

## Memorandum

DATE: August 7, 2009  
TO: Mayor & Council Members  
FROM: Joel Walinski, City Administrator  
RE: Board And Commission Memo July 2009

Thank you to the Board and Commissions that have submitted information as a follow-up to their Board and Commission actions and meetings in July. Information for the August memo will be due by August 31, 2009 and posted on Friday September 4, 2009.

**Below is information from Board and Commission Chairs on Northfield board and commission items of interest:**

### **Arts & Culture Commission**

*Submitted by Philip Spensley, Chair*

The Arts and Culture Commission has contributed to the Planning Commission's Code Revisions and continues to engage in collaborative discussions with the Watering Hole for the Arts and the Riverwalk Arts Quarter to help support and further their economic development initiatives. We will be presenting an official report to Council later this month outlining our recent activities and our plans for the future. Included will be two resolutions for Council action as well as some recommendations for Council's consideration.

### **Environmental Quality Commission**

*Submitted by Daniel Jones, Chair*

The Environmental Quality Commission (EQC) has continued reviewing the Land Development Code (LDC) sections relating to environmental issues, particularly water resources. Several EQC members attended the recent Dundas Township Board meeting on stream protection within the proposed Armstrong Road annexation area. EQC members participated in a stream walk along Rice Creek (Spring Brook) with CRWP, Council members and others on July 27<sup>th</sup>.

EQC members participated in the July 22<sup>nd</sup> open house for the proposed Hwy 3/Hwy 19 transportation improvements, and will be present at the second open house next month.

Ongoing subcommittees that the EQC supervises include:

- The Tree Advisory Group developing a list of desirable trees and urban tree management practices for Northfield;
- The ad hoc Energy Advisory Task Force continuing the work on applying for energy-related grants for the City;
- The Transit Grassroots Group to work on local and regional transit issues; and the Local Food Advisory Group to coordinate local food resources and develop information resources for Northfield area residents to enhance awareness and appreciation of locally grown foods.

### **Human Rights Commission**

*Submitted by Commissioner Bonita Prawer*

The Northfield Human Rights Commission (HRC) met from 7 to 9:20 pm on Thursday July 9<sup>th</sup> in the city Council Chambers. Our main focus was on National Night Out and the 2010 census.

National Night Out is August 4th from 5 to 9 pm. We will have two tables this year, and all commissioners who are in town will help man the tables. One table will contain our information on the HRC including pamphlets and magnets and other written material. We will have a poster that children can glue a construction paper hand on that they make at the table to involve them in our display. The theme will be "It's In Our Hands" which is part of the census materials we have. The second table will have census materials displayed in English, Spanish, and hopefully other languages. The details are being worked out. These materials may be buttons, pens, and pamphlets. Our goal is to start building awareness of the census coming up next April.

Four commissioners attended the Minnesota Latino Complete Count Committee in Minneapolis and reported on their information. What is very important for us is that the groups most under counted are students, also international professors, Hispanics, undocumented people, snowbirds, and the homeless. We will be using this information to help us in planning our strategies for getting information out to the various groups here in Northfield. We also discussed strategies and are working on a "calendar of events" we can attend to get the information out to Northfield. For example, we discussed having displays, tables, posters, etc. at the activity fair in August as well as National Night Out, in September during Defeat of Jessie James Days, in December Winter Walk, and our MLK celebration in January. Marj Evans-de-Carpio told us of a Partner Support Program where we can apply for \$2,999 to help with costs of publicizing the census. She put together ideas such as banners, posters, etc. We added t-shirts, table tents, and other printed information. She will apply for this funding by the end of July.

Other items discussed included MLK issues and changing our meeting date for August. Since our chair and vice chair cannot be at the second Thursday of the month meeting, we have changed our meeting to the first Thursday in August, which is August 6, 2009.

### **Library Board**

*Submitted by Margit Johnson, Chair*

The Library Board met in committee in July, rather than as a full board. Our three committees worked on the following tasks:

1. **Planning Committee:** This committee is preparing a packet of current information for your August 10<sup>th</sup> meeting, which will begin with a tour of the public library's strengths and tight spots. We will then meet with you in a work session at City Hall to bring you up to date on the library's planning process, alternative spaces for programs and services until the library is expanded, and a draft resolution approving the current site for expansion, something we need before starting our fundraising feasibility study.
2. **Financial Resources Committee:** This committee and representatives from the other library committees, library staff, and Dixon Bond met with SELCO fundraising consultants (paid for by a SELCO grant) on July 7<sup>th</sup> to review the board's homework and preparation for a private capital campaign to augment the City's support for a library expansion.
3. **Public Relations and Partnership Committee:** This committee is updating the library's Welcome brochure and a Frequently Asked Questions brochure in anticipation of the library's centennial celebration and the fundraising feasibility study in 2010. The library and the Friends of the Library added live music, used book sales, FOL t-shirts and homemade cookies to the Crazy Day scene on Division Street on July 23<sup>rd</sup>. That's the kind of "buzz" that we hope to create and grow throughout the centennial celebration and into the capital campaign.

**Mayor's Youth Council**

*Submitted by Katherine Peterson, Chair*

In the month of July, the Mayor's Youth Council continued to work on creating a Mayor's Youth Council website. The site will serve as a convenient place for local youth to find volunteer, job, and internship opportunities and a list of events taking place around town. We hope to launch the site by early September.

We continued to look at all the city boards and commissions, noting ones we were interested in and where we felt having youth voice would be especially important. Youth Council members will begin attending these board and commission meetings over the next couple of months to see how we can be helpful to the groups.

Finally, we began reviewing the National League of Cities' "Mayors' Action Challenge for Children and Families." We have been researching the local opportunities and resources available in each of the key areas of this initiative. We are considering the possibility bringing it to the Mayor and City Council for review and potential adoption.

cc: Board & Commission Chairs  
Department Managers