

BEMIDJI COMMUNITY AND POLICE ADVISORY BOARD REGULAR MEETING AGENDA

Tuesday, April 22, 2025

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



- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. BUSINESS**
 - a. Overview of Presentation to the City Council
 - b. Advisory Board Expectations Review
 - c. Outreach Groups Discussion (held from January meeting)
 - d. Board Member Attendance
 - e. Meeting Frequency for 2025
- 4. NEXT MEETING**
- 5. ADJOURN**

CITY OF BEMIDJI COMMUNITY AND POLICE ADVISORY BOARD



Purpose Statement

To promote collaboration and enhance communication between law enforcement, the city council, and our Bemidji community.

Build Trust
Apenimowishinaam

Improve Lines of Communication
Nawaj maada'ookin akina gegoo

Increase Understanding
Nawaj apane naagozin

Develop Solutions
Nawaj nanaa' ichigen

Community-Focused Goals

Powers & Duties of the Community & Police Advisory Board Ordinance 178, 3rd series, Section 2-437

2.e. “Assist in community outreach and public relations promoting awareness of the Bemidji Police Department, services, polices, and programs...”

2.f. “Host community meetings to listen and answer questions with neighborhood groups.”

Current Community Members

Salena Beasley

Jill Beardsley

Sharon Dolezal

David Eischens

Andrea Kent – *Secretary*

Thomas Sorenson– *Vice Chair*

Abby Randall

Shannon Seibel – *Chair*

vacancy

Council Liaison

Gwenia Fiskevold Gould

Chief of Police

Mike Mastin

Who are we?

The Community and Police Advisory Board is made up of nine appointed community members.

A city council member and the chief of police are also members.

Meeting frequency: Monthly since establishment in February 2022

2024 Board Engagement and Accomplishments

1. Community Engagement and Outreach
 - a. Attended and participated in: National Night Out and Ridgeway Neighborhood Picnics
 - b. Toured Beltrami County Jail
2. Attended meetings with Community Leaders: Senior Center, CRC Director/Upper Management Networking group, and Headwaters Alliance for Suicide Prevention.
3. Received educational presentations from BPD Officer Tabitha Carrigan and K-9 Officer Rachel Kniss
4. Partnered with Bemidji Dairy Queen to support the “I Got Caught” bicycle helmet program
5. Onboarded 4 new members
6. New members participated in 8 hours of ride-a-longs with the BPD Officers and presented a report of their experiences to other members.



Community Engagement and Outreach

2025 GOALS

1. Continue to take an active role in community engagement and serve as a liaison between police and the community.
2. Attend and Participate at community events:
 - a. National Night Out
 - b. Ridgeway Neighborhood Picnics
 - c. Powwows
 - d. Pride events
 - e. Advocacy and awareness events
3. Present and Connect with Community Groups
 - a. Cultural and Spiritual groups
 - b. Education and youth-focused agencies
 - c. Academic institutions and student groups
 - d. Area businesses and professional organizations
 - e. Civic organizations



Advisory Board Plans

2025 GOALS

- Fill Vacancy
- Continue committee education sessions
 - Identifying topics presented by Chief Mastin
 - Community Guests
- Connect and learn from other Community and Police Advisory Boards
- Brainstorm other ways to participate in additional community events
- Develop presentation for members to use during outreach
- Review request for 2026 budget to continue efforts
- Build media or social media presence

Questions?
Feedback?
Suggestions?



THANK YOU

More information
can be found at:
www.ci.bemidji.mn.us

Contact Police Advisory Board
by email:
cityclerk@ci.bemidji.mn.us



CITY OF BEMIDJI COMMUNITY AND POLICE ADVISORY BOARD

Member Expectations

Board Members should have an interest in strengthening community and police relationships. Board Members should be representative of the City of Bemidji and that representation should strive to include diversity. Board Members should include city residents, representatives from the business communities, spiritual communities, faith organizations, service organizations and educational groups in the City of Bemidji. Efforts will be made to ensure diversity and representation from every city ward.

Member Application and Appointment Process

Citizens wishing to be a member of the Board shall complete an application, participate in an interview process (comprised of the City Manager, Mayor, and Councilmember At Large) and a criminal background investigation. Disqualifying items may include charges or convictions related to felony or gross misdemeanor; drug sales or possession, maltreatment of a vulnerable adult, assaults, criminal sexual conduct, obstructing the legal process, theft, burglary, robbery, or financial crime.

Member Term and Time Commitment

The term of each Board Member shall be three years. No Board Member may serve more than two (2) consecutive terms. After the initial appointment of original members*, all appointments shall be three-year terms. *(*There shall be three initial one year terms, three initial two year terms and three initial three year terms which will be selected through a randomized process. *)*

The Board shall have at least four regular meetings each year which will be set during the January annual meeting. Special meetings may be called by the Board Chair when deemed necessary. Every board member is expected to attend at minimum 75% of all meetings each calendar year. Board Members who are unable to meet the minimum attendance requirement may be removed from the board by a majority vote of the Bemidji City Council. Additionally, Board Members must complete eight (8) hours of ride-a-longs with the Bemidji Police Department within three (3) months of appointment

Member Duties

The Board may review police-related incidents in accordance with Minnesota data privacy laws and may provide feedback to the Bemidji Police Department in light of community expectations. The Board will not receive or review complaints initiated against police personnel and shall have no authority to investigate or otherwise participate in personnel matters involving specific police personnel in accordance with Minnesota Statutes, Bemidji Charter, Bemidji Personnel Policies and Bemidji Police Union Contracts. The Board will not participate in, or review any civil or criminal litigation.

The duties of the Board shall include advising and making recommendations to the Chief of Police regarding issues concerning public safety and police services within the City of Bemidji; other duties may include:

- a. Serve as liaison between the police and our community to enhance the relationship.
- b. Listen carefully to community opinions and needs, then discuss these with the Bemidji Police Chief.

- c. Bring community perspectives and recommendations to the Bemidji Police Chief regarding procedures, technology, and engagement.
- d. Work collaboratively with the Bemidji Police Chief to seek solutions regarding community issues.
- e. Assist in community outreach and public relations events promoting awareness of the Bemidji Police Department, services, policies and programs including; crime prevention, traffic safety, animal control, and other topics.
- f. Host community meetings to listen and answer questions with neighborhood groups.
- g. Recommend and identify training opportunities for law enforcement personnel.
- h. Participate in trainings and ride-alongs to gain knowledge about this profession.

Member Conflict of Interest

If a member of the Board has a conflict of interest with regard to any proposal brought before the Board, that conflict is to be declared when the proposal is first discussed. When a conflict of interest occurs, the Board Member shall refrain from ranking or voting on the proposal and shall refrain from advocating for the proposal in any discussion by the Board.

Member Compensation

Board members will serve without compensation.

Board Member Name	Outreach Groups / Networks	Group Schedule Month/Day	Completed Outreach Date	Notes
Sharon Dolezal	Bemidji Senior Center			
Sharon Dolezal	Church's United			
Shannon Seibel	Community Resource Connections			
Shannon Seibel	Headwaters Alliance for Suicide Prevention			
Jill Beardsley	Bemidji Downtown Alliance			
Jill Beardsley	Bemidji Innkeepers			
Jill Beardsley	Bemidji Jaycees			
Jill Beardsley	Women United			
Gwenia Fiskovold-Gould	Black Student Union			
Andrea Kent	Lions Club		Wednesday @ Noon	
Andrea Kent	Scouting America			
Abby Randall / Andrea Kent	Bemidji Noon Rotary		Monday @ Noon	
Abby Randall	Sunrise Rotary		Tuesday @ 7 AM	
Abby Randall	Young Professionals Network		First Wednesday @ Noon	
	BSU/NTC Student Senate		Wednesday @ 3 PM	
	Council for Native Students			
	Renter's Association			

BYLAWS COMMUNITY AND POLICE ADVISORY BOARD
City of Bemidji, Minnesota

I. Name

The name of the organization shall be the Community and Police Advisory Board.

II. Purpose

This organization shall be an advisory body to the Bemidji City Council; to enhance lines of communication between the Bemidji Community, Bemidji Police Department and the Bemidji City Council. Together, the Board will focus on public safety issues and collaborate with community leaders, community organizations and stakeholders by creating conversations and developing solutions to multi-faceted community concerns. The Community and Police Advisory Board provides recommendations to the Chief of Police related to police-community relations, planning, police training, and public education.

III. Membership

The membership of the Community and Police Advisory Board shall be eleven (11) members as fixed by Bemidji City Ordinance No. 178, 3rd Series.

- A. All members shall be expected to attend all meetings, but in the event of absence, shall be required to inform either the Chairperson or the Secretary.
- B. Every board member is expected to attend at minimum 75% of all meetings each calendar year, and any Board Member who fails to so attend or to perform the duties of the office, may be discharged from the Board, upon majority vote of the Bemidji City Council and in accordance with City Ordinance.
- C. For the transaction of business at any meeting of the Board, a quorum consisting of at least 51% of all voting members shall be required. Each board member present shall be entitled to one vote in the actions and decisions of the board.

IV. Officers

A. Election of Officers

- 1. The officers of this organization shall consist of a Chairperson, Vice-Chairperson, and Secretary and shall be elected from the membership of the Commission at the annual meeting. No officer shall serve more than two consecutive one-year terms in a particular office.
- 2. All officers shall begin their terms of office upon election to that office.
- 3. If a vacancy occurs before the end of a term, an election to fill the un-expired term shall be held from the membership no later than the next meeting after the vacancy occurs.
- 4. The procedure for the selection of officers shall be in the following order: Chair, Vice Chair, and Secretary. A voice vote shall be taken unless a majority of the Membership

chooses another process. Officers of the Commission shall be declared duly elected by a simple majority vote of those present and voting.

B. Duties of Officers

1. The Chairperson shall have the following responsibilities:
 - Set the agenda and preside at meetings of the Board.
 - Call additional meetings as needed.
 - Assign duties to Board members.
 - Arrange meetings with other commissions, boards and organizations from the public, private and non-profit sectors.
 - Communicate with the city council and staff as needed.
 - Provide overall leadership to the Board in carrying out its purposes and responsibilities.
2. The Vice-Chairperson shall preside at all meetings in the event of the absence of the Chairperson, and shall assume all powers thereunto and shall assist the Chairperson in the performance of the duties of that office.
3. The Secretary shall keep an accurate record of attendance, minutes of all meetings, promptly distribute minutes to members within a reasonable time, and retain a file of all correspondence and related resource material concerning this Commission. The secretary shall serve as correspondent for the Board. Copies of the minutes of all meetings shall be filed with the Bemidji City Clerk. The Secretary may delegate these responsibilities to Staff.

V. Meetings

- A. In accordance with Bemidji City Ordinance, the Board shall meet with such frequency, as the Commission deems appropriate but at least 4 (four) times annually. An annual meeting shall be held during the first regularly scheduled meeting of the year at a place designated by the Chairperson.
- B. Special meetings may be called by the Chairperson, (Vice-Chairperson, in the Chairpersons absence) or on request in writing by four (4) members, then the Chairperson shall, within at least ten (10) days prior to the meeting, notify all members and call a special meeting after receipt of the request.
- C. The Board, at any meeting, may set the date of future meetings.
- D. The Board, and any committees of the Board, shall conduct all meetings in accordance with the "Minnesota Open Meeting Law".

VI. Committees

- A. There shall be no standing committee.
- B. The Board may create such ad-hoc committees as it deems fit to assist the Board in the conduct of its business.

VII. Voting

All decisions of the Board shall be made by a majority of those present and voting except those decisions otherwise herein stated. Each Board Member present shall be entitled to one vote in the actions and decisions of the Board.

The Chief of Police and the 1 (one) Bemidji City Council Member will participate as two (2) non-voting members of the Board.

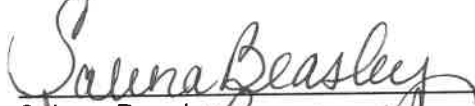
VIII. Parliamentary Authority

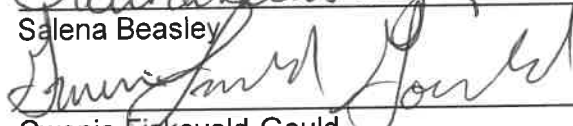
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Ordinances of the City of Bemidji or these Bylaws.

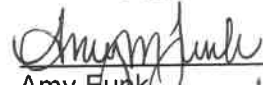
IX. Amendments of Bylaws

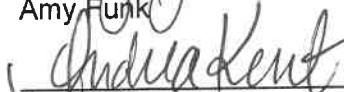
These Bylaws may be amended by the Board by a two-thirds vote of those present provided that the amendment(s) has been submitted to, and approved by, the City Council in the same manner as the original Bylaws. Proposed amendments shall be submitted in writing to the Bemidji City Council and Board Members at least two weeks prior to the board meeting at which such amendment or amendments are considered.

Adopted the 29th Day of March, 2022 as required by Bemidji City Ordinance, and by the following duly appointed members:


Salena Beasley


Gwenia Fiskevold-Gould


Amy Funk



Andrea Kent


Abby Randall


Sharon Dolezal

David Frison


Joe Kapaun


Gregory Kuhn