

# ***BEMIDJI CITY COUNCIL*** ***CITY OF BEMIDJI***

## **NOTICE OF REGULAR MEETING OF CITY COUNCIL PURSUANT TO MINNESOTA STATUTES SECTIONS 13D.04 AND 13D.021**

### **NOTICE OF REGULAR MEETING OF CITY COUNCIL BY TELEPHONE OR OTHER ELECTRONIC MEANS**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Bemidji will hold a Regular Council Meeting and BEDA Meeting on Monday, December 21, 2020 at 6:00 p.m. at Bemidji City Hall.

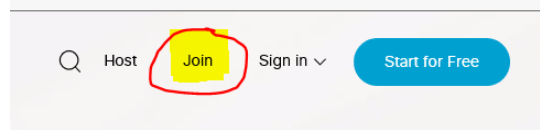
In accordance with the requirements of Minn. Stat. Sections 13D.04 and 13D.021, the Mayor of the City of Bemidji has determined that an in person meeting is not practical or prudent because of a health pandemic and Peace Time State of Emergency, declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and Peace Time State of Emergency, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic and Peace Time State of Emergency, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the City Council members may be participating by telephone or other electronic means.

**To join by video conference, go to Cisco Webex website ([www.webex.com](http://www.webex.com)), click on “join” in the upper right corner and enter information below (access will open at 5:30 p.m.):**



- **Meeting number (access code): 126 952 1784**
- **Meeting password: jWARbaMu937 (59272268 from phones & video systems)**
  - **Click Join Meeting**

**To join by phone, dial: +1-408-418-9388. Follow the prompts and use the following access codes (access will open at 5:30 p.m.):**

- **Password: 126 952 1784**
- **Press # for no attendee ID number**

# **BEMIDJI CITY COUNCIL AGENDA**

Monday, December 21 2020

**Council Chambers**  
**City Hall – 317 4<sup>th</sup> Street NW**  
**6:00 P.M.**



**ROLL CALL**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**AMENDMENTS TO AGENDA**

## **CONSENT AGENDA**

*Items in the Consent Agenda are approved with one motion without discussion/debate. The Mayor will ask if any Council member 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 \$1,811,984.72
- 3) Business License Renewals for 2021
- 4) Liquor, Sunday Liquor and Wine License Renewals for 2021
- 5) Resolution Accepting Donations for 2020 – Parks
- 6) Resolution Accepting Donations for 2020 – Fire
- 7) Resolution Approving 2021 City Pay Scale and City Benefit Contribution Level
- 8) Approve Development Agreement (Mountain View Meadows)
- 9) Approve Appointment to Parks & Recreation Commission (Bethany Wesley)
- 10) Approve Appointment to Joint Planning Commission (Joe Gould)
- 11) Approve Reappointment to Joint Planning Commission (Don Heinonen)
- 12) Resolution Establishing Ballot Board (February 9 Special Election)

## **CITIZENS WITH BUSINESS BEFORE THIS COUNCIL – NOT ON AGENDA**

**Public Comment** – Anyone seeking to address the council on an item not on the agenda, please provide your written comments to the City Clerk by 3:00 p.m. on Monday, December 21. Comments can be submitted by email at [cityclerk@ci.bemidji.mn.us](mailto:cityclerk@ci.bemidji.mn.us). You may also request a meeting invite by emailing the city clerk. During the meeting, please give your name, address and state your concern/comment. **COMMENTS WILL BE TAKEN UNDER ADVISEMENT BY THE COUNCIL.**

## **PUBLIC HEARING**

- 13) 2021-2025 Capital Improvement Plan Public Hearing
  - Consider Resolution Adopting the 2021-2025 Capital Improvement Plan

## **NEW BUSINESS**

- 14) Consider Claims Submitted by VenuWorks for the Sanford Center in the Amount of \$20,497.11
- 15) Consider Sanford Center 2021 Budget
- 16) Consider Contribution to City of Bemidji 125<sup>th</sup> Celebration (Quasquicentennial)
- 17) Consider Resolution Approving Final 2020 Tax Levy Collectible in 2021
- 18) Consider Resolution Approving Final 2021 Budget

## **ORDINANCES**

- 19) Public Hearing and Second Reading of an Ordinance Amending the Bemidji City Code, Adopting an Amended Fee Schedule Relating to Utility Rates
  - Second Reading of Said Ordinance

- 20) Public Hearing and Second Reading of an Ordinance Amending Chapter 26 of the Bemidji City Code, Article IV, Entitled "Water", Adding Sections 26-123 through 26-125, Prohibiting Private Wells for Irrigation Purposes and for Other Domestic Use on Properties within the City Served by the City Water System
  - Second Reading of Said Ordinance
- 21) Public Hearing and Second Reading of an Ordinance Amending an Uncoded Section of Bemidji City Code Pertaining to Alley Vacation (Unimproved Alley – Finseth Addition to Nymore)
  - Second Reading of Said Ordinance

**UPCOMING MEETINGS**

- Monday, January 4                      6:00 p.m.                      Council Meeting (Swearing in of elected councilmembers and reseating of council)
- Tuesday, January 19                      6:00 p.m.                      Council Meeting

**ADJOURN**

**RE-CONVENE AS THE BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY**



***OUTGOING COUNCIL RECOGNITION***

**We invite you to stay on-line to  
recognize and thank outgoing  
Mayor Rita Albrecht and  
Councilmember Michael Meehlhause**



# SANFORD CENTER

**TO:** Bemidji City Council  
**FROM:** Jackie Meixner, Sanford Center Director of Finance  
**DATE:** December 2, 2020  
**RE:** Sanford Center 2021 Budget

Attached is the 2021 Sanford Center Budget prepared by VenuWorks. While the challenges and uncertainties presented by COVID-19 make budget preparations more difficult this year, we have incorporated a number of anticipated factors into the budget. The most notable factors impacting the 2021 budget are:

- We anticipate very little-to-no fans in the building for hockey games through March. The budget incorporates this and then includes a return to previous attendance figures for the fall games.
- The tenant lease with Bemidji State University is currently operating under a Memorandum of Understanding in which the lease payments are structured differently for the 2020-2021 season. While the total lease payment for the 2020-2021 season is unchanged, this restructuring has an impact on the 2021 budget. Historically the lease payments have been made on a per-game basis, meaning when there were expenses associated with a game, not only were the billable expenses billed back to the University but there was also lease revenue to off-set any unbillable expenses. In the 2021 budget, lease revenue does not match up on a per-game basis.
- Due to the anticipation of no fans in the facility through March, there is no Suite and Club Lease Revenue budgeted until September. This also means a reduction in Fulfillment Expense as there will be no season tickets purchased for Suite & Club lessors.
- We are anticipating little-to-no growth in advertising contracts in 2021.
- We are not budgeting any concerts in the facility until June.
- One thing that is currently strong in the budget is weddings – we had quite a few weddings postpone from 2020 and reschedule for 2021, which was already a strong wedding year for our calendar. Because those events don't typically start until mid-second quarter, we have included them in our 2021 budget.
- The 2021 budget includes our current full-time staff contingent (seven) and includes the staggered hiring of three additional positions throughout the year.
- We have eliminated all employee training and development as well as all non-essential travel. We have also reduced the marketing budget to only a few local marketing efforts.

VenuWorks staff will be in attendance to answer any further questions you may have. The Sanford Center Finance Subcommittee and Board of Directors have reviewed and approved the 2021 budget.

## Sanford Center Proposed 2021 Budget

<u>Income</u>	<u>2021 Budget</u>	<u>2020 Budget</u>
Building Rent Income - Arena	98,046	167,750
Building Rent Income - Conference Center	117,200	197,775
Prime Tenant Lease	215,546	238,858
Naming Rights	220,000	220,000
Premium Seat Leases	204,290	354,592
Signage & Display Advertising	136,878	324,458
Event Sponsorships	-	16,000
Reimbursed In-House Equipment	58,714	62,988
Reimbursed Rented Equipment	116,072	93,566
Reimbursed Event Labor	206,942	260,636
Reimbursed Stagehand Labor	9,268	9,250
Reimbursed Contract Labor	37,375	39,295
Reimbursed Credit Card Fees	3,511	4,350
Reimbursed Event Advertising	17,500	29,500
Reimbursed Event Expense - Other	7,276	10,652
Reimbursed Outside Event Expense	-	480
Total Food & Beverage Sales	669,121	1,200,034
Ticket Sales	-	4,000
Promotion & Co-Promotion Income	60,950	57,355
Ticket Facility Fees	46,873	109,826
Ticket Rebates	33,478	52,772
Merchandise Sales	8,580	12,454
Box Office Fees	2,500	6,850
Miscellaneous Event Income	-	-
Interest Income	180	180
Miscellaneous Income	-	-
Discounts	(90,004)	(164,800)
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<i>Total Income</i>	2,180,296	3,308,821
Total Cost of Goods Sold	190,332	348,508
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<i>Gross Profit</i>	1,989,964	2,960,313
<u>Expenses</u>		
Labor - Full Time	645,721	941,199
Labor - Part Time	306,656	454,909
Taxes & Benefits	238,705	358,825
General & Administrative	76,252	102,309
Occupancy	625,252	649,074
Services & Operations	347,178	528,793
Event Expenses	279,692	296,379
F&B Expenses	61,062	82,431
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<i>Total Expenses</i>	2,580,518	3,413,919
Net Ordinary Operating Loss	(590,554)	(453,606)
City Investment	450,000	450,000
Capital Expenditures	-	-
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<b>Net Profit</b>	<b>(140,554)</b>	<b>(3,606)</b>