

# BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, February 2, 2026

**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) December 15, 2025 Council Meeting

## **CONSENT AGENDA #1**

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

- 2) Claims Submitted by Finance Officer in the Amount Of \$657,847.00
- 3) Claims Submitted by Legends Global for the Sanford Center in the Amount of \$111,300.69
- 4) Approve December Financials from Legends Global for the Sanford Center
- 5) 2026 Business License Approvals
- 6) Approve Appointment to the Community and Police Advisory Board
- 7) Approve Appointments to the Housing and Redevelopment Authority (HRA)
- 8) Approve Appointments to the Sanford Center Advisory Board Finance Subcommittee
- 9) Approve Engagement Letter Agreement with Baker Tilly
- 10) Resolution Adopting 2026 Pay Scales for Non-Union Part-Time and Seasonal Staff

## **CONSENT AGENDA #2**

- 11) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$38,132.42

## **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.

## **COUNCIL COMMITTEE REPORTS**

## **UPCOMING MEETINGS**

- 12) February 9, 2026 (5:30 p.m.) - Planning Board
- February 16, 2026 - HOLIDAY
- February 17, 2026 (6:00 p.m.) - Council Meeting/Annual State of the City Address
- February 23, 2026 (5:30 p.m.) - Work Session (Council Committees/Budget Committee Discussion)

**ADJOURN**

**CITY COUNCIL PROCEEDINGS**  
**BEMIDJI, MINNESOTA**  
Regular Meeting – December 15, 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, December 15, 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 (WebEx-out of town).

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

**AMENDMENTS TO AGENDA**

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

**MINUTES**

The following minutes were presented for approval:

- October 27, 2025 Work Session
- November 3, 2025 Council Meeting

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

**CONSENT AGENDA**

Mayor Prince called for any amendments to be made to Consent Agenda. Staff requested that Brigid's Pub be added to the 2026 Liquor, Sunday Liquor and Wine License Renewal List. Staff requested that two items be added regarding change orders for Sanford Center Storm Damage. Fiskevold Gould requested the Resolution Designating Ward 1 Polling Place be pulled for discussion. The following Consent Agenda items were presented for approval. **Motion by Thayer, seconded by Dickinson, to approve Consent Agenda as follows:**

- 1) Claims Submitted by Finance Officer in the Amount Of \$1,110,348.52
- 2) Claims Submitted by ASM Global for the Sanford Center in the Amount of \$154,078.07
- 3) 2026 Business License Approvals
- 4) 2026 Liquor, Sunday Liquor and Wine License Renewals
- 5) Annual Reappointments for City Boards/Commissions Ending December 31, 2025
- 6) Approve Appointment of Scott Turn to the Sanford Center Advisory Board
- 7) **RESOLUTION NO. 6672:** Approving Bureau of Criminal Apprehension Human Trafficking Investigators Task Force JPA
- 8) **RESOLUTION NO. 6673:** Approving 2026 City Pay Scale and Benefit Contribution Levels
- 9) **RESOLUTION NO. 6674:** Restricting Parking on Pine Ridge Avenue NW
- 10) **RESOLUTION NO. 6675:** Entering into Agreement No. 1061162 with the Minnesota Dept of Transportation
- 11) **RESOLUTION NO. 6676:** Accepting Responsibility as Sponsoring Agency - MnDOT Local Road Improvement Program (LRIP)
- 12) Approve Change Orders No. 10 and 11 for Sanford Center Storm Damage

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

#### **CITIZENS WITH BUSINESS NOT ON AGENDA**

- CT Marhula, 4524 Birchmont Drive, Unit 10 commented on allegation of academic-style plagiarism related to a city submission.

#### **PUBLIC HEARING**

Conduct Public Hearing for 2026-2030 Capital Improvement Plans for the City of Bemidji and the Sanford Center

Pursuant to published notice a public hearing was held regarding input on 2026-2030 Capital Improvement Plans for the City of Bemidji and the Sanford Center. Mayor Prince opened the Public Hearing at 6:16 p.m.

Staff presented the capital improvements plans for the city and Sanford Center noting the following:

- The CIP is a planning document, not an automatic “to-do list.”
- Projects listed must still come back to council for approval before any work proceeds.
- Being on the CIP is important because land sale proceeds and similar funds can only be used on projects that appear in the CIP

Council comments and questions:

- Dickinson questioned why one year shows \$19 million and another \$5.8 million. Coe noted that the spike is due to large water and sewer projects planned for 2028 stating that these projects would be bonded, so the difference is project-timing driven, not necessarily “cash on hand”
- Rivera inquired about what the building exterior, masonry repair, and landscaping specifically covers for the Sanford Center, and whether it includes concrete sidewalks and accessibility issues. Drum confirmed there is a concrete repair project already bid at about \$90,000. The CIP funding last year for Sanford Center was about \$210,000, so they had to prioritize more critical repairs, which meant concrete repair did not get funded in that cycle. The concrete work remains high priority and will be among the projects considered with future CIP funding.
- Rivera questioned after the extensive storm-funded repairs (roof, suites, etc.), what took the place of those items on the CIP priority list for future years. Drum provided the following information:
  - Roof replacement was previously a \$350,000 CIP item and was removed once insurance covered it.
  - Many deferred projects remain and must now compete for limited CIP dollars.
  - Examples of high-priority, high-cost items:
    - Arena lighting system – original incandescent, not energy-efficient; LED upgrade would be over \$1 million.
    - Video boards and production room tech – largely original and aging.
    - Boilers and other mechanical systems – some have already required expensive replacements (e.g., a boiler at \$110,000).
  - CIP dollars are therefore being used for items that fail or are near failure, with long-term modernization needs stacked up behind them.
- Prince inquired about how the impact of the storm damage and insurance work on city buildings affected the CIP. Spiczka stated that on the City side they have not fully reassessed all city buildings yet so some insurance work will continue into 2026. Once that’s complete, they’ll identify projects that can be removed from the CIP (e.g., roofs now covered by insurance work).
- Prince emphasized the importance that the inclusion of CIP items does not mean a guaranteed project, but it is essential to keep options open for using restricted funds.

Public Comments:

- CT Marhula, 4524 Birchmont Dr, Unit 10, praised the CIP planning approach as flexible but consistent. Strongly warned against deferred or ignored maintenance for public entities. Encouraged the council to “hang in there” with planned big-ticket items like a new \$1.2 million fire truck, arguing it has been planned for since the current truck was purchased decades ago. Urged the council to stick with the plan as much as possible to avoid the costs of long-term neglect.

Hearing no additional public comments, Mayor Prince closed the Public Hearing at 6:29 p.m.

Consider Resolution Adopting the 2026-2030 Capital Improvement Plan for City of Bemidji

**RESOLUTION NO. 6677: Adopting the 2026-2030 Capital Improvement Plan for the City of Bemidji was offered by Councilmember Fiskevold Gould, who moved its adoption, and upon due second by Councilmember Eaton passed by the following unanimous roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera.**

Consider Resolution Adopting the 2026-2030 Capital Improvement Plan for the Sanford Center

**RESOLUTION NO. 6678: Adopting the 2026-2030 Capital Improvement Plan for the Sanford Center was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Thayer passed by the following unanimous roll call vote: Yeas: Rivera, Peterson, Dickinson, Fiskevold Gould, Thayer, Prince, Eaton.**

## **ORDINANCES**

Ordinance Amending City Code Chapter 12 - Cannabis Business Registration

From a memorandum provided by Flaherty and Hood, information was provided detailing the need to amend City Code, Chapter 12 for Cannabis Business Registration.

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.

**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 was given a final reading and passed by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Fiskevold Gould, Peterson, Prince.

**Motion by Thayer, seconded by Fiskevold Gould, approving publication of a summary of Ordinance No. 225, 3<sup>rd</sup> Series. Motion carried by the following roll call vote: Yeas: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Dickinson, Thayer.**

Ordinance Amending Fee Schedule Related to Cannabis and Hemp Business Registration

From a memorandum provided by Flaherty and Hood, information was provided detailing the need to amend the City Fee Schedule relating Cannabis and Hemp Business Registration.

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.

**AN ORDINANCE** Amending Bemidji City Code, Amending Fee Schedule Relating to Cannabis and Hemp business Registration was given a final reading and passed by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.

**Motion by Peterson, seconded by Dickinson, approving publication of a summary of Ordinance No. 226, 3<sup>rd</sup> Series. Motion carried by the following roll call vote: Yeas: Prince, Rivera, Thayer, Dickinson, Eaton, Fiskevold Gould, Peterson.**

Peterson stepped down from the dais at 6:34 p.m.

## REPORT

### Visit Bemidji Annual Report

Executive Director, Josh Peterson, together with Brady Laudon and Syndi Miles presented the annual report for Visit Bemidji highlighting the following:

- Main expenses: Minnesota State Fair presence (partially fundraised), TV and digital advertising, grant/match pool to buy down conference/meeting costs, marketing (radio/print/digital), memberships/subscriptions, partnerships/sponsorships.
- Annual \$12,000 allocation for conference/convention buy-downs (economic-impact formula used to determine buy-down amounts; greater buy-down for shoulder-season events).
- Marketing and outreach campaigns: continued “Great Moments” campaign. COVID- and storm-era response: “Bemidji Is Open”. Media mix: TV, digital, social media, print and radio.
- Visitor services / Tourist Information Center. Operates the physical Tourist Information Center via an MOU with the city: monthly rent \$820 plus an annual \$15,000 contribution from Visit Bemidji; Visit Bemidji supplies staffing and funds operations via merchandise sales.
- Events, conferences, sports, and partnerships
- Creative / new products. Launched a Visit Bemidji podcast and a “Weekend Roundup” content product.

Peterson returned to the dais at 7:13 p.m.

## BUSINESS

Consider Sanford Center Budget

Presented by Legends Global regional VP John Drum and Sanford Center focused around three strategic goals: (1) maximize convention/meeting business and grow home-grown events, (2) increase community engagement/awareness, (3) book ticketed arena events that balance community interest and revenue.

## Key financial outcomes and drivers:

- Projected net operating loss:
  - 2025 projected net operating loss (\$494,000).
  - 2026 projected net operating loss (\$550,000) (increase driven by added staffing, higher liability/property insurance, and maintenance/aging equipment).
- Property insurance - \$90,000 is now included in the operating figures.
- Staff added/enhanced expenses: proposed addition of an events/outbound sales staff position to increase bookings and grow home-grown events.
- Direct event income: budget includes forecasted event income/profit that is largely based on historical averages — many events are not yet contracted.
- Working capital: current cash position expected to be sufficient through 2025 without additional cash subsidy; however, ongoing operating losses reduce working capital and require monitoring — Legends does not anticipate further cash subsidy needs for the remainder of 2025.
- Corporate financial support: Legends corporate resources available to support local finance capacities during transition.

## Operational and program highlights:

- Confirmed and expected 2026 events: Harlem Globetrotters, multiple sports showcases, World Juniors pre-tournament games, Mercy Me, and other community/nonprofit events.
- Emphasis on growing convention/conference bookings (RFP activity was high-97 RFPs last year).
- Food & beverage: heavy operational demands and logistics for tastings and large events.
- Facility needs: aging systems and deferred items identified — examples include arena lighting, video/production upgrades, boilers, concrete/sidewalk repairs and other deferred maintenance.

## Staffing and economic impact notes:

- Full-time staff reported 15–17 FTEs.
- Part-time/event roster: large pool used for events (Food & Beverage 60 listed part-time staff; overall part-time/event roster estimated in the hundreds or 100–120 active roster members depending on event needs). Part-time hours vary greatly by event schedule.

## Risks, concerns and council direction:

- Councilmembers expressed concern about the increasing net operating loss and urged moves to reduce it over time.
- Questions were raised about the assumptions behind budgeted event income (many events not yet contracted) and the need for clearer, more detailed financial analysis.
- Council requested data on part-time staffing (FTE equivalents / hours) and deeper financial breakdowns to better evaluate revenue streams, expense allocations, and reserves.
- Council recognized the facility is a regional asset and a likely ongoing “loss leader,” but stressed the importance of predictable subsidy planning and avoiding surprise cash needs.

**Motion by Eaton, seconded by Dickinson approving the 2026 Sanford Center Budget. Motion carried by the following roll call vote: Yeas: Eaton, Prince, Peterson, Thayer, Dickinson, Rivera, Fiskevold Gould.**

Prince called for a brief recess at 8:01 p.m. The meeting reconvened at 8:07 p.m. with all members present.

Consider Resolution Approving Final 2025 Tax Levy Collectible in 2026

Staff presented levy options showing a range of increases (examples discussed: 0%, 4.0%, 4.5%, 5.0%, 6.0%) and the dollar effect on the total levy and the General Fund. Council was reminded contingency and CIP priorities would be affected by the chosen levy level.

Council discussion:

- Concern about keeping up with infrastructure and deferred maintenance
- Recognition that the city serves a regional population (higher service demand) and limited alternatives other than property tax increases (exploring other revenue sources e.g., food & beverage tax).
- Balancing tax burden for residents vs. protecting city financial reserves and service levels.

Motion was initially made by Thayer but upon further clarification the motion was withdrawn.

Motion by Eaton, seconded by Thayer to amend the Resolution Approving Final 2025 Tax Levy Collectible in 2026 setting the general fund levy at \$7,759,269 and the total levy at \$8,830,369. Motion failed by the following roll call vote: Yeas: Eaton, Thayer. Nays: Dickinson, Fiskevold Gould, Prince, Peterson, Rivera.

**RESOLUTION NO. 6679: Approving Amended Final 2025 Tax Levy Collectible in 2026 setting the general fund levy at \$7,717,019 and the total levy at \$8,788,118 was offered by Councilmember Dickinson, who moved its adoption, and upon due second by Councilmember Eaton passed by the following roll call vote: Yeas: Dickinson, Thayer, Prince, Eaton. Nays: Rivera, Peterson, Fiskevold Gould.**

Consider Resolution Approving Final 2026 Budget

Staff noted that with the amended levy, the budget would need to be adjusted by reducing the contingency amount to \$105,998 resulting in total general fund expenses of \$20,572,545.

Prince expressed preference for zero-based review to reset priorities rather than starting from prior year spending. Noted a single point of overall budget oversight (city manager/finance director) while each department prepares its own budget; recommended broader oversight/engagement, possibly by creating a budget committee. Fiskevold Gould also expressed interest in a budget committee.

**RESOLUTION NO. 6680: Adopting Amended 2026 Budget setting contingency fund at \$105,998 resulting in total general fund expenses at \$20,572,545 was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Dickinson passed by the following roll call vote: Yeas: Thayer, Dickinson, Eaton, Rivera, Fiskevold Gould, Peterson, Prince.**

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

Anderson reported that a resolution was approved by the City Council on October 20, 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.

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  
10th Street NW

Rice Avenue NW – Irvine Avenue NW  
Jeannette Avenue NW – Park Avenue NW

## Jeannette Avenue NW      10th Street NW – 11th Street NW

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.

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.

An open house to explain the project to all affected residents was held on Tuesday, December 2 with four residents providing 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.

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	\$ 0
Project Total:	\$1,532,801

A public hearing will be held on January 20 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.

Council discussion:

- Rivera wanted to maintain calendar/on-street parking where residents use it, especially on 10th and 11th.
- Prince raised concerns on whether the city should skip a street project in the storm-recovery year to avoid new assessments on residents. Staff confirmed they have capacity to proceed and that the program can continue without over-stretching resources.

**RESOLUTION NO. 6681: Approving Feasibility Report and Call for Public Hearing on January 20, 2026 at City Hall, Council Chambers, 317 4th Street NW, at 6:00 p.m. for the 2026 Street Renewal Project - City Project 26-01 was offered by Councilmember Eaton, who moved its adoption, and upon due second by Councilmember Rivera was passed by the following roll call vote: Yeas: Fiskevold Gould, Eaton, Rivera, Peterson, Prince, Dickinson, Thayer.**

Consider Approval to Continue with Solar on Public Buildings Project for Four Ground Mount Sites  
 Carlson reported that the city was awarded the state grants for 70% funding of the Solar on Public Buildings Projects. 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 31, 2025.

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:

- Warming House Approx. 336'
- Curling Club Approx. 267'
- Sanford Center Approx. 480'
- 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

Staff reiterated that the City of Bemidji has been awarded \$493,455.55 (70% of total cost of the four (4) individual projects excluding fencing with 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. Staff provided updated information in that the city has received and staff provided to council the State of Minnesota Grant Contract Agreements for the solar projects.

Peterson raised concerns about the placement of the solar array at City Park and the Sanford Center. Staff from Wolf Track started there is flexibility in the placement.

**Motion by Rivera, seconded by Thayer authorizing and directing the Mayor and City Manager to execute the grant agreements with the Minnesota Department of Commerce for the Solar on Public Buildings program. Motion carried by the following roll call vote: Yeas: Peterson, Thayer, Fiskevold Gould, Prince, Rivera, Eaton, Dickinson.**

Consider Resolution Designating Ward 1 Polling Place

The BSU American Indian Resource Center has been the Ward 1 polling place since 2012 when it was moved from the John Glas Fieldhouse. 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. Pursuant to Minnesota Statutes, a change of polling place must be done by December 31, 2025. All other polling places remain the same. Notices of the change will be mailed to all registered voters and posted via city hall, website, social media as well as posted at the AIRC on each election day until the next presidential election. State statute would allow BSU to request an in-person absentee voting day on campus.

Councilmember Fiskevold Gould raised concerns about moving the polling place off campus that could create a physical barrier (Paul Bunyan Drive, no marked crossing at the exact point) which

may reduce student turnout. Fiskevold Gould felt uncomfortable making a permanent change without student input.

Motion by Fiskevold Gould, seconded by Prince to table Resolution Designating Ward 1 Polling Place to a December 29 special meeting. Motion failed by the following roll call vote: Yeas: Prince, Fiskevold Gould, Peterson. Nays: Rivera, Thayer, Dickinson, Eaton.

**RESOLUTION NO. 6682: Designating the Northwest Indian Community Development Center Community Room as the Polling Place for Ward 1 was offered by Councilmember Thayer, who moved its adoption, and upon due second by Councilmember Rivera, passed by the following roll call vote: Yeas: Eaton, Thayer, Dickinson, Rivera. Nays: Prince, Peterson, Fiskevold Gould.**

#### **COUNCIL COMMITTEE UPDATES**

- Councilmember Dickinson attended Sustainability Commission in place of Councilmember Thayer, reported a high level of enthusiasm and engagement from members.
- Councilmember Eaton attended first meeting of the State Aid Rules Committee (MnDOT 8820 rules), invited input from staff on any desired state-aid rule changes
- Councilmember Rivera had no report at this meeting.
- Councilmember Peterson missed a fire relief meeting due to work obligations.
- Councilmember Fiskevold Gould stated Parks & Recreation Commission meeting was canceled due to weather.
- Councilmember Thayer attended the Headwaters Regional Development Commission meeting via Zoom. Thanked the Mayor for attending and welcoming the HRDC board. Highlighted staff reports on the status of HRDC projects and programs, noting very good work being done.
- Mayor Prince attended a housing event where Maxfield Research presented on housing needs; report is available online; attended a daycare/childcare roundtable with Councilmember Fiskevold Gould; gathered information on local childcare issues; participated in an interview of a member for the community and police advisory board, candidate will move forward pending background screening; at HRDC's request, attended and formally welcomed commissioners at their meeting.

#### **UPCOMING MEETINGS**

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

#### **ADJOURN**

There being no further business, motion by Peterson, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by the following roll call vote: Yeas: Dickinson, Fiskevold Gould, Prince, Eaton, Peterson, Thayer, Rivera. Meeting adjourned at 9:18 p.m.

Respectfully submitted,



Michelle R. Miller  
City Clerk

# Bill List Summary

February 2nd, 2026

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
44354 - 44436	See Attached List	<u>657,847.00</u>
		\$657,847.00
	TOTAL	\$657,847.00

# Accounts Payable

## Blanket Voucher Approval Document

User: denisea  
Printed: 01/28/2026 - 2:02PM  
Warrant Request Date: 2/3/2026  
DAC Fund:



Batch: 00403.02.2026

### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000044354	891.00
2	Advanced Eng.& Environ.Serv., Inc.	000000000	300.00
3	Artisan Beer Company	000044355	638.00
4	Auto Value Bemidji	000044356	885.48
5	Barr Engineering Company	000044357	25,171.86
6	Battery Wholesale Inc-Bemidji	000044358	290.30
7	Bellboy Corporation	000000000	3,809.75
8	Beltrami County Auditor/Treasurer	000044359	448.60
9	Beltrami County Solid Waste	000044360	200.00
10	Beltrami Industrial Service, Inc.	000044361	555.00
11	Bemidji Coca-Cola Bottling Co, Inc	000044362	300.64
12	Bemidji Downtown Alliance Board	000044363	246.94
13	Bemidji Indoor Sports Commission	000044364	5,000.00
14	Bemidji Paper Sales, Inc.	000044365	1,585.18
15	Bemidji Roofing Inc	000044366	675.00
16	Bernick's	000000000	9,793.43
17	Bessler Electric	000000000	17,978.25
18	Bonded Lock & Key of Bemidji	000044367	112.50
19	Bound Tree Medical, LLC	000044368	221.97
20	Boyer Mechanical Services	000000000	515.54
21	Breakthru Beverage Minnesota Beer, LLC	000044369	145.65
22	Breakthru Beverage Minnesota Wine & Spirits, LLC	000044370	11,210.55
23	Cenex Fleecard	000044371	23,853.13
24	City of Bemidji - ACH	000000000	493.88
25	Cleaning Maid Simple	000000000	2,090.00
26	Clearwater Co. Sheriff's Office	000044372	75.00
27	CM2 Supply	000044373	133.74
28	Column Software PBC	000044374	103.88
29	Compass Minerals America Inc.	000044375	12,000.59
30	Core & Main	000044376	20,718.84
31	Dahlheimer Beverage Brainerd	000000000	174.10
32	Docu Shred	000044377	59.60
33	D-S Beverages	000044378	13,174.69
34	Fastenal Company	000044379	1,488.79
35	Faver, Timothy	000044380	200.00
36	Fed Ex	000044381	56.07
37	Ferguson Waterworks #2516	000044382	440.74
38	FleetPride, Inc.	000044383	435.99
39	Forum Communications Company	000000000	590.00
40	Grand Forks Fire Equipment LLC	000000000	896.95
41	Greater Bemidji	000044384	30,000.00
42	Gregg's Plumbing & Heating	000044385	771.38
43	Hawkins, Inc.	000044386	10,467.80
44	HBI Radio Bemidji	000044387	360.00

Page Total: \$199,560.81

Line	Claimant	Voucher No.	Amount
45	Ink Spot Press	000044388	1,298.08
46	Innovative Office Solutions, LLC	000044389	531.12
47	Integrity Employee Benefits, LLC	000000000	5,108.40
48	Ironhide Equipment, Inc.	000000000	1,102.80
49	Jim Hirt Trucking, Inc	000044390	1,056.76
50	Joe's Northwoods Pest Control	000044391	107.50
51	Johnson Bros., Inc.	000044392	14,529.74
52	Johnson,Chance	000000000	75.00
53	Joyce,Alexis	000000000	47.00
54	Kenny's	000044393	441.12
55	KLJ Engineering LLC	000044394	10,364.50
56	Kodiak Builders LLC	000044395	500.00
57	Kraus-Anderson Construction Co	000044396	12,427.61
58	KRIS Engineering, Inc.	000044397	1,130.62
59	L & M Supply, Inc.	000044398	926.22
60	Larry's Machine Shop	000044399	138.53
61	Larson Elevator Company	000044400	1,645.72
62	Lawson Products, Inc.	000044401	495.25
63	League of MN Cities	000044402	2,970.00
64	Locators & Supplies, Inc.	000000000	26.37
65	Macqueen Emergency Group	000000000	5,459.25
66	Maid In Bemidji, Inc.	000000000	600.00
67	Marco, Inc.	000000000	554.83
68	Mastin,Mike	000000000	35.00
69	McKinnon Co., Inc.	000044403	7,243.97
70	McMaster-Carr Supply Co.	000000000	1,075.21
71	Med Compass	000044404	145.00
72	Menards-Bemidji	000044405	530.32
73	Meyer,Joshua	000000000	169.99
74	Mid-Am Textiles, Inc.	000044406	216.00
75	MN Dept of Health	000044407	150.00
76	MN Dept of Revenue ACH	000000000	98,050.00
77	MN Energy Resources	000000000	5,656.55
78	MN Office Of Cannabis - ACH	000000000	251.00
79	MN Valley Testing Lab, Inc.	000000000	300.80
80	Mobile Repair Service & Equipment, Inc.	000044408	103.00
81	MoeCo Fire & Safety	000044409	4,757.83
82	Motion Industries, Inc	000044410	48.92
83	MTI Distributing Co.	000044411	197.00
84	NAPA Auto Parts/Premier	000044412	230.64
85	Nature Sky Tree Service	000044413	30.00
86	Nei Bottling, Inc.	000044414	232.45
87	O'Reilly Auto Parts	000044415	8.87
88	Otter Tail Power Company	000044416	105,968.04
89	Paul Bunyan Communications	000044418	1,075.88
90	Paul Bunyan Communications	000044417	3,152.14
91	Phillips Wine & Spirits	000044419	20,494.57
92	Pro Hydro-Test LLC	000044420	5,100.00
93	Quadient Leasing	000044421	177.51
94	R.L. Larson Excavating, Inc.	000000000	53,023.49
95	RMB Environmental Laboratories, Inc.	000044422	1,095.16
96	SERVPRO of Bemidji, Grand Rapids & Hibbing	000044423	225.00
97	Short Elliott Hendrickson, Inc.	000044424	686.93
98	Sir Lines-A-Lot	000044425	13,647.17
99	Southern Glazer's of MN	000044426	17,018.12
100	Southside Tow & Rec, Inc	000044427	3,322.43
101	TC Recycling	000044428	1,050.00

Page Total: \$407,005.41

<b>Line</b>	<b>Claimant</b>	<b>Voucher No.</b>	<b>Amount</b>
102	Tennant Sales and Service Company	000000000	11,340.40
103	The Fire Group Inc	000044429	26,150.65
104	The Loft Event Center	000044430	500.00
105	Township of Grant Valley	000044431	330.15
106	Vestis	000044432	1,344.72
107	Vinocopia, Inc.	000000000	4,422.74
108	Vision Properties Maintenance Services	000044433	1,000.00
109	Wes Plumbing & Heating	000044434	3,385.00
110	Wine Merchants	000044435	1,178.00
111	Witherspoon,Alicia	000044436	500.00
112	Ziegler, Inc.	000000000	1,129.12
			\$51,280.78
Page Total:			
			\$657,847.00
Grand Total:			

**Sanford Center  
Cash Requirements  
As of Feb 3, 2026**

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

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>Amount Due</b>
<b>Advanced Business Integrations</b>	<b>Timeclock Software</b>	<b>1/18/26</b>	<b>428.75</b>
<b>Ace on the Lake</b>	<b>Operating Supplies</b>	<b>1/15/26</b>	<b>19.73</b>
<b>ADP, Inc</b>	<b>Payroll Software</b>	<b>1/16/26</b>	<b>615.46</b>
<b>Amanda Schackman</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Arrow Printing Inc</b>	<b>Inventory - F&amp;B Product Labels</b>	<b>1/23/26</b>	<b>241.54</b>
<b>Bemidji Baseball Booster Club</b>	<b>NPO Payment</b>	<b>1/23/26</b>	<b>535.13</b>
Bemidji Coca-Cola Company	Inventory - Beverage	1/9/26	770.80
Bemidji Coca-Cola Company	Inventory - Beverage	1/16/26	2,202.38
Bemidji Coca-Cola Company	Inventory - Beverage	1/16/26	-96.00
Bemidji Coca-Cola Company	Inventory - Beverage	1/23/26	897.10
<b>Bemidji Coca-Cola Company</b>	<b>Bemidji Coca-Cola Company</b>		<b>3,774.28</b>
<b>Bernick's</b>	<b>Inventory - Beer</b>	<b>1/23/26</b>	<b>676.00</b>
<b>Brandon Mack</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Breakthru Beverage Mn Wine &amp; Spirits</b>	<b>Inventory - Liquor</b>	<b>1/15/26</b>	<b>483.70</b>
Bemidji State University	NPO Payment	1/24/26	384.03
Bemidji State University	NPO Payment	1/23/26	505.01
<b>Bemidji State University</b>	<b>Bemidji State University</b>		<b>889.04</b>
Central McGowan Inc	Propane Fuel	1/12/26	255.79
Central McGowan Inc	Propane Fuel	1/23/26	322.52
<b>Central McGowan Inc</b>	<b>Central McGowan Inc</b>		<b>578.31</b>
<b>Constellation Newenergy-Gas Div. LLC</b>	<b>Utility - Natural Gas</b>	<b>1/21/26</b>	<b>15,366.86</b>
<b>D-S Beverages Inc</b>	<b>Inventory - Beer &amp; Liquor</b>	<b>1/22/26</b>	<b>1,550.50</b>
Dacotah Paper Co	Inventory - F&B Paper	1/13/26	184.53
Dacotah Paper Co	Janitorial Supplies	1/13/26	131.87
Dacotah Paper Co	Janitorial Supplies	1/13/26	1,484.27
Dacotah Paper Co	CM: Janitorial Supplies	1/20/26	-131.37
Dacotah Paper Co	Janitorial Supplies	1/20/26	134.36
<b>Dacotah Paper Co</b>	<b>Dacotah Paper Co</b>		<b>1,803.66</b>

**Sanford Center  
Cash Requirements  
As of Feb 3, 2026**

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

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>Amount Due</b>
Ethan Rogers	Refunded - Certificate for Sales Bid Requirement	1/27/26	-255.38
Ethan Rogers	January Cell Phone Reimbursement	1/31/26	60.00
<b>Ethan Rogers</b>	<b>Ethan Rogers</b>		<b>-195.38</b>
<b>Fusion Competition Booster Club</b>	<b>NPO Payment</b>	<b>1/17/26</b>	<b>351.14</b>
<b>First City Lions</b>	<b>NPO Payment</b>	<b>1/24/26</b>	<b>521.55</b>
<b>Guardian Pest Solutions</b>	<b>Pest Control</b>	<b>1/15/26</b>	<b>299.11</b>
<b>Hard Target, Inc.</b>	<b>Contracted Security &amp; EMT Reimbursable</b>	<b>1/16/26</b>	<b>7,338.75</b>
<b>Heidi Neese</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Janine Johnson</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Jason Larimer</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Jordan Mann</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Kalley Dynes Levin</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
Legends Global	January IT Fees	1/14/26	1,163.00
Legends Global	January Management Fee	1/20/26	10,609.00
Legends Global	Event Insurance Reimbursable	1/26/26	250.00
<b>Legends Global</b>	<b>Legends Global</b>		<b>12,022.00</b>
<b>Lexi Mudrick</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Lil' Bitty Donuts LLC</b>	<b>Contracted F&amp;B Vendor Payment</b>	<b>1/27/26</b>	<b>3,335.85</b>
Luekens Village Foods - South	Inventory - Food	1/20/26	85.95
Luekens Village Foods - South	Inventory - Food	1/24/26	3.35
<b>Luekens Village Foods - South</b>	<b>Luekens Village Foods - South</b>		<b>89.30</b>
<b>McKinnon Company Inc</b>	<b>Inventory - Beer &amp; Liquor</b>	<b>1/23/26</b>	<b>758.55</b>
<b>Morgan Skiles</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Nate Anderson</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>OtterTail Power Company</b>	<b>Utility - Electric</b>	<b>1/26/26</b>	<b>34,978.78</b>

**Sanford Center  
Cash Requirements  
As of Feb 3, 2026**

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

<b>Vendor</b>	<b>Description</b>	<b>Date</b>	<b>Amount Due</b>
Performance Food Group	Inventory - Food	1/14/26	3,969.57
Performance Food Group	Inventory - Food	1/14/26	220.08
Performance Food Group	Inventory - Food	1/16/26	683.58
Performance Food Group	Inventory - Food	1/19/26	922.84
Performance Food Group	Inventory - Food	1/21/26	1,475.83
Performance Food Group	Inventory - Food	1/21/26	748.98
Performance Food Group	Inventory - Food	1/23/26	26.79
Performance Food Group	Inventory - Food	1/26/26	4,267.44
Performance Food Group	Inventory - Food	1/27/26	257.88
Performance Food Group	Inventory - Food	1/28/26	2,267.00
<b>Performance Food Group</b>	<b>Performance Food Group</b>		<b>14,839.99</b>
<b>Rodney Anderson</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Sandstrom's Inc</b>	<b>Inventory - Food</b>	<b>1/16/26</b>	<b>2,358.47</b>
<b>Sean Crampton</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Shelana Ysen</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Southern Glazer's of MN</b>	<b>Inventory - Wine &amp; Liquor</b>	<b>1/22/26</b>	<b>875.40</b>
<b>Stephanie Hollatz</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
Sysco Western Minnesota, Inc	Inventory - Food	1/13/26	1,027.24
Sysco Western Minnesota, Inc	Inventory - Food	1/23/26	1,876.19
Sysco Western Minnesota, Inc	Inventory - Food	1/27/26	953.43
<b>Sysco Western Minnesota, Inc</b>	<b>Sysco Western Minnesota, Inc</b>		<b>3,856.86</b>
<b>TrekNorth Football Booster Club</b>	<b>NPO Payment</b>	<b>1/24/26</b>	<b>405.51</b>
<b>Trevor Johnson</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>Trisha Vojak</b>	<b>January Cell Phone Reimbursement</b>	<b>1/31/26</b>	<b>60.00</b>
<b>TSBL Distributing</b>	<b>Operating Supplies</b>	<b>1/22/26</b>	<b>108.29</b>
Vestis Group, Inc	Laundry & Linen	1/15/26	154.86
Vestis Group, Inc	Laundry & Linen	1/15/26	227.88
Vestis Group, Inc	Laundry & Linen	1/22/26	895.96
Vestis Group, Inc	Laundry & Linen	1/22/26	154.86
<b>Vestis Group, Inc</b>	<b>Vestis Group, Inc</b>		<b>1,433.56</b>
			<b>111,300.69</b>

# CITY COUNCIL AGENDA ITEM



**Meeting Date:** February 2, 2026  
**Action Requested:** Approve December Financials from Legends Global for the Sanford Center  
**Prepared By:** Trevor Johnson, Director of Finance, Sanford Center

---

## **Background:**

As we turned the calendar to the new year, The Sanford Center overcame many challenges and finished 2025 very strong. We are pleased to announce our Net Income (Loss) is (\$491,944), which is \$2,629 favorable to budget and \$123,056 ahead of the November forecast. The improved variance can be contributed to recognizing prior period ticketing revenue of \$47,577 and World Juniors revenue coming in \$75,251 ahead of forecast. The improvement in World Juniors is mainly due to event catering and event day concessions better than anticipated, and well managed staffing levels which helped keep expenses down.

- A. The Sanford Center Adjusted Gross Income was unfavorable to budget by \$293,325. However, the Sanford Center exceeded the prior year Adjusted Gross Income by \$369,212.
- B. Indirect Expense Total for the year was \$295,954 favorable to budget and \$404,345 less than 2024 actual. Position vacancies and necessity-based spending were the primary drivers of these savings.
- C. Our 2025 Net Income (Loss) was \$2,629 favorable to budget. Our 2025 Net Income (Loss) was \$35,133 greater than 2024.

A recap of events for the month of December:

- Bemidji Youth Hockey
- City of Bemidji Employee Recognition Lunch
- Sanford Board Holiday Party
- Bemidji Figure Skating
- BSU VS Duluth
- IIHF World Juniors Pre-Tournament Series
- Ruby's Pantry
- AOG Ice Rental
- Dunham/Becker Wedding
- Bemidji Area Chamber of Commerce Gala

Based on comments from the Finance sub-committee meeting, The Sanford Center attempted to minimize the risk of ticketed events in the fourth quarter. With this in mind, removing the downside risk is why our Rolling Forecast showed Net Income (Loss) further from budget just a month ago.

Again, our monthly indirect expenses were favorable to budget and the rolling forecast as well. There is an amazing group of professionals at The Sanford Center that care about this venue, one another and the community that they serve. There were many highs and lows throughout 2025, but their extra efforts are reflected throughout this final monthly financial review.

**Recommendation:**

Approve December Financials from Legends Global for the Sanford Center



# SANFORD CENTER



## **Sanford Center**

**FOR THE MONTH ENDING DECEMBER 31, 2025**

**DISTRIBUTED JANUARY 25, 2025**

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

*Distribution List:*

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

**LEGENDS GLOBAL ARENA MANAGEMENT - The Sanford Center**

The Sanford Center

Dec-25

Financial Statements

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<u>Description</u>	<u>Page(s)</u>
Narrative	1
Lead Income Statement	2
Balance Sheet	3
Rolling Forecast	4
Cashflow Forecast	5

## **Legends Global Management LLC**

### **The Sanford Center – Bemidji, Minnesota**

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	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	74,902	26,250	48,652	504,148	541,183	(37,035)	468,732
Service Revenue	75,443	49,779	25,664	813,776	1,256,110	(442,334)	853,555
Service Expenses	(76,350)	(57,361)	(18,989)	(518,214)	(948,124)	429,910	(749,343)
<b>Total Direct Event Income</b>	<b>73,995</b>	<b>18,668</b>	<b>55,327</b>	<b>799,710</b>	<b>849,169</b>	<b>(49,459)</b>	<b>572,944</b>
<b>Ancillary Income</b>							
F & B Concessions	19,655	33,995	(14,340)	221,473	356,333	(134,860)	402,745
F & B Catering	138,118	69,275	68,843	504,961	618,622	(113,661)	263,778
Novelty Sales	(25)	0	(25)	4,703	16,550	(11,847)	12,157
Promoter Share	0	0	0	0	0	0	0
Promoter Share	0	0	0	0	0	0	0
Booth Cleaning Wages	0	0	0	0	0	0	0
Other Ancillary Sales	0	0	0	0	0	0	0
<b>Total Ancillary Income</b>	<b>157,748</b>	<b>103,270</b>	<b>54,478</b>	<b>731,137</b>	<b>991,505</b>	<b>(260,368)</b>	<b>678,680</b>
<b>Other Event Income</b>							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	57,736
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	11,326
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	5,757	0	5,757	45,861	23,080	22,781	83,165
Facility Fees	42,930	23,315	19,615	156,287	101,277	55,010	99,261
<b>Total Other Event Income</b>	<b>48,687</b>	<b>23,315</b>	<b>25,372</b>	<b>227,925</b>	<b>153,742</b>	<b>74,183</b>	<b>251,488</b>
<b>Total Event Income</b>	<b>280,430</b>	<b>145,253</b>	<b>135,177</b>	<b>1,758,772</b>	<b>1,994,416</b>	<b>(235,644)</b>	<b>1,503,112</b>
<b>OTHER OPERATING INCOME</b>							
Luxury Suite Premiums	1,885	9,216	(7,331)	30,895	27,648	3,247	8,571
Suite Service Premium	0	1,265	(1,265)	10,377	3,797	6,580	7,447
Advertising & Sponsorship	27,426	32,007	(4,581)	284,352	384,073	(99,721)	208,780
Sanford Naming Rights	16,667	16,663	4	200,000	200,000	0	183,333
Coke Mktg Sponsorship	14,000	0	14,000	14,000	0	14,000	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	2,035	0	2,035	18,216	3	18,213	26,157
<b>Total Oth. Operating Income</b>	<b>62,013</b>	<b>59,151</b>	<b>2,862</b>	<b>557,840</b>	<b>615,521</b>	<b>(57,681)</b>	<b>444,288</b>
<b>Adjusted Gross Income</b>	<b>342,443</b>	<b>204,404</b>	<b>138,039</b>	<b>2,316,612</b>	<b>2,609,937</b>	<b>(293,325)</b>	<b>1,947,400</b>
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	125,498	114,092	11,406	1,259,598	1,369,148	(109,550)	1,044,285
Payroll Taxes & Benefits	30,862	38,872	(8,010)	353,901	466,519	(112,618)	340,846
Net Salaries and Benefits	156,360	152,964	3,396	1,613,499	1,835,667	(222,168)	1,385,131
Contracted Services	0	0	0	0	0	0	0
General and Administrative	15,327	21,550	(6,223)	210,219	262,610	(52,391)	226,333
Operating	11,425	13,490	(2,065)	116,746	103,300	13,446	119,552
Repairs & Maintenance	7,598	1,487	6,111	33,640	32,234	1,406	52,121
Operational Supplies	13,320	9,212	4,108	86,158	118,500	(32,342)	48,538
Insurance	71,212	13,377	57,835	185,662	160,491	25,171	56,978
Utilities	39,772	56,200	(16,428)	435,324	464,400	(29,076)	401,633
ASM Management Fees	10,609	10,609	0	127,308	127,308	0	113,300
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
<b>Total Indirect Expenses</b>	<b>325,623</b>	<b>278,889</b>	<b>46,734</b>	<b>2,808,556</b>	<b>3,104,510</b>	<b>(295,954)</b>	<b>2,404,211</b>
Net Income (Loss)	<b>\$ 16,820</b>	<b>(\$ 74,485)</b>	<b>\$ 91,305</b>	<b>(\$ 491,944)</b>	<b>(\$ 494,573)</b>	<b>2,629</b>	<b>(\$ 456,811)</b>
<b>Non-Operating Income</b>							
City of Bemidji Subsidy	0	0	0	350,000	0	350,000	442,558
Property Insurance	0	0	0	(38,566)	0	(38,566)	(82,954)
Extraordinary Items	(25,913.00)	0	(25,913)	(25,913)	0	(25,913)	-
<b>Adjusted Net Income (Loss)</b>	<b>(\$ 9,093)</b>	<b>(\$ 74,485)</b>	<b>\$ 65,392</b>	<b>(\$ 206,423)</b>	<b>(\$ 494,573)</b>	<b>288,150</b>	<b>(\$ 97,207)</b>

## ASSETS

### Current Assets

Cash	\$	897,327
Accounts Receivable		336,942
Prepaid Assets		156,671
Inventory		<u>71,809</u>

Total Current Assets 1,462,749

### Fixed Assets

Building		0
Machinery & Equipment		0
Acc. Depreciation		<u>0</u>

Total Fixed Assets 0

### Other Assets

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

Total Other Assets 0

**Total Assets** **\$ 1,462,749**

## LIABILITIES AND EQUITY

### Current Liabilities

Accounts Payable	\$	304,370
Working Capital Loan		350,000
Accrued Expenses		98,379
Deferred Income		261,525
Advance Ticket Sales/Deposits		508,257
Other Current Liabilities		<u>0</u>

Total Current Liabilities 1,522,531

### Equity

Net Funds Received		0
Retained Earnings		146,640
Net Income (Loss)		<u>(206,422)</u>

Total Equity (59,782)

**Total Liabilities & Equity** **\$ 1,462,749**

The Sanford Center  
2025  
Rolling Forecast

	Year to Date Actual Thru December	Projected December Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	504,148	-	504,148	541,183	(37,035)	-6.84%	522,224	(18,076)	-3.46%
Service Income	813,776	-	813,776	1,076,938	(263,162)	-24.44%	908,408	(94,632)	-10.42%
Service Expenses	(518,214)	-	(518,214)	(948,124)	429,910	-45.34%	(806,057)	287,843	-35.71%
Total Direct Event Income	799,710	-	799,710	669,997	129,713	19.36%	624,575	175,135	28.04%
Ancillary Income									
F & B Concessions	221,473	-	221,473	356,336	(134,863)	-37.85%	438,743	(217,270)	-43.23%
F & B Catering	504,961	-	504,961	797,794	(292,833)	-36.71%	279,329	225,632	55.24%
Novelty Sales	4,703	-	4,703	16,550	(11,847)	-71.58%	12,157	(7,454)	-64.57%
Total Ancillary Income	731,137	-	731,137	1,170,680	(439,543)	-37.55%	730,229	908	0.12%
Other Event Income									
Luxury Box Ticket Sales	24,356	-	24,356	7,500	16,856	224.75%	68,178	(43,822)	-64.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421	0.00%	12,241	(10,820)	-88.39%
Event Advertising Income	-	-	-	-	-	0.00%	-	-	0.00%
Ticket Rebates (Per Event)	45,861	-	45,861	23,080	22,781	98.70%	132,580	(86,719)	-93.70%
Facility Fees	156,287	-	156,287	101,277	55,010	54.32%	192,833	(36,546)	-40.74%
Total Other Event Income	227,925	-	227,925	131,857	96,068	72.86%	405,832	(177,907)	-43.84%
Total Event Income	1,758,772	-	1,758,772	1,972,534	(213,762)	-10.84%	1,760,636	(1,864)	-0.11%
Other Operating Income	557,840	-	557,840	637,403	(79,563)	-12.48%	490,830	67,010	13.65%
Adjusted Gross Income	2,316,612	-	2,316,612	2,609,937	(293,325)	-11.24%	2,251,466	65,146	2.89%
Operating Expenses									
Employee Salaries and Wages	1,259,598	-	1,259,598	1,369,148	(109,550)	-8.00%	1,144,135	115,463	-8.07%
Benefits	353,901	-	353,901	466,519	(112,618)	-24.14%	371,020	(17,119)	5.11%
Net Employee Wages and Benefits	1,613,499	-	1,613,499	1,835,667	(222,168)	-12.10%	1,515,155	98,344	-4.84%
General and Administrative	210,219	-	210,219	262,610	(52,391)	-19.95%	241,689	(31,470)	14.15%
Operations	116,746	-	116,746	80,100	36,646	45.75%	127,734	(10,988)	14.44%
Repair & Maintenance	33,640	-	33,640	55,434	(21,794)	-39.32%	55,572	(21,932)	35.60%
Supplies	86,158	-	86,158	118,500	(32,342)	-27.29%	49,064	37,094	-84.87%
Insurance	185,662	-	185,662	160,491	25,171	15.68%	60,996	124,666	-111.39%
Utilities	435,324	-	435,324	464,400	(29,076)	-6.26%	436,513	(1,189)	-3.70%
SMG Management Fees	127,308	-	127,308	127,308	-	0.00%	123,600	3,708	-3.00%
Less: Expenses Allocated	-	-	-	-	-	100.00%	625	(625)	100.00%
Total Operating Expenses	2,808,556	-	2,808,556	3,104,510	(295,954)	11.72%	2,610,948	197,608	-4.97%
Net Income (Loss) From Operations	(491,944)	-	(491,944)	(494,573)	2,629	-0.53%	(359,482)	(132,462)	36.85%
Other Income (Expenses)	285,521	-	311,434	-	(311,434)		-	311,434	0.00%
Net Income After Other Income (Expenses)	(206,423)	-	(180,510)	(494,573)	314,063	-63.50%	(359,482)	178,972	-49.79%

**The Sanford Center  
Fiscal Year 2025  
Operating Cash Flow Forecast**

<b>Month Ending</b>	<b>December 12/31/2025</b>	<b>January 1/31/2026</b>	<b>February 2/28/2026</b>	<b>March 3/31/2026</b>
<b>Beg Cash Flow (Non Ticketing/Unrestricted)</b>	<b>258,935.00</b>	<b>284,000.00</b>	<b>248,597.00</b>	<b>424,435.00</b>
Beginning Bank Balance 11/24/2025				
F&B Revenue	104,067.00	150,000.00	77,000.00	55,000.00
Rent Revenue		-	35,000.00	61,000.00
Service Revenue		-	2,000.00	44,000.00
Ticketing Transer	150,000.00	116,000.00	200,000.00	80,000.00
A/R Collections	90,000.00	80,000.00	225,000.00	2,800.00
<b>Total Inflows</b>	<b>344,067.00</b>	<b>346,000.00</b>	<b>539,000.00</b>	<b>242,800.00</b>
Net Employee Wages and Benefits	(225,000.00)	(225,000.00)	(137,260.00)	(137,260.00)
Uncashed AP Checks				
Unpaid AP		-	(60,000.00)	
General and Administrative	(21,550.00)	(19,323.00)	(19,323.00)	(19,323.00)
Operations	(11,564.00)	(13,663.00)	(13,663.00)	(13,663.00)
Repair & Maintenance	(3,413.00)	(11,005.00)	(8,504.00)	(8,504.00)
Supplies	(9,212.00)	(4,443.00)	(4,443.00)	(4,443.00)
Insurance	(70,377.00)	(16,625.00)	(16,625.00)	(16,625.00)
Utilities	(56,200.00)	(48,417.00)	(52,417.00)	(41,717.00)
SMG Management Fees	(10,600.00)	(10,927.00)	(10,927.00)	(10,927.00)
Sales Tax		(32,000.00)	(40,000.00)	
Other Cash Outflows				
<b>Total Outflows</b>	<b>(407,916.00)</b>	<b>(381,403.00)</b>	<b>(363,162.00)</b>	<b>(252,462.00)</b>
<b>Available Cash</b>	<b>195,086.00</b>	<b>248,597.00</b>	<b>424,435.00</b>	<b>414,773.00</b>
<b>Other Cash Inflow/Outflow</b>				
Intercompany Payments				
Funding				
<b>Ending Cash balance</b>	<b>195,086.00</b>	<b>248,597.00</b>	<b>424,435.00</b>	<b>414,773.00</b>

# BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
<b>Massage Establishment</b>			
	<b>MESSAGE BY AMANDA</b>	<b>522 BELTRAMI AVE NW, SUITE 103</b> Amanda Beach	<b>\$120.00</b>
<b>Massage Therapist</b>			
	<b>AMANDA MARIE BEACH</b>	<b>522 BELTRAMI AVE NW, SUITE 103</b> Massage by Amanda	<b>\$85.00</b>

# CITY COUNCIL AGENDA ITEM



**Meeting Date:** February 2, 2026  
**Action Requested:** Approve Appointment to Community and Police Advisory Board  
**Prepared By:** Michelle Miller, City Clerk

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**Background:**

There are currently four vacancies on the Community and Police Advisory Board. One application has been received.

After a screening, interview and background process, members of the interview panel board are ready to recommend Barbara Lottmann to the Community and Police Advisory Board.

**Recommendation:**

Approve Appointment of Barbara Lottmann to the Community and Police Advisory Board with term ending December 31, 2028.



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Barbara Lottmann Date: 10/12/2025

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 type="checkbox"/> Sanford Center Advisory Board	<input type="checkbox"/> Sustainability Commission
<input checked="" 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 want to increase my understanding of police department policies, procedures, and training. I can use my education to improve communication between the police department and the community. I have attended some of the community outreach sessions Bemidji police officers have presented at the Bemidji Senior Center. I have been impressed with their knowledge, friendliness, and professionalism.

**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 am retired and moved to Bemidji September 2023. I haven't had the opportunity to be involved in civic activities. I am a member of the Bemidji Senior Center. I am a member and participate in activities at a local church. I volunteer at Great River Rescue.

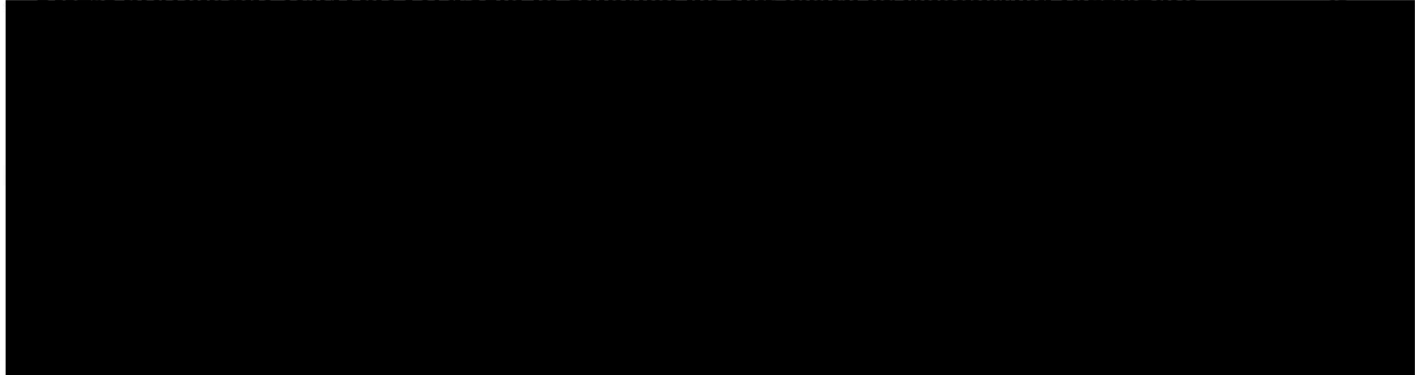
**Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):**

I am a retired registered nurse. I worked for 40 years in Wisconsin in a variety of settings. I gave up my license when I moved to Minnesota. I am currently employed at the Sanford Medical center in a "casual" position with guest services. I enjoy interacting with the public. I have good communication skills.

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

My schedule is flexible. I don't anticipate any issues with availability to attend meetings or participate in events.

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



# CITY COUNCIL AGENDA ITEM



**Meeting Date:** February 2, 2026  
**Action Requested:** Approve Appointments to the Housing and Redevelopment Authority (HRA)  
**Prepared By:** Michelle Miller, City Clerk

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## **Background:**

There are currently three vacancies on the Housing and Redevelopment Authority Board. Two applications were received. Sandra Cook and Samantha Evans are being recommended to be appointed to the Housing and Redevelopment Authority Board.

## **Recommendation:**

Approve Appointments of Sandra Cook to the Housing and Redevelopment Authority (HRA) with an unexpired term of January 31, 2028 and Samantha Evans with an unexpired term of January 31, 2027.



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Sandra J. Cook Date: 12-9-25  
 Home Address: 721-15th Street NW-Apt 3 Bemidji, MN  
 Phone (C): [REDACTED] Phone (H): \_\_\_\_\_  
 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 checked="" type="checkbox"/> Housing & Redevelopment Authority
<input type="checkbox"/> Parks & Recreation Commission	<input type="checkbox"/> Housing Appeals Board
<input type="checkbox"/> Greater Bemidji Joint Planning Commission	<input type="checkbox"/> Public Arts Commission
<input type="checkbox"/> South Shore Design Review Committee	<input type="checkbox"/> City Charter Commission
<input type="checkbox"/> Sanford Center Advisory Board	<input type="checkbox"/> Sustainability Commission
<input type="checkbox"/> Community and Police Advisory Board	

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

*affordable housing is the basis of a good life. we need to feel safe, comfortable and secure wherever we live. we need to be treated with dignity and respect where we live so we can live a productive enjoyable life.*

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):

Prior Board Experience at  
Northwoods Coalition for Battered  
Women (years ago)  
Prior Board experience at  
Harmony Food Coop (years ago)

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

B.A. in Human Services  
from Metropolitan State Univ.  
30 years of social service work  
in mpls and Bemidji.  
worked in Battered women's shelter  
here and metro, worked at  
Family Advocacy Center in Bemidji

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

will do my best to attend  
Board meetings

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

Name

Address

Name

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.

*Incomplete applications will not be considered.*



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Samantha Evans Date: 12/11/2025

Home Address: 415 Lake Shore Drive NE Apt 213, Bemidji, MN 56601

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 checked="" 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 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 am interested in serving on this housing board because housing stability is a critical foundation for the mental-health clients I support every day. As a case manager, I work closely with individuals who often face complex barriers to securing and maintaining safe, affordable housing. Serving on this board would allow me to collaborate with community partners, advocate for the needs of vulnerable populations, and help ensure that housing policies and programs are responsive to the realities clients face. I believe my direct experience in mental-health services, along with my commitment to cross-agency collaboration, will enable me to contribute meaningful insight and support the board's mission.

**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 nearly five years of experience as a county mental health case manager, providing direct support to individuals navigating housing instability and complex mental-health needs. My background also includes work as an ARMHS provider and experience on the local mobile crisis team, which has given me a strong understanding of community resources and cross-agency coordination. I am a Licensed Professional Clinical Counselor and have been an active member of this community since 2016. These roles have equipped me with practical insight into the housing challenges faced by vulnerable populations and the collaborative approaches needed to address them.

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

I hold a Bachelor of Science in Psychology (██████) and a Master's degree in Rehabilitation Counseling (██████). I became a Licensed Professional Clinical Counselor in 2020. In addition to my formal education, I have attended numerous conferences and continuing education trainings over the years focused on mental health, homelessness, housing, and related community issues. This combination of education and ongoing professional development supports my ability to contribute effectively to this board.

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

My supervisor has confirmed that there are no concerns regarding my capacity to balance my caseload with additional meetings, trainings, and responsibilities. I am able to attend scheduled board meetings and fully participate in the duties required of this position.

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

██████████	████████████████████	██████████
Name	Address	Phone
██████████	████████████████████	██████████
Name	Address	Phone
██████████	████████████████████	██████████
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:** February 2, 2026  
**Action Requested:** Approve Appointments to the Sanford Center Advisory Board Finance Subcommittee  
**Prepared By:** Michelle Miller, City Clerk

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## **Background:**

There is currently a finance subcommittee of the Sanford Center Advisory Board. Per the By-Laws of the Sanford Center Advisory board: "Each Standing Committee shall meet at a minimum, quarterly and report back to the board. Committees shall be co-chaired by an Advisory Board Member and Management Staff. The Board otherwise shall determine the membership of the Standing Committees and appoint members accordingly, with a minimum of three members to be appointed to serve on a Standing Committee.

Three applications were reviewed at the January 28, 2026 Sanford Center Advisory Board meeting. Lisa Miller and Kurt Knott are being recommended for appointment to the finance subcommittee.

## **Recommendation:**

Approve Appointments of Lisa Miller and Kurt Knott to the Sanford Center Advisory Board Finance Subcommittee.



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Lisa Miller Date: 12/18/2025

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 am interested in serving on this advisory board from a professional capacity and from a community member perspective. I am the Chief Financial Officer for Sanford Health. I am hoping that my finance background might prove useful to the group as well as my insight and affiliation with Sanford. Additionally, as a community member I am very eager and interested to help insure that we have the Sanford Center as a center piece of activities available in our community for a long time to come.

**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 been a finance leader (in healthcare) for most of my 25+ career and am hopeful that my financial acumen may be beneficial to the board. Additionally, I am a senior leader at Sanford, which is the largest employer in our community and therefore can lend some insights into how we approach things or what we might be able to support in our community. Finally, I sit on another board within the school district and find it valuable to contribute to our community with giving of my time.

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

I have a bachelor of science degree in accounting and am a Certified Management Accountant. See above for experience.

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

I can make myself available at nearly all times (less major work events or vacations). Really no restrictions on my time

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

██████████	██████████	██████████
Name	Address	Phone
██████████	██████████	██████████
Name	Address	Phone
██████████	██████████	██████████
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.*



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Kurt Knott Date: 12.18.2025

Home Address: [REDACTED]

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

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 - financial committee | <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 been in the Bemidji Area since attending Bemidji State University from [REDACTED]. While attending college, I also played division 1 hockey for Bemidji State University. Durring that time, I fell in love with the Bemidji area and decided to make it home. Since then, I have worked in Bemidji as a commerical loan officer for 20+ years and have built numerous relationships. I have seen many changes in our community including the addition of the Sanford Center. I feel it is a vital piece to our community/culture and want to see it be successful. I am very familiar with the culture of Bemidji State University and the hockey program, 20+ years of experience in the financial industry and building relationships, and feel like I could provide value to the Sanford Center Advisory Board.

**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 an extensive background in the finance industry having worked as a commercial loan officer from 2005-2019, Market President from 2019-2025, and currently a commercial loan officer with First National Bank Bemidji.  
I have also served on numerous boards and non-profits that include but are not limited to Ducks Unlimited, United Way Investment Cabinet, Headwaters Regional Finance Corporation, Greater Bemidji Loan Committee, Bemidji Area Chamber of Commerce, Bemidji Youth Hockey Association Hockey Development Committee, 15+ years as a volunteer hockey coach, Bemidji Development Corporation, Bemidji High School bass fishin team treasurer, and most recently joined the Bemidji Community Food Shelf board. I take pride in volunteering and giving back to our community.

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

I graduated from Bemidji State University with a degree in Business Management. I played hockey for Bemidji State University while attending college. I have been a commercial loan officer for 20+ years in this community. I have served on numerous boards and non-profits and spend many hours each year volunteering and giving back to the community.

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

My expectations are to be involved and participate in all meetings and functions.

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

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.**



## 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](mailto:cityclerk@ci.bemidji.mn.us).

### Personal Information

Full Name: Joe Gould Date: 11/24/25

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 checked="" type="checkbox"/> Other: Sanford Center Finance Subcommittee |

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

I am interested in serving on the Sanford Center Advisory Committee's Finance Subcommittee because I see the Sanford Center as a key regional asset for economic development, quality of life, and community identity. As both a citizen and a county commissioner, I have a strong interest in ensuring that public resources are used responsibly, transparently, and in ways that maximize community benefit. Serving on the finance subcommittee would allow me to bring my experience with public budgets, intergovernmental collaboration, and long-term planning to help the City and the management team make sound financial decisions that keep the Sanford Center stable, accessible, and thriving. I am especially interested in working together to strengthen event revenue, reduce the burden on taxpayers, and support a sustainable model that benefits Bemidji residents, surrounding townships, and the broader region.

**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 am a high school social studies teacher at Cass Lake-Bena Public Schools. I graduated from Greenway High School and Bemidji State University and hold two degrees, including a masters in public administration. Before teaching full-time, I was a legislative staff member at the Minnesota House of Representatives for the Education Finance Committee where I worked on many issues facing greater Minnesota, including lobbying for rural school districts and afterschool programs. I have been a City Council Member in La Prairie, MN, volunteered on several political campaigns, and served on the Greater Bemidji Area Joint Planning Commission. I served on the Bemidji Area Boys and Girls Club Board of Directors. I have been a Bemidji resident for twelve years. My wife Gwenia and I enjoy hunting, fishing, supporting BSU hockey as season ticket holders, and spending time with our cocker spaniel Coya.

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

Over 15 years in state and local government experience, including legislative staff, lobbying, serving on the LaPrairie City Council, Bemidji Area Joint Planning Commission, Boys and Girls Club Board, Bi-CAP Board, currently Beltrami County Board of Commissioners, and subcommittees of each related to policy and finance. Currently 7-12 Social Studies Teacher. BA in Economics Education & Political Science from BSU and Masters in Public Administration.

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

I do have multiple standing committee/board meetings that meeting regularly, but if the time works I am committed to attending and completing any work between meetings.

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

██████████	Bemidji, MN	██████████
Name	Address	Phone
██████████	Bemidji, MN	██████████
Name	Address	Phone
██████████	Bemidji, MN	██████████
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:** February 2, 2026  
**Action Requested:** Approve Engagement Letter Agreement with Baker Tilly  
**Prepared By:** Rich Spiczka, City Manager

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## **Background:**

Following completion of the classification and compensation study, Baker Tilly is proposing an engagement letter for ongoing professional services for the City. This agreement establishes the terms under which the consultant may provide additional services if requested by the City.

The agreement does not obligate the City to request any work or incur any costs. Services would only be performed and invoiced at the City's direction.

The engagement is limited to a maximum term of two years or a total cost not to exceed \$20,000, whichever occurs first. These limits may be adjusted by the City if needed. Based on past experience, similar clients typically utilize approximately \$4,000 in services per year.

Approval of this agreement allows staff to access professional support on an as-needed basis while maintaining full control over scope, timing, and expenditures.

## **Recommendation:**

Approve Engagement Letter Agreement with Baker Tilly.

January 6, 2026

Rich Spiczka  
City Manager  
City of Bemidji  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56601

RE: Engagement Letter Agreement Related to Services

This letter agreement (the “Engagement Letter” or “Agreement”) is to confirm our understanding of the basis upon which Baker Tilly Advisory Group, LP (“Baker Tilly”) and its affiliates are being engaged by City of Bemidji, MN (the “Client”) to assist the Client with advisory services.

### **Scope, Objectives and Approach**

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

### **Management's Responsibilities**

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

### **Ownership of Intellectual Property**

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

### **Timing and Fees**

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

### **Dispute Resolution**

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

### **Limitation on Damages**

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

### **Other Matters**

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Agreement, any Engagement Letter, any claims nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by Client without the written consent of Baker Tilly. Baker Tilly may assign and transfer this Agreement and any Letter to any successor that acquires all or substantially all of the business or assets of Baker Tilly by way of merger, consolidation, other business reorganization, or the sale of interests or assets.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

**Termination**

Both the Client and Baker Tilly have the right to terminate this Engagement Letter or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

**Important Disclosures**

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,

Jada Kent  
Managing Director  
Public Sector Advisory

**Signature Section:**

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Attachment A**

### **Important Disclosures**

#### Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly Advisory Group, LP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

#### Affiliated Entities

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms. Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC ("BTIS"), a U.S. Securities and Exchange Commission ("SEC") registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Client shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Client.

Baker Tilly Capital, LLC ("BTC") Baker Tilly Capital, LLC ("BTC") is a limited service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any Bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee.

Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries.

Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

#### Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

*Legal or Disciplinary Disclosure.* BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

*Contingent Fee.* The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

*Hourly Fee Arrangements.* Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

*Fixed Fee Arrangements.* The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

**SCOPE APPENDIX to  
Engagement Letter dated: January 6, 2026  
Between City of Bemidji, MN and  
Baker Tilly Advisory Group, LP**

**RE: Ongoing Classification & Compensation Services**

**DATE: December 26, 2025**

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between City of Bemidji, MN (the "Client") and Baker Tilly Advisory Group, LP and relates to services to be provided by Baker Tilly Advisory Group, LP.

**SCOPE OF WORK**

Baker Tilly will perform the following services:

**Article I.**           Reclassification request/ position review or formal appeals process.

- A. **Reclassification or Position Review:** The client will provide documentation (job description or completed position analysis questionnaire) for the position in question. Using the classification and compensation system previously developed for clients, Baker Tilly will determine a SAFE score and subsequent grade recommendation.
- B. **Formal Appeals Process:** Baker Tilly will provide a "Revise Review Request" form for the employee or supervisor to submit along with any other related and relevant documentation. Baker Tilly will review the request and provide a formal response to the client.

**Article II.**           Job description development for new or updated position(s); FLSA review

- A. Client will provide documentation (completed position analysis questionnaire or equivalent) for the position in question. A new job description draft will be developed in our standard format (or in the format provided by the client). Job description sections that will be included: general summary, essential functions, minimum qualifications (education, experience, license, certification, etc.), and a section reflecting the working conditions and physical demands.
- B. KSAs (knowledge, skills, and abilities) can be included at Baker Tilly staff hourly rates to research, develop, and/or coordinate with client's staff to develop a list. The client must specify the request for this in writing.
- C. Baker Tilly will assess the position in question relative to the Fair Labor Standards Act (FLSA) exemption status. Please note that Baker Tilly's recommendations on FLSA regulations are based on our staff's nonlegal interpretation of the Department of Labor guidance. Baker Tilly is not engaged in the practice of law and cannot provide legal guidance on FLSA matters. We recommend that clients obtain separate legal reviews of all positions vis-a-vis FLSA decisions.

**Article III.**           Ad hoc compensation or HR related services

- A. Classification and compensation related request, such as, development of a new pay plan or adjustments to the existing pay plan, adjustments to grade assignments, implementation cost calculations, revision of SAFE scores to inform grade assignments, benefits comparison surveys, pay policy review and recommendations, employee pay equity review related to protected characteristics, development of career ladders, assistance with pay for performance metrics, etc.
- B. Human Resources related assistance such as, creating or maintaining succession plans, staffing level benchmarking, organizational structure redesign, policy/procedure review, and other advisory work as requested by the Client.
- C. Additional work related to maintaining and/or updating the client's classification and compensation system can include research, collection, application, and guidance related to pay and benefits, pay increases, pay structure updates, COLA, etc.; job audits; on-site meetings; reports, and/or work related to a special request

**SCOPE APPENDIX to  
Engagement Letter dated: January 6, 2026  
Between City of Bemidji, MN and  
Baker Tilly Advisory Group, LP**

PROJECT TEAM

- Jada Kent, Managing Director
- Jessie Lenhardt, Senior Manager
- Emily Hays, Manager
- Candi Harris, Manager
- Sarah Towne, Manager
- Madeline Scott, Manager
- Thomas Patton, Senior Consultant
- Marti Gregory, Consultant
- Daniel Tejada, Consultant
- Anna Yin, Consultant

NONATTEST SERVICES

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

PROJECT TIMING AND BUDGET

This agreement will commence upon the City's execution of this engagement letter and will remain in effect until the earlier of two (2) years from the date of this agreement or until aggregated fees charged under it total thirty thousand dollars (\$30,000) unless extended by mutual written agreement.

COMPENSATION AND INVOICING

- A. For services provided under Article I, fees shall be billed at \$300 per position.
- B. For services provided under Article II or Article III, services will be billed at Baker Tilly's standard hourly rates based upon the actual time and expenses incurred, however, the Client will be billed for a minimum of one hour for any given work order.
- C. If applicable, any unbilled work performed prior to the date of this agreement without the benefit of a formal written agreement shall be billed according to terms outlined by a separate document attached to this agreement and which unless otherwise stated, shall be at the normal and standard prices in place at the time the work was performed.
- D. Baker Tilly will invoice the City monthly based on project hours incurred. For reporting purposes, Baker Tilly's tax identification number is 39-0859910.

**SCOPE APPENDIX to  
Engagement Letter dated: January 6, 2026  
Between City of Bemidji, MN and  
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Standard Hourly Rates	
Staff Level	Hourly Rate
Principal	\$520
Managing Director / Director	\$440
Senior Manager	\$340
Manager	\$290
Senior Consultant	\$230
Consultant	\$180

**CONFLICTS OF INTEREST**

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix. Baker Tilly does not know there to be any conflict of interest in providing this service to the Client.

**TERMINATION**

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Jada Kent  
Managing Director  
Public Sector Advisory

**Signature Section:**

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# RESOLUTION NO.

## A RESOLUTION ADOPTING 2026 PAY SCALES FOR NON-UNION PART-TIME AND SEASONAL STAFF

**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**, 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

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Bemidji hereby adopts the attached pay scales for part-time and seasonal employees.

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

PART TIME PAY SCALE

Grade	Step								
	A	B	C	D	E	F	G	H	I
<b>PT1</b>	\$15.81	\$16.28	\$16.77	\$17.27	\$17.79	\$18.33	\$18.88	\$19.44	\$20.03
<b>PT2</b>	\$16.84	\$17.34	\$17.86	\$18.40	\$18.95	\$19.52	\$20.10	\$20.71	\$21.33
<b>PT3</b>	\$17.93	\$18.47	\$19.02	\$19.59	\$20.18	\$20.79	\$21.41	\$22.05	\$22.71
<b>PT4</b>	\$19.10	\$19.67	\$20.26	\$20.87	\$21.49	\$22.14	\$22.80	\$23.49	\$24.19

## SEASONAL PAY SCALE

Grade	Step					
	1	2	3	4	5	6
S1	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
S2	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
S3	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00
S4	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00
S5	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00
S6	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
S7	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00
S8	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00

# Accounts Payable

## Blanket Voucher Approval Document

User: denisea  
Printed: 01/28/2026 - 10:52AM  
Warrant Request Date: 2/3/2026  
DAC Fund:

Batch: 00436.02.2026

### COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	38,132.42
			<hr/>
			Page Total: \$38,132.42
			<hr/>
			Grand Total: \$38,132.42

