

**CITY OF SHOREVIEW
AGENDA
CITY COUNCIL WORKSHOP
SEPTEMBER 8, 2014
7:00 P.M.**

1. ROLL CALL
2. REVIEW OF WATER TREATMENT PLANT PRELIMINARY DESIGN REPORT
3. REVIEW OF COMMITTEE/COMMISSION HANDBOOK
4. OTHER ISSUES
5. ADJOURNMENT

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR
TOM WESOLOWSKI, CITY ENGINEER

DATE: SEPTEMBER 3, 2014

SUBJECT: WATER TREATMENT PLANT – PRELIMINARY DESIGN REPORT

Introduction

Shoreview's Capital Improvement Program (CIP) includes the design and construction of a Water Treatment Plant (WTP). The first step in the design process is the preparation of a preliminary design report. At the December 16, 2013 Council meeting, the City Council authorized a professional services agreement with Advance Engineering and Environmental Services, Inc (AE2S) to complete a preliminary design report. The preliminary design report has been completed and reviewed by City staff.

Background

Shoreview's groundwater based municipal water is not treated and currently meets all federal and state primary drinking water standards. Chlorine is added as a disinfectant and fluoride is added to reduce tooth decay, which is required by the state for all public water suppliers.

Shoreview's water supply has good quality overall, but like most water supplies in the Twin Cities it contains elevated levels of iron and manganese. Iron and manganese are naturally occurring and commonly found in varying amounts in ground water supplies throughout Minnesota. The Environmental Protection Agency (EPA) has established Secondary Drinking Water Regulations (NSDWRs) that include standards for iron and manganese. NSDWRs are non-enforceable guidelines regulating contaminants that may cause cosmetic effects (such as skin or tooth discoloration) or aesthetic effects (such as taste, odor, or color) in drinking water. The EPA recommends secondary standards for water systems but does not require systems to comply. The current secondary standards are 0.3mg/l for iron and 0.05mg/l for manganese.

Water tests from 2012 show iron levels in the City's wells ranged from 0.02 to 0.22-mg/l and the manganese levels range from 0.14 to 0.24-mg/l. Based on comparisons with water tests from previous years the level of iron and manganese in the City's water supply is slowly increasing. The current iron level is slightly below the secondary standard, but the manganese level is 3 to 5 times above the secondary standard.

As water is pumped through the City's distribution system the iron and manganese comes out of suspension and settles in the pipes. This can cause the water to be unsightly, affect its taste, and cause red and black stains on plumbing fixtures and laundry. The iron and manganese can also build up in the pipelines over time reducing the overall efficiency of the system and causing operation and maintenance issues related to hydrants, valves, etc. To reduce the amount of iron and manganese settlement in the pipes the City completely flushes the distribution twice a year. But even with the flushing program staff does

receive complaints from residents about red and/or black colored water. Given that the levels of iron and manganese continue to rise in the City's water supply it is likely the aesthetic issues will continue to increase.

To eliminate these issues the iron and manganese in the City's water needs to be reduced to levels below the secondary standards before it is pumped into the distribution system. To accomplish this reduction a water treatment plant is needed to filter out the iron and manganese from the water. Many Cities in the metro area and throughout Minnesota have constructed water treatment plants to remove iron and manganese from their water.

Preliminary Design Report Summary

The Preliminary Design report reviewed the City's existing water supply infrastructure, evaluated treatment process technology, examined treatment plan alternatives that include estimated design and construction costs, and provided conclusions and recommendations. A copy of the Summary of Conclusions and Recommendations for Implementation chapter from the report is attached.

Conclusions and recommendations from the report include:

- The City's water appropriation permit and raw water supply wells are adequate for current and future water supply demands.
- Construction of the preferred alternative is feasible on the site located between the City's underground storage reservoir and the County's ice arena.
- Minor improvements to existing water supply wells are required.
- A raw water pipeline from existing Well #6 to the WTP site should be installed.
- Preliminary cost estimate of \$10,508,000 for preferred alternative that includes a raw water pipeline from well #6.

The preliminary cost estimate for the WTP improvement is higher than the \$9,000,000 estimated cost listed in the City's CIP. The estimate in the CIP was based on very general assumptions about the City's water treatment needs, which did not include a raw water pipeline from Well #6 and improvements to the existing water supply wells. The cost estimate from the preliminary report is based on actual treatment needs. The City's CIP would need to be amended to account for the higher cost estimate. The City's Finance Director is in the process of determining what affect the higher cost may have on water rates.

Discussion

The Preliminary Design Report was the first step in the design process for the proposed WTP. The next step would be the design of the WTP, which would require the City Council to authorize a professional services agreement for the design services. The City's current CIP includes funding for the start of construction in the spring of 2015. To keep on that schedule design services would need to be authorized in the fall of 2014.

CHAPTER 11 SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS FOR IMPLEMENTATION

The City of Shoreview’s Water Utility primarily consists of six (6) wells and one (1) Booster Station equipped with four (4) 3,600 gpm pumps. Treated water is distributed through 9,013 metered accounts to the residents and customers of the City of Shoreview.

Continuing to provide an adequate supply of high-quality finished water to both current and future customers at a reasonable cost is a primary goal of the City of Shoreview and will require ongoing investment in the City’s water system infrastructure. It is important for the City to address issues such as maintaining an adequate raw water supply, adjustments to changing raw water quality, optimization of existing systems, and replacement of aging infrastructure to ensure the sustained success of the City’s Water Utility.

11.1 Population and Water Demand

Historical population data for the City of Shoreview from the U.S. Census Bureau, Metropolitan Council Environmental Services (MCES), and the City of Shoreview Comprehensive Plan is presented in Figure 11.1 for the past 17 years. Initial forecasting estimates a population of approximately 27,500 by 2040. This reflects the 2040 population estimates published by the MCES in 2014.

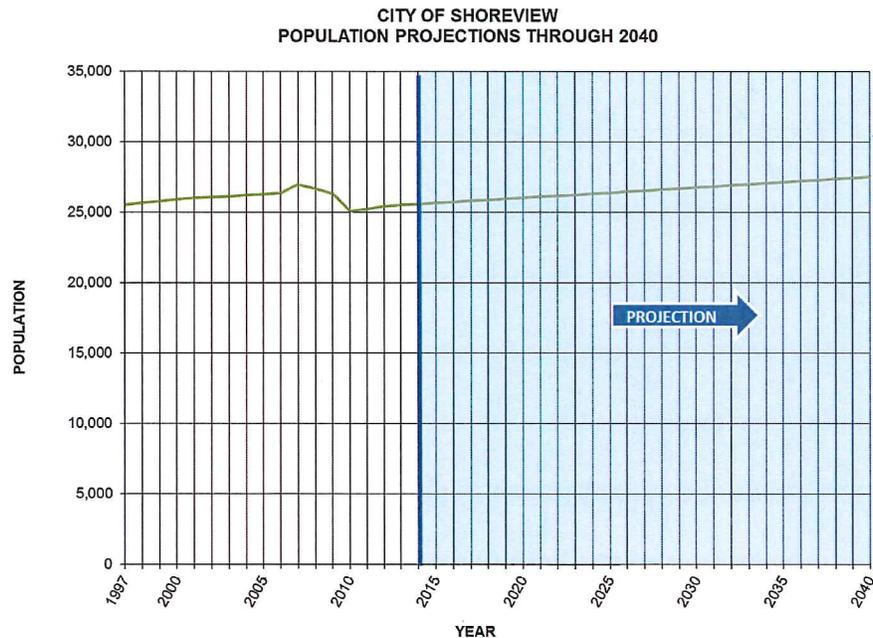


Figure 11.1 Historical Population and Population Projections

Historical annual average water demand for the City of Shoreview was also evaluated to determine the historical base water demand per city resident. The historical average day water demand for the City of Shoreview was calculated from daily water use records provided by the City. Annual population estimates were interpolated using U.S. census data, MCES population projections, and an exponential growth function to calculate the intermediate annual population estimate. The average daily demand per person, known as per capita day usage, is expressed as gallons per capita per day (gpcd) and was determined by dividing the average daily water demand by the corresponding annual population estimate. Historical water demand information is presented in Figure 11.2 and in detail in Appendix B.

The City of Shoreview began a comprehensive water conservation program in 2008 to reduce peak water demands and promote sustainability of the City’s water supply. As part of this program, alternate (odd/even) watering schedules were instituted. As seen in Figure 11.2, this program has been successful in reducing both maximum day and average annual water use trends. Considering historical trends and water use projections, the design average day flow for the water treatment system is assumed to be 4 MGD and the maximum day flow is 8 MGD.

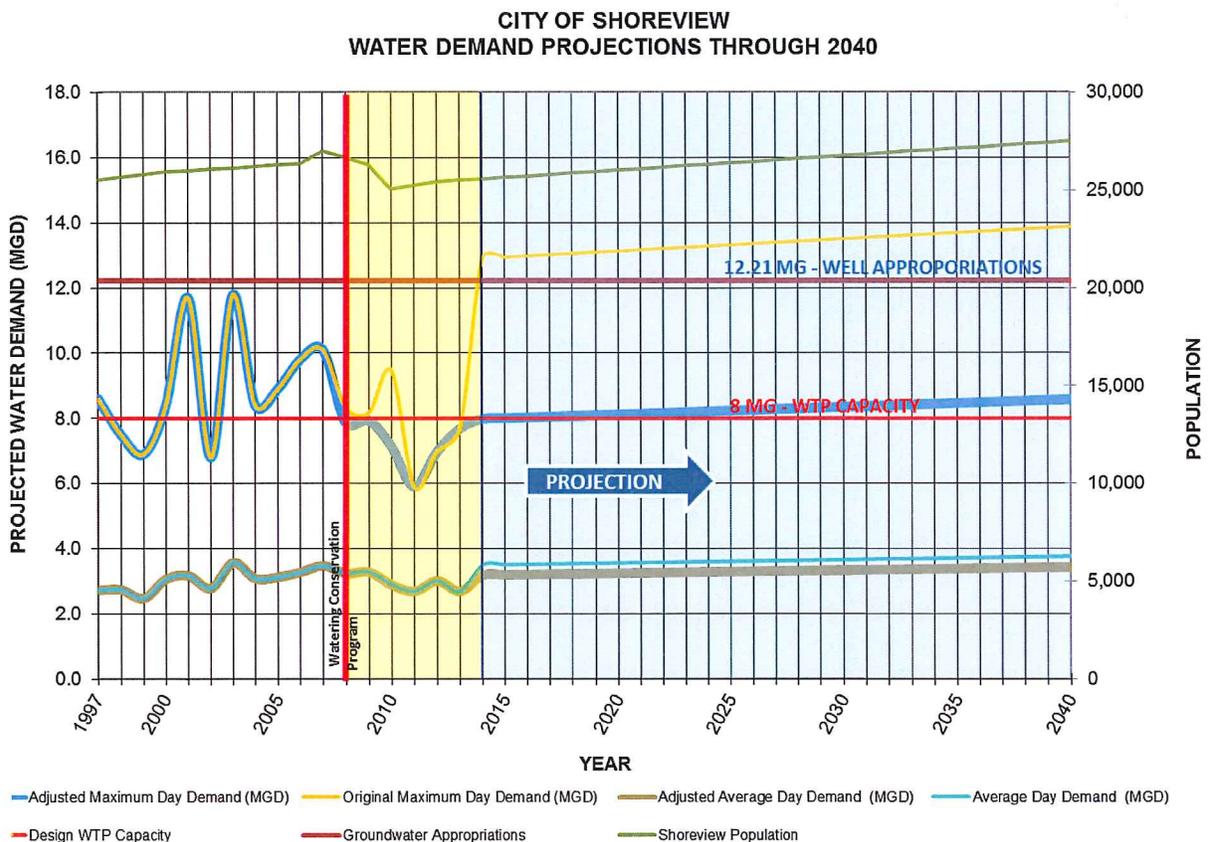


Figure 11.2 Water Demand Projections

11.2 Overview of Existing Water Supply, and Distribution System

The City of Shoreview currently has six (6) active groundwater appropriation permits authorized by the Minnesota Department of Natural Resources (MnDNR). The cumulative appropriations provide for an instantaneous withdrawal rate of 8,480 gpm (approximately 12.21 MGD) and a total annual withdrawal volume of 1,400 MG/year (which equates to an average daily withdrawal of 3.84 MGD). Each of the six (6) raw water supply wells is unique in its location and production capabilities. Table 11.1 presents the pumping rate for each individual well pumping alone into the raw water header.

As the City of Shoreview continues to grow and redevelop, additional water supply resources may be required to provide for increased water demand. Any future request for additional raw water appropriation will be heavily scrutinized by the MnDNR. Groundwater resources throughout the Minneapolis Metropolitan area are limited, and recent activities have increased the sensitivity to the availability of the water supply. It will be imperative that the City of Shoreview demonstrate that every effort has been made to optimize the performance of each existing well and that steps have been taken to ensure efficient use of the current water resources, prior to any future requests for new/additional groundwater appropriation.

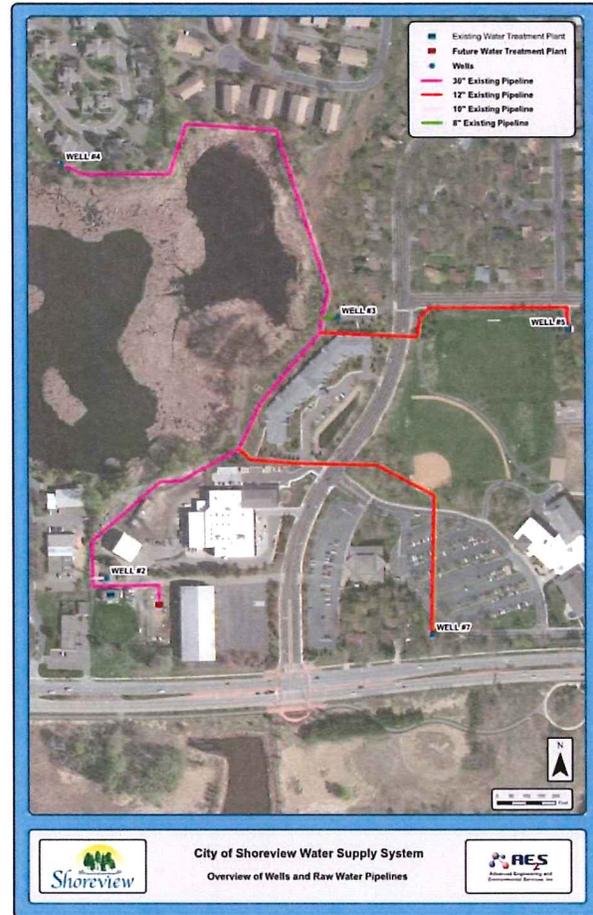


Table 11.1 Well Characteristics and Pumping Rates

Well Name	Unique Well No.	Date Drilled	Recent Inspection	Pumping Rate (gpm)
No. 2	206752	12/16/1968	3/23/2010	1,500
No. 3	206751	11/6/1970	2/3/2012	1,400
No. 4	206750	1/9/1973	1/29/2013	1,700
No. 5	151557	6/4/1981	3/18/2008	1,800
No. 6	151576	3/21/1985	10/5/2012	1,681
No. 7	432019	8/26/1987	4/28/2009	1,200
Total				9,281 (13.36 MGD)

11.3 Review of Existing Conditions

11.3.1 Existing Reservoir and Booster Pump Station

The existing Ground Storage Reservoir is 128 feet in diameter and 12 feet high. The high water level is approximately 907 feet above sea level. Based on conversations with City representatives, the reservoir is in adequate condition and should continue to be utilized if possible. Initial review of the site and hydraulic level of the reservoir indicate that it would function well as a clearwell for the new WTP. Some piping modifications would need to occur but those modifications would be minimal. Using the existing reservoir will save the City of Shoreview a significant amount of money, which would have been used for the construction of a new clearwell. Appendix D illustrates the location of the reservoir relative to the booster station and proposed WTP site.

The existing booster pump station was found to be in favorable condition. The four (4) booster pumps have been well maintained and the City staff are comfortable with how they currently function. Modifications to the distribution system pumping are not recommended. This facility should be incorporated into the design of the new WTP, which can be done in many different ways. A structural connection (direct access from the new treatment plant) would be ideal but the cellular tower on site creates a significant barrier between the booster station and the proposed WTP. A more cost effective solution will likely be a hydraulic connection. The new WTP would be a separate facility next to the existing booster station. Using the existing reservoir as the clearwell and the existing pumping configuration of the booster station eliminates a significant cost that would normally be part of a new WTP.

11.3.2 Existing well motors

It is recommended that the Motor for Well No. 4 should be replaced prior to startup of the new WTP. The increased head conditions may push this motor beyond its capabilities and cause failure. The other motors should function similar to how they currently operate but it is recommended that Wells No. 2, 3, 4 and 5 be considered for motor replacement as the treatment plant construction moves forward.

Table 11.2 Well Motor Capacity Analysis

Well	Current Motor Hp	Current Design Point BHP	Current Pump NOL Pwr.	New Design Point BHP	Recommended Motor Hp
Well No. 2	50	50.8	49.9	46.9	60
Well No. 3	40	39.8	40.1	39	50
Well No. 4	40	34.1	50.2	43.3*	60
Well No. 5	60	59.9	61.6	60	75
Well No. 6	150	127.3	-	-	150
Well No. 7	200	36.1	108	106.4	200

* Recommended replacement prior to new WTP

11.4 Overview of Treatment Options

The schematic of the treatment facility includes pre-oxidation, filtration, and disinfection prior to the clearwell. Options for these treatment processes were evaluated as well as options for backwash water reclaim and disposal. The estimated capital costs of the various treatment options is summarized in Table 11.3.

Table 11.3 Treatment Option Capital Cost Summary

SHOREVIEW WTP PROJECT SUMMARY		Options		
		A	B	C
1	Pre-Oxidation	Aeration	Chemical	
		\$425,000	\$0	
2	Filter Type	Gravity	Pressure	
		\$5,998,000	\$6,603,000	
3	Chlorination	Gas (existing)	Gas (new)	Bulk (new)
		\$175,000	\$321,000	\$199,000
		Below Grade	Above Grade	Traditional
4	Backwash Reclamation System	\$771,000	\$967,000	\$414,000
		Xcel Easement		
5	Raw Water Pipeline	\$350,000		

11.4.1 Pre-Oxidation

Removal of dissolved iron and manganese is primarily achieved by oxidizing the soluble, reduced forms (Fe^{+2} , Mn^{+2}) to the oxidized forms (Fe^{+3} , Mn^{+4}). The oxidized ions then precipitate for form particles which then can be removed through filtration.

Oxidation processes can occur by reaction with a chemical oxidant that is dosed to the water, or on the surface of an oxidizing filter media, such as manganese greensand or pyrolusite. Pre-oxidation processes utilize a chemical to oxidize the iron and manganese prior to filtration. Candidate chemical oxidants include oxygen, chlorine, and permanganate. Oxygen is typically added to water through an aeration process, whereas chlorine and permanganate are typically dosed to the water via a chemical feed system. Aeration and chemical oxidation with chlorine were the two options evaluated for this report.

11.4.2 Filtration Processes

Filtration is typically used as a polishing water treatment step for the removal of suspended solids and particles from water. For ground water sources, filtration is often preceded by the oxidation of iron and manganese, coagulation, and lime softening. Precipitates of iron and manganese must be removed in the Shoreview WTP. Based on industry trends, treatment facility footprint considerations, and operator convenience, rapid rate gravity filters and pressure filters were deemed most appropriate in the treatment concepts developed for this report. A dual media consisting of anthracite and manganese greensand would be placed in either gravity or pressure filters. The manganese greensand would be continuously regenerated with a 0.5 mg/L free chlorine residual in the filter influent.

11.4.3 Chlorination

Three options were evaluated for process water primary and residual disinfection at the new Shoreview WTP. The disinfection processes selected for evaluation included:

1. The City's current disinfection process, gaseous chlorination;
2. Bulk delivery of sodium hypochlorite; and
3. Onsite generation of sodium hypochlorite.

Initial capital including building footprint, operation and maintenance (O&M) costs, and the advantages and disadvantages of implementation were evaluated. Due to the location of the proposed WTP, options to install a chlorine room in the new building or re-use the existing building were evaluated. Because the size of the existing chlorine room is quite small, the storage of bulk sodium hypochlorite at the existing booster pump station was not an option and is not included in the cost estimates.

11.4.4 Backwash Recovery/Recycle Processes

During the treatment process, filters are regularly backwashed to remove accumulated iron and manganese precipitates. This backwash water is then routed to either the sanitary sewer or some sort of backwash reclamation facility. As water resources in the area become more and more scarce, the use and re-use of water will become a more important topic for large water producers and individual water consumers. While a financial investment is required for the re-use of

backwash water, providing good stewardship of the state’s resources is a primary concern for the City of Shoreview. Back reclamation techniques through a traditional settling basin or through a treatment and recycle process utilizing plate settlers were evaluated for the Shoreview WTP.

11.5 Development of Alternatives

As part of this report four (4) alternative treatment combinations were developed for further review. Preliminary cost estimate for each alternative were developed and are summarized in Table 11.4. Those four alternatives were;

- Alternative No. 1 – Gravity Filtration with Below Grade Plate Settlers
- Alternative No. 2 – Gravity Filtration with Traditional Backwash Reclaim
- Alternative No. 3 – Pressure Filtration with Below Grade Plate Settlers
- Alternative No. 4 - Pressure Filtration with Traditional Backwash Reclaim

Table 11.4 Combined Alternative Cost Summary

SHOREVIEW WTP ALTERNATIVE SUMMARY									
	Pre-Oxidation	Filter Type	Chlorination Gas (new)	Backwash Reclaim System	Raw Water Pipeline	General Conditions	Contingencies (20%)	Eng, legal, Admin (15%)	Total
Alternative No. 1	\$0	\$5,998,000	\$321,000	\$771,000	\$350,000	\$553,000	\$1,599,000	\$1,439,000	\$11,031,000
Alternative No. 2	\$0	\$5,998,000	\$321,000	\$414,000	\$350,000	\$531,000	\$1,523,000	\$1,371,000	\$10,508,000
Alternative No. 3	\$0	\$6,603,000	\$321,000	\$771,000	\$350,000	\$589,000	\$1,727,000	\$1,554,000	\$11,915,000
Alternative No. 4	\$0	\$6,603,000	\$321,000	\$414,000	\$350,000	\$567,000	\$1,651,000	\$1,486,000	\$11,392,000

11.6 Confirmation of the Preferred Alternative

Of the four (4) alternatives reviewed Alternative No. 2 was chosen as the preferred alternative. Gravity filtration with gas chlorine and traditional backwash reclamation basins were the chosen technologies. This cost also includes the installation of the raw water transmission pipeline required to connect Well No. 6 to the new WTP. Alternative No. 2 achieves the identified treatment target objectives, at a reasonable cost. The costs for this alternative are highlighted in Table 11.5. An illustration of the alternative is included in Appendix Q.

Table 11.5 Selected Alternative Cost Estimate

SHOREVIEW WTP PROJECT SUMMARY		Options		
		A	B	C
		Aeration	Chemical	
1	Pre-Oxidation	\$425,000	\$0	
		Gravity	Pressure	
2	Filter Type	\$5,998,000	\$6,603,000	
		Gas (existing)	Gas (new)	Bulk (new)
3	Chlorination	\$175,000	\$321,000	\$199,000
		Below Grade	Above Grade	Traditional
4	Backwash Reclamation System	\$771,000	\$967,000	\$414,000
		Xcel Easment		
5	Raw Water Pipeline	350,000		
SUBTOTAL (1B, 2A, 3B, 4C, 5A)				\$7,083,000
GENERAL CONDITIONS				\$531,000
CONTINGENCIES 20%				\$1,523,000
PRELIMINARY OPINION OF PROBABLE TOTAL CONSTRUCTION COSTS				\$9,137,000
ENGINEERING, ADMINISTRATIVE, LEGAL 15%				\$1,371,000
TOTAL PROJECT COSTS				\$10,508,000

11.7 Recommendation for Implementation

The following items should be considered as the City of Shoreview prepares for implementation of the planned WTP:

- The City should proceed, generally with the design and implementation planning for Alternative No.2 as identified in this WTP Preliminary Design Report.
- Minor improvements the existing water supply wells will likely need to be completed in association with the planned WTP project. Replacement/refurbishment of existing valves, improved metering capabilities, and pump improvements may all be required to compliment the planned WTP.
- The integration of a gravity aeration system should continue to be evaluated throughout the preliminary design phase of the planned WTP project. A more accurate opinion of the costs associated with the aeration system, as well as the Opinion of Total Project Cost will become for defined, allowing City officials to make informed financial decisions.

- The City should connect Well No. 6 to the planned WTP. It would be ideal if all of the City of Shoreview's ground water supply wells were treated at the WTP. Although the raw water transmission pipeline from Well No.6 to the planned WTP could be completed at any time, it would be ideal if the pipeline was connected in association with construction of the planned WTP to provide for consistent treated water quality throughout the system.

This WTP Preliminary Design Report, which is the result of the cumulative efforts put forth by the City staff and the project team over the past several months, was intended not only to satisfy various planning objectives, but also to foster a dynamic planning process. Throughout the planning period and project implementation process, many uncertainties and changes can be expected. The impacts of these changes can be best managed through the continuation of the proactive planning process between City staff and the project team.

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: SEPTEMBER 3, 2014

SUBJECT: REVIEW OF COMMITTEE/COMMISSION HANDBOOK

INTRODUCTION

Several months ago, the City Council reviewed a preliminary draft of an updated Committee/Commission Handbook. This handbook includes general information about the City and its form of government; the City's Open Appointment Process; attendance requirements; Code of Conduct and Ethics requirements; roles and responsibilities; meeting procedures and the open meeting law. During their last review, the Council made several suggestions for modifications to the open appointment process for the Planning Commission and requested that staff update the handbook and bring it back for further review.

BACKGROUND

Although much of the proposed handbook includes more "boiler plate" information, there are several key policy issues that should be discussed by the Council including:

1. Open Appointment Process – for most committees/commissions, the appointment process outlined in the handbook maintains our current method of accepting applications and then sending them to respective committees/commissions for review and a recommendation on whom to appoint. It also states that anyone who has served three full terms (typically nine years) would need to reapply and be considered along with any new applicants for their respective committee/commission. One potential concern with this approach is that it would be unusual for a committee/commission to not recommend someone who has served on the group for a lengthy period.

During their prior review, the Council did have a discussion about changing this process and potentially interviewing all applicants for City committees and commissions, rather than having them sent to each committee/commission. However, there did not appear to be a consensus on whether to use this approach. One advantage of the Council interviewing the candidates is that it helps create closer ties between the Council and Committees/Commissions and the Council would get to meet all the applicants. A disadvantage is that it would likely require a few nights of extra meetings to conduct interviews, and the Council may not be "as aware" of what the skills/needs certain committees/commissions may be seeking.

2. Planning Commission/Economic Development Authority Open Appointment Process – As directed by the City Council, the Planning Commission and Economic Development Authority (EDA) appointment process would be handled differently than the other City committees/commissions. For these two groups, any person serving a full term (3 years) on the Planning Commission or at least 3 years of an EDA term (6 year terms) would need to reapply and be interviewed and considered by the Council along with any new applicants. These two groups were viewed differently than other committees/commissions since they tend to be higher profile and also have direct decision making authority, rather than serving solely in an advisory capacity. The advantages of this approach are that it maintains a fresh group of applicants and allows the Council flexibility to appoint new members on a regular basis. The disadvantage is that it may appear arbitrary to potentially not reappoint a person after only one term on the Commission or EDA. A City Council always retains the right to either remove or not reappoint a person to any committee/commission.

3. Attendance Policy - the current attendance policy requires that committee/commission members attend 80% of meetings each year or not miss more than two meetings. Staff believes that this policy should be rewritten to indicate a lower percentage requirement. Some committees only meet every other month and a person that misses two meetings could be considered in violation of the attendance standard. The current policy also does not offer any flexibility for a person that may have a short term or temporary business travel requirement or a longer term illness. Staff also believes the policy should indicate that anyone who misses four consecutive meetings with unexcused absences (which means that they haven't contacted the staff liaison) should automatically be terminated from the committee/commission. In most cases, the staff liaison will typically have attempted to contact any person who misses two consecutive meetings to determine if there are ongoing issues preventing them from attending meetings.

Staff is seeking Council input on the revised draft of the Committee/Commission handbook that you feel needs clarification or explanation.

COMMITTEE AND COMMISSION HANDBOOK



City of Shoreview

Updated 09/2014

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MESSAGE FROM THE MAYOR

On behalf of the City Council I would like to congratulate you on your appointment to one of the many Committees/Commissions that we are fortunate to have in the City of Shoreview. Our Committees/Commissions play a valuable role in the governance process and in assisting the City Council in providing services, programs and facilities for our residents. Your sincere interest in serving on one of our Committees/Commissions is appreciated.

This Committee/Commission handbook is designed to provide information regarding the appointment process, the operation of Shoreview's local government, and the general operating policies for all of our Committees/Commissions. More specific information about your Committee/Commission will be provided to you by your staff liaison.

According to our community surveys, Shoreview is considered one of the best places to live in the Twin Cities metropolitan area with 99% of residents rating the quality of life as either excellent (58%) or good (41%). As a City Council we rely on the input and advice of our Committees/Commissions to help achieve and maintain this high ranking.

Again, I want to thank you for dedicating your time and talents to serving our great city and I sincerely hope you find your experience as a Committee/Commission member to be rewarding.

Sandy Martin
Mayor of Shoreview

Article I. Purpose

Purpose

This Committee/Commission handbook is designed to serve as a guide to the City’s appointment process, as well as the general policies and procedures that apply to all City advisory bodies. As a new Committee/Commission member, we recommend that you schedule time to meet with the staff liaison of your respective group. You may also want to review agendas and minutes from recent meetings to see what issues have been under consideration, as well as the advisory body’s mission and any current goals.

While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Committee/Commission members in their actions. This handbook provides a summary of important aspects of Committee/Commission activities and how they relate to the City as a whole. However, it does not incorporate all material and information necessary for undertaking the business of these and other groups. In many cases, there are other laws, regulations, and policies that exist to help guide courses of action and practices.

Article II. City Overview

Section 2.01 Form of Government

The City of Shoreview is a Statutory “Plan B” city. This means that Shoreview has a Council/Manager form of government where all policy and legislative decisions are the responsibility of the Council, but administrative responsibilities are delegated to the City Manager. Shoreview residents are represented by the Mayor and four City Council members. The Mayor and each Council member have one vote apiece.

The Council/Manager plan combines the political leadership and community knowledge of elected officials with the managerial experience and expertise of an appointed official. The City Council is the policy making and legislative body; while the City Manager is responsible for the day-to-day administration of the city.

Section 2.02 City Council

The City Council is the governing body of the City. It is vested with broad powers in areas of legislative policy, budgetary adoption and establishment of service levels. The City Council, elected at large, represents the entire community, and serves as the “Board of Directors” for the municipal corporation.

City Council members are elected “at large” and serve four year staggered terms while the Mayor is elected for a two year term. Elections are held in November in even numbered years.

Section 2.03 City Manager

The City Manager serves the council and citizens of the community through day-to-day administration of local government services and projects. Council members and citizens rely on the City Manager to provide unbiased and objective information while presenting both sides of an issue and information about long-term consequences.

Section 2.04 City Departments

The City Manager is responsible for the day-to-day management of the City. The City Manager supervises the organization through department directors. There are five departments including Administration, Community Development, Finance, Parks and Recreation and Public Works. The City contracts for its police services with Ramsey County Sheriff’s Department and its fire service with Lake Johanna Fire Department.

Section 2.05 Staff

The City staff, under the direction of the City Manager, is responsible for carrying out the policies and actions of the City Council and implementing the programs and services set out in the budget and identified in the Council goals. The City Manager and City Attorney are appointed by the City Council. Department Heads and staff members are appointed and report directly to the City Manager.

Committees and Commissions work closely with the staff liaison; however, they do not have the authority to supervise or direct the work of staff. Special assignments to staff are made through the City Manager.

Section 2.06 Commissions

Commissions are standing bodies established by City ordinance and appointed by the City Council to provide ongoing input on major policy areas. Their responsibilities are advisory and include:

- A. Providing ongoing recommendations to the City Council and staff regarding special program areas
- B. Identifying issues that the Commission believes should be addressed by the City Council or staff
- C. Providing education and awareness opportunities for residents on policy issues and concerns

Section 2.07 Committees

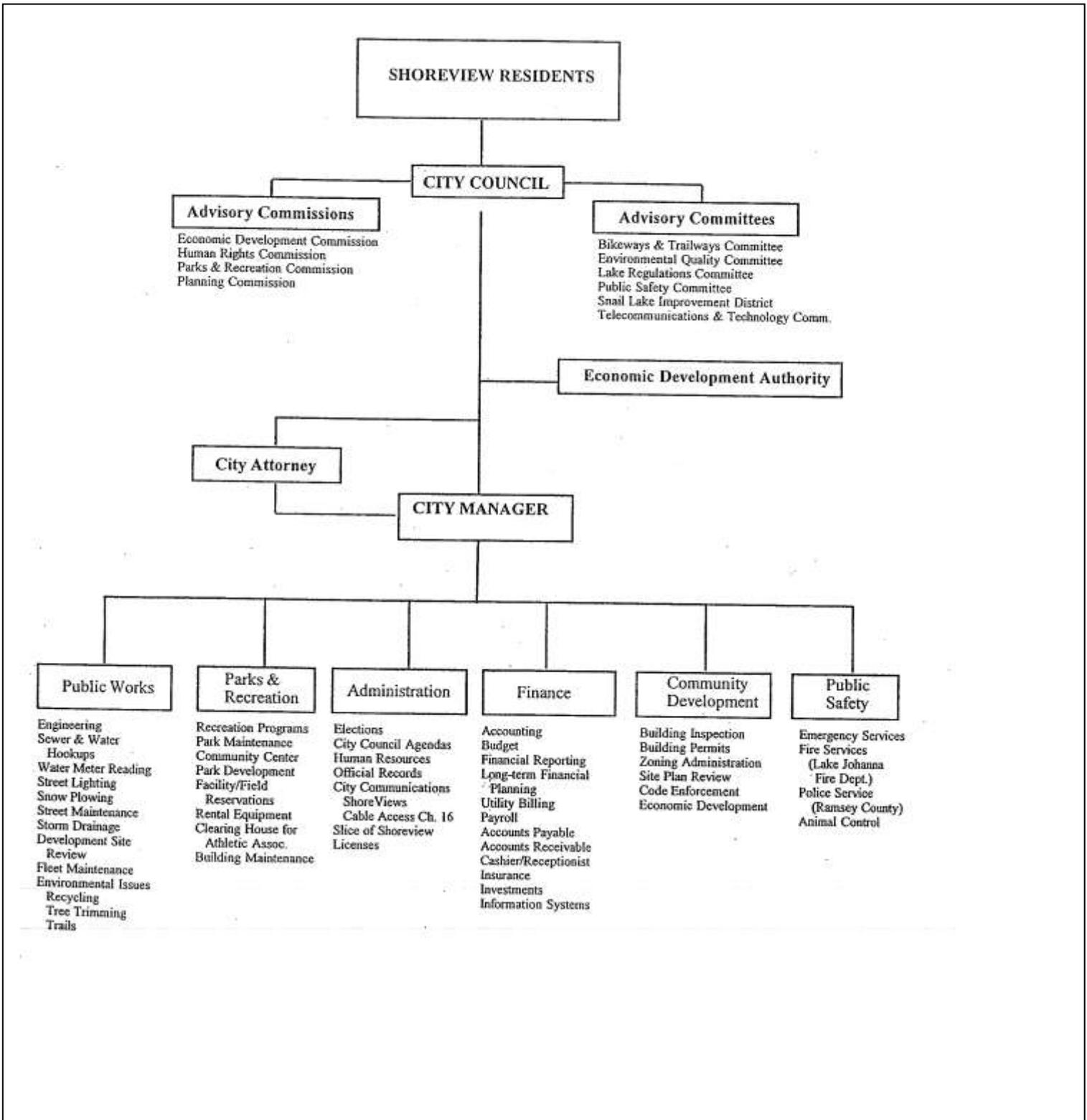
Committees are standing bodies appointed by the City Council to provide input in specific areas. Their responsibilities are advisory and include:

- A. Providing ongoing recommendations to the City Council, and/or Commissions as appropriate and staff regarding special program areas
- B. Identifying issues that the Committee believes should be addressed by the Commission, City Council or staff
- C. Providing education and awareness opportunities for residents on issues and concerns

Section 2.08 Recognition

Each fall, generally in early November, the City Council hosts a Volunteer Recognition Dinner to recognize the work of our many Committee/Commission members. Committee/Commission members may invite a spouse or partner and are encouraged to attend the annual event.

Section 2.09 Organizational Chart



Article III. City Council Goals

The City Council typically holds a strategic planning session every two years to establish the priorities and goals for the next two years. During this time, the City Council and staff identify key successes, recent accomplishments and work to create Council goals for the City Council, staff and Committee/Commissions to understand and align their work priorities to achieving these goals.

Keys to City's Success

The City Council has identified the following items as important to the overall success of the City:

- Talented and Committed elected officials
- Staff stability
- Long-term focus
- Planning emphasis with funding commitments
- Strong financial reserves
- Residents have strong trust
- Strong/diverse tax base

Goals

Following are the four key goals that have been identified by the City Council:

1. Financial Stability – continuously work to maintain and further improve long-term financial stability of the City.
2. Community Facilities – update and expand public facilities, parks, and trails to enhance the City's quality of life and provide a "community for all ages."
3. Economic Development – improve the environment for business expansion, redevelopment, and neighborhoods through outreach and selected financial participation.
4. Community for All Ages – continue to develop Shoreview as a "community for all ages" that provides housing choices, public amenities, services and resources for all residents regardless of age.

Article IV. Serving on a Committee or Commission

Section 4.01 Open Appointment Policy

(a) Purpose

To provide an open, accessible, and fair appointment process which provides opportunity for interested citizens to become involved in city government through service on various Committees/Commissions. It is the Council's goal to have active citizen participation in the development and implementation of the policies of the City of Shoreview. Therefore, it is policy of the City Council that membership on the various committees and commissions are open to all residents of the city.

(b) General Guidelines to Committee/Commission Appointment

1. Announcement of vacancies on Committees and Commissions will be advertised in the city's local newspapers, on the city website and other usual sources at least once per year, typically during the fall, unless a Committee/Commission membership falls below quorum requirements.
2. A minimum application period of four weeks will be provided and a deadline date will be specified. The City Council may consider applications received after the deadline date as long as they are received prior to review by the City Council.
3. The City Manager and Deputy Clerk will maintain a central file of Committee/Commission applicants.
4. Except in unusual circumstances, appointments will be made only from individuals who have submitted an application for a specific Committee/Commission.
5. Ordinances and resolutions relating to the Committee/Commission will be available for applicants to review.
6. Applications from all candidates will be provided to the City Council prior to the consideration of appointments.
7. Except in unusual situations, individuals will only serve on one Committee/Commission at a time. The exception is the Economic Development Authority that has three Council members and at least one member of the Economic Development Commission.

(c) Appointment Process

1. Applications will be forwarded to the appropriate Committee/Commission for a review and recommendation following the close of the application period. Prior to making a recommendation to the Council, Committees/Commissions may either interview applicants or review the application. The Planning Commission and the Economic Development Authority are appointed directly by the City Council, and the Council will interview applicants for these two groups.
2. Applications will be considered in a timely manner and scheduled for appointment by the City Council after the following:

- a. Scheduled interviews with the applicants, or a review of the applicants by the Committee/Commission; and
- b. Committee/Commission provides recommendation to the City Council.

(d) Reappointment

Any person who has served a full 3 year term on the Planning Commission or has served at least 3 years on the Economic Development Authority and reaches the end of their term must reapply to the Commission/Authority and will be considered along with any new applicants. If the Commission/Authority member has not yet served the time frame noted above, the staff will check to see if they wish to be reappointed and convey their interest in being reappointed to the City Council.

For all other Committees/Commissions, any person who has served three full terms must submit an application and will be considered for reappointment and review with all applicants for the Committees/Commissions.

(e) Resignation

In the event a member is unable to continue serving because of change in residence, health, business requirements or personal reasons, a formal letter or e-mail of resignation shall be submitted to the staff liaison and City Manager. Unexcused absences for four consecutive meetings will be considered as a resignation from the Committee/Commission. Upon completion of service to the community, Committee/Commission members are required to return equipment acquired during the term. Examples include: computers, copies of Shoreview’s city code and key cards.

(f) Removal

The City Council shall consider the attendance records, behaviors and actions of Committee/Commission members and may take action to remove any Committee/Commission member in violation of the code of conduct or attendance requirements at any time.

Section 4.02 Terms of Office

Each Committee or Commission has its own set of criteria for members. The following is a summary of the terms of office for each Committee or Commission. More information on each is available from your staff liaison.

<u>Committee/Commission</u>	<u>Term of Office</u>
Bikeways and Trails Committee	3 year term
Economic Development Authority	6 year term
Economic Development Commission	3 year term
Environmental Quality Committee	3 year term
Human Rights Commission	3 year term
Lake Regulations Committee	3 year term

Park and Recreation Commission	3 year term
Planning Commission	3 year term
Public Safety Committee	3 year term
Snail Lake Improvement District Board	3 year term

Section 4.03 Attendance Requirements

A quorum (or majority) of the Committee/Commission is necessary to conduct official business. The City Council has an adopted Policy on Attendance for City Commissions and Committees (Appendix A) which states Committee/Commission members are generally expected to attend 80 percent, or not miss more than two meetings of the regularly scheduled meetings (depending upon Committee/Commission) during their term. Annual attendance reports are submitted by the staff liaison of each Committee/Commission.

The Committees/Commissions benefit through participation and discussion of all members. If a member must miss a meeting, or multiple meetings because of an extended business trip, vacation, illness or long term leave, the member should advise the staff liaison before the scheduled meeting or meetings. Repeated absences can be grounds for the City Council to consider termination or replacement of a Committee/Commission member.

Section 4.04 Code of Conduct

The following principles help ensure that the Committee/Commission operates with the maximum of efficiency and effectiveness.

1. Committee/Commission members should attend all meetings, listen to each other with respect, and with the knowledge that reasonable people with the best of intentions may disagree with one another.
2. If you are going to miss a Committee/Commission meeting, please contact your staff liaison prior to the meeting. This helps ensure that the Committee/Commission will have a quorum at the meeting.
3. By listening to one another the possibilities for arriving at a consensus or a compromise that can be supported by all members increases.
4. Although there is likely to be some disagreement on issues, it should be tempered by a respect for the opinions of others while pointing out the objective reasons for the disagreement. It is important to disagree agreeably.
5. Disagreements should be set aside once each issue is decided. Each individual member should respect the official position or action of the Committee/Commission.
6. Committee/Commission members should share relevant information with one another so that each member has the same information. Any written or e-mail communications to Committee/Commission members must be sent to the staff liaison for distribution in accordance with the open meeting law.
7. Issues and decisions should be openly discussed at all meetings.

Section 4.05 Conflict of Interest

Generally, state law prohibits public officials, including Committee/Commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. In addition, Committee/Commission members may experience a conflict of interest based on the following issues:

- nature of the decision being made;
- nature of the financial interest
- effect of the individual interest on the outcome of the decision by the Committee/Commission

Another conflict of interest situation may occur when the Committee/Commission member's interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter. If there is a conflict of interest on an issue, Committee/Commission members should abstain from discussion or voting on the issue. If Committee/Commission members have any question about the possible conflict of interest they should contact their staff liaison who can check with the City Attorney.

Section 4.06 Standards of Appearance

All Committee/Commission meetings are open public meetings where members of the public are welcome to attend. Committee/Commission members are representing the City during these meetings; therefore it is important that a professional appearance be maintained. Some of the dress code guidelines that should generally be followed at Committee/Commission meetings include:

- Clothing that is torn, dirty or frayed is not acceptable.
- Any clothing that has words, terms or pictures that may be offensive to the public or staff is also unacceptable.

Since Planning Commission meetings are televised live and rebroadcast on our local government access channel the standards of appearance are higher for this Commission. Planning Commission members should generally follow a dress code of business-casual or higher for all televised commission meetings.

Article V. Roles and Responsibilities

Section 5.01 Role of Chairperson(s)

The City Council is responsible for appointing the Chairperson of the Planning Commission. Planning Commission members interested in serving as Chair should send an email to the City Planner stating their interest in serving by the end of each year. The City Council will then appoint a Chair at a meeting in January.

Except for the Planning Commission, all Committees/Commissions elect their own chairperson(s). The chairperson presides at all official meetings of the Committee or Commission. The chairperson frames, leads and acts upon the matters referred to the Committee/Commission. The chairperson must ensure that decisions are made in a timely manner, yet be careful not to limit discussion or cut off fellow members. It is generally recommended that the person serving in the role of chairperson change every three years.

Responsibilities of the Chair:

- Preside at all official meetings of the Commission or Committee.
- Consult with the staff liaison in drafting the meeting agenda, if necessary.
- Attend City Council meetings as needed to represent the Commission or Committee.
- Sign correspondence from the Committee/Commission with the approval of the City Council.
- Serve as a model of leadership and inspire public confidence in Shoreview's government.

The chairperson is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers.
- Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule motions out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum for the meeting.

The effective chairperson also:

- Solicits discussion and opinions from all Committee/Commission members.
- Protects new thoughts from being rejected prior to fair evaluation.
- Discourages blame-orientated statements.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants.

Section 5.02 Role of Committee/Commission Members

Serving on a Committee/Commission is a privilege that implies a responsibility to act in the best interest of the City of Shoreview and the objectives of the Committee/Commission. A member shall:

- Attend scheduled meetings or provide an excused absence to staff liaison.
- Fully participate in meetings and carry out assignments.
- Use community members to obtain feedback on topics under consideration.
- Is considerate of fellow Committee/Commission members and staff.
- Demonstrate respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings (e.g. read agenda packet carefully prior to the meeting) and be familiar with issues on the agenda.
- Be respectful of other people’s time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Do not speak for the Committee/Commission unless authorized by the action of the Committee/Commission.
- Do not speak for the city unless authorized to do so by action of the City Council.

Section 5.03 Role of Staff Liaison

The staff liaison role includes serving as the liaison between the Committee/Commission, and the City Council. Typically the staff liaison is responsible for orienting and helping train new Committee/Commission members, facilitating meetings, minute taking, providing necessary information regarding rules and regulations, preparing and presenting reports to the Committee/Commission and answering any questions that may arise at meetings. The staff liaison will track the attendance. Other duties include:

- Ensure that a work plan for the coming calendar year and summary of accomplishments in the prior calendar year is submitted by the Commission or Committee to the City Council.
- Provide administrative support to the Commission or Committee.
- Work with the Chair to prepare agendas.
- Post agendas in compliance with the state open meeting law.
- Distributes meeting packets to members.
- Prepares minutes and distributes them to the City Council in either draft or final form.
- Presents an accompanying report that contains a recommendation for action.
- Submit budget requests for the Committee/Commission members to attend training sessions or other events.

Section 5.04 Relationship with City Council

Members of city Committees/Commissions are sometimes referred to as the “eyes and ears” of the City Council. They serve an important role in extending the reach of the democratic process into the community. Even though the Council relies on the work of city Committees/Commissions, members should also recognize that the elected body’s area of concern is much broader and, in some limited cases, the Committee/Commission recommendation will not be followed. Committee/Commission

members should not interpret this as if their input is not valued, but that the Council collectively held a different opinion on a particular issue.

Members of Committees/Commissions should:

- Think of themselves as advisors to the City Council.
- Make their decisions based on their collective judgment and not try to predict what action the City Council may take.

Section 5.05 Communications and Media Relations

As a Committee/Commission member, you will sometimes be asked to communicate information to the public. Communicating accurate, timely and professional information is important to the quality and credibility of this information. Things to remember as a Committee/Commission member include:

- You are an ambassador of the city. Refrain from talking negatively about the City Council, staff, other Committee/Commission members, city facilities or programs.
- If you are asked to be interviewed as a Committee/Commission member, it is generally recommended that you first talk with your staff liaison.

Section 5.06 Open Meeting Law

All of the meetings of the City's Committees/Commissions are open to the public and subject to the Open Meeting Law. A gathering of a quorum or more Committee/Commission members constitutes a public meeting. The purpose of the law is to:

- 1)** Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- 2)** Ensures the public's right to be informed; and
- 3)** Gives the public an opportunity to present its views.

Further, any communication, including emails, or other electronic communication, between some or all Committee/Commission members, could potentially be considered a public meeting. If you have information or any type of communication that you would like to share with other Committee/Commission members it is recommended that it be sent to your staff liaison who can then forward it to all members of the Committee/Commission.

Any person who intentionally violates the Open Meeting Law is subject to personal liability in the form of a civil penalty of up to \$300 for a single occurrence. The City does maintain insurance for Open Meeting Law coverage, but it does not cover their personal penalty.

Section 5.07 Removal of Members

The City Council is responsible for appointment to all City Committees/Commissions and reserves the right to appoint, reappoint or remove any individual from a Committee/Commission at any time.

Article VI. Meeting Procedures

Section 6.01 Agendas

An agenda for each meeting of a City Committee/Commission is typically prepared by the staff liaison, sometimes in consultation with the chairperson(s). The agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Section 6.02 Minutes

Minutes of each meeting are usually recorded by the staff liaison. The minutes serve as a permanent record of the group's actions, discussion and opinions and they are forwarded to the City Council as input and background for Council decisions.

(a) Correction to Minutes

It is important for members of city Committees/Commissions to closely review minutes and make corrections if needed so that the approved minutes accurately reflect the work of the group. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, second and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the Committee/Commission should be reflected in the minutes for the meeting at which the corrections are made.

Section 6.03 Open Meeting Law

Committees/Commissions are subject to the Open Meeting Law. A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When one-half or more of the members of a governmental body are present, it is considered a meeting for official purposes.

Section 6.04 Public Notice

The heart of the Open Meeting Law is the requirement that all meetings of a governmental body be preceded by an official public notice. Public notice should be provided in the following manner:

- As required by state statutes;
- Notice shall set forth the time, date, place and the subject matter of the meeting; and
- Notice shall be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Section 6.05 Parliamentary Procedures

The City Council, Committees and Commissions typically follow a modified version of Roberts Rules of Order. The adoption of rules was undertaken to simplify procedures. A quick reference guide of procedural motions is included in Appendix C.

The use of parliamentary procedure:

- Promotes cooperation and harmony so people can work together more effectively to accomplish their goals.
- Guarantees each individual an equal right to propose motions, speak, and ask questions and vote.
- Protects the rights of minority points of view and gives the minority the same consideration and respect as those in the majority.
- Encourages the full and free discussion of every motion presented.
- Ensures that the meeting is fair and conducted in good faith.

(a) Quorum

A quorum is the minimum number of members that must be present for a group to conduct business. A quorum is one more than a majority of the authorized seats on the Committee or Commission. For a seven-member Committee/Commission, a quorum of four must be present.

(b) Voting

When present, all Committee/Commission members are to vote. Failure of a member to orally express a vote constitutes an affirmative vote. Upon request of any Committee/Commission member, a roll call vote will be taken and recorded. A tie vote is equivalent to a vote that has failed.

(c) Motions

A motion is the way that a group under parliamentary procedure conducts business. There are a number of types of motions, each of which must meet certain requirements before a vote can be taken. A reference guide to motions is provided in Appendix C of this handbook.

Steps in making, discussing and voting on a motion:

- The maker of the motion asks for recognition by the chairperson.
- After the individual is recognized, he/she will state "I move..."
- The chairperson will ask if there is a second. Another member of the group must second the motion in order for discussion to start on the motion.
- The chairperson then restates the motion "It has been moved and seconded that..." and opens the floor to discussion.
- The chairperson will recognize members who wish to comment on the motion. Only one motion may be discussed at a time.
- At the end of the discussion period the chairperson will "call for the vote".
- The vote can either be done by voice or by roll call.

Appendix A Policy on Attendance for City Commissions and Committees

RESOLUTION NO. 88-41

**POLICY ON ATTENDANCE
CITY COMMISSIONS AND COMMITTEES**

WHEREAS, the City Council of the City of Shoreview wishes to have effective commissions and committees composed of citizens of the community; and,

WHEREAS, regular attendance of members is necessary for the most effective performance of the commissions and committees; and,

WHEREAS, other interested citizens should be afforded the opportunity to serve on a city commission or committee in the event a member is unable to attend regularly;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shoreview that the following policies be adopted regarding attendance for City Commissions and Committees:

1. Members of City Commissions and Committees shall endeavor to maintain an annual attendance record for all regular meetings of at least 80 percent or miss not more than three meetings.
2. The recording of attendance records shall be on a calendar year basis.
3. The City Manager shall report to the City Council on the attendance of all members of commissions and committees annually before the appointment or reappointment of members.
4. The City Manager shall report to the City Council immediately on the attendance of any members of a commission or committee who misses more than three consecutive meetings.
5. The City Council shall consider the attendance records and may take action to remove any member in violation of these standards from the commission or committee.

Dwight D. Johnson, City Manger

SEAL

Appendix B Code of Ethics

309 CODE OF ETHICS

309.010 Declaration of Policy. Public officials should be held to a high standard of conduct and responsibility due to the nature of their duties and responsibilities. The proper operation of democratic government requires that public officials be independent, impartial and responsible to the people that government decisions and policy be made through the proper channels of the government structure; that public office not be used for personal financial gain; and that the public have confidence in the integrity of its government. In recognition of these goals and pursuant to Minnesota Statute 471.895, there is hereby established a Code of Ethics for public officials of the City. The purposes of this code is to establish ethical standards of conduct for all such public officials while acting in their official capacity representing the City by setting forth those acts or actions that are incompatible with the best interests of the City.

309.020 Definition of Terms. Whenever used herein, the following words and phrases shall have the meanings set forth below:

- (A) **City.** The City of Shoreview.
- (B) **Public Official.** Any person holding a position by election or appointment in the service of the municipality, whether paid or unpaid, including members of the City Council and all City boards, committees, commissions, and task forces.
- (C) **Anything of Value.** Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to an official by the government of Shoreview for work performed.
- (D) **Compensation.** A payment of "anything of value" to an individual in return for that individual's services of any kind.
- (E) **Interested Person.** A person or a representative of a person or association that has a direct financial interest in a decision that a public official is authorized to make.
- (F) **Gifts.** A trinket or memento costing \$5 or less.

309.040 Ethical Standards. In general, public officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of City government hinges on the proper discharge of duties in the public interest. Public officials must ensure that the independence of their judgment and actions is preserved without any consideration for personal gain. The following specific ethical standards shall guide public officials:

- (A) **Incompatible Offices.** A public official shall not hold another "incompatible" office as that term has been defined in Minnesota Statutes and interpreted by the Courts. The City Manager shall not hold an incompatible office or outside employment without prior notice to and approval by the City Council.
- (B) **Undue Influence and Disqualification.** A public official shall not hold other office or be employed in a job which compromises the performance of the public official's duties without disclosure of such potentially conflicting office or employment; and, in any event, public officials shall disqualify themselves from participating in actions which might be compromised by their holding of another office or means of employment.

- (C) **Open Meeting Law**. A public official shall not violate the open meeting law except as permitted under Minnesota Statute 13D.
- (D) **Use of Confidential Information**. Public officials shall not disclose to others, or use to further their personal interest, confidential information, as defined by the Minnesota Data Privacy Act, acquired by them in the course of their official duties.
- (E) **Not Public Data**. A public official shall not disclose to the public, or use for the public official's gain or another person's personal gain, information that was obtained due to person's public position if the information was not public data or was discussed at a closed session of the City Council.
- (F) **Attorney-Client Privilege**. A public official shall not 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.
- (G) **Solicitation of or Receipt of Anything of Value**. A public official shall not solicit or receive anything of value from any interested person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public official's duties. Incidental items provided to public officials in the due course of business while attending conferences, seminars, and training sessions, shall be exempt from this provision.
- (H) **Holding Investments**. No public official shall hold any investment which might compromise the performance of his/her duties without disclosure of said investment to the City Attorney and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- (I) **Representation of Others**. A member of the City Council shall not represent interested persons or associations in dealings with the City in consideration of anything of value.
- (J) **Financial Interest**. Where a public official has a financial interest in any matter being considered by the public official, such interest (if known to the public official) must be disclosed to the City Attorney, and the public official shall be disqualified from further participation in the matter.
- (K) **City Property**. No public official shall use City owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- (L) **Special Consideration**. No public official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- (M) **Authority**. No public official shall exceed his/her authority, or breach the law, or ask others to do so.
- (N) **Giving Anything of Value**. No elected public official shall give anything of value to potential voters in return for their votes, promises, or financial consideration which would be prohibited by the State of Minnesota Fair Campaign Practices statute.

- (O) **Public Funds**. No public official shall use City public funds, personnel, equipment or facilities, for private gain or political campaign activities, unless such equipment and facilities are available to the public.
- (P) **Use of Logo or Other City Symbols**. Use of the City's logo or any other symbol for non-official City business without approval of the City Council is prohibited.
- (Q) **Expenses**. Public officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- (R) **Donations**. No public official shall take any action which will benefit any person or entity because of a donation of anything of value to the City by such a person or entity.
- (S) **Official Action**. No public official shall take an official action which will benefit any person or entity where such public official would not otherwise have taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.
- (T) **Compliance with Laws**. Public officials shall comply with all City ordinances and state and federal statutes, including but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials.
- (U) **Acceptance of Donations to the City**. Public officials may accept donations on behalf of the City regardless of value, and said donations shall become the property of the City.
- (V) **Acceptance of Personal Gifts**. Public officials may personally accept nonmonetary gifts (trinkets and mementos) costing \$5 or less.
- (W) **Knowledge of Violations**. Public officials shall disclose any possible violations of the City's Ethics Policy to the City Attorney.
- (X) **Public Interest**. Public officials shall act with the best interests of the City in mind.

309.050 Complaint Review Process.

- (A) **Complaints Against Public Officials**. Allegations of violations against public officials shall be reviewed by the City Attorney who shall:
 - 1) Make recommendations to the City Council for disposition of complaints including, but not limited to, the referral of the complaint and/or investigation to an independent counsel or to an administrative law judge; or
 - 2) Refer allegations which may constitute a violation of federal, state, or local statutes to the appropriate authority.
 - 3) Complaints against Public Employees. Allegations made against public employees who are subordinate to the City Manager shall be reviewed by the City Manager who will determine the appropriate responsive action.
 - 4) Complaints against Contract Service Providers. Allegations made against persons or entities providing service to the City under a contract shall be reviewed by the City Manager. The City Manager shall mail a copy of the City's Ethics Policy to contractors

providing service to the City. Any violation of the provisions of this policy may result in termination of contract or service agreement.

Appendix C Roberts Rules Reference Guide to Motions

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- Adding words,
- Striking words; or
- Striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chair will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the president of the board's ruling – **appeal**

<http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>