

BEMIDJI CITY COUNCIL REGULAR MEETING AGENDA

Monday, June 1, 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) April 21, 2026 Local Board of Appeal

CONSENT AGENDA #1

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

- 2) Claims Submitted by Finance Officer in the Amount Of \$1,049,930.48
- 3) Claims Submitted by Legends Global for the Sanford Center in the Amount of \$42,742.72
- 4) Approve April Financials from Legends Global for the Sanford Center
- 5) 2026 Business License Approvals
- 6) Approve Temporary 1-4 Day Liquor License for United Way of Bemidji Area
- 7) Approve Appointments to the Parks & Trails Commission
- 8) Approve Appointment to the Housing & Redevelopment Authority
- 9) Approve Appointment of Mayor Jorge Prince to the JAZB Board
- 10) Approve Professional Services Agreement for 15th Street NW Water Tower Valve Vault Improvements - City Project 26-05
- 11) Approve Quote for WWTP Mural Restoration
- 12) Approve Acceptance of Funds from Congressional Directed Spending Grant- Fire Station #1
- 13) Resolution Authorizing Deferred Loan Agreement for Ridgeline Properties Workforce Housing Project

CONSENT AGENDA #2

- 14) Claims Submitted by Finance Officer to VisitBemidji in the Amount of \$36,741.36

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.

ORDINANCES

- 15) Final Reading of Ordinance Amending an Uncoded Section of the Bemidji City Code (Authorizing the Sale of Real Property)
 - a. Motion Authorizing Publication of a Summary of the Ordinance

BUSINESS

- 16) Consider Award of Bid for the 5th Street NW Trail Project - City Project 26-03

COUNCIL COMMITTEE REPORTS

UPCOMING MEETINGS

- 17) June 8, 2026 (5:30 p.m.) Work Session
June 15, 2026 (6:00 p.m.) Council Meeting
June 22, 2026 (5:30 p.m.) Work Session

ADJOURN

BEMIDJI CITY COUNCIL
BEMIDJI, MINNESOTA
Local Board of Appeal – April 21, 2026

DRAFT

Call to Order

Pursuant to due call and published notice, the Local Board of Appeal of the City of Bemidji met at City Hall on Tuesday, April 22, 2025, at 5:00 p.m. with Chair Pro Tem Peterson presiding, for the purpose of reviewing and correcting the assessment of properties within city limits of the City of Bemidji for the year 2026 payable in 2027.

Roll Call

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

Present

Rich Spiczka, Michelle Miller, Kaleb Bessler, Cade Schulke.

Purpose of Meeting

Local Board of Appeal proceedings

Presentation by Assessor

County Assessor Kaleb Bessler stated that pursuant to state statute, property ratios are required to be between 90% and 105% which is estimated value compared to sale price. Sales data reflects the timeframe of October 1, 2024 through September 30, 2025:

- Bessler provided total values and new construction values for both the county and the City of Bemidji.
- The adjusted residential ratio is 94% after adjustment from 90.81% with 162 residential sales.
- Commercial ratio is 94% after adjustment from 78.53% with 17 commercial sales.

Property Owners Wishing to be Heard

Chair Pro Tem Peterson opened the public hearing at 5:05 p.m.

- Craig Cameron, 3319 Highland Drive NE, provided comments on the aggregate increases in property versus an area that was devastated by the June 2025 storm.
- Sunny Wilde, 3220 Bemidji Ave N, inquired about a significant increase in commercial property.
- Jozlynn Kilde, 714 19th Street NW, inquired about the value assigned to the new build being more than the appraised value done in October.
- Rachel Fairbanks, 214 26th Street NW, inquired about the value assigned to the new building being more than the appraised value done in December.
- Judy David, 207 10th St NE, inquired about the increased value.

Hearing no additional comments Chair Pro Tem Peterson closed the public hearing at 5:44 p.m.

For all of the properties with no change, those properties will then go to the county board of appeal meeting.

Recommended Adjustments

Bessler recommended that the Board approve the adjustments to the Estimated Market Value (EMV) for property owners who have contacted the Assessor’s office on the following parcels:

Parcel #	Changes to EMV
80.04534.00	(\$191,900
80.00445.01	(\$13,400)
80.07235.00	(\$18,700)
80.07159.00	(\$43,800)
80.07186.00	(\$314,200)
80.03260.00	(\$334,600)
80.00976.00	(\$70,900)
80.01018.00	No Change
80.00671.00	(\$45,800)
Multiple Parcels on List Provided	

Motion by Thayer, seconded by Eaton, accepting the 2025 adjustments as recommended by the County Assessor. Motion carried by unanimous voice vote.

Motion by Fiskevold Gould, seconded by Eaton, recommending no change in value to 3319 Highland Dr NE, Parcel 80.0519.00. Motion carried by 5-1 voice vote. Thayer-Nay.

Motion by Fiskevold Gould, seconded by Dickinson, recommending no change in value to 3220 Bemidji Avenue N, Parcel 80.06214.00. Motion carried by 5-1 voice vote. Thayer-Nay.

Motion by Fiskevold Gould, seconded by Dickinson, recommending no change in value to 714 19th Street NW, Parcel 80.02790.00. Motion carried by 5-1 voice vote. Thayer-Nay.

Motion by Fiskevold Gould, seconded by Dickinson, recommending no change in value to 214 26th Street NW, Parcel 80.02907.01. Motion carried by 5-1 voice vote. Thayer-Nay.

Motion by Fiskevold Gould, seconded by Dickinson, recommending no change in value to 207 10th Street NE, Parcel 80.0535.00. Motion carried by 5-1 voice vote. Thayer-Nay.

Adjourn

There being no further business, motion by Eaton, seconded by Fiskevold Gould, to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle R. Miller". The signature is written in a cursive, flowing style.

Michelle R. Miller
City Clerk

Bill List Summary

June 1st, 2026

<u>Check /Wire</u>	<u>Vendor</u>	<u>Amount</u>
45132	Christiansen Construction Co, Inc.	\$89,574.55
45133	St. Germain Casework	\$48,730.25
45141 - 45217	See Attached List	<u>911,625.68</u>
		\$1,049,930.48
	TOTAL	\$1,049,930.48

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 05/27/2026 - 1:04PM
Warrant Request Date: 6/2/2026
DAC Fund:



Batch: 00402.06.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	Acme Tools-Bemidji	000045141	245.85
2	Adams,Denise	000000000	150.00
3	Advanced Eng.& Environ.Serv., Inc.	000000000	5,287.43
4	Artisan Beer Company	000045142	766.20
5	Auto Value Bemidji	000045143	164.17
6	Bellboy Corporation	000000000	2,963.75
7	Beltrami County Auditor/Treasurer	000045144	19.63
8	Beltrami County Treasurer	000045145	2,000.00
9	Bemidji Coca-Cola Bottling Co, Inc	000045146	1,049.20
10	Bemidji Paper Sales, Inc.	000045147	444.21
11	Bemidji Property Management	000045148	121.67
12	Bernick's	000000000	34,341.99
13	BNSF Railway Company	000045149	3,934.47
14	Bob's Towing	000045150	75.00
15	Bonded Lock & Key of Bemidji	000045151	3,009.24
16	Boyer Mechanical Services	000000000	664.78
17	Braun Intertec Corporation	000000000	14,815.00
18	Breakthru Beverage Minnesota Beer, LLC	000045152	9,680.05
19	Breakthru Beverage Minnesota Wine & Spirits, LLC	000045153	3,673.13
20	Bryan Rock Products	000045154	2,314.81
21	Carquest Auto Parts-Bemidji	000045155	10.95
22	Cenex Fleetcard	000045156	33,895.72
23	CivicPlus	000045157	1,952.91
24	Cleaning Maid Simple	000000000	1,955.00
25	CM2 Supply	000045158	156.00
26	Column Software PBC	000045159	64.64
27	Core & Main	000045160	5,004.14
28	Country Classic Restoration, LLC	000045161	1,161.04
29	Crew2, Inc	000045162	84.27
30	Dahlheimer Beverage Brainerd	000000000	3,548.90
31	DEMCO	000000000	90.27
32	Dondelinger Chev-Buick, Inc	000045163	115.92
33	D-S Beverages	000045164	36,316.68
34	EAPC Architects Engineers	000045165	2,001.99
35	Earl F. Andersen, Inc.	000045166	3,435.95
36	Edward Don & Company	000045167	10,574.38
37	Evangelical Free Church	000045168	977.50
38	FleetPride, Inc.	000045169	182.99
39	Flexible Pipe Tool Company	000000000	152.65
40	Forestedge Winery	000000000	1,104.00
41	Greenwaldt,Andrew	000000000	65.29
42	Gregg's Plumbing & Heating	000045170	4,540.00
43	Guardian Fleet Safety	000045171	19,829.92
44	Harris Mountain West LLC	000045172	150.00

Page Total: \$213,091.69

Line	Claimant	Voucher No.	Amount
45	Hawkins, Inc.	000045173	6,625.21
46	Hill's Country Greenhouse	000045174	201.46
47	Hill's Plumbing & Heating	000045175	454.40
48	Home City Ice Co.	000045176	850.90
49	Jim Hirt Trucking, Inc	000045177	1,828.36
50	Joe's Northwoods Pest Control	000045178	1,265.00
51	Johnson Bros., Inc.	000045179	41,921.76
52	Jon's Refuse Solutions, Inc	000045180	3,402.06
53	Joyce,Alexis	000000000	612.50
54	KLJ Engineering LLC	000045181	29,626.00
55	L & M Supply, Inc.	000045182	385.26
56	L & S Electric Inc	000000000	1,680.00
57	Larry's Machine Shop	000045183	1,317.63
58	LePier Shoreline & Outdoors Inc.	000045184	67,943.50
59	Loucks	000045185	23,451.75
60	Macqueen Emergency Group	000000000	345.52
61	Mahlen,Mike	000000000	315.00
62	Maid In Bemidji, Inc.	000000000	600.00
63	Marco, Inc.	000000000	433.37
64	Mastin,Mike	000000000	16.00
65	McKinnon Co., Inc.	000045186	11,820.90
66	Menards-Bemidji	000045187	663.01
67	Mischke,Mike	000000000	429.90
68	MN Dept of Revenue ACH	000000000	66,614.00
69	MN Energy Resources	000000000	2,065.26
70	MN Pollution Control Agency	000045188	825.00
71	MN Valley Testing Lab, Inc.	000000000	432.80
72	MoeCo Fire & Safety	000045189	41.24
73	Mr Moles Painting	000045190	428.00
74	NAPA Auto Parts/Premier	000045191	478.24
75	NCL of Wisconsin, Inc	000000000	137.79
76	Nei Bottling, Inc.	000045192	352.38
77	North Central International	000045193	1,569.42
78	NovaCare Rehabilitation	000045194	185.00
79	OTIS Elevator Company	000045195	175.00
80	Otter Tail Power Company	000045196	50,786.07
81	Paul Bunyan Communications	000045197	3,286.28
82	Paustis & Sons	000045198	752.00
83	Peterson Sheet Metal, Inc.	000000000	1,218.82
84	Phillips Wine & Spirits	000045199	31,949.30
85	Postmaster	000045200	1,008.99
86	Purrington Photography	000045201	500.00
87	RIHM Leasing Inc.	000045202	1,836.34
88	RMB Environmental Laboratories, Inc.	000045203	838.09
89	Ross Lewis Sign Co.	000045204	1,320.00
90	Safety Kleen Systems, Inc.	000045205	248.41
91	Sanitation Products Inc.	000045206	151.09
92	Sherwin-Williams Co	000045207	3,698.50
93	Southern Glazer's of MN	000045208	15,353.58
94	Southside Tow & Rec, Inc	000045209	804.52
95	Sparky's Construction, Inc.	000045210	237,951.66
96	Stittsworth,Diana	000000000	36.98
97	Streicher's	000045211	230.96
98	T & K Outdoors, Inc.	000045212	275.00
99	TankAndBarrel.com	000045213	4,112.30
100	The Wehrman Collaborative, LLC	000000000	4,000.00
101	Vessco, Inc.	000000000	197.93

Page Total: \$630,050.44

Line	Claimant	Voucher No.	Amount
102	Vestis	000045214	622.26
103	Vinocopia, Inc.	000000000	3,368.14
104	W.D. Larson Companies LTD, Inc.	000045215	32.83
105	Wolf Track Energy	000045216	61,960.32
106	Wood Chucks Tree Service	000045217	2,500.00
			Page Total: \$68,483.55
			Grand Total: \$911,625.68

**Sanford Center
Cash Requirements
As of Jun 2, 2026**

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

Vendor	Description	Date	Amount Due
Advanced Business Integrations	Timeclock Software	5/18/26	<u>359.94</u>
Ace on the Lake	General Building Supplies	5/27/26	<u>97.63</u>
ADP, Inc	Payroll Software	5/15/26	<u>355.26</u>
Amanda Schackman	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Bemidji Coca-Cola Company	Inventory - Beverage	5/14/26	-24.00
Bemidji Coca-Cola Company	Inventory - Beverage	5/14/26	387.00
Bemidji Coca-Cola Company	Inventory - Beverage	5/22/26	<u>1,178.94</u>
Bemidji Coca-Cola Company	Bemidji Coca-Cola Company		<u>1,541.94</u>
Brandon Mack	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Constellation Newenergy-Gas Div. LLC	Utility - Natural Gas	5/20/26	<u>3,585.78</u>
Dacotah Paper Co	Inventory - F&B Paper	5/26/26	<u>76.50</u>
Dick's Plumbing & Heating of Bemidji	Exterior Water Spigot Repair	5/20/26	<u>1,175.86</u>
Ethan Rogers	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Guardian Pest Solutions	Pest Control	5/19/26	<u>299.11</u>
Hard Target, Inc.	Contracted Security & EMT Reimbursable	5/16/26	<u>3,728.75</u>
Heidi Neese	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Itasca Outdoor Advertising	Event Marketing Reimbursable	5/21/26	<u>210.00</u>
Janine Johnson	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Jason Larimer	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Kalley Dynes Levin	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Legends Global	Event Liability Insurance Reimbursable	5/21/26	<u>3,045.00</u>
Lexi Mudrick	May Cell Phone Reimbursement	5/31/26	<u>60.00</u>
Luekens Village Foods - North	Inventory - Food	5/22/26	<u>28.34</u>
Luekens Village Foods - South	Inventory - Food	5/13/26	<u>1.29</u>
Morgan Skiles	Reimbursement: F&B Travel Reimbursable	5/19/26	146.74

**Sanford Center
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As of Jun 2, 2026**

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

Vendor	Description	Date	Amount Due
Morgan Skiles	May Cell Phone Reimbursable	5/31/26	60.00
Morgan Skiles	Morgan Skiles		206.74
NLFX Professional	General Building Supplies	5/14/26	611.73
NLFX Professional	Contracted AV Reimbursable	5/22/26	180.00
NLFX Professional	NLFX Professional		791.73
Dennis A. Noska	HVAC Maintenance	5/1/26	200.00
ODP Business Solutions, LLC	Office Supplies	5/14/26	211.35
OtterTail Power Company	Utility - Electric	5/26/26	14,575.82
Performance Food Group	Inventory - Food	5/20/26	7,279.87
Performance Food Group	Inventory - Food	5/22/26	2,079.68
Performance Food Group	Inventory - Food	5/25/26	1,779.29
Performance Food Group	Performance Food Group		11,138.84
Robert Anderson	May Cell Phone Reimbursement	5/31/26	60.00
Rodney Anderson	May Cell Phone Reimbursement	5/31/26	60.00
Shelana Ysen	May Cell Phone Reimbursement	5/31/26	60.00
Stephanie Hollatz	May Cell Phone Reimbursement	5/31/26	60.00
Trevor Johnson	May Cell Phone Reimbursement	5/31/26	60.00
Vestis Group, Inc	Laundry and Linen	5/14/26	165.92
Vestis Group, Inc	Laundry and Linen	5/21/26	166.92
Vestis Group, Inc	Vestis Group, Inc		332.84
			42,742.72

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approve April Financials from Legends Global for the Sanford Center
Prepared By: Trevor Johnson, Director Finance, Sanford Center

Background:

For the month of April 2026, we are officially in our summer season of events. Excitingly, we started this season off with our annual Bemidji Outdoor Sports Show and The Great Bemidji Garage Sale. Both events filled our arena with patrons and vendors. The convention center continues to host many repeated annual private events, and was busy with meetings, banquets, and conventions. This activity concluded the Sanford Center closing its book with a net operating loss of (\$37,639). This result is (\$3,200) behind what was budgeted for April. Based on the previous forecast in March, we anticipated a loss of (\$67,170) in April. The variance for the forecast and actual loss is favorable by \$29,531.

The variance between the forecast and the actual net loss for April is the result of private and public events performing better than anticipated. We continue to spend on a necessity basis for indirect expenses; position vacancies and other costs within indirect expenses are also contributing to the offset of the adjusted gross income shortfall for the year. With these points, the Sanford Center is ahead of budget by \$33,099 year to date through April. We are actively continuing the search for our operation staff vacancies. We anticipate filling these open positions soon.

Coming up in May and the following months, we are excited to host several Graduation Ceremonies, MN ASA/IT, the much-anticipated Women's Expo, Babes Burnout and many other private events.

A recap of events for the month of April:

- Minnesota Association of Township Meeting
- Knife River Safety Training
- Good Friday Service
- Noon Rotary
- Lost River Rice Farms Meeting
- Bemidji Outdoor Sports Show
- BSU Opera Dinner
- 116th Annual Gideons
- MLEP Training
- The Great Bemidji Garage Sale
- MinnCAP Conference

The current rolling forecast as of April projects a net operating loss of (\$533,345) for FY2026; this is a decrease of \$1,580 over March's forecast. The changes in our forecast are the result of

April actuals beating the previous forecast by ~\$30k and changes to the event matrix as follows:

- LLTC Graduation (\$21,730)
- Honoring Youth POWWOW (\$6,272)

Recommendation:

Approve April Financials from Legends Global for the Sanford Center



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING APRIL 30th, 2026

DISTRIBUTED MAY 25, 2026

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

Distribution List:

Felix Mussenden, EVP, 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

Apr-26

Financial Statements

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Legends Global Arena Management LLC

The Sanford Center – Bemidji, Minnesota

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- Honoring Youth POWWOW (\$6,272)

	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	42,765	38,725	4,040	277,261	271,684	5,577	213,289
Service Revenue	56,851	86,304	(29,453)	307,588	386,389	(78,801)	316,159
Service Expenses	(23,526)	(38,775)	15,249	(206,519)	(276,042)	69,523	(161,095)
Total Direct Event Income	76,090	86,254	(10,164)	378,330	382,031	(3,701)	368,353
Ancillary Income							
F & B Concessions	1,757	14,250	(12,493)	131,182	153,790	(22,608)	93,862
F & B Catering	55,199	62,527	(7,328)	160,674	176,077	(15,403)	148,472
Novelty Sales	0	0	0	1,903	3,000	(1,097)	0
Promoter Share	0	0	0	0	0	0	0
Promoter Share	0	0	0	0	0	0	0
Booth Cleaning Wages	0	0	0	0	0	0	0
Other Ancillary Sales	0	0	0	0	0	0	0
Total Ancillary Income	56,956	76,777	(19,821)	293,759	332,867	(39,108)	242,334
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	32,761	18,400	14,361	24,356
Club Seat Tickets	0	0	0	3,580	4,700	(1,120)	1,421
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	0	0	0	25,682	23,150	2,532	8,180
Facility Fees	0	0	0	56,687	68,500	(11,813)	45,923
Total Other Event Income	0	0	0	118,710	114,750	3,960	79,880
Total Event Income	133,046	163,031	(29,985)	790,799	829,648	(38,849)	690,567
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	0
Suite Service Premium	0	0	0	0	0	0	0
Advertising & Sponsorship	18,231	32,083	(13,852)	87,639	128,333	(40,694)	97,213
Sanford Naming Rights	16,667	16,667	0	66,667	66,668	(1)	66,667
Coke Mktg Sponsorship	0	0	0	0	0	0	0
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,019	1	1,018	4,733	1	4,732	6,553
Total Oth. Operating Income	35,917	48,751	(12,834)	159,039	195,002	(35,963)	170,433
Adjusted Gross Income	168,963	211,782	(42,819)	949,838	1,024,650	(74,812)	861,000
INDIRECT EXPENSES							
Salaries & Wages	98,383	113,384	(15,001)	376,864	453,536	(76,672)	388,970
Payroll Taxes & Benefits	29,173	34,458	(5,285)	132,289	137,832	(5,543)	117,464
Net Salaries and Benefits	127,556	147,842	(20,286)	509,153	591,368	(82,215)	506,434
Contracted Services	0	0	0	0	0	0	0
General and Administrative	11,802	19,323	(7,521)	65,215	77,292	(12,077)	61,322
Operating	5,050	8,246	(3,196)	44,828	57,235	(12,407)	50,748
Repairs & Maintenance	6,123	11,398	(5,275)	12,684	31,662	(18,978)	14,807
Operational Supplies	2,908	4,443	(1,535)	17,283	17,772	(489)	36,885
Insurance	14,893	16,625	(1,732)	63,274	66,500	(3,226)	19,764
Utilities	27,375	27,417	(42)	191,575	169,968	21,607	152,700
ASM Management Fees	10,895	10,927	(32)	43,582	43,708	(126)	42,436
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expenses	206,602	246,221	(39,619)	947,594	1,055,505	(107,911)	885,096
Net Income (Loss)	(\$ 37,639)	(\$ 34,439)	(\$ 3,200)	\$ 2,244	(\$ 30,855)	33,099	(\$ 24,096)
Non-Operating Income							
City of Bemidji Subsidy	0	0	0	175,000	0	0	0
Property Insurance	0	0	0	0	0	0	(30,853)
Extraordinary Items	0	0	0	0	0	0	0
Adjusted Net Income (Loss)	(\$ 37,639)	(\$ 34,439)	(\$ 3,200)	\$ 177,244	(\$ 30,855)	208,099	(\$ 54,949)

ASSETS

Current Assets

Cash	\$	755,458
Accounts Receivable		126,999
Prepaid Assets		130,015
Inventory		<u>66,531</u>

Total Current Assets 1,079,003

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 **\$ 1,079,003**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	158,631
Working Capital Loan		350,000
Accrued Expenses		82,172
Deferred Income		150,183
Advance Ticket Sales/Deposits		220,553
Other Current Liabilities		<u>0</u>

Total Current Liabilities 961,539

Equity

Net Funds Received		0
Retained Earnings		(59,780)
Net Income (Loss)		<u>177,244</u>

Total Equity 117,464

Total Liabilities & Equity **\$ 1,079,003**

The Sanford Center
2026
Rolling Forecast

	Year to Date Actual Thru April	Projected May Thru 12/31/2026	Rolling Forecast Fiscal YE 12/31/2026	Budget Fiscal Year Ending 12/31/2026	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	277,261	330,360	607,621	613,694	(6,073)	-0.99%	504,148	103,473	20.52%
Service Income	307,588	566,137	873,725	1,003,644	(129,919)	-12.94%	813,776	59,949	7.37%
Service Expenses	(206,519)	(352,508)	(559,027)	(688,044)	129,017	-18.75%	(518,214)	(40,813)	7.88%
Total Direct Event Income	378,330	543,989	922,319	929,294	(6,975)	-0.75%	799,710	122,609	15.33%
Ancillary Income									
F & B Concessions	131,182	138,031	269,213	301,621	(32,408)	-10.74%	221,473	47,740	-43.23%
F & B Catering	160,674	284,701	445,375	447,864	(2,489)	-0.56%	504,966	(59,591)	55.24%
Novelty Sales	1,903	6,250	8,153	11,750	(3,597)	-30.61%	4,703	3,450	-64.57%
Total Ancillary Income	293,759	428,982	722,741	761,235	(38,494)	-5.06%	731,142	(8,401)	-1.15%
Other Event Income									
Luxury Box Ticket Sales	32,761	24,400	57,161	46,000	11,161	24.26%	24,356	32,805	-64.28%
Club Seat Ticket Sales	3,580	5,000	8,580	10,700	(2,120)	0.00%	1,421	7,159	-88.39%
Event Advertising Income	-	-	-	-	-	0.00%	-	-	0.00%
Ticket Rebates (Per Event)	25,682	19,300	44,982	44,450	532	1.20%	45,861	(879)	-93.70%
Facility Fees	56,687	88,300	144,987	164,800	(19,813)	-12.02%	156,287	(11,300)	-40.74%
Total Other Event Income	118,710	137,000	255,710	265,950	(10,240)	-3.85%	227,925	27,785	12.19%
Total Event Income	790,799	1,109,971	1,900,770	1,956,479	(55,709)	-2.85%	1,758,777	141,993	8.07%
Other Operating Income	159,039	403,999	563,038	599,000	(35,962)	-6.00%	557,840	5,198	0.93%
Adjusted Gross Income	949,838	1,513,970	2,463,808	2,555,479	(91,671)	-3.59%	2,316,617	147,191	6.35%
Operating Expenses									
Employee Salaries and Wages	376,864	907,079	1,283,943	1,360,615	(76,672)	-5.64%	1,259,598	24,345	-8.07%
Benefits	132,289	275,649	407,938	413,481	(5,543)	-1.34%	353,901	54,037	5.11%
Net Employee Wages and Benefits	509,153	1,182,728	1,691,881	1,774,096	(82,215)	-4.63%	1,613,499	78,382	-4.84%
General and Administrative	65,215	155,548	220,763	232,840	(12,077)	-5.19%	210,219	10,544	14.15%
Operations	44,828	61,748	106,576	107,650	(1,074)	-1.00%	116,746	(10,170)	14.44%
Repair & Maintenance	12,684	98,056	110,740	141,050	(30,310)	-21.49%	33,640	77,100	35.60%
Supplies	17,283	46,028	63,311	63,800	(489)	-0.77%	86,158	(22,847)	-84.87%
Insurance	63,274	133,000	196,274	199,500	(3,226)	-1.62%	185,662	10,612	-111.39%
Utilities	191,575	285,032	476,607	455,000	21,607	4.75%	435,324	41,283	-3.70%
SMG Management Fees	43,582	87,419	131,001	131,127	(126)	-0.10%	127,308	3,693	-3.00%
Total Operating Expenses	947,594	2,049,559	2,997,153	3,105,063	(107,910)	11.72%	2,808,556	188,597	-4.97%
Net Income (Loss) From Operations	2,244	(535,589)	(533,345)	(549,584)	16,239	-2.95%	(491,939)	(41,406)	8.42%
Other Income (Expenses)	175,000	175,000	350,000	350,000	-		350,000	-	0.00%
Net Income After Other Income (Expenses)	177,244	(360,589)	(183,345)	(199,584)	16,239	-8.14%	(141,939)	(41,406)	29.17%

**The Sanford Center
Fiscal Year 2026
Operating Cash Flow Forecast**

Month Ending	May 5/31/2026	June 6/30/2026	July 7/31/2026	August 8/30/2026
Beg Cash Flow (Non Ticketing/Unrestricted)	639,028.28	647,018.77	568,447.77	286,223.77
F&B Revenue	55,000.00	26,681.00	10,000.00	50,000.00
Rent Revenue	61,000.00	20,000.00	10,000.00	23,000.00
Service Revenue	36,196.00	10,000.00	5,000.00	10,000.00
Ticketing Transer				
A/R Collections	100,000.00	160,000.00	25,000.00	
Sanford Naming Rights				200,000.00
Total Inflows	252,196.00	216,681.00	50,000.00	283,000.00
Net Employee Wages and Benefits	(110,000.00)	(110,000.00)	(165,000.00)	(120,000.00)
Uncashed AP Checks	-	-	-	-
Unpaid AP	(36,153.51)	(110,000.00)	(50,000.00)	(100,000.00)
General and Administrative Operations	(16,000.00)	(12,000.00)	(19,000.00)	(13,000.00)
Repair & Maintenance	(1,500.00)	(3,000.00)	(3,600.00)	(400.00)
Supplies	(3,000.00)	(3,700.00)	(972.00)	(15,000.00)
Insurance	(16,625.00)	(16,625.00)	(16,625.00)	(16,625.00)
Utilities	(21,000.00)	(21,000.00)	(23,000.00)	(22,000.00)
SMG Management Fees	(10,927.00)	(10,927.00)	(10,927.00)	(10,927.00)
Sales Tax	(18,000.00)	(5,000.00)	(40,000.00)	(10,000.00)
Other Cash Outflows				
Total Outflows	(244,205.51)	(295,252.00)	(332,224.00)	(316,652.00)
Available Cash	647,018.77	568,447.77	286,223.77	252,571.77
Other Cash Inflow/Outflow				
Intercompany Payments				
Funding				175,000.00
Ending Cash balance	647,018.77	568,447.77	286,223.77	427,571.77

BUSINESS LICENSES APPROVALS - 2026

Type of License	Business Name	Business Location	Fee Paid
Hemp Business Initial Registration	SMOKES 4 LESS State License Expiration Date: May 8, 2027	550 PAUL BUNYAN DR NW	\$125.00
Hemp Business Registration 1st Renewal	SMOKES 4 LESS State License Expiration Date: May 8, 2027	550 PAUL BUNYAN DR NW	\$125.00
Restaurant/Food Service	KAZO CONCESSIONS MOBILE VENDOR	WITHIN BEMIDJI CITY LIMITS	\$35.00

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026

Action Requested: Approve 1-4 Day Temporary On-Sale Liquor License

Prepared By: Michelle Miller, City Clerk

Background:

Minnesota Statutes, Section 340A.410 allows a city to issue a temporary on-sale liquor license to qualifying organizations. The United Way of Bemidji Area has applied for and meets the qualifications to receive a license for their event on August 13, 2026.

Recommendation:

Approve 1-4 Day Temporary On-Sale Liquor License to the United Way of Bemidji Area for August 13, 2026.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approve Appointments to the Parks & Trails Commission
Prepared By: Michelle Miller

Background:

There are two vacancies on the Parks & Trails Commission. Three applications were received. Dustin Berg and Deborah Pfaff are being recommended for appointment to the Parks and Trails Commission

Recommendation:

Approve Appointment of Dustin Berg to the Parks & Trails Commission with a term ending January 31, 2029 and Deborah Pfaff to the Parks & Trails Commission with a term ending January 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.

Personal Information

Full Name: Deborah Pfaff Date: 4/28/26

Home Address: 1411 America Ave NW, 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 type="checkbox"/> Housing & Redevelopment Authority
<input checked="" type="checkbox"/> Parks & Trails 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 the Parks & Trails Commission first and foremost because I love the outdoors. The Park system benefits people of all ages and with a variety of interests, from beaches and trails to ballfields. I had the opportunity to work with the Parks Department as representative of Rotary Club and a volunteer on the North Country Park Natural Playground. It was a rewarding experience and I would love to help introduce new types of outdoor recreation to the community.

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 to living in Bemidji, I served for almost 10 years on the River Corridor Foundation as Secretary and Vice President, an organization that worked with the City of St. Charles IL and the St. Charles Park District to fundraise for projects to enhance activities and public spaces along the Fox River. I also worked for the Addison Park District, Addison, IL, as the Marketing Manager for 8 years.

In Bemidji, I have been a member of noon Rotary for 7 years.

I served on the Board of Directors for the Bemidji Area Food Shelf for 5 years.

My family is active in Scouting America and I am a certified adult leader in Scouting.

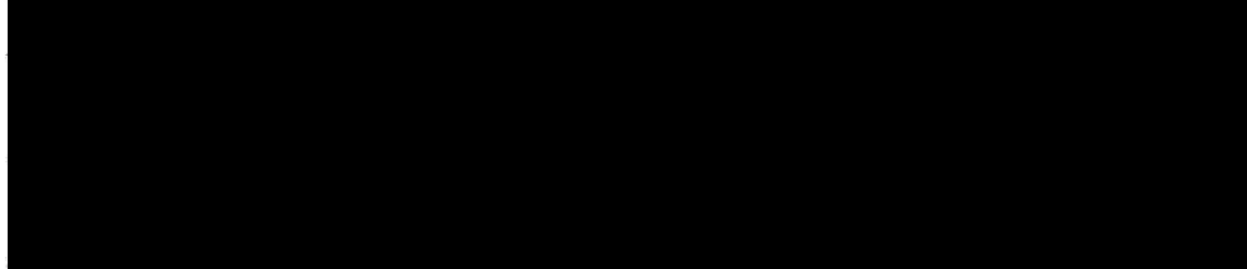
Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

Before moving to Bemidji, I worked for the Addison Park District in northern Illinois for 8 years. I loved working as the Marketing Manager for the Park District as it gave me an opportunity to work closely with each department. During my time there, I also served as the State Chair for the Communications and Marketing Committee of the Illinois Parks and Recreation Association. I welcome the opportunity to share that experience and perspective as a Parks & Trails Commissioner for the City of Bemidji.

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

I am available to attend meetings on the second Tuesday of each month at 4:30pm, or as needed for related responsibilities.

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

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Personal Information

Full Name: Dustin Berg Date: 3/25/2026

Home Address: 2050 Chippewa Dr NE

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 checked="" type="checkbox"/> Parks & Trails 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 grew up here and I love everything it has to offer. I want to see our parks and outdoors continue to thrive and provide for our community.

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 served in many roles as a Marine for nearly a decade. I was an assistant public defender and now an assistant County attorney. I was a planning member for a Walk for Alzheimer's event here in Bemidji.

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

Bachelor of Arts
J.D.

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

I'd be happy to attend all meetings.

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

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Personal Information

Full Name: CT Marhula Date: 11/16/2025

Home Address: 4524 Birchmont Drive #10

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 checked="" 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):

Quality of life is essential for Bemidji to grow. Parks can provide a great quality of life. I think we have too much quantity and not enough quality. I would advocate for a data driven analysis of the use of each park. And I think we can expand use beyond traditional seasonal use. Example, Curling Club. Does it make financial sense to use that during off season for 3 x 3 hockey leagues and figure skating lessons?

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):

See below

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

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

Retired, not an issue.

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.

EDUCATION

B.S. in Business Administration, Bemidji State University, Bemidji, MN.

Major: Accounting. Minors: Marketing and Management.

J.D., University of North Dakota School of Law, Grand Forks, ND.

MBA, University of North Dakota, Grand Forks, ND.

C. T. MARHULA

Addendum 1

COMMUNITY ACTIVITIES (PAST AND PRESENT)

- Member of Jaycees.
- Secretary-Treasurer Rotary, Baudette, MN; President, Grand Forks, ND.
- Trustee of Moose Lodge.
- City Library Board, Grand Forks and Baudette.
- Initiated and coordinated "Project Pride," a campaign to clean up Baudette. North Star Electric Co-op won first place for "Best Looking Commercial Property."
- Initiated and coordinated construction of tennis courts in Baudette.
- Volunteer Junior High Basketball Coach and Head Coach of American Legion Baseball at Baudette.
- Exchequer Phi Delta Phi Legal Fraternity.
- Initiated Community Christmas Tree at Baudette.
- Charter Member of Valley Toastmasters.
- Grand Forks City Civil Service Commission.
- Board of Directors YMCA.
- State of North Dakota Bike-a-thon Committee for American Diabetic Association.
- Number one fund-raiser as a participant for Multiple Sclerosis Bike-a-thon in North Dakota, 1991.
- Charter Member Fast Break Club.
- Charter Member, ND NAACP.

PROFESSIONAL ASSOCIATIONS (PAST AND PRESENT)

- American Management Association
- Society for Human Resource Management
- Northeastern North Dakota Human Resources Association
- Grand Forks County Bar Association
- Minnesota State Bar Association
- North Dakota State Bar Association
- Industrial Development Association of North Dakota

C. T. MARHULA

617 Plain Hills Drive • Grand Forks, ND 58201 • Home: (701) 746-1569 Work: (701) 747-354

SUMMARY

Manager with 30 years' experience in various top management positions. Successful record in increasing sales, resolving employee conflict, and exceeding customer expectations. Problem solver with excellent listening skills. Additional training through NRECA Management Internship Program, LEAD, Outward Bound, and UND Conflict Resolution.

GENERAL MANAGEMENT EXPERIENCE AND ACCOMPLISHMENTS

- Streamlined operations enabling North Star to increase equity \$1.5 million, or 50% in five years.
- Initiated and wrote equity management plan for Nodak .
- Facilitated, developed, and monitored cooperative budgets.
- Improved efficiencies at North Star enabling cooperative to reduce full-time equivalents 33% while key operating ratios improved substantially.
- Initiated building of "New Millennium" house featuring GSHP and new electronic technologies through coordinated effort with local builders and realtor associations. Most successful model home every built in area.
- Coordinated joint training (Covey) sessions with key account employees and area opinion leaders.
- Served on Board that revitalized NDREPAC, establishing new records for membership.

HUMAN RESOURCES EXPERIENCE AND ACCOMPLISHMENTS

- Initiated and wrote wage and salary plan for both North Star and Nodak.
- Established written job descriptions for all employees at North Star.
- Experienced in negotiating labor contracts.
- Established new employee orientation that includes History of the RUS/REA Program and the relationship between the distribution cooperative and the G&T, the Statewide, and NRECA.
- Certified as Senior Professional in Human Resources by Society for Human Resources Management.
- Nine years with Grand Forks Civil Services Commission.
- Extensive training in conflict resolution and listening skills that facilitate the professional handling of conflict.
- Actively assisted supervisors during the entire hiring process of employees.

MARKETING AND CUSTOMER SERVICE EXPERIENCE AND ACCOMPLISHMENTS

- Reduced kW demand and increased kWh sales in a declining economy. Awarded “Cheapskate” award for effective load management by Minnkota Power Cooperative.
- Edited monthly newsletter and established employee newsletter at North Star.
- Developed and implemented “Target Market” program to identify and influence opinion leaders in North Star service area.
- Identified largest 25 users at North Star and Nodak and set up program to increase customer service. This was before NRECA advocated the “Key Account” concept.
- Overcame adversarial relationship and established trust between cooperative and area newspaper and other governmental bodies. Experienced in bringing about positive results in dealing with all media including television, newspaper, and radio.
- Successfully launched new venture (Satellite TV), in partnership with Polar Communications.
- Established customer service/satisfaction monitoring system that served as model for many others in our geographic area.

EMPLOYMENT HISTORY

Community Liaison Officer, Grand Forks Air Force Base, Grand Forks, ND.

Primary advisor to the Wing Commander on all matters relating to Wing-wide community operations. Represent the Commander at functions, meetings, boards, and community events. Perform special projects and assignments.

Business / Marketing Manager, Nodak Electric Cooperative, Inc., Grand Forks, ND.

Duties include supervision of budget preparation, loan applications, marketing plan, public relations action plan, power requirement study, human resources department, accounting, and all other duties normally associated with a business and marketing department. Report to the general manager. Nodak has \$85 million in assets, \$35 million in annual sales, 15,000 members, and 74 employees.

General Manager, Assistant Manager and Office Manager, North Star Electric Cooperative, Inc., Baudette, Minnesota.

Duties included all aspects of management of a cooperative. These duties included budget preparation, personnel selection, editor of newsletter, policy development, member relations, marketing strategy, and other duties. North Star had \$10 Million in assets, \$5 million in annual sales, 5,000 members, and 23 employees.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026

Action Requested: Approve Appointments to the Housing & Redevelopment Authority

Prepared By: Michelle Miller

Background:

There are two vacancies on the Housing & Redevelopment Authority. One application was received. Catherine LeMay is being recommended for appointment.

Recommendation:

Approve Appointment of Catherine LeMay to the Housing & Redevelopment Authority with a term ending January 31, 2031.



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

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

Personal Information

Full Name: Catherine (Catie) LeMay Date: 05/18/2026

Home Address: 605 Lake Ave SE 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"/> 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):

I am interested in serving on the board of the HRA of Bemidji as I have worked closely with the staff of HRA of Bemidji for the last almost 5 years that I have been in my position at Sanford. I currently lead the Sanford Housing program where we help those that are experiencing homelessness or at-risk of navigate the housing system. Through out the past 5 years myself and my team have been able to collaborate with HRA to better serve the tenants and clients that HRA serves. For the past year Sanford Housing, the ACT team (Assertive Community Treatment), Beltrami County Adult Services, and now BI-CAP have been meeting monthly around our the clients we share and have been able to find system gaps, build better communication, and be better for all being served. With the collaboration that has been built I want to be able to assist in making change at the HRA and move from "that is how it has always been done" to more client/person centered, assisting some who are the hardest to serve.

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):

Currently I am a Lead Behavioral Health Counselor leading the Sanford Housing program at Sanford Health within Behavioral Health.

LEADERSHIP & COMMUNITY ENGAGEMENT

Board Member, Beltrami Housing Redevelopment Authority (2023–Present)

Board Member, Community Resource Center (2022–Present)

Board Member, Northwest MN Continuum of Care (2021–Present)

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

Addiction Counseling Graduate Certificate, [REDACTED] — Winona State University

License: Alcohol and Drug Counselor (LADC), 2025–2027

Certified Peer Support Specialist, 2022 — RI International

Leadership in Affordable Housing Certificate, 2022 — Hamline University & Affordable Housing Connections

Chaplain Certification, 2020 — International Fellowship of Chaplains

Graduate Certificate, Nonprofit Management, [REDACTED] — American Public University

Master of Arts, Christian Ministry/Christian Counseling, [REDACTED] — Faith Evangelical Seminary

Bachelor of Arts, Criminal Justice, [REDACTED] — Rasmussen College

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

I am available to attend the meetings and fulfill the responsibilities of this board. I don't have any other meetings during the time of this one that would interfere.

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

[REDACTED]	[REDACTED]	[REDACTED]
Name	Address	Phone

[REDACTED]	[REDACTED]	[REDACTED]
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.

Incomplete applications will not be considered.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approve Appointment of Mayor Jorge Prince to the JAZB Board
Prepared By: Jorge Prince, Mayor

Background:

The JAZB Board includes two members of the city council. Historically, those two members have been the same as the council's appointees to the Bemidji Regional Airport as the JAZB handles issues related to airport zoning. Previously those two members were Councilmembers Eaton and Johnson. Councilmember Eaton continues in that role, and I am requesting that the council appoint me as the second city representative to the JAZB Board.

Recommendation:

Approve Appointment of Mayor Jorge Prince to the JAZB Board.

COUNCIL AGENDA ITEM



Meeting Date: June 1st, 2026

Action Requested: Approve Professional Services Agreement for 15th Street NW Water Tower Valve Vault Improvements – City Project 26-05

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

Background:

The 15th Street NW water tower has an existing 1970's altitude valve that is no longer serviceable and needs replacement. The new replacement valve will be a more maintenance friendly, SCADA controlled butterfly valve. There's also a section of riser pipe that has been determined to have deficiencies in the pipe wall thickness and this section will be replaced as part of the project. These upgrades are all considered "below grade" features related to the water tower site.

Proposal

Attached to this report is the professional services proposal from AE2S for \$52,375 to assist city staff with design & bidding services for this project. AE2S has been very involved in the preliminary review of the project scope, specialize in municipal water & wastewater projects and assisted in the creation of our comprehensive water plan. There's \$200,000 in the 2026 CIP to cover the design fees and eventual construction costs.

Upon award, design would commence through June/July with anticipated construction in September/October this year.

Recommendation:

It is recommended that the city council pass a motion authorizing the Mayor & City Manager to enter into a professional services agreement with AE2S for the design & bidding services of 15th Street NW Water Tower Vault Improvements project in an amount of \$52,375.



May 27, 2026

Mr. Todd Anderson
City of Bemidji
1351 5th St. NW
Bemidji, MN 56601

**RE: 15th St. Water Tower Valve Vault Improvements
Final Design and Bidding Phase Services**

Dear Todd:

Thank you for the opportunity to submit this proposal for professional engineering services for the 15th St. Water Tower Valve Vault Improvements Project. This letter and the attached Engineering Agreement provide the proposed scope of services for Final Design and Bidding Phase Services. The proposed fee for these services, expenses, and reimbursables is \$52,375.00. Under this Agreement, AE2S would prepare the required plans and specifications to outline the proposed improvements, facilitate the advertisement and bidding of the project, assist the City with awarding a construction contract to the apparent low bidder.

The anticipated work includes the demolition and replacement of an existing valve vault concrete hatch and cover; demolition of existing process piping, valves, and fittings located within the existing valve vault including an altitude valve, coupling, manually actuated butterfly valve, pipe spools, a base bend 90-degree bend fitting, and approximately 12 feet of vertical 20-inch diameter riser pipe. The process piping that is removed will be replaced with new process piping, fittings, an electrically actuated butterfly valve that is tied into the City's SCADA system, a new base-bend 90-degree fitting, a new riser pipe that is approximately 12 feet in length, and a new concrete and aluminum vault cover and access hatch. The anticipated work will also include minor electrical work to provide power and control to the proposed electric actuated butterfly valve.

The following is an estimated breakdown of the proposed services. Note that this work is hourly and AE2S will work diligently to complete the work as efficiently as possible and only invoice for the hours required to complete the work.

Final Design Phase:	\$40,075.00
Bidding Phase Services:	<u>\$12,300.00</u>
Total Estimated Engineering Fee:	\$52,375.00

If you agree with the proposed scope of services and associated professional fees presented in the attached Engineering Agreement, please sign both copies in the spaces provided, retain one fully executed copy for your records, and return the other fully executed copy to AE2S. We are excited to assist the City of Bemidji in completing this important project.

Submitted in Service,

A handwritten signature in blue ink, appearing to read "Kevin Johnson", is written over a horizontal line.

Kevin Johnson, PE
Project Manager

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approve Quote for WWTP Mural Restoration
Prepared By: Samuel C. Anderson DPW/City Engineer

Background:

In 2014, the original mural was completed on the City's Wastewater Treatment Facility. Due to weather exposure, the mural's colors have faded and requires some restoration to get it back to its original condition. I've included a photo from the original completion in 2014 and a photo from the fall of last year for comparison. The Public Arts Commission took the lead on tracking down the original artist, Wesley May, who has submitted a proposal to restore the mural for a total of \$8,000.

Staff are proposing to use some sanitary sewer reserve funds to cover the project costs and we anticipate the work to be completed in 2026.

Recommendation:

It is recommended that the City Council pass a motion approving the quote amount of \$8,000 to Wesley May for the restoration of the WWTP mural.

2014 Photo - after
initial completion



September 2025 Photo



May 5, 2026

To: City of Bemidji

From: Wesley May, Artist

49 Main Street

Blackduck, MN 56630

(218) 407-9460

wesleymay.125@gmail.com

RE: Wastewater Treatment Plant Mural Restoration Bid

Please accept the following bid to restore the Wastewater Treatment Plan mural.

Expenses:

Paint/Supplies \$1,600

Lift Rental \$ 900

Labor \$5,500

Total: \$8,000

Payment terms: \$2,500 upon acceptance of the bid for paint/supplies and \$5,500 at the completion of the mural restoration.

I am available to restore the mural this summer, but I would need to know as soon as possible. The lift rental would need to be reserved to coordinate with the start date.

Thank you and please let me know if you have any questions.

2025 Bemidji Public Arts Commission Annual Report

Commission Members: Kristi Miller, Cindy Burger, Lisa Bruns, Lisa Jonas, Marcia BMarthaler, Paula Swenson, Katie Carter and Emelie Rivera, Bemidji City Council representative.

Project Updates and Initiatives

At its February 11th meeting, the Public Arts Commission (PAC) re-elected Kristi Miller as Chair and Secretary, and Cindy Burger as Vice Chair. Commission accepted the resignations of Katie Carter and Paula Swenson and welcomed Sandy Henson as a new member.

- **Policies & Procedures and Bylaws** annual review resulted in changing the title to PCA Policies and updating references by removing the Greater Planning Board and City of Planning Board. The Bylaws were not changed.
- **Bemidji Hotel Sign Restoration:** The Historic Preservation Commission (HPC) expressed interest in restoring the Bemidji Hotel sign. This project would involve assessing the current condition of the sign and exploring strategies for its preservation and restoration. PAC determined the project is not within its scope.
- **BDA Corner Kiosk Project:** The Bemidji Downtown Alliance (BDA) corner kiosk project was introduced to the Commission. The artwork applied to the first corner kiosk was completed and the project is ongoing. BDA agreed that all further art installations will be reviewed by the PAC prior to art installation.
- **Wastewater Plant Mural Restoration:** The Commission evaluated the need for restoration and initiated the process of determining necessary repairs, selecting an artist, and establishing the project budget. The Commission is seeking clarification from the City regarding the source of funding for the restoration, given the artist's availability in summer 2026.
- **PAC Visibility Efforts:** The Commission continues to focus on increasing the visibility of PAC within the community. Strategies include outreach, communications, and highlighting PAC projects and achievements.
- **Region 2 Arts Grant Usage:** The Commission discussed the utilization of the \$1,000 Region 2 Arts grant. The grant funds are to support ongoing and upcoming PAC projects, in alignment with the Commission's goals.
- **2026 Goals:** Complete the Art Inventory; City Park art projects, Wastewater Treatment Plant mural & expand partnerships with artists and art organizations.

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approval of this acceptance request.
Prepared By: Rich Spiczka, City Manager

Background:

The City was awarded \$450,000 in Congressionally Directed Spending to complete an update of the Dorm Rooms and Locker Rooms in Fire Station #1. Approval of this item is now needed as the Federal Assistance Process sf-424 has begun. This authorization will allow the City to accept funds after signature of the Mayor and City Manager.

Recommendation:

Approve Acceptance of Funds from Congressional Directed Spending Grant- Fire Station #1.

Applicant Conflict of Interest Policy Certification and Disclosure

Applicant Certification: This is to certify that City of Bemidji has an up to date written policy on conflict of interest.

At a minimum, the policy will include:

- A requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict.
- A provision of prohibition of interested members of the applicant's governing body from voting on any matter in which there is a conflict.
- A specific process defining how the governing body will manage identified or potential conflicts.

Guidance for nonprofits can be found in Appendix A, Page 25 at <http://www.irs.gov/pub/irs-pdf/i1023.pdf>. The League of MN Cities (www.lmc.org) has guidance and templates for Cities to use.

As part of the applicant's certification, a copy of the written conflict of interest policy must be made available to the agency upon request.

Applicant Disclosure: To assure the high standards of honesty, integrity and impartiality are maintained on Federally Funded Projects, we ask you to identify any potential or planned transactions which may constitute or present the appearance of personal or organizational conflict of interest, which also includes any conflict of interest with an USDA Rural Development employees. If at any time there is change in a potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of a personal or organizational conflict of interest for this project the applicant will provide written disclosure to USDA Rural Development and identify these transactions for USDA Rural Development's concurrence.

(Complete one of the following)

1. Potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of personal or organizational conflict of interest for this project include:

2. There are no conflicts of interest either personal or organizational anticipated for the project.

Date _____ Signature: _____

Printed Name: Richard Spiczka

Title: City Manager

For USDA Rural Development use of applicant certification and disclosure:

Specialist Comments: _____

Specialist Recommendation for Concurrence _____ Date S/O or A/D Concurrence _____ Date

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(name)

(date)

(title)

000

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Approval of request to be the "grantee" for the associated project.
Prepared By: Rich Spiczka, City Manager

Background:

Mitch Rautio and Ridgeline Properties are seeking the City's approval to be the "grantee" in order to obtain funds through the State of Minnesota Workforce Housing Grant Program. The funds will be used to build a 6 Plex in Mountainview Meadows. Ridgeline Properties had previously requested the City to be a "grantee" on a similar project on April 15th of 2024 and the City approve. Ridgeline was successful in their application and was able to complete a 6 Plex townhome on Moonlight Lane in Mountainview Meadows.

The documentation required is attached.

Recommendation:

Adopt Resolution authorizing deferred loan agreement between City of Bemidji and Minnesota Housing Finance Agency Regarding Ridgeline Properties Workforce Housing Project

RESOLUTION NO.

RESOLUTION AUTHORIZING DEFERRED LOAN AGREEMENT BETWEEN CITY OF BEMIDJI AND MINNESOTA HOUSING FINANCE AGENCY REGARDING RIDGELINE PROPERTIES PROPOSED SIX SINGLE-FAMILY TOWNHOMES WORKFORCE HOUSING PROJECT

WHEREAS, the City of Bemidji (“Recipient”) has submitted an application (the “Application”) for a project (the “Project”) pursuant to the Workforce Housing Development Program (“Program”) in order to obtain funding from the Minnesota Housing Finance Agency (“Minnesota Housing”).

WHEREAS, on this 1st day of June, 2026, there has been presented to the meeting of the Bemidji City Council of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter into a Deferred Loan Agreement pursuant to the Program in order to obtain funding from Minnesota Housing.

WHEREAS, on September 8, 2020, the City of Bemidji approved the establishment of the Mountain View Meadows Tax Increment Financing District, housing tax increment financing district on the parcels identified on the Application.

NOW, THEREFORE, BE IT RESOLVED, that Recipient is authorized to enter into a Deferred Loan Agreement, substantially in the form as attached to these Resolutions as Exhibit A, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$425,000 (the “Loan”).

BE IT FURTHER RESOLVED, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance, and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that Recipient certifies that it will use the Loan for qualified expenditures for the Project to serve employees of business located in the City of Bemidji or surrounding area.

BE IT FURTHER RESOLVED, that the Loan will be matched by the City of Bemidji with at least \$1 for every \$2 provided.

BE IT FURTHER RESOLVED, that the City will use tax increment generated by the Mountain View Meadows Tax Increment Financing District 1 to meet the match requirement and support the housing proposal from Puddle Duck Properties.

BE IT FURTHER RESOLVED, that Recipient certifies that the average vacancy rate for rental housing located in Bemidji, MN, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Loan will not exceed 50 percent of the Project costs.

BE IT FURTHER RESOLVED, that the Mayor and City Manager, or their successors in office, are hereby authorized to execute the Deferred Loan Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principal office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

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

Yeas:
Nays:
Absent:

Passed: June 1, 2026

ATTEST:

APPROVED:

Ainslee Krause, Administrative Assistant

Jorge S. Prince, Mayor

CERTIFICATION

I HEREBY CERTIFY, that I am the duly elected Secretary and keeper of the records of the City of Bemidji, a municipal corporation under the laws of the State of Minnesota ("Recipient"), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the Bemidji City Council of Recipient on June 1, 2026, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the Bemidji City Council of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same.

(Seal)

Ainslee Krause, Administrative Assistant

**MINNESOTA HOUSING FINANCE AGENCY
DEFERRED LOAN AGREEMENT**

This Deferred Loan Agreement is between the Minnesota Housing Finance Agency (“MHFA”) and [GIVE THE FULL NAME OF THE BORROWER INCLUDING ITS ADDRESS] (the “Borrower”).

Recitals

1. Under Minn. Stat. §462A.39, MHFA is empowered to enter into this Deferred Loan Agreement.
2. The MHFA is in need of the development of rental housing to serve the employees of local businesses (“Workforce Housing”) in [COUNTY], City of [CITY] pursuant to MHFA’s Workforce Housing Development Program (the “Program”).
3. The Borrower represents that it is duly qualified and agrees to perform all activities described in this Deferred Loan Agreement to the satisfaction of MHFA. The Borrower agrees to minimize administrative costs as a condition of this Deferred Loan Agreement.

Deferred Loan Agreement

1 Term of Deferred Loan Agreement

1.1 Effective date:

The effective date of this Deferred Loan Agreement is [SPELL OUT FULL DATE (e.g., July 1, 2022)]. The Borrower must not begin work until this Deferred Loan Agreement is fully executed and MHFA's Authorized Representative has notified the Borrower that work may commence. No funds will be disbursed to the Borrower until this Deferred Loan Agreement is fully executed.

1.2 Construction period:

The construction period for the Program begins with the Effective Date of this Deferred Loan Agreement and continues through the later of [SPELL OUT FULL DATE (e.g., June 1, 2025)] or any extension of this period agreed to in writing by MHFA (the “Construction Period”). All funds provided through this Deferred Loan Agreement must be fully expended in compliance with this Deferred Loan Agreement by the end of the Construction Period.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this Deferred Loan Agreement: 8. Liability; 9. State Audits; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Duties and Contracts

2.1 Borrower’s Duties

The Borrower has made application to MHFA for the purpose of administering a Program project in the manner described in the Borrower's application (the “Project”) which is incorporated into this Deferred Loan Agreement by reference.

The Borrower, who is not a state employee, is awarded funds to provide financial assistance to address the need for Workforce Housing. The Project includes: [INSERT BRIEF DESCRIPTION OF PROJECT INCLUDING TYPE (NEW CONSTRUCTION/ADAPTIVE REUSE, ETC.), AND NUMBER OF UNITS].

The Borrower will be in compliance with the Workforce Housing Development Program Guide, as amended (the “Program Guide”), which is incorporated into this Deferred Loan Agreement.

2.2 Provisions for Contracts and Sub-grants.

(a) Contract Provisions. The Borrower must include in any contract and subcontract, in addition to provisions that define a sound and complete agreement, such provisions that require recipients and subrecipients to comply with applicable local, state and federal laws, rules, regulations and ordinances, as well as any applicable MHFA policies.

(b) Use of Program Funds. The Program Funds (as defined below) awarded under this Deferred Loan Agreement may only be used by the Borrower or awarded by the Borrower to third parties as grant funds or loans in accordance with the terms of the Program Guide. All Program Funds must be used by an Eligible Project Area for the Qualified Expenditures of a Market Rate Residential Rental Property (as such terms are defined in the Program Guide). If awarded as a loan, any fees or interest charged cannot unduly enrich any parties involved beyond the approximate cost of the administrative costs associated with the Project.

3 Time

The Borrower must comply with all time requirements described in this Deferred Loan Agreement and the Program Guide. In the performance of this Deferred Loan Agreement, time is of the essence. Project construction must commence and be completed within the Construction Period

4 Loan

4.1 Loan Amount.

The total principal loan amount by MHFA to the Borrower under this Deferred Loan Agreement will not exceed \$[ENTER AWARD AMOUNT] (the "Program Funds").

4.2 Repayment

The Borrower promises to pay to MHFA the Program Funds with simple interest, if any, of 0% per annum accruing on such amounts of principal as may be advanced from time to time.

Further, the Program Funds and all accrued interest, if any, less any amounts previously paid or forgiven, are due and payable in one lump sum on the earlier to occur of: (i) a Default (as described below); or (ii) the ____ day of ____, 20__ (the "Maturity Date").

A Default occurs upon written notice by MHFA to the Borrower of noncompliance with this Deferred Loan Agreement or the Program Guide and failure of the Borrower to cure the noncompliance to the satisfaction of MHFA within 30 days of such notice.

* Repayment of the Program Funds will be forgiven upon the Maturity Date provided: (i) MHFA has not given the Borrower notice of a Default; and (ii) the Borrower is in full compliance with this Deferred Loan Agreement and the Program Guide.

All amounts due are payable at the offices of MHFA, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109, or such other place as MHFA may designate in writing.

If a failure to pay the amounts due under this Deferred Loan Agreement occurs, and if the same is submitted for collection by MHFA, its successor and assigns, the Borrower must pay all costs of collection, including reasonable attorney's fees.

All parties to this Deferred Loan Agreement, whether principal, surety, guarantor or endorser, hereby waive presentment for payment, demand, protest and notice of dishonor.

4.3 Disbursement

For all disbursements of Program Funds, the Borrower must be in compliance with this Deferred Loan

Agreement and the Program Guide and complete and submit a Workforce Housing Development Program Disbursement Request Form, attached to this Deferred Loan Agreement as **Exhibit A**, to MHFA for review and approval. MHFA will promptly pay the Borrower up to one third of the Program Funds on or after closing. The Borrower may request an additional one third of the Program Funds as needed upon commencement of Project construction. The remaining one third of the Program Funds will be withheld for final disbursement and will not be released until construction completion of the Project and upon completion of all reporting and monitoring requirements pursuant to this Deferred Loan Agreement.

4.4 Return of Funds

The Borrower must promptly return to MHFA any Program Funds that have: (i) not been accounted for in a financial report to MHFA due annually or at Deferred Loan Agreement closeout; or (ii) not been used in compliance with the Program Guide.

4.5 Contracting and Bidding Requirements

The Borrower must comply with all applicable prevailing wage requirements as further described in the Legal Addendum attached to the Program Guide.

The Borrower must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

4.6 Prepayment

The Program Funds may be prepaid in whole or in part at any time without premium or penalty; provided, however, that payment by Borrower to MHFA of the amount of the Program Funds or any portion thereof shall not be deemed to be or constitute a release of Borrower from the terms or requirements of this Deferred Loan Agreement.

5 Conditions of Payment

All activities performed by the Borrower under this Deferred Loan Agreement must be performed to MHFA's satisfaction, as determined at the sole discretion of MHFA's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Borrower will be responsible for repaying any Program Funds found by MHFA to be noncompliant with this Deferred Loan Agreement or used in violation of federal, state, or local law.

6 Authorized Representative

MHFA's Authorized Representative is **Sara Bunn, Program Manager, 651.296.9827, sara.bunn@state.mn.us, 400 Wabasha St N, Suite 400, St. Paul, MN 55102** or her successor, and has the responsibility to monitor the Borrower's performance under this Deferred Loan Agreement.

The Borrower's Authorized Representative is [NAME, TITLE, ADDRESS, TELEPHONE NUMBER, EMAIL]. If the Borrower's Authorized Representative changes at any time during this Deferred Loan Agreement, the Borrower must immediately notify MHFA.

7 Assignment Amendments, Waiver, and Deferred Loan Agreement Complete

7.1 Assignment

The Borrower shall neither assign nor transfer any rights or obligations under this Deferred Loan Agreement without the prior written consent of MHFA, approved by the same parties who executed and approved this Deferred Loan Agreement, or their successors in office.

7.2 Amendments

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

7.3 Waiver

If MHFA fails to enforce any provision of this Deferred Loan Agreement, that failure does not waive the provision or MHFA's right to enforce it.

7.4 Deferred Loan Agreement Complete

This Deferred Loan Agreement contains all negotiations and agreements between MHFA and the Borrower. No other understanding regarding this Deferred Loan Agreement, whether written or oral, may be used to bind either party.

8 Liability

The Borrower must indemnify, save, and hold MHFA, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by MHFA, arising from the performance of this Deferred Loan Agreement by the Borrower or the Borrower's agents or employees. This clause will not be construed to bar any legal remedies the Borrower may have for MHFA's failure to fulfill its obligations under this Deferred Loan Agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Borrower's books, records, documents, and accounting procedures and practices of the Borrower or any other party relevant to this Deferred Loan Agreement or transaction are subject to examination by MHFA and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Deferred Loan Agreement, receipt and approval of all final reports, or the required period of time to satisfy all MHFA program retention requirements, whichever is later.

10 Workers Compensation

The Borrower certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Borrower's employees and agents will not be considered MHFA employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MHFA's obligation or responsibility.

11 Publicity and Endorsement

11.1 Publicity

Any publicity regarding the subject matter of this Deferred Loan Agreement must identify MHFA as the sponsoring agency and must not be released without prior written approval from MHFA's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Borrower individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Deferred Loan Agreement.

11.2 Endorsement

The Borrower must not claim that MHFA endorses its products or services.

12 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Deferred Loan Agreement. Venue for all legal proceedings out of this Deferred Loan Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13 Termination

MHFA may immediately terminate this Deferred Loan Agreement if MHFA finds that there has been a failure to comply with the provisions of this Deferred Loan Agreement or the Program Guide, that reasonable progress has not been made or that the purposes for which the funds were loaned have not been or will not be fulfilled. MHFA may take action to protect the interests of the State of Minnesota, including

the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Borrower consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MHFA, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Borrower to file state tax returns and pay delinquent state tax liabilities, if any.

15 Responsible Contractor Requirement

The Borrower agrees that it and its contractors will fully comply with all applicable provisions contained in Minn. Stat. §16C.285, as amended.

2. BORROWER

The Borrower certifies that the appropriate person(s) has/have executed the Deferred Loan Agreement on behalf of the Borrower as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. MINNESOTA HOUSING FINANCE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Borrower
MHFA's Authorized Representative



June 1st, 2026

Minnesota Housing
Workforce Housing Development Program

RE: Local Support for Proposed Workforce Housing Development

To Whom It May Concern:

The City of Bemidji supports the proposed workforce housing development consisting of six market-rate townhome rental units within the City of Bemidji.

The City recognizes the importance of expanding workforce housing opportunities in order to support local employers, strengthen workforce recruitment and retention efforts, and promote continued economic growth within the community.

The City of Bemidji has committed Tax Increment Financing (TIF) assistance to support the proposed development in the amount of \$485,648. These funds will assist with project feasibility and infrastructure-related development costs.

In addition, the proposed development site is appropriately zoned for the intended residential use and all necessary zoning approvals required for the proposed development have been completed or are in place.

The City supports the submission of a funding request to the Minnesota Housing Workforce Housing Development Program and believes the project will provide an important addition to Bemidji's workforce housing inventory.

Sincerely,

Mayor

City Manager / City Administrator

Mountain View Meadows Townhome 6-plex - 1.5% Inflation

City of Bemidji, MN

6-plex of townhomes with market value of \$223,367 per unit



ASSUMPTIONS AND RATES

DistrictType:	Housing
District Name/Number:	Mountain View Meadows
County District #:	14
First Year Construction or Inflation on Value	2026
Existing District - Specify No. Years Remaining	
Inflation Rate - Every Year:	1.50%
Interest Rate:	4.25%
Present Value Date:	1-Aug-27
First Period Ending	1-Feb-28
Tax Year District was Certified:	Pay 2024
Cashflow Assumes First Tax Increment For Development:	2028
Years of Tax Increment	22
Assumes Last Year of Tax Increment	2049
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	NA
Incremental or Total Fiscal Disparities	Incremental
Fiscal Disparities Contribution Ratio	NA
Fiscal Disparities Metro-Wide Tax Rate	NA
Maximum/Frozen Local Tax Rate:	130.240% Certified
Current Local Tax Rate: (Use lesser of Current or Max.)	156.330% Pay 2026
State-wide Tax Rate (Comm./Ind. only used for total taxes)	28.3130% Pay 2026
Market Value Tax Rate (Used for total taxes)	0.14385% Pay 2026

Tax Rates		Rate
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	\$150,000	1.50%
Over	\$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	\$100,000	0.25%
Over	\$100,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	Replatted	Puddle Duck Properties		0	0	182,000	5%	9,100	Pay 2021	Rental	114	Rental	114	1
						182,000		9,100			114		114	

Note:

1. Base values are estimates after review of the County Certification. Final base will be determined when property is platted for new development.
2. Located in SD #31.

Mountain View Meadows Townhome 6-plex - 1.5% Inflation

City of Bemidji, MN

6-plex of townhomes with market value of \$223,367 per unit



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2026	Percentage Completed 2027	Percentage Completed 2028	Percentage Completed 2029	First Year Full Taxes Payable
	6-plex	223,367	223,367	6	1,340,200	Rental	16,753	2,792	50%	100%	100%	100%	2029
TOTAL					1,340,200		16,753						
Subtotal Residential				6	1,340,200		16,753						
Subtotal Commercial/Ind.				0	0		0						

Note:

1. Market values are estimates based on review of County website for development.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
6-plex	16,753	0	16,753	26,189	0	0	1,928	28,117	4,686.16
TOTAL	16,753	0	16,753	26,189	0	0	1,928	28,117	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	28,117
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(1,928)
less Base Value Taxes	(4,519)
Annual Gross TIF	21,670

Mountain View Meadows Townhome 6-plex - 1.5% Inflation

6-plex of townhomes with market value of \$223,367 per unit

6-plex of townhomes with market value of \$223,367 per unit



TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/28
100%	8,376	(114)	-	8,263	130.240%	10,761	5,381	(19)	(536)	4,825	4,626	0.5	2028	08/01/28
							5,381	(19)	(536)	4,825	9,156	1	2028	02/01/29
100%	16,753	(114)	-	16,639	130.240%	21,670	10,835	(39)	(1,080)	9,717	18,089	1.5	2029	08/01/29
							10,835	(39)	(1,080)	9,717	26,836	2	2029	02/01/30
100%	17,004	(114)	-	16,890	130.240%	21,998	10,999	(40)	(1,096)	9,863	35,530	2.5	2030	08/01/30
							10,999	(40)	(1,096)	9,863	44,043	3	2030	02/01/31
100%	17,259	(114)	-	17,145	130.240%	22,330	11,165	(40)	(1,112)	10,012	52,505	3.5	2031	08/01/31
							11,165	(40)	(1,112)	10,012	60,791	4	2031	02/01/32
100%	17,518	(114)	-	17,404	130.240%	22,667	11,333	(41)	(1,129)	10,163	69,027	4.5	2032	08/01/32
							11,333	(41)	(1,129)	10,163	77,092	5	2032	02/01/33
100%	17,780	(114)	-	17,667	130.240%	23,009	11,505	(41)	(1,146)	10,317	85,108	5.5	2033	08/01/33
							11,505	(41)	(1,146)	10,317	92,957	6	2033	02/01/34
100%	18,047	(114)	-	17,933	130.240%	23,357	11,678	(42)	(1,164)	10,473	100,759	6.5	2034	08/01/34
							11,678	(42)	(1,164)	10,473	108,399	7	2034	02/01/35
100%	18,318	(114)	-	18,204	130.240%	23,709	11,855	(43)	(1,181)	10,631	115,993	7.5	2035	08/01/35
							11,855	(43)	(1,181)	10,631	123,428	8	2035	02/01/36
100%	18,593	(114)	-	18,479	130.240%	24,067	12,033	(43)	(1,199)	10,791	130,819	8.5	2036	08/01/36
							12,033	(43)	(1,199)	10,791	138,056	9	2036	02/01/37
100%	18,872	(114)	-	18,758	130.240%	24,430	12,215	(44)	(1,217)	10,954	145,249	9.5	2037	08/01/37
							12,215	(44)	(1,217)	10,954	152,293	10	2037	02/01/38
100%	19,155	(114)	-	19,041	130.240%	24,799	12,399	(45)	(1,235)	11,119	159,294	10.5	2038	08/01/38
							12,399	(45)	(1,235)	11,119	166,150	11	2038	02/01/39
100%	19,442	(114)	-	19,328	130.240%	25,173	12,587	(45)	(1,254)	11,287	172,964	11.5	2039	08/01/39
							12,587	(45)	(1,254)	11,287	179,636	12	2039	02/01/40
100%	19,734	(114)	-	19,620	130.240%	25,553	12,776	(46)	(1,273)	11,457	186,268	12.5	2040	08/01/40
							12,776	(46)	(1,273)	11,457	192,763	13	2040	02/01/41
100%	20,030	(114)	-	19,916	130.240%	25,938	12,969	(47)	(1,292)	11,630	199,218	13.5	2041	08/01/41
							12,969	(47)	(1,292)	11,630	205,538	14	2041	02/01/42
100%	20,330	(114)	-	20,216	130.240%	26,330	13,165	(47)	(1,312)	11,806	211,821	14.5	2042	08/01/42
							13,165	(47)	(1,312)	11,806	217,972	15	2042	02/01/43
100%	20,635	(114)	-	20,521	130.240%	26,727	13,363	(48)	(1,332)	11,984	224,087	15.5	2043	08/01/43
							13,363	(48)	(1,332)	11,984	230,074	16	2043	02/01/44
100%	20,945	(114)	-	20,831	130.240%	27,130	13,565	(49)	(1,352)	12,165	236,026	16.5	2044	08/01/44
							13,565	(49)	(1,352)	12,165	241,853	17	2044	02/01/45
100%	21,259	(114)	-	21,145	130.240%	27,539	13,770	(50)	(1,372)	12,348	247,645	17.5	2045	08/01/45
							13,770	(50)	(1,372)	12,348	253,317	18	2045	02/01/46
100%	21,578	(114)	-	21,464	130.240%	27,954	13,977	(50)	(1,393)	12,534	258,954	18.5	2046	08/01/46
							13,977	(50)	(1,393)	12,534	264,474	19	2046	02/01/47
100%	21,901	(114)	-	21,787	130.240%	28,376	14,188	(51)	(1,414)	12,723	269,961	19.5	2047	08/01/47
							14,188	(51)	(1,414)	12,723	275,334	20	2047	02/01/48
100%	22,230	(114)	-	22,116	130.240%	28,804	14,402	(52)	(1,435)	12,915	280,674	20.5	2048	08/01/48
							14,402	(52)	(1,435)	12,915	285,903	21	2048	02/01/49
100%	22,563	(114)	-	22,449	130.240%	29,238	14,619	(53)	(1,457)	13,110	291,100	21.5	2049	08/01/49
							14,619	(53)	(1,457)	13,110	296,189	22	2049	02/01/50
Total							541,559	(1,950)	(53,961)	485,648				
Present Value From 08/01/2027							330,288	(1,189)	(32,910)	296,189				
Present Value Rate							4.25%							

May 18, 2026

City of Bemidji

Attn: City Council and City Administration

317 4th Street NW

Bemidji, MN 56601

RE: Request for City Sponsorship – Minnesota Housing Workforce Housing Development Program Application

Dear Mayor, Council Members, and City Administration:

I am writing to respectfully request that the City of Bemidji serve as the project sponsor and applicant for a Minnesota Housing Workforce Housing Development Program (WHDP) funding request on behalf of a proposed workforce housing development in Bemidji.

The proposed project will create six new market-rate workforce townhome rental units designed to help address the ongoing housing shortage affecting Bemidji employers and the broader regional economy. The development will increase the community's supply of quality workforce housing while supporting continued economic growth and workforce attraction efforts within the city.

Bemidji continues to experience strong demand for housing driven by employment growth and regional economic activity. Local employers have indicated that the shortage of available housing has become a challenge for employee recruitment and retention. To help demonstrate this need, letters of support for the project have been submitted by three major regional employers:

- Sanford Health
- Nei Bottling
- Paul Bunyan Communications

These employers recognize the importance of increasing workforce housing availability in order to support employee recruitment, workforce stability, and long-term economic competitiveness within Bemidji and the surrounding region.

The Workforce Housing Development Program requires applications to be submitted through a local unit of government. Accordingly, we respectfully request that the City of Bemidji:

- Serve as the project sponsor and applicant for the WHDP application;
- Pass the attached resolution authorizing submission of the application.

For the City's convenience, a draft resolution and a draft support letter template have been attached. The draft support letter includes language related to Tax Increment Financing (TIF) commitment and zoning approval for the proposed development.

All proposal preparation activities, including completion of the application materials and supporting documentation, will be undertaken by Mitch Rautio. City staff involvement will therefore be limited to review, execution of required forms, and approval of the resolution and support documentation.

The application deadline is June 2, 2026. We would greatly appreciate consideration of this request at the earliest possible opportunity to allow sufficient time for application preparation and submission.

This project represents an important opportunity to increase Bemidji's housing capacity, support local employers, strengthen workforce recruitment efforts, and generate long-term economic impact for the community.

Thank you for your consideration and continued leadership in addressing Bemidji's housing needs. Please feel free to contact me with any questions or if additional information would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Rautio". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mitch Rautio
Puddle Duck Properties, LLC

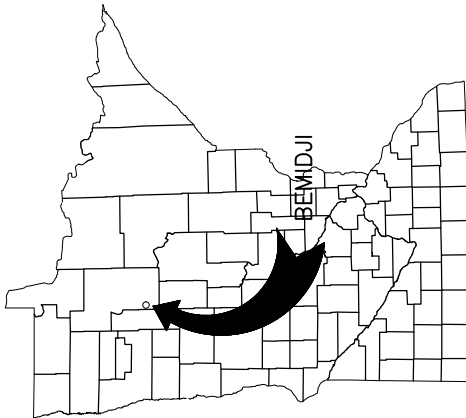
Attachments:

- Draft Resolution
- Draft Support Letter Template

RIDGELINE PROPERTY

LOT 1, BLOCK 1 OF MOUNTAIN VIEW MEADOWS PHASE 1

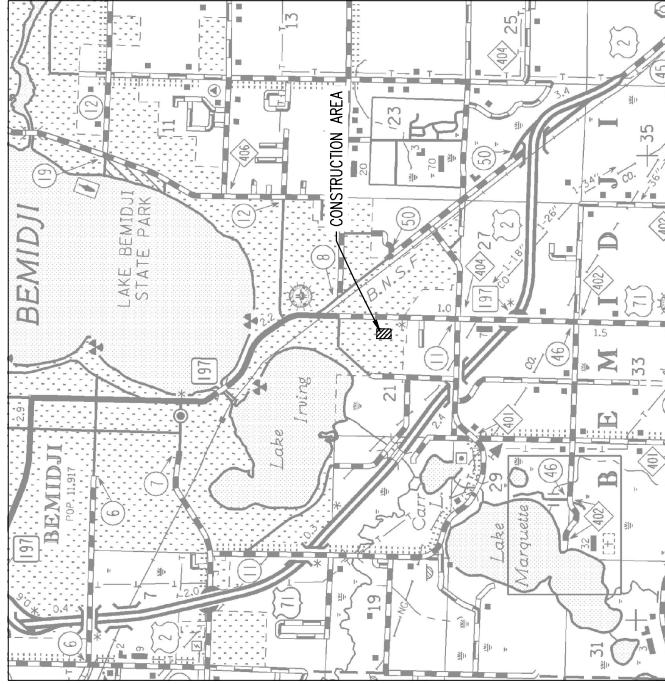
CONSTRUCTION PLAN FOR GRADING, DRAINAGE, CURB & GUTTER,
AGGREGATE BASE, AND BITUMINOUS SURFACING



MINNESOTA

NOT TO SCALE

SURVEY DATUM
HORIZ. CONTROL: COUNTY SURVEY
VERTICAL CONTROL: SYSTEM AND 83 (86) ADJ.
NAD 83
UNIT: FEET



CITY OF BEMIDJI

NOT TO SCALE

PROJECT AREA

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UTILITIES PRIOR TO ANY CONSTRUCTION AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

WARNING
LOCATION OF UNDERGROUND UTILITIES TO GOVERNOR STATE ONE CALL BEFORE DIGGING, REQUIRED BY LAW

INDEX TO SHEETS

- C-1 TITLE SHEET
- C-2 SITE PLAN
- C-3 GRADING PLAN
- C-4 UTILITY PLAN
- C-5 DETAILS
- C-6 PROFILES, VIEWS/FIRE PLAN
- C-7 SWPPP/FREE PRESERVATION
- C-8 SWPPP DETAILS
- C-9 SWPPP NOTES/SWPPP NARRATIVE
- C-10 SPECIAL & IMPAIRED WATERS/PUBLIC WATERS INVENTORY

THIS PLAN CONTAINS 10 SHEETS.

NO.	REV.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS AND CONTRACT DOCUMENTS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND UNDER THE CLOSE PERSONAL SUPERVISION OF THE ENGINEER, COMPLY WITH THE REQUIREMENTS OF THE PROFESSIONAL ENGINEERING ACT, CHAPTER 320A, MINNESOTA STATUTES.

BRUNN, V. RIND *[Signature]* REG. NO. 21027



ISSUED	DATE	BY
DESIGNED	6/7/21	
CHECKED	6/7/21	
APPROVED		

RIDGELINE PROPERTY
BEMIDJI, MINNESOTA

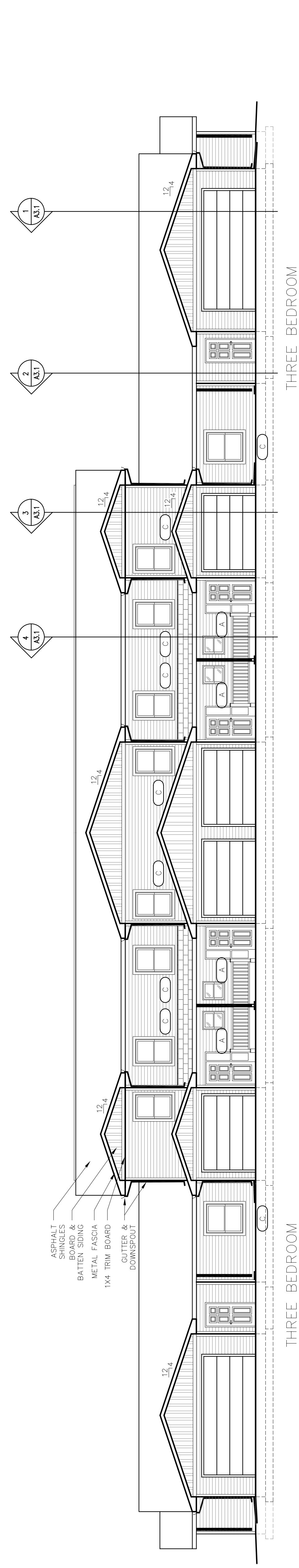
LEGEND

PROPOSED	EXISTING	DESCRIPTION
		PROPERTY LINES
		WATER MAIN, HYDRANT, GATE VALVE
		IRRIGATION PIPE
		WATER SERVICE WITH CURB STOP
		DRAIN TILE
		STORM DRAIN WITH MANHOLE
		SANITARY SEWER WITH MANHOLE
		SANITARY SEWER FORCED MAIN WITH MANHOLE
		UNDERGROUND FIBER OPTIC
		UNDERGROUND TELEPHONE CABLE
		UNDERGROUND T.V. CABLE WITH PEDESTAL TRANSFORMER / METER
		UNDERGROUND GAS LINE WITH METER
		OVERHEAD TELEPHONE CABLE
		OVERHEAD T.V. CABLE WITH UTILITY POLE
		OVERHEAD ELECTRICAL CABLE WITH UTILITY POLE
		CONCRETE SIDEWALK
		CURB & GUTTER
		BARBED WIRE
		CHAIN LINK FENCE
		STOCKADE FENCE
		TREE LINE
		TREE REMOVAL
		MAIL BOX
		UTILITY POLE/GUY POLE
		LIGHT POLE
		SOIL BORING
		BENCH MARK/CONTROL POINT
		SPOT ELEVATION
		RETAINING WALL
		WATER LINE
		MARSH
		PROPERTY CORNERS
		IRON MONUMENT SET FOUND WITH CAP
		NO MONUMENT FOUND
		ROCK DRIVEWAY
		GRAVEL/DIRT ROAD
		PAVER STONES
		BITUMINOUS/ABT. ROAD
		BITUMINOUS REMOVAL AREA
		BITUMINOUS RECLAIM AREA
		BITUMINOUS OVERLAY AREA
		OBLITERATE OLD ROAD
		CONCRETE REMOVAL AREA
		TREE REMOVAL AREA / CLEARING & GRUBBING

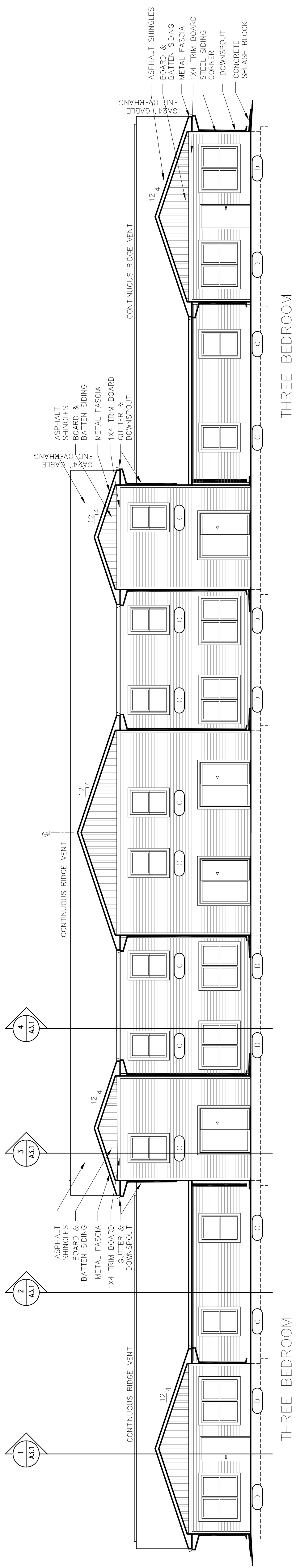
1 OF 10 SHEET NO. C-1

FOR PROJECT NO. 20040
DATE PROJECT NO. 00000

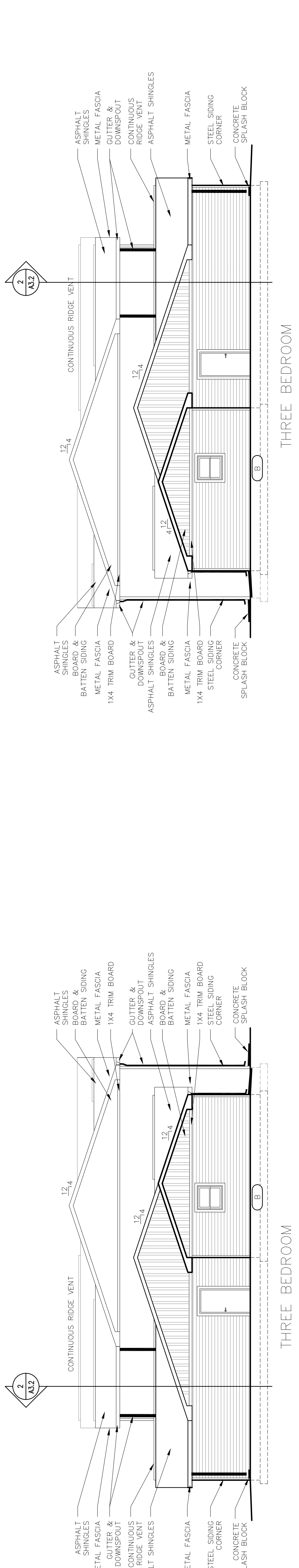
TITLE



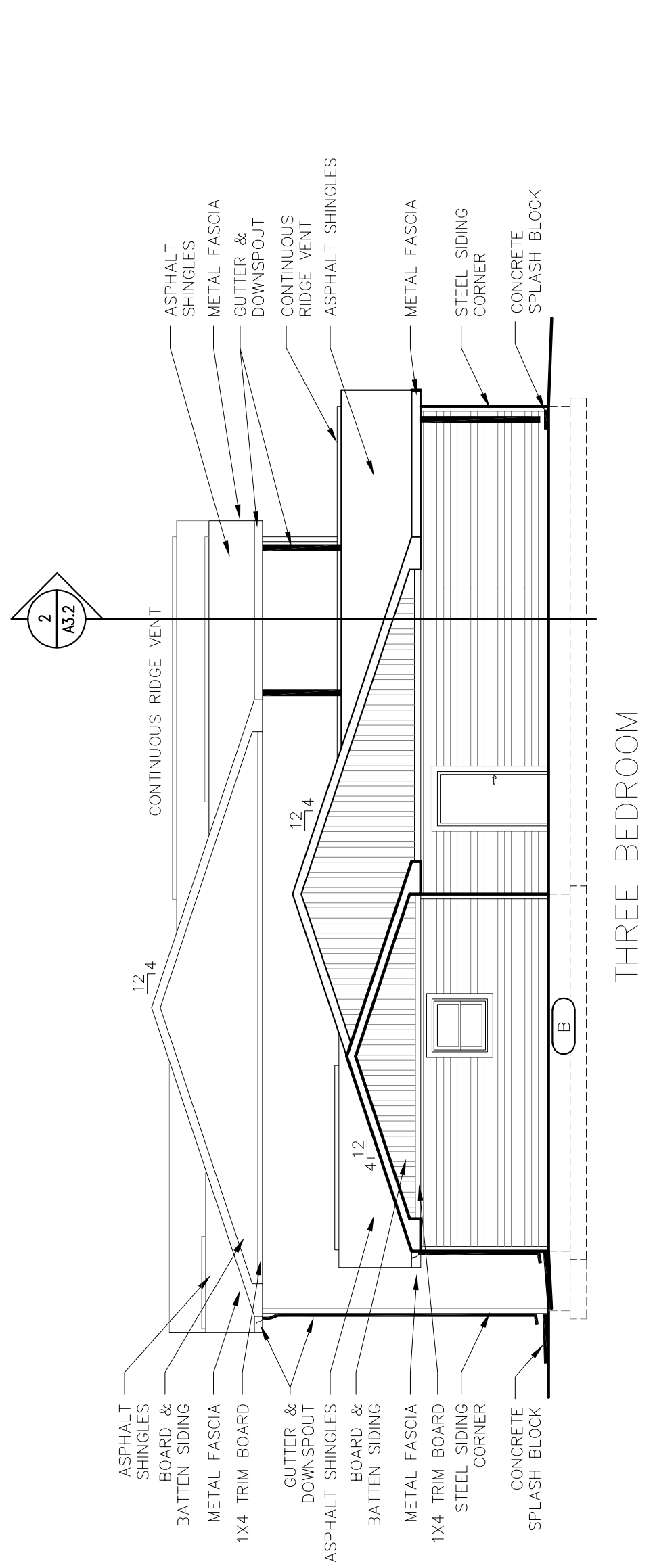
1 BUILDING #2 TYPICAL FRONT ELEVATION
 A2.2 SCALE: 1/8"=1'-0"
 1/2 SCALE: 1/16"=1'-0"



2 BUILDING #2 TYPICAL BACK ELEVATION
 A2.2 SCALE: 1/8"=1'-0"
 1/2 SCALE: 1/16"=1'-0"



3 BUILDING #2 SIDE ELEVATION - RIGHT
 A2.2 SCALE: 1/8"=1'-0"
 1/2 SCALE: 1/16"=1'-0"



4 BUILDING #2 SIDE ELEVATION - LEFT
 A2.2 SCALE: 1/8"=1'-0"
 1/2 SCALE: 1/16"=1'-0"

Accounts Payable

Blanket Voucher Approval Document

User: denisea
Printed: 05/27/2026 - 1:34PM
Warrant Request Date: 6/2/2026
DAC Fund:



Batch: 00401.06.2026

COUNCIL BILL LIST

Line	Claimant	Voucher No.	Amount
1	VisitBemidji	000000000	36,741.36
			<hr/>
			Page Total: \$36,741.36
			<hr/>
			Grand Total: \$36,741.36

CITY OF BEMIDJI

ORDINANCE NO.

AN ORDINANCE AMENDING AN UNCODED SECTION OF THE BEMIDJI CITY CODE (AUTHORIZING THE SALE OF REAL PROPERTY)

THE CITY OF BEMIDJI DOES ORDAIN:

SECTION 1. That pursuant to Section 12.05 of the Home Rule Charter of and for the City of Bemidji, and the Purchase Agreement to be entered into by the City and the purchaser the State of Minnesota, Department of Administration on behalf of the Department of Public Safety, Bureau of Criminal Apprehension, the City hereby authorizes the sale of the real property owned in fee by the City and legally described in Section 2 below (the "Property"), to the purchaser the State of Minnesota. Proposed consideration for the sale and conveyance includes a monetary payment in the sum of \$560,000.00 (five hundred and sixty thousand).

SECTION 2. The land to be sold pursuant to this Ordinance is legally described as:

Those parts of the southwest quarter of the northeast quarter, the southeast quarter of the northwest quarter, the northwest quarter of the southeast quarter and government lot 2, described as follows:
commencing at a cast iron monument known as b-12 on the northerly right of way line of Trunk Highway No. 2, said monument being the most northerly point of the plat of Minnesota Department of Transportation right of way plat no. 04-5, according to the recorded plat thereof; thence north 68°32'14" west, record plat bearing of the prolongation of the northerly right of way line between said point b-12 and b-13 of said right of way plat, a distance of 373.92 feet to the intersection with the westerly right of way line of Moberg Drive NW; thence north 14°31'08" east, along said westerly right of way line a distance of 999.91 feet; thence north 1°12'56" west, along said westerly right of way line, a distance of 156.81 feet; thence northerly, along said westerly right of way line and along a tangential curve concave to the west, radius 99.31 feet, central angle 45°25'44" a distance of 78.74 feet; thence south 74°29'01" west along a line not tangent to said curve a distance of 297.41 feet to the point of beginning of the land to be described; thence south 14°31'08" west a distance of 482.23 feet to the intersection with the northerly right of way line of Norris Court NW; thence westerly, along said northerly right of way, a distance of 158.36 feet along a curve concave to the south and not tangent with the last described line, said curve having a radius of 540.00 feet, a central angle of 16°48'10" and the chord of said curve bears north 82°46'43" west; thence south 88°49'12" west, along said northerly right of way line, a distance of 66.09 feet to a point on a 100.00 foot radius curve, the center of said curve bears south 65°14'31" west from said point; thence northwesterly, westerly, and southwesterly, along said curve and along said right of way line a distance of 208.41 feet, central angle 119°24'37"; thence north 68°32'14" west along a line not tangent to said curve, a distance of 462.30 feet; thence north 74°29'01" east a distance of 981.40 feet to the point of beginning.

SECTION 3. The City shall convey the above-described property to the State of Minnesota by appropriate conveyance. City staff is further directed to take the appropriate steps to accomplish the transfer of said real property, including satisfaction of all conditions that may be attached to the sale pursuant to the parties' previously approved Purchase Agreement, which is conditioned upon the adoption of this Ordinance.

SECTION 4. The Ordinance shall be in full force and effect immediately after its passage and publication.

Yeas:

Nays:

Absent:

Attest:

Approved:

Michelle R. Miller, City Clerk

Jorge S. Prince, Mayor

CITY COUNCIL AGENDA ITEM



Meeting Date: June 1, 2026
Action Requested: Authorization to Publish a Summary of an Ordinance
Prepared By: Michelle Miller, City Clerk

Background:

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

LEGAL NOTICE

ORDINANCE NO. 237, 3rd SERIES: AMENDING AN UNCODED SECTION OF BEMIDJI CITY CODE (AUTHORIZING SALE OF REAL PROPERTY - NORRIS COURT)

This Ordinance was approved by the City Council on Monday, June 1, 2026. A complete copy of the Ordinance is available by contacting the City Clerk, 317 4th Street NW, Bemidji, MN 56601 (218-759-3570).

Recommendation:

Authorize publication of Ordinance summary.

COUNCIL AGENDA ITEM



Meeting Date: June 1st, 2026

Action Requested: 5th Street NW Trail Project – Consider Awarding Bid – City Project 26-03

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

Background:

Back in March 2021, staff were notified of receiving a Transportation Alternative Program (TAP) Federal Grant to assist with constructing a 10 foot wide paved trail along the south side of 5th Street NW connecting the Jefferson Avenue NW roundabout to Irvine Avenue NW (post office), see attached Exhibit A for an overview map of the trail start & end locations. Since award of the grant, staff have spent many hours coordinating on environmental documents, purchasing wetland credits for minor impacts, executing short term & long-term easements with BNSF Railway for the current road crossing and future trail project, and developing plans & specifications to meet the requirements of the state and federal funding involved.

In 2025, staff also applied for additional funding and received another \$200,000 in Active Transportation (AT) grant funds to offset more of the local share on the project.

Bids

A bid opening for the project was held on Wednesday, May 20th, 2026 and the following four bids were received:

<u>Bidder</u>	<u>Base Bid</u>
Reierson Construction	\$ 855,959.75
Northern Paving, Inc.	\$ 857,642.15
Casper Construction, Inc.	\$ 860,000.00
KGM Contractors	\$ 1,199,236.98
City Engineer's Estimate:	\$ 790,000.00

Finances:

The low base bid of \$855,959.75 will result in a total project cost of approximately \$1,100,000.00 after previous soft costs related to BNSF easements (including the 5th Street NW crossing replacement), wetland credits, survey, design engineering and construction inspection & testing costs are added in. The grant funding is tied to this construction season.

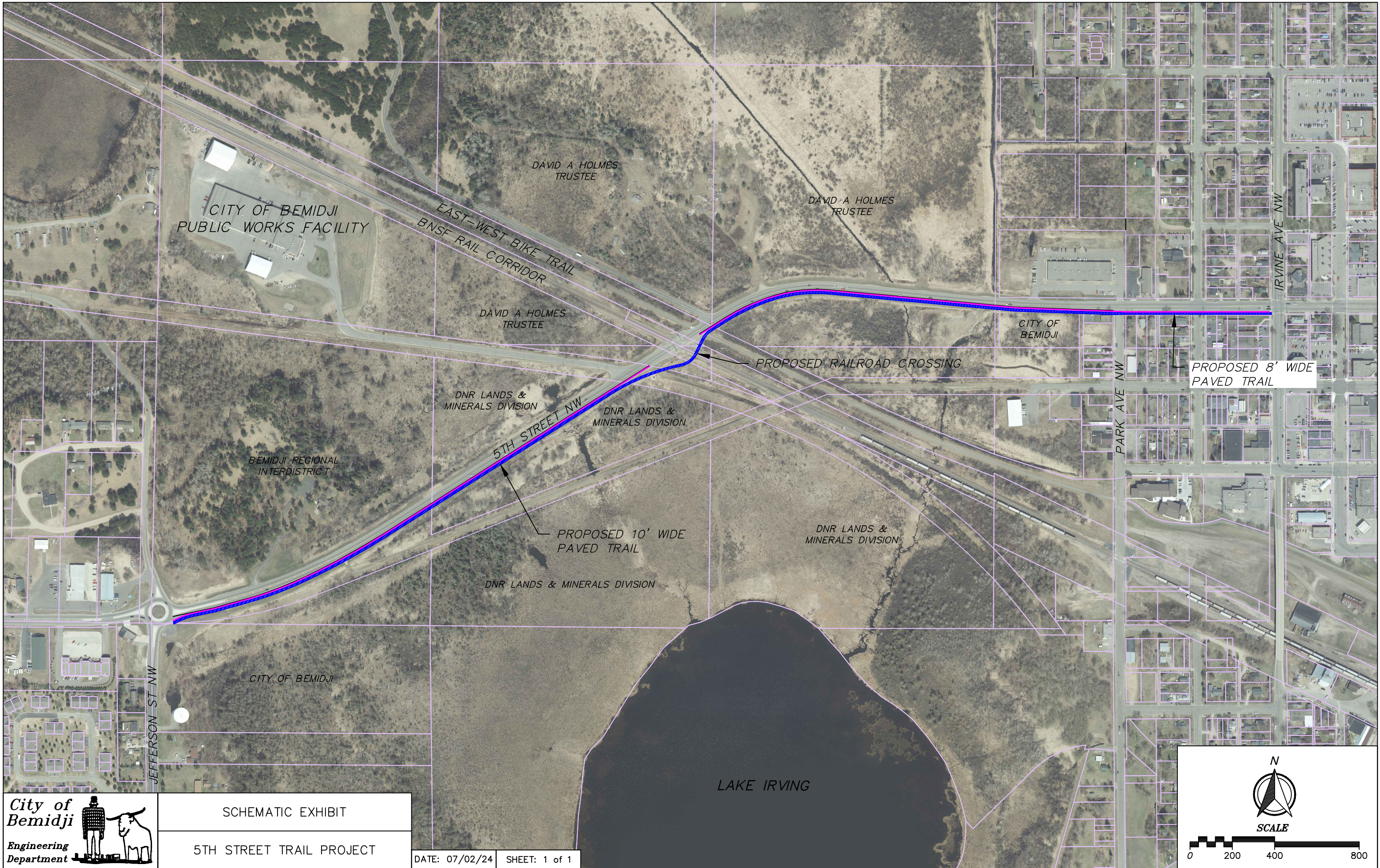
Funding for the project is proposed from the following sources:

TAP Grant (Federal Funds)	\$ 468,000
AT Grant (State Funds)	\$ 200,000
State Aid Construction Funds	\$ 382,000
<u>Construction Fund Reserves</u>	<u>\$ 50,000</u>
	\$ 1,100,000

If awarded, construction can take place after the July 4th weekend and should be completed by September this year.

Recommendation:

It is recommended that the city council consider a motion awarding the bid to Reiersen Construction, Inc. in the amount of \$855,959.75 for the 5th Street NW Trail Project – City Project 26-03.



CITY OF BEMIDJI
PUBLIC WORKS FACILITY

DAVID A HOLMES
TRUSTEE

DAVID A HOLMES
TRUSTEE

EAST-WEST BIKE TRAIL
BNSF RAIL CORRIDOR

DAVID A HOLMES
TRUSTEE

CITY OF
BEMIDJI

PROPOSED 8' WIDE
PAVED TRAIL

PROPOSED RAILROAD CROSSING

DNR LANDS &
MINERALS DIVISION

DNR LANDS &
MINERALS DIVISION

BEMIDJI REGIONAL
INTERDISTRICT

5TH STREET NW

PROPOSED 10' WIDE
PAVED TRAIL

DNR LANDS &
MINERALS DIVISION

DNR LANDS & MINERALS DIVISION

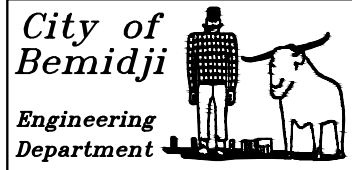
CITY OF BEMIDJI

LAKE IRVING

JEFFERSON ST NW

PARK AVE NW

IRVINE AVE NW



SCHEMATIC EXHIBIT

5TH STREET TRAIL PROJECT

DATE: 07/02/24 SHEET: 1 of 1

