



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

