

City of Northfield

Boards & Commissions Orientation Video



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|-----------------------------------|-----------------------------------|-----------------------|--------------------|-----------------------|-----------------------------------|-----------------------------------|
| Sue Nelson | David DeLoring | Brad Hess | Rhonda Petersen | Darlene 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.

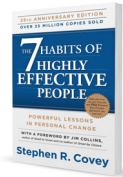
Appendix B: Rules of Decorum

- 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

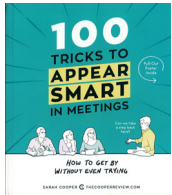
- Think WIN-WIN by looking for mutual benefit
- Seek first to Understand, then to be Understood
- Synergize by valuing other points of view and reaching a solution that is greater than the sum of the parts



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

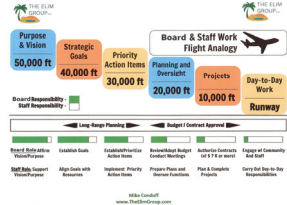
Operational Effectiveness
A Community with a Government that Works

Climate Change Impacts
A Community that's Resilient and Sustainable

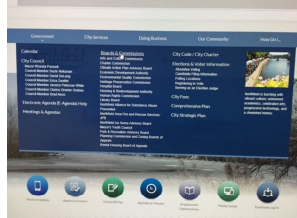
| Strategic Goal | Priority Action Items | Target | Timeline |
|-------------------------------|--|------------------|-----------|
| Economic Development | 1. Attract new businesses and industries to the city. | 100 new jobs | 2018-2020 |
| Economic Development | 2. Support existing businesses and industries. | 100 new jobs | 2018-2020 |
| Economic Development | 3. Create a business-friendly environment. | 100 new jobs | 2018-2020 |
| Affordable Housing | 1. Increase the number of affordable housing units. | 100 new units | 2018-2020 |
| Affordable Housing | 2. Support existing affordable housing. | 100 new units | 2018-2020 |
| Affordable Housing | 3. Create a supportive environment for affordable housing. | 100 new units | 2018-2020 |
| Infrastructure | 1. Improve the city's infrastructure. | 100 new projects | 2018-2020 |
| Infrastructure | 2. Support existing infrastructure. | 100 new projects | 2018-2020 |
| Infrastructure | 3. Create a supportive environment for infrastructure. | 100 new projects | 2018-2020 |
| Diversity, Equity & Inclusion | 1. Increase the diversity of the city's workforce. | 100 new hires | 2018-2020 |
| Diversity, Equity & Inclusion | 2. Support existing diversity. | 100 new hires | 2018-2020 |
| Diversity, Equity & Inclusion | 3. Create a supportive environment for diversity. | 100 new hires | 2018-2020 |
| Operational Effectiveness | 1. Improve the city's operations. | 100 new projects | 2018-2020 |
| Operational Effectiveness | 2. Support existing operations. | 100 new projects | 2018-2020 |
| Operational Effectiveness | 3. Create a supportive environment for operations. | 100 new projects | 2018-2020 |
| Climate Change Impacts | 1. Reduce the city's carbon footprint. | 100 new projects | 2018-2020 |
| Climate Change Impacts | 2. Support existing climate change efforts. | 100 new projects | 2018-2020 |
| Climate Change Impacts | 3. Create a supportive environment for climate change efforts. | 100 new projects | 2018-2020 |

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

Board and Staff Roles

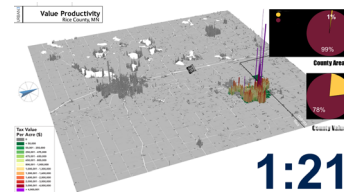


Board and Commissions Webpage
<https://www.ci.northfield.mn.us/98/Boards-Commissions>



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

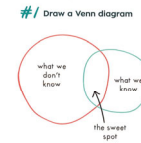
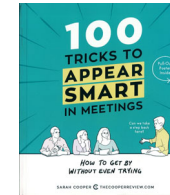


- Based on excellent service, initiative
- Professionalism, teamwork, dedication
- Advocates for solutions that exemplify mission and vision of City
- High ethical standards for board or commission work

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 fit the circle about the. At this point, your own think back to your chair and go back to playing Candy Crush.
