



Legislation Details (With Text)

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**On agenda:** 2/19/2020      **Final action:**

**Title:** New Commissioner Orientation and Existing Commissioner Refresher

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1 - ARTICLE II. ENVIRONMENTAL QUALITY COMMISSION, 2. 2 - EQC BYLAWS, 3. 3 - Board Commission Orientatation Jan 2018 version, 4. 4 - Rules of Business approved 01222019 with appendices

Date	Ver.	Action By	Action	Result
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**EQC Meeting Date:** February 19, 2020

**To:** Members of the Environmental Quality Commission

**From:** Beth Kallestad, Program Coordinator

New Commissioner Orientation and Existing Commissioner Refresher

**Action Requested:**

The Environmental Commissioners receive an orientation to review duties and processes applicable to serving on this Commission.

**Summary Report:**

Staff will facilitate a Board and Commission New Member Orientation and Refresher that is being provided to all advisory boards and commissions. The following is an outline of the orientation:

- 1) Watch the Boards and Commissions Orientation Video and discuss any questions.
- 2) Review EQC enabling Ordinance in [City Code](https://library.municode.com/mn/northfield/codes/code_of_ordinances?) [\(<https://library.municode.com/mn/northfield/codes/code\\_of\\_ordinances?>](https://library.municode.com/mn/northfield/codes/code_of_ordinances?) (attached) [Bylaws](https://www.ci.northfield.mn.us/DocumentCenter/View/5928/EQC-BYLAWS?bidId=>) [\(<https://www.ci.northfield.mn.us/DocumentCenter/View/5928/EQC-BYLAWS?bidId=>](https://www.ci.northfield.mn.us/DocumentCenter/View/5928/EQC-BYLAWS?bidId=>) (attached), meeting agendas, roles and responsibilities. A Board/Commission Orientation document and the Northfield City Council Rules of Business & Meeting Rules (Jan 2019 update) (attached).
- 3) Please mark your calendars as we strongly encourage attendance of all boards and commissions at the following events:
  - a. State of the City Address: March 16, Weitz Center, Kracum Performance Hall, Carleton College.

- Doors open at 6 p.m., program starts at 6:30 p.m., social hour at 7:30 p.m.
- b. Board and Commission Recognition Event: April 15, Weitz Center, Larson Family Meeting Room (236), Carleton College, 5pm - 6:30pm
  - c. Board and Commission Training Event: October 21, 2020, 5 - 6:30 PM, Location and to be determined.
  - d. Holiday Social and City Council Appreciation Reception: December, Date, Location and Time to be determined.

Board and Commission Excellence Award Form:

The following is a link to the Board and commission Excellence Award Form:

<https://www.ci.northfield.mn.us/FormCenter/BoardCommissions-9/2020-Board-Member-Commissioner->

Staff encourages individuals to consider nominating peers for excellence of their fellow Environmental Quality Commissioners for their work in 2020 (or current work). The award is given out at the April Board & Commission Recognition Event. **Applications are due March 2, 2020.**

**Alternative Options:**

Not applicable.

**Financial Impacts:**

Not applicable

**Tentative Timelines:**

Not applicable.