



Planning Commission

A Orientation for New Members
& Refresher Course for Experienced Members

April 2022

Objectives



Inform of Strategic Plan & Reference of Key Documents

Key Roles & Responsibilities of the Commission

Share City activities and areas of interest

City Council



Rhonda Pownell
Mayor



Clarice Grabau
Councilor At Large



Brad Ness
Councilor At Large



Suzie Nakasian
Councilor 1st Ward



Jami Reister
Councilor 2nd Ward



George Zuccolotto
Councilor 3rd Ward



Jessica Peterson-White
Councilor 4th Ward

City Vision Statement

Northfield is an open, safe, and welcoming community, recognized for its world-class colleges and historic riverfront downtown, and is dedicated to sustainably enhancing and preserving its vibrant culture, celebrated arts, strong economy, and an excellent quality of life where all can thrive.

City Mission Statement

The City of Northfield works for the common good of our residents and businesses and the improvement of our community by providing excellent, innovative municipal services that carry out the City's vision for a high quality of life for all.

City Values

Integrity

- Provide outstanding customer service
- Be open, honest, kind, respectful and accountable
- Demonstrate fiscal responsibility
- Act and communicate in authentic ways

Teamwork

- Actively participate in cooperative and collaborative approaches
- Commit to equity and the elimination of all discrimination
- Build on our shared successes as a means for workplace satisfaction
- Utilize the experience and expertise within our organization and community

Excellence & Innovation

- Serve by leading and lead by serving
- Focus on clearly defined outcomes to achieve best results
- Commit to continuous improvement building on lessons learned
- Seek creative solutions for difficult problems

City Values

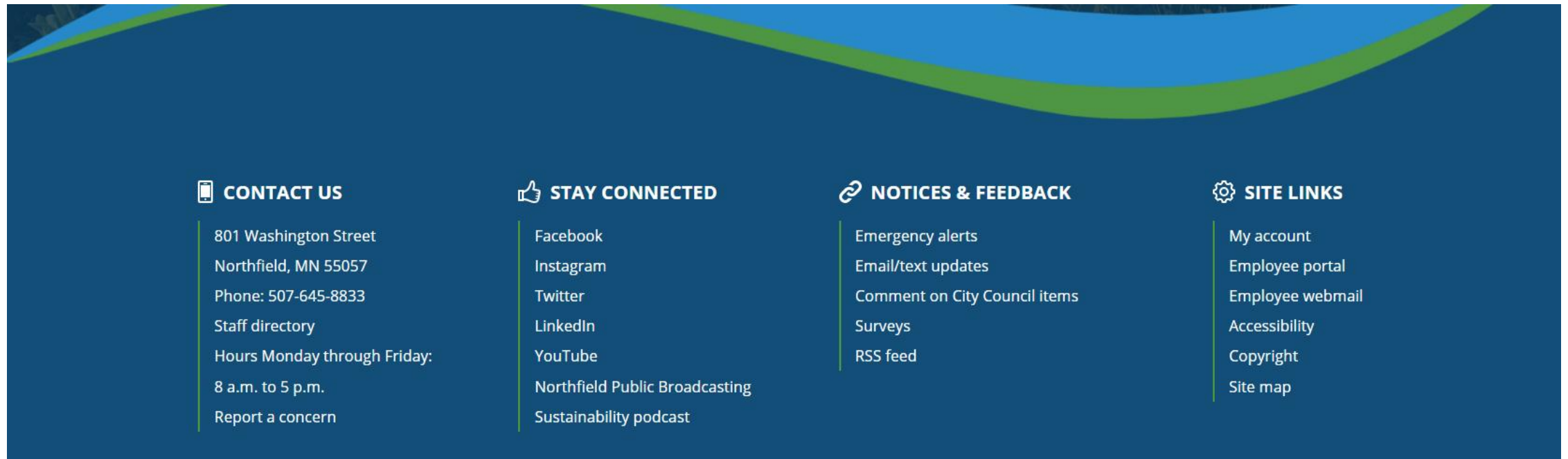
Celebration

- Pursue and value diversity and inclusion, and welcome a broad range of perspectives
- Commemorate our unique and rich cultural sense of place
- Recognize others and their contributions
- Celebrate and acknowledge accomplishments





Stewardship

- Protect our physical environment through ecologically sustainable practices and policies
- Maintain, improve and develop high quality municipal assets
- Invest in others through advancement, mentorships and professional development
- Nurture personal well-being through physical and mental health initiatives

Guiding Documents & Contacts



The screenshot shows the footer of the City of Northfield website. It features a dark blue background with a green wavy line at the top. The footer is organized into four columns, each with a white icon and title. The first column, 'CONTACT US', includes the address, phone number, staff directory, hours, and a link to report a concern. The second column, 'STAY CONNECTED', lists social media links for Facebook, Instagram, Twitter, LinkedIn, and YouTube, as well as Northfield Public Broadcasting and a sustainability podcast. The third column, 'NOTICES & FEEDBACK', includes links for emergency alerts, email/text updates, commenting on city council items, surveys, and an RSS feed. The fourth column, 'SITE LINKS', includes links for a user account, employee portal, employee webmail, accessibility, copyright, and a site map.

 CONTACT US	 STAY CONNECTED	 NOTICES & FEEDBACK	 SITE LINKS
801 Washington Street Northfield, MN 55057 Phone: 507-645-8833 Staff directory Hours Monday through Friday: 8 a.m. to 5 p.m. Report a concern	Facebook Instagram Twitter LinkedIn YouTube Northfield Public Broadcasting Sustainability podcast	Emergency alerts Email/text updates Comment on City Council items Surveys RSS feed	My account Employee portal Employee webmail Accessibility Copyright Site map

<https://www.ci.northfield.mn.us/666/City-of-Northfield-Plans>

<https://www.ci.northfield.mn.us/306/GIS-Mapping>

<https://www.ci.northfield.mn.us/list.aspx>

Strategic Plan (2021-2024)

Economic Vitality

A community that's economically thriving

Housing Availability

A community where everyone can afford to live

Quality Facilities

A community where infrastructure supports its objectives

Diversity, Equity & Inclusion

A community that welcomes everyone

Service Excellence

A community with a government that works

Climate Action

A community that's resilient and sustainable

Unique to Cities

<https://www.youtube.com/watch?v=OmLOdul9Vk0>

Open Meeting
Laws see Minn
Stat 13D.01

Special Closed
Meeting
Exceptions

Conflict of
Interest

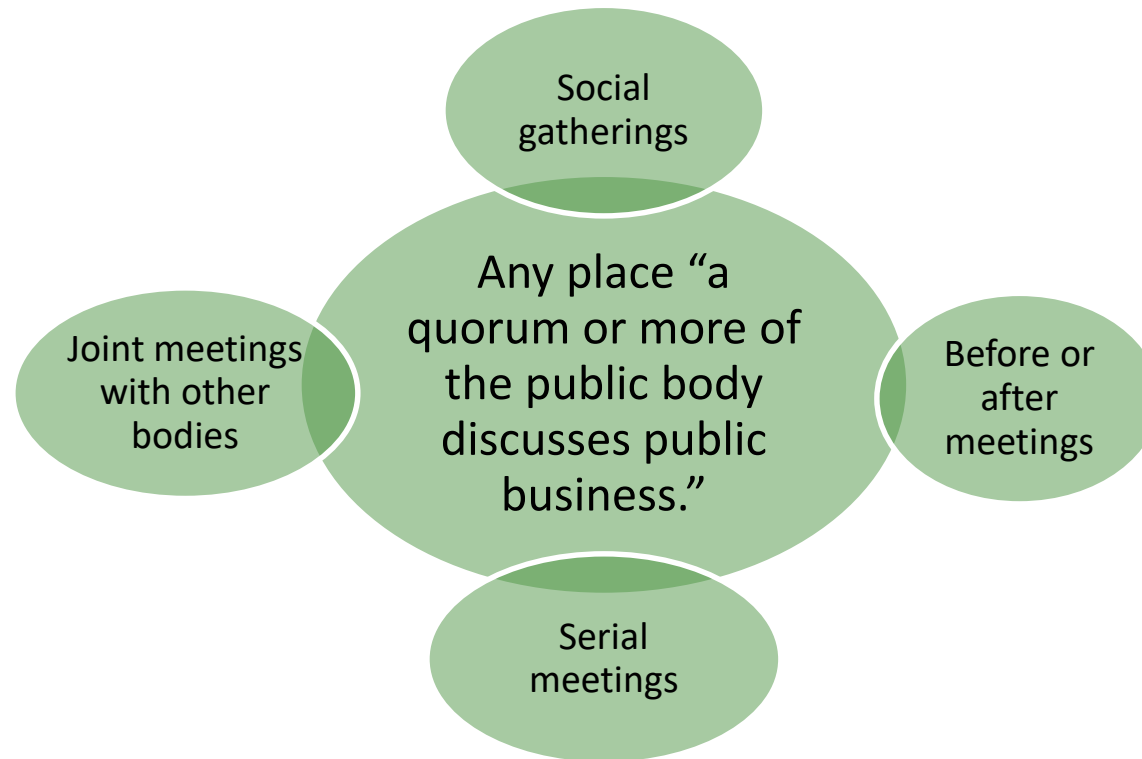
Public Employee
Labor Laws &
Pensions

Ex Parte
Communications

Data Practices

Open Meeting Law

What is a meeting?

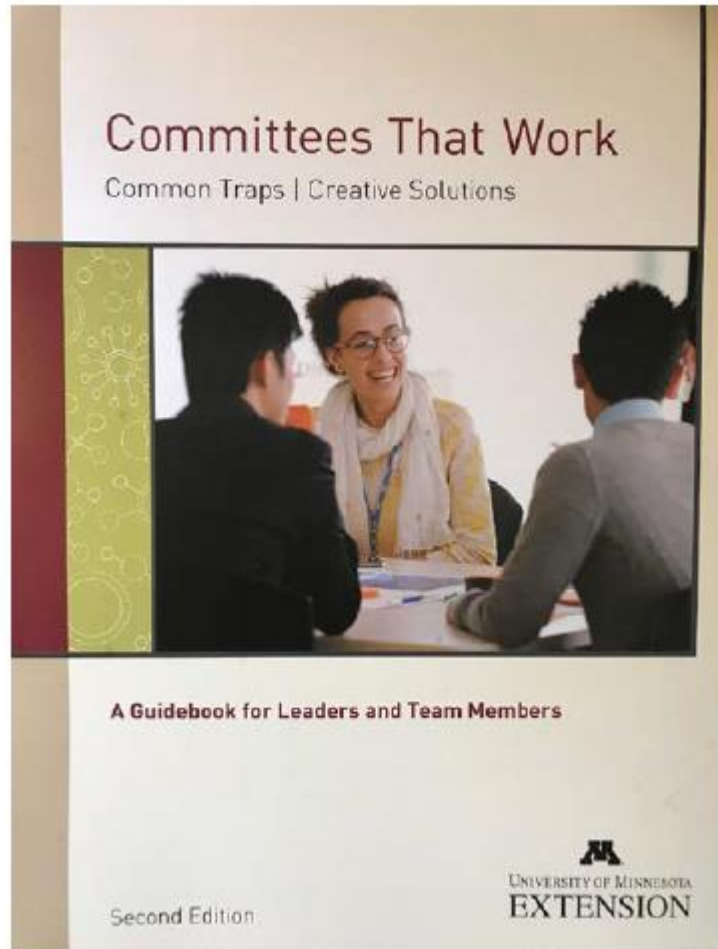


Economic Development Authority

Specific Areas of Note

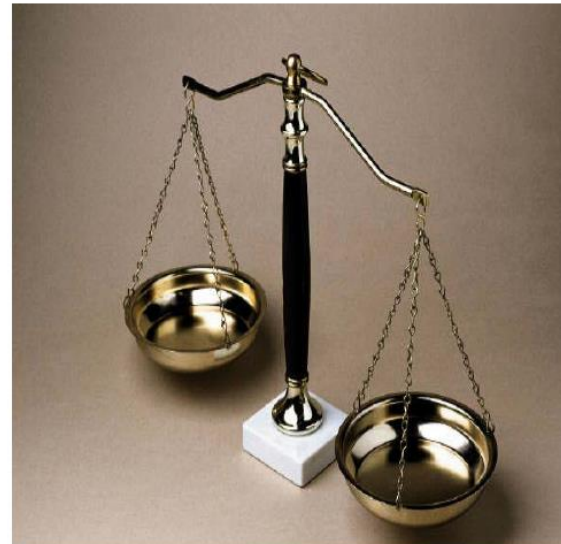
- Ordinance
- Bylaws
- <https://www.ci.northfield.mn.us/114/Planning-Commission-and-Zoning-Boards-of>
- <https://guides.mynpl.org/Policies>
- <https://guides.mynpl.org/strategic-plan>
- Council Rules of Business

Effective Boards & Commissions



A Balancing Act

Task



Maintenance

Environment



Effective Boards & Commissions

**Effective,
productive
committees
share 3
characteristics:**



Ready, Set, Lead



Leaders/ Facilitators - design and lead processes that accomplish the group's responsibilities and minimize problems within the group.

Members - are engaged — and *also* help the group accomplish its responsibilities and minimize the problems.



Ready, Set, Lead

Role “Trap[1]”: *Letting private interests influence public decisions*

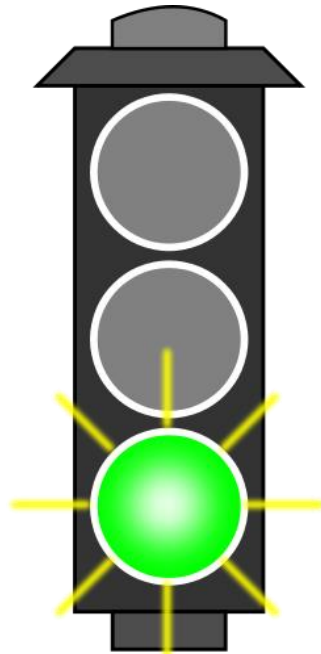
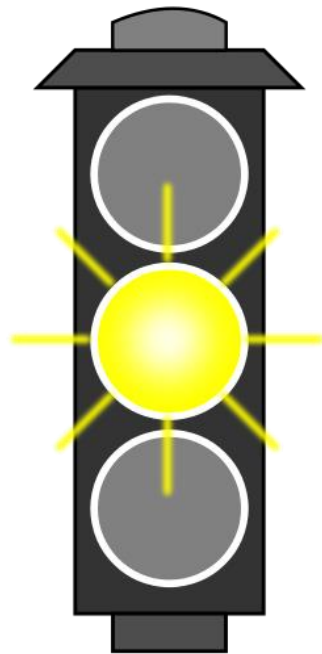
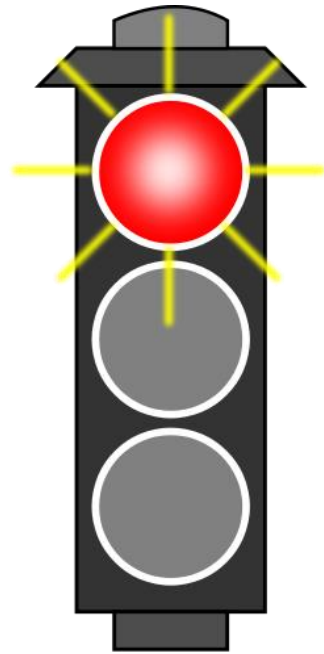


Solutions:

- Understand the Role of *Public Decision-Making*
- Create Working Agreements



Roles & Responsibilities



Red Light

*You are outside of the role!
Stop and allow others to proceed*

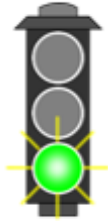
Yellow Light

*Exercise caution!
Build shared understanding before proceeding*

Green Light

*Go for It!
Proceed ahead assuming all are clear*

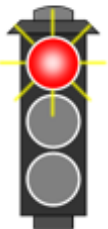
Chair Role & Responsibilities



- Provide feedback to staff on agenda preparation
- Facilitate equitable discussion among members at meetings
- Set a positive tone for the meeting
- Keep board focus on *their* purpose and duties
- Promote meeting efficiency & effectiveness including start time and finish
- Ensure respect of staff and work to establish trust and candor

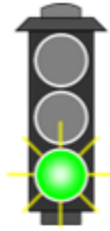


- Assuming or assigning board member administrative research
- Request items to be included on future agendas
- Speaking for the board

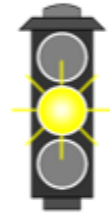


- Direction of staff time & resources
- Assuming or assigning board member administrative duties
- Individually assuming full board responsibilities

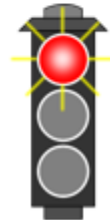
Board Member Role & Responsibilities



- Review agenda and supporting materials prior to meetings
- Participate in discussion at meetings
- Keep board focus on *their* purpose and duties
- Meeting efficiency & effectiveness including start time and finish
- Ensure respect of staff and work to establish trust



- Assuming administrative research
- Requesting



- Direction or requests of staff time & resources
- Assuming administrative duties and implementation
- Lead discussion and direction of agenda items
- Speaking for the board

State of the City Address

Monday, March 21, 2022, 6:30 p.m.

Carleton College, Weitz Center, Kracum Performance Hall
320 Third Street East

Attendees are expected to be fully vaccinated and boosted (if eligible) or to have received a negative COVID-19 test result no more than 24 hours before the event. ASL and Spanish interpreters available.



Mayor Rhonda Pownell

ci.northfield.mn.us/StateOfTheCity

Mark Your Calendars

State of the City Address

March 21, 2022

Board and Commission Recognition Event

June 22, 2022

Board and Commission Training Event

October 26, 2022: location tbd

Holiday Social and City Council Appreciation Reception

December 13, 2022: The Reunion, 5:00 p.m. to 6:00 p.m.



Board & Commission Member Excellence Award (2021)



Alice Thomas

Heritage Preservation Committee

Criteria

- Excellent service, initiative
- Professionalism, teamwork, dedication
- Advocates for solutions that exemplify mission and vision of City
- High ethical standards for board or commission work



Questions & Discussion