

BEMIDJI SANFORD CENTER ADVISORY BOARD MEETING AGENDA

Wednesday, June 24, 2026

City Hall - Conference Room
317 4th Street NW
7:00 AM



1) **CALL MEETING TO ORDER**

2) **APPROVAL OF AGENDA**

3) **APPROVAL OF MINUTES**

a) May 27, 2026 Minutes

4) **BUSINESS**

b) April Financials

c) Committee Updates

d) General Manager Report (June)

5) **ADJOURN**

6) **REMOTE MEETING ATTENDANCE**

MEMBERS MAY BE ATTENDING VIA WEBEX UNDER THE AUTHORITY OF MINNESOTA STATUTES SECTION 13D.02. THE PUBLIC MAY MONITOR THE MEETING BY ACCESSING THE REMOTE MEETING LINK ON THE CITY WEBSITE.

<https://bemidjimn.portal.civicclerk.com/>

Sanford Center Advisory Board Meeting Minutes

City Hall Conference Room, 317 4th St NW, Bemidji, MN 56601

May 27th, 2026

Attending Members:, Mayor Jorge Prince, Gwenia Fiskevold-Gould, Steve Johnson, Brady Lauden, Audra Vaughn, Scott Turn

Absent: Kayla Winkler, Britt Lauritsen (Chair), Eric Tweten

Guests and Staff: Trevor Johnson – Sanford Center Director of Finance, Ethan Rogers- Sanford Center Director of Sales and Marketing, Bobby Anderson, Sanford Center General Manager, Rich Spiczka- Bemidji City Manager, John Drum – Legends Global (remote), Donna Coe, Finance Director, City of Bemidji

- 1) **Call Meeting to Order:** Chair and Vice Chair were both absent. Prince was nominated as temp chair by Vaughn. Temp Chair Prince called the meeting to order at 7:05am. A quorum was present.
- 2) **Approval of Agenda:** Fiskevold-Gould asked to have an addition to the agenda. Discussion on the management contract at the Sanford Center. Motion by Vaughn to approve the agenda with the additional item E under Business. Second by Lauden. Motion carried unanimously.
- 3) **Approval of Minutes-** Minutes of last meeting in April were reviewed. Motion by Vaughn to approve minutes as presented. Second by Fiskevold-Gould. Motion carried unanimously.
- 4) **Monthly Financials** – Trevor Johnson, Sanford Center Director of Finance presented the financials for the months ending in March. A recap of the events were given for March and a list of events for April and beyond. With hockey ending in March, they continue to host many meetings, banquets and conventions. The Sanford Center is ahead of budget by \$39,882 through March. They are actively continuing the search for operation staff vacancies.
- 5) **Sub-Committee Updates**
 - Finance Committee** – Next meeting will be on June 16th at 8am
 - Marketing Committee-** Met in March. Will be quarterly meetings. Went through past and upcoming events. Working on a marketing plan for the remainder of 2026 and 2027

-**Operations Committee** – had first meeting in late February. Looking to add 2 more people to the committee. Do not have another meeting scheduled at this time.

6) General Manager Report

-Presented by Bobby Anderson, Sanford Center. Bobby gave updates for April and May events and gave an update on building repairs from storm.

7) Discussion on Sanford Center Management

-The future management of the Sanford Center and the upcoming contract maturity was discussed.

8) Adjourn

- Motion by Fiskevold-Gould
- Second by Vaughn
- Motion carried unanimously
- Meeting adjourned at 7:52am



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

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
- Minn CAP 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)

	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

The Sanford Center – General Manager Report

Prepared by Bobby Anderson – 6.16.26

Upcoming Events:

- 2026 SIAIW Meetings – June 2026
- HCSS Meetings – June 2026
- United Way/North Country Food Bank Mobile Drop – June 19th
- Hardies.Wysocki Wedding Reception – June 2026
- Water Carnival Stage Set up – July 2026
- 4th Annual Babe's Burnout – July 11, 2026
- United Way/North Country Food Bank Mobile Drop – July 17th
- DOR Meeting Class – July 2026
- Lopez.Larson Wedding Reception July 2026
- PCC Meeting – July 2026
- Dragon Boat Stage – August 2026

Facility & Staffing Update:

- Actively working with Kraus Anderson to find time to complete the K13 repair in the arena for this summer. Estimated 10–12-week timeline for repair. We are awaiting the results of bidding from KA. Estimated project start date June 15th.
- Actively working with Kraus Anderson on terrazzo floor repair.
- Solar panel project is completed.
- City Streets Department is working on crosswalk Truncated Domes repairs and just waiting on final approvals.
- Sanford Center working on sidewalk repair plan to work within our available CIP budget.
- We have hired our HR Business Partner who started on June 1st.
- We have hired our operations Manager who will start on July 13th.
- We are actively interviewing candidates for Ice Technician Manager and Facility Maintenance Manager.
- Staff are unsettled and concerned about conversations occurring at city council level about future of management company vs city operated.

Facility Partnerships:

- Facility Partners and sponsors have expressed concerns that they are not being talked to by the city during the discussions around management company.
- They have asked me to express their desire to be asked how they think things are going with the facility and their opinions.