

# **BEMIDJI PUBLIC ARTS COMMISSION REGULAR MEETING AGENDA**

Tuesday, August 12, 2025

**Conference Room  
City Hall – 317 4th Street NW  
1:00 PM**



**CALL MEETING TO ORDER**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- 1) May 13, 2025 Minutes

**DISCUSSION ITEMS**

- 2) By-Laws
- 3) Mural on Wastewater Treatment Plant
- 4) Peace Pole
- 5) Member Recruitment

**NEXT MEETING**

**ADJOURN**

**CITY OF BEMIDJI**  
**PUBLIC ARTS COMMISSION**  
**Meeting Minutes – May 13, 2025**

**Present:** Cindy Burger, Lisa Bruns, Kristi Miller & Marcia BMarthaler

**Absent:** Lisa Jonas, Emelie Rivera, Sandy Henson

**Others:** City Clerk, Michelle Miller

K Miller called the meeting to order at 1PM. New member, Sandy Henson, was not in attendance to welcome.

**Agenda:** The agenda was approved with the addition of “peace pole” on a motion by BMarthaler with a second by Burger. Motion carried.

**Minutes:** The Mar. 11, 2025 minutes were approved on a motion by Bruns with a second by BMarthaler. Motion carried.

**2024 Annual report:** Miller had edited the report and it will now be sent to the council.

**Policies and Procedures:** The changes made to the Policies and Procedures were reviewed and approved on a motion by Burger, with a second by BMarthaler. Motion carried.

**By-laws:** There are still changes that may or may not be relative with the by-laws. We will put it on the next agenda.

**The \$1,000:** We’ll try to have an arts organization gathering event at the Carnegie in the fall. Many ideas were proffered and we will keep this issue on the summer agendas in the hopes we can land on something by fall.

**Mural:** The Wastewater Treatment mural is fading and it may be of value to contact Wesley May, the original artist, to see if he can or will repaint it. What also would be the cost and is he still producing art and would he be interested? Marcia will contact him.

**Peace Pole:** John Eggers contacted Kristi Miller about placing a peace pole in Bemidji. Discussion involved possible placement sites. It would be 4” X 4” and 8’ tall. Michelle mentioned one of the many parks that are in Bemidji. The RR restoration project, if they have a public space, could also provide a possibility. Kristi will call Dave Hengel of Greater Bemidji for his input.

**Possible new members:** Mike DeWitt. Burger will deliver an application to him and encourage him to hand it in at city hall.

**Next meeting:** With a few of us absent in June we decided to meet on July 8<sup>th</sup>, 2025.

**Adjourn:** K Miller adjourned the meeting and it was approved by acclimation.

# **BEMIDJI PUBLIC ART COMMISSION BY-LAWS**

The purpose of the Public Arts Commission is to serve as an advisory board to the Bemidji City Council. The By-laws shall be constructed to assist the commission to make meaningful recommendations to the City Council, Mayor, City Manager, or department heads.

## **A. Commission Membership.**

Commission shall consist of seven (7) members in accordance to Bemidji City Code, Division 10, Sec. 2-423(a). Commission members are appointed by the Mayor and City Council.

## **B. Attendance.**

Attendance at regular commission meetings is expected from all commission members. Anyone unable to attend a meeting must contact an officer in order for his/her absence to be deemed excused. Three (3) consecutive unexcused absences by a commission member will result in a contact from an officer to determine the status of that commission member's interest and intent.

If that commission member is committed to remaining on the commission, his/her status will be maintained, unless an additional three (3) consecutive unexcused absences are documented, at which time that commission member will be removed from the Commission.

## **C. Officers.**

### 1. Election of Officers.

The officers of the Commission shall be elected by nomination as soon as practicable after annual appointments and shall serve until their successors have been duly elected. The officers of the Commission shall be elected by a majority vote of the voting members present. No officer shall serve more than two consecutive one-year terms in a particular office.

### 2. Duties of the Officers.

Chair. The Chair of the Commission shall preside at the meeting of the Commission, and shall perform the other duties ordinarily performed by the officer. Chair may vote on any motion presented to the Commission.

Vice-Chair. The Vice-Chair shall assume the duties of the Chair during the Chair's absence.

- In the absence of both the Chair and Vice Chair, the Commission shall elect a Chair pro-tem who shall perform the duties of the Chair of the Commission.

## **D. Committees.**

1. Ad-hoc Committees as needed shall be appointed by the Chair of the Commission and serve until their successors are appointed and qualified, or committee's work is completed. Ad-hoc committees shall be made up of Commission members and other individuals for resource and advisory purposes. It is recommended that the city department heads be consulted by committees.

2. A record of the action of each committee shall be kept by a member of said committee and reported to the Commission at its next meeting for action by the Commission if the Commission so desires.

**E. Meetings**

The annual organizational meeting of this commission shall be held as soon as practicable by majority consensus after annual appointments.

The order of business at the annual meeting shall include: Reading of the roll call, minutes of the previous meeting, officer’s reports, establish time and frequency of regular meetings.

The chair or majority of the commission may call special meetings of the commission with at least 72 hours written notice. The call shall state the subject matter to be considered at the meeting and considerations shall be limited thereto.

**F. General Rules.**

1. All meetings shall be conducted in accordance with general parliamentary rules, as given in Robert’s Rules of Order, as modified by rules and regulations of the Commission shall be observed in conducting meetings of the Commission.
2. The presence of a majority of the voting members shall constitute a quorum.
3. All recommendations of the Commission to the City Council shall be in the form of a resolution duly adopted by said Commission.
4. All recommendations to the City Council must be approved by a majority of the voting members present at any properly called meeting.
5. The Commission may, from time to time transmit data, findings, the results of studies, surveys, etc., to the City Council without recommendation.
6. Additions to the agenda, as prepared by the Chair, may be made by a majority vote of the Commission at any meeting.

**G. Amendment of by-laws.**

These by-laws may be amended at any regular meeting of the Commission by a majority vote of the Commission, providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing.

Adopted this 21<sup>st</sup> day of May, 2013, as required by the Bemidji City Code.

Reviewed on this 9<sup>th</sup> day of May, 2023 with no additions, deletions or revisions.

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Chair, Public Arts Commission

ATTEST:

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City Clerk