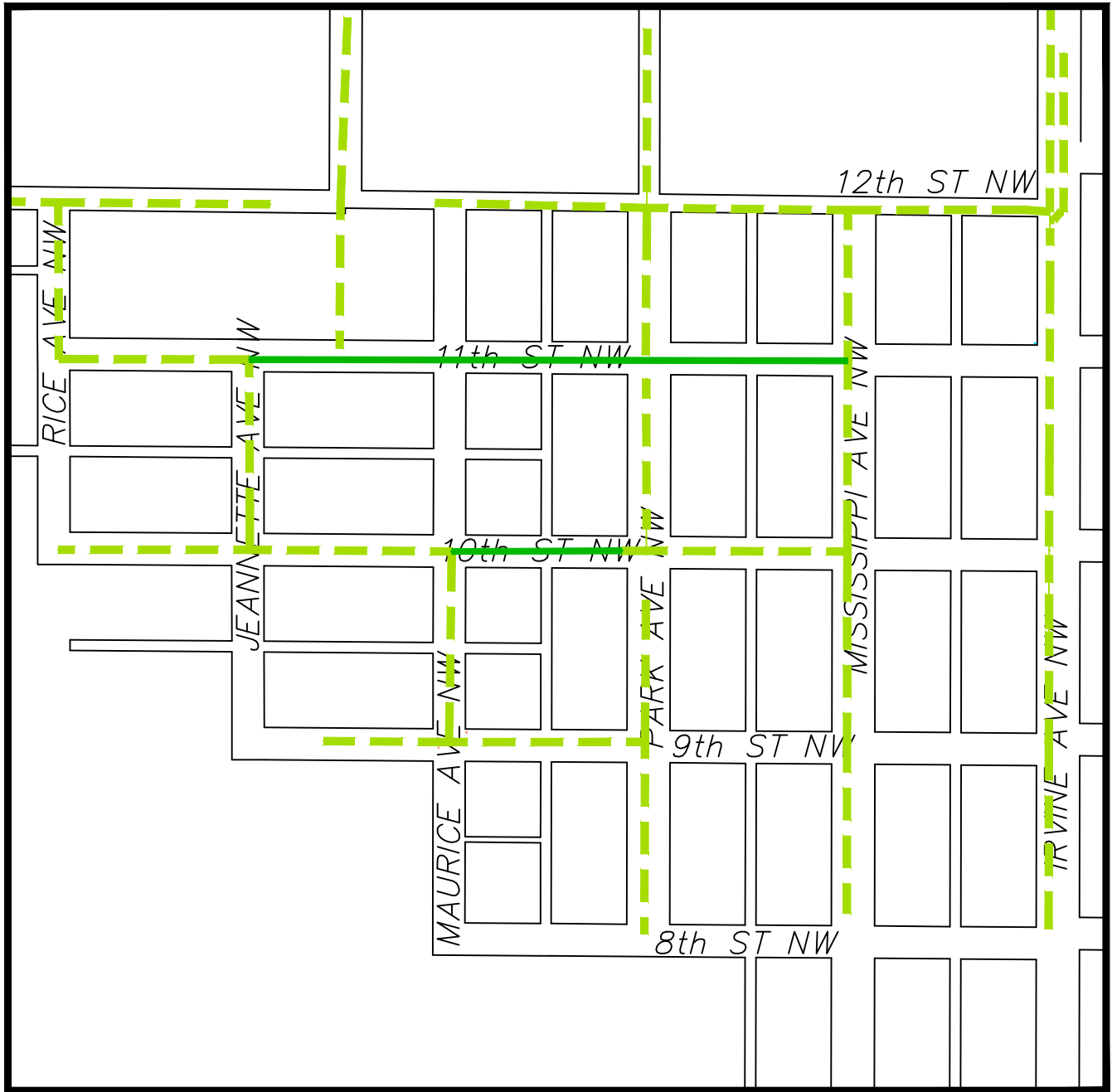
--- EXISTING STORM
— PROPOSED STORM

2026 STREET RENEWAL PROJECT PROPOSED STORM SEWER

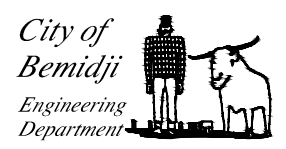


12-10-2025

EXHIBIT D

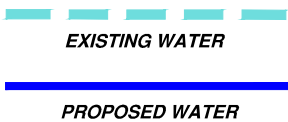
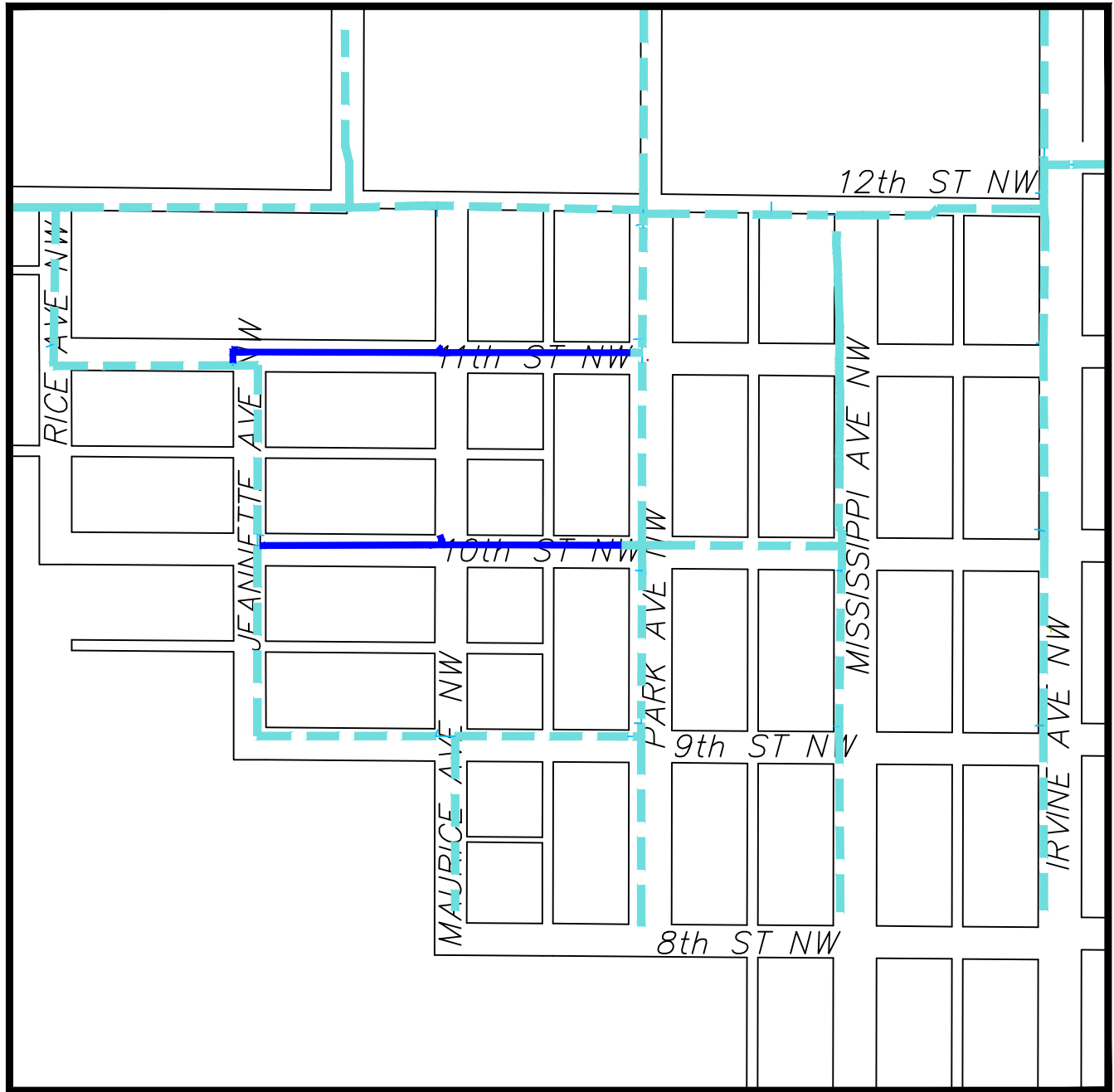


2026 STREET RENEWAL PROJECT PROPOSED SANITARY SEWER

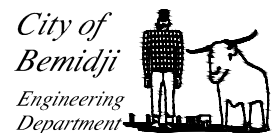


12-10-2025

EXHIBIT E

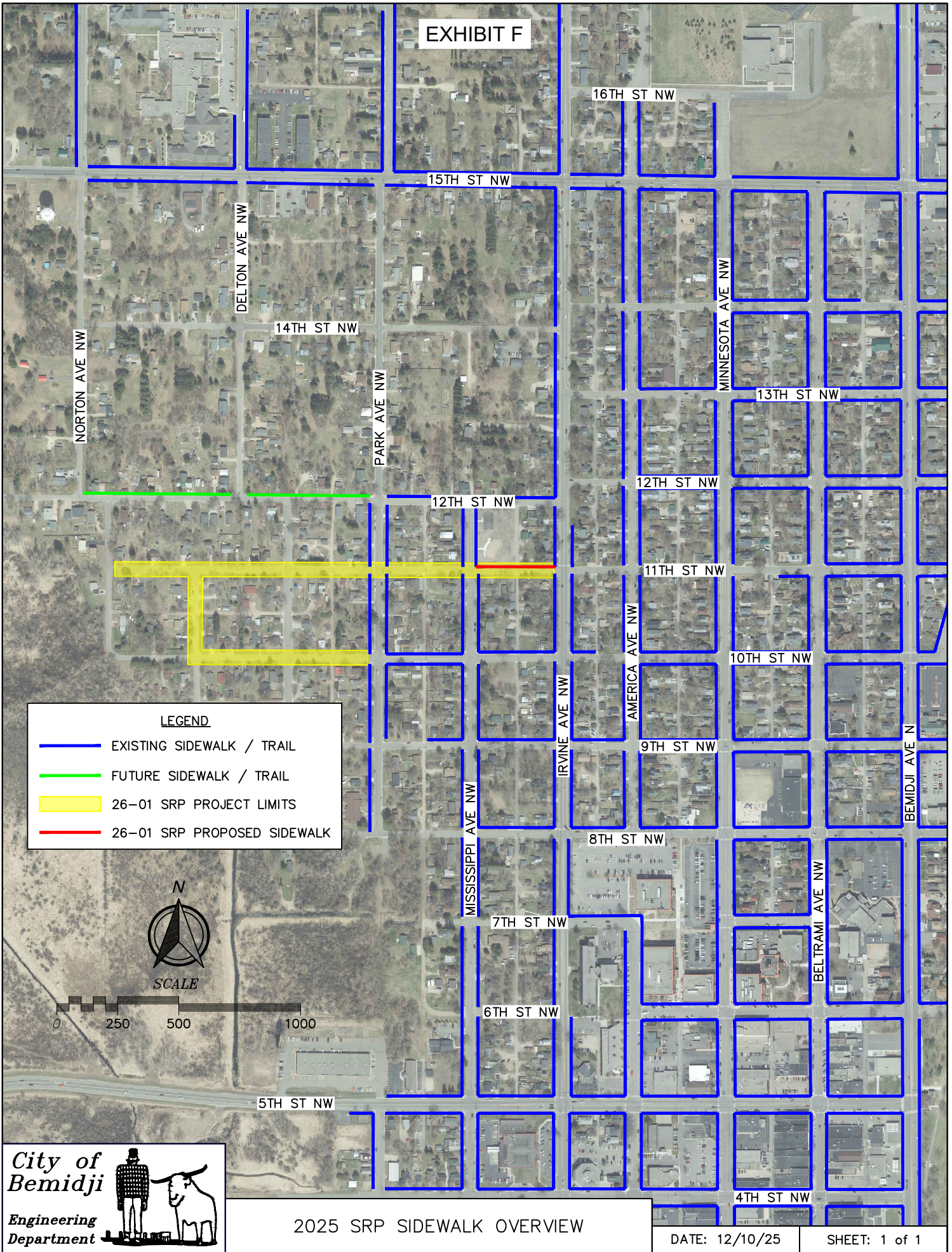


2026 STREET RENEWAL PROJECT PROPOSED WATER MAIN



12-10-2025

EXHIBIT F

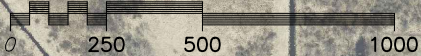


LEGEND

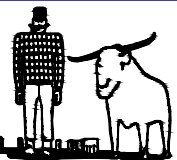
- EXISTING SIDEWALK / TRAIL
- FUTURE SIDEWALK / TRAIL
- 26-01 SRP PROJECT LIMITS
- 26-01 SRP PROPOSED SIDEWALK



SCALE



City of Bemidji



Engineering Department

2025 SRP SIDEWALK OVERVIEW

DATE: 12/10/25

SHEET: 1 of 1

**CITY OF BEMIDJI
PRELIMINARY ASSESSMENT ROLL
2026 STREET RENEWAL PROJECT
CITY PROJECT #26-01**

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

PROPERTY ADDRESS	TAX PARCEL NO.	NAME & ADDRESS OF PROPERTY OWNER	RATE	ASSESSABLE UNIT	ASSESSABLE UNIT	ASSESSABLE UNIT	TOTAL AMOUNT
				(STREET)	(SEWER SERVICE)	(WATER SERVICE)	
1101 IRVINE AVE NW C	80.01788.00	MORGAN MORGENSTERN 1101 IRVINE AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
1102 MISSISSIPPI AVE NW C	80.01789.00	CITY OF BEMIDJI 317 4TH ST NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
1023 IRVINE AVE NW C	80.01773.00	LOUIS P ERDRICH 258 JUNIPER LN NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
516 11TH ST NW	80.01782.00	ROBERT J FRAIK 2324 FROHN RD NE BEMIDJI, MN 56601	RATE TOTAL	64.00 \$45.00 \$2,880.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,880.00
522 11TH ST NW C	80.01782.01	DEBRA L BRATVOLD 522 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	37.50 \$45.00 \$1,687.50	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,687.50
1101 MISSISSIPPI AVE NW C	80.01795.00	JODY L GRAU TRUSTEE 923 PARK AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
613 11TH ST NW	80.01868.00	DAVID A NAASTAD 4899 S KITTREDGE ST AURORA, CO 80015	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
621 11TH ST NW C	80.01867.00	MELINDA ANNE ROXSTROM 50799 VINEWOOD RD BEMIDJI, MN 56601	RATE TOTAL	35.00 \$45.00 \$1,575.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,575.00
1021 MISSISSIPPI AVE NW C	80.01796.00	DINA M MICKLE 1021 MISSISSIPPI AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
1022 PARK AVE NW C	80.01857.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 175 W LAFAYETTE FRONTAGE RD ST. PAUL, MN 55107	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
1101 PARK AVE NW C	80.01871.00	GLACIER GROUP LLC 1815 DIVISION ST W BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$4,220.00
723 11TH ST NW C	80.01872.00	CHARLES L MORRISON 723 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	1 \$1,070.00 \$1,070.00	2 \$1,070.00 \$2,140.00	\$6,360.00
1021 PARK AVE NW C	80.01876.00	RYAN P DURGIN 27457 COUNTY 33 NEVIS, MN 56467	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
712 11TH ST NW	80.01899.00	ALEXANDER LOOMIS 1399 OAKDALE AVE WEST ST. PAUL, MN 55118	RATE TOTAL	50.00 \$45.00 \$2,250.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$3,320.00
718 11TH ST NW	80.01898.00	TODD A HAUGEN 12925 IDLEWILD DR NE BEMIDJI, MN 56601	RATE TOTAL	50.00 \$45.00 \$2,250.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,250.00
VACANT C	80.01897.00	LINDA PETERSON TRUSTEE 2801 ARROWWOOD CIR NW BEMIDJI, MN 56601	RATE TOTAL	20.00 \$45.00 \$900.00	0 \$1,070.00 \$0.00	1 \$1,070.00 \$1,070.00	\$1,970.00
1109 MAURICE AVE NW C	80.01922.00	CAIGE A JAMBOR 1109 MAURICE AVE NW BEMIDJI, MN 56601	RATE TOTAL	40.00 \$30.00 \$1,200.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,200.00
807 11TH ST NW	80.01921.00	ALLEN NESTEBY 4712 MILLS DR ANCHORAGE, AK 99508	RATE TOTAL	40.00 \$30.00 \$1,200.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$3,340.00
807 11TH ST NW	80.01920.00	ALLEN NESTEBY 4712 MILLS DR ANCHORAGE, AK 99508	RATE TOTAL	50.00 \$30.00 \$1,500.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,500.00
815 11TH ST NW	80.04848.00	LEE A KALKBRENNER 815 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	90.00 \$30.00 \$2,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,700.00
823 11TH ST NW	80.04849.00	TREVOR M WIDDICOMBE 823 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	90.00 \$30.00 \$2,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,700.00
909 11TH ST NW	80.04850.00	CHELSEA A DECKER 909 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	90.00 \$30.00 \$2,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,700.00
925 11TH ST NW	80.04851.00	CHAD K MALTERUD 925 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	90.00 \$30.00 \$2,700.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$4,840.00
925 11TH ST NW	80.02289.00	CHAD K MALTERUD 1102 3RD STREET SE BEMIDJI, MN 56601	RATE TOTAL	10.00 \$30.00 \$300.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$300.00
925 11TH ST NW	80.02300.00	CHAD K MALTERUD 1102 3RD STREET SE BEMIDJI, MN 56601	RATE TOTAL	25.00 \$30.00 \$750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$750.00
925 11TH ST NW	80.02299.00	CHAD K MALTERUD 1102 3RD STREET SE BEMIDJI, MN 56601	RATE TOTAL	25.00 \$30.00 \$750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$750.00
925 11TH ST NW	80.02298.00	CHAD K MALTERUD	RATE TOTAL	25.00	0	0	

		1102 3RD STREET SE BEMIDJI, MN 56601	RATE TOTAL	\$30.00 \$750.00	\$1,070.00 \$0.00	\$1,070.00 \$0.00	\$750.00
929 11TH ST NW C	80.02296.00	JEFFREY BALLEK 929 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	37.50 \$30.00 \$1,125.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,125.00
804 11TH ST NW C	80.01914.00	IRENE CLAIRE CODER 3623 JACKSON AVE SW BEMIDJI, MN 56601	RATE TOTAL	40.00 \$30.00 \$1,200.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,200.00
806 11TH ST	80.01915.00	RICHARD A SATHERS 806 11TH ST BEMIDJI, MN 56601	RATE TOTAL	90.00 \$30.00 \$2,700.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,700.00
812 11TH ST NW	80.02319.00	GARY C DUDLEY PO BOX 37 KURE BEACH, NC 28449	RATE TOTAL	75.00 \$30.00 \$2,250.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$3,320.00
820 11TH ST NW C	80.02320.00	GARY C DUDLEY PO BOX 37 KURE BEACH, NC 28449	RATE TOTAL	37.50 \$30.00 \$1,125.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,125.00
904 11TH ST NW	80.02311.00	DENISE J SMID 904 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	82.50 \$30.00 \$2,475.00	1 \$1,070.00 \$1,070.00	1 \$1,070.00 \$1,070.00	\$4,615.00
914 11TH ST NW	80.02312.00	LANCE M WELLNITZ 914 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	85.00 \$30.00 \$2,550.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,550.00
922 11TH ST NW C	80.02313.00	DARREN G CARPENTER 922 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	25.00 \$30.00 \$750.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$750.00
1001 PARK AVE NW C	80.01879.00	SCOTT D JORGENSEN 1001 PARK AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
715 10TH ST NW	80.01895.00	TIMOTHY C ANDERSON 715 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$45.00 \$2,250.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,250.00
723 10TH ST NW C	80.03842.00	TRAVIS J HALVERSON 21891 DEBS RD NW SHEVLIN, MN 56676	RATE TOTAL	45.00 \$45.00 \$2,025.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,025.00
923 PARK AVE NW C	80.01880.00	JODY L GRAU TRUSTEE 923 PARK AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
712 10TH ST NW	80.01904.00	FEARLESS PROPERTIES LLC 8911 TARTAN RIDGE DR HUNTERSVILLE, NC 28078	RATE TOTAL	50.00 \$45.00 \$2,250.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,250.00
724 10TH ST NW C	80.01903.00	KAYLA HARTNESS 724 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	45.00 \$45.00 \$2,025.00	1 \$1,070.00 \$1,070.00	0 \$1,070.00 \$0.00	\$3,095.00
805 10TH ST NW C	80.01917.00	DENNIS F FISCHER 805 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	40.00 \$45.00 \$1,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,800.00
809 10TH ST NW	80.01916.00	DANIEL DANIELSON 809 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	90.00 \$45.00 \$4,050.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,050.00
813 10TH ST NW	80.02322.00	NORTHSTAR PROPERTIES OF BEMIDJI LLC 2815 BEMIDJI AVE N BEMIDJI, MN 56601	RATE TOTAL	100.00 \$45.00 \$4,500.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,500.00
817 10TH ST NW C	80.02321.00	JOSHUA B SANDMEYER 817 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	25.00 \$45.00 \$1,125.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,125.00
917 MAURICE AVE NW C	80.01908.00	DAKOTA J CLIFTON 917 MAURICE AVE NW BEMIDJI, MN 56601	RATE TOTAL	40.00 \$45.00 \$1,800.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,800.00
810 10TH ST NW	80.01909.00	NRS LP 2533 CALLE DEL ORO LAJOLLA, CA 92037	RATE TOTAL	90.00 \$45.00 \$4,050.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$4,050.00
812 10TH ST NW	80.02323.00	BRIDGETTE L BRANCHAUD 812 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$45.00 \$2,250.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,250.00
814 10TH ST NW	80.02324.00	AMANDA MARIE MATTILA 814 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	50.00 \$45.00 \$2,250.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$2,250.00
818 10TH ST NW C	80.02325.00	AMANDA JO REED 818 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	25.00 \$45.00 \$1,125.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,125.00
817 10TH ST NW C	80.02321.00	JOSHUA B SANDMEYER 817 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
820 11TH ST NW C	80.02320.00	GARY C DUDLEY PO BOX 37 KURE BEACH, NC 28449	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
901 10TH ST NW C	80.02317.00	BRANDI KILDE 901 10TH ST NW BEMIDJI, MN 56601	RATE TOTAL	35.00 \$45.00 \$1,575.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$1,575.00
1011 JEANETTE AVE NW	80.02318.00	HOUSING & REDEVELOPMENT 619 AMERICA AVE NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
904 11TH ST NW C	80.02311.00	DENISE J SMID 904 11TH ST NW BEMIDJI, MN 56601	RATE TOTAL	70.00 \$45.00 \$3,150.00	0 \$1,070.00 \$0.00	0 \$1,070.00 \$0.00	\$3,150.00
TOTALS				\$126,442.50	\$8,560.00	\$6,420.00	\$141,422.50

STREET TOTAL	\$126,442.50	FOOTAGE TOTAL	2,809.83
SEWER TOTAL	\$8,560.00	SEWER SERVICES	8
WATER TOTAL	\$6,420.00	WATER SERVICES	6
TOTAL ASSESSMENT	\$141,422.50		





11th Street from Park Avenue



11th Street from Rice Avenue



RESOLUTION NO.

A RESOLUTION APPROVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING ON 2026 STREET RENEWAL PROJECT (City Project #26-01)

WHEREAS, a report has been prepared by the City Engineer with reference to the following described improvement(s):

<u>Street</u>	<u>From/To</u>
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

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

1. The Council will consider said Improvements of said street improvements in accordance with the feasibility report and assessment of abutting properties for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,532,801.
2. A public hearing shall be held on such proposed improvement on January 20, 2026, in the Council Chambers of City Hall at 6:00 p.m. or as soon thereafter as the matter can be heard, the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

The foregoing resolution was offered by Councilmember _____, and upon due second by Councilmember _____, was passed by the following vote:

Yeas:
Nays:
Absent:

Passed:

ATTEST:

APPROVED:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: December 15, 2025
Action Requested: Consider Approval to Continue with the Solar on Public Buildings Project for the Four Ground Mount Sites
Prepared By: Jamin Carlson, City Planning Director

Background:

This memo seeks City Council approval to move ahead with the Solar on Public Buildings Projects four (4) ground-mount sites. At the November 17th council meeting, council approved the projects with the caveat that the grant funding would be needed to fund the four (4) ground-mount solar sites (Nielson; Sanford; Station 2; City Park). The 70% was awarded by the state and staff is awaiting grant contracts.

The remaining 30% will be with the federal rebate (elective pay/direct pay) if the timelines and criteria can be met. Direct pay requires either physical work or 5% safe harbor test prior to December 31st, 2025. Direct Pay from the IRS may be considered 'secured' but will not be 'awarded' until the money spent by the city is reported to the IRS. It should be a quick turn-around of days or weeks but would be a reimbursement.

"The credit is claimed on the tax return for the year the project is placed in service. So, if placed in service in 2026, it will be reported on the 2026 tax return which is filed once the year is completed. The payment will follow once the return is processed.

If federal direct pay cannot be accomplished, the Otter Tail Power POP Solar Incentive will cover the project remaining costs. Ottetail has given their assurances that they would be able to cover the remaining 30%, if the federal direct pay cannot be acquired. Also, if the federal direct pay can be used, then Ottetail will cover the remaining fencing and site prep through their funding.

Potential fencing that would be needed for each site with estimated figures:

1. **Warming House** Approx. 336'
2. **Curling Club** Approx. 267'
3. **Sanford Center** Approx. 480'
4. **Fire Station 2** Approx. 184'

Total Lineal Footage: 1,267' x \$58-\$75 a lineal foot = \$73,486-\$95,025 potential total costs. Conservative Estimated Energy Production in Dollar Value the City would receive or the energy savings for the Four (4) Sites:

Year One	\$15,561
Year Two	\$15,790
Year Three	\$16,022
Year Four	\$16,255

Year Five	\$16,492
Year Six	<u>\$16,733</u>
Total	\$96,853

It is important to note that the City of Bemidji has been awarded **\$493,455.55** (70% of total cost of the four (4) individual projects excluding fencing [ground prep & any tree removal completed by city staff]) from the state. **\$212,915.54** would be potentially covered by the federal direct pay (the 30% remaining costs) with an overall cost of **\$706,371.09**. Fencing would be covered by the Ottetail Solar POP Incentive.

Recommendation:

Staff respectfully requests City Council approval to move forward with the Solar on Public Buildings Project on the four (4) ground-mount sites with a total maximum cost for the City of **\$95,025**. (This will more than likely not be needed if the federal funding source is secured as Ottetail will be able to fund the remaining project costs.)