



# Heritage Preservation Commission

A Orientation for New Members  
& Refresher Course for Experienced Members

March 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

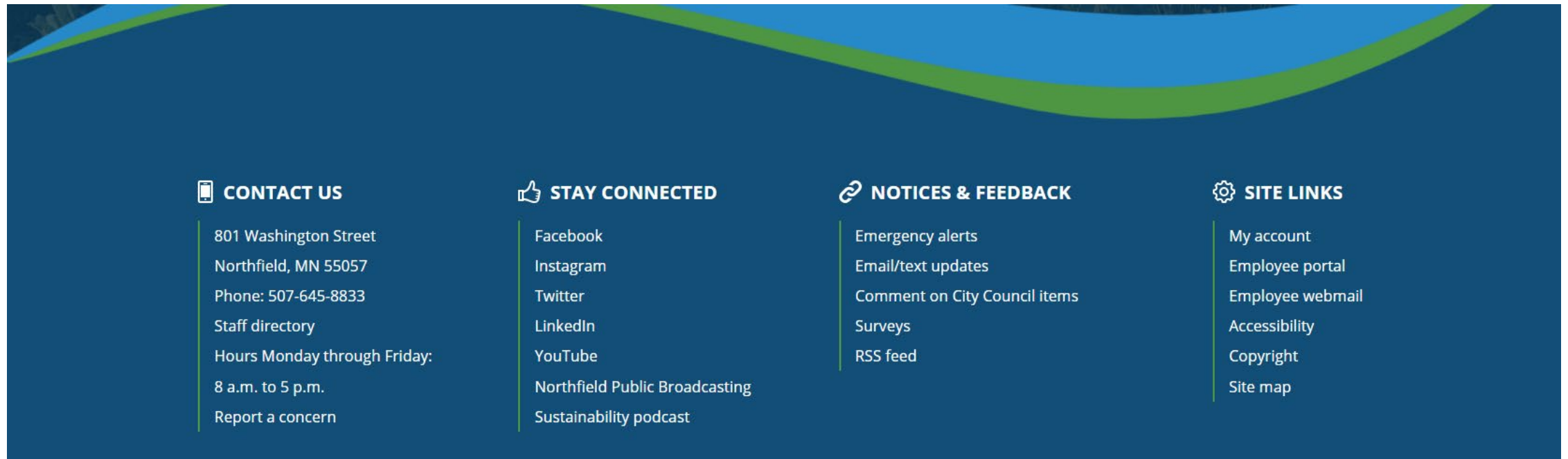
## Celebration

- 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, YouTube, and a link to Northfield Public Broadcasting, as well as 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.

 <b>CONTACT US</b>	 <b>STAY CONNECTED</b>	 <b>NOTICES &amp; FEEDBACK</b>	 <b>SITE LINKS</b>
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*

# Strategic Plan Areas of Interest

## Recommendations

Economic Vitality

Housing Availability

Quality Facilities

# Strategic Plan Areas of Interest

## Recommendations

Diversity, Equity & Inclusion

Service Excellence

Climate Action

# Unique to Cities

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

# HPC Specific Areas of Note

- Ordinance
- Bylaws
- Council Rules of Business
- Quasi-Judicial Decisions
- <https://www.ci.northfield.mn.us/106/Heritage-Preservation-Commission>

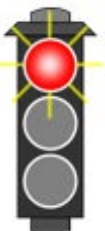
# Chair Role & Responsibilities



- 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

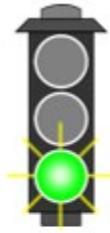


- Assuming or assigning board member administrative research
- Request items to be included on future agendas
- Speaking for the board



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

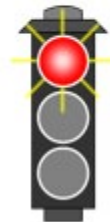
# Board Member Role & Responsibilities



- 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

# 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