

<b>City of Northfield, Minnesota</b>	<b>Policy Number:</b>
	<b>Adopted: 04/07/2020</b>
<b>COUNCIL ADMINISTRATIVE POLICY</b>	<b>Revised: 06/16/2020</b>
Recognition Program	

**1. PURPOSE**

The City Council recognizes the professional and dedicated service performed by the Board and Commission Members of the City of Northfield and has adopted a formal Recognition Program.

**2. POLICY**

The City Council believes that this policy serves a public purpose as we honor public service of our community members currently serving on Boards & Commissions and City Council, former Mayors and former City Administrators.

Appreciation Programs

Mayor, Council Members, City Administrator, and Department supervisors will recognize individual participants and special department recognitions. The City will contact the media and take pictures of the program.

Flowers and Sympathy Card

The City will purchase flowers with a value up to \$75 and a sympathy card in the following situations:

- In the event of a death of current Board & Commission Members, City Council Members, former Mayors and former City Administrators.

Or, in lieu of flowers, a tree will be planted in memory of the departed. .

A sympathy card will be available in the Communications and Human Resources Office for City Council, Board and Commission Members, and city employees' signatures.

City staff member(s) will deliver the sympathy card.