

Board & Commission Governance Effectiveness Review

May 20, 2025 City Council Work Session

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Board and Commission Past Timeline



- January 11, 2022 City Council Work Session presentation
- July 12, 2022 City Council Meeting presentation
- January 10, 2023 City Council Work Session presentation
- April 11, 2023 City Council Work Session presentation
- May 9, 2023 City Council Work Session presentation
- March -May, 2024 -Governance Committee Meetings
- May 14, 2024 City Council Work Session presentation
- June 4, 2024 Second Reading of Ordinance 1061

Board and Commission Governance Completed Initiatives



- Comparison of Northfield boards and commissions
- Comparison of comparable city boards/commissions
- Shifting/updating board and commission meeting times
- Standardized orientation/onboarding
- New reference documents
- Standardizing city code (Ord. 1061) phase 1
- Transition of some boards/commissions to bimonthly

Governance Pending Initiatives



- Standardizing city code phase 2
- Reviewing role of Council members on boards, commissions, and committees
- Reviewing board/commission appointment timeline
- Reviewing specific boards and commissions scope
- Reviewing sizes of boards and commissions

Code Update – phase 2 Summary



- Standardizing wording around term limits as allowed in statute/code/enabling documents.
- Minor updates to specific board/commission sections of code.
- Updates to ACC to transition to more of a Public Arts Commission.

Code Update – phase 2 Summary



- Possible updated (pending Council input)
 - Combine boards/commissions
 - Eliminate boards/commissions
 - Decreasing number of members of some or all boards/commissions, as allowed by state statute and enabling legislation
 - May also then allow to add additional student voting members (now 1 only and has been some interest to add)
 - Possible others under review

Code Update – phase 2 Feedback



 Question: Any input (suggested edits) to the individual board sections related to scope, etc.?

Other – (pre-staff review input)

- Combine any boards and commissions?
- Eliminate any boards/commissions?
- Transition some boards and commissions to 5 members

Council Liaison Roles Background



- Currently, Council Members are on 3-5 boards, commissions, and committees.
- In 2011, Council voted on discontinuing Council liaisons to boards and commissions (Resolution 2011-014).

Council Liaison Roles Background



- Required to have Council Liaison:
 - Economic Development Authority (EDA) 2 members
 - City/Hospital Governance Committee 3 members
 - Per "playbook" quarterly meeting (could be amended)
 - Council Employment Committee 3 members
 - Council Finance Committee 3 members
 - Convention and Visitors Bureau (CVB) Board 1 member
 - Mill Towns Trail Joint Powers Board 2 members
 - Rice/Steele 911 Center Board 1 member

Council Liaison Roles Proposed Options



- Proposed Options (terms of either option to be added to code draft after council direction):
 - Option #1 Required Only
 - Council liaisons will only be appointed to boards, commissions, or committees required by statute, code, agreement, etc.
 - Added time may allow for more direct constituent engagement and fulfilling primary duties.
 - Option #2 Required Plus Other Predetermined
 - Council liaisons will be appointed to boards, commissions, or committees required by statute, code, agreement, etc.
 - Council liaisons will be appointed to other select boards, commissions, or committees that are not required but are determined by Council as needing a Council liaison.
 - Option #3 Current Process
 - Council liaisons will be appointed to boards, commissions, or committees required by statute, code, agreement, etc.
 - Council liaisons will be appointed to any boards, commissions, or committees identified by Council or the Mayor; may change from year to year as deemed necessary.

Board/Commission Appointment Timeline Background



- Current Process
 - June Staff begins review and notifications
 - July vacancies are publicized
 - July through September Mayor interviews
 - October Mayor makes appointments for Council approval
 - January Terms start

Board/Commission Appointment Timeline Background



- Proposed Updated Process
 - October Staff begins review and notifications
 - **December** vacancies are publicized
 - January through March
 Mayor interviews
 - **April** Mayor makes appointments for Council approval
 - May Terms start

Board/Commission Appointment Timeline Proposed Options



- Proposed Options (terms of either option to be added to code draft after council direction):
 - Option #1 Leave as is
 - Appointment process starts in June, appointments made in October, terms start in January.
 - If Mayoral transition the outgoing Mayor would make appointments.
 - Option #2 Shift process to late timeline
 - Appointment process starts in October, appointments made in April, terms start in May.
 - Would align with youth appointments.
 - Would allow a newly elected Mayor to make appointments in first year of term.

Upcoming Dates



- June 3rd First Reading of Ord. updating City Code
- June 17th Second Reading of Ord. updating City Code
- June 17th Summary Publication
- June 25th Publication
- July 25th Ordinance takes effect

QUESTIONS



