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**CONNECTING
LEADERS
.....
CELEBRATING
COMMUNITY**



**JUNE 25-27
DULUTH**

**DULUTH ENTERTAINMENT
CONVENTION CENTER**

[LMC.ORG/AC25](https://lmc.org/ac25)



CITIZENS GOVERNMENT ACADEMY





3

Years

70

Participants

140

Applicants

Citizens Government Academy is an excellent opportunity to increase civic engagement and education in our community.

CGA helps residents learn about the inner workings of municipal government, including operations and policymaking.

Application Process

Online Application Hosted on City Website

Sent Out eNotifications

Media Coverage

Social Media Posts

Boards and Commissions

Opened Up to Staff and New Councilmembers





Eight Week Program

Academy participants learn from a variety of departments and leaders throughout the City.

Growing Moorhead

Community Development & Engineering

Safeguarding Moorhead

Law Enforcement

Maintaining Moorhead

Public Works

Building Moorhead

Wastewater Treatment Plant Tour & Presentation, Utilities

Safeguarding Moorhead

Fire & Emergency Management

Activating Moorhead

Parks & Recreation and Tour

Leading Moorhead

Governmental Affairs & Economic Development

Leading Moorhead

Leadership & Governance, Finance, Mock City Council Meeting



Community Perspective

Motivations for Joining

Participants joined to:

- Better understand how City government functions and how departments work together.
- Build relationships across City Departments (especially for City Employees).
- Become more engaged and active citizens.
- Find meaningful ways to contribute to their community.
- Explore avenues for advocacy and civic involvement.



Community Perspective

Key Takeaways

- **Interconnectedness:** Participants gained insight into how various departments like parks, public safety, engineering, and water treatment collaborate.
- **Transparency & Dedication:** They appreciated learning how decisions are made, and the passion City staff have for serving the community.
- **Behind-the-Scenes Knowledge:** Many valued seeing the work that typically goes unnoticed, such as long-term planning, infrastructure, and budgeting processes.



Community Perspective

Increased Engagement

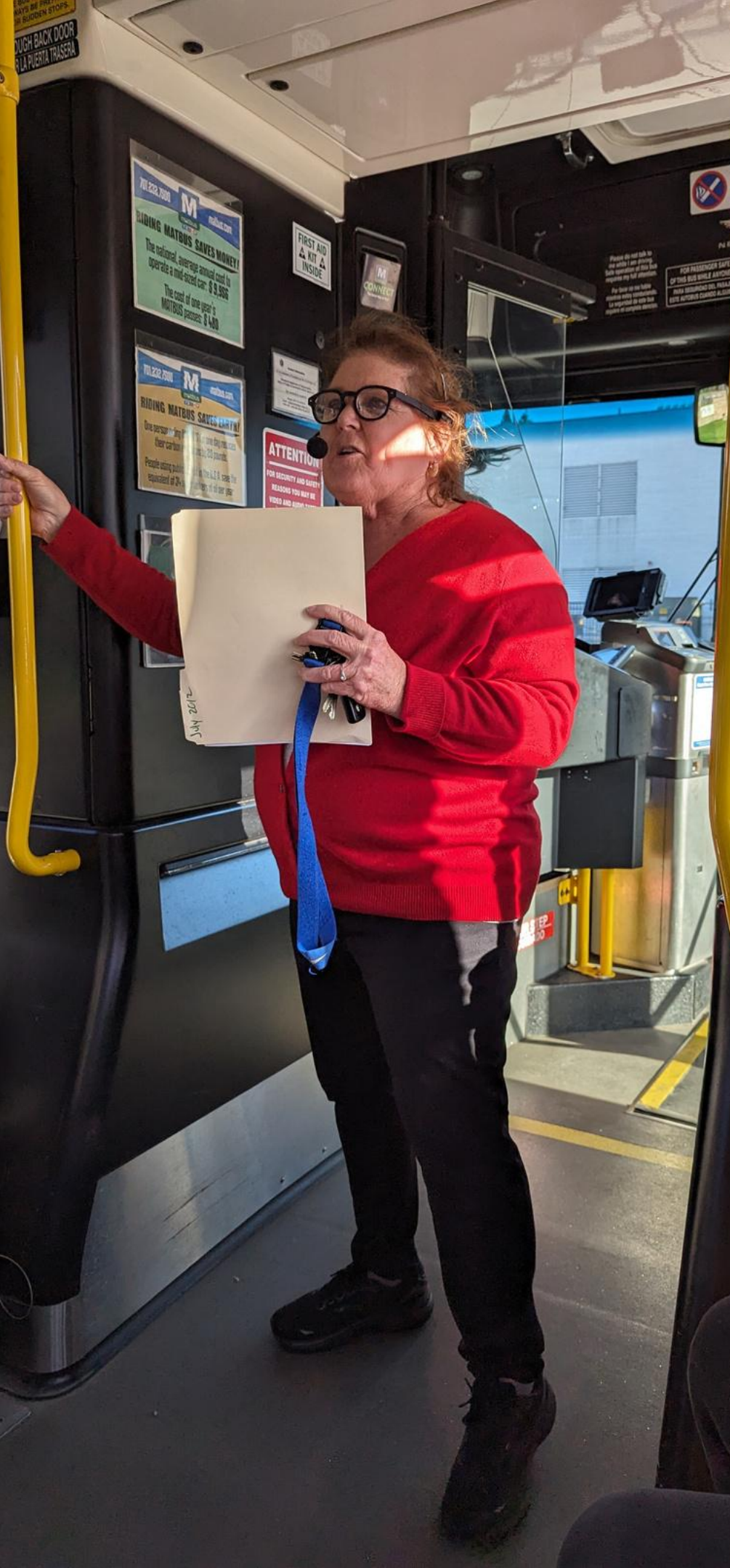
- Most participants felt more connected to city government, noting they:
 - Attend more City events
 - Feel more informed and less quick to judge decisions.
 - Have a greater appreciation for staff efforts.
 - Are more comfortable speaking with City officials.
 - Actively encourage others to get involved.



Community Perspective

Community Impact

- Participants frequently shared what they learned with family, friends, and neighbors. Sometimes in person, sometimes through social media.
- Many now feel empowered to explain city processes to others and encourage civic involvement.



Community Perspective

Would They Recommend It?

- Yes, enthusiastically. Participants said the program builds community pride, demystifies local government, and helps residents become more thoughtful and effective citizens.



Councilmember Perspective

"As a brand-new City Councilmember, this program was an incredible way to learn about city staff, departments, and the behind-the-scenes work that keeps our city running. It's not just about government; it's about the people and the processes. I feel more connected to everyday services and the individuals behind them.

Listening to my classmates' questions gave me deeper insight into how our community perceives city services, something every elected official should hear. I've probably shared more than people want to hear, but that's how engaging and impactful this experience has been. Absolutely recommend it. I've met amazing people and learned so much. It's a win/win."



Staff Perspective

“The program provides a very comprehensive overview of city operations—things a resident may not otherwise be aware of.

While we are still in the early years of offering a government academy, I believe emerging leaders will come from this effort. I am hopeful that the current Council members will use the roster of CGA graduates to appoint residents to boards and commission.

Without question, a resident who decides to run for office will be well informed and will have a much better start than someone who has not had the benefit of the program.”

Budget

The City spends approximately \$3,000 on this program every year.



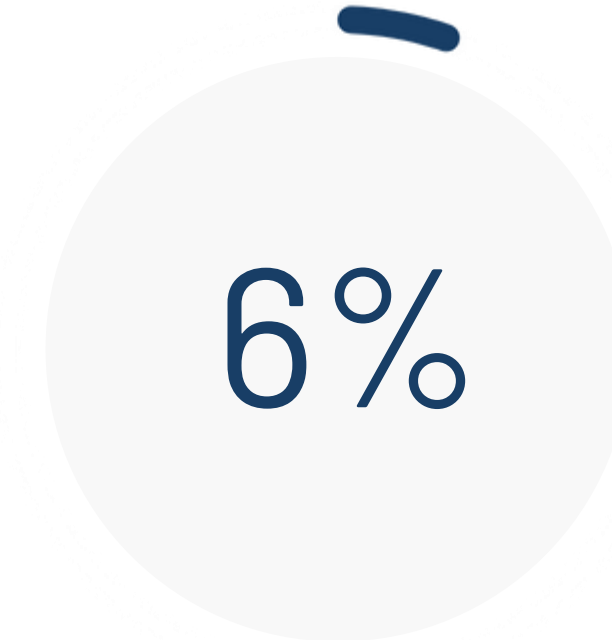
Food

A meal was provided each week.



Shirts

Each Academy Participant receives a shirt for being in the program.



Supplies

Binders, Napkins, Plates, Etc.

Goal

Create a channel to allow residents to step into civic leadership roles in Moorhead.

Civic Leaders

We've seen great success with program graduates going on to run for City Council and serve on boards and commissions. It's also proven to be a valuable resource for new council and board members, giving them a broader understanding of how the City operates.



Goal

Create a well-informed community.

Well-Informed Community

Graduates of the program often say they feel more engaged and empowered to share what they've learned, explaining to friends, family, and neighbors why the City does what it does and helping others better understand how local government works.



Class of 2025





THE CITY OF
NORTHFIELD
ESTD MINNESOTA 1855
COWS, COLLEGES & CONTENTMENT

Vision, Mission & Values



Vision

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.

Mission

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.

Values

- Teamwork
- Excellence & Innovation
- Integrity
- Celebration
- Stewardship

Mayor & City Council Orientation Components

- Pre-Election
- Primary Election
- General Election
- Post-Election



Election Politics Considerations



Orientation Guidebook



1. 2025 City Council Calendar & Board/Commission Schedule
2. Organizational Charts
3. [2021-2024 Strategic Plan](#)
4. Training/Conference Options
5. [Board and Commission & City Council Member Guide](#)
6. Robert's Rules of Order Summary & [City Council Rules of Business](#)
7. [Board and Commission Rules of Business](#)
8. Board and Commission Process & Board and Commission Overview



Providing Reference Links



Meeting Agendas/Minutes	https://northfield.legistar.com/Calendar.aspx
Council Policies	https://www.northfieldmn.gov/1311/Council-Policies
City Code/Charter	https://library.municode.com/mn/northfield/codes/code_of_ordinances
Strategic Plan	https://www.northfieldmn.gov/1148/City-Strategic-Plan
Comprehensive Plan	https://www.northfieldmn.gov/286/Comprehensive-Plan
Projects	https://www.northfieldmn.gov/291/Construction-Development-Projects
City Council	https://www.northfieldmn.gov/118/City-Council
Boards and Commissions	https://www.northfieldmn.gov/98/Boards-Commissions
Search Public Records	https://weblink.ci.northfield.mn.us/weblink/Browse.aspx?cr=1
League of Minnesota	www.lmc.org

Roles: City Council



- **City Council Meetings:**

- Adopted Calendar (see workbook for 2025 calendar)
- The City Council meets the first and third Tuesdays, with work sessions on the second Tuesday
 - Other weeks we hold only if “necessary” so off weeks are good to consider for vacations, etc.
- Meetings start at 6 p.m. and are finished by 9 p.m. unless a majority vote of the council is used to extend the meeting.
- Agendas (along with related materials) and minutes are posted on the city’s website
- City Council uses adopted rules of business for meetings, which include rules of order, rules of decorum, and a public participation guide (copies provided)
- Citizen Participation
 - Council Listening Session during regular City Council Meetings
 - Public Comment times at City Council Meetings
 - eComment through the City’s website on agenda items
 - Meetings of various Boards/Commissions
 - Phone calls, e-mails, letters and/or visits with the Mayor or City Council Members or City Staff
 - Public comment via electronic video/ audio as provided for during hybrid City Council meetings with interactive technology with prior registration.

Roles: Mayor



Legislative Functions

- Presiding officer of council (meetings chair)
- Chief spokesperson of council

Executive Functions

- Completes duties in City Code (example: Appoints Board Members Subject to City Council Approval)
- Provides “consultation” to City Administrator who sets the City Council Agendas
- Study the administration and operations of city and identify any neglect, dereliction of duty, or waste on the part of any officer or department of the city
- May appoint or remove professional services (likely requires budget authorization from council and agreement approval per purchasing policy)
- Emergency management added role of “official head” of city (Emergency Mgt. Plan adopted by Council has more detail we’ll get into future meetings)

Ceremonial Functions

- Official head for ceremonial purposes

Roles: City Council



- Northfield is a Charter City
 - The Charter describes how the city functions in comparison to Statutory Cities that are much more uniform & prescriptive
 - Generally, the Charter cannot be in conflict with what state law permits
 - City Council (including Mayor) as a body for legislative purposes makes decisions as a whole by actions that include: ordinances, resolutions, or motions

Roles: City Administrator



- Chief Administrator Officer (including Department Director of Administration)
- City Council's Employee by Contract (only employee of Council)
- City Administrator appoints with Council confirmation City Clerk & Finance Director and department heads (Police Chief, Library Director, Public Works Director/City Engineer, Community Development Director)
- Overall supervision of city employees
- Lead employee on budget preparation duties
- Establishes internal procedures and all administrative duties (non-council decisions)
- Serves as advisor to Council and all Boards & Commissions
- Sets the Council agendas in consultation with the Mayor
- Lead Media Representative for Staff

Liquor Store (example slide)



- 211 municipal liquor stores in 176 cities in the state
 - Rank 48th in sales in 2022
- Why Municipal Liquor?
 - Control Sale of Alcohol;
 - Supplement Traditional Tax & Fee Revenue;
 - contributed over \$800,000 (over \$80,000/year) to directly reduce City property taxes over the last 10 years; \$50,000 average annual contribution to General Fund
 - In lieu of municipal liquor the estimated City revenues generated from a private liquor store (at the same site) including property taxes and license fee is estimated at about \$6,000 per year to the City
 - Potential Downtown Redevelopment opportunity for new store
 - if the City privatized municipal liquor there would be an anticipated property tax increase of \$74,000 per year to make up the losses in revenues and fees while continuing our youth substance prevention and youth on boards leadership programs.
 - Provide an Economic Stimulus to Downtown;
 - 2000-3000 customer counts per week on current location
 - Provide a Convenient Location to Purchase Alcohol

Lessons Learned & Continuous Improvement



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