

PAGE 1	Arts & Culture Commission (ACC)	Charter Commission	Economic Development Authority (EDA)	Environmental Quality Commission (EQC)	Heritage Preservation Commission (HPC)	Housing & Redevelopment Authority (HRA)	Human Rights Commission	Library Board	Park & Recreation Advisory Board	Planning Commission and Zoning Boards of Appeals
Enabling Legislation/Guiding Documents										
Ordinance(s)	Ordinance 1022 (replaced Ordinance 855)		Ordinance 850		Ordinance 329			Ordinance 249		Ordinance 140
Resolution(s)			Resolution 2011-131							
Charter	City Code Part I, Charter, Chapter Three, Sec. 3.2	Northfield City Charter		City Code Part I, Charter, Chapter Three, Sec. 3.2				City Code Part I, Charter, Chapter Three, Sec. 3.2	City Code Part I, Charter, Chapter Three, Sec. 3.2	Ordinance 619
City Code	City Code Part II, Chapter 2, Article VI, Division 4, Sec. 2-356 through Sec. 2-365			City Code Part II, Chapter 22, Article II, Sec. 22-26 through 22-30	City Code Part II, Chapter 34, Article 7, 7.5		City Code Part II, Chapter 2, Article VI, Division 3, Sec. 2-336 through Sec. 2-341	City Code Part II, Chapter 42, Sec. 42-2	City Code Part II, Chapter 54, Article II, Sec. 54-26 through 54-32	City Code Part II, Chapter 34, Article 7, 7.4
Minnesota Statutes		410.05	469.090 through 469.1082		471.193	469.001 through 469.047	363A.07	134.09		462.354
Are there bylaws?	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Who approves/amends bylaws?	N/A	No bylaws; follow City Charter. Charter Commission makes proposed changes to Charter as deemed necessary.	Within 60 days of September 17th each year the EDA shall submit any requested modifications to the City Council who then have 30 days upon receipt to consider and make modifications. Any EDA procedures not dictated by the City Council or by Minnesota law may be revised by the EDA with a majority vote (4 votes).	Two-thirds of all voting members	A majority (four members) of the Commission can approve and amend bylaws.	By resolution approved by at least three of the members of the Board.	Two-thirds of active Commission members	Two-thirds of all appointment members	Two-thirds of voting Board members	Proposed amendments can be submitted in writing by commission members, City Council members or City Staff and adopted with a two-thirds vote of the Commission.
Board/Commission Make-up										
Number of members	Nine (expanded from seven); one youth voting member and up to three youth ex-officio non-voting member	Seven	Seven (five appointed by Mayor, two members of Council)	Seven voting; ex-officio members allowed	Seven (one appointed with recommendation of the Northfield Historical Society and two members in professional fields related to preservation)	Five	Nine regular; four youth members (1 with voting power)	Nine	Seven	Seven voting; up to three advisory

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Term length	Three years	Four years	Six years	Three years	Three years	Five years	Three years	Three years	Three years	Three years
Term limits	Three consecutive full terms	None	One full term	Three consecutive full terms	Three consecutive full terms	None	Three consecutive full terms	Three consecutive full terms	Three consecutive full terms	
Membership requirements	No specific requirements noted but specific areas of the community where commission members ideally shall be appointment from are noted in Ordinance 1022.	Any registered voter of the City.	At least six of the seven members shall be residents of the City of Northfield or non-residents of the City who own property or are employed within the City limits.	Not specified	At least one member must be approved by the Northfield Historical Society and at least two must be in professions related to preservation	At least four commissioners must live in the City of Northfield with one being allowed to reside outside City limits but within the greater Northfield School District.	Not specified	All members must live in the service area of the Library with the majority being residents of Northfield.	Not specified	Not specified
Designated leadership/Officer Roles	Chair, Vice-Chair, Secretary	Chair, Vice-Chair, and Secretary	President, Vice-President, Secretary (City staff or other non-board member), Treasurer, Assistant Treasurer (City Finance Director)	Chair, Vice-Chair, Secretary (non-voting staff)	Chair, Vice-Chair	Chair, Vice-Chair, Secretary	Chair, Vice-Chair, Secretary	Chair, Vice-Chair, Secretary (Library Staff Member)	Chair, Vice-Chair, Secretary (non-voting)	Chairperson, Vice-Chairperson, Secretary (Staff Member)
Leadership Succession Plan	Selected annually by majority vote		Selected annually by majority vote	Chair will be previous year Vice-Chair; Vice-Chair and Secretary(?) elected annually	Selected annually by majority vote	Selected annually by majority vote	Selected annually by majority vote; Chair cannot exceed more than two consecutive years	Selected annually by majority vote; Chair and Vice-Chair cannot exceed more than two consecutive years	Selected annually by majority vote	Selected annually by majority vote
Staff liaison role	City Staff are to act as liaison, provide support, and help get items on Council agenda, as needed. City Staff are also responsible for preparing annual budget reports for the City Council and reviewing/recommending/moving artwork for the City.	City Administrator serves as staff liaison.	The City Administrator, City Finance Director (Assistant Treasurer), other City Staff Liaison (Secretary)	The Secretary is a non-voting member designated by the City	The city planner is assigned to the Commission	Not specified	A staff liaison may be designated by the City Administrator to attend meetings and provide support as needed. The School Board shall be requested annually to send at least one representative to all Commission meetings.	The Library Director will assign a Library staff member to perform the role of Board Secretary. The Library Director shall be considered the executive officer of the Library Board.	The Secretary is a non-voting member, designated by the City	A City staff member will be assigned to perform the functions of Secretary

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Ex-officio/Advisory Role Description	N/A	N/A	N/A	N/A	N/A	One Council Member; no formal role description in bylaws	Two advisory members; no formal role description	Advisory Members noted in bylaws as one representative of SELCO (if not on Board) and any other relevant representatives such as representative of Friends and Foundation of the Northfield Library.	No current ex-officio members; basic role description for ex-officio members. One non-voting member; no specific role description for advisory members.	Council Member in ex-officio role; Bylaws state advisory members as Zoning Administrator and/or designee and one member of the City Council in advisory role.
Current Council Representation	No designated Council representation	No designated Council representation	Two Council Members on board as voting members	No designated Council representation	No designated Council representation	One Council Member on board as voting member; one Council Member on board as non-voting member	No designated Council representation	No designated Council representation	No designated Council representation	No designated Council representation
Board/Commission Processes and Powers										
Attendance/Participation Expectations	Not specified	If a member fails to attend four consecutive meetings without being excused, the Secretary shall file a certificate with the court asking for removal.	Not specified	The Commission may recommend the City Council removal of a members if they miss three or more successive meetings without adequate justification.	Not specified	Not specified	If a member misses three consecutive meetings or one-quarter of the Commission meetings in any twelve month period, the Chair will give the member notice of absenteeism and the member will have 30 days for a response. If the issue continues, the Commission may request that the City Council replace that member	If a member misses three meetings in a calendar year or is frequently arriving late or leaving early, the Chair will discuss the issues. In extreme cases, the Chair can recommend the Mayor remove the member from the Board	If a Board Member misses three or more successive meetings, the Board may recommend to the City Council that they be dismissed.	Not specified

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Behavioral/Respect Expectations	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified
Powers	Advisory	Has the power to propose any changes to the City Charter.	Chief economic development agency for the City. The EDA shall have all powers given to an economic development authority pursuant to the Economic Development Authority Act.	Advisory	Power to issue Certificates of Appropriateness. Advisory Powers regarding making suggestions to City Council relating to Heritage Preservation Sites and other tasks.	Power to exercise on behalf of the City, the powers given in MN Statutes 469.001 to 469.047.	Advisory with the City and other area organizations	Advisory to the Library Director and City Council	Advisory	Power to hold public hearings; Advisory power to make recommendations regarding zoning, conditional use permits, plat approval and other issues to the City Council. Power to review and interpret zoning maps and approve or deny variances following the Land Development Code.
Agenda, Minutes, and Video										
Who formally sets the agenda (according to bylaws, city code, resolutions, ordinances, etc.)?	The chair	Not specified	Not specified	The chair should assist	Not specified	Not specified	Chair in combination with City staff.	Library Director sets the agenda, based off of the previous meeting(s) and input from the chair, other board members, and library staff.	The Staff Liaison sets most of the agenda scheduling with input from the chair. Any member can add an agenda item by contacting staff.	Any Planning Commission member can add an item to the agenda by instructing City Staff and informing the Chair; items can be add during regular meetings with a majority vote. Two types of agenda items Type I (substantive/potential public interest) and Type 2 (not substantive or of public interest)
What is the informal process?	The chair with consultation from the Library Director	Chair directs staff on what items to add to agenda.	The President and staff work together to set the agenda.	Chair and staff work from list of requests from Commissioners, recurring items (Arbor Day), or City initiatives (Climate Action Plan).	Not specified	The Chair and staff work together to set the agenda.	Chair and staff work from list of requests from Commissioners, recurring items (MLK Celebrations), or City initiatives.	Chair and Library Director; Items for discussion should be submitted to the Chair at least one week before the meeting	The chair with assistance from others	The Chairperson and staff work together to set the agenda.
Agenda Format	Agendas entered into Granicus and published/exported. A unique board/commission format used for agendas uploaded into Laserfiche.	Granicus	Granicus	Granicus	Granicus	Granicus	Granicus	Unique board/commission format; Granicus	Granicus	Granicus

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Minutes Format	Minutes entered into Granicus but not published/exported. A unique board/commission format used for minutes uploaded into Laserfiche.	Granicus and a unique board/commission format.	Granicus	Granicus	Granicus	Granicus	Granicus	Granicus	Granicus	Granicus
eComment Option Available	No	Yes	Yes	No	Yes	No	No	No	No	Yes
Live stream/Record	No	Yes	Yes	No	Yes	Yes	No	No	No	Yes
Primary Meeting Location	Northfield Library	City Hall Council Chambers	City Hall Council Chambers	City Hall Meeting Room	City Hall Council Chambers	City Hall Council Chambers	City Hall Meeting Room	Northfield Library	City Hall Meeting Room	Council Chambers
Meetings										
Designated meeting time	Not specified	Not specified	Not specified	Stated in Resolution	First Wednesday of each month at 4:30PM	Not specified	Not specified	Second Wednesday from 7:00PM-8:30PM	To be set at the first meeting of the year	Not specified
Meeting requirements	At least monthly	At least once per calendar year or with the request of the City Council or at least 10% of voters	Only specified that they must hold meetings according to a schedule.	No specified	Monthly	"Regular meetings according to a meeting schedule"	At least one regular meeting each calendar month unless agreed otherwise (by a quorum)	Monthly	Regular meeting dates, times, and location shall be established at the first meeting of each calendar year.	Regularly as established by the Planning Commission; Zoning board of Appeals before the Planning Commission (if needed)
Special meeting process	Not specified	Not specified	May be called by the President or any two members of the Board.	The chair calls for a special meeting; Four members approve	Called by the Chair if a quorum will be in attendance	May be called by the Chair or any two members of the Board with at least two days notice.	May be called by Chair or three voting members of the Commission	May be called by the Chair or upon written request of two members.	The Chair or three board members may call a special meeting. The Chair must call a special meeting if there is a request from the Council or four voting Board members	No specifics just that the Chair has the power to call special meetings

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Open meetings specifically noted	Not specified	Not specified	Not specified	Not specified	Yes	Not specified	All regular meetings open to public	All meetings open, unless personnel review and/or labor issues	Not specified	Noted as being subject to the Minnesota Open Meeting Law.
Notices	Not specified	Not specified	Not specified	Not specified	Notices of all meetings shall follow state law.	Not specified	Not specified	Shall be sent to members and the local newspaper at least five days before each meeting.	To be noticed in compliance with the law.	All meetings noticed in compliance with law.
Public Open Comment Option	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	No
Committees/Subcommittees	Not specified	Not specified	With a majority vote, the EDA may appoint (and eventually disband) subcommittees consisting of up to three EDA members and working groups of community members.	Not specified	Two members, on the authority of the Chair, may review and issue Certificates of Appropriateness	Not specified	May be formed to assist Committee with work. The Chair of the subcommittee may be a member of the Commission and report to the Commission each meeting.	Committees may be formed at any regular meeting as determined by the chair. Each committee chair must be a board member but membership on the committee is not restricted to board members	Not specified	Planning Commission members shall be assigned to serve as liaisons to City advisory boards and other governmental and community units which are taking up issues pertaining to the Planning Commission. The Chairperson shall serve as liaison to the City Council.
Relationships with other Boards/Commissions	Not specified	Not specified	The EDA may appoint liaisons to partner organizations, City Advisory Boards and Commissions, and other local groups.	There may be one ex officio, non-voting position on the planning commission occupied by an EQC member. There may be one ex officio, non-voting position on each appropriate City Council committee occupied by an EQC member.	Not specified	Not specified	Not formally noted, but interaction with other area groups and organizations is encouraged.	The Board shall select on person to represent the Board at meeting of SELCO. Can be board member or ex-officio member.	Not specified	Planning Commission members shall be assigned to serve as liaisons to City advisory boards and other governmental and community units dealing with subject matters relating to the Planning Commission.

PAGE 7	Rental Housing Board of Appeals	Mayor's Youth Council (MYC)	Northfield Alliance for Substance Abuse Prevention	Northfield Transportation Advisory Committee	The American Rescue Plan Special Advisory Committee	Hospital Board	Northfield Area Fire and Rescue Squad (NAFRS)
Enabling Legislation/Guiding Documents							
Ordinance(s)							Amended and Restated Joint Powers Agreement 2020
Resolution(s)				Resolution 2018-085	Resolution 2021-065		
Charter	City Code Part I, Charter, Chapter Three, Sec. 3.2	City Code Part I, Charter, Chapter Three, Sec. 3.2	City Code Part I, Charter, Chapter Three, Sec. 3.2	City Code Part I, Charter, Chapter Four, Sec. 4.1	City Code Part I, Charter, Chapter Four, Sec. 4.1	Northfield City Charter, Chapter Fourteen, Section 14.2	
City Code	City Code Part II, Chapter 14, Article III, Division 4, Sec. 14-135	City Code Part II, Chapter 2, Article VI, Division 5, Sec. 2-375 through 2-378	City Code Part II, Chapter 2, Article VI, Division 6, Sec. 2-391 through 2-394	City Code Part II, Chapter 2, Article II, Division 2, Sec. 2-65	City Code Part II, Chapter 2, Article II, Division 2, Sec. 2-65	City Code Part II, Chapter 2, Article VI, Division 2, Sec. 2-306 through 2-307	
Minnesota Statutes							471.59
Are there bylaws?	Yes	No	Yes	No	No	Hospital Playbook	Yes
Who approves/amends bylaws?	Not specified	Shall adopt bylaws as necessary or desirable	Shall adopt bylaws as necessary and desirable	All direction set through Council actions	All direction set through Council actions	The City/Hospital Governance Committee will recommend updates and refinements for the Hospital Playbook to the Hospital Board and City Council for approval.	A majority of all board members at any regular or special meeting.
Board/Commission Make-up							
Number of members	Five	18	11 voting members (seven regular, four youth)	Twelve	Nine	Nine currently but can be seven or eight, as determined by the City Council	Eight voting members (five from Northfield, two from Northfield Rural Fire Protection District, one from Dundas); ex-officio non-voting members include: Northfield and Dundas City Administrators, Administrator/Director of the Northfield Rural Fire Protection District, the Fire Chief, the Northfield Police Chief, and the Director of Emergency Medical Services for the Northfield Hospital.
Term length	Three years	Period member is enrolled in high school	Three years; One year (youth)	N/A	N/A	Three year	Three year
Term limits	Three consecutive full terms	N/A	Three consecutive full terms	N/A	N/A	Three consecutive terms	

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Membership requirements	Not specified	Must be a high school age student, be either enrolled and attend Northfield Public School District or live within geographic boundaries and attend another school, and must abide by and remain in compliance with applicable City Code.	At least 9 commission members must be residents of the City. All youth members shall be high school aged (grades 9-12) and either attend Northfield Public Schools or live or work within the geographic boundaries of Northfield.	Not specified	Not specified	Must reside in the Northfield School District with no more than two residing outside the corporate limits of the City of Northfield	Board members must reside within the are serviced by the Organization
Designated leadership/Officer Roles	Chair, Vice-Chair, Secretary	Chair/Co-chairs, Secretary/co-secretaries, directors for established committees	Chair, Vice-Chair, and Secretary	Chair	Not specified	Chairperson, Vice-Chairperson, Secretary/treasurer (Board member or NH+C CEO or staff)	Chair, Vice-Chair
Leadership Succession Plan	Selected annually by majority vote	Selected annually by majority vote	Selected annually by majority vote	Not specified	N/A	Selected annually by majority vote	Selected annually by majority vote
Staff liaison role	Fire Chief and any other City staff may serve in advisory capacities.	Mayor; Non City Staff Liaison	Non City Staff Liaison	City Administrator and Public Works Director & City Engineer serve as City Staff Liaisons	TBD	City Administrator and Mayor are encouraged to attend Hospital Board Meetings	The City Administrator and Police Chief will serve as ex-officio, non-voting members of the Board
Board/Commission Processes and Powers							
Attendance/Participation Expectations	Not specified	Not specified	The commission may recommend to the Council that a member may be removed if any of the following: (1) Two un-notified absences in a row, (2) Three or more successive absences without adequate justification, or (3) Missing on-third of monthly meetings in a 12-month period.	Not specified	N/A	Attendance at all Board meetings, committee meetings, and the annual retreat is expected. If a member has issues with participation or attendance, they will be asked to correct the problem. If it still persists they may be asked to resign or will not be reappointed.	Each Board Member must attend a minimum of 75% of the Board Meetings to be held each year.
Behavioral/Respect Expectations	Not specified	Reference to adhering to the Code of Ethics and signing an Oath	Reference to adhering to the Code of Ethics and signing an Oath	Not specified	N/A	Not specific, but there is a reference to how to handle members with questionable behavior.	Not specified

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Powers	Has the power to hear and decide on appeals related to building official interpretation of rental code	Advisory	Advisory	Advisory	Advisory	The Hospital Playbook specifically states which administration, operation, and maintenance powers the Hospital Board has. These include personnel decisions, establishing rates, accepting donations, making repairs to physical structures, purchasing equipment, and establishing procedures. They also have advisory powers related to purchasing/leasing property and other topics where the City Council has final say.	All powers enumerated in the Joint Powers Agreement
Agenda, Minutes, and Video							
Who formally sets the agenda (according to bylaws, city code, resolutions, ordinances, etc.)?	Not specified	Not specified	The Chair	Not specified	N/A	The Chair and CEO set agendas.	Not specified
What is the informal process?	The Chair and staff work together to set the agenda.	For Mayor's Youth Council, Co-chairs with guidance from staff liaison. For Mayor's Youth Council/All Boards and Commissions, staff liaison and Mayor	Staff Liaison with input from other members of the Rice County Chemical and Mental Health Coalition	The Chair and City Staff Liaison	N/A	The Hospital Board Chair works with the CEO regarding agendas.	
Agenda Format	N/A	Unique board/commission format	Unique board/commission format	Unique board/commission format	N/A	Unique board/commission format	Unique board/commission format
Minutes Format	N/A	Unique board/commission format	Unique board/commission format	Unique board/commission format	N/A	Unique board/commission format	Unique board/commission format
eComment Option Available	N/A	No	No	No	N/A	No	No
Live stream/Record	N/A	No	No	No	N/A	No	No

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Primary Meeting Location	N/A	Northfield Schools	City Hall Meeting Room	City Hall Meeting Room	N/A	Northfield Hospital	Fire Department
Meetings							
Designated meeting time	Not specified	To be set by resolution each year	Shall be set by resolution	Not specified	Not specified	Usually the last Thursday of the month at 6:30PM	Shall be set at the first meeting of the year
Meeting requirements	Annually in January and then as called upon by the Chair or any three members.	At least one regular monthly meeting throughout the school year (August-May)	Set by resolution	Quarterly or as needed	Not specified	Held monthly	The Board shall hold no less than one regular meeting each quarter of each calendar year.
Special meeting process	Can be called by the Chair or any three members.	May be called by chair or co-chairs and must be called at the request of seven members	The chair or vice chair may call special meetings and must do so upon the request of the majority of voting members or of the City Council.	Not specified	Not specified	May be called as needed	May be called by the Chair or a vote of one-half or the board
Open meetings specifically noted	Not specified	Not specified	Not specified	Not specified	Not specified	Follows Minnesota Open Meeting laws except when topics warrant closed meetings	Noted as required by law
Notices	All meetings shall be properly noticed and open to the public unless otherwise provided by state law.	Not specified	Not specified	Not specified	Not specified	All meetings and other Board tasks (public hearings, etc.) shall be noticed as required by law.	Notices will be required by law. The official posting location of the Board is the bulletin board in the entryway of the fire station
Public Open Comment Option	N/A	No	No	No	N/A	No	No
Committees/Subcommittees	Not specified	Not specified	The Commission may create subcommittee or work groups made up of less than a quorum of its members when deemed necessary.	Not specified	Not specified	The Board operates four committees with four Board members as committee members: Budget and Finance, Community Relations, Quality and Governance, and Planning	The Board may designate committees from among the Board Members
Relationships with other Boards/Commissions	Not specified	Not specified	Not specified	Not specified	Not specified	To maintain a cohesive alignment between the Hospital Board and the City Council, it is recommended that one or two City Council members and/or the Mayor serve as seated members of the Hospital Board.	Not specified