

Milroy City Council
Notice of April 22, 2024, Work Session

Notice is hereby given that the City Council of Milroy will hold a work session on Monday, April 22, 2024, at 5:30 p.m. at the Milroy City Hall, Milroy MN.

Posted 4/18/2024
Betsy Snyder
City Clerk/Treasurer



AGENDA - City of Milroy Work Session

Monday, April 22, 2024

5:30 p.m.

1. ATTENDANCE

Council members

____ Weber
____ Brooks
____ Christensen
____ Olson
____ Zwach

Staff

____ Snyder
____ Duscher

2. AGENDA

The purpose of this work session is to discuss the following agenda items, any action relating to these items will be addressed at the regular council meeting held after the work session.

- Written complaint filed about City Council/Mayor behavior/residency status. *
- Current and recently adopted City Council meeting guidelines.

3. ADJOURNEMENT

The work session adjourned at ____ p.m.

**Denotes no supporting information included in packet.*

Attorney Response: regarding the Meeting Guidelines:

I like the current version that you included. With that, I would advise you to include the language that the City of Russell uses on the top of their agenda regarding the Public Forum (see the top of the first page attached). The Data Practices Act prevents the council from discussing matters that are not included on the agenda. Matters that are brought up in the public forum that are not on the agenda cannot be discussed at that meeting. Typically, they are placed on the next meeting's agenda, allowing the city to prepare to discuss those matters.

With the proposed changes, those are acceptable, with a few exceptions as I will note below. Those proposals should be posted in the council room and should also be either taped or affixed next to the agendas on the table where they are placed. I would advise that these additional proposals not be included in the agenda.

The mayor has control over the decorum of the meeting. She should address any issues with the public. If there is a member of the public that gets out of hand or does not listen to the mayor, then the council can vote to take a recess in efforts to calm any disturbances. If that doesn't remedy the problem, then the council can always vote to adjourn the meeting to a different date or time. Unfortunately, the council cannot remove a member from the meeting for simply being disruptive. There must be either threats of harm or physical conduct that would upset, alarm, or anger others. The Minnesota Supreme Court has ruled that people cannot be removed from meetings for simply being loud or disruptive. The Supreme Court has ruled that individuals have protected free speech rights that prevents this. Thus, the council could not have them removed by the sheriff from the meeting. However, if such behavior is persistent, having a sheriff at the meeting may help to eliminate or quell this behavior. The council doesn't need to tell the public that they cannot be removed. Otherwise, the way to address this would be to adjourn or recess.

Let me know if you have any questions. Thanks!

Regards,

Matthew B. Gross

Russell:

Public Forum If you wish to address the city council under Public Comment, please sign-in on the public speaker form before the call to order for this meeting. Each speaker will be limited to three minutes. The city council is not authorized by the Open Meetings Law to discuss, comment, or act at the meeting on any issue raised by public comment that is not part of tonight's agenda. The mayor may refer the matter to staff to obtain additional information and report back to the Council as appropriate.

Milroy Current:

OPEN FORUM – For those not on the Agenda, only three (3) minutes are allotted for you to address the council. No City Council action will be taken, although the Council may refer issues to staff for follow up or consideration at a future meeting.

**CITY OF MILROY
CITY COUNCIL CODE OF CONDUCT POLICY**

DATE COUNCIL APPROVED: April 22, 2019

To establish a code of conduct and associated remedies that council members agree to abide by in carrying out their duties as elected officials. This code of conduct does not supersede any existing or future statutory or constitutional rights, but simply outlines appropriate council expectations, behavior and interactions with each other, city staff, citizens and all other groups encountered as a result of city business, so as to efficiently and effectively develop and carry out the mission, vision, goals and established policies of the city.

I. Roles/Responsibilities

Meetings – The mayor presides over meetings of the city council. Speakers, including council members, do not speak until recognized by the mayor.

Act in the Public Interest – Recognizing that service to our citizens must be our primary concern; council members shall work for the common good of the people of Milroy and not for any private or personal interest. Council members will treat all persons, claims and transactions in a fair and equitable manner.

Preparation – Council members are expected to be prepared for city council meetings and work sessions.

Agenda Preparation – The city clerk/treasurer directs preparation of draft meeting agendas. The final agenda is determined by the city council prior to the meeting. At the council meeting, agenda items may be added or deleted by council members per procedures established in the city code.

II. Conduct of Members

Staff Direction – The mayor and city council members direct city staff, contract employees and consultants only through the city clerk/treasurer, as determined by majority vote. At work sessions, the mayor will state the concerns of the council or specific directions provided by the council to the staff. The city clerk/treasurer will request further clarification if he/she feels it is required so that there is a clear understanding of what the council's expectations are in terms of the actions to be taken by staff.

Respect for Staff Time – If a council member is utilizing an inordinate amount of staff time, the city clerk/treasurer is required to bring this to the attention of the city council for resolution.

Interactions – Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the city council, boards, commissions, committees, staff or the public.

Respect for Process – Council member duties shall be performed in accordance with the processes and rules of order established by the city council.

Use of Public Resources – Public resources not available to the general public (e.g., city staff time, equipment, supplies or facilities) shall not be used by council members for private, personal or political purposes.

Advocacy – To the best of their ability, council members shall speak with one voice in representing the official policies and positions of the city council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the council or the city.

Improper Influence – Council members shall refrain from using their position to improperly influence the deliberations or decisions of city staff, boards, commission or committees.

Positive Work Environment – Council members shall support a positive, efficient and effective environment for residents, businesses and city employees.

Steward of City Funds – When the end of a council member’s service on the city council has been determined by means of not seeking re-election, resignation, or the results of an election, that council member shall not subject the city to unnecessary travel and/or tuition costs.

III. Communication

Sharing of Information – It is the responsibility of council members to publicly share information with all other council members that they have received from sources outside of the public decision-making process, which pertains to a topic under consideration. Whenever possible, new information or data obtained by council members, pertinent to a topic being discussed, will be distributed through the city clerk/treasurer to the city council members. Upon reviewing the “new information” the council may adopt a motion to postpone further consideration of the information until all members have had time to review and interpret this new information.

Focused Discussions – Council members shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or irrelevant information.

Request for Information- All council members shall receive the same information at the same time when deemed ready for distribution by staff. If an elected official requests information in advance of others on the city council, the matter shall be resolved by a majority of the city council.

Coordination with City Staff – City staff should be involved when council members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff appropriately informed.

Citizen Questions – Elected officials should refer questions and concerns from citizens to the city clerk/treasurer when appropriate. City staff should report back to the city council on the resolution of the referral.

Confidential Information – Council members shall respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

Notice of Attendance – If any council member has knowledge or reason to believe that there will be a large or emotional attendance at an upcoming council meeting or work session, they have an obligation to inform the city clerk/treasurer as soon as they become aware of the potential situation.

IV. Implementation

Orientation – This Code of Conduct shall be included in the regular orientations for new city council members. Following each election, the new council shall, by resolution of its elected members, adopt a city council code of conduct.

Compliance and Enforcement – Council members themselves have the primary responsibility to assure that the code of conduct is understood and followed and that the public can continue to have full confidence

in the integrity of the Milroy city government.

V. Remedies

It is the responsibility of the city council to police its members. When inappropriate behaviors are observed, any member of the council can intervene. If inappropriate behavior is observed, the city council will discuss the behavior at a council work session. By direction of the council, it will be determined whether:

- A letter is sent to the offending council member stating that they have been found operating outside the established code of conduct, requesting them to correct the behavior identified as inappropriate;
or
- The council member is formally sanctioned by resolution at a council meeting.

Milroy City Council Meeting Guidelines

Welcome to the Milroy City Council Meeting. To ensure order and assist the public and the Council to participate in the meeting, these guidelines have been adopted by the Council.

City Council

Mayor: Megan Weber
Colleen Brooks
John Christensen
Drew Olson
Renee Zwach

City Staff

Betsy Snyder, Clerk/Treasurer
Dean Duscher, Public Works

Sign In Sheet

All guests attending are asked to sign in upon arrival.

Agenda

An agenda packet is available for public inspection in the entrance to the meeting room. Copies of the agenda are available for the public.

Council Procedure

In general, the Council uses Parliamentary Procedure and Roberts Rules of Order to conduct business. Ordinarily, the Council will address items as they appear on the agenda and pass motions to take official action. Three of the five members are required to conduct business and most motions require a simple majority vote of the members in attendance.

Open Forum

Open Forum is intended to allow attendees an opportunity to speak on issues not on the agenda. At the appropriate time in the meeting, the Mayor will announce the open forum. People wishing to speak should follow the Mayor's instructions. Issues requiring a decision by the Council will usually be referred to staff to be placed on a future agenda. People wishing to speak on a particular agenda topic should wait until that point in the meeting.

Addressing the Council

- Those wishing to speak should speak to the Mayor when recognized. Clearly state your name.
- Ordinarily three minutes will be allowed per speaker. The Mayor may limit speakers if they are repeating points already made, or getting off of the topic. The Mayor may allot additional time if necessary.
- Speakers are discouraged from distributing information at the meeting. Information should be provided to the Council prior to the meeting through the Clerk. If copies are distributed, there must be 7 copies.

The regular Council meetings are normally held the fourth Monday of the month at 6:00pm, unless duly noted and posted at City Hall. Contact the City Clerk to have an item placed on the agenda for an upcoming meeting, must be at least one week prior to meeting date. The Mayor reserves the right to modify these rules as required to effectively chair the meeting.

Adopted 8/27/2018
Updated 11/25/2020