



ETHICS COMMISSION AGENDA

**August 14, 2013
6:30 p.m.
Roseville City Hall
2660 Civic Center Drive**

- I. Call to Order
- II. Approve Minutes of May 8, 2013
- III. Discuss 2014 April Ethics Training
- IV. Consider Subcommittee Recommended Changes to Ethics Code, Section B: Use of Confidential Information
- V. Discuss Potential Changes to Ethics Code, Section 5
- VI. Discuss Ethics Tip
- VII. Other Business
- VIII. Adjourn

City of Roseville
Ethics Commission Meeting Minutes
Wednesday, May 8, 2013

I. Call to Order

Chair Fjelstad called the meeting to order at 6:30 p.m.

Members Present:

Anne Collopy, *Matthew Becker, Margo Fjelstad, Ben Lehman, and Nancy O'Brien

Members Absent:

None.

Others Present:

City Manager Bill Malinen and City Attorney Mark Gaughan

II. *Oath of Office, New Commissioner Matthew Becker

III. Approve Minutes of February 13, 2013 Meeting

Collopy moved to approve the amended minutes from November 14, 2012, seconded by Lehman.
Ayes all.

Lehman moved, Collopy seconded approval of the minutes of the February 13, 2013 meeting, as presented.
Ayes all.

IV. Review of April 10 Ethics Training Event

The survey results indicated participants found the training to be an appropriate length, or maybe a little short. Additionally, the survey comments indicated a desire for the presentation to have more closely tied-in to City related matters. Commissioners urged at future training events to have a clear distinction between the start of the social hour and the start of the training. The Commission reminded staff to send a link of the presentation to those participants unable to attend.

V. Ethics Tip

O'Brien will provide the next Ethics Tip agreeing to provide a tip on confidential information. She agreed to forward the tip to the Commission for comment prior to the meeting for 'approval.'

VI. Review Ethics Code

Future adjustments to the Code will be addressed at the next meeting in August when the City Attorney is present while offering the sub-committee more time to work on language adjustments. City Manager Malinen agreed that staff will forward the adjustments to the

Commission in advance of the meeting packet. Some highlights to the ethics code review will include:

- 1) Ethical considerations for public officials – reference on public proposals Section 3(M)
- 2) Due to the complaint received August of 2012, Section 5 of the Code is reviewed for inclusion of a process if the City Council is the source of the complaint.
- 3) The adjustments will not address definitions of political campaign in Section 3(J) at this time, but will in the future.

VII. Other Business.

The Commission discussed their future joint meeting with the City Council on May 20. The topics to be discussed included the annual message, training, review of the code, suggested amendments, and starting to plan for the next training event.

City Manager Malinen suggested checking with other cities about future ethics training presenters for a discussion that might have more relevancies to participants.

City Manager Malinen indicated staff will send out a reminder to the Commission that the August meeting start time will be 6:00 p.m. to begin with training from City Attorney Mark Gaughan.

VIII. Adjourn

There being no further business, Collopy moved, Pederson seconded to adjourn the meeting at 6:55 p.m. Ayes all.

Respectfully submitted,

Patrick J. Trudgeon
Interim City Manager

Date: August 14, 2013

III. Discuss 2014 April Ethics
Training Event

Section B - Use of Confidential Information.

No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity, or make such information available in a manner where it would be reasonably foreseeable that a person or entity would benefit from it.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 12th day of June, 2006, at 6:00 p.m.

The following members were present: Mayor Klausing, and Council Members Ihlan, Kough, Maschka, and Pust.

Council Member Klausing introduced the following resolution and moved its adoption:

RESOLUTION NO. 10408

A RESOLUTION ADOPTING A CODE OF ETHICS

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF
ROSEVILLE**

Purpose

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

Section 1. Declaration of Policy

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 in the proper channels of the government structure; that public office not

be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that yearly seminars be held to discuss the meaning of this code with new Public Officials, and in addition such seminars shall involve trained experts on government ethics that are outside of the Roseville government itself. The City Manager shall be the coordinator for these seminars. These seminars will keep the subject of ethics in government fresh in everyone's mind.

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

Section 2. Definitions of Terms

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;
- b. The department head and assistant department head of each City department;
- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

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. The term "Anything of Value" shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

Section 3. Ethical Considerations

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. Solicitation of or Receipt of Anything of Value. A Public Official shall not solicit or receive anything of value from any 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.
- D. Holding Investments. No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment 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.
- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.

- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. 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.
- H. 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.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.
- M. Official Action. No Public Official shall take an official action which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Laws. Public Officials shall comply with all local 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, and employees.

- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

Section 4. Special Considerations

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

Section 5. Handling Alleged Violations of Code of Ethics

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.
- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).

1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue it's own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.

Section 6. Disclosure of Financial Interests

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member Pust and upon vote being taken thereon, the following voted in favor:
Klausing, Maschka, and Pust.

and the following voted against: Ihlan and Kough

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

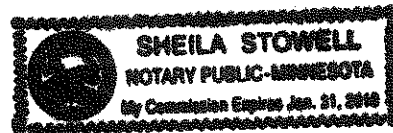
I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 12th day of June, 2006, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 12th day of June, 2006.

Neal J. Beets
Neal J. Beets, City Manager

State of Minnesota - County of Ramsey
Signed or Attested before me on this

12th day of June, 2006



by: Neal J. Beets

Sheila Stowell
Notary Public

RRM: #91474/sem

City of Roseville Ethics Tip
August 2013

Our responsibilities for CONFIDENTIALITY

- ❖ You serve on the Roseville Planning Commission. In a closed meeting of the Commission, you are privy to preliminary, confidential discussions about the possibility of plans to rezone an area as commercial. Can you use this information to buy up property in the area for your own financial advantage?
- ❖ Through your work as a department head for a division within the City of Roseville, you are aware that bids for certain contracts are to be requested in the coming months. Before the bidding process is made public, can you use your inside knowledge to help your wife's company position itself to successfully compete for the contract?

In the City of Roseville Code of Ethics (Section 3. Ethical Considerations, B. Use of Confidential Information), it states:

No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.

The Code (Section 2) defines Public Official as:

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head. This includes:

- a. Members of the City Council and Mayor;*
- b. The department head and assistant department head of each City department;*
- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and*
- d. The City manager.*

In either of the scenarios above, it would be against the Code of Ethics to use the confidential information you have obtained for your own financial advantage.

SENT ON BEHALF OF THE ROSEVILLE ETHICS COMMISSION