



Environmental Quality Commission

Orientation

2026

Commissioner Role



Environmental Quality Commission



Established; purpose.

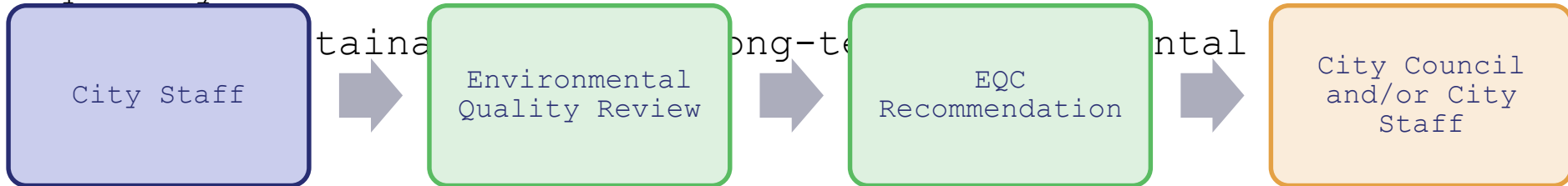
“There is established an environmental quality commission for the purpose of advising the city on matters concerning environmental quality and natural resources and on the implementation of the environmental policy stated in [section 22-1](#). The environmental quality commission shall operate in accordance with [chapter 2](#), article VI, divisions 1 and 9 of this Code.”

Duties and Responsibilities



Duties and responsibilities of the environmentally quality commission:

- Work with City Council and staff on environmental and sustainability initiatives
- Recommend ways to reduce environmental impacts and protect natural resources
- Support policies and programs that improve environmental quality

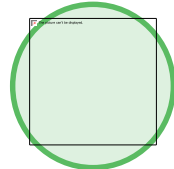
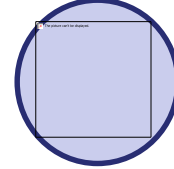
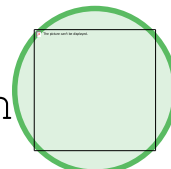
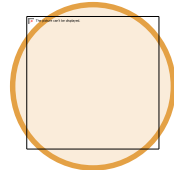
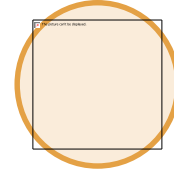
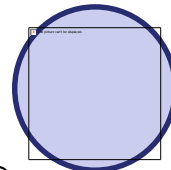
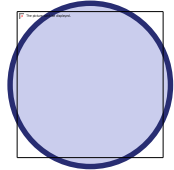
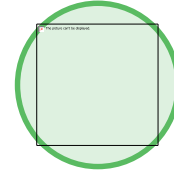
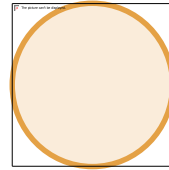


EQC Priorities



Listed in the [Declaration of City Environmental Policy](#) but priority items include:

- Environmental Stewardship
- Sustainable growth
- Climate Resilience
- Energy Efficiency
- Water Quality Protection
- Parks, Habitat and Open Space
- Walking & Biking
- Recycling and Waste Reduction



Working With City Council



Name	Title
Erica Zweifel	Mayor
Kathleen Holmes	Council Member 1 st Ward
Chad Beumer	Council Member 2 nd Ward
Peter Dahlen	Council Member 3 rd Ward
Jessica Peterson-White	Council Member 4 th Ward
Brad Ness	Council Member at Large
Davin Sokup	Council Member at Large



Helpful Resources



Governance:

- [Board and Commission Rules of Business](#)
- [Board and Commission Member Guide](#)
 - Robert's Rules
 - Open Meeting Law
- [Northfield City Charter and City Code](#)

Planning and Policy

- [Strategic Plan](#)
- [Comprehensive Plan](#)
- [Climate Action Plan](#)

Board & Commission Guide Reference



Board & Commission Members

DO	WITH CAUTION	DO NOT
<ul style="list-style-type: none">• Be prepared by reviewing meeting agenda and materials.• Participate in discussion.• Keep focus on purpose and duties.• Arrive on time and stay to the end of the meeting.• Respect staff.• Be familiar with Council strategic initiatives and ask questions.	<ul style="list-style-type: none">• Assuming or assigning board members research.• Requesting items to be included on future agendas.	<ul style="list-style-type: none">• Directing staff time and resources.• Assuming or assigning board member duties (e.g. resolutions, policies, research).• Leading discussion and agenda items.• Speaking for the board and commission.

Board & Commission Guide Reference



Board & Commission Chairs/President

DO	WITH CAUTION	DO NOT
<ul style="list-style-type: none">• Follow the agenda.• Start and end meetings on time.• Engage board members to speak and take turns.• Set a positive tone.	<ul style="list-style-type: none">• Assuming or assigning board members research.• Requesting items to be included on future agendas (consult with staff liaison).• Speaking for the board outside of meetings.	<ul style="list-style-type: none">• Directing staff time and resources.• Assuming or assigning board member duties (e.g. resolutions, policies, research).• Individually assuming full board responsibilities.

Board & Commission Guide Reference



Board & Commission Staff Liaisons

DO	WITH CAUTION	DO NOT
<ul style="list-style-type: none">• Develop agenda with input from chair.• Prepare background memos (resolutions, policies).• Take meeting minutes.• Set a positive tone for the meeting.	<ul style="list-style-type: none">• Facilitate board or commission focus on their purpose and duties.• Work to establish trust and candor.	<ul style="list-style-type: none">• Assume chair responsibilities such as running the meeting.• Assuming board responsibilities such as voting or deliberating on debate related to considering an action.

Meeting & Expectations



Commissioners Expectations



- Attend monthly meeting regularly
 - Notify Staff Liaison if you are unable to attend a meeting
- Read agenda packets
- Ask questions respectfully
- Follow Open Meeting Law
- Engage constructively with residents and staff

How Meetings Work



Meets the 3rd Wednesday of each month

Agenda

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
4. Open Public Comment
5. Board and Commissioner Reports
6. Regular Meeting Items (discussion items)
7. Staff Updates
8. Adjournment

At your first meeting



- Oath of Office
 - “I do solemnly swear to support the Constitution of the United States, the Constitution of Minnesota and to discharge faithfully the duties of Environmental Quality Commission member for the City of Northfield, to the best of my knowledge and ability.”
- Public Disclosure Form (one time requirement)
 - Property
 - Businesses
 - Organizations, Institution, committees, boards or groups

Sara Pabich

Sustainability Coordinator

Sara.Pabich@northfieldmn.gov

- Primary Staff Liaison for EQC

