

REGULAR CITY COUNCIL WORK SESSION
March 8, 2022
After the REDA Meeting that takes place at 7pm
Robbinsdale City Hall
4100 Lakeview Avenue North

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER BY MAYOR PRO TEM
2. ROLL CALL: Kline, Webb, Selman, Backen, Mayor Blonigan
3. Presentation/Discussion: Redevelopment – Density (attachment)
4. Downtown Parking – status and options
5. Downtown Plaza Use
6. Review Annual Survey Questions – to be finalized April 12th (attachment)
7. Update: Problem Properties (to be distributed at meeting)
8. Review Employee Code of Ethics – applies to elected officials (attachment)
9. Review March 12th annual meeting discussion topics (attached) and place Lunch Orders
10. Partners in Energy Update (attachment)
11. Other Business
12. ADJOURNMENT

Robbinsdale 2040 Comprehensive Plan Development Staging

One of the requirements for the 2040 plan was to identify a staging plan for the city and break it into ten year increments. The ultimate goal of the process is to demonstrate that the city can accommodate growth projections with enough land (or redevelopment sites) that theoretically could be redeveloped with enough high density housing to achieve the projections. The projections are:

Year	Population	Households
2020	15,100 (forecast)	6,500 (forecast)
April 1 Census results	14,646	6,510
2030 forecast	15,900	6,900
2040 forecast	16,400	7,200

Birdtown Flats was expected to be occupied in time for the Census - 152 apartment units. In reality, while people started moving in February, the majority moved in after April 1, 2020, the cut-off date for the census.

2021-2030 Staging plan for development as found in the comp plan includes:

- Parker Station Flats - 197 apartments.
- 4600 Lake Road Apartments "The Reeve" - 118 apartments.
- **467 apartments/ households added to the 6,510 Census households = 6,977 Households**

In other words, Robbinsdale has achieved its 2030 growth projection with the completion of the Reeve at 4600 Lake Road.

The Elim Church site was not discussed in the comp plan as a possible redevelopment site. The property is designated for institutional use which does not include residential uses. An amendment to the comprehensive plan would be required if the property is to be redeveloped.

The next phase of development was assumed to be in the downtown station area associated with the Blue Line Extension LRT project in the 42nd Ave. N. / BNSF scenario:

- "Sawhorse" area north of 42nd Ave. N. extending to West Broadway and south of the apartments (90-120 apartments / households).
- Parking ramp wrap at the LRT station (unknown number of apartments / households).

2031-2040 Future Development would be assumed to accommodate about 500 dwelling units among the following theoretical sites.

- Robin Center
 - Upper 1.14 acres 50-70 apartment units
 - Lower 4.22 – 5.83 acres 200-450 possible apartment units
- Town Center 3.9 acres 235-330 possible dwelling units
- U. S. Bank 2.33 acres 140-200 possible dwelling units
- Hubbard Market Place
- North of 42nd Ave. N.

Business	Parking	
Broadway Ct	Parking on street & in rear & in drivethru	
Travail	Shared with Lions & Strait Stuff	Overflow -water tower lot
Wuollet	none	
Birdhouse	none	
Golden Age	A couple unstriped spaces; used for loading	customers on street
Hackenmuellers	A couple unstriped spaces; used for loading	Park next to Northside Oriental
Wicked Wort	Parking lot behind business +on street	Park next to Northside Oriental
Kings & Queens	none	
Steinhauser	Parking in rear adequate	
4180/Marnas/Nonas	Shared parking agreement; pay for city parking lot maintenance	
Ace Hardware	5 spaces off alley	customers use city lot to north
Rdale marine	couple of spaces on site	
Pawn America	Parking lot front and rear	
Nouvelle Brewing	12 spaces to south; parking agreement with Marine & working on agreement with pawn.	
Walgreens	Ample parking	
McDonalds	Has converted some parking to pick up orders	Many customers use city's leased lot.

Performance Measurement Survey Attachment

Questions from 2021 (Required Questions in bold)

- 1) **How long have you lived in Robbinsdale?**
- 2) **How would you rate the quality of life in Robbinsdale?**
- 3) **When you consider the property taxes you pay and the quality of city services you receive, how would you rate the general value of city services?**
- 4) **How would you describe your overall feeling of safety in the city?**
- 5) **What is your perception of the quality of fire education, inspection, and response services provided by the Robbinsdale Fire Department?**
- 6) **How would you rate the overall condition of city streets?**
- 7) **How would you rate the overall quality of snowplowing on city streets?**
- 8) **How would you rate the dependability and overall quality of the city water supply?**
- 9) **How would you rate the dependability and overall quality of the city sanitary sewer service?**
- 10) **How would you rate the quality of communication/distribution of information?**

- 11) How would you rate the city's response to eliminating racial disparities within the community?
- 12) How would you rate the diversity within recreation programming?
- 13) How satisfied are you with programming and classes offered by the city's recreation staff?
- 14) How would you rate your overall experience at city parks?
- 15) Please rate your level of support for the Blue Line light rail traveling down Bottineau Blvd instead of the BNSF railway?

CODE OF ETHICS

Declaration of Policy.

The proper operation of democratic government requires that all public service employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public employment not be used for personal gain other than anticipated by the employment relationships; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all elected and appointed officials of the City of Robbinsdale, pursuant to Minnesota Statutes 471.895, as well as for all other employees of the City of Robbinsdale.

The purpose of the Code of Ethics is to establish ethical standards of conduct for all such employees by setting forth those acts or actions that are incompatible with the best interests of the city and by directing disclosure by employees of any private, financial or other interests in matters affecting the city. The provisions and purposes of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Robbinsdale.

Responsibilities of Public Office.

Public employees are agents of public purpose and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota and to carry out impartially the laws of the Nation, State of Minnesota and City of Robbinsdale and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their particular position regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

Dedicated Service.

Employees shall adhere to adopted rules of conduct as outlined in the personnel policies. Employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

Rules of Conduct.

All employees of the City of Robbinsdale shall conform to and comply with the provisions of these rules and other applicable policies. Any willful violation shall be considered insubordination and subject to disciplinary action, up to and including dismissal from employment in the city's discretion.

In addition, no employee shall conduct himself/herself in any manner that reflects negatively on the city or its property. Such conduct shall include, but not be limited to working while under the influence of alcohol or illegal drugs, misappropriation or abuse of city funds or property, violations of the code of ethics or conflict of interest policies contained herein.

Acceptance of Gifts or Favors.

Employees of the city, in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source, except the city, for any activity related to the duties of the employee unless otherwise provided by law, Minnesota Statutes 471.895.

Examples of what is acceptable:

- At an open house where the general public is invited, whether held in the City of Robbinsdale or elsewhere, you may have the cookies and coffee.
- At a store there are free pens available to any member of the general public, you may take a free pen.
- You are attending a conference, for which a registration fee has been paid, and in addition to information, you are supplied with a pen and paper, you may use those supplies.
- You are asked to speak at a meeting and the organization offers to pay for your meal in exchange for the presentation (this must be a real presentation). You may accept the meal.
- You may accept informational brochures if the content is "unexceptional." Not something which a private firm prepared unique to your needs.

Examples of what is not acceptable:

- You are invited by a contractor, vendor or business to a private event, not open to the general public and there are hors d'oeuvres supplied. You need to pay for the food provided - if you are attending as a representative of the city, you are eligible for reimbursement of this cost.
- A store in Robbinsdale or a vendor who does business with the city offers you a special deal because you are a city employee or because the city does business with them (discounts, free offers, etc.). You may not accept this gift.
- At a conference a vendor has a special hospitality room that is not available to the general public. You are advised not to accept the invitation.
- A vendor that does business with the city offers you a hat, shirt, etc. You should decline the gift. At some point there is a delineation between a "trinket and memento of insignificant value" (pen, small note pad) and a gift. The law is not clear on how to make that determination, but as a guideline, if you think it could be questioned, don't accept.

You are not to benefit from your position as a city employee with respect to vendor relations over that of any citizen of the city. In addition to the state law, the city has taken the position that gifts from interested person should not to be accepted by any city employee unless covered by the M.S. 471.895, Subd 3.

Minnesota Statutes 471.895, Subd 2

"Prohibition: An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person."

M.S. 471.895, Subd 1(c)

"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." - This includes any person applying for a permit or license, wishing to contract with the

city for services, or a resident who has a financial interest in a decision you are able to make.

M.S. 10A.071

"Gift means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return." You have to pay for what you get.

M.S. 471.895, Subd 1(d)

"Local official means an elected or appointed official of a county or city or of an agency, authority, or instrumentality of a county or city." All city employees are appointed. M.S. 10A.01, Subd 25 includes employees who have authority to make or recommend decisions regarding expenditure of public funds in the definition of local official. For example, if you decide which vender to go to, you are making a decision on expenditure of public funds.

M.S. 471.895, Subd 3 Exceptions:

- Political contributions.
- Services limited to providing advice, consultation, information and communication in connection with legislation and services to constituents.
- Services of insignificant monetary value.
- A plaque or similar memento recognizing services.
- Trinket or memento of insignificant value.
- Informational material of unexceptional value.
- Food or beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.

M.S. 471.895, Subd 3(b)

Prohibitions do not apply if the gift is given because of the recipient's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given to other members of the group.

In addition to the state law, the city has taken the position that gifts from interested person (as defined above) should not to be accepted by any city employee unless covered by the M.S. 471.895, Subd 3 Exceptions.

Use of Confidential Information.

An employee of the city shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Conflicts of Interest.

The following actions by an employee of the city shall be deemed a conflict of interest, and shall be subject to disciplinary action as appropriate.

1. Use or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's

- relatives, or others with which the employee is associated that are different from those available to the general public.
2. Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of the employee's official duties; or
 3. Actions as an agent or attorney in any action or matter pending before the city except in proper discharge of official duties or on the employee's behalf.

Determination of Conflicts of Interest.

When an employee believes the potential for a conflict of interest exists, it shall be the employee's responsibility to avoid the situation and report it to his/her supervisor. A conflict of interest shall be deemed to exist when a review of the situation by the employee, the employee's supervisor or the city manager determines any of the following conditions to be present:

1. The use for private gain or advantage of city time, facilities, equipment or supplies, or prestige or influence of city office or employment;
2. Receipt or acceptance by an employee of any money or other thing of value from anyone other than the city for the performance of work that the employee would be required or expected to perform in the regular course of hours of city employment or as part of the duties as an employee;
3. Outside employment by a business that is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee; or

Resolution of Conflict of Interest.

If the employee, the employee's supervisor or the city manager determines that a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee shall be removed from the assignment and a consultant or other source will assume the work.

Acceptance of Advantage by City Employee.

No city employee who is in direct contact with suppliers or potential suppliers to the city or who may directly or indirectly influence a purchasing decision by establishing specifications, testing products, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process may:

1. Have any financial interest or have any personal beneficial interest, directly or indirectly, in contracts or purchase orders for goods or services used by, purchased by or furnished to the city; or
2. Accept directly or indirectly from a person, firm or corporation to which a contract or purchase order has been or may be awarded a rebate, gift, money, or anything of value, other than items of nominal value. No such employee may further accept any promise, obligation or contract for future reward.

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- 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 Coordinator.** If contacted by the media, the City Manager or Communications Coordinator should be informed. When possible the City Manager or Communications Coordinator 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 non-public 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.

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.

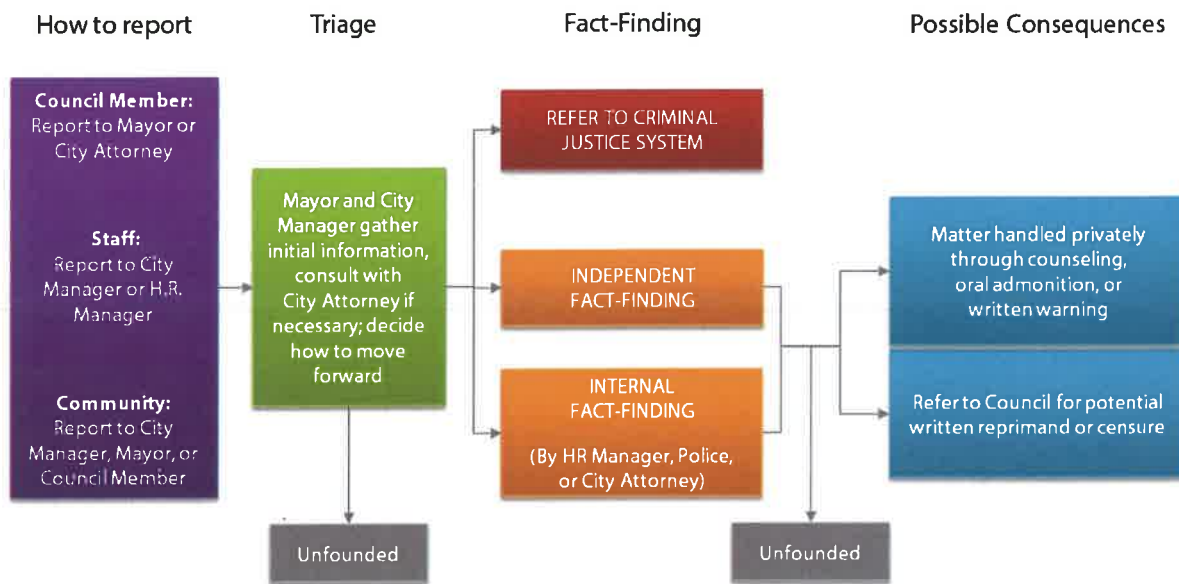
C. Procedures for reporting:

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 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.

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.

Council Goals Work Session Topics for March 12:

- Council Rules of Decorum – specific to Opportunity for the Public
- City strategy for diversity, equity and inclusion
- Indigenous land acknowledgment follow up
- Green Corps Focus Areas Priorities
- LRT consultant contract – define desired outcomes
- Quick topics
 - Staffing decisions - Assistant to City Manager – timing & expected duties
 - Council Chambers Remodel update – Hybrid Meeting Option
 - Code enforcement-expired tabs
- Congressionally-Directed Spending Request (i.e. earmarks) – Sanborn 2023-24

- After lunch - No Knock Warrant Discussion
- Update on Joint Community Policing
- Review Strategic Priorities

Partners in Energy Update

The Mayor has expressed interest in the City applying for the Partners in Energy program with Xcel Energy. The application for Partners in Energy is in July. Staff has been gauging interest from the community to find residents who would be interested in helping out. Through outreach in our City Newsletter and weekly news, we have heard from 6 residents who would be interested in becoming involved. Below is a list of interested residents:

- 1) Mike Liles: originally was interested in helping the city with climate measures after the emergency climate resolution was passed by Council. Resident works as an Environment Team Leader of the Mexico and Central America region for the United States Agency for International Development (USAID).
- 2) Tyler Gilbert: resident who works as a civil engineer who would like to encourage city to use no-carbon energy sources.
- 3) Maggie Beaupre DeYoung – Resident in Robbinsdale who expressed interest in joining.
- 4) Elizabeth Meyer – Recently retired resident of Robbinsdale with a degree in Alternative Energy.
- 5) Mark Intermill – Retired resident of Robbinsdale who worked in government relations for a large member-based public interest advocacy group in Nebraska. Resident also served as the convener of the Nebraska Transit Coalition.
- 6) Peggy Weber – Resident in Robbinsdale who expressed interest in joining.

Since Partners in Energy creates an energy plan for the community, the next step will be to have the community group along with the Mayor and other Council members complete the Partners in Energy application together. The job position for the future staff liaison to the group will be posted in the next couple of weeks.