Monday, October 5, 2020
7:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

COUNCIL WORK SESSION – AGENDA #38

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

A. CALL TO ORDER – Mayor Jeffrey Lunde

B. GENERAL INFORMATION
None

C. DISCUSSION ITEMS/GENERAL ACTION ITEMS – These items will be discussion items but the City Council may act upon them during the course of the meeting.

- **C.1** City Holiday Recognition Discussion
  - **A.** BROOKLYN PARK'S BASELINE DEMOGRAPHICS
- **C.2** Speed Limit Policy
  - **A.** EXISTING SPEED LIMIT MAP
  - **B.** CITY LOCAL ROADWAYS
  - **C.** SUMMARY OF BROOKLYN PARK SPEED STUDIES 2015-2020
  - **D.** 2019 CITATIONS BY STREET TYPE
  - **E.** 2019 TOP 10 CITATION TYPES FOR MUNICIPAL STREETS
  - **F.** POTENTIAL GATEWAY SIGN ASSEMBLY
- **C.3** City Council Code of Conduct Policy
  - **A.** POLICY
- **C.4** Police Reform and Racial Justice Discussion
- **C.5** Safety Improvements in Council Chambers

D. VERBAL REPORTS AND ANNOUNCEMENTS

- **D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**
- **D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS**

E. ADJOURNMENT

City of Brooklyn Park **Council Work Session**			
Meeting Date:	October 5, 2020	**Originating Department:**	Administration
Agenda Item:	C.1	**Prepared By:**	Sarah Abe, Project Facilitator Claudia Diggs, Neighborhood Relations Specialist Natalie Davis, Program Assistant Antonio Smith, Youth Services Liaison
Agenda Section:	Discussion Items/ General Action Items	**Presented By:**	Sarah Abe, Claudia Diggs, Natalie Davis, and Antonio Smith
Item:	City Holiday Recognition Discussion		

Overview

The City of Brooklyn Park has long recognized numerous holidays through events, declarations, social media postings and other engaging activities across the city. As Brooklyn Park has grown more diverse (currently the 26th most diverse city in the country according to WalletHub), a variety of cultural and ethnic groups have requested adding recognition for a growing number of holidays. Promoting these holidays provides the city the opportunity to highlight the diversity that makes Brooklyn Park unique, creates a more inclusive environment for all the demographic groups that call the city home, and builds opportunities for neighbors of different backgrounds to learn about one another. Using the most up-to-date demographic information available, this plan outlines existing holiday recognitions and proposes publicly acknowledging several more holidays that reflect our city's diversity. This plan also proposes general guidelines for public holiday posts by the City of Brooklyn Park. The purpose of this session is to:

- Explain the "why" behind expanding the City of Brooklyn Park's holiday and celebration recognitions
- Gather Council's feedback to strengthen the calendar of holidays the City of Brooklyn Park recognizes in a variety of different forms.

Background

Since early 2020, a group of cross-departmental staff have compiled data from the American Community Survey (ACS) and considered the prevalence of religious institutions in Brooklyn Park to compile a list of the multiple ethnic, cultural, and religious groups that live in the city, and create a proposed holiday calendar that recognizes at least one holiday from each of the largest cultural communities in Brooklyn Park. In April of 2020, this committee presented the information and plan to the Human Rights Commission and gathered feedback on a proposed holiday calendar. A demographic breakdown as well as how city demographics have changed over time is in attachment A. Based on that data, the largest cultural, ethnic, and religious groups are listed below.

- Black American
- Christian
- Hmong
- Indigenous
- Kenyan
- Lao
- LGBTQ+
- Liberian
- Mexican
- Muslim
- Nigerian
- People with disabilities
- Vietnamese
- White American (mainstream)

Staff then created a calendar of holidays that reflects at least one date of significance to each of these demographic groups. The following calendar lists the holidays that have traditionally been recognized by the

city and adds holidays that reflect Brooklyn Park's unique cultural, ethnic, and religious diversity. Newly proposed holidays are marked with an asterisk and are in italics.

January • New Year's Eve • New Year's Day • Martin Luther King, Jr. Day • **Tet (Vietnamese Lunar New Year)*	**February** • Black History Month • Valentine's Day • Presidents' Day	**March** • **International Women's Day*	**April** • Earth Day • **Lao New Year*
May • Memorial Day • **Eid al-Fitr / Ramadan*	**June** • **Juneteenth* • **Pride Day*	**July** • Independence Day (July 4) • Liberian Independence Day • **ADA Anniversary*	**August** • IgboFest
September • Labor Day • **National Hispanic Heritage Month*	**October** • Halloween • Nigerian Independence Day	**November** • Thanksgiving • Veterans Day • **Native American Heritage Month*	**December** • Christmas Eve • Christmas Day • **Hmong New Year*

Staff is proposing these general guidelines for promoting holidays publicly; there may be some adjustments based on historical promotions of traditionally underrepresented holidays and celebrations. The calendar of holidays is above, and a proposed recognition strategy is below. Through strategies such as these, the City of Brooklyn Park can continue to recognize and celebrate the rich diversity of our residents.

	Cultural or religious holidays	**Month-long events, often federally recognized**	**Federal / State / City**
Social media	• 1 post per holiday on each social media channel, including Facebook, Twitter, Instagram, NextDoor, and others that may arise	• 1 post per week on social media, including Facebook, Twitter, Instagram, NextDoor, and others that may arise	• 1 post per holiday on each social media channel, including Facebook, Twitter, Instagram, NextDoor, and others that may arise
Website	• Post on City website	• Highlight the holiday on the website, which may include story maps or other resources	• Highlight the holiday on the website as to why City offices are closed
Email	• 1 external email with the historical significance of the holiday directing residents to seek information from our website	• 1 external email with the historical significance of the holiday directing residents to seek information from our website	• 1 external email with the historical significance of the holiday

City holidays			• Only federally recognized holidays such as July 4, Memorial Day or Christmas include the closure of select City services and paid time off for staff • The City Council may make a declaration by community request

In addition to the communications plan coordinated by the Communications Division and the Holidays Subcommittee, some departments already promote events for certain holidays. The intent of this work is to not take away from traditions already taking place, rather to enhance the recognition and awareness of holidays celebrated by diverse community groups that call Brooklyn Park home. As such, City departments are encouraged to continue holding traditional internal and community events. City departments are encouraged to recognize more holidays by hosting additional events depending on the capacity of each department.

Examples of internal department events include:
- Halloween Coffee Break
- Community Development End of Year Potluck
- Department birthday recognitions

Examples of community events include:
- Recreation and Parks
    - Spooktacular
    - Norwegian Christmas at Historic Eidem Farm
    - Skate with Santa
    - Family Valentine's Bingo
    - Clean up the park Day on April 11 in celebration of Earth Day
- Fire Department
    - Halloween with Brooklyn Park Fire
- Police Department
    - Santa Cop

ATTACHMENTS:

C.1A BROOKLYN PARK'S BASELINE DEMOGRAPHICS

Who are we?

Brooklyn Park's Baseline Demographics

	BP	MN	U.S.
General population:			
Total population:	**80,581**	5.6 mil	308.7 mil
Median age (years):	**33.1**	37.8	37.7
Place of Birth:			
Born outside the U.S.:	**21.7%**	7.8%	13.2%
Speak a language other than English at home (age 5+):	**28.4%**	11.1%	21.1%

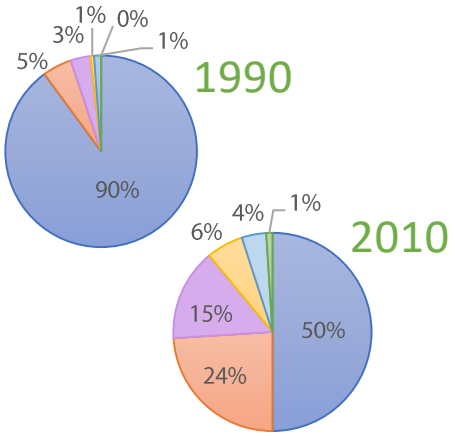
*BP's most common: **Hmong, Spanish, Vietnamese**, grouped **"African languages"** **

Our residents were born in more than 70 countries:

- Liberia (2,700-4,000 people)
- Laos (2,300-3,200)
- Vietnam (1,700-2,600)
- Mexico (1,000-2,200)
- Kenya (600-1,500)
- Nigeria (600-1,100)

....and more!

	BP	MN	U.S.
Race/ethnicity:			
American Indian & Alaska Native:	**.4%**	1.4%	1.3%
Asian & Pacific Islander:	**18.2%**	5.2%	6.0%
Black/African-American:	**26.5%**	6.5%	13.4%
Hispanic/Latinx:	**6.1%**	5.4%	18.1%
Two or more races:	**2.9%**	2.5%	2.7%
White alone:	**46.2%**	79.9%	60.7%



	BP	MN	U.S.
Income & Employment:			
Median household income:	**$65,695**	$63,217	$55,322
Poverty rate:	**10.7%**	9.9%	12.7%

All figures are American Community Survey 2016 5-year estimates except:
** 2011-2015 American Community Survey (ACS) 5-year estimates*

Brooklyn Park
Unique. United. Undiscovered.

City of Brooklyn Park
Council Work Session

Meeting Date:	October 5, 2020	**Originating Department:**	Operations and Maintenance
Agenda Item:	C.2	**Prepared By:**	Jeff Holstein, City Transportation Engineer
Agenda Section:	Discussion Items/ General Action Items	**Presented By:**	Jesse Struve, City Engineer
Item:	Speed Limit Policy		

Summary:

During the 2019 special session, the Legislature passed legislation allowing Minnesota cities to set speed limits on city streets if cities adopt their own procedures to set the new speed limits. The City Council directed staff to prepare a Speed Limit Policy and staff expects to bring a Draft Policy back to Council later in 2020.

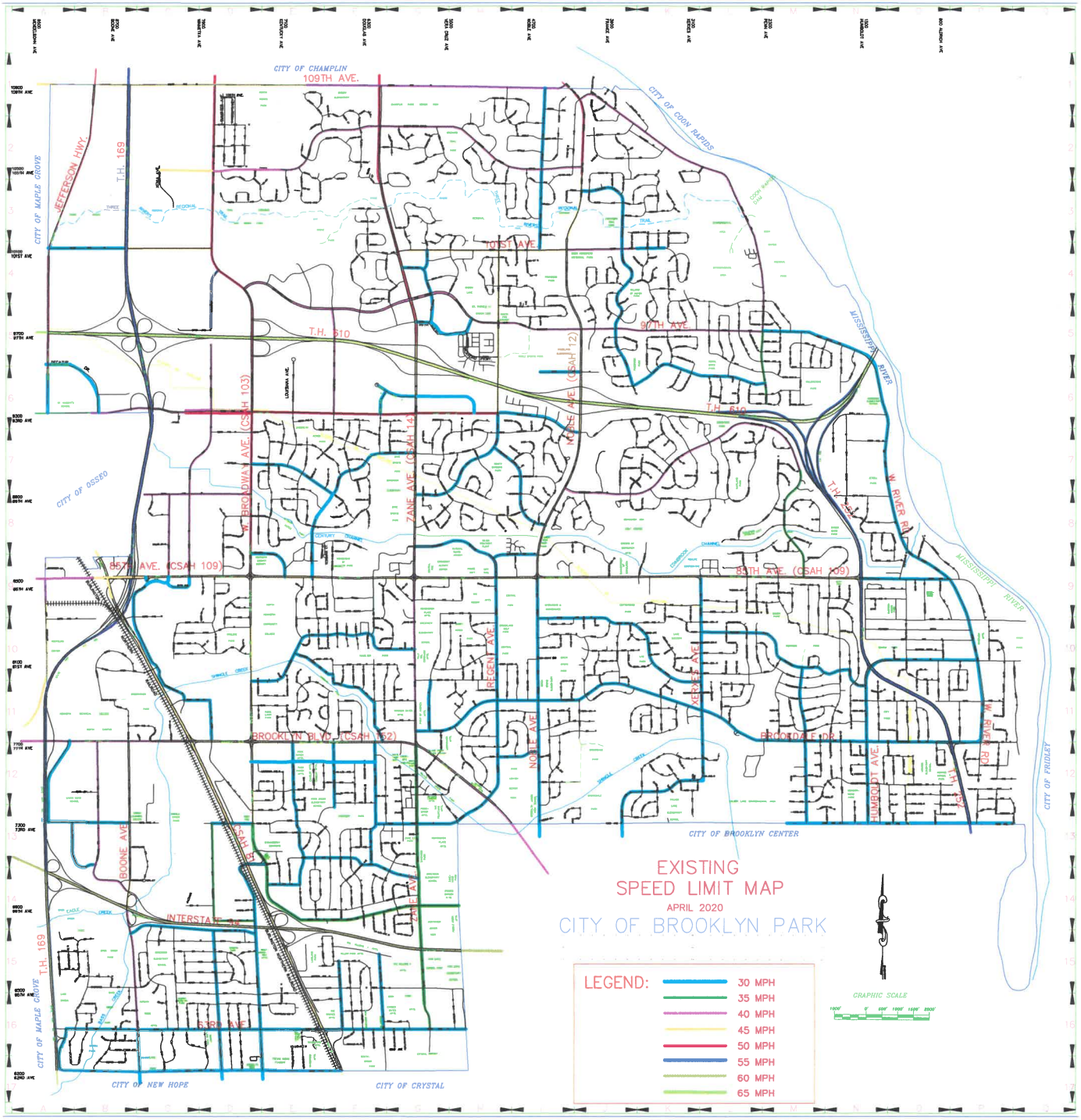
At the August 17, 2020 Council meeting, staff presented information to the Council relative to how the current speed limits have been established within the City, how the 2019 legislative changes could impact our City roadways and on the policy requirements needed to allow the City to set speed limits. The Council provided staff with guidance relative to policy priorities and goals. Council also requested information relative to speed enforcement / ticketing on City owned roadways.

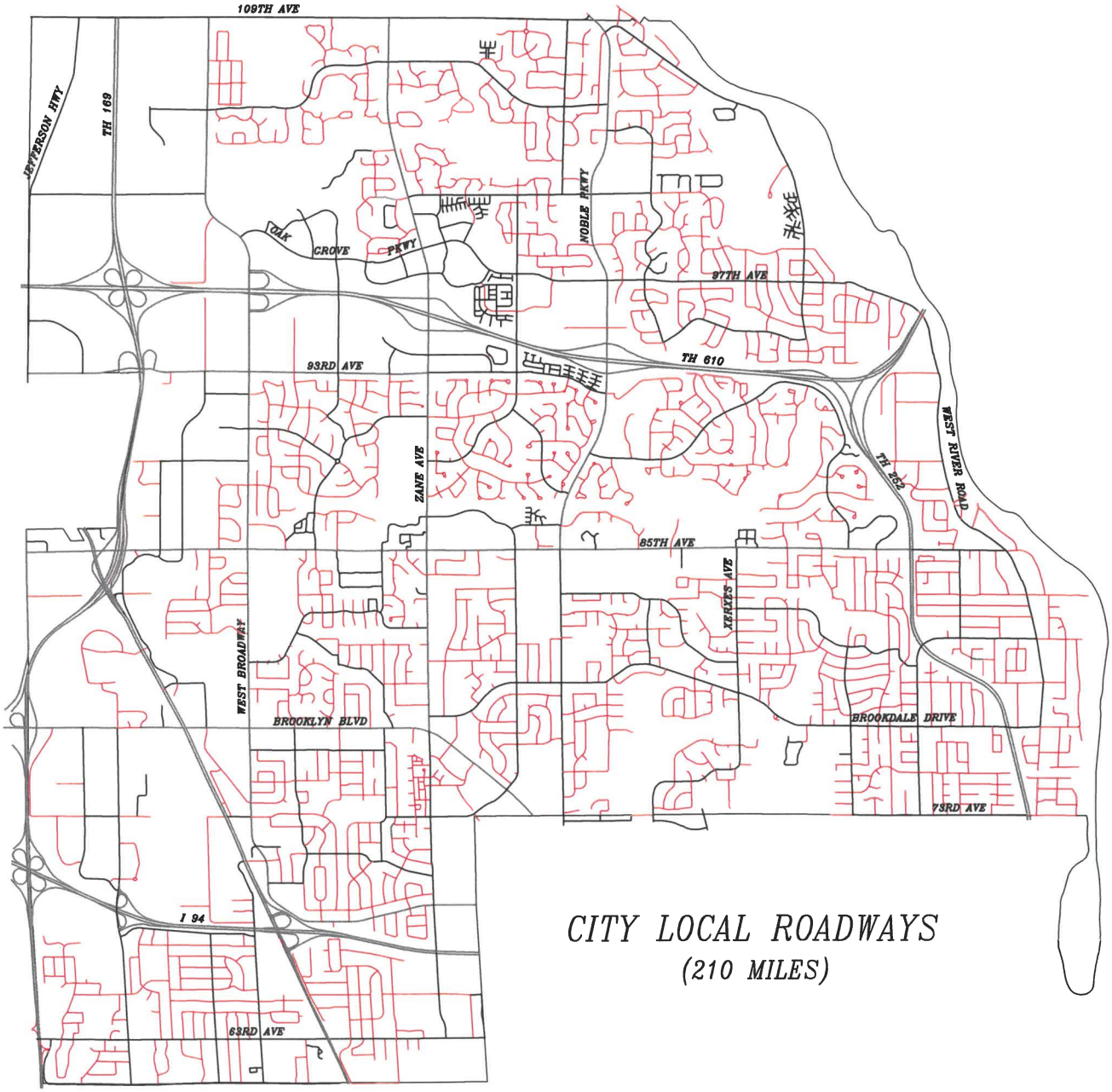
The purpose of this presentation is to update the Council and receive Council feedback relative to a suggested staff proposed speed limit setting process. The presentation will include the following:

1. Overview of recent city speed studies
2. DRAFT policy process recommendations and resulting speed limits
3. Community Engagement efforts/plan
4. Discussion of P.D. speed enforcement in 2019
5. Next Steps / Schedule

ATTACHMENTS:

C.2A EXISTING SPEED LIMIT MAP
C.2B CITY LOCAL ROADWAYS
C.2C SUMMARY OF BROOKLYN PARK SPEED STUDIES 2015-2020
C.2D 2019 CITATIONS BY STREET TYPE
C.2E 2019 TOP 10 CITATION TYPES FOR MUNICIPAL STREETS
C.2F POTENTIAL GATEWAY SIGN ASSEMBLY


EXISTING
SPEED LIMIT MAP
APRIL 2020
CITY OF BROOKLYN PARK
LEGEND:
30 MPH
35 MPH
40 MPH
45 MPH
50 MPH
55 MPH
60 MPH
65 MPH
GRAPHIC SCALE
CITY OF CHAMPLIN
CITY OF COON RAPIDS
CITY OF MAPLE GROVE
CITY OF OSSEO
CITY OF BROOKLYN CENTER
CITY OF PRIOR LAKE
CITY OF NEW HOPE
CITY OF CRYSTAL
109TH AVE.
101ST AVE
90TH AVE
T.H. 610
T.H. 169
JEFFERSON HWY.
W. BROADWAY AVE. (CSAH 103)
ZANE AVE. (CSAH 14)
KEENE AVE. (CSAH 12)
85TH AVE. (CSAH 109)
BROOKLYN BLVD. (CSAH 152)
BROOKDALE DR.
W. RIVER RD.
MISSISSIPPI RIVER
BOONE AVE
INTERSTATE 94
63RD AVE
HUMBOLDT AVE.
REGENT AVE
NORTH AVE
XERGES AVE


109TH AVE
JEFFERSON HWY
TH 169
OAK GROVE PKWY
NOBLE PKWY
97TH AVE
93RD AVE
TH 610
ZANE AVE
TH 252
WEST RIVER ROAD
85TH AVE
YORKES AVE
WEST BROADWAY
BROOKLYN BLVD
BROOKDALE DRIVE
73RD AVE
I 94
63RD AVE
CITY LOCAL ROADWAYS
(210 MILES)

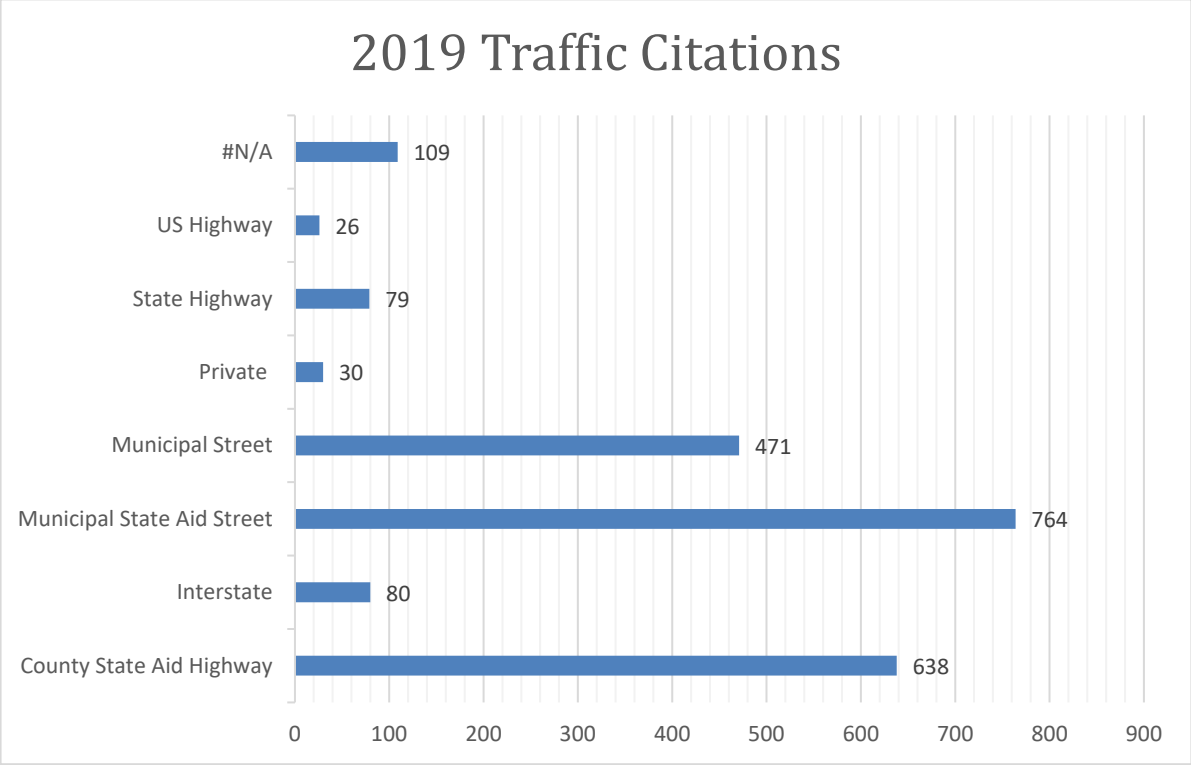
Summary of B.P. Speed Studies During 2015-2020

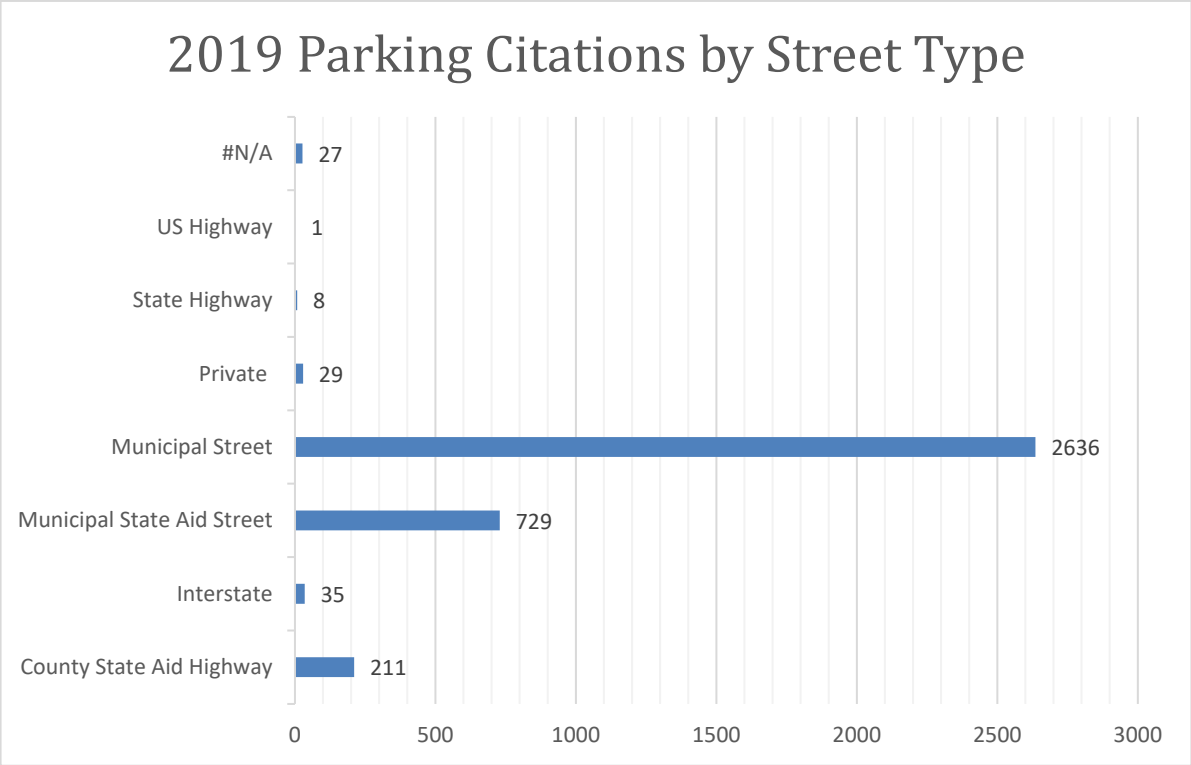
Roadway Segment	Roadway Classification	Roadway Section	Existing Speed Limit	Speed Study Year	Average Speed	50% Speed	67% Speed	75% Speed	85% Speed
Newton Avenue N 95th Ave	Local	32' b/b curb	30	2018	25.6	28.1	30.4	31.8	32.9
Logan Avenue N 95th Ave	Local	32' b/b curb	30	2019	21	22.2	24.4	25.5	27.9
Oliver Avenue N 97th Ave	Local	32' b/b curb	30	2018	20.8	21.5	24	27.2	28.6
Colorado Ave S 101st Ave	Local	32' b/b curb	30	2020	25.5	26.8	28.3	30.4	32.5
103rd Ave W Fallgold Pkwy	Local	32' b/b curb	30	2017	20.1	21.3	24.4	26.2	28.2
104th Ave S Oxbow Cr Dr	Local	32' b/b curb	30	2018	19.6	19.6	22.6	23.1	24.6
Oxbow Cr Cir S Oxbow Cr Dr	Local	32' b/b curb	30	2017	18.5	19.8	22.2	23	24.7
Louisiana Ave S 93rd Ave	Local	32' b/b curb	30	2016	27.5	28.3	30.8	32.2	33.7
Colorado Ave S 93rd Ave	Local	32' b/b curb	30	2018	26.3	27	29.5	30.8	32.9
92nd Crescent W Regent Pkwy	Local	32' b/b curb	30	2017	24.6	25.4	27.5	28.4	29.8
89th Crescent W Prestwick	Local	32' b/b curb	30	2018	18	18.9	21.5	22.9	24.2
89th Ave W West River Road	Local	32' b/b curb	30	2016	23.8	25	27.9	29	31.1
Mt. Curve Blvd N Greenhaven	Local	32' b/b curb	30	2017	27.3	27.9	30.6	32	33.7
Greenhaven Dr E Mt. Curve	Local	32' b/b curb	30	2017	25.9	26.7	29.1	31.5	32.4
Arlington Ave N 77th Ave	Local	32' b/b curb	30	2018	21.6	22.7	25.8	27.5	29.2
83rd Cir W Kyle Ave	Local	32' b/b curb	30	2017	13.5	12.6	17.6	20	22.3
75th Ave E Noble Ave	Local	32' b/b curb	30	2017	21.5	22.8	26.8	28.7	30.6
Shari Ann Ln S Brookdale Dr	Local	32' b/b curb	30	2019	16.8	22.8	18	21.1	23.2
Abbott Ave N 77th Ave	Local	32' b/b curb	30	2019	16.4	17.6	20.9	22.6	24.4
83rd Ave W Xerxes Ave	Local	32' b/b curb	30	2018	22.6	23.4	26.1	27.1	28.8
84th Ave W Xerxes Ave	Local	32' b/b curb	30	2015	23.3	23.9	26.6	28.2	29.5
Queen Ave S 85th Ave	Local	32' b/b curb	30	2019	25.2	26.3	28.8	30.6	31.9
Logan Ave S 85th Ave	Local	32' b/b curb	30	2019	27.7	28.2	30.4	31.6	33.2
Sierra Pkwy S Pearson Pkwy	Local	32' b/b curb	30	2018	28.4	28.7	30.8	32.3	33.7
Meadowwood Dr E Humboldt	Local	32' b/b curb	30	2017	26.3	27.3	29.7	31.2	32.7
Aldrich Ave N 74th Ave	Local	32' b/b curb	30	2015	23.9	24	26.7	27.2	29.6
Brookdale Dr E of WRR	Local	32' b/b cur	30	2015	30.5	31	33	34.5	36.1
Fairfield Rd N Brookdale Dr	Local	32' b/b curb	30	2018	28.9	29.3	32.2	33.8	35.8
Sunkist Pkwy E Dupont Ave	Local	32' b/b curb	30	2019	19.4	19.4	23.5	25.6	27.7
Florida Ave S 71st Ave	Local	32' b/b curb	30	2015	25.2	25.6	27.9	29	30.6
Hampshire Ave N 65th Ave	Local	32' b/b curb	30	2018	25.6	26.3	28.5	29.8	31.1
66th Ave W Idaho Ave	Local	32' b/b curb	30	2019	18.1	18.7	21.6	23.5	25.4
Flag Ave S 67th Ave	Local	32' b/b curb	30	2018	23.2	24.8	27.6	29.1	30.6
Utah Ave N 63rd Ave	Local	32' b/b curb	30	2015	20.8	22.5	26.3	27.6	29
Louisiana Ave S 63rd Ave	Local	32' b/b curb	30	2016	28.2	28.5	30.8	32.3	33.6
Rhode Island Ave S 63rd Ave	Local	32' b/b curb	30	2018	23.3	24.6	27.8	29.5	31.1
66th Ave E Jersey Ave	Local	32' b/b curb	30	2020	18.7	18.8	21.6	23.5	25.7
Zealand Ave S 63rd Ave	Local	32' b/b curb	30	2019	21.1	22.1	24.5	26.5	28.5
Wickford Pkwy. E Scott Ln	Local	56' with Med.	30	2020	23.2	23.3	25.5	26.9	28.8
Sugarloaf Tr W Humboldt	Local	32' b/b curb	30	2020	22.2	22.6	25.1	27	29
Evergreen Ave N 97th Ave	Local	32' b/b curb	30	2020	25.8	27	29.4	30.9	32.4
Greenhaven Dr E Mt. Curve	Local	32' b/b curb	30	2020	25.4	26.5	28.3	30.6	31.1
Idaho Lane E Idaho Ave	Local	32' b/b curb	30	2020	18.1	18	18.7	20.8	22.8

Roadway Segment	Roadway Classification	Roadway Section	Existing Speed Limit	Speed Study Year	Average Speed	50% Speed	67% Speed	75% Speed	85% Speed
84th Ave W Scott Ave	Local	32' b/b curb	30	2020	26.8	27.5	30	31.7	33.4
College Park Dr W W Broadway	Local	32' b/b curb	30	2020	26.2	26.6	29.1	30.7	32.3
94th Way E Upton Ave	Local	32' b/b curb	30	2016	22.7	23.4	26.7	28.2	29.6
Maplebrook Pkwy N 85th Ave	Local	52' with Med.	30	2016	29.2	29.1	31.6	33.3	35
Hampshire Ave S Br. Blvd	Local	32' b/b curb	30	2019	28.2	28.5	31	32.7	34.4
Average	Local				23.4	24.2	26.7	28.3	30
Fallgold Pkwy N 103rd Ave	Class 2 Collector	32' b/b curb	30	2018	22.2	22.4	25.8	27.6	29.5
Fallgold Pkwy N 97th Ave	Class 2 Collector	32' b/b curb	30	2019	25.7	26.5	28.5	29.6	30.8
Pearson Pkwy E Vincent Ave	Class 2 Collector	32' b/b curb	30	2019	29.7	30.2	32.4	34	35.6
Modern Rd W Winnetka	Class 2 Collector	32' b/b curb	30	2015	34.4	33.9	35.9	37.4	39
Winnetka Ave N 65th Ave	Class 2 Collector	32' b/b curb	30	2018	31.3	31.7	33.2	34.9	36.5
76th Ave E Hampshire Ave	Class 2 Collector	32' b/b curb	30	2020	29.3	29.5	31.6	33	34.4
83rd Ave E Noble Ave	Class 2 Collector	40' f/f curb	30	2020	26.8	27.7	29.3	29.9	30.6
Douglas Dr S Brooklyn Blvd	Class 2 Collector	32' f/f curb	30	2020	31.7	31.3	33.7	35.1	37.1
81st Ave E Dupont Ave	Class 2 Collector	32' b/b curb	30	2016	30.8	31.2	33.4	34.9	36.5
Newton Avenue S Brookdale Dr	Class 2 Collector	32' b/b curb	30	2020	30.4	30.9	32.8	34.2	35.6
Average	Class 2 Collector				29.2	29.5	31.7	33	34.6
97th Ave E Cherrywood Ave	Class I Collector	44' f/f curb	40	2016	42.8	42.1	43.9	45.4	47
97th Ave E Noble Pkwy	Class I Collector	44' f/f curb	40	2017	39.5	39.7	41.8	43.2	44.6
101st Ave E Noble Pkwy	Class I Collector	44' f/f curb	40	2016	39.5	40.6	42.8	44.3	45.8
Oxbow Cr Dr E Winnetka Ave	Class I Collector	44' f/f curb	40	2018	40.8	41	42.9	44.3	45.9
93rd Ave E Zane Ave	Class I Collector	38' rural	50	2018	45.3	45.5	47.9	49.4	51
Edinbrook Pkwy E Vickors	Class I Collector	44' f/f curb	40	2019	37.7	39.2	41.4	42.7	44.1
Regent Ave S of 80th Ave	Class I Collector	32' b/b curb	30	2015	30.1	30.7	32.6	33.8	35
Noble Ave N 76th Ave	Class I Collector	44' f/f curb	30	2018	36.5	35.8	37.7	39.1	40.5
Brookdale Dr W Queen Ave	Class I Collector	44' f/f curb	30	2017	32.6	32.8	34.3	35.4	36.4
Brookdale Dr W TH 252	Class I Collector	44' f/f curb	30	2020	40.2	37.9	40.1	42	43.9
Brookdale Dr E Noble Ave	Class I Collector	44 f/f curb	30	2020	36.8	36.1	37.8	39.3	40.8
Regent Ave S of 101st Ave	Class I Collector	46' f/f curb	45	2020	38.2	39.1	41.8	43.2	44.7
Oxbow Crk. Dr E Douglas Dr	Class I Collector	44' f/f curb	40	2020	43.2	43.2	45.2	46.8	48.4
W River RD N Banfil Cir	Class I Collector	28' f/f curb	30	2018	36	35.4	37.2	38.6	40
Wyoming Ave N. of 85th Ave	Class I Collector	42' b/b curb	40	2020	32.8	33.9	37	38.8	40.5

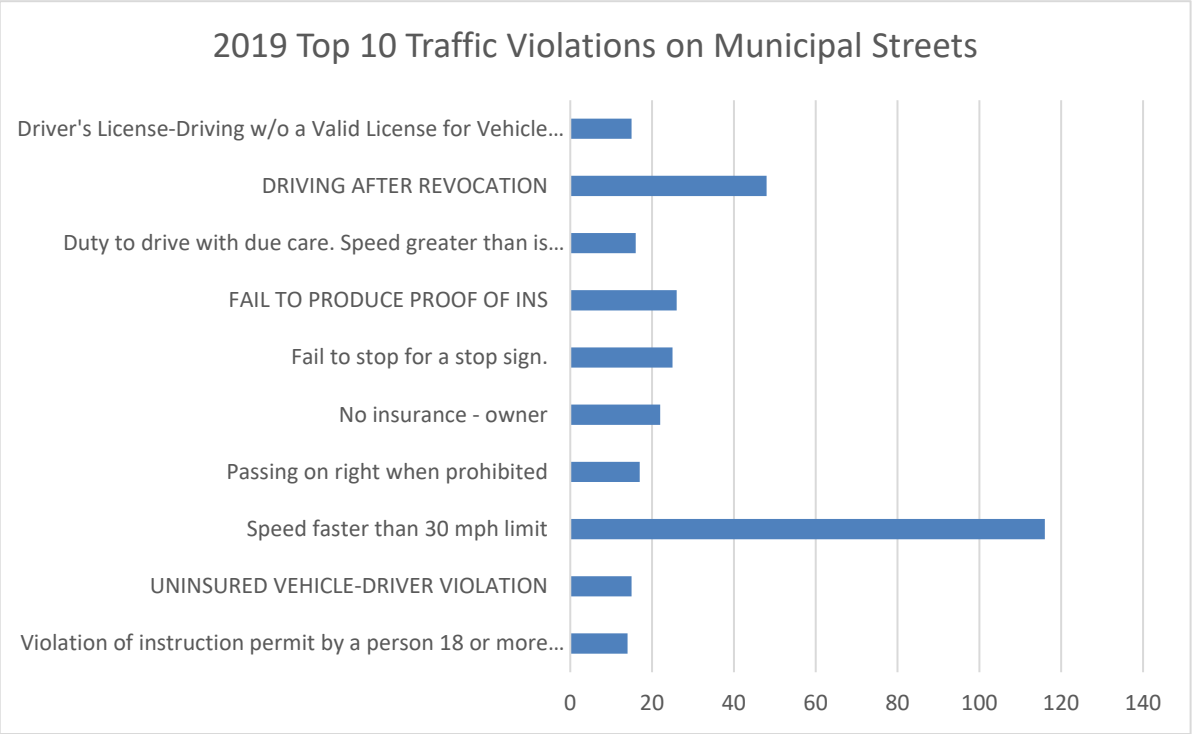
Roadway Segment	Roadway Classification	Roadway Section	Existing Speed Limit	Speed Study					
				Year	Average Speed	50% Speed	67% Speed	75% Speed	85% Speed
63rd Ave W. of Louisiana Ave	Minor Arterial	32' b/b curb	30	2014	31	30.8	32.7	34	35.4
109th Ave E Douglas Dr	Minor Arterial	52' f/f curb	40	2016	40.1	38.5	41.4	43	44.7
Zane Ave S 73rd Ave	Minor Arterial	44' f/f curb	35	2020	35.5	35.2	37	38.4	39.8
63rd Ave W Douglas Dr.	Minor Arterial	50' f/f curb	30	2020	38.9	37.3	39.3	40.6	42.9
Boone Ave N 63rd Ave	Minor Arterial	44' f/f curb	40	2020	36.7	37.3	39.6	41	41.9
Oak Grove Pkwy E Hampshire	Minor Arterial	96' with Med.	40	2020	34.2	34.2	38.5	41	43.2
Zane Ave S 74th Ave	Minor Arterial	60' with Med.	40	2017	36.2	36.5	38.5	39.9	41.4

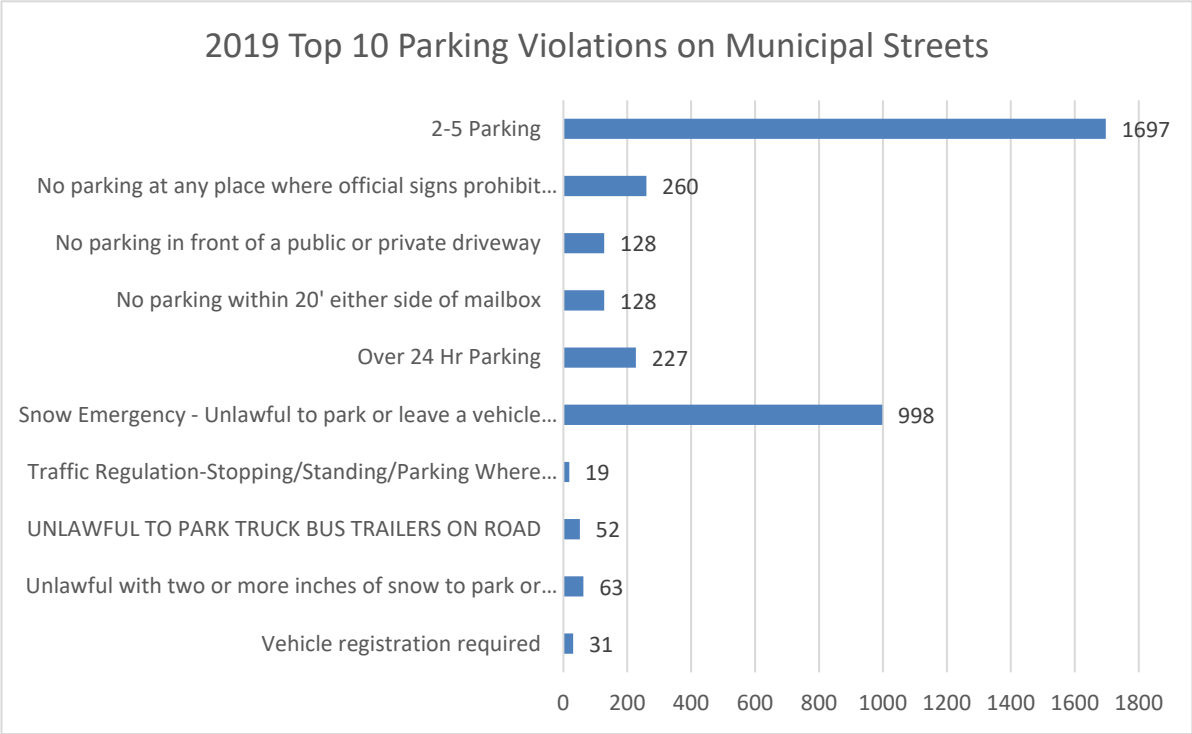
Brooklyn Park Police Department

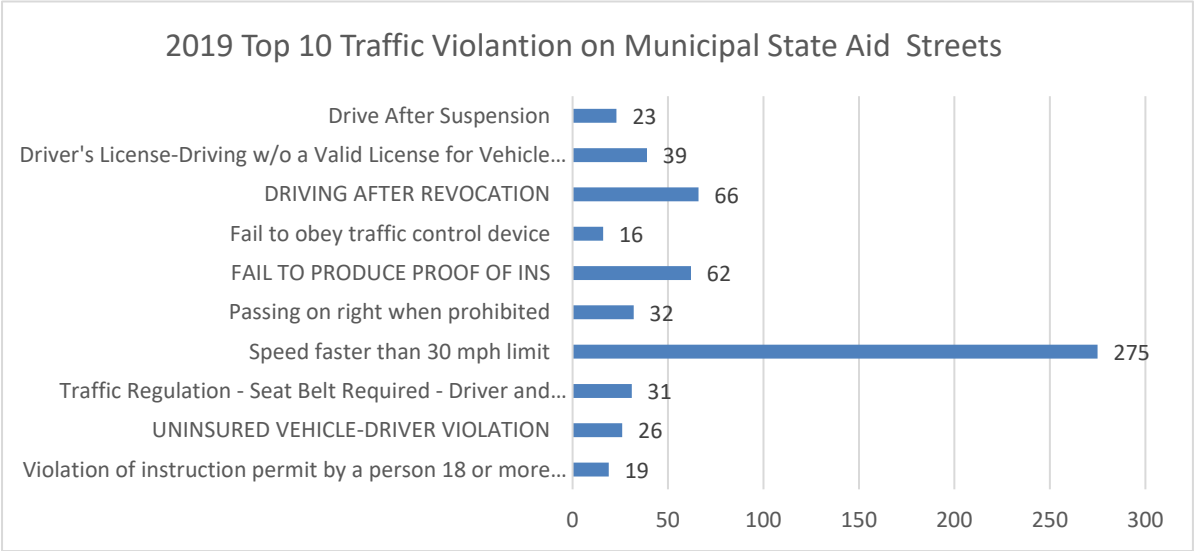


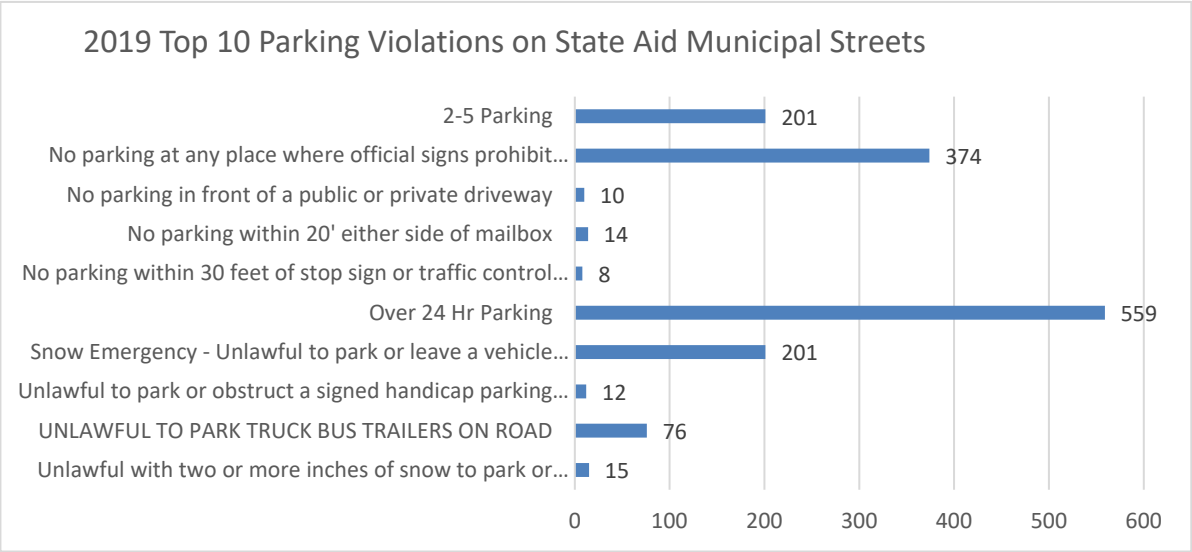


Brooklyn Park Police Department






2019 Top 10 Traffic Violantion on Municipal State Aid Streets
Drive After Suspension
23
Driver's License-Driving w/o a Valid License for Vehicle...
39
DRIVING AFTER REVOCATION
66
Fail to obey traffic control device
16
FAIL TO PRODUCE PROOF OF INS
62
Passing on right when prohibited
32
Speed faster than 30 mph limit
275
Traffic Regulation - Seat Belt Required - Driver and...
31
UNINSURED VEHICLE-DRIVER VIOLATION
26
Violation of instruction permit by a person 18 or more...
19
0
50
100
150
200
250
300


2019 Top 10 Parking Violations on State Aid Municipal Streets
2-5 Parking
201
No parking at any place where official signs prohibit...
374
No parking in front of a public or private driveway
10
No parking within 20' either side of mailbox
14
No parking within 30 feet of stop sign or traffic control...
8
Over 24 Hr Parking
559
Snow Emergency - Unlawful to park or leave a vehicle...
201
Unlawful to park or obstruct a signed handicap parking...
12
UNLAWFUL TO PARK TRUCK BUS TRAILERS ON ROAD
76
Unlawful with two or more inches of snow to park or...
15
0
100
200
300
400
500
600

POTENTIAL GATEWAY SIGN ASSEMBLY

- *APPROX. COST – $300 EACH*
- *ESTIMATED B.P. COST OF $15–20,000 EVERY 14 YEARS*

Brooklyn Park

City of Brooklyn Park
Council Work Session

Meeting Date:	October 5, 2020	**Originating Department:**	Administration
Agenda Item:	C.3	**Prepared By:**	Jay Stroebel, City Manager
Agenda Section:	Discussion Items/ General Action Items	**Presented By:**	Mayor Lunde and Jay Stroebel, City Manager
Item:	City Council Code of Conduct Policy		

Summary:

There was a Council request to add an agenda item to discuss the City Council Code of Conduct Policy. This policy is adopted by the City Council annually.

Attachment:

C.3A POLICY

Brooklyn Park

Elected Officials

Rules of Procedures and Code of Conduct

June 2002

Revised and Approved October 23, 2017

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

(Adopted at City Council Meeting of June 10, 2002)

Revised and Approved by City Council on October 23, 2017

Preamble:

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

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

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

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

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

The Council's Statement of Values:

- *Honesty and Integrity*: Honesty and integrity are the cornerstones for building trust, mutual respect and teamwork. Honesty and integrity include maintaining the highest ethical standards, communicating with complete candor and openness, listening and really hearing each other, and a willingness to change our position on an issue if the facts warrant.

- *Respect*: Each person is an individual. Despite differences we may have on issues, we will strive to demonstrate respect and a caring attitude toward each other.

- *Teamwork*: We believe that teamwork is important to our success as an organization. Teamwork requires participation by all to reach consensus on issues, whenever possible. We will work together to achieve win/win solutions that serve the entire community.

- *Information*: We value information that is correct, complete and timely. This is essential for making decisions that are sound and wise. The Council expects staff to be diligent in assuring that its information needs are reasonably met.

- *It's Okay to Disagree*: While we will strive to reach consensus on issues, we also recognize that we operate in a political environment. At times, our disagreements will only be resolved by voting. To disagree on an issue does not imply dislike for the individual. We believe in being tough on issues, but not on people. Once an issue is resolved, we will move on without grudges or malice.

- *Best for the City*: Ultimately, the interest of each Council and staff member is to do what is best for the City of Brooklyn Park and to uphold the City Charter. This includes assuring open accessible government, fiscal responsibility, a spirit of professionalism, excellence in service, and visionary community leadership. We each take pride in our community.

- *Trust*: The Council and staff of the City of Brooklyn Park are committed to working together within the context of these values. To assure they become a real force in guiding our behavior, we will prominently display them and regularly remind ourselves and each other of their existence. We believe this will be a powerful factor in building the bonds of trust among us.

1. OVERVIEW OF ROLES AND RESPONSIBILITIES

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

1.1 Mayor

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

1.2 Mayor Pro Tem

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

1.3 All Council Members

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

1.4 The Mayor and All Council Members

- Refer to one another formally during public meetings as “Mayor (last name)”/ “Council Member (last name)”
- Wait to speak until acknowledged by the Mayor
- Honor efforts by the Mayor to efficiently manage the meeting and to focus discussion on current agenda items
- Treat all staff as professionals
- Treat members of the public politely and respectfully
- When a conflict of interest arises, the Council member shall abstain from the vote and be available for comment from the podium only
- Council Members are encouraged to give support for the majority position once votes have been taken
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings, including contacting staff with any questions in order to be familiar with issues on the agenda
- Represent the City at ceremonial functions
- Be respectful of people’s time; stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Brooklyn Park government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities

2. RULES OF PROCEDURES

2.1 **Regular Meetings:** Shall be held at 7:00 p.m. on the first, second and fourth Mondays of each month in the Council Chambers of City Hall, 5200 85th Ave. N., Brooklyn Park, Minnesota. No meeting shall be held on a legal holiday, but shall be held at the same hour on the next succeeding day that is not a holiday.

Open Forum will begin at 7:00 p.m. at all regular meetings with the exception of the work sessions. Members of the public should be advised of the guidelines of the Open Forum. The Open Forum will provide members of the public an opportunity to comment, ask questions or present a problem relating to city business that is not already a part of the agenda. Each speaker will be asked to limit his/her comments to three (3) minutes and can only address the Council one time during the Open Forum. No action will be taken. Staff will follow up with a response regarding the status of the concern. Open Forum will be held no longer than 15 minutes. If no one is in attendance for the Open Forum or if 15 minutes is not needed for this purpose, the regular meeting shall begin immediately or after Open Forum business has been conducted.

2.2 **Special Meetings:** The Mayor or any three (3) members of the Council may call Special meetings. Three days written notice is required. Notice shall include specific purpose of the meeting in addition to the time, date and location of meeting.

2.3 **Emergency Meetings:** Emergency meetings may be called by the Mayor or any three (3) members of the Council due to circumstances that, in the judgment of the public body, require immediate consideration. At least four (4) hours' notice (either in writing or by telephone) is required.

2.4 **Executive Sessions:** Executive Sessions are closed meetings and may be called only for those reasons specified in state law. State Statute requires that the Council pass a motion at a public meeting announcing their intention to go into a closed meeting, the subject matter to be discussed and the time and place of the executive session. Executive sessions will be taped when required by State law. When the executive session is complete, the Council shall return to the public meeting and summarize the action taken at the executive session. Council Members are to maintain confidentiality relating to any non-public discussion items.

2.5 **Cancellation of Meetings:** Meetings may be cancelled by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem due to insufficient agenda items, lack of a quorum, inclement weather and/or other similar reasons. Council Members must be notified in writing or by telephone at least four (4) hours in advance whenever possible.

2.6 **Meeting Minutes:** Minutes of all meetings (except Executive Sessions) shall be kept by the City Clerk and shall represent an official record of the Council proceedings. Minutes shall be submitted to the Council for approval and to the Mayor for signature. Lack of such approval or signature shall not invalidate the minutes as official records.

2.7 **Cablecast/Webcast Meetings:** To the extent possible, all regular meetings and special Council meetings shall be cablecast/webcast. Video will be retained by the City Clerk for one year and be available to the public for viewing.

2.8 **Audio-taped Meetings:** Executive Sessions dealing with labor negotiation discussions will be audio taped; those tapes will be retained for two years after the contracts are signed.

2.9 **Meeting Attendance:** Council Members are expected to attend all meetings. However, when unable to attend a meeting, Council Members should notify either the Mayor or the City Clerk. The Mayor shall announce the Council Member's absence.

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

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

3. AGENDAS

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

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

3.2 **Approval of Agenda:** The Mayor, Council Members or staff may propose additions, deletions or changes to the agenda. A majority vote of the Council is required to approve the agenda as proposed/amended. Any changes after the agenda has

been formally approved shall require a two-thirds (2/3) vote of the Council.

3.3 **Consent Agenda:** Routine and non-controversial items shall be placed on the Consent Agenda which will be approved by one blanket motion. Any Council Member may request that items be withdrawn for separate consideration. If a Council Member has a question on a Consent Agenda item, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

4. PUBLIC INPUT

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

4.1 **Restrictions:** Questions and comments from the public during a council meeting shall be limited to the subject under consideration. Depending on the length of the agenda and the number of persons wanting to participate, the Mayor may limit the time available for public comment and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No persons shall enter into any discussion without being recognized by the Mayor. After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission from the Mayor.

4.2 **Public Hearings:** After a presentation by staff, the applicant shall have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. The Mayor will determine how much time will be allowed for each speaker (generally 3 to 5 minutes) and ask speakers to line up to speak. Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. Council Members should refrain from arguing or debating with the public and should always show respect for different points of view. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. The Mayor or Council shall notify the speaker when the allotted time has expired to accommodate others wishing to speak.

4.3 **Addressing the Council:** Any member of the public desiring to address the Council shall complete an Addressing the Council Form and present it to the Clerk. The Mayor will call on the individual when that agenda item is discussed.

5. COUNCIL PROCEDURES/PROTOCOL

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

5.1 **Motions:** Motions are a formal method of bringing business before the Council and for stating propositions on which the Council will move to make a decision. All motions require a second and a motion shall not be withdrawn by a mover without the consent of the person seconding it. No debate/discussion shall take place without a motion being placed on the floor.

5.2 **Voting Procedures:** Unless abstaining, every Council member shall vote. Failure to vote shall be recorded as a yes vote except in situations where a roll call vote has been requested. Tie votes shall be lost motions when all Council Members are present. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting unless otherwise ordered by the Council.

6. CODE OF CONDUCT AND ETHICS

6.1 Council Conduct with One Another

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

6.1.1 In Public Meetings

A. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times, including listening actively during Council meetings.

B. **Honor the role of the Mayor or Mayor Pro Tem in maintaining order.** It is the responsibility of the Mayor to keep the comments of Council Members on track

during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

C. **Avoid comments that personally attack other Council Members.** If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.

D. **Demonstrate effective problem-solving approaches.** Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

E. **Be punctual and keep comments relative to topics discussed.** Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

F. **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.

G. **Council Decisions**. Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

6.1.2 In Private Encounters

A. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

B. **Be aware of the insecurity of written notes, voicemail messages, social media and email.** Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially "public" communication.

C. **Even private conversations can have a public presence**. Elected officials are always on display – their actions, mannerisms, and language are monitored by people

around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

D. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

6.2 Council Conduct with City Staff

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

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

B. **Limit contact to specific City staff.** Questions of City staff and/or requests for additional background information should be directed to the City Manager, City Attorney, or Department Heads, unless otherwise directed by the City Manager. The City Manager should be copied on or informed of any request.

C. **Council direction to staff**. In accordance with Charter Section 2.10, individual Council Members cannot give direction to city staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.

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

D. **Do not disrupt City staff from their jobs.** Except in extraordinary circumstances, Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions.

E. **Never publicly criticize an individual employee.** Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should

only be made to the City Manager through private correspondence or conversation.

F. **Do not get involved in administrative functions.** Council Members must not attempt to influence City staff on the making of employment or personnel decisions, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

G. **Do not attend City staff meetings without permission from staff.** Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

H. **Limit requests for staff support.** Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

I. **Do not solicit political support from staff**. Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.

J. **Council, EDA and Commission agendas.** Staff's responsibility is to provide Council Members the information needed for informed decision-making. Every effort should be made to ask staff questions regarding Council, EDA and commission agendas before the meeting.

K. **Don't speak ill of other Council Members to staff.** Staff has the responsibility to treat all Council Members equally. It puts staff in a compromising position when one Council Member criticizes other Council Members to staff.

L. **Don't spring surprises on Council Members or City staff, especially at formal meetings.**

6.3 Council Conduct With The Public

6.3.1 In Public Meetings

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

A. **Be fair and equitable in allocating public hearing time to individual speakers.** The Mayor will determine and announce limits on speakers at the start of the public

hearing process and ensuring those with Brooklyn Park addresses have an opportunity to speak. Generally, each speaker will be allocated three minutes with applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

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

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

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

C. **No personal attacks of any kind, under any circumstance.** Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

D. **Follow parliamentary procedure in conducting public meetings.** The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

6.3.2 In Unofficial Settings

A. Make no promises on behalf of the Council. Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a

pothole, plow a specific street, plant new flowers in the median, etc.).

B. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

C. **Council Members are constantly being observed by the community every day that they serve in office.** Their behaviors and comments serve as models for proper conduct in the City of Brooklyn Park. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

6.4 Council Conduct with the Media

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

A. **The Mayor is the official spokesperson for the representative on City position.** The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

B. **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. The best advice for dealing with the media is to never go "off the record."

D. **Inform the City Manager or Communications 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.

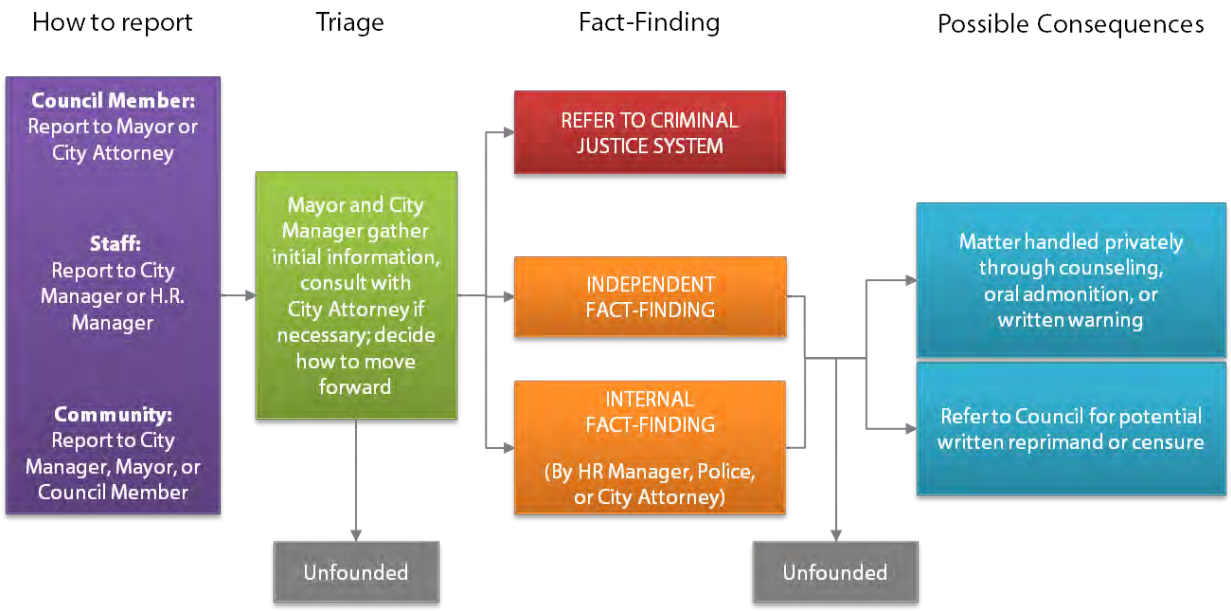
B. Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.

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.

9. GLOSSARY OF TERMS

9.1 Glossary

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

City of Brooklyn Park **Council Work Session**			
Meeting Date:	October 5, 2020	**Originating Department:**	Administration
Agenda Item:	C.4	**Prepared By:**	Wokie Freeman-Gbogba, Assistant City Manager
Agenda Section:	Discussion Items/ General Action Items	**Presented By:**	Jay Stroebel, City Manager Wokie Freeman-Gbogba, and Craig Enevoldsen, Police Chief
Item:	Police Reform and Racial Justice Discussion		

Summary:

As was discussed during the September 14, 2020 City Council meeting, the Human Rights Commission (HRC) and Multicultural Advisory Committee (MAC) will be bringing a report to the City Council regarding recommendations for police reform on November 16, 2020.

The HRC and MAC members are taking their task very seriously and acknowledge that they are not experts about this very complicated topic. Though they have identified some general work plan areas, they continue to gather information and data to inform their recommendations.

At the Special Human Rights Commission meeting on Wednesday, September 23, 2020, the Commission discussed an idea that resonated with Council Members at previous Council meetings, which was to identify an objective 3rd party to evaluate the Brooklyn Park Police Department against best practice and standards – What is the Police Department doing well? What are some areas for improvement? Potentially, the consultant would work with HRC and MAC to help focus their recommendations.

The HRC then passed a motion on September 23 to make a recommendation to the City Council to authorize City staff to move forward with putting out a Request for Proposals (RFP) to enter into a contract for an objective evaluator. The evaluator would conduct an analysis of the Brooklyn Park Police Department using research-based standards for criminal justice reform to identify areas where the department is performing well and areas for improvement. The evaluator would develop a data-based scorecard and recommendations for continuous improvement. Also, the evaluator would conduct an analysis of other City of Brooklyn Park community metrics and outcomes related to systemic inequities within the City and their connection or impact on public safety.

City staff would recommend that the proposed evaluator also conduct an analysis of likely root causes of violence in the Brooklyn Park community, and recommended strategies to address them holistically, as a community.

City of Brooklyn Park **Council Work Session**			
Meeting Date:	October 5, 2020	**Originating Department:**	Administration
Agenda Item:	C.5	**Prepared By:**	Jay Stroebel, City Manager
Agenda Section:	Discussion Items/ General Action Items	**Presented By:**	Dan Ruiz, Operations and Maintenance Director and Craig Enevoldsen, Police Chief
Item:	Safety Improvements in Council Chambers		

Summary:

As part of the City Hall renovation project, additional safety features were put into the Council Chambers. These improvements will be reviewed with the City Council.