

# BEMIDJI CHARTER COMMISSION REGULAR MEETING AGENDA

Wednesday, June 17, 2026

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



**I. Call to Order**

**II. Attendance**

**III. Approve Agenda**

**IV. Election of Officers**

Current Chair will conduct election.

**V. Public Comment**

Please state your name and address; please use appropriate language and no derogatory comments towards any individuals; please keep your comments limited to 3 minutes or less; and the chair may limit speakers and times accordingly.

**VI. Public Input on Charter Amendments**

**VII. Business**

a) Consider Draft Request for Proposal for Independent Legal Counsel

**VIII. Commissioner Reports**

**IX. Next Meeting**

**X. Adjourn**

# REQUEST FOR PROPOSALS

## Introduction

The Charter Commission of the City of Bemidji is seeking written proposals to retain services of a professional legal consultant to provide civil legal services to the Commission.

## Services Requested

Basic services for this proposal include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include but not be limited to the following:

1. When requested, attend Charter Commission meetings, either in person or electronically.
2. Draft charter amendments as requested. Review proposed amendments submitted by other parties.
3. Provide legal analysis to Commission when requested

## REVIEW

## Qualification Based Selection

The Commission intends to select and award an agreement to the firm evaluated to be best qualified to perform the work based on extent and quality of the firm’s resources, cost, presentation, compatibility, and quality and extent of experience. Other performance factors may also be considered.

## Fee inclusion

Applicants shall include requested fee framework including but not limited to travel time fee, travel expensed, other expenses, monthly retainer/availability fee, and hourly fee. Any other fees.

## Review and Recommendations Process

Proposers will be evaluated by all members of the Charter Commission at a public meeting. The Commission may require an in person interview.

## Financial Liability Limitations

Neither the Commission nor the City shall be liable for any expenses incurred by the applicant in connection with this solicitation.

**Rights of Review**

The Commission reserves the right to any and all proposals or request additional information from any and all applicants.

**Proposal Submission**

One electronic copy of the propoasa should be submitted to:

Michelle Miller, City Clerk  
Michelle@??????

**Timeline**

- RFP Available
- Proposals Due
- Commission Review
- Commission Interviews
- Negotiation Period
- Contract Start Date

DRAFT