

City of Northfield

Boards & Commissions Orientation Video



Sally Nelson	David Dilling	Brad Ness	Rhonda Peters	Danise Grubbs	Erica Jewell	Jessica Peterson- White
Councilor 1 st Ward	Councilor 2 nd Ward	Councilor At Large	Mayor	Councilor At Large	Councilor 3 rd Ward	Councilor 4 th 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.



Keys to Success



MN Open Meeting Law

- All Board and Commission Meetings are Open to the Public
- Provide advance notice of meetings (requires 3 days posted notice including date, time, place and purpose)
- A meeting is a gathering of a quorum or more of a public body governed by the OML where the public body discusses, decides or receives information on issues relating to official business
- Serial Meetings – exchanges between individual members of a public body on a topic close in time, that collectively involve a quorum (ex: emails)
- Penalties can include reasonable costs, disbursements and attorney fees up to \$13,000; \$300 individual fines; forfeit office (three or more separate, intentional violations)



MN Data Practices Act

- Regulates collection, creation, storage, maintenance, dissemination, and access to public data
- Presumes government data are public unless federal law, state law or temporary classification says otherwise
- Generally, your board and commission materials are public as well as email correspondence related to business

Rules of Business

- Council adopted "Northfield City Council Rules of Business & Meeting Rules"
- Applies to Boards and Commissions
 - Appendices:
 - A. Rules of Order for Councils
 - B. Rules of Decorum for Councils

Appendix A: Rules of Order

- Modified Roberts Rules (see pages 1-7)
- Obtain floor; be recognized by the Chair
- "I MOVE that ..."; another member, "Second."
- Chair Repeats Motion and asks for Debate
- Debate pros and cons; make secondary motions
- Chair repeats motion and takes Vote
- Chair announces the Result of the Vote.

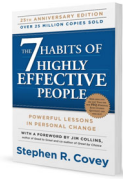
Appendix B: Rules of Decorum

- Be courteous and recognize differing points of view
- Encourage honest, respectful discussion and debate
- Do not use dismissive body language (i.e. eye rolling, gestures, turning away from the person speaking)
- Speak only when recognized by the Chair
- Don't interrupt others while they are speaking
- Silence your cell phone



3 of Covey's Habits

- Think WIN-WIN by looking for mutual benefit
- Seek first to Understand, then to be Understood
- Synergize by valuing other points of view and reaching a solution that is greater than the sum of the parts



Board and Commission Ordinances & Bylaws



Keys to Success



#39 When someone asks a question, look at the person who you think has the answer



Keys to Success



- Understand the roles that everyone plays
- Understand the work, what is expected of you, and what to expect of each other
- Possess: Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity
- Have fun and encourage humor 😊

Chair Roles & Responsibilities



- Provide feedback to staff on agenda preparation and follow it at the meeting.
- 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/Commission Member Roles & Responsibilities



- Review agenda and supporting materials prior to meetings
 - Participate in discussions at meetings
 - Arrive on time to meetings and stay to the end
 - Keep focus on their purpose and duties
 - Ensure respect of staff and work to establish trust
 - Ensure familiarity with relevant guiding documents and the Council strategic initiatives of the related board and commission.
- Assuming or assigning board member administrative research. Make sure it is relevant to topics the board is working on and work to build agreement on the scope and purpose of the research.
 - Request items to be included on future agendas.
- Direction or requests of staff time & resources
 - Assuming administrative duties and implementation
 - Lead discussion and direction of agenda items
 - Speaking for the board

Strategic Plan (2018-2020)

Economic Development
A Community That's Economically Thriving

Affordable Housing
A Community Where Everyone Can Afford to Live

Infrastructure
A Community Where Infrastructure Supports Its Objectives

Diversity, Equity & Inclusion
A Community that Welcomes Everyone

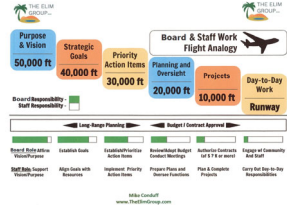
Operational Effectiveness
A Community with a Government that Works

Climate Change Impacts
A Community that's Resilient and Sustainable

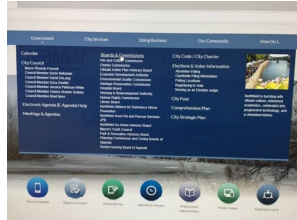
Strategic Goal	Priority Action Items	Target	Timeline
Economic Development	1. Attract new businesses to the city center 2. Support existing businesses in the city center 3. Create new jobs in the city center	10,000 new jobs	2020
Affordable Housing	1. Increase the number of affordable housing units 2. Support the development of affordable housing 3. Provide financial assistance to low-income households	5,000 new units	2020
Infrastructure	1. Improve the city's transportation system 2. Upgrade the city's water and sewer systems 3. Enhance the city's parks and recreation facilities	100% of city's infrastructure	2020
Diversity, Equity & Inclusion	1. Promote diversity and inclusion in the city's workforce 2. Support the development of a diverse and inclusive community 3. Provide financial assistance to low-income households	100% of city's workforce	2020
Operational Effectiveness	1. Improve the city's financial management system 2. Enhance the city's customer service 3. Provide financial assistance to low-income households	100% of city's financial management system	2020
Climate Change Impacts	1. Reduce the city's greenhouse gas emissions 2. Support the development of a resilient and sustainable community 3. Provide financial assistance to low-income households	100% of city's greenhouse gas emissions	2020

Note: Specific Strategic Plan "Targets" will be developed in the Action Plan Phase.

Board and Staff Roles

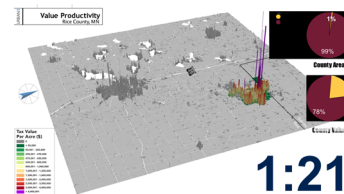


Board and Commissions Webpage
<https://www.ci.northfield.mn.us/98/Boards-Commissions>



Urban 3 presentation

YOUTUBE LINK: <http://bit.ly/CityofNfldURBAN3>
<https://www.dropbox.com/s/heeu59r5jb3m3rp/U3Northfield%2012-17-2018F.pdf?dl=0>



Mark Your Calendars

State of the City Address

March 18: Carleton College Weitz Center: 6:30 p.m.

Board and Commission Recognition Event

April 17: Carleton College Weitz Center: 5:00 p.m. to 6:30 p.m.

Board and Commission Training Event

October 23: Location pending: 5:00 p.m. to 6:30 p.m.

Holiday Social and City Council Appreciation Reception

December: Date, Location and Time to be determined.



BOARD & COMMISSION MEMBER EXCELLENCE AWARD

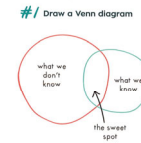
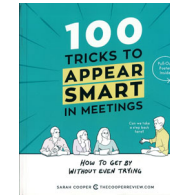


- Based on excellent service, initiative
- Professionalism, teamwork, dedication
- Advocates for solutions that exemplify mission and vision of City
- High ethical standards for board or commission work

Successful Relationships

- Understand the roles that everyone plays
- Understand the work, what is expected of you, and what to expect of each other
- Possess: Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity
- Practice "good faith" relationships
- Have fun and encourage humor ☺

Have Fun and Encourage Humor!



Getting up and drawing a Venn diagram is a great way to appear smart. I don't realize if your Venn diagram is really inaccurate. In fact, the more inaccurate, the better. Even before you've got that master degree, your colleagues will have figured out what the details should be and how they're related about it. At this point, just your stick back to your chair and go back to playing Candy Crush.
