

BEMIDJI COMMUNITY AND POLICE ADVISORY BOARD REGULAR MEETING AGENDA

Tuesday, May 27, 2025

Conference Room
City Hall – 317 4th Street NW
4:00 PM



1. **CALL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
4. **BUSINESS**
 - a. Recap of April Meeting Discussion on Board Expectations
 - b. Discussion on Upcoming Picnics and Outreach Expectations During Those Events
 - c. Check-in on Outreach Group Presentations
 - d. Discussion of Two Board Vacancies
5. **NEXT MEETING**
6. **ADJOURN**

COMMUNITY AND POLICE ADVISORY BOARD

City of Bemidji – City Hall

April 22, 2025 at 4:00

Members Present: Sharon Delezal, Thomas Sorenson, Jill Beardsley, Abby Randall, Salena Beasley and Andrea Kent

Members Absent: Shannon Seibel, Gwenia Fiskevold Gould (City Council Representative)

Staff Present:

City of Bemidji City Clerk: Michelle Miller

City of Bemidji Chief of Police: Mike Mastin

Meeting Minutes:

1. **CALL TO ORDER:** Thomas Sorenson, vice chair, called the meeting to order at 4:04 p.m.
2. **APPROVAL OF AGENDA:** Motion to approve by Randall, seconded by Beardsley, motion passed.
3. **APPROVAL OF MINUTES: N/A**
 - a. January: The last meeting minutes that were published
 - b. February No quorum; Seibel, Sorenson, Beasley and Beardsley had a working meeting on City Council Presentation schedule for March 3.
 - c. March: No Meeting
4. **BUSINESS:**
 - a. **Overview of Presentation to City Council**

Seibel, Sorenson, Beasley and Mastin were present. Good feedback, we were able to get our points across. Council asked a question about our jail tour, and Beasley provided an answer and perspective. Power PowerPoint presentation looked very professional, including up-to-date members and goals.
 - b. **Advisory Board Expectations Review**
 - i. Reference ordinance.
 - ii. Attendance: 75% is the goal/expected
 - iii. We are not about fielding or discussing or determining action regarding complaints; there's already a process for this.
 - iv. Mastin researched several other Police Department Advisory Boards prior to forming ours in Bemidji. In general there were two different structures:
 1. Council Committee (more formal, abide by all rules and procedures of City Council, including minutes and open meeting laws, more difficult to recruit, Council approves those that can serve on Board, research found to be more reactionary and have more extreme view points (both sides) and lack clarity from Council, etc.)
 2. Committee under Police Department (like former Citizen Patrol; less formal, could be more engaged with PD, more active because they weren't a formal group, more organically grown group, could respond quicker to community needs.)

- v. Question: Thomas asked if we should consider forming a sub-group that is more like this Police Department structure?
 - vi. Action: Everyone agreed to review the expectations of the Board, its duties, its expectations and get clarity so we can successfully carry them out. Discuss in May in more length.
 - vii. Question/Action: We don't have a way to communicate what we learn during our Board meetings, and struggle with mobilizing. What steps could we take to improve this? Side note: BPD/Chief can NOT comment on active cases. Most cases are open and can educate and help people understand after the case is no longer active, clarify facts and steps taken, and then Board members can share those details with their networks.
 - viii. Action: Abby asked if our Board can discuss open cases and discuss how and when the PD responds. Hard to do in the heat of the moment with active cases, just clarifying if we are communicating as part of our duties? And are we fulfilling other parts of our duties?
 - ix. Question: Thomas asked if our board needs to be prepared and/or communication about how we can respond as a board.
 - x. Action: Mastin shared that the original purpose was to educate our community through teaching the Board Members on a variety of topics so that the Board members would be informed and could then share these topics/learning with their social networks. In return, the hope was that our Board members would keep their ears to the ground and share concerns/topics with the Committee, Chief, and BPD.
- c. **Outreach Groups Discussion:** No official presentation updates. However, now we have an up-to-date professional PowerPoint presentation that Board members can use. (A maximum of three Board members can be in attendance at a presentation.)
- i. Action: Who is next for us to meet with so the community knows we are here?
 - ii. Action: Michele to send a spreadsheet of the list of community groups.
 - iii. Action: If Board members are more comfortable, feel free to reach out to another Board member to join, and/or if it is 30 days out, ask Mastin to attend. Likely Mastin and/or a BPD Officer can likely join and will plan to wear street clothes v. a uniform. (In the past, more warmly received if not in uniform.)
 - iv. Action: Notify Michelle if you are planning to present to a group, and then she can notify the Board of the when/where.
 - v. Action: GOAL: Go to one group within next 60 days!
 - vi. Action: At the presentation, ask the group to write down their questions about the Community & Policy Advisory Board and then bring them to the next monthly meeting.
- d. **Member Attendance**

The Board Member in question was appointed July 2024; minimum 75% of meetings and only attendance 1x. Currently, no one has a good email address and only has a phone number. Thomas will call and report out in May to discuss.

e. Meeting Frequency for 2025

- i. May Agenda: Discuss topics for learning for Fall/Winter
- ii. Summer: Consider Ridgeway Picnics (see flyer) as Summer Meeting dates.
Location: 916 30th Street NW: 5:00 – 6:30
 1. June 10
 2. June 24
 3. July 8
 4. July 22
 5. August 5: National Night Out near Boys & Girls Club
 6. August 19
 7. September 2TO VOLUNTEER: Contact Taylor (218.333.6549) or Emmy (218.333.6533)
- iii. September/Fall: Get back into Learning Sessions; Chief will prepare topics as chosen in May.

f. NEW TOPIC: CivicPlus Platform Meeting reminder process

Aia new email system from CivicPlus Platform (arrives via noreply@civicplus.com). It has links to the agenda and packet. It does not have a RSVP associated with it, so Board members are still EXPECTED to RSVP to Michele by the Friday before if they are NOT attending. City would need 3 business days notice in order to attend remotely.

g. NEW TOPIC: Board Recruitment

Board is still in need of 1-2 new members. Open position is already posted on City website and FB post too. Was in City newsletter list.

5. **NEXT MEETING:** May 27, 2025 @ 4:00 @ City Hall

6. **ADJOURN:** Motion to adjourn by Beasley, seconded by Beardsley, motion passed at 5:00 p.m.

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			



BOARD/COMMISSION APPLICATION

General Objectives and Guidelines

The City Council invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji. The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council. Completed applications can be mailed or dropped off at City Hall or by email at cityclerk@ci.bemidji.mn.us.

Personal Information

Full Name: _____ Date: _____

Home Address: _____

Phone (C): _____ Phone (H): _____

Email Address: _____

Please select the Board/Commission you are applying for (additional information attached):

- | | |
|--|--|
| <input type="checkbox"/> City Library Board | <input type="checkbox"/> Heritage Preservation Commission |
| <input type="checkbox"/> Merit Hearing Board | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Housing Appeals Board |
| <input type="checkbox"/> City Planning & Zoning Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> South Shore Design Review Committee | <input type="checkbox"/> City Charter Commission |
| <input type="checkbox"/> Sanford Center Advisory Board | <input type="checkbox"/> Sustainability Commission |
| <input type="checkbox"/> Community and Police Advisory Board | <input type="checkbox"/> Other _____ |

Please provide a statement as to why you are interested in serving on this board or commission (additional information attached):

Please provide a description of professional, civic or community activities which are relevant in qualifying to serve on this board or commission (additional information attached):

Please provide your qualifying education and experience which are relevant in qualifying to serve on this board or commission (additional information attached):

Please provide your availability to attend meetings and fulfill responsibilities to serve on this board or commission (additional information attached):

Please provide any references relevant in applying for this board or commission (optional):

Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
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NOTE: This application is of public record. Public Service opportunities are offered by the City of Bemidji without regard to race, color, national origin, religion, disability, sex or sexual orientation.

Board/Commission Information

Charter Commission	The purpose of the Charter Commission is to review the city charter and make recommendations for changes to the City Council and to the voters. Qualified voter required. No member of the City Council may serve on the Charter Commission. Appointment by District Court Judge. Meets annually in June or as needed at City Hall.
Heritage Preservation Commission	The primary function of the Heritage Preservation Commission is to advise the City Council on matters relating to historic preservation. Members must have demonstrated an interest in the historical, cultural or architectural development of the City and at least two members shall be preservation-related professionals, if available in the community. Per Minnesota Statute 471.193, the Commission must include a member from the Beltrami County Historical Society, if available. Meets on the third Tuesday of the month as needed at 3:30 p.m. at City Hall.
Housing Appeals Board	The primary function of this Board is to hear and decide all appeals brought under the Housing Code, Uniform Building Code, Uniform Building Code and Rental Housing Registration Ordinance, including appeals from the Building Inspector's decision to deny, not renew, revoke or suspend a Registration Permit or Provisional Registration Permit. Make up of this Board is as follow: two contractors, two homeowners, one landlord and one tenant. Meets as needed at City Hall.
Housing & Redevelopment Authority	The purpose of the HRA is to oversee the operations of the Northland Apartments. City residency required by Minnesota Statute 469.003. A tenant is appointed on an annual basis. Meets the last Tuesday of the month at Noon at Northland Apartments meeting room.
City Library Board	The purpose of this Board is to advise the City Council as to management and operation of the Bemidji Public Library. Three non-City residents may be appointed per Minnesota Statute 134.09. Members can serve up to three consecutive, three year terms. Meets the third Tuesday each month at 5:00 p.m. at the Public Library.
Merit Hearing Board	This Board hears appeals from an employee separated from employment to determine just cause. City residency required. Meets as needed at City Hall.
City Planning & Zoning Commission	The Commission's primary function, among other duties pursuant to City Code, is to evaluate proposed planning and zoning requests. This includes variances from the development code, special use permits, and zoning

amendments. Other responsibilities include subdivision review and assisting in updating the comprehensive plan. City residency required. Meets the fourth Thursday of each month at 5:30 p.m. at City Hall.

Parks & Recreation Commission

Advises the Council and City Manager in all matters relating to parks, trails and recreation. City residency required. Meets the second Tuesday of the month at 4:30 p.m. at the Historic Carnegie Library.

Public Arts Commission

Its purpose is to promote public appreciation, accessibility and patronage of public art in the Bemidji community, and to review and recommend to the city council public art activities on city owned or controlled property, as well as property owned or controlled by the Bemidji Economic Development Authority (BEDA), and to advise the city council generally on public art related matters. Three non-City residents may be appointed per City Code. Meets the second Tuesday of the month at 3:00 p.m. at City Hall.

South Shore Design Review Committee

The SSDRC follows the Design Guidelines as set forth in the South Shore Planned Unit Development which addresses site planning, exterior architecture and landscaping for public, civic, commercial, office, mixed-use and residential components of the South Shore Development. They are based on the Design Principles and complement the Master Plan, convey the City of Bemidji and BEDA's intentions to the builders of housing, offices and shops, and establish parameters for review of site plans and architectural drawings.

A seven-member South Shore Design Review Committee (SSDRC) shall administer these Design Guidelines.

Staff support for the SSDRC will be provided by the City of Bemidji. Initially, as sole Owners of the South Shore Development, the City of Bemidji and the BEDA will select six of the SSDRC members. The seventh member will be a appointed position from the City Planning Office. Committee members may ultimately be selected from additional South Shore Development property owners as the area develops. Committee membership should rotate. Meets as needed at City Hall.

Community and Police Advisory Board

The Board shall be made up of eleven (11) representatives. The Bemidji Chief of Police and one (1) Bemidji City Council Member will participate as two (2) non-voting members of the Board. The City Council member will be assigned in conjunction with other committee assignments.

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.

Citizens wishing to be a member of the Board shall complete an application; participate in an interview process and a criminal background investigation. Board Members must complete eight (8) hours of ride-a-longs with the Bemidji Police Department within three (3) months of appointment. The Board will 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. Meets the fourth Tuesday of the month at 4:00 p.m. at City Hall.

Sustainability Commission

An advisory body to the City Council. Its purpose is to promote resiliency, sustainability, and green initiatives in the Bemidji community, to promote, develop, recommend community sustainability partnerships and networking, to review and recommend to the City Council activities on City owned or controlled property, as well as property owned or controlled by the Bemidji Economic Development Authority (BEDA), and to advise the City Council generally on sustainability related matters.

The Commission shall consist of seven (7) members, three (3) of which may be non-City residents, with demonstrated experience and expertise in sustainability practices and efforts, and holding no official position with the city. Meeting the second Thursday of the month at 4:00 p.m. at City Hall.

Sanford Center Advisory Board

The Sanford Center Advisory Board serves as an advisory board to both the Sanford Center Management and the Bemidji City Council regarding the management and operations of the City's Sanford Event Center, as required under the management agreement between the City of Bemidji and the management company.

Membership consists of nine (9) members; two of which are At Large Members of the City of Bemidji. Each member shall be considered a voting member for purposes of action taken or to be taken by the Board. Meets the fourth

Wednesday of each month at 7:00 a.m. at the Sanford Center.

Sanford Center Finance Subcommittee

The Sanford Center Finance Subcommittee serves as an advisory board to both the Sanford Center Advisory Board and the Bemidji City Council regarding the financial management and operations of the City of Bemidji Sanford Event Center.

Membership consists of nine (9) members; two of which are At Large Members of the City of Bemidji. Each member shall be considered a voting member for purposes of action taken or to be taken by the Board. Meets the fourth Wednesday of each month at 7:00 a.m.

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.