

**COUNCIL STUDY SESSION
MEETING**

City Hall Council Chambers
May 5, 2025

AGENDA



-
- 1. Call to Order - 6:00 p.m.**
 - 2. Council Miscellaneous Discussion Items**
 - a. Closed Session - Pursuant to M.S. 13D, Subd. 3.c.3.
 - b. Reopen Closed Session
 - c. Resolution No. 2024-138 Amendment - Community Safety and Violence Prevention Commission
 - d. Code of Conduct Resolution 2024-128
 - e. Budget Schedule
 - 3. City Manager Miscellaneous Discussion Items**
 - 4. Adjournment**

Council Regular Meeting

DATE: 5/5/2025
TO: Council Study Session
FROM:
THROUGH:
BY: Reggie Edwards, City Manager
SUBJECT: Resolution No. 2024-138 Amendment - Community Safety and Violence Prevention Commission

Requested Council Action:

Background:

The City of Brooklyn Center has six council advisory commissions. Advisory commissions serve as opportunities for residents to civically engage in their city and provide learned, developed, and lived wisdom to the city.

Over the past two years, the City Council has deliberated over the establishment of the Community Safety and Violence Prevention Commission (CSVP).

On December 9, 2024, the City Council passed resolution 2024-138 establishing CSVP.

On January 13, 2025, the City Council voted to freeze implementation of the commission for 45 days to permit additional discussion and address any unresolved concerns regarding the newly established commission.

On March 24, 2025, the City Council voted down Resolution 2024-138, which proposed modifications to enabling resolution to establish CSVP.

On March 24, 2025, and subsequently, a council member requested that the City Council revisit the originating resolution establishing the CSVP.

On April 14, 2025, the City Council tabled this agenda item until April 28, 2025 for purposes of revisiting , reviewing, and voting upon Resolution 2024-138.

Attached are mocked-up and clean versions of the amended resolution for City Council deliberation and consensus building.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Clean Version Resolution 2024-138 Amended 4.28.2025
2. Resolution 2024-138 Amended 4.28.2025

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AMENDING NO. 2024-138

RESOLUTION AMENDING THE ESTABLISHING RESOLUTION OF THE
BROOKLYN CENTER COMMUNITY SAFETY AND VIOLENCE PREVENTION
COMMISSION AND DEFINING DUTIES AND RESPONSIBILITIES

WHEREAS, on May 15, 2021, the City Council for the City of Brooklyn Center (“Council”) passed Resolution No. 2021-73, adopting the Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act (the “Act”); and

WHEREAS, the pursuant to Section 2.02 of the Brooklyn Center City Charter, the City Council may create boards, commissions, and committees to assign to them specific duties; and

WHEREAS, on December 9, 2024, the Council passed Resolution No. 2024-138, establishing the Commission previously identified as the Committee; and

WHEREAS, the City remains committed to creating a safer, healthier, more just, and more thriving community by promoting a diversity of responses to our community's safety needs that do not rely solely on our armed law enforcement officers; and

WHEREAS, the City remains committed to putting in the work necessary to bring about changes as quickly as possible in how the City provides public safety while recognizing that some of these measures will take longer to implement than others and that additional work remains to be done to create a healthier and more equitable community; and

WHEREAS, the Council also desires to set forth the current vision and direction for the Commission with this amendment; and

WHEREAS, the Council wishes to amend Resolution No. 2024-138 as set out below;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, as follows:

1. Establishment. The advisory Community Safety and Violence Prevention Commission (“Commission”) is hereby established for the City of Brooklyn Center.
2. Scope. In accordance with the Act and the findings set forth above, the scope of activity of the Commission shall consist of advising the Council and other City advisory commissions and committees regarding matters relevant to Community Safety and Violence Prevention functions.
3. Purpose. The general purpose of the Commission is to act in an advisory capacity to the City Council on issues related to Community Safety and Violence Prevention.

4. Duties and Responsibilities. In accordance with the Act and the findings set forth above, and in fulfillment of its purpose, the Commission's duties and responsibilities of the Commission include, but are not limited to, the following:
 - a. Recommend new and innovative concepts in community safety and violence prevention for the City;
 - b. Advise and assist the City in the review, discussion, and adoption of policies and procedures by the City Council responsive to changing diverse community needs and concerns in matters of community safety and violence prevention.
5. Composition. The Commission shall be composed of a Chairperson and six (6) voting members all of whom shall be appointed and serve as set forth below. All members of the Commission shall be residents, who may have direct experience or contact with the public safety, judicial or public health systems or have had direct contact or expertise with one or more of the public safety, judicial or public health systems.
6. Method of Selection. The Office of Community Prevention, Health and Safety ("CPHS") will propose candidates to the Mayor to serve on the Commission after input from Brooklyn Center Police Department ("BCPD"), Brooklyn Center Fire Department ("BCFD") and Brooklyn Center Parks and Recreation Department ("Parks and Recreation") as processed by the Office of the City Clerk. The Mayor will recommend candidates to the City Council for approval by the Council. The City Council shall appoint members to the Commission by resolution.
7. Initial Appointment. The Commission under this resolution shall become effective May 12th, 2025, or soon thereafter, and shall consist of three members appointed for a term through 2027, three members appointed for a term through 2026, and one member appointed for a term through 2025.
8. Term of Office. The terms of office for Commission members shall be staggered two-year terms, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of their term of office, a member shall continue to serve until their successor is appointed and shall have qualified. Terms of office for members of the Commission shall expire on December 31 of respective calendar years.

In the event an appointed Commission member suffers from an extended illness, disability, or other activity preventing proper fulfillment of duties, responsibilities, rules, and regulations of the Commission member may be temporarily replaced during the temporary leave by an interim Commission member recommended by the Mayor and appointed by the City Council.

9. Resignations-Removal from Office-Vacancies. Commission members may resign voluntarily or may be removed from office by the Mayor with consent of the City Council. Three consecutive unexcused absences from the duly called Commission meetings or unexcused absences from a majority of duly called Commission meetings within one calendar year shall constitute automatic resignation from office. The City Council liaison shall inform the Mayor and City Council of such automatic resignations. Vacancies in the Commission shall be filled by appointment of the City Council.

The procedure for filling Commission vacancies is as follows:

- a. Notices of vacancies shall be posted for 30 days before any official City Council action is taken;
 - b. Vacancies shall be announced in the City's official newspaper;
 - c. Notices of vacancies shall be sent to all members of standing advisory commissions;
 - d. The City Clerk shall forward copies of the applications to all applicable Departments and to the Mayor;
 - e. The Mayor shall identify and include the nominee's name in the City Council agenda materials for the City Council meeting at which the nominee is presented;
 - f. The City Council, by majority vote, may approve an appointment at the City Council meeting at which the nominee is presented.
10. Chairperson. The Commission's Chairperson shall be elected by a majority vote of the Commission membership. The election shall be conducted at the Commission's first meeting and at the first regular meeting of each calendar year, or, in the case of a vacancy, within two regularly scheduled meetings from the time a vacancy of the Chairperson occurs. The Chairperson may be removed by a majority vote of the Commission membership. The Chairperson shall assure fulfillment of the following responsibilities in addition to those otherwise described herein:
- a. Preside over meetings of the Commission;
 - b. Appear, or appoint a representative to appear, as necessary, before City advisory commissions and the City Council to present the viewpoint of the Commission in matters pertaining to community safety and violence prevention as it relates to business under consideration by said commissions or City Council;
 - c. Review all official minutes of the City Council and other advisory commissions to inform the Commission of matters relevant to community safety and violence prevention;

- d. Serve as a liaison with other governmental and voluntary organizations on matters relevant to community safety and violence prevention.
11. Vice Chairperson. A Vice Chairperson shall be appointed annually by the Chairperson from the members of the Commission. The Vice Chairperson shall perform such duties as may be assigned by the Chairperson and shall assume the responsibilities of the Chairperson in their absence.
12. Representation Requirements. Due regard shall be given by the Mayor and City Council in appointing Commission members which will take into consideration geographical distribution within the City, as described in paragraph 20 below, and the representative nature of the Commission in terms of gender, religion, ethnic, racial, age, disability, employee, and employer groups.
13. Conflict of Interest. No Commission member shall take part in the consideration of any matter wherein their interest might reasonably be expected to affect their impartiality.
14. Compensation. Commissioner members shall serve without compensation.
15. Bylaws, Rules and Procedures. The Commission shall adopt such bylaws, rules and procedures not inconsistent with these provisions as may be necessary for the proper execution and conduct of business. Bylaws adopted by the Commission shall become effective upon approval and consent of the City Council.
16. Meetings. The initial meeting of the Commission shall be convened by June 1st, 2025. Thereafter, regular meetings shall be held with the date and time to be determined by the Commission. Special meetings may be called by the Chairperson.
17. Staff Liaison. The City Manager shall assign one member of the staff to serve as staff liaison to the Commission. The staff member liaison assigned shall perform administrative duties on behalf of the commission. The City will have representation from all public safety departments at commission meetings that include CPHS, BCPD, BCFD, and Parks and Recreation, with CHPS serving as the liaison for the commission.
18. Ex Officio Members. The Mayor, or the member of the City Council appointed by the Mayor, shall serve as an ex officio member of the Commission, privileged to speak on any matter but without a vote, and shall provide a liaison between the Commission and the City Council.

Resolution No. 2024-138 is amended as referenced herein.

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AMENDING NO. 2024-138

RESOLUTION AMENDING THE ESTABLISHING RESOLUTION OF THE
BROOKLYN CENTER COMMUNITY SAFETY AND VIOLENCE PREVENTION
COMMISSION AND DEFINING DUTIES AND RESPONSIBILITIES

WHEREAS, on May 15, 2021, the City Council for the City of Brooklyn Center (“Council”) passed Resolution No. 2021-73, adopting the Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act (the “Act”); and

~~WHEREAS, the Council desires to memorialize the historical development of the Act and the establishment of the Community Safety and Violence Prevention Commission; and~~

WHEREAS, the pursuant to Section 2.02 of the Brooklyn Center City Charter, the City Council may create boards, commissions, and committees to assign to them specific duties; and

~~WHEREAS, the Act originally called for the creation of a permanent Community Safety and Violence Prevention Committee to: review and make recommendations regarding the police response to the protests that occurred in the City of Brooklyn Center (the “City”) in April 2021, review the current collective bargaining agreement between the City and the Police Department, make recommendations prior to the renegotiation of the agreement and before its final approval, recommend the creation of a separate and permanent civilian oversight committee for the new Department of Community Safety and Violence Prevention, review Chapter 19 of the City Code, make recommendations with regard to repealing or amending provisions or penalties therein, including fines and fees, and periodically make any other recommendations to the City Council related to initiating programs or policies to improve community health in the City; and~~

~~WHEREAS, the Community Safety and Violence Prevention Committee was to include a majority of members that were City residents with direct police contact experience, or had direct contact with one or more of the other services to be provided by the new Department of Community Safety and Violence Prevention; and~~

~~WHEREAS, the Mayor was to serve as the chair of the Community Safety and Violence Prevention Committee with a list of potential members created by the Director of the Department of Community Safety and Violence Prevention and members from that list recommended by the Mayor and confirmed by the Council; and~~

WHEREAS, on December 9, 2024, the Council passed Resolution No. 2024-138, establishing the Commission previously identified as the Committee; and

WHEREAS, the City remains committed to creating a safer, healthier, more just, and more thriving community by promoting a diversity of responses to our community's safety needs that do not rely solely on our armed law enforcement officers; and

WHEREAS, the City remains committed to putting in the work necessary to bring about changes as quickly as possible in how the City provides public safety while recognizing that some of these measures will take longer to implement than others and that additional work remains to be done to create a healthier and more equitable community; and

WHEREAS, the Council also desires to set forth the current vision and direction ~~of~~ for the Commission with this amendment; and

WHEREAS, the Council wishes to amend Resolution No. 2024-138 as set out below;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, as follows:

1. Establishment. The advisory Community Safety and Violence Prevention Commission (“Commission”) is hereby established for the City of Brooklyn Center.
2. Scope. In accordance with the Act and the findings set forth above, the scope of activity of the Commission shall consist of advising the Council and other City advisory commissions and committees regarding matters relevant to Community Safety and Violence Prevention functions.
3. Purpose. The general purpose of the Commission is to act in an advisory capacity to the City Council on issues related to Community Safety and Violence Prevention.
4. Duties and Responsibilities. In accordance with the Act and the findings set forth above, and in fulfillment of its purpose, the Commission’s duties and responsibilities of the Commission include, but are not limited to, the following:
 - a. Recommend new and innovative concepts in community safety and violence prevention for the City;
 - ~~a. Develop, advise, recommend, and upon adoption by the City Council, monitor the execution of a comprehensive Community Safety and Health Plan (the “Plan”);~~
 - ~~b. Annually report to the Council regarding accomplishments toward fulfillment of the Plan;~~
 - b. Advise and assist the City in the review, discussion, and adoption of policies and procedures by the City Council responsive to changing diverse community needs and concerns in matters of community safety and violence prevention.
 - ~~c. Advise and assist the City in the review, discussion, and adoption of policies and procedures by the City Council responsive to changing diverse community needs and concerns in matters of community safety and violence prevention;~~
 - ~~d. Work with City staff and other Commissions on matters regarding community safety and violence prevention in the City.~~

- ~~e. Review and recommend high priority areas for community safety and violence prevention in the community and methods of fulfilling such recommendations.~~
 - ~~f. Provide opportunities for the citizens of Brooklyn Center to voice their concerns and opinions regarding community safety and violence prevention matters;~~
 - ~~g. a. Recommend new and innovative concepts in community safety and violence prevention for the City;~~
5. Composition. The Commission shall be composed of a Chairperson and six (6) voting members and ~~four non-voting advisors~~, all of whom shall be appointed and serve as set forth below. All ~~voting~~ members of the Commission shall be residents, who may have with direct experience or contact with the public safety, judicial or public health systems or have had direct contact or expertise with one or more of the public safety, judicial or public health systems. ~~All non-voting advisors shall be appointed and serve as set forth below. All non-voting advisors shall have direct experience or contact with the public safety, judicial or public health systems or have had direct contact or expertise with one or more of the public safety, judicial or public health systems~~
6. Method of Selection. The Office of Community Prevention, Health and Safety (“CPHS”) will propose candidates to the Mayor to serve on the Commission after input from Brooklyn Center Police Department (“BCPD”), Brooklyn Center Fire Department (“BCFD”) and Brooklyn Center Parks and Recreation Department (“Parks and Recreation”) as processed by the Office of the City Clerk. The Mayor will recommend candidates to the City Council for approval by the Council. The City Council shall appoint members to the Commission by resolution.
7. Initial Appointment. The Commission under this resolution shall become effective May 12th, ~~April 30th~~, 2025, or soon thereafter, and shall consist of three members appointed for a term through 2027, three members appointed for a term through 2026, and one member appointed for a term through 2025.
8. Term of Office. The terms of office for Commission members shall be staggered two-year terms, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of their term of office, a member shall continue to serve until their successor is appointed and shall have qualified. Terms of office for members of the Commission shall expire on December 31 of respective calendar years.

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Resolution No. 2024-138 is amended as referenced herein.

Date

Mayor

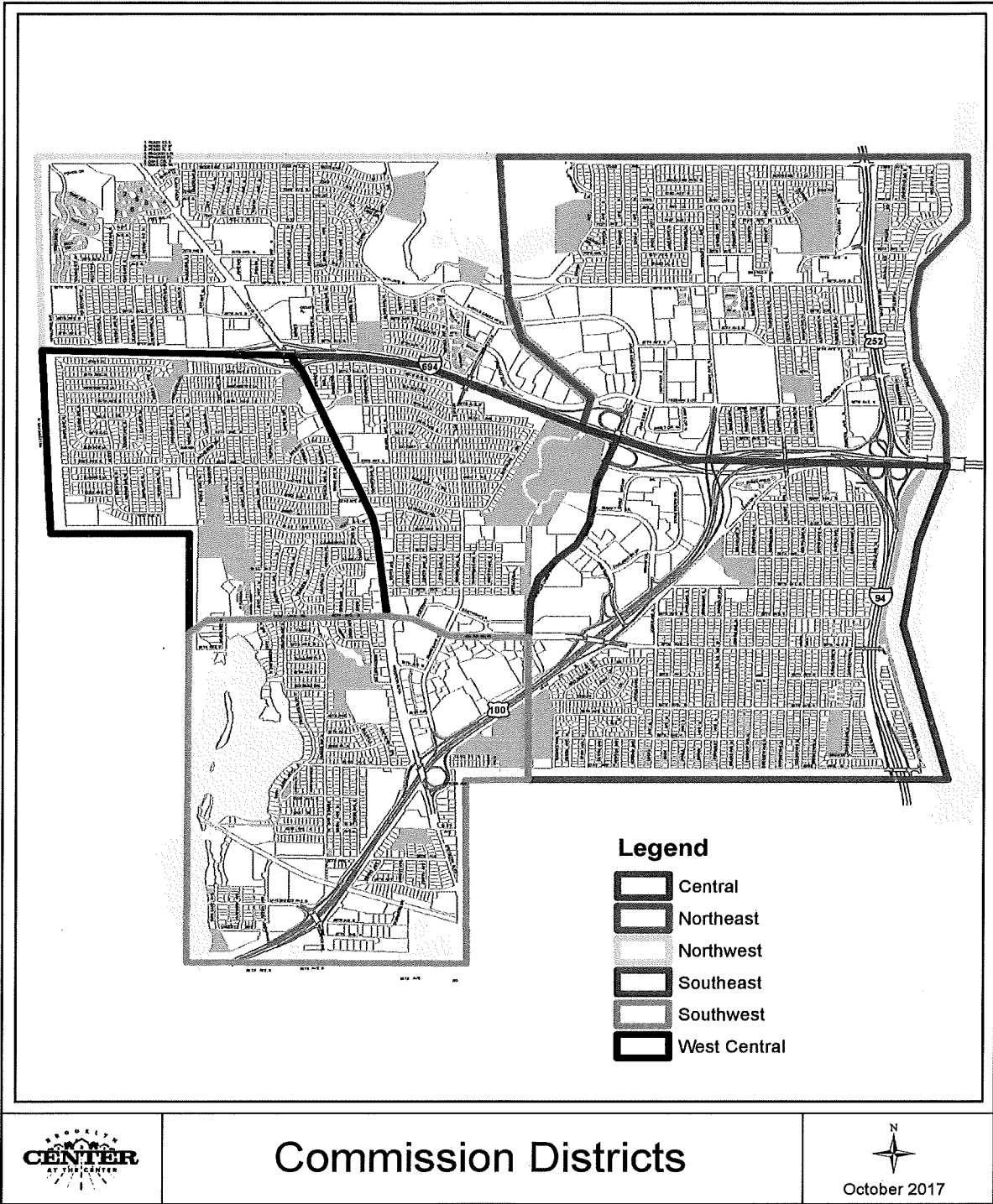
ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

Map of Neighborhoods



Council Regular Meeting

DATE: 5/5/2025
TO: Council Study Session
FROM:
THROUGH:
BY: Reggie Edwards, City Manager
SUBJECT: Code of Conduct Resolution 2024-128

Requested Council Action:

Background:

The City Council has deliberated on the issue of conduct by the council, public, staff, and appointed city officials.

On December 9, 2024, the City Council adopted Resolution 2024-128 (City Council Code of Conduct).

On January 13, 2024, the City Council repealed Resolution 2024-128.

On April 14, 2025, the City Council via consensus agreed to revisit, modifying and adopting a "code of conduct".

Attached are:

- Resolution 2024-128 (Proposed BC Council Code of Conduct)
- LMC Article "Does Your City Have a Code of Conduct?" Dec. 2024
- LMC Template for City Codes of Conduct
- City of Rochester Council Code of Conduct
- City of Edina Council Code of Conduct
- City of Brooklyn Park Code of Conduct

Staff is seeking council direction regarding "pros and cons" or "likes and dislikes" among the various policies. Based upon the discussion, staff and the city attorney will draft out a "code of conduct" for council consideration at a following council meeting.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Brooklyn Center Code of Conduct Resolution 2024-128
2. LMC Article Code of Conduct Dec.2024
3. LMC Code of Conduct Template
4. Code of Conduct City of Rochester
5. Brooklyn Park Code of Conduct
6. Code of Conduct City of Edina

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SECTION II. CITY COUNCIL CODE OF CONDUCT AND ETHICS

A. Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

1. In Public Meetings

- (a) **Council Member Interaction.** Council Members should seek to practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Council Members can promote camaraderie and collaboration by refraining from making belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. Shouting or physical actions that could be construed as threatening will not be tolerated. Council Members should make every effort to conduct themselves in a professional manner at all times, including listening actively during Council meetings.
- (b) **Deference to Order.** Council Members should honor the role of the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem in maintaining order by deferring to their direction and guidance. It is the responsibility of the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- (c) **Setting a Positive Example.** One prominent goal of every council meeting should be to demonstrate a positive example of decorum and respect for constituents. To accomplish that goal, Council Members should avoid comments that personally attack other Council Members. If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem will maintain control of this discussion.
- (d) **Collaborative Problem Solving.** Another goal of the council meeting should be to demonstrate effective problem-solving approaches. Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- (e) **Timeliness.** To ensure smooth and timely execution of each council meeting, Council Members should make best efforts to be punctual and keep comments relative to topics discussed. Every Council Member has made a commitment to attend meetings and participate in discussions. Therefore, it is important

that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- (f) **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.
- (g) **Council Decisions.** Once a majority decision of the governing body has been made, Council Members should endeavor to “speak with one voice,” respect the official position of the Council, and defend it if needed.

2. In Private Encounters

- (a) **Respectful Workplace Values.** Council Members should continue to model respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- (b) **Data Practices.** Council Members should remember at all times that written notes, voicemail messages, social media and email may be public information. Technology allows words written or said without much forethought to be distributed wide and far. Consider how you, your family and/or friends would feel if this voicemail message was played on a speaker phone in a full office? Or broadcast on the nightly news. What could the consequences be if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially “public” communication.
- (c) **Public-Private Considerations.** Even private conversations can have a public presence. Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- (d) **Personal Comments.** Council Members should refrain from making personal comments about other Council Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

B. Council Conduct with City Staff

The relationship between Council Members and administrative personnel is dependent on the particular form of government. Governance of the City is a cooperative effort, including elected officials, who set policy, and City staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Council Members should be careful to restrict that relationship to the defined channels. Unofficial Council interference in administrative affairs can disrupt business, weaken employee morale, and create antagonistic relationships between administrators and Council Members.

Council Members should not attempt to exert any influence over the hiring and firing of administrative personnel, except for those people whose appointment they are responsible, namely the City Manager, City Attorney, and City Prosecutor.

Federal, State, and local laws have made personnel administration a very complex affair, with mishandlings costing public employers hundreds of thousands of dollars in litigation, claims, and damages. The City of Brooklyn Center has a very strong commitment to providing its employees with a fair, accountable, and uniform system of personnel administration including procedures to address employee grievances.

1. **Respectful Workplace Values.** Council Members should treat all staff as professionals. Council Members should engage in clear, honest communication that respects the abilities, experience, expertise, and dignity of each individual. Berating, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward staff are not acceptable and are automatic grounds for a code of conduct violation.
2. **Limited City Staff Contact.** Pursuant to Brooklyn Center Charter Section 6.02, Council Members should limit contact with City staff. Questions of City staff and/or requests for additional background information should be directed to the City Manager or City Attorney. The City Manager should be copied on or informed of any request. Except in extraordinary circumstances, Council Members should avoid disrupting City staff while they are in meetings, on the phone, or engrossed in performing their job functions.
3. **Council Direction to staff.** In accordance with Charter Section 2.09, individual Council Members cannot give direction to City staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.
4. **Follow-up Requests or Directives.** Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council Members should consult with the City Manager. Additionally, requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who will work to allocate city resources. Materials supplied to a Council Member in response to a request for information of interest to all Council Members will be made available to the entire Council so that all have equal access to the information. Limit requests for staff support. (see Brooklyn Center City Charter Section 2.09).
5. **Staff Criticism.** Council Members should not publicly criticize an individual employee. Council should not express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
6. **City Administrative Functions.** Pursuant to Section 6.02 of the City Charter, the administrative functions of the City are the responsibility of the City Manager. To avoid the appearance of bias or to avoid violating the ethics code, Council Members should not attempt to influence City staff on the making of employment or personnel decisions, the awarding of contracts, the selecting of consultants, the processing of development applications, or the granting of City licenses and permits.

7. **City Staff Meetings.** If City Council Members desire to attend a staff meeting, consult with the City Manager. Council Member attendance at meetings could imply support, show partiality, intimidate staff, and could impede staff's ability to do their job objectively/effectively.
8. **Political Solicitation.** Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.
9. **Council, EDA and Commission agendas.** Staff's responsibility is to provide Council Members the information needed for informed decision making. Every effort should be made to ask staff questions regarding Council, EDA and commission agendas before the meeting.
10. **Personal Comments.** Council Members should refrain from speaking ill of other Council Members to staff. This puts staff in an uncomfortable and compromising position because staff have the responsibility to treat all Council Members equally and with respect.
11. **Political Gamesmanship.** Council Members should avoid putting colleagues in awkward or disadvantageous positions in an effort to capitalize on another colleagues' vulnerability or to embarrass them publicly for political gain. And Council Members should make every attempt to submit questions or concerns prior to formal meetings to surprising Council Members or staff at said meetings.

C. Council Conduct with the Public

1. In Public Meetings

- (a) **Create a Welcoming Environment.** Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.
- (b) **Speaking Time.** Council as a body should be fair and equitable in allocating public hearing time to individual speakers. Pursuant to Council Procedure, the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem will determine and announce limits on speakers at the start of the public hearing process and ensuring those with Brooklyn Center addresses have an opportunity to speak. Generally, each speaker will be allocated two minutes to speak. Applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.
- (c) **Public Hearing Speakers.** No speaker will be turned away unless the speaker exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless agreed upon by the Council.

- (d) **Avoid Public Debate.** Council Members should avoid debate and argument with the public. Only the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing. Council Members may request that the Mayor, Mayor Pro Tem, or Acting Mayor seek clarification from the speaker.
- (e) **Mayor to Focus Discussion.** If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.
- (f) **Avoid Personal Attacks.** Council Members should not personally attack, under any circumstance, a member of the Public. Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- (g) **Parliamentary Procedure.** Council Members should follow parliamentary procedure (outlined in the Council Procedure) in conducting public meetings. The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem subject to the appeal of the full Council.

2. In Unofficial Settings

- (a) **No Promises.** Council Members should refrain from making promises on behalf of the Council. Council Members may be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plow a specific street, plant new flowers in the median, etc.).
- (b) **Personal Comments.** Council Members should refrain from making personal comments about other Council Members to constituents. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
- (c) **Public-Private Considerations.** Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper conduct in the City of Brooklyn Center. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

D. Council Conduct with the Media

Council Members may be contacted by the media for background and quotes.

1. **Official Spokesperson.** The Mayor is the official spokesperson for the representative on City position. The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.
2. **When Speaking to the Media.** Council Members should choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.
3. **Best Advice.** The best advice for dealing with the media is to never go "off the record."

E. Council Conduct with Other Public Agencies

Council Members should be as clear as possible when representing City or personal interests. If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

1. If his or her statement reflects personal opinion or is the official stance of the City;
2. Whether this is the majority or minority opinion of the Council. Even if the Council Member represents his or her own personal opinions, remember that this still may reflect upon the City as an organization.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

F. Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. The Council appoints members to all committees, boards, and commissions which serve in a purely advisory role to the Council. These commissions/committees/boards are as follows:

- Cultural and Public Arts Commission,
- Financial Commission,
- Housing Commission,
- Park and Recreation Commission,
- Sister Cities Commission, and
- Planning Commission.

The Council also appoints representatives to Visit Minneapolis Northwest Tourism, Watershed Commissions, and Northwest Suburbs Cable Communications Commission.

The Charter Commission is a statutory commission appointed by the Chief Judge of the District Court. The terms of Commission members are staggered for two or three years with appointments ending on December 31 of each year.

Residents who serve on Boards and Commissions are a valuable resource to the City's leadership and should be treated with appreciation and respect.

1. **Council Liaison.** If attending a Board or Commission meeting in the role as liaison. "Liaison" means non-voting member of a commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
2. **Limited Contact.** Council Members should endeavor to limit contact with Board and Commission Members. It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council Members may contact members of the Commission and staff liaison in order to clarify a position taken by the Board or Commission.
3. **Commission Service.** Council Members should keep in mind that Boards and Commissions serve the community, not individual Council Members. The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow the policy established by the Council. But Board and Commission members do not report to individual Council Members. Council Members should not threaten to remove Board and Commission members if the parties disagree about an issue.
4. **Respect Diverse Opinions.** Council Members should be respectful of diverse opinions. The primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members should be fair and respectful of all residents serving on Boards and Commissions.

G. Accountability Measures

1. Types of Accountability Measures

A potential action for failing to comply with this code of conduct may include the following measures:

- (a) **Admonition.** An admonition shall be verbal and made by the Mayor to the Council Member.
- (b) **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Mayor Pro Tem or Acting Mayor Pro Tem if the Mayor position is vacant, or if the matter involves the Mayor.
- (c) **Censure.** A censure shall be administered pursuant to a formal resolution adopted by the Council.

2. Conduct

- (a) City Council Members who violate the code of this conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.
- (b) Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.

3. Conduct During Meetings

- (a) For inappropriate statements or conduct by Council Members occurring during a Council meeting, a verbal correction by the Mayor (or Mayor Pro Tem or acting Mayor Pro Tem) will normally be the first step to address the matter, either during or outside of the Council meeting.
- (b) Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the Mayor not recognizing the offending Council Member to speak. A Council Member can request that the Mayor take any of these actions against an offending Council Member if the Mayor has not done so on her/his own.

4. Reporting a Potential Violation

- (a) A member of the Brooklyn Center City Council may report a potential Code of Conduct violation by a member of the City Council by bringing the matter to the attention of the official of their choice, Mayor, City Manager, or City Attorney.
- (b) A Brooklyn Center staff member may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the City Manager or Human Resources Manager.
- (c) If the potential violation involves the Mayor, it should be brought to the attention of the Mayor Pro Tem, City Manager or City Attorney.
- (d) A community member may report potential code of conduct violations by a member of the City Council to the Mayor, City Manager or any member of the City Council.

5. Alternative Reporting

If the Mayor, Mayor Pro Tem, or Acting Mayor Pro Tem are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the Council that is not involved in the complaint.

6. Investigation Procedure

- (a) Triage. The Mayor and City Manager will gather initial information, consult with the City Attorney if necessary and decide how to move forward.
- (b) Fact Finding. If necessary, the matter will be referred to the criminal justice system. The Mayor and City Manager will determine whether to pursue independent fact-finding or internal fact-finding.
- (c) Possible Outcomes. As is referenced above, (i) a verbal admonition may be given to the Council Member by the Mayor, (ii) a reprimand may be administered to the Council Member by a letter approved by the Council, or (iii) a censure may be administered pursuant to a formal resolution adopted by the Council.
- (d) Notice and Hearing. After voting to issue a reprimand or censure, the City Council will provide written notice to the Council Member at least fourteen (14) days prior to the Council's formal action upon the reprimand or censure. The notice may be served by mail and shall specify the grounds for the reprimand or censure and state the date the Council will take action upon the reprimand or censure. At any time prior to the Council's formal action, the Council Member may, in writing, request a hearing before the City Council, which shall be held at the next regular City Council meeting. After the hearing, the City Council shall decide whether or not to proceed with the reprimand or censure.

H. **Ethics**

1. Open Meeting Law

- (a) State law requires that, with certain exceptions, meetings of the City Council be open to the public. A meeting is a gathering of a majority of City Council Members at which City business is discussed. It is not necessary that action be taken for a gathering to constitute a "meeting."
- (b) A meeting does not include chance, social gatherings as long as public business is not discussed.
- (c) A majority of Council Members should not communicate with each other by phone, email, in-person, or otherwise, to discuss City business.
- (d) Use of social media does not violate the open meeting law as long as social media use is accessible to all Members of the public.

See Minnesota Statutes, Chapter 13D, for further information regarding the Open Meeting Law.

2. Gift Law

A City Council Member cannot accept a gift from someone who has an interest in any matter involving the City. A "gift" includes money, property, a service, a loan, forgiveness of a loan, or a promise of future employment. A "gift" does not include:

- Campaign contributions;
- items costing less than \$5;
- items given to members of a group; the majority of whose members are not local officials;
- gifts given by family members; or

- food or beverages given at a reception, meal or meeting at which a Council Member is making a speech or answering questions as part of a program

See Minnesota Statutes, Section 471.895 and City Charter, Section 14.04(A) for further information regarding the Gift Law.

3. Conflict of interest

- (a) City Council Members cannot have a personal financial interest in a sale, lease, or contract with the City.
- (b) City Council Members cannot participate in matters in which the Council Member's own personal interest, financial or otherwise, is so distinct from the public interest that the
- (c) Council Member cannot be expected to fairly represent the public's interest when voting on the matter.

Does Your City Have a Code of Conduct?

MARTY SCHULTZ

CITY ADMINISTRATOR

ALEXANDRIA (POPULATION 14,861)

The City of Alexandria adopted a Code of Conduct for Elected Officials in February 2016. At that time, the City Council was having challenging conversations related to how to conduct itself in dealings with staff, media, city boards/commissions, and each other. As a result, League of Minnesota

Cities staff were invited by the Council to make a presentation on best practices for council conduct.

While the City Council had disagreements at that time, they did agree there was a need for a code of conduct. Staff searched for examples from other communities and found one particularly good one from a city in Colorado. Staff and Council built our code of conduct from this template and also added specific references back to the home rule charter, city code, and other reference documents often used by the city, such as the *LMC Handbook for Minnesota Cities* and *Minnesota Mayors Handbook*.

Since its adoption, the code has become a key document in the orientation process for new council members. In 2021, the City Council also decided to formally adopt the code of conduct at the first meeting each year.

The Council spent considerable time on the section that discusses sanctions for violations of the code of conduct, and emphasized the importance of having a process for code violations. This section details the role of the mayor, council members, and staff in these situations. A process for investigating violations by the mayor or council members was adopted, with consequences like reprimand or censure, both requiring Council approval. The City Council has tested this procedure twice since adopting the code of conduct.

It is my view that this document provides an excellent foundation for new council members. It not only provides details on charter provisions and public hearing protocol, but it also contains aspirational statements that council members should “serve as a model of leadership and civility to the community,” “inspire public confidence in Alexandria government,” and “demonstrate honesty and integrity in every action and statement.” The document also supports the notion that council members should conduct themselves in a civil and nonpartisan manner with staff.

I also would note that the simple act of adopting this at the first meeting each year is a strong reminder of the City Council’s commitment to each other and the community.

SAM SOLARZ

CITY COUNCIL MEMBER

MONTROSE (POPULATION 3,775)

The City of Montrose adopted its Code of Conduct and Ethics to foster better working relationships between city staff and elected officials, and foster greater transparency in local government.

I developed the code, along with Mayor Kirby Moynagh and City Administrator Jessica Bonniwell. In creating the code, we thoroughly researched other cities’ codes of conduct to identify best practices that aligned with Montrose’s needs. This involved comparing how other cities structured their guidelines for ethical conduct, conflict resolution, and transparency, as well as examining relevant state laws and statutes that would shape the final document.

We also consulted city staff, our lawyers, and other local officials to ensure the code was legally sound and practically applicable. By integrating this research, we were able to create a set of guidelines that would improve collaboration and build a respectful, positive culture at City Hall.

One key element in Montrose’s code prohibits council members and staff from publicly criticizing each other on social media. This provision is intended to avoid public conflicts that could harm the city’s credibility and encourages resolving disagreements privately and respectfully.

Other key elements include robust conflict of interest guidelines that require officials to abstain from decisions where personal or financial interests might compromise their impartiality, as well as strict adherence to the Open Meeting Law to ensure that city business is conducted transparently and remains accessible to the public.

The code is included in the orientation process for new councilors and staff and sets the tone for professionalism in both public and private interactions. Violations are addressed through a transparent process aimed at correction rather than punishment.

The impact of the code has been significant. It has contributed to a healthier, more cooperative atmosphere at City Hall, reinforcing trust between city leadership and the community. By promoting respect, integrity, and collaboration, Montrose has enhanced its ability to serve residents effectively, strengthening the government’s credibility and fostering a culture rooted in transparency and accountability. These core values ensure that officials act ethically and openly while working together for the greater good. The code of conduct has become a cornerstone in building a positive, resident-focused environment within the city, where trust and professionalism are prioritized. ☑

Appendix G: Sample Code of Conduct

Created by the League of Minnesota Cities Ethics Advisory Panel – October 2009; Revised December 2017

____.01. Purpose.

The City Council of the City of _____ determines that a code of conduct for its members, as well as the members of the various boards and commissions of the City of _____, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the City Council hopes to promote the faith and confidence of the citizens of _____ in their government and to encourage its citizens to serve on its council and commissions.

____.02. Standards of conduct.

Subd. 1. No member of the City Council or a city board or commission may knowingly:

- a. Violate the Open Meeting Law.
- b. Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the City Council.
- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
- i. *Represent private interests before the City Council or any city committee, board, commission, or agency. (optional)*

Subd. 2. Except as prohibited by the provisions of Minn. Stat. § 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that

would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the City Council under the circumstances described under Minn. Stat. § 471.88, if proper statutory procedures are followed.

___.03. Complaint, hearing.

Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct in section __.02. The complaint must contain supporting facts for the allegation.

The City Council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the City Council determines:

- 1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally recognized conflict of interest, and
- 2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The City Council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the City Council's determination.

At the hearing, the person accused must have the opportunity to be heard. If, after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.

ATTACHMENT A



RULES OF PROCEDURE & CODE OF CONDUCT

for

THE ROCHESTER, MN CITY COUNCIL

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ARTICLE 2: Code of Conduct

CHAPTER 1. Roles and Responsibilities

1.01. Whole Council

The council as a whole is a policy-making board and as such, it is not the duty of the council to administer the day-to-day operations of the city. Many items will come before the council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before the council. All council members, including those serving as presiding officer, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

1.02. Council President

In addition to Section 1.01, the council president presides over official council meetings.

1.03. Organizational Meeting: Boards & Commissions Liaisons, Elections/Seating on the Dais

1.03(A). At the first meeting of a new council (the organizational meeting), council members will select liaison positions to city boards & commissions. The selection of liaison positions to city boards & commissions shall be by rotation of council members beginning with the council members with the most consecutive years of service as a council member, then reverse the order for the next rotation until all liaison positions to all city boards & commissions have been filled. The priority of those members with equal years of consecutive service shall be determined by the lower-numbered ward. Council members previously appointed to a board or committee because of their title by resolution, ordinance, or state law may continue to serve on that board or committee. The council shall select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

1.03(B). A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

1.03(C). At the organizational meeting, the council will adopt the seating arrangement of the council as follows: The seating of council members on the dais shall be by consecutive council ward number. The council president shall be in the middle. The penultimate seat to the right of the council president shall be the ward one representative with the ward two representative next to the left. The mayor shall be seated on the end and to the right of the ward one representative, and the city administrator shall be seated on the end and to the left of the ward six representative.

CHAPTER 2. Internal Council Conduct

The council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient, and cooperative manner with other members of the council and city staff. It is incumbent upon the members of council to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

2.01.City Staff and the Public

Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes outlined in federal, state, and city laws and ordinances. City of Rochester policy dictates that elected officials and advisory board members conduct business in a manner which, both internally and in relation to each other and their constituencies, is free from illegal discrimination based on race, color, creed, religion, national origin, sex, disability, age, marital status, socio-economic status, or sexual orientation.

2.02.Recording and Broadcasting Meetings

2.02(A). All regular business meetings and special business meetings of the city council are public meetings under the provisions of Minnesota State Statutes. Executive (closed) sessions of these meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, are available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and those recordings of meetings will become an official part of

the approved minutes.

2.02(B). In addition to the recordings of the regular business meetings, there will be a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, a video recording of each meeting is made available to the public through the city's internet website. Each entire meeting is recorded as hereinafter specified.

2.02(B)(i). Regular Business Meetings and Special Business Meetings.

Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session or during breaks as prescribed in the Rules (Rule 1, Sec. F.) Further business may be conducted by the council following an executive (closed) session. The broadcast recording will follow the same period of recording.

2.02(B)(ii). Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made either by the city clerk or another available staff member.

2.02(B)(iii). Executive (Closed) Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

2.02(B)(iv). Regular business meetings and study session meetings will be available to the public via video streaming.

2.03. Placing Items on the Business Meeting Agenda

2.03(A). Generally, the business agenda for each meeting will be generated by the city clerk in conjunction with city administration. The items shall be suggested and prepared by staff. Regular business meeting agendas are published by the

end of the business day on the Wednesday before the regularly scheduled business meetings.

2.03(A)(i). Council members submitting questions regarding items on the agenda by Thursday at 5:00 p.m. may expect a response from staff by end of business the next day.

2.03(A)(ii). Council members submitting questions regarding business agenda items from Friday through Sunday at 5:00 p.m. can expect a response by Noon on the day of the regular business meeting. Similar timeframes are inferred for meetings scheduled on alternate days due to conflicts with holidays or observances.

2.03(A)(iii). Council members wishing to remove items from the "Consent Agenda" portion of the regular business meeting shall do so no later than 1:00 p.m. on the meeting day by notifying the council president, city administration, and the city clerk of the item being pulled.

2.03(B). A council member may request an item be considered on a future agenda by submitting a council initiated action (CIA) form to city administration, along with a second by another council member. In order to allow sufficient time for administration to review and city staff to research the matter, the request shall immediately enter a review period of 15 business days. Following this review, the request shall be placed on the next possible meeting agenda. The request may be placed sooner, or later, due to time constraints at the discretion of city administration. The requesting council member shall submit all written material associated with the request to the city clerk within the fifteen-day review period for distribution to the council.

2.03(C). The mayor may request an item be considered on a future agenda by submitting a request to city administration. The request shall immediately enter a review period of 15 business days. Following this review, the request shall be placed on the next possible meeting agenda. The request may be placed sooner, or later, due to time constraints at the discretion of city administration. The mayor shall submit all written material associated with the request to the city clerk within the fifteen-day review period for submission to the council.

2.03(D). Any board or commission of the city may request an item be considered on a future agenda under reports and recommendations by majority vote of the board or commission. The staff person advising the board or commission shall work with the city administration to place the item on the agenda and shall submit all written material to the clerk at least ten days prior to the meeting.

2.04. Requesting a Study Session

A council member may suggest an item be presented in a study session meeting to acquire information. Said item shall be put in the queue to be placed on a scheduled study session agenda, provided a second to the proposal is received from another council member.

2.05. Travel Policy & Expenditure Guidelines

Council members shall follow the same travel policies and expenditure guidelines as city employees.

CHAPTER 3. Council Conduct with City Staff

3.01. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a study session, or through a direct binding majority vote of the council at a special or regular business meeting. This direction can occur either as a CIA (see 2.03(B)) or under other business on the regular business agenda. Once the direction is given to the city administrator, that individual shall assign the work to a staff member, or advise the council that the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (the administrator and attorney), are not obligated to pursue items for only one council member. If a council member wishes to ask the city staff to work on an item, they must receive the consent of the council by either determining that there is little or no opposition during a meeting, by a majority vote of approval, or by submitting a formal CIA.

3.02. Requests for Information on Non-Agenda Items

City staff carry out the day-to-day business of operating the city. The council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city administrator. If a council member is asking for information from city staff that will require more than thirty minutes of city staff time to collect or research a problem and prepare a response, the request will need to be approved by the council to ensure that staff resources are allocated in accordance with overall council priorities.

3.03. Interaction with Staff

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city administrator, and if an issue is identified that needs to be

addressed by the whole council, it will be brought forth accordingly. In any event, there shall be no personal attacks on city staff.

CHAPTER 4. Council Conduct with the Public

4.01. Public Meetings

Making the public feel welcome is an important part of the democratic process. Information for the public on council meeting procedures as well as guidelines for addressing the council are outlined in Appendix A and B and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

4.02. Disruption of Public Meetings

Any member of the public will be allowed to appear and speak before the council during open comment periods and public hearings, subject to time limitations addressed in Appendix A, unless the member of the public disrupts or otherwise impedes the orderly conduct of any council meeting, hearing, or other proceeding of the council. Disruption is defined generally as, but not limited to, using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If, after receiving a warning from the presiding officer, a person persists in such conduct or otherwise continues to disrupt the meeting, the presiding officer, pursuant to the rules adopted by the council, may expel the member of the public and direct them to leave the meeting. Any council member may appeal the order of the presiding officer, and upon a majority vote of the council, such order of the presiding officer may be set aside. Such vote is undebatable. Such person may be readmitted at a future meeting as long as there are not further disturbances or disruptions by such person at that public meeting. Nothing herein shall limit or restrain negative, positive, or neutral commentary about the manner in which an individual employee, officer, official, or council member carries out their duties in public office or employment.

4.02(A). To preserve the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers, or computers should be turned off or set to vibrate.

4.03. Written Public Comment

Interested parties, or their authorized representatives, may address the council through written communication about any matter concerning city business addressing the city

clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence at publiccomment@rochestermn.gov.

APPENDIX A

CITY OF ROCHESTER, MN COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE ROCHESTER CITY COUNCIL

The Rochester City Council welcomes your participation in matters before the council. When meeting in the council chamber, members of the council are seated at the dais and each has a nameplate for recognition. The council meets the first and third Monday of each month at 6:15 p.m. in the council chamber and holds study session meetings as needed, typically every Monday at 3:30 p.m., as well as other meeting dates when required.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are made available just prior to or during the meeting and are placed near the door to the council chamber. Agenda copies may be downloaded from the city's website as soon as the agenda is published, typically the Wednesday prior to the meeting after 3:00 p.m.

COPIES OF AGENDA ITEMS

Agenda items may be downloaded from the city's website. Any writings distributed during a public meeting will be available for public inspection at the meeting if prepared by city staff or a council member. Materials prepared by someone else are available after meeting.

PUBLIC PARTICIPATION – OPEN COMMENT PERIOD

The council welcomes suggestions and comments that meet the needs of the city and improve its operation. The council also welcomes questions about its responsibilities or decisions. To address the council, put your name on the open comment sign-up sheet prior to the meeting, located on a table in the rotunda outside the chamber. Sign-up sheets are available 30 minutes prior to the meeting. Early sign-up is not available. Sign-up is first-come, first-serve. When your name is called, please step to the podium and speak into the microphone to address the council. If unable to sign up before the meeting, an opportunity to speak after the sign-up sheet is exhausted may be given if time permits. The clerk will indicate to the presiding officer if virtual participants are in queue. The presiding officer will then alternate between those in-person and those calling in until the time is exhausted. Participants may not speak on items otherwise being addressed by a public hearing on the same meeting agenda, or on items that have already had a public hearing at a previous meeting.

PUBLIC PARTICIPATION –PUBLIC HEARINGS

The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person, virtually, or in writing. If attending in person, sign in on the public hearing sign-up sheet prior to the meeting, located in the rotunda outside the chamber. Sign-up sheets are available 30 minutes prior to the meeting. Early sign-up is not available. Sign-up is first-come, first-serve. When your name is called, please step to the podium and speak into the microphone to address the council. If unable to sign up before the meeting, an opportunity to speak after the sign-up sheet is exhausted may be given if time permits. The clerk will indicate to the presiding officer if virtual participants are in queue. The presiding officer will then alternate between those in-person and those calling in until the list is exhausted.

RECORD OF SPEAKERS

A sign-up sheet is provided outside of the council chamber prior to the meeting. Members of the community shall write their name on the sign-up sheet so it can be recorded in the meeting minutes. The presiding officer will ask each person to state their name to introduce themselves before speaking. Community members in attendance who did not sign-up on the designated sheet ahead of time will be asked to check in with the city clerk after their comments to provide their name for the record. If virtual participants have indicated they would like to speak, the clerk will alert the presiding officer so they may alternate between in-person and call-in participants. Call in participants are asked to state their name at the beginning of their comments for the record.

WRITTEN MATERIAL

Any person providing written or other material to the council at the meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for official city records.

WRITTEN PUBLIC COMMENTS

Public comments on any topic may be submitted in writing to the city clerk by mail or email until 3:00 p.m. on the day of the meeting or in-person at the meeting. Written comment forms will be available at the sign-in table should any person present at the meeting prefer to submit a comment in writing as opposed to speaking in-person.

1. **Written public comments offered on a topic not currently in front of the council.** A written public comment received regarding non-agenda items (an “open comment”), will be distributed to the council, mayor, and city administration, then entered as part of the meeting at the next regularly

scheduled meeting to comport with open meeting law.

2. **Open comments submitted in writing regarding items that have already had a public hearing.** Written public comments received by the city clerk via mail or email after a public hearing has been closed will not be distributed or entered into the meeting record.
3. **Email and mail-in written comments for open comment and public hearings.** It is strongly recommended that email and mail-in written comments be submitted no later than 3:00 p.m. on the day of the meeting. Mail and email comments received after 3:00 p.m. on the day of the meeting may or may not be circulated to the council. Written comments about public hearings will not be accepted after the public hearing is closed unless the comment was written at the same meeting as the public hearing using the available forms. In the event an item was continued and the public hearing remains open, written comments will continue to be received and distributed in the manner described above.

VIRTUAL PARTICIPATION

Each city council agenda will provide a call-in number for members of the public to participate virtually in the open comment period and/or public hearings. For both the open comment period and public hearings, the presiding officer will alternate between in-person participants and call-in participants. All other rules as stated above apply.

DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city administrator's office at least 24 hours in advance of a meeting. The city administrator's office may be reached at 507-328-2000. Anyone who has difficulty hearing the proceedings of a meeting may request a portable listening device from the city administrator's office. The device works directly from the public address system. The listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city administration office within seven days prior to the date of the meeting.

MICROPHONES

City council meetings are recorded and televised when held in the council chamber. To ensure a clear audio signal, Audience members must use the podium microphone when addressing the council.

TIME LIMITS

The open comment section of the agenda is limited to 20 minutes and each speaker is

limited to four (4) minutes. Persons may only speak at one open comment period per month. For all public comments, the presiding officer and the clerk shall monitor a timer. The timer will display a green light to start. The timer will change to yellow when the speaker has one minute left. The timer will display red when the speaker's time has expired.

For public hearings, applicants will have up to 10 minutes to present their item. The presiding officer will then open the public hearing, and anyone wishing to speak about the item will be allowed to speak one time for up to five (5) minutes. The public hearing will then be closed. Applicants will have a five-minute rebuttal period following the close of the public hearing to address any concerns. The applicant may remain at the podium to answer follow-up informational questions from the council if necessary.

ELECTRONIC DEVICES

To preserve the order and decorum of city council meetings, the volume on all electronic devices, including but not limited to cellular telephones, pagers, or computers should be turned off or set to vibrate.

EXECUTIVE (CLOSED) SESSION

A description of executive (closed) session items will appear when applicable under the adjournment section.

MINUTES

The official minutes of council meetings are prepared and kept by the city clerk. The council reviews and approves the minutes in most cases at the next regular meeting. Copies of approved minutes are available at the city clerk's office or on the city's website.

APPENDIX B

GUIDELINES FOR ADDRESSING THE COUNCIL

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Audience members wishing to address the council should approach the podium, speak directly into the microphone, and state their name before making general remarks.
3. All remarks should be directed to the presiding officer. The presiding officer may wish to refer any questions to the proper council member or to city staff.
4. Public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts, or disturbs the meeting, hearing, or other proceeding.
5. Large groups are encouraged to express their views through a single spokesperson rather than individually. Speakers should observe the time limit. The group representative will not receive additional time beyond 5 minutes. Those who identify as part of the group shall also not receive additional time unless the comment provides substantially different material information. A 2/3 vote in the affirmative of a majority of council members present may suspend the rules and allow more time for continued public comment.
6. To maintain order, applause or other unnecessary disturbances are not allowed unless the presiding officer gives permission.
7. Petitions should be presented to the city clerk.
8. Audience members are encouraged to speak before the council during the designated times as outlined in this document. Audience members cannot make motions or otherwise participate in the meeting.

RESOLUTION

Adopting the Revised Rules of Procedure & Code of Conduct for the Rochester City Council.

WHEREAS, at the July 12, 2021, Council Study Session, the City Administrator and the City Clerk presented the Common Council with a review of the current Rochester City Council Rules of Procedure and Code of Conduct; and

WHEREAS, recommendations were made to the Council for potential revisions to the rules to better reflect the Council's current practices as well as to include additional new guidelines to promote efficiency, transparency, and good governance; and

WHEREAS, technical amendments to language, grammar, formatting, punctuation, and style were made throughout the document; and

WHEREAS, the document was revised taking into account these technical updates and the feedback of the Council, resulting in the revised rules and code of conduct found in Attachment A of this Resolution.

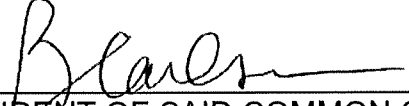
NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Rochester, Minnesota, that the Council does hereby adopt these Rules of Procedure & Code of Conduct as represented in Attachment A below.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF

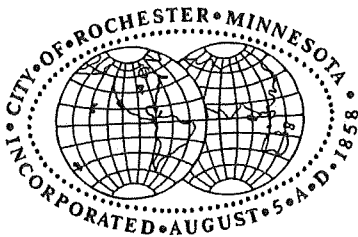
ROCHESTER, MINNESOTA, THIS _____ DAY OF _____, 2021.

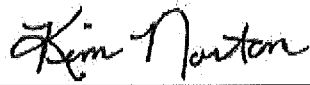
ATTEST:


CITY CLERK


PRESIDENT OF SAID COMMON COUNCIL

APPROVED THIS _____ DAY OF _____, 2021.




MAYOR OF SAID CITY

Brooklyn Park



Elected Officials

Rules of Procedures and Code of Conduct

June 2002

Revised and Approved July 22, 2024

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**CITY OF BROOKLYN PARK
ELECTED OFFICIALS
RULES OF PROCEDURES AND CODE OF CONDUCT**

*(Adopted at City Council Meeting of June 10, 2002)
Revised and Approved by City Council on October 24, 2022*

Preamble:

The Brooklyn Park community is entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;*
- Public officials be independent, impartial and fair in their judgment and actions;*
- Public office be used for the public good, not for personal gain; and*
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.*

It is essential to the proper administration and operation of the City of Brooklyn Park that the City Council be independent and impartial, that elective office with the City of Brooklyn Park not be used for personal benefit, and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Conduct and Rules of Procedures, which is applicable to all members of the City Council, including when acting in the capacity of EDA Commission Members.

The purpose of this Code is to establish standards of ethical conduct applicable to the City Council Members, including the Mayor, in the discharge of their duties. It prescribes essential restrictions against conflict of interest and other conduct not consistent with good practices while not creating unnecessary barriers to public service.

It is required that all Council Members comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law.

The Council's Statement of Values:

- *Honesty and Integrity:* Honesty and integrity are the cornerstones for building trust, mutual respect and teamwork. Honesty and integrity include maintaining the highest ethical standards, communicating with complete candor and openness, listening and really hearing each other, and a willingness to change our position on an issue if the facts warrant.
- *Respect:* Each person is an individual. Despite differences we may have on issues, we will strive to demonstrate respect and a caring attitude toward each other.
- *Teamwork:* We believe that teamwork is important to our success as an organization. Teamwork requires participation by all to reach consensus on issues, whenever possible. We will work together to achieve win/win solutions that serve the entire community.
- *Information:* We value information that is correct, complete and timely. This is essential for making decisions that are sound and wise. The Council expects staff to be diligent in assuring that its information needs are reasonably met.
- *It's Okay to Disagree:* While we will strive to reach consensus on issues, we also recognize that we operate in a political environment. At times, our disagreements will only be resolved by voting. To disagree on an issue does not imply dislike for the individual. We believe in being tough on issues, but not on people. Once an issue is resolved, we will move on without grudges or malice.
- *Best for the City:* Ultimately, the interest of each Council and staff member is to do what is best for the City of Brooklyn Park and to uphold the City Charter. This includes assuring open accessible government, fiscal responsibility, a spirit of professionalism, excellence in service, and visionary community leadership. We each take pride in our community.
- *Trust:* The Council and staff of the City of Brooklyn Park are committed to working together within the context of these values. To assure they become a real force in guiding our behavior, we will prominently display them and regularly remind ourselves and each other of their existence. We believe this will be a powerful factor in building the bonds of trust among us.

Behaviors we need to model to ensure we are an effective and efficient governing body				
<i>Listening to understand and being openminded</i>	<i>Respecting, appreciating, and valuing each other</i>	<i>Being prepared and accountable</i>	<i>Being transparent and honest</i>	<i>Willingness to work with others</i>
• Listen more, talk less • Seek to gain	• Respect each other and differences	• Be prepared for meetings • Be	• Tell the truth • Be honest and transparent	• Be willing to work with others

understanding •Be openminded for change •Listen to understand •Flexible and open to others	•Respect and value each other •Always show appreciation •Respect each other	accountable to our constituents and each other •Be aware of your strengths and weaknesses		
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1. OVERVIEW OF ROLES AND RESPONSIBILITIES

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in state law, Brooklyn Park City Charter, and City Code.

1.1 Mayor

- Elected “at-large” for a 4-year term
- Recognized as head of the City Government for all ceremonial purposes
- Presides over meetings of the City Council
- Has the same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Strives to lead the Council into an effective, cohesive working team

1.2 Mayor Pro Tem

- Appointed by the City Council at the first meeting of the year
- Performs the duties of the Mayor if the Mayor is absent, disabled, or otherwise unable to participate in a matter or is the subject of a complaint under this code

1.3 All Council Members

All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

1.4 The Mayor and All Council Members

- Refer to one another formally during public meetings as “Mayor (last name)”/ “Council Member (last name)”
- Wait to speak until acknowledged by the Mayor
- Honor efforts by the Mayor to efficiently manage the meeting and to focus discussion on current agenda items
- Treat all staff as professionals
- Treat members of the public politely and respectfully

- When a conflict of interest arises, the Council member shall abstain from the vote and be available for comment from the podium only
- Council Members are encouraged to give support for the majority position once votes have been taken
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings, including contacting staff with any questions in order to be familiar with issues on the agenda
- Represent the City at ceremonial functions
- Be respectful of people's time; stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Brooklyn Park government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities

2. RULES OF PROCEDURES

- 2.1 **Regular Meetings:** Shall be held at 6:00 p.m. on the first, second and fourth Mondays of each month in the Council Chambers of City Hall, 5200 85th Ave. N., Brooklyn Park, Minnesota. No meeting shall be held on a legal holiday, but shall be held at the same hour on the next succeeding day that is not a holiday.

Open Forum will begin at 6:00 p.m. at all regular meetings with the exception of the work sessions. Members of the public should be advised of the guidelines of the Open Forum. The Open Forum will provide members of the public an opportunity to comment, ask questions or present a problem relating to city business that is not already a part of the agenda. Each speaker will be asked to limit his/her comments to three (3) minutes and can only address the Council one time during the Open Forum. No action will be taken. Staff will follow up with a response regarding the status of the concern. Open Forum will be held no longer than 15 minutes. If no one is in attendance for the Open Forum or if 15 minutes is not needed for this purpose, the regular meeting shall begin immediately or after Open Forum business has been conducted.

- 2.2 **Special Meetings:** The Mayor or any three (3) members of the Council may call Special meetings. Three days written notice is required. Notice shall include specific purpose of the meeting in addition to the time, date and location of meeting.
- 2.3 **Emergency Meetings:** Emergency meetings may be called by the Mayor or any three (3) members of the Council due to circumstances that, in the judgment of the public body, require immediate consideration. At least four (4) hours' notice (either in writing or by telephone) is required.

- 2.4 **Executive Sessions:** Executive Sessions are closed meetings and may be called only for those reasons specified in state law. State Statute requires that the Council pass a motion at a public meeting announcing their intention to go into a closed meeting, the subject matter to be discussed and the time and place of the executive session. Executive sessions will be taped when required by State law. When the executive session is complete, the Council shall return to the public meeting and summarize the action taken at the executive session. Council Members are to maintain confidentiality relating to any non-public discussion items.
- 2.5 **Cancellation of Meetings:** Meetings may be cancelled by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem due to insufficient agenda items, lack of a quorum, inclement weather and/or other similar reasons. Council Members must be notified in writing or by telephone at least four (4) hours in advance whenever possible.
- 2.6 **Meeting Minutes:** Minutes of all meetings (except Executive Sessions) shall be kept by the City Clerk and shall represent an official record of the Council proceedings. Minutes shall be submitted to the Council for approval and to the Mayor for signature. Lack of such approval or signature shall not invalidate the minutes as official records.
- 2.7 **Cablecast/Webcast Meetings:** To the extent possible, all regular meetings and special Council meetings shall be cablecast/webcast. Video will be retained by the City Clerk for one year and be available to the public for viewing.
- 2.8 **Audio-taped Meetings:** Executive Sessions dealing with labor negotiation discussions will be audio taped; those tapes will be retained for two years after the contracts are signed.
- 2.9 **Meeting Attendance:** Council Members are expected to attend all meetings. However, when unable to attend a meeting, Council Members should notify either the Mayor or the City Clerk. The Mayor shall announce the Council Member's absence.
- 2.10 **Attendance by Interactive Technology:** A Councilmember seeking to attend a Council meeting using interactive technology must submit a request to do so in writing to the City Manager or City Clerk no later than noon on the Friday prior to the meeting. The request must contain the location and address from which the Councilmember will be attending the meeting.

The Councilmember's location must be open and accessible to the public.

The Councilmember attending through interactive technology must be plainly visible via video.

Members of the public present at the regular meeting location of the City Council must be able to hear and see all discussion, testimony and votes from remote participants.

All votes are conducted by roll call so each member's vote can be identified and recorded.

Each Councilmember may attend Council meetings by interactive technology means no more than three times per calendar quarter and no more than six times per calendar year. This limitation does not apply if:

1. A Councilmember is serving in the military and is attending a required drill, deployment, or is on active duty;
2. A Councilmember has been advised by a health care professional against being in a public place for personal or family medical reasons; or
3. A Councilmember is unable to personally attend a Council meeting in order to care for a family member.

2.11 **Break:** The Council may recess for a ten-minute break at 9 p.m.

2.12 **Adjournment:** Unless otherwise agreed to by at least a majority of the Council, all meetings of the Council shall be adjourned by 10:00 p.m. The Mayor should manage the meeting to conform to the adjournment time.

3. AGENDAS

The Agenda shall be prepared by the City Clerk and City Manager and shall contain the order of business of each meeting. It shall be delivered to Council Members each Thursday preceding the Monday meeting to which it pertains. Agenda items will be scheduled to meet the differing needs of those in attendance. The agenda and all supporting public material shall also be made available to the general public by noon on the Friday preceding a Council meeting and at the Council Meetings.

- 3.1 **Deadline for Agenda Items:** Generally, items to be considered should be submitted to the City Manager's office by noon on the Wednesday preceding the meeting. The City Manager may choose not to schedule items for a particular meeting when, in his/her opinion, other business to be considered at that meeting will likely consume the available time. Any two Council Members may request that the city manager place an item on an upcoming meeting agenda.

- 3.2 **Approval of Agenda:** The Mayor, Council Members or staff may propose additions, deletions or changes to the agenda. A majority vote of the Council is required to approve the agenda as proposed/amended. Any changes after the agenda has been formally approved shall require a two-thirds (2/3) vote of the Council.
- 3.3 **Consent Agenda:** Routine and non-controversial items shall be placed on the Consent Agenda which will be approved by one blanket motion. Any Council Member may request that items be withdrawn for separate consideration. If a Council Member has a question on a Consent Agenda item, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

4. PUBLIC INPUT

Council Members recognize that public input is an essential component in the decision making process. Members further acknowledge the necessity of ensuring that persons who wish to speak be afforded an orderly opportunity to do so. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- 4.1 **Restrictions:** Questions and comments from the public during a council meeting shall be limited to the subject under consideration. Depending on the length of the agenda and the number of persons wanting to participate, the Mayor may limit the time available for public comment and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No persons shall enter into any discussion without being recognized by the Mayor. After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission from the Mayor.
- 4.2 **Public Hearings:** After a presentation by staff, the applicant shall have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. The Mayor will determine how much time will be allowed for each speaker (generally 3 to 5 minutes) and ask speakers to line up to speak. Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. Council Members should refrain from arguing or debating with the public and should always show respect for different points of view. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. The Mayor or Council shall notify the speaker when the allotted time has expired to accommodate others wishing to speak.
- 4.3 **Addressing the Council:** Any member of the public desiring to address the Council

shall complete an Addressing the Council Form and present it to the Clerk. The Mayor will call on the individual when that agenda item is discussed.

5. COUNCIL PROCEDURES/PROTOCOL

Councils are composed of individuals with a wide variety of backgrounds, personalities, values opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Council may “agree to disagree” on contentious issues. It is expected that there will be support for the majority position once votes have been taken. Roberts Rules of Order will be followed. The City Attorney will act as Parliamentarian.

- 5.1 **Motions:** Motions are a formal method of bringing business before the Council and for stating propositions on which the Council will move to make a decision. All motions require a second and a motion shall not be withdrawn by a mover without the consent of the person seconding it. No debate/discussion shall take place without a motion being placed on the floor.
- 5.2 **Voting Procedures:** Unless abstaining, every Council member shall vote. Failure to vote shall be recorded as a yes vote except in situations where a roll call vote has been requested. Tie votes shall be lost motions when all Council Members are present. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting unless otherwise ordered by the Council.

6. CODE OF CONDUCT AND ETHICS

6.1 Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

6.1.1 In Public Meetings

- A. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times, including listening actively during Council meetings.
- B. **Honor the role of the Mayor or Mayor Pro Tem in maintaining order.** It is the responsibility of the Mayor to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- C. **Avoid comments that personally attack other Council Members.** If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- D. **Demonstrate effective problem-solving approaches.** Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- E. **Be punctual and keep comments relative to topics discussed.** Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- F. **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.
- G. **Council Decisions.** Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

6.1.2 In Private Encounters

- A. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- B. **Be aware of the insecurity of written notes, voicemail messages, social media and email.** Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially "public" communication.
- C. **Even private conversations can have a public presence.** Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- D. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

6.2 Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy and City staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- A. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward staff is not acceptable.

- B. **Limit contact to specific City staff.** Questions of City staff and/or requests for additional background information should be directed to the City Manager, City Attorney, or Department Heads, unless otherwise directed by the City Manager. The City Manager should be copied on or informed of any request.
- C. **Council direction to staff.** In accordance with Charter Section 2.10, individual Council Members cannot give direction to city staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction. Materials supplied to a Council Member in response to a request for information of interest to all Council Members will be made available to the entire Council so that all have equal access to the information.

- D. **Do not disrupt City staff from their jobs.** Except in extraordinary circumstances, Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions.
- E. **Never publicly criticize an individual employee.** Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- F. **Do not get involved in administrative functions.** Council Members must not attempt to influence City staff on the making of employment or personnel decisions, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- G. **Do not attend City staff meetings without permission from staff.** Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.
- H. **Limit requests for staff support.** Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- I. **Do not solicit political support from staff.** Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.

- J. **Council, EDA and Commission agendas.** Staff's responsibility is to provide Council Members the information needed for informed decision-making. Every effort should be made to ask staff questions regarding Council, EDA and commission agendas before the meeting.
- K. **Don't speak ill of other Council Members to staff.** Staff has the responsibility to treat all Council Members equally. It puts staff in a compromising position when one Council Member criticizes other Council Members to staff.
- L. **Don't spring surprises on Council Members or City staff, especially at formal meetings.**

6.3 Council Conduct With The Public

6.3.1 In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- A. **Be fair and equitable in allocating public hearing time to individual speakers.** The Mayor will determine and announce limits on speakers at the start of the public hearing process and ensuring those with Brooklyn Park addresses have an opportunity to speak. Generally, each speaker will be allocated three minutes with applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless agreed upon by the Council.

- B. **Ask for clarification, but avoid debate and argument with the public.** Only the Mayor – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- C. **No personal attacks of any kind, under any circumstance.** Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- D. **Follow parliamentary procedure in conducting public meetings.** The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

6.3.2 In Unofficial Settings

- A. **Make no promises on behalf of the Council.** Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plow a specific street, plant new flowers in the median, etc.).
- B. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
- C. **Council Members are constantly being observed by the community every day that they serve in office.** Their behaviors and comments serve as models for proper conduct in the City of Brooklyn Park. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

6.4 Council Conduct with the Media

Council Members may be contacted by the media for background and quotes.

- A. **The Mayor is the official spokesperson for the representative on City position.** The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the

Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

- B. **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.
- C. **The best advice for dealing with the media is to never go "off the record."**
- D. **Inform the City Manager or Communications Manager.** If contacted by the media, the City Manager or Communications Manager should be informed. When possible the City Manager or Communications Manager should be consulted before communicating to the media.

6.5 Council Conduct with Other Public Agencies

Be clear about representing the City or personal interests. If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

- 1) If his or her statement reflects personal opinion or is the official stance of the City;
- 2) Whether this is the majority or minority opinion of the Council. Even if the Council Member is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

6.6 Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Residents who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- A. **If attending a Board or Commission meeting in the role as liaison.** "Liaison" means non-voting member of a commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
- B. **Limit contact with Board and Commission Members.** It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council Members may contact members of the Commission and staff liaison in order to clarify a position taken by the Board or Commission.

- C. **Remember that Boards and Commissions serve the community, not individual Council Members.** The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But, Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue.
- D. **Be respectful of diverse opinions.** A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members must be fair and respectful of all residents serving on Boards and Commissions.

7. CODE OF ETHICS

7.1 Open Meeting Law

- A. State law requires that, with certain exceptions, meetings of the City Council be open to the public. A meeting is a gathering of a majority of City Council Members at which City business is discussed. It is not necessary that action be taken for a gathering to constitute a “meeting.”
- B. A meeting does not include chance, social gatherings as long as public business is not discussed.
- C. A majority of Council Members should not communicate with each other by phone, email, in-person, or otherwise, to discuss City business.
- D. Use of social media does not violate the open meeting law as long as the social media use is accessible to all Members of the public.

See Minnesota Statutes, Chapter 13D for further information regarding the Open Meeting Law.

7.2 Gift Law

A City Council Member cannot accept a gift from someone who has an interest in any matter involving the City. A “gift” includes money, property, a services, a loan, forgiveness of a loan, or a promise of future employment. A “gift” does not include:

- A. campaign contributions;
- B. items costing less than \$5;

- C. items given to members of a group, the majority of whose members are not local officials;
- D. gifts given by family members; or
- E. food or beverages given at a reception, meal or meeting at which a Council Member is making a speech or answering questions as part of a program

See Minnesota Statutes, Section 471.895 and City Charter, Section 14.04(A) for further information regarding the Gift Law.

7.3 Conflict of interest

- A. City Council Members cannot have a personal financial interest in a sale, lease, or contract with the City.
- B. City Council Members cannot participate in matters in which the Council Member's own personal interest, financial or otherwise, is so distinct from the public interest that the Council Member cannot be expected to fairly represent the public's interest when voting on the matter.

See Minnesota Statutes, Sections 471.87-.88 and City Charter, Section 14.04(A) for further information regarding conflicts of interest.

8. ACCOUNTABILITY/CONSEQUENCES

8.1 A potential action for failing to comply with this code of conduct may include the following:

1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.

2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Mayor Pro Tem if the Mayor position is vacant, or if the matter involves the Mayor.

3. **Censure.** A censure shall be administered pursuant to a formal resolution adopted by the Council.

8.2 Council Members' Behavior and Conduct

- A. City Council Members who violate the code of this conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.

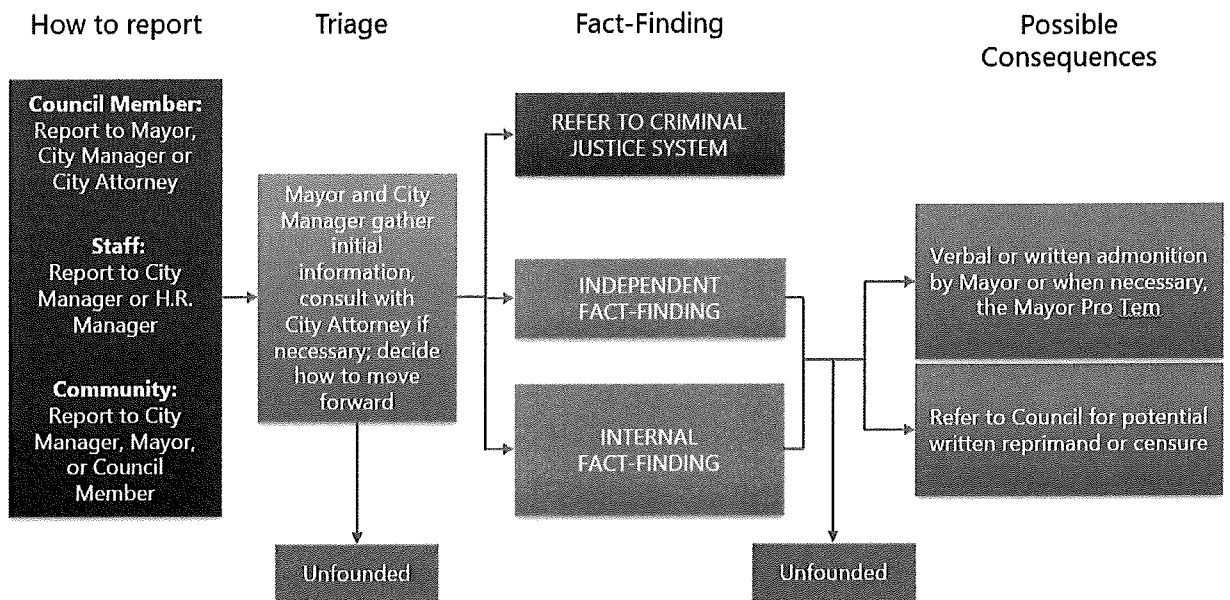
B. Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.

C. Procedures for reporting:

1. A member of the Brooklyn Park City Council may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the Mayor, City Manager, or City Attorney.
2. A Brooklyn Park staff member may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the City Manager or Human Resources Manager.
3. If the potential violation involves the Mayor, it should be brought to the attention of the Mayor Pro Tem, City Manager or City Attorney.
4. A community member may report potential code of conduct violations by a member of the City Council to the Mayor, City Manager or any member of the City Council.

D. Upon receipt of a complaint, the following diagram highlights the process that will be used:

Reporting and Addressing Possible Code of Conduct Violations



- E. For inappropriate statements or conduct by Council Members occurring during a Council meeting, a verbal correction by the Mayor will normally be the first step to address the matter either during or outside of the Council meeting. Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the Mayor not recognizing the offending Council Member to speak. A Council Member can request that the Mayor take any of these actions against an offending Council Member if the Mayor has not done so on his/her own.
- F. If the Mayor and/or Mayor Pro Tem are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the Council that is not involved in the complaint.

Postlude

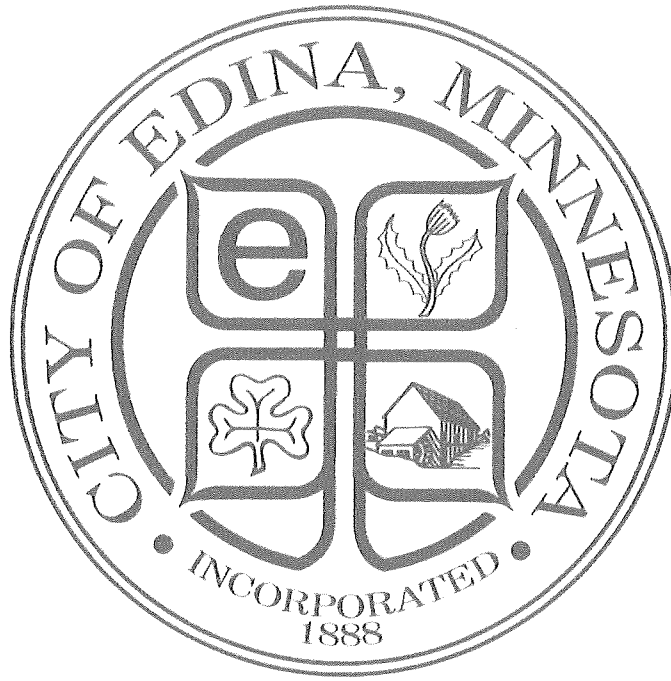
It all comes down to respect.

Respect for one another as individuals.
Respect for the validity of different opinions.
Respect for the democratic process.
Respect for the community that we serve.

9. GLOSSARY OF TERMS

9.1 Glossary

Admonition	An act or action of admonishing; authoritative counsel or warning
Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself civility Politeness, consideration, courtesy
Censure	Express severe disapproval of (someone or something), typically in a formal statement
Civility	Formal politeness and courtesy in behavior and speech
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Council member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Reprimand	Express sharp disapproval or criticism of (someone) because of their behavior or actions.
Respect	The act of conducting one's behavior in a courteous manner.



Edina City Council – Code of Conduct

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Introductory Pledge

Edina residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence for integrity. Recognizing these goals, the Code of Conduct is established for all elected officials of the City of Edina. As a member of the Edina City Council I agree to uphold the Introductory Pledge for elected officials adopted by the City Council and conduct myself by the following model of behavior. I will:

- Comply with the law, including
 - Staying within the City Council's authority
 - Following the open meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, Boards and Commissions
- Be consistent in policy and respect process
- Fulfill the Council's fiduciary responsibility to act in the best interest of the City, and all of its residents, both financially and legally by:
 - keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
 - not disclosing private or confidential information of the City, or using that information to advance personal interests
 - protecting City interests and liability by following advice of legal counsel

Compliance and Enforcement

The Code of Conduct expresses standards of ethical conduct expected for members of the Edina City Council. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

We will hold ourselves and each other accountable and when there is a suspected violation of the law, we will discuss with the City Manager.

Comply with the Law

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties.

Authority

In statutory cities, powers are granted to the Council as a whole, and not to individual members.

Mayoral Role

According to **MN Statute 412.191** the Mayor is a full member of the council in addition to:

- Act as presiding officer of meetings (**Subd. 2**)
- Represent the City ceremoniously
- Execute official documents (**Subd. 4**)

Open Meeting Law (OML)

Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law (**Chapter 13D**) requires that meetings of governmental bodies generally be open to the public in order to:

- Prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- Assure the public's right to be informed and observe public meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

Gift/Donations

Gifts from Interested Persons: Under ***MN Statute 471.895***, Council Members may not receive gifts from any "interested person" in conjunction with their City Council duties.

- A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return
- "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make
 - Virtually every resident or person doing business in the City could have a direct financial interest in a decision
- See statute for exemptions

Gifts to the City: Council Members can recommend acceptance of general gifts through the City's donation policy. All gifts to the city must be accepted by City Council resolution.

Logo

Members shall not use the City's name or logo for the purpose of endorsing any political candidate or business.

Conflict of Interest

Conflict of interest is when any member who has a "financial interest" in, or who may receive a financial benefit as a result of, any action or if there is potential for the appearance of conflict of interest. Questions about a potential conflict of interest shall be discussed with the City Manager.

Contractual Conflict of interest: (***MN Statute 471.87, with exceptions in MN Statutes 123B.195 and 471.88***) A public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

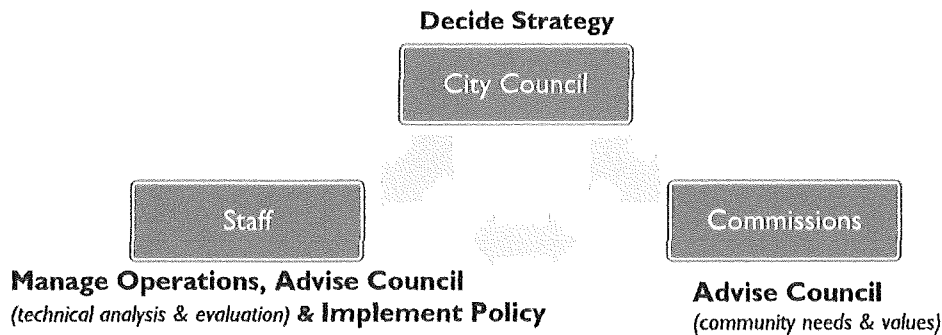
Non-contractual Conflict of interest: Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested Council Member most likely should abstain from participating in the council discussion and from voting on these issues.

Members who have a potential conflict of interest shall:

- Disclose the conflict of interest to the group, and
- Abstain from the Council discussion debate and vote

Roles of Council, Staff and Commissions

We are all part of a team committed to the residents of Edina both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of implementations to staff. We will strive to maintain a culture of trust, respect and candor as a Council and when working with staff and Boards/Commissions.



City Council	City Manager & Staff	Advisory Boards, Commissions, Task Forces
• Make policy-level decisions • Hire & supervise City Manager • Approve ◦ Budget and related work plan ◦ Ordinances and policy decisions ◦ Development proposals ◦ Variances and rezoning requests • Appoint representatives to advisory boards and commissions	• Provide best efforts and technical advice to Council • Manage operations and staff • Propose budget and policies • Carry out Council decisions • Deliver services • Equitably enforce codes & policies	• Provide community perspective • Propose work plan items • Advise the Council through Work Plan "Charges" • Hold hearings as directed by Council • Assist as directed in work plan with engagement efforts

Respectful Behavior

Members should STRIVE TO:

- Treat people with courtesy, politeness, and kindness
- Encourage others to express their opinions and ideas
- Listen to what others have to say
- Use the ideas of others to improve decisions and outcomes
- Recognize and respect differences
- Prepare for the issues at hand
- Focus on the business of the body
- Consider only legally germane information in decisions
- Act as a decision maker, not an advocate

Members should AVOID:

- Speaking over or cutting off another individual's comments
- Insulting, disparaging, or putting down people or their ideas
- Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments
- Violence or the threat of violence will not be tolerated

Working with Staff

Members shall respect and adhere to the Council-Manager (Plan B) structure of Edina city government as outlined in ***MN Statute 412***. This means:

City Council does...

- Hire, fire, and supervise City Manager
- Set the strategic direction for the City
- Consider and approve budget and related work plan, and monitor performance relative to those items
- Consider and approve policy decisions
- Consider and approve development proposals
- Consider and approve variances and rezoning requests
- Appoint citizens to citizen advisory boards and commissions
- Approve and amend work plans and bylaws

City Council does not...

- Hire and fire staff
- Direct the activities of staff, other than the City Manager
- Individually direct the activities of boards, commissions or other resident groups
- Individually approve policies, projects etc.
- Individually commit City resources or staff to specific causes
- Individually enforce policies, City Code, etc.
- Individually speak or prepare official correspondence on behalf of the City unless authorized by the City Council.

City Council Members promise City Staff they will:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for City employees where individual members, City staff and the public are free to express their ideas and work to their full potential
- Provide direction to the City Manager as a body and not direct the work of individual staff
- Encourage staff to focus on the big picture in reports
- When possible, notify the City Manager in advance of a Council Meeting of questions or requests to pull agenda items from the consent agenda so the appropriate staff can compile the information needed
- Agree that information they ask of the City Manager will be shared equally with all Council Members
- Copy the City Manager on all communications with staff, including questions

Working with Boards/Commissions

As set forth in the *Edina City Code Chapter 2 Article III*, Edina's Boards and Commissions are established by the City Council and serve as advisory to the council. Specific Board and Commission roles are:

- Investigate matters within the scope of the Commission or as specifically directed by the council
- Advise the Council by communicating the viewpoint or advice of the Commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence and investigations, make decisions and recommendations to the council

City Council Members promise Boards and Commissions they will:

- View Boards and Commissions as vitally important resources to support our decision-making
- Communicate effectively with Boards and Commissions to ensure they have the tools to do their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of Council shall refrain from using their position to influence the deliberations or outcomes of board, commission, and task force proceedings
- The expectation is that Council Members will not typically attend Board, Commission, Committee, Working Group or Task Force meetings. However, under special circumstances, if we attend a meeting:
 - We will do so only as an observer and prior to attending we will notify the appropriate staff liaison
 - Strive for good communication by reporting out to other Council Members

Working with The Community

Residents: City staff is the first call for help for residents. We will refer residents who have concerns to the City Manager. If a resident has contacted the City Manager but is still not satisfied, we will discuss with the City Manager. We acknowledge if a resident receives conflicting information from different City Council Members or staff that is difficult for the resident and could increase liability for the City.

Businesses or other interests: The purpose of a City Council meeting is to discuss information needed to decide, review that information, and decide. It is not feasible to conduct all business in a public meeting. Particularly around development, business interests might ask a member to meet outside of the City Council meeting to facilitate idea generation about proposals.

The City Council's overarching principles for working the community are:

- Never grant any special consideration, treatment, or advantage
- Respect sensitivity of personal information

- Honor our rules regarding public testimony and clearly communicate the rules
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view
- Be cautious about how we participate in meetings or events and not prejudge the issue before the Council has had a chance to deliberate

Meetings requested by residents or businesses:

1. AFTER DECISION: If we are invited to a meeting about an issue the Council has decided upon, we will explain how the Council arrived at the decision.
2. DURING DECISION: If we are invited to a meeting about an issue that will be before the Council in the future, we will uphold the above principles for working with the community, and:
 - a. We will not make our decision about an issue before the city council until the process allows.
 - b. We will be sensitive to the fact that we are not hearing everyone, and we will give equal consideration to all feedback regardless of the way it is received.
3. DURING SPECIFIED ENGAGEMENT PROCESS: If we meet with a resident during a planned engagement process, we will notify the resident that we are there to listen and encourage them to participate through the established process to engage. We will ensure that staff received the feedback provided to us.

Intergovernmental Relations

Members shall represent positions approved by the City Council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as School Boards or Counties

If an individual Council Member's opinion differs from the City position, or a matter agreed upon by the full Council, Members shall explicitly state they do not represent their City Council or the City of Edina, nor will they allow the inference that they do.

Council Regular Meeting

DATE: 5/5/2025
TO: Council Study Session
FROM:
THROUGH:
BY: Shannon Pettit, Deputy City Clerk
SUBJECT: Budget Schedule

Requested Council Action:

Background:

A council member asked that this item be discussed.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. 2025 Budget Schedule



2025 City Council Meeting Schedule

Regular City Council Meetings

*Brooklyn Center City Council regularly meet on the 2nd and 4th **Monday** of each month, unless Monday is a holiday.*

Study Session 6:00 p.m.

Regular Session 7:00 p.m.

Work Session – After regular session

January 13	January 27
February 10	February 24
March 10	March 24
April 14	April 28
May 12	May 27 (Tuesday)
June 9	June 23
July 14	July 28
August 11	August 25
September 8	September 22
October 13	October 27
November 10	November 24
December 8	

Other Meetings

All dates are Monday unless otherwise noted

June 30 – Joint Meeting with Financial Commission 2024 Audit Presentation	6:00 p.m. Council Commission Room
August 4 - Joint Meeting with Financial Commission CIP, Central Garage, GF -Public Works, Recreation, Community Development, Special Revenue – Centerbrook	5:00 p.m. Council Commission Room
August 18 - Joint Meeting with Financial Commission GF – Administration, E & HR, Finance, OCPHS, Police, Fire/Emergency Mgmt, Technology Fund	5:00 p.m. Council Commission Room
October 20 - Joint Meeting with Financial Commission Utilities, Grants	5:00 p.m. Council Commission Room
November 3 - Joint Meeting with Financial Commission EDA, Heritage Center, Liquor, Debt, TIF	5:00 p.m. Council Commission Room
December 1 – 2026 Budget Hearing	6:30 p.m. Council Chambers