



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 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 | |

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.

Incomplete applications will not be considered.

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 monthly at City Hall (TBD).

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.

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.