

BEMIDJI CITY COUNCIL

Work Session Agenda

Monday, October 28, 2019

**City Hall
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL

2. ECONOMIC/COMMUNITY DEVELOPMENT DISCUSSION

3. ADJOURNMENT



City Manager's Office

TO: Honorable Mayor Albrecht and City Council
FROM: Nate Mathews, City Manager *Nate*
DATE: October 24, 2019
RE: Economic/Community Development topics

Land sales

Chris Hamilton of Lake-N-Woods Realty Inc. will be present to discuss the City's land sales. In particular we would like to discuss various listings and potential list pricings for the South Shore, Moberg, and Rako properties. Attached are Opinion of Value summaries that we will use as the basis of our discussion.

South Shore lots. Attached is a map of the listings we have on the South Shore. We would like to discuss the list prices of four properties and removing two lots from the listing. These two lots are located on 1st Street E and not included in the documents.

Moberg lots. In 2018 we surveyed and created two new parcels near the airport. These lots are accessible from Norris Court and Moberg Drive. We would like to discuss with you establishing a list price and sales expectations for these two lots.

Rako site. In the spring of 2016 we had to pull the listing and a pending purchase agreement for the former Mn/DOT property due to the city's identified need to utilize this land for storm water treatment. This action occurred when the MPCA was concurrently creating TMDL (Total Maximum Daily Load) for phosphorus in storm water "point source" discharges to Lake Irvine. We would like to again review the Rako site and believe it can be feasible to reserve some western land on this site for storm water needs, allowing us to again list the remaining Rako land for housing.

City Economic Development Authority (EDA) and City Revolving Loan Fund (RLF)

The current EDA's RLF balance is \$942,000. We would like to discuss having the EDA be strategic regarding its RLF, as currently it is not well utilized. We would also like to discuss developing a EDA work plan and strategy, focusing on the RLF being better employed in Bemidji, as the City EDA oversees these funds. We also suggest scheduling a separate worksession/retreat on this topic in the near future.

City ED contract deliverables and/or competitive process

Attached is the State Statute governing a City's ability to expense funds for economic and agricultural purposes.

In September the City Council discussed creating a detailed contract with deliverables for the \$30,000 of dollars we levy for economic development, and also discussed the possibility of creating a competitive/open process for allocating these funds. In recent years the entire amount has been given to Greater Bemidji, Inc.

Contract deliverables

If the Council seek to continue to provide \$30,000 of funding solely to Greater Bemidji, please provide the specific economic development deliverables you would like to see in the contract. On Monday Greater Bemidji will have their "2019 Annual Report" and an update on planning they are doing.

Competitive process

Over the past month and a half Steve Jones and I have reviewed the merits of creating a competitive/application process, and also checked with other entities of their interest in applying for funding under the statute should the Council decide to create this. We heard there are other entities that would be interested in applying, similarly to how the County handles their Development Fund Grant program requests. (Relatedly, please note Greater Bemidji Inc., applies each year to the County). Attached is the application process that Beltrami County utilizes for its Development Fund Grant program, and a sample DRAFT Request for Proposal (RFP) the City Council could utilize. We have not spent much time on this as we need Council direction before proceeding.

Opinion of Value

PID 80.05983.00
80.05984.00

Address TBD Lake Shore Drive NE
Bemidji, MN 56601

Owner BEDA



Property Details

Lots 1-2 Block 3 South Shore Addition; 63,597.6sf (EMV 407k) and 82,656sf (EMV 529k) respectively.

Utility Services: water & sewer stubbed in off Lake Shore Drive NE

Comparables:

1. Paces Parcel(s) (PID 80.05981.00): Lots 1-2 Block 2 South Shore Addition, site of 72 unit high end apartment building.
 - 09/30/16, 4.47 acres, sold at \$5.25/sf
 - Includes +/-39,639sf of commercially zoned property due to PUD requirements at the time of purchase. Currently vacant land.
2. Icon Parcel (PID 80.05985.00): Lot 3 Block 3 South Shore Addition, intended for mixed use condo development.
 - 10/03/17, 2.01 acres, sold at \$5.95/sf.

Summary

Remaining two parcels owned by the BEDA facing Lake Bemidji. The BEDA, since the previous two sales, has amended the PUD eliminating the requirement for 20% commercial use thus increasing the viability for multi-family development. Calls on Paces and one local developer since has not yielded results. Paces simply doesn't have the attention necessary to take on another project at this time as well as not wanting to create competition for an already successful project. Local developer has stated that the project is larger than he desires to take on. Icon, the owner of L3B3, appears to be content holding the property rather than take on the risk of moving forward with the condo development despite the removal of the commercial requirement.

Recommendation

Sales have moved upward from \$5.25/sf from the first sale in 2016 to \$5.95/sf (a 13.3% increase) and has since stagnated. Developers will undoubtedly consider these past sales in their offering options as well as consider the possibility of purchasing directly from Icon at a discounted price. Offering the properties at the previous prices of \$8.50/sf doesn't seem to make sense given these conditions until a third sale is made to reset the market price or additional scarcity.

L1B3: \$381,585.60 at \$6.00/sf

L2B3: \$495,936.00 at \$6.00/sf

Opinion of Value

PID 80.05989.00
Address TBD Lake Shore Drive NE
Bemidji, MN 56601
Owner BEDA



Property Details

Lots 1 Block 5 South Shore Addition; 116,305sf (EMV 562.4k)

Utility Services: water & sewer stubbed in off Lake Shore Drive NE

Comparables:

1. Delta Dental site (PID 80.05136.00): one block off Hwy 71(8,100vpd) at corner of Net Way (1801vpd) and Technology Drive.
 - 08/10/2018, 2.55 acres, sold at \$1.72/sf.
2. Hannah Ave parcels (PID 80.05556.00-05559): behind Walmart and West of Acme Tools
 - 03/17/2017, 4.25 acres, sold at \$1.97/sf
3. IHS/BIA site (PID 80.05698): back lot in Tech Park
 - 05/31/2019, sold at \$1.41/sf

Summary

Large off water lot furthest away from the Sanford Center encumbered by poor soils limiting construction options to a one level building. Property has potential, however, for multiple uses most notably as additional parking once the rest of the development is established should it actually become needed. Due to it's size, at 2.67 acres, it has the potential of serving as both a developed site and additional parking.

Recommendation

Due to the difficulty in building on this site, it is my opinion that the current price at \$2.99/sf be held where it is. IF a developer opts to purchase at or near the asking price, selling is certainly an option. However, the likelihood that the asking price is achieved is low, it may naturally be one of the last lots sold/developed maintaining the option of additional use which would (potentially) serve to achieve higher sale prices of the lots that are able to support a higher density use, i.e., a multi-story building that requires more parking that is not able to support itself within it's own lot limitations.

L1B5: \$347,753 at \$2.99/sf

Opinion of Value

PID 80.05990.00
Address TBD Lake Shore Drive NE
Bemidji, MN 56601
Owner BEDA



Property Details

Lots 1 Block 6 South Shore Addition; 38,768.4sf (EMV 185.8k)

Utility Services: water & sewer stubbed in off Lake Shore Drive NE

Comparables:

1. Cooper site (PID 80.02996.01): located at 1628 30th Street NW
 - 02/28/2018, 0.95 acres, sold at \$3.02/sf.
2. Hannah Ave parcel (PID 80.05560.00): behind Walmart and West of Acme Tools, corner lot
 - 06/17/2017, 1.04 acres, sold at \$3.40/sf
 - Appears to be part of a larger development purchase from an independent owner; sale price may be elevated to obtain the corner parcel.
3. Former Birchwood Color lot (PID 80.06163.00): just South of Bemidji Welder's Supply
 - 10/05/2018, sold at \$3.06/sf
 - Lot included a large concrete slab (with potential fire damage).

Summary

Smaller off water lot at the West end of the Sanford Center parking lot.

Recommendation

Current pricing at \$5.00/sf seems out of place here as the demand for smaller lots as this. Comparables lean toward \$3.00-\$3.25/sf. Achieving a sale at (or above) the current market price may be dependent upon the development of the lake view lots.

L1B6: \$125,997.30 at \$3.25/sf

Opinion of Value

PID 80.00461.02
Address TBD Norris Court NW
Bemidji, MN 56601
Owner City of Bemidji



Property Details

6.3 acres (274,521.27sf) located at lighted intersection of HWY 2 (18,100vpd) and Moberg Drive NW (3,599vpd), accessed off Norris Court NW (4,099vpd).

Utility Services: water & sewer off Norris Court

Comparables:

1. Lepier Docks site (PID 03.01674.00): behind Pete's Place South: accessed by frontage road through Pete's Place (Convenience Lane) with facing to Hwy 2 (11,200vpd)
 - 10/02/2018, 2.37 acres, sold at \$4.39/sf
 - No city services
2. Delta Dental site (PID 80.05136.00): one block off Hwy 71(8,100vpd) at corner of Net Way (1801vpd) and Technology Drive.
 - 08/10/2018, 2.55 acres, sold at \$1.72/sf.
3. Cenex site (PID 31.00722.03): corner of Anne St. (6,500vpd) and Irvine Ave. (4,450vpd)
 - 12/07/2016, 2.09 acres, sold at \$4.12/sf
4. Carquest site (PID 80.05952.00): Menards outlot (16,600vpd)
 - 02/15/2013, 2.24 acres, sold at \$5.74/sf

Summary

6.3 acre parcel has excellent visibility off highway and Moberg, is more or less level, and more rectangular in shape thus making nearly all of the 6.3 acres usable. This parcel compares well with land sales/pricing at front of Technology Park which were priced at \$3.40/sf in 2018. Arguably, the 6.3 acre site is more appealing due to considerably higher traffic counts, proximity to the airport, and being at a lighted intersection off Hwy 2. The Menards outlot should command a higher price point due to its proximity to retail.

Recommendation

Pricing above \$4.39/sf seems to make sense as this parcel seems to be superior in all respects to the comparables. Pricing above \$5.00/sf puts the property closer to same range as the Menards outlot. Despite that sale being nearly 6 years old, I believe it is still a viable price point. At \$5.00/sf, this will likely be a slow mover due to the size and subsequent price of the parcel, but that may allow for a more selective choice that compliments the surrounding businesses. The parcel may be viable for subdividing.

\$1,372,606.35 at \$5.00/sf

Opinion of Value

PID 80.00461.03
Address TBD Norris Court NW
Bemidji, MN 56601
Owner City of Bemidji



Property Details

5.13 acres (223,497.55sf) located at North end of cul-de-sac at the end of Norris Court NW (4,099vpd) accessed from Moberg Drive NW (3,599vpd). Property abuts the South side of Bemidji Regional Airport.

Utility Services: water & sewer off Norris Court

Comparables:

1. Osowski lots (PID 03.01667.00, 1668): behind Pete's Place South: accessed by frontage road through Pete's Place (Convenience Lane) or off Bentley Drive SW & Madison Ave SW.
 - 09/04/18, 4.0 acres, sold at \$1.61/sf
 - No city services
2. Delta Dental site (PID 80.05136.00): one block off Hwy 71(8,100vpd) at corner of Net Way (1801vpd) and Technology Drive.
 - 08/10/2018, 2.55 acres, sold at \$1.72/sf.
3. IHS/BIA site (PID 80.05698.00): back lot in Tech Park
 - 05/31/2019, 5.04 acres, sold at \$1.41/sf

Summary

5.13 acre parcel with easy access but no visibility off highway or Moberg. Parcel has irregular shape making it more challenging to utilize all of the space effectively. This parcel is similar in nature to the IHS/BIA site and Osowski sites, averaging 1.51sf between the two.

Recommendation

Accessibility and location may drive the value of this parcel above the IHS/BIA and Osowski sales, but not dramatically. Delta Dental site selling at \$1.72/sf feels like a viable upper limit as that site has better visibility and is in a similar type development. Shape of the parcel is likely to have a limiting factor on pricing/sale-ability as well.

Pricing at 1.70/sf feels limiting to make sense despite the (potential) availability of three parcels abutting the North line of the former Northern Inn and the availability of the corner lot owned by Batchelder (at approx. \$2.30/sf). The eventual user of the 6.3 acre corner lot has the potential to drive up the value of this parcel.

\$446,925.60 at \$2.00/sf

Opinion of Value

PID 80.04266.00
80.00422.00
80.00424.00

Address TBD Rako Street SW
Bemidji, MN 56601

Owner City of Bemidji



Property Details

Approximately 14.94 (lots 11-12 of PID 4266 omitted) @ 1.36 acres ea) SE of Lake Irving in Irvingboro neighborhood. Property poses some challenges with a drainage ditch bisecting the property and old rail bed at Southern border of property.

Utility Services: water & sewer off Rako

Comparables:

1. Tristate Parcel (PID 80.05225.00): on North side of 5th Street across from BHS. Mostly low with pipeline easement bisecting SW portion of lot. Appx. 5 acres buildable.
 - 05/01/19, 5.0 acres, sold at \$0.64/sf
 - City services at 5th Street, appx. 325' to get to buildable area
2. Northridge Cottages (PID 80.00469.04): parcel between Cottage Park and Northview Manor, developed into townhomes.
 - 02/12/16, 5.1 acres, sold at \$1.44/sf.
3. Cedar Estates (PID 80.00147.00): bank owned property sold to developer after rezoning to R-6
 - 11/13/15, 15.53 acres, sold at \$.99/sf

Summary

14.94 acre parcel; great location next to successful Irvingboro development(s). Land poses many challenges but could be developed in two segments divided by the drainage ditch. When listed in 2014, buyers cited liability concerns with the drainage ditch. Property was listed at \$325k and had a highest offer at 175k from local developer.

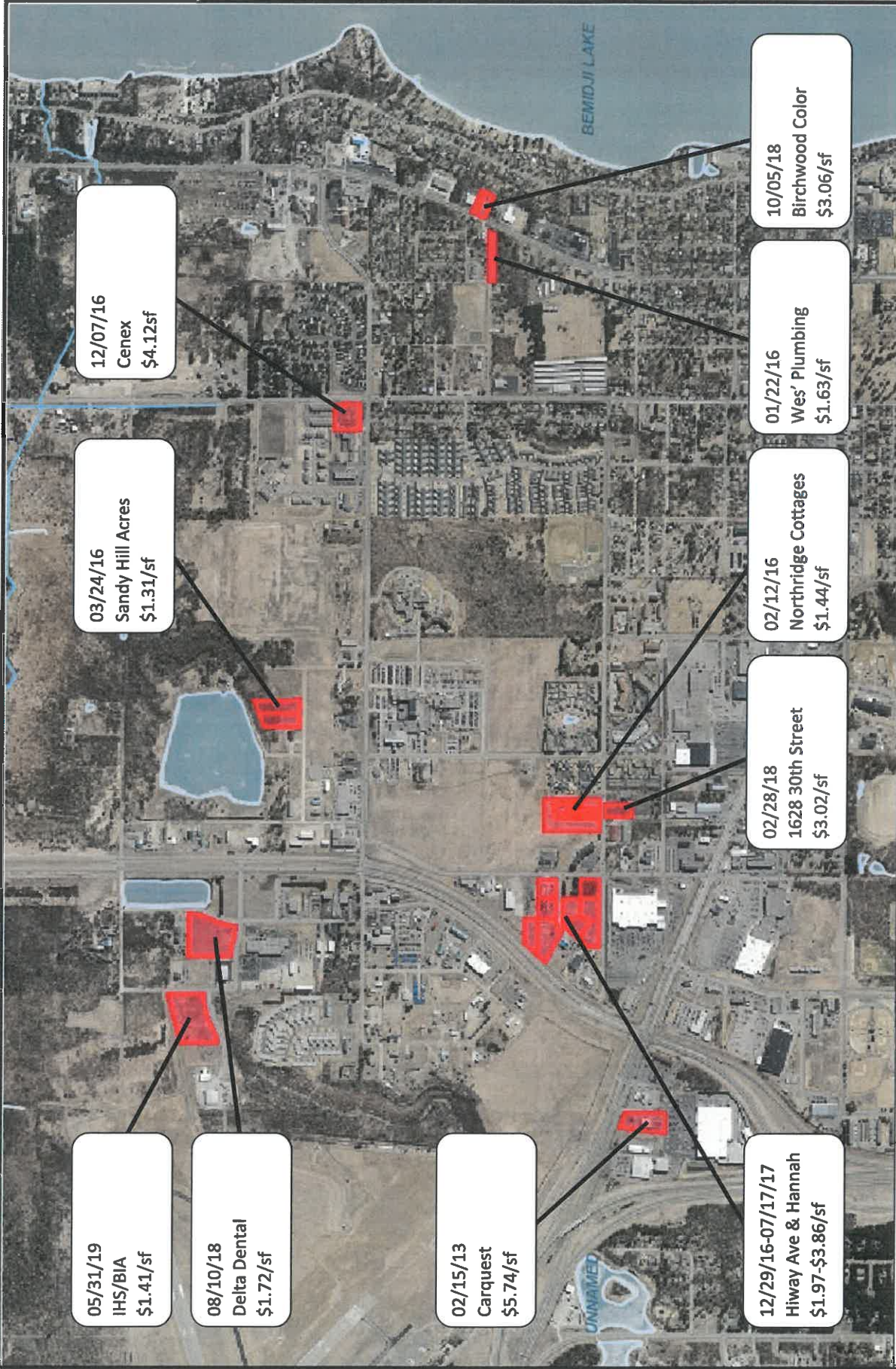
Recommendation

Pricing at \$0.50/sf previously yielded an offer a little over half asking price. Pricing at 325k again presents the same opportunity. Pricing lower doesn't seem to make sense since the 325k price did not deter offers.

\$325,000 at \$0.50/sf

2013-2019 Commercial Land Comparables

Sale		Address		Legal	Acreage	SF	Sale Price	Price/SF	Zone	Notes
Date	PID									
05/31/19	80.05698.00	2225 Boring Court NW		L1-2B1 Bemidji Technology Park	5.04	219,542	\$310,000	\$1.41	B-2	IHS/BIA project with GSA
05/01/19	80.05225.00	5th Street West		Part of SE1/4 of SW1/4 S 07	5.00	217,800	\$139,900	\$0.64	R-6	Act. 16.09, most not useable exc. green.
10/05/18	80.06163.00	3406 Bemidji Avenue		Part lots 3 & 4, S33	0.96	41817.6	\$128,000	\$3.06	B-1	Former Birchwood Color Center
10/02/18	03.01674.00	Lepier Docks		L2B4 South First Addition	2.37	103,237	\$453,000	\$4.39	B-1	Lepier Secondary Lot- storage?
09/04/18	03.01667.00	Osowski		L1-2B2 South First Addition	4.00	174,240	\$281,000	\$1.61	B-1	Secondary road, low visibility
08/10/18	80.05136.00	Technology Drive NW		L3-4B5 Bemidji Technology Park	4.95	215,622	\$370,000	\$1.72	B-2	Delta Dental site
02/28/18	80.02996.01	1628 30th Street NW		L2B1 Pine Ridge Addition to Bji	0.95	41,420	\$125,000	\$3.02	B-2	Future Bret Cooper Dental?
10/03/17	80.05985.00	Lake Shore Drive NE		L3B3 South Shore Addition	2.01	87,556	\$520,955	\$5.95	LD	Stalled Condo Development
07/17/17	80.05551.00	Hiway Ave NW & Hannah Ave		L1-2B1 Hiway Acres	2.08	90,605	\$350,000	\$3.86	B-2	Former Stu's Auto Electric
06/07/17	80.05560.00	Hannah Ave & 30th Street		L6B2 Hiway Acres	1.04	45,302	\$154,000	\$3.40	B-2	1 lot
03/17/17	80.05556.00	Hiway Ave NW & Hannah Ave		L2-5 B2 Hiway Acres	4.25	185,130	\$365,000	\$1.97	B-2	4 lots
12/29/16	80.05553.00	Hiway Ave NW		L3B1 Hiway Acres and PID 5507	3.09	134,600	\$365,000	\$2.71	B-2	2 lots
12/07/16	31.00722.03	Irvine & Anne Street		Lengthy	2.09	91,040	\$375,000	\$4.12	B-2	Cenex site
11/17/16	03.01659.00	Lepier Docks		L3B1 South	3.38	147,233	\$576,454	\$3.92	B-1	Lepier Docks
09/30/16	80.05981.00	415 Lake Shore Drive NE		L1-2B2 South Shore Addition	4.47	194,713	\$1,021,403	\$5.25	LD	72 Unit Apt. Bldg w/.91 Acre comm.
03/24/16	31.02236.00	Sandy Hill Acres		L12-13B5 Sandy Hill Acres	3.15	137,214	\$180,000	\$1.31	B-1	
02/12/16	80.00469.04	1615 30th Street NW		Part of W360' of SW1/4 SW 1/4	5.10	222,156	\$320,000	\$1.44	R-6	Btwn Cottage Park and Northview Manor
01/22/16	80.06215.00	Old 71		N300' L4, S 33	1.41	61419.6	\$100,000	\$1.63	B-2	Sold to Wes' Plumbing adjacent
11/13/15	80.00147.00	Cedar Estates		Lengthy	15.53	676,487	\$670,000	\$0.99	R-6	Sheriff's sale, inc. PID's 249.02 and 249.01
01/15/15	80.05900.00	Bemidji Avenue		L1-3 Old High School Addition	10.02	436,632	\$1,200,000	\$2.75	U	University Heights
02/15/13	80.05952.00	2618 Paul Bunyan Drive NW		L2B1 Menard's Addition	2.24	97574.4	\$560,000	\$5.74	B-2	Carquest



12/07/16
Cenex
\$4.12/sf

03/24/16
Sandy Hill Acres
\$1.31/sf

05/31/19
IHS/BIA
\$1.41/sf

08/10/18
Delta Dental
\$1.72/sf

02/15/13
Carquest
\$5.74/sf

12/29/16-07/17/17
Hiway Ave & Hannah
\$1.97-\$3.86/sf

02/28/18
1628 30th Street
\$3.02/sf

02/12/16
Northridge Cottages
\$1.44/sf

01/22/16
Wes' Plumbing
\$1.63/sf

10/05/18
Birchwood Color
\$3.06/sf

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

2013-2019 Commercial Land Sales

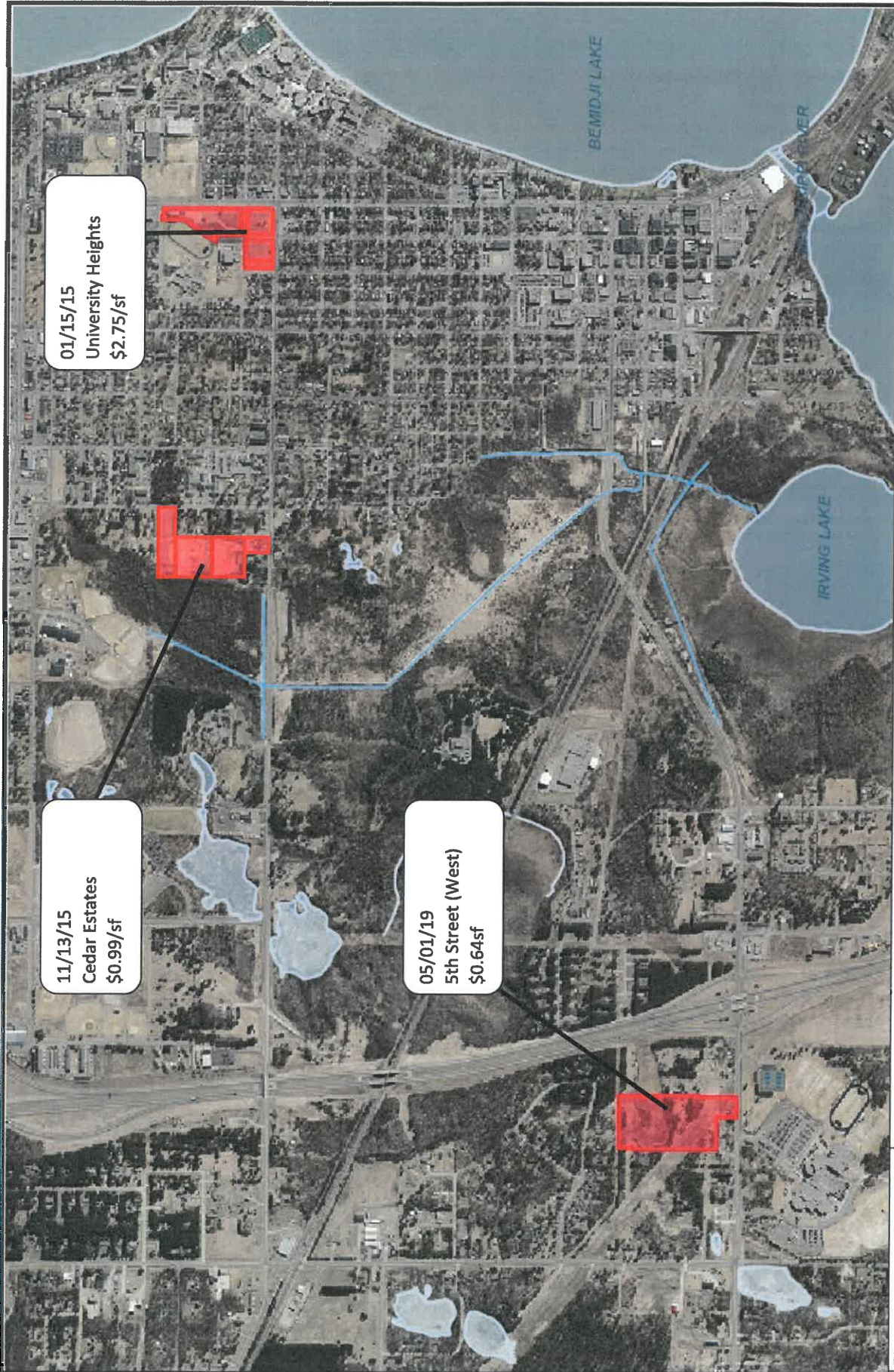
North

**Beltrami
County
Minnesota**

1:25,211

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

Date: 10/23/2019



**Beltrami
County
Minnesota**

2013-2019 Commercial Land Sales

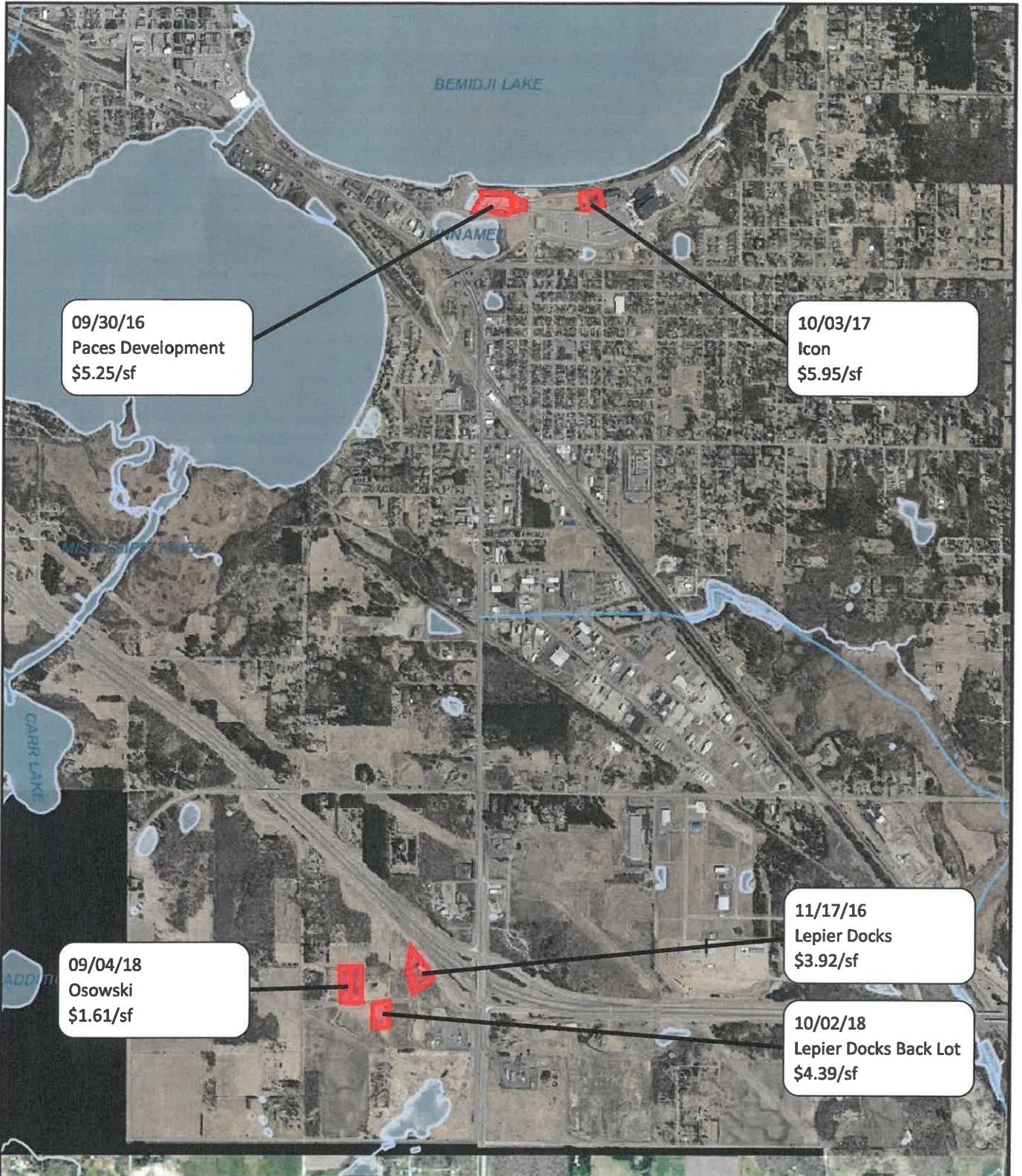
Central

Date: 10/23/2019

1:25.211

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09/30/16
Paces Development
\$5.25/sf

10/03/17
Icon
\$5.95/sf

09/04/18
Osowski
\$1.61/sf

11/17/16
Lepier Docks
\$3.92/sf

10/02/18
Lepier Docks Back Lot
\$4.39/sf

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2013-2019 Commercial Land Sales

South

1:32,861 Date: 10/23/2019

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

**Beltrami
County
Minnesota**

469.191 CONTRIBUTIONS TO REGIONAL OR LOCAL ORGANIZATIONS.

A home rule or statutory city or town described in section 368.01, subdivision 1 or 1a, may appropriate not more than \$50,000 annually out of the general revenue fund of the jurisdiction to be paid to any incorporated development society or organization of this state for promoting, advertising, improving, or developing the economic and agricultural resources of the city or town.

History: *1989 c 165 s 1*



BELTRAMI COUNTY

Development Fund Grants Fiscal Year Beginning January 1, 2020

(see note at the bottom of this letter for a change in the process for next year)

INVITATION TO APPLY

The Beltrami County Board of Commissioners is accepting applications for grants from the County Development Fund. The County Development Fund is used to distribute revenue received by the county from the management of tax-forfeited land. State Statute sets the limits for the distribution formula and directs that **funding must be used for activities that meet the definition for the promotion of tourism, agriculture and industrial development in the county.**

GRANT SUBMITTAL

Organizations applying for a Development Fund Grant must be located in Beltrami County and be recognized as a not-for-profit organization (i.e. governmental agency, association, public authority, non-profit or civic association). A complete Application Form, with supporting documentation, must be received by the Beltrami County Administrator **by no later than 4:00 p.m. on November 9, 2019.** The County Administrator's Office is located in the Beltrami County Administration Building, 701 Minnesota Avenue NE, Suite 200, Bemidji, MN 56601-3178. Late or incomplete applications may not be considered.

APPLICATIONS AVAILABLE ON-LINE – IN A WORD or PDF FORMAT

The application may be found on the county website www.co.beltrami.mn.us on the County Administration page. It is a word document that may be edited or a pdf to print and complete for mailing.

GRANT REVIEW

Complete grant applications will be reviewed by the Beltrami County Board of Commissioners. The ultimate decision on the level of funding, or which requests receive funding, will be a discretionary decision that rests with the Beltrami County Board of Commissioners. The decisions for grant awards have traditionally been made in late December.

GRANT REQUIREMENTS

The Beltrami County Board has established the following Development Fund grant requirements. These requirements and restrictions have been affirmed during each subsequent grant cycle.

- ❖ Funding requests must be used for specific activities that meet the definition for the promotion of tourism, agriculture and industrial development in the county;
- ❖ County grants should not be the ‘sole’ source of funding for the funding request. The County Board expects a significant funding “match” from the applying organization and/or other identified funding sources;
- ❖ Grant applicants are expected to demonstrate a financial commitment and financial contribution from private commercial, industrial, or tourism businesses who could be considered beneficiaries of the program, activity or organization;
- ❖ Grant applicants are expected to demonstrate a financial commitment and financial contribution from other local government entities who could be considered beneficiaries of the program, activity or organization;
- ❖ The use of county grant proceeds should benefit the entire county or be fairly divided throughout Beltrami County;
- ❖ Grant applicants must have no expectation of multi-year funding;
- ❖ Grant funds may not be used for normal and routine operating and administrative expenses.

QUESTIONS

Questions or concerns related to the Development Fund grant program should be directed to:

Kay Mack
Interim Beltrami County Administrator
701 Minnesota Avenue NW, Suite 200
Bemidji, MN 56601-3178

Phone: (218) 333-4109

e-mail: Kay.mack@co.beltrami.mn.us

Please Note: Beginning with applications in the autumn of 2019, all information will be sent via e-mail. Organizations that do not receive an e-mail notification can look on the County Website for the Development Fund Application and letter.



BELTRAMI COUNTY

Development Fund Grants
Fiscal Year Beginning January 1, 2020

APPLICATION FORM

GENERAL INFORMATION

Title of Activity or Project:
Anticipated Total Cost of Activity:
Amount of County Grant Funds Requested:
Name of Applicant Organization:
Organization Web Page Address:
Address:
Contact Person:
Telephone #:
Fax #:
e-mail address:
Describe the operation and history of applicant organization:

USE OF GRANT FUNDS

1. Describe the specific activity to which the grant funding would be applied and how the activity will promote tourism, agriculture and industrial development in the county:
2. Describe the expected outcomes from the proposed tourism, agriculture or industrial development activity and how your organization will measure or evaluate the success of the activity:
3. List any organizations with whom you will collaborate or partner in order to complete the activity:
4. Describe how the activity will be sustained financially in the future without additional county funding:

FINANCIAL INFORMATION

The following documents must be attached to this application:

- a) Detailed budget for the host organization – for new organizations only
- b) Detailed budget for the proposed activity including all sources and uses of funds;
- c) Authorized financial statements from the most recent fiscal year – for new organizations only

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the requesting organization to make this declaration and to submit this application on behalf of the stated organization.

Signature: _____

Position: _____

Organization: _____

Date: _____

Note: The contents of this application are considered public information and may be released upon request.



CITY OF BEMIDJI, MINNESOTA

Request for Proposals, Ancillary Economic Development Services

Fiscal Year Beginning January 1, 2020

General Information

The City of Bemidji is accepting proposals for ancillary economic development services. These services are intended to assist the city in its continued economic development efforts within the community. Proposed services must meet state statute requirements:

469.191 CONTRIBUTIONS TO REGIONAL OR LOCAL ORGANIZATIONS. *A home rule or statutory city or town described in section [368.01, subdivision 1](#) or 1a, may appropriate not more than \$50,000 annually out of the general revenue fund of the jurisdiction to be paid to any incorporated development society or organization of this state for promoting, advertising, improving, or developing the economic and agricultural resources of the city or town.*

Organizations supplying proposals to the city must have offices located within the city limits of Bemidji and must be recognized as a not-for-profit organization (i.e. governmental agencies, public authorities, economic development organizations, non-profit or similarly approved agencies or organizations). A complete application form must be returned to the City by November 26, 2019.

Review of Proposals

All RFPs will be reviewed by the city council at a future City Council meeting or work session. The City reserves the right to reject any and all proposals and negotiate terms and agreements with one or more applicants. The City will review these proposals in terms of costs, but will also take into account the experience and expertise of the organization to complete the proposed tasks, as well as their ability to work with City staff to complete the proposed tasks.

Questions: Questions or concerns related to these RFPs should be directed to:

Steven Jones

Community Development Director

317 4th Street NW

Bemidji, MN 56601

Steven.Jones@ci.bemidji.mn.us

PLEASE SEE THE ATTACHED FORMS FOR APPLICATION TO THE REQUEST FOR PROPOSALS

(Please fill out a separate form for each proposal!)



CITY OF BEMIDJI

ECONOMIC DEVELOPMENT SERVICE REQUEST FOR PROPOSALS (RFPs)

Fiscal Year Beginning January 1, 2020

APPLICATION FORM

(Please fill out a separate sheet for for each proposal.)

Name of Organization: _____

Type of Organization: (501C3, Non-Profit, etc.) _____

Address: _____

Phone Number: _____

Website: _____ **E-Mail:** _____

Key Contact Person: _____

Brief Description of your Organization: _____

Funding requested to fulfill the proposal for 2020: _____

(The City reserves the right to negotiate this fee and to revise the task.)

Please describe how you intend to fulfill the proposed task, the resources you will use, and the personnel who will complete the proposal. Please be as specific as possible. (Use additional sheets for more information.)

Organization Information to provide with RFP:

- 1) Key staff names and information.**
- 2) Board Membership**
- 3) Authorized financial statement from previous year.**

I hereby certify that the information included with these proposals is complete, true, and correct to the best of my knowledge, and that I am authorized by my organization to make this declaration and to submit this RFP on behalf of my organization.

Signature/Title: _____

Date: _____

Please note, this application if considered public information and may be released upon request.