



City of Blaine

City Council Workshop

February 5, 2024 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. **Call to Order**
2. **Roll Call**
3. **New Business**
 - 3.1. 2024-019 Recommendations and Follow Up to City Crime Stats and Considerations for Police Department Area 4
Sponsors: Brian Podany, Safety Services Manager/Police Chief
 - 3.2. 2024-020 Council Code of Conduct, Rules of Order and Procedure
Sponsors: Michelle Wolfe, City Manager
4. **Other Business**
5. **Adjournment**



City of Blaine Staff Report

File Number: 2024-019

Agenda Date

February 5, 2024

Status

In Control

City Council

File Type

Workshop Item

New Business - Brian Podany, Safety Services Manager/Police Chief

Agenda Item # 3.1

Recommendations and Follow Up to City Crime Stats and Considerations for Police Department Area 4

Background

Based on feedback received in 2023 at a Council Meeting pertaining to a potential Sober House in the Southern part of Blaine, the Police Department conducted research on crime data and trends as they relate to the City as a whole. At the January 3, 2024, Council Workshop, crime information was presented relative to the Police Department's Patrol Districts and the three City Council Wards.

Information will be presented on possible initiatives to implement in the Police Patrol District 4. Staff will be seeking Council feedback for consideration on measures that were considered, including those recommended for implementation, those recommended if resources allow, and those not being recommended.

Staff Recommendation

Staff is recommending Council provide feedback to City Staff on the information provided, in conjunction with the data previously presented and the measures being considered.

Questions for Council

Attachment List

1. Area 4 Improvement Initiative Ideas
2. Incident Analysis by Patrol Area and Council WardV4.0

CITY OF BLAINE POLICE DEPARTMENT
Area 4 - Improvement Initiative
Proposal for Consideration
February 2024

Recommended for Implementation or Consideration via Level:

- Black: Completed
 - Green: Proceed
 - Blue: Proceed as resources available
 - Red: Not Recommended
-
- Council/Admin/Chief
 - Pass median safety city ordinance prohibiting panhandling/soliciting on medians-Council Consideration.
 - Police - Special Operations
 - Divert the Directed Operations Group (DOG) Unit to spend the majority of their time in this area and create regular reports about cases and their status. A similar detail was conducted at Northtown in March/April 2023. *Target vagrancy, jay-walking and other low-level infractions.*
 - Deploy investigations resources to this area on a rotating basis (uniform or plain clothes). During investigator's on-call week, require 4-hour block be spent in area 4.
 - Create Overtime Jobs for plainclothes officers to supplement DOG Unit operations with specific direction provided by Investigations Sergeant.
 - Train staff on use of surveillance van and deploy more consistently-if known.
 - Compile stats that compare area 4 crime volumes to other areas, (Crime Analyst.)
 - DOG/Crime Analysis/Patrol Unit to publish a list of known problem addresses on Reference Site with notes about those they are working and those that could benefit from education/outreach/extra patrol/enforcement.
 - Police - Patrol
 - CSOs conduct regular sweeps of parks, looking for loitering, signs of homelessness, decay, etc. and contact resources for help for those suffering, or officers for removal, or PW for cleanup operations. Any activity is documented and provided to their Sergeant to compile and report.

- Visible presence of additional squads and uniformed presence (all extra squads above minimums are to focus their efforts in area 4 (high visibility deterrence and enforcement of low-level type infractions.)
 - Bike patrol (park paths and neighborhoods.)
 - Deploy camera trailer at strategic locations (entry points to neighborhoods) and move the camera weekly when available (only 1 camera trailer).
 - Step up enforcement of freeway offramp panhandling – no pedestrians as guided by statute-focus on warnings/education-Council Consideration.
 - Create “Area 4 Blitz Day” similar to Retail events targeting specific behaviors, i.e., vagrancy, jaywalking, etc. *This could change depending on resident feedback (below).*
- Police - Administrative Services/Community Outreach
 - Host a Community Meeting to gather intel and disseminate information about resources (DOG Unit) and statistics (Crime Analyst) and the council’s plan to support rejuvenating this area of the city. Possibly invite council members. Use utility billing to mail out invitations (find out date of next mailing) or utilize social media and/or Civic Ready. Community Outreach has a direct mailings budget.
 - Generate a mailing to residents of area notifying of efforts to clean up the neighborhood, give contact info for DOG Unit Supervisor or Community Outreach officer who can keep track of informants, contacts, and cases - see sample from Centennial Square Mobile Home Community of 2015.
 - Reestablish/reinvigorate Neighborhood Watch Captains (primarily social media) and include them in this initiative – create buy-in from those who feel area needs attention.
 - Provide feedback on the St. Tim’s homeless outreach plans if invited to the table.
 - Social Media campaign - Informational campaign about crime stats that demonstrate the reality vs. perception broken down by patrol district.
 - Safety Services - Community Standards
 - Conduct complete survey of entire area looking for blite conditions and create a priority list for actionable items:
 - Neglected and overgrown vegetation in violation of ordinance.
 - Abandoned, inoperable vehicles on properties.
 - Foreclosed homes that are in disrepair.

- Public Works/Engineering-
 - Conduct complete assessment of the streets in the area looking for:
 - Potholes/cracks.
 - Sidewalks that are in disrepair.
 - Trees in the right-of-way that require trimming.

- Communications-*intrigued by idea. Lead line survey going out to all residents right now. Discuss with Ben. Discuss with council-could explore but there is no norm established. Then direct resources accordingly.*
 - Conduct Community survey of all residents in Area 4 about their perception of crime.
 - Direct mailing through utility bills, social media, Civic Ready.
 - Assist with invitations to community meeting(s).

- Parks and Recreation-*Jerome put together a schematic showing all of the parks. Audited. Check with Jerome.*
 - Conduct an assessment of all city parks in the district noting areas for improvement/maintenance. Establish priority list for improvements and submit to council for funding.
 - Graffiti removal.
 - Litter cleanup.
 - Playground equipment that needs repair.

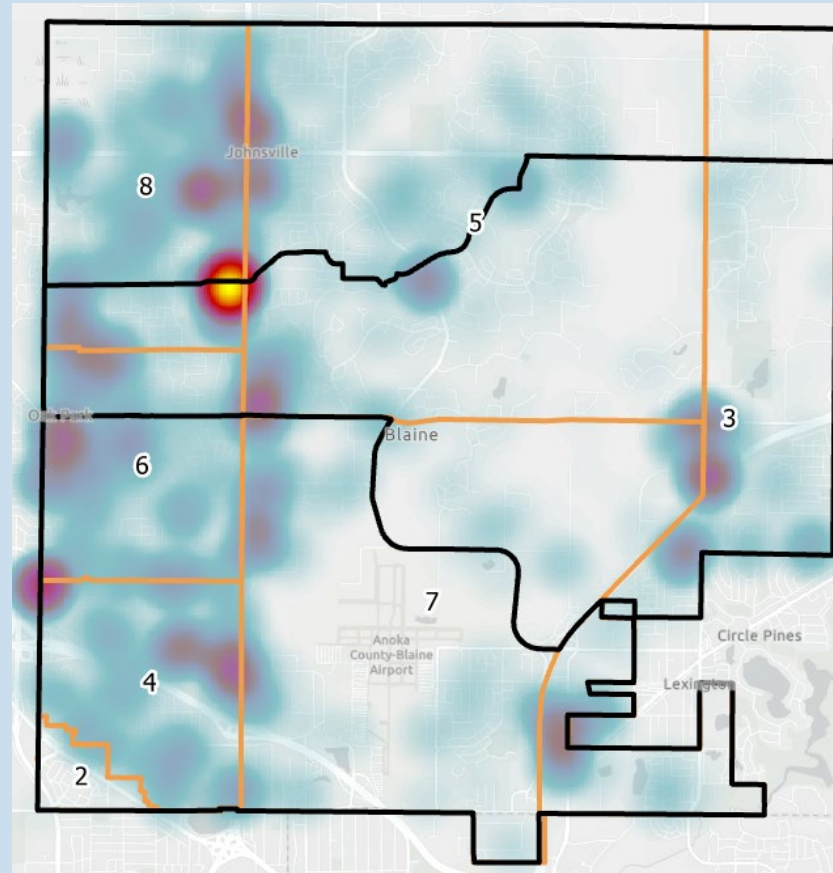
Incident Analysis by Patrol Area and Council Ward

Blaine Police Department

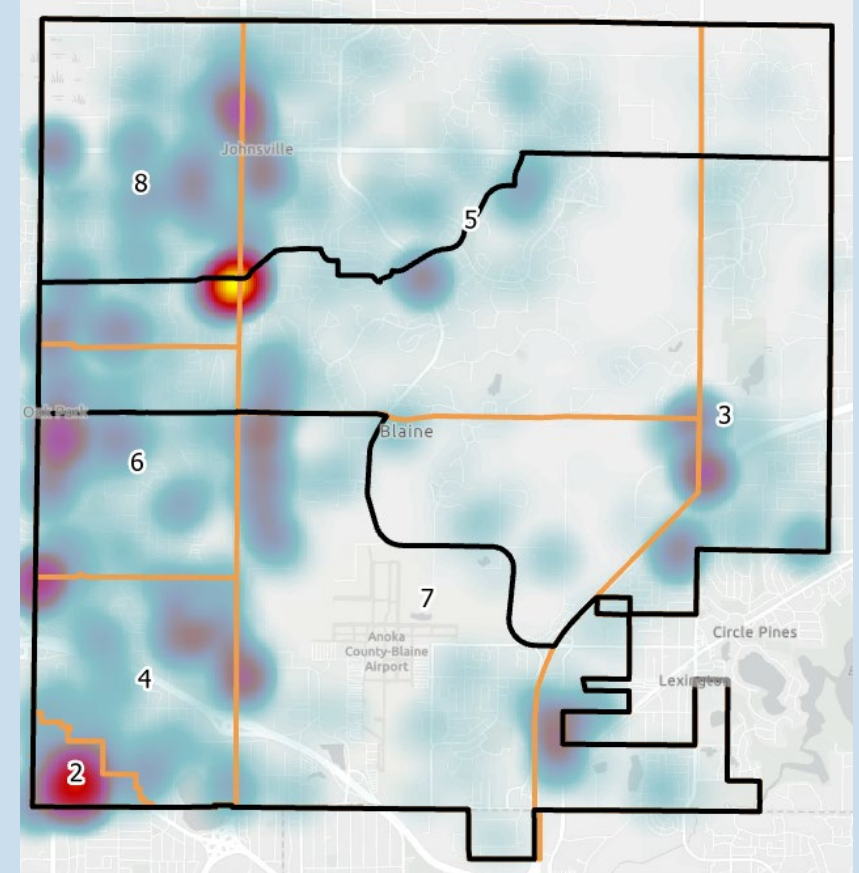


Heat Maps of Incidents

- The data represented is from January 1, 2019 – November 30, 2023.
- There were a total of 80,384 total reports, 5,869 were in Area 2.
- The data portrays all reports generated by officers.
- No medical calls are represented.
- Hot spots are generated based on a statistical analysis of each point and its nearest neighboring point.
- Incidents assigned the address of City Hall have been removed as to not skew the density of points in that area (1,161 incidents).



Heat map of incidents not including patrol area 2

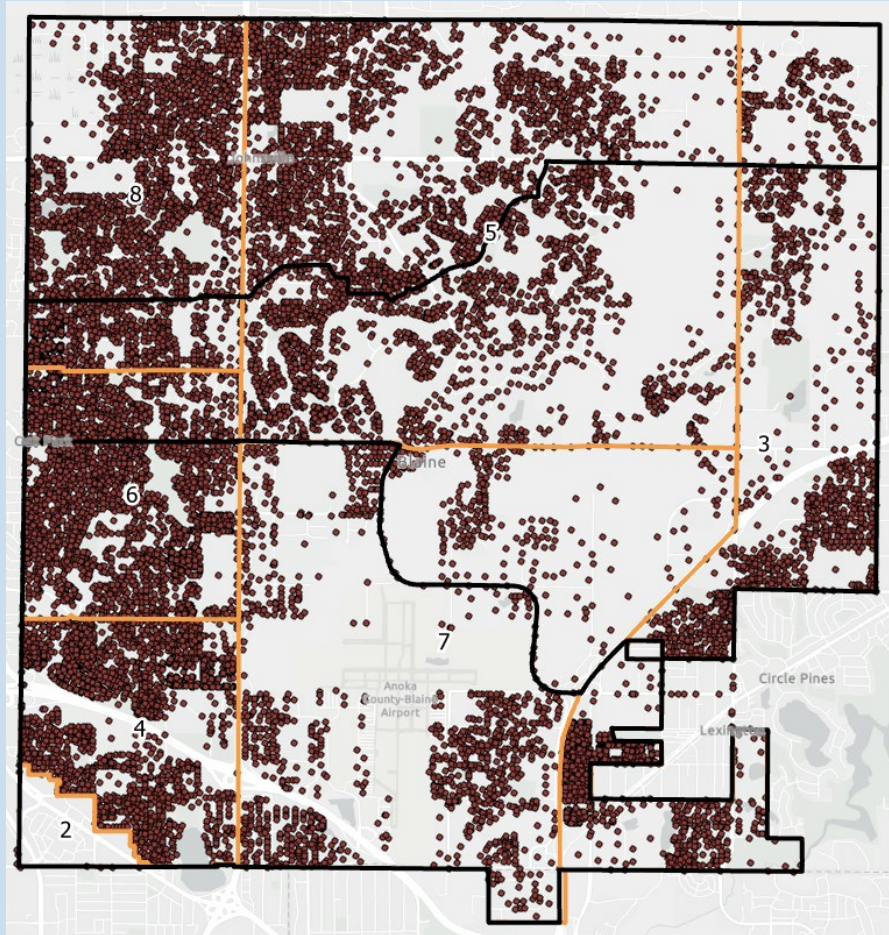


Heat map of incidents including patrol area 2

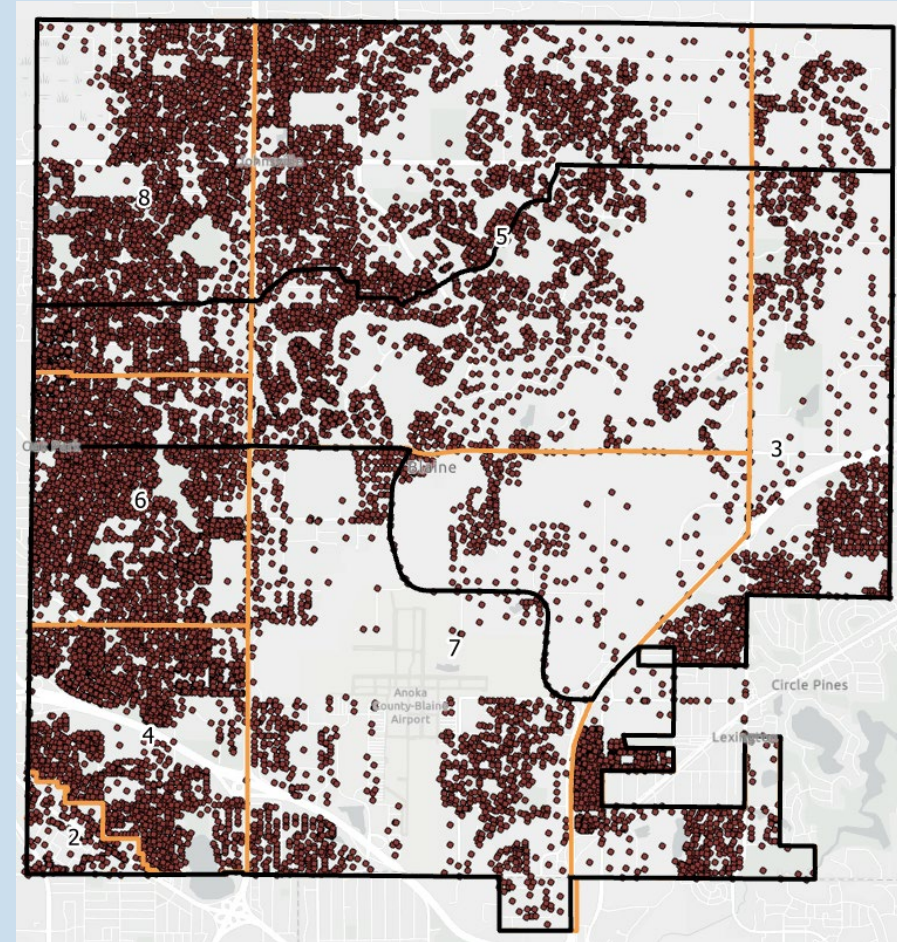
- City Council Wards
- Patrol Areas



Point Representation of Incidents



Incidents displayed as points, not including patrol area 2

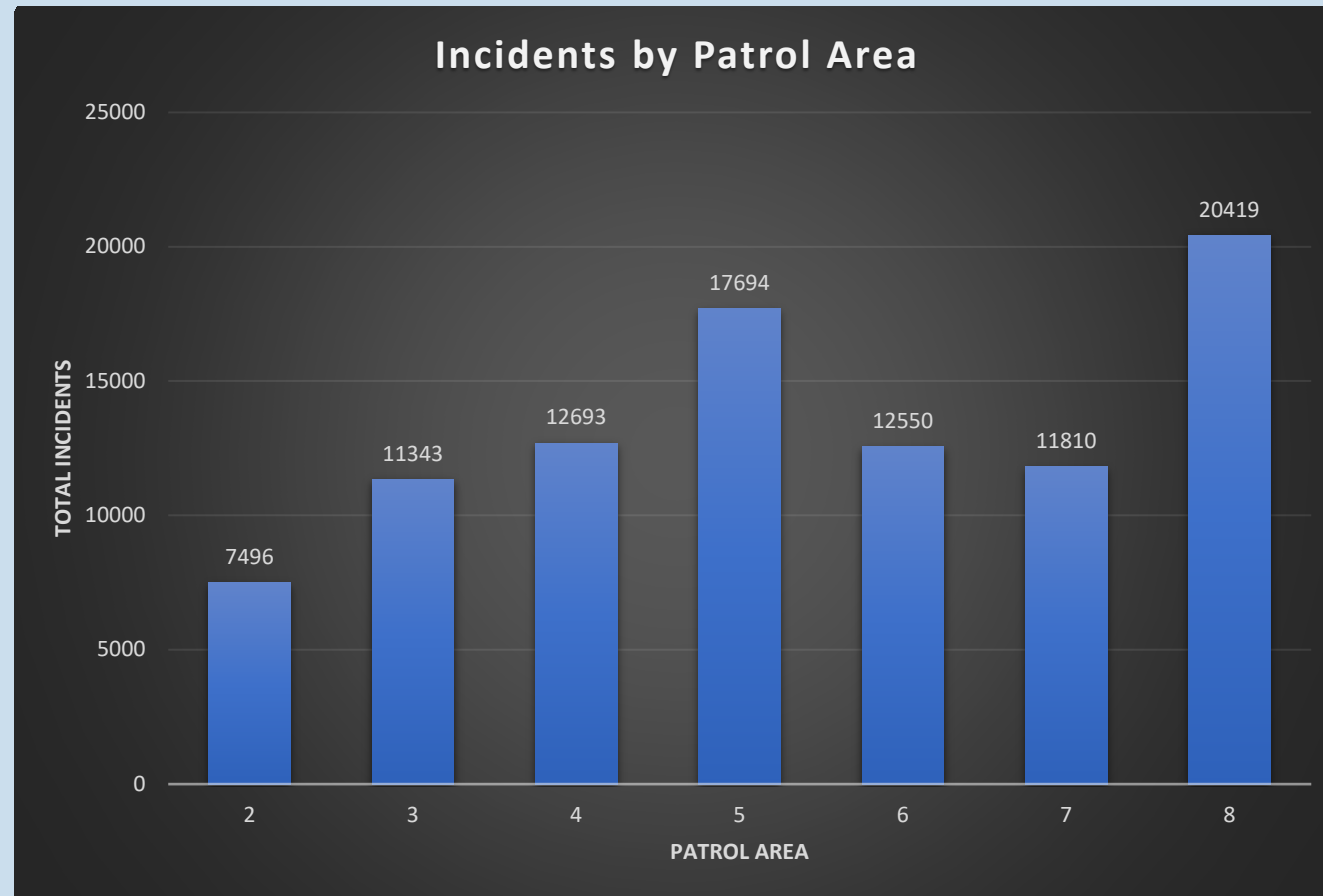


Incidents displayed as points, including patrol area 2

 City Council Wards
 Patrol Areas



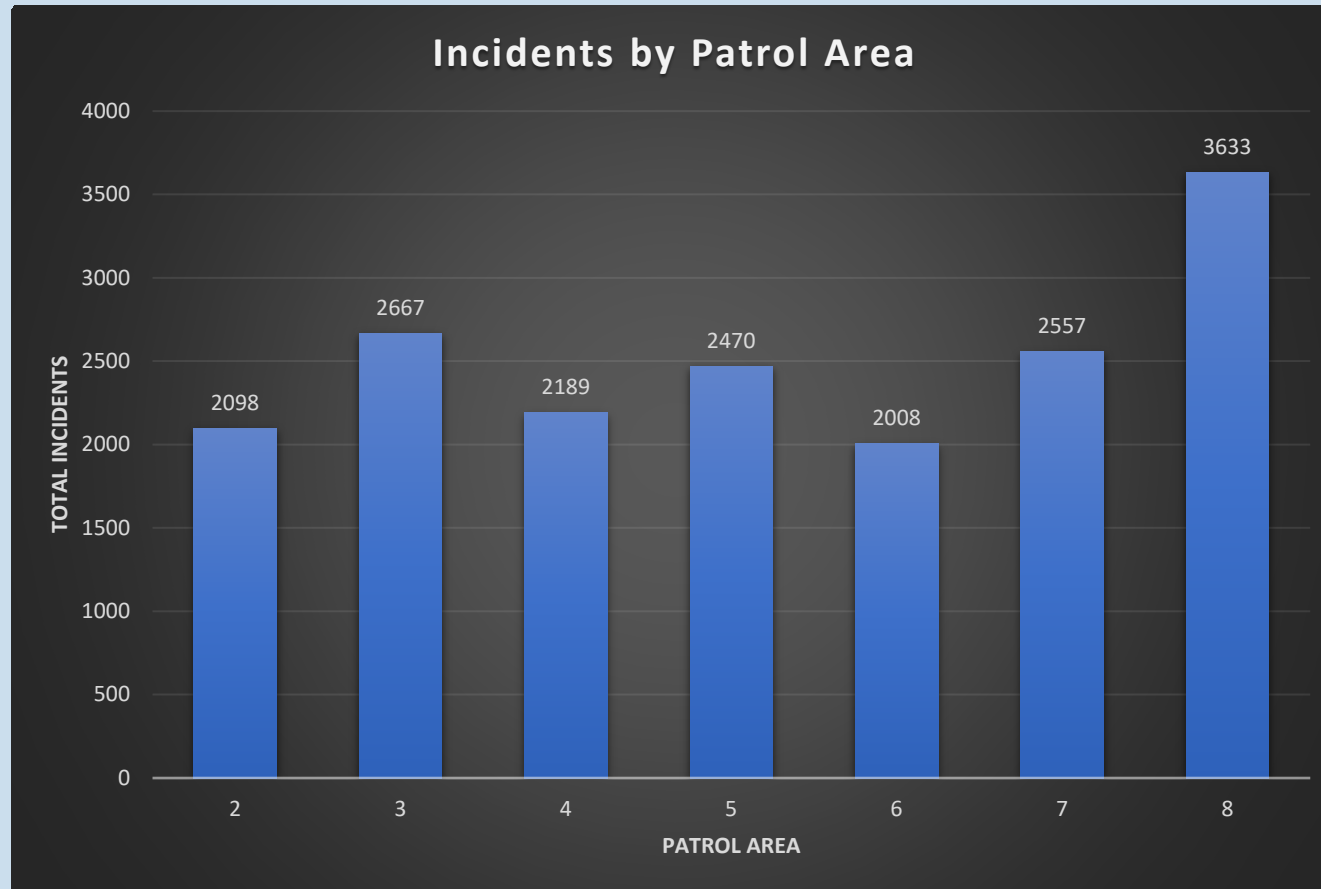
Incidents by Patrol Area – All Incident Types



- The data represented is from January 1, 2019 – November 30, 2023.
- No medical calls are represented.
- Incidents containing more than one UCR code are counted under each category



Incidents by Patrol Area – Specific Incident Types

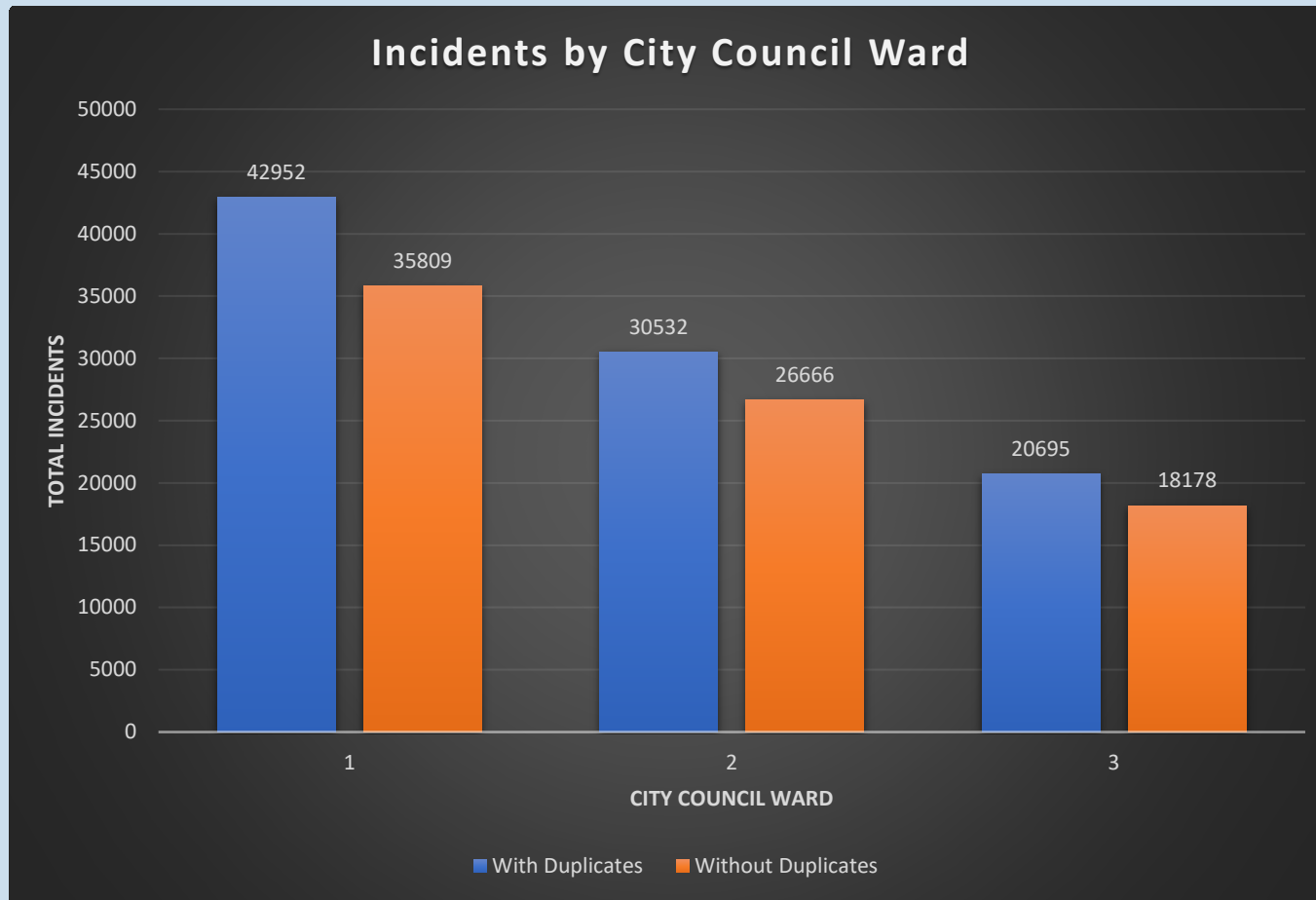


UCR Codes Represented:

- Aggravated Assault
- Burglary
- Disorderly Conduct
- Driving Under Influence
- Drugs
- Fraud
- Motor Vehicle Theft
- Other Theft
- Robbery
- Shoplifting
- Simple Assault
- Stolen Property
- Vandalism
- Weapons



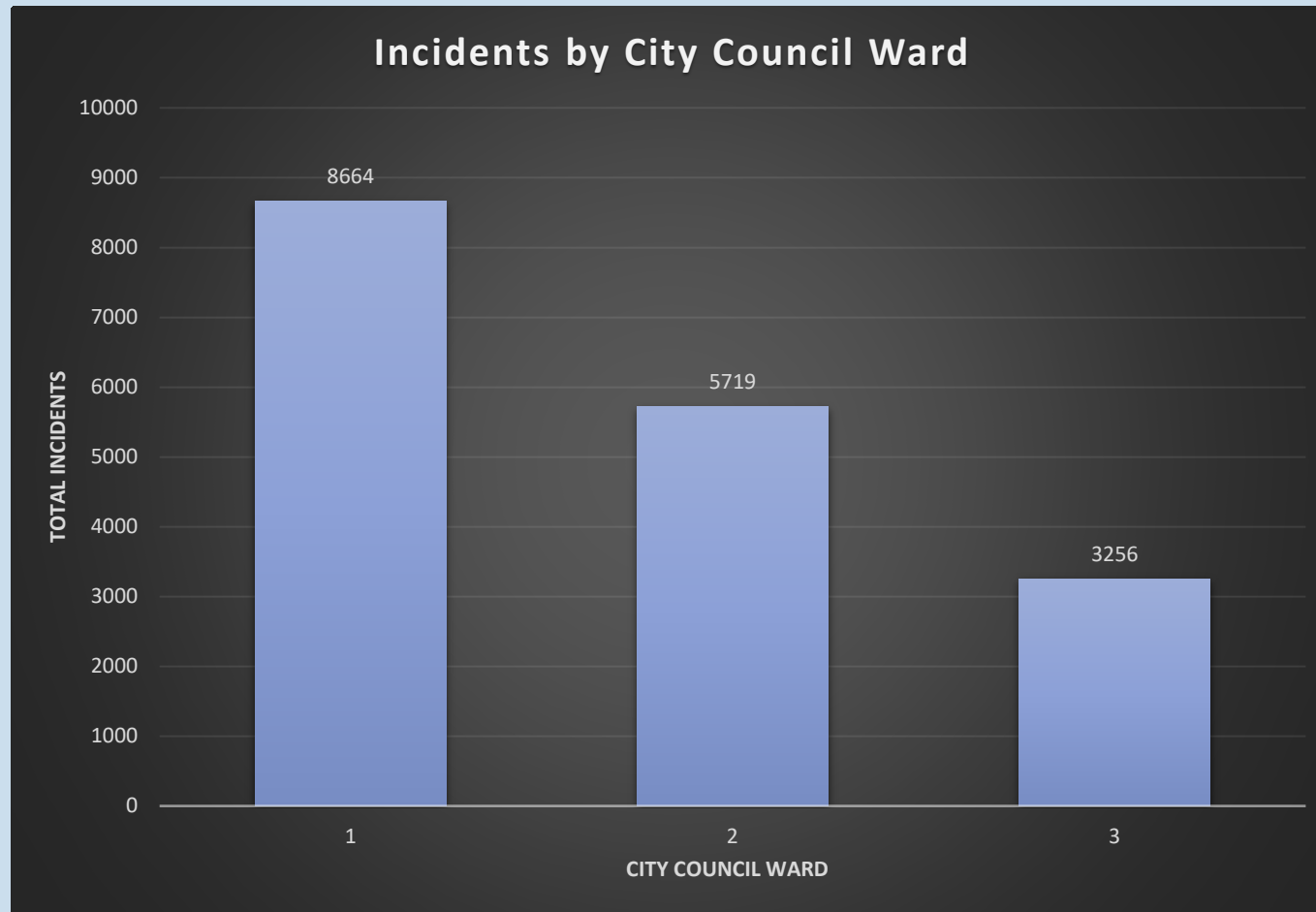
Incidents by Council Ward – All Incident Types



- The data represented is from January 1, 2019 – November 30, 2023.
- No medical calls are represented.



Incidents by Council Ward – Specific Incident Types

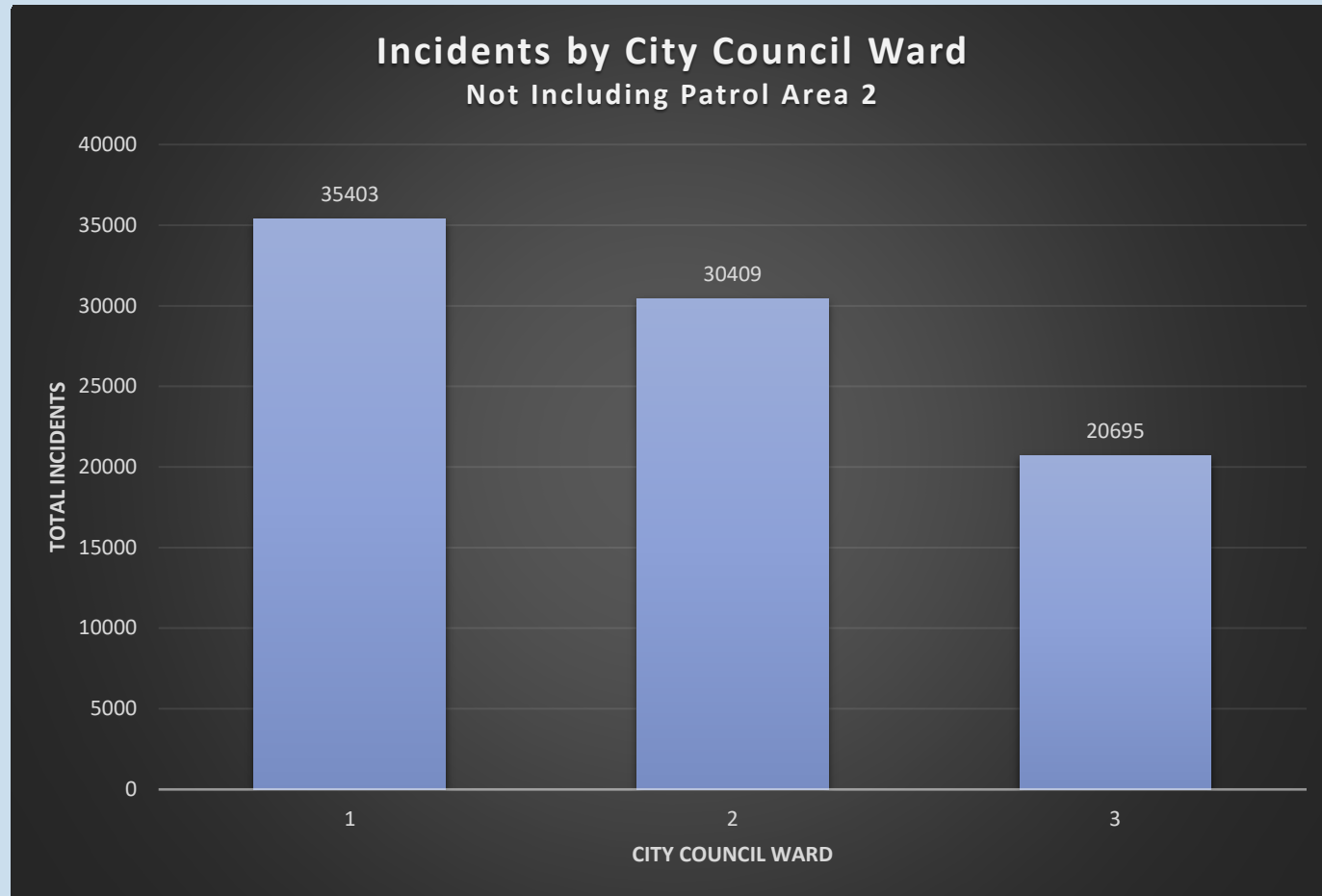


UCR Codes Represented:

- Aggravated Assault
- Burglary
- Disorderly Conduct
- Driving Under Influence
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- Weapons



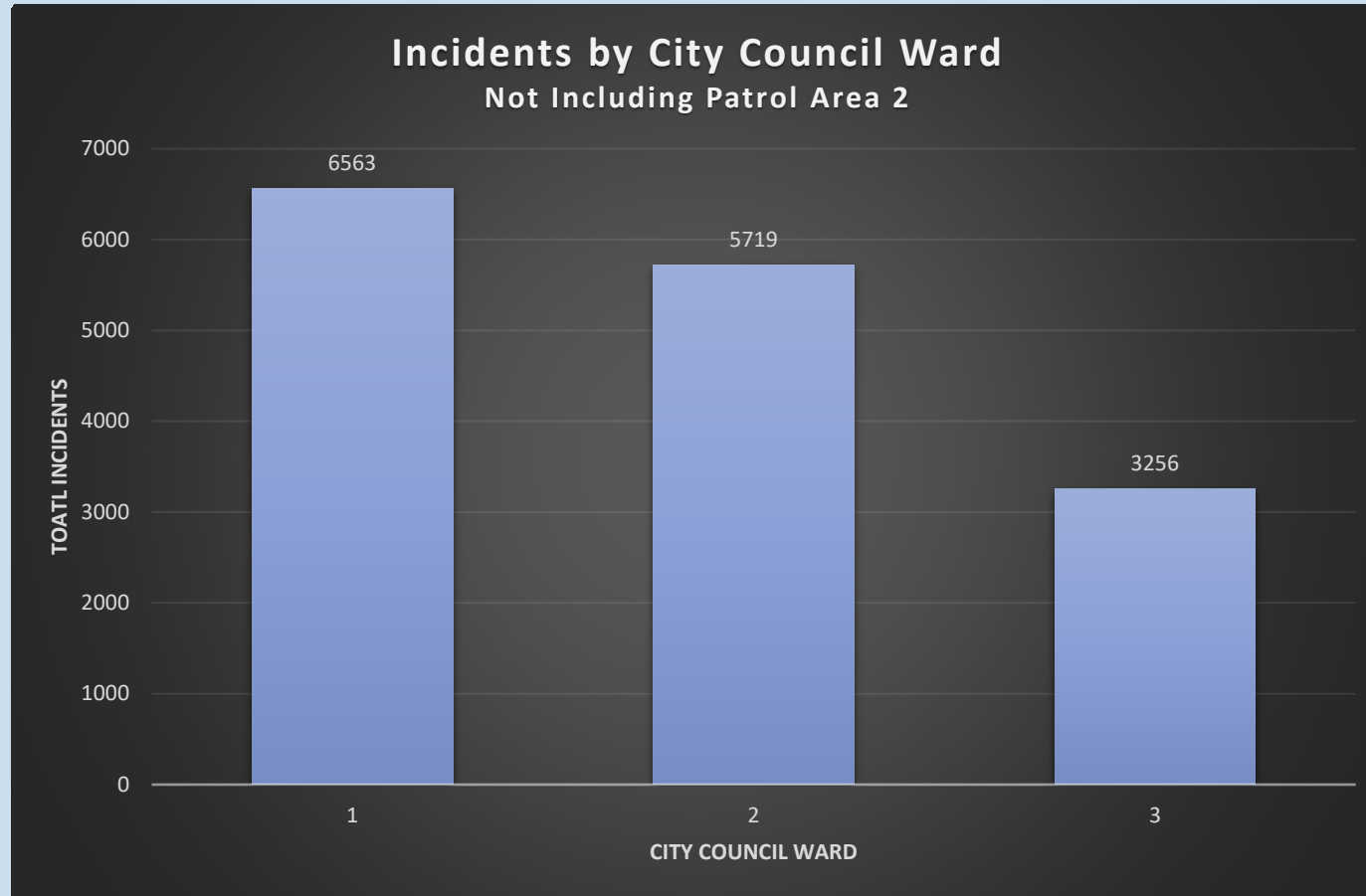
Incidents by Council Ward without Area 2– All Incident Types



- The data represented is from January 1, 2019 – November 30, 2023.
- No medical calls are represented.
- Incidents containing more than one UCR code are counted under each category



Incidents by Council Ward without Area 2– Specific Incident Types



UCR Codes Represented:

- Aggravated Assault
- Burglary
- Disorderly Conduct
- Driving Under Influence
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- Weapons

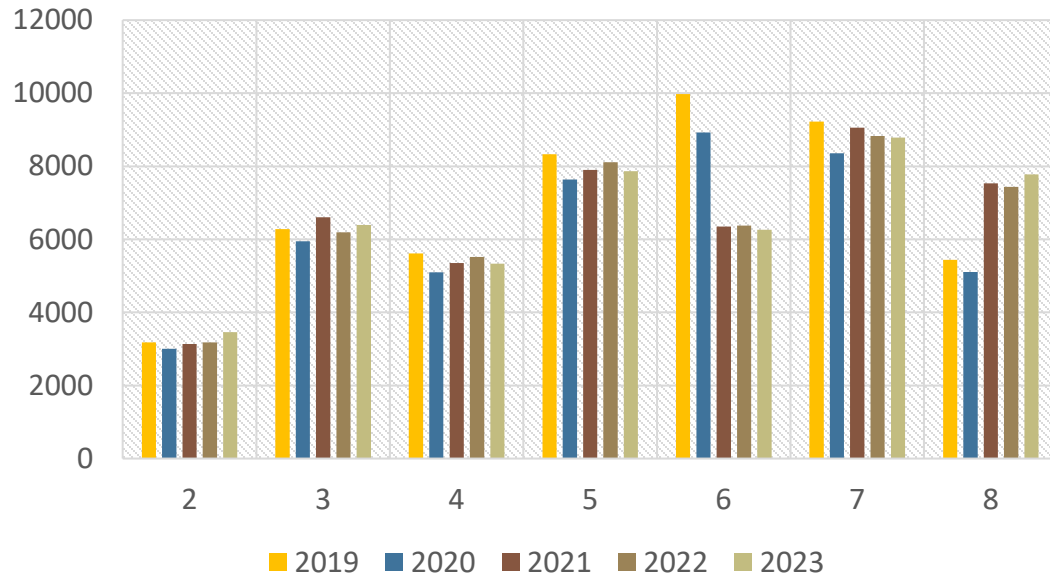


Calls for Service by Patrol Area

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Calls for Service by Patrol Area

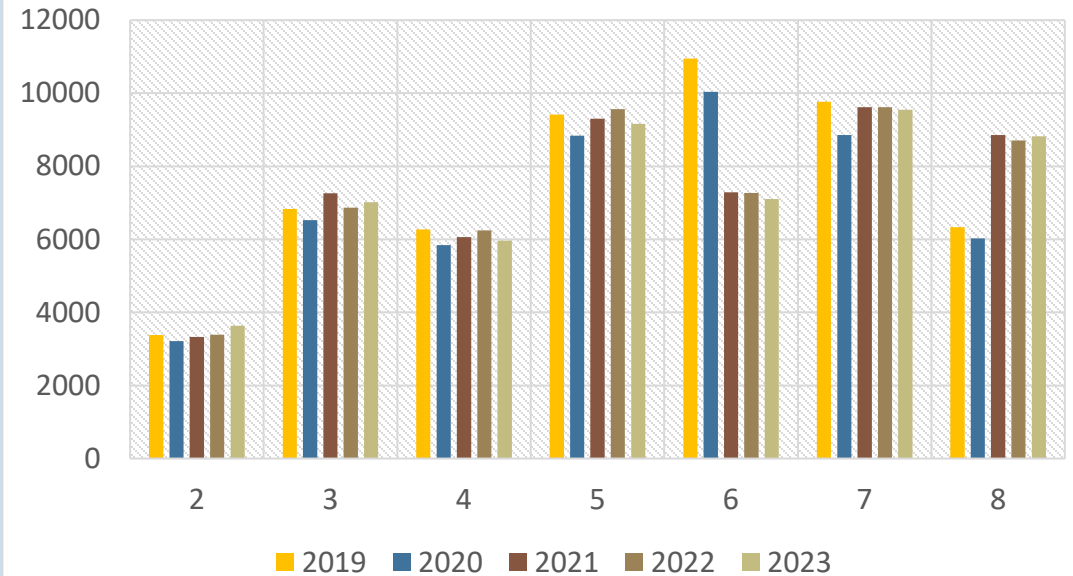
Excluding Medical Calls



	2	3	4	5	6	7	8
2019	3179	6279	5618	8329	9974	9221	5443
2020	3007	5944	5102	7636	8925	8358	5105
2021	3133	6604	5356	7902	6347	9058	7532
2022	3180	6190	5516	8115	6375	8828	7436
2023	3460	6399	5335	7866	6262	8788	7777

Calls for Service by Patrol Area

Including Medical Calls



	2	3	4	5	6	7	8
2019	3380	6832	6270	9418	10950	9769	6334
2020	3218	6525	5845	8836	10041	8853	6031
2021	3328	7259	6060	9299	7292	9621	8856
2022	3389	6864	6248	9565	7269	9621	8705
2023	3633	7014	5963	9162	7108	9547	8824





City of Blaine Staff Report

File Number: 2024-020

Agenda Date	Status
February 5, 2024	
In Control	File Type
City Council	Workshop Item

New Business - Michelle Wolfe, City Manager

Agenda Item # 3.2

Council Code of Conduct, Rules of Order and Procedure

Executive Summary

Background

At the January 3 meeting, Councilmembers Massoglia and Fleming requested the topic of code of conduct and rules of order and procedure be added to a workshop for further consideration. Amended rules of order and procedure were adopted in October 2023 and confirmed in January with no additional amendments and are attached. The attached code of conduct was last presented in April 2023, including the staff recommendations shown in yellow highlights.

Councilmember Massoglia has shared the following additions for possible inclusion and a starting point for council discussion. Most of the suggestions below would likely be included in the Rules of Order and Procedure, as they relate to meetings and workshops. Some suggestions would be included in the Code of Conduct. Once the Council has provided direction on the suggestions they would like included, staff will prepare revised drafts.

The mayor, mayor pro tem, or other presiding officers shall:

1. Preserve order and decorum in the council chambers.
2. Observe and enforce all rules adopted by the council for its government.
3. Decide all questions on order, in accordance with these rules.
4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and heard.
5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.

Remarks and Debate

1. Speaking to the Motion. Councilmember remarks are limited to a total of eight minutes on each agenda item. Councilmembers may forfeit their time to speak to another councilmember without a vote. For purposes of this section, questions asked of staff members, applicants, or the public are not included in the limitation on the number of times spoken or the length of time spoken.
2. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.
3. Courtesy. Members of the council shall be courteous in their language and demeanor in the discussion, comments, or debate of any matter, and shall not engage in disorderly behavior, make personal comments, derogatory remarks, or insinuations or accusations in respect to any other member of the council, staff, or public.
4. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
5. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
6. City Staff. The city manager, city attorney, and city clerk or their designees shall have the right to enter into a discussion of any matter coming before the council. Other city staff may enter into a discussion through the city manager or designee or when asked a direct question by a member of the council. When city staff provide presented materials on agenda items, presentations should be brief, not to exceed 15 minutes with exceptions such as truth in taxation. City staff may attend meetings virtually but must be able to be clearly heard and seen while giving testimony before the council.

Amendments to the Rules

Amendments to these rules shall be made by resolution and shall require a 2/3 vote in the affirmative by the councilmembers present at the meeting.

Council Conduct with City Staff

1. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a workshop or through a direct binding majority vote of the council at a special or regular business meeting. This majority direction can occur either by bringing forward a workshop item or by making a motion under other business on the regular business agenda. Once the direction is given, the city manager shall assign the work to a staff member, or advise the council that the city needs additional staffing to carry out the task. City staff, including the direct employees of the council (City Manager and City Attorney), are not obligated to pursue items for only one councilmember. If a councilmember wishes to ask city staff to

work on an item requiring more than thirty minutes, they must receive the consent of the council as denoted above in this paragraph.

2. Request for Information on Non-Agenda Items

City staff carry out the day-to-day business of operating the City. The Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the City Manager. If a Council Member is asking for information from City staff that will require more than thirty minutes of City staff time to collect and/or research a problem and prepare a response, the request will need to be approved by the council to ensure that staff resources are allocated in accordance with overall council priorities.

3. Interaction with Staff

It is not appropriate for councilmembers to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if an issue is identified that needs to be addressed by the whole council, it will be brought forth accordingly. In any event, there shall be no personal attacks on city staff.

4. Connecting Residents with Staff Resources

In day-to-day community interactions, councilmembers need not act as intermediaries between city staff and community members when advocating for a community issue brought directly to the councilmember. Councilmembers may connect community members to the appropriate city resources when contacted about various issues by reaching out to the city manager or department heads and requesting follow-up as needed. The city manager or department heads shall address the issue or delegate it to the appropriate staff for follow-up. Further follow-up with the councilmember by the city manager or department heads for informational purposes may occur if necessary.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Council discussion and direction is requested. Council should provide direction on the recommended changes in the draft code of conduct, as well as the suggestions provided by Councilmember Massoglia in the background section of this report.

Attachment List

1. Proposed Amendments to Council Code of Conduct
2. Orders of Business - 1-3-24



Blaine City Council – Code of Conduct

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INTRODUCTORY PLEDGE

Blaine residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence for integrity. Recognizing these goals, the Code of Conduct is established for all elected officials of the City of Blaine. As a member of the Blaine City Council I agree to uphold the Introductory Pledge for elected officials adopted by the City Council and conduct myself by the following model of behavior. I will:

- Comply with the law, including
 - Staying within the City Council's authority
 - Following the open meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, Boards and Commissions
- Be consistent in policy and respect process
- Fulfill the Council's fiduciary responsibility to act in the best interest of the City, and all of its residents, both financially and legally by:
 - keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
 - not disclosing private or confidential information of the City, or using that information to advance personal interests
 - protecting City interests and liability by following advice of legal counsel

COMPLIANCE AND ENFORCEMENT

The Code of Conduct expresses standards of ethical conduct expected for members of the Blaine City Council. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

We will hold ourselves and each other accountable and when there is a suspected violation of the law, we will discuss with the City Manager.

COMPLY WITH THE LAW

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties.

Authority

The City's legislative powers are granted to the Council as a whole, and not to individual members. The council as a whole is a policy-making board and as such, it is not the duty of the council to administer the day-to-day operations of the city. Many items will come before the council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before the council. All council members, including those serving as presiding officer, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

Mayoral Role

According to **Blaine City Charter Chapter 2, Section 2.06** the Mayor is a full member of the council in addition to:

- Act as presiding officer of meetings
- Represent the City ceremoniously
- Execute official documents

Open Meeting Law (OML)

Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law (**Chapter 13D**) requires that meetings of governmental bodies generally be open to the public in order to:

- Prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
 - Assure the public's right to be informed and observe public meetings
- The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

Gift/Donations

Gifts from Interested Persons: Under **MN Statute 471.895**, Council Members may not receive gifts from any "interested person" in conjunction with their City Council duties.

- A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return
- "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make
 - Virtually every resident or person doing business in the City could have a direct financial interest in a decision
- See statute for exemptions

Gifts to the City: Council Members can recommend acceptance of general gifts through the City's donation policy. All gifts to the city must be accepted by City Council resolution.

Logo

Members shall not use the City's name or logo for the purpose of endorsing any political candidate or business.

Conflict of Interest

Conflict of interest is when any member who has a "financial interest" in, or who may receive a financial benefit as a result of, any action or if there is potential for the appearance of conflict of interest. Questions about a potential conflict of interest shall be discussed with the City Manager.

Contractual Conflict of interest: (**MN Statute 471.87, with exceptions in MN Statutes 123B.195 and 471.88**) A public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

Non-contractual Conflict of interest: Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested Council Member most likely should abstain from participating in the council discussion and from voting on these issues.

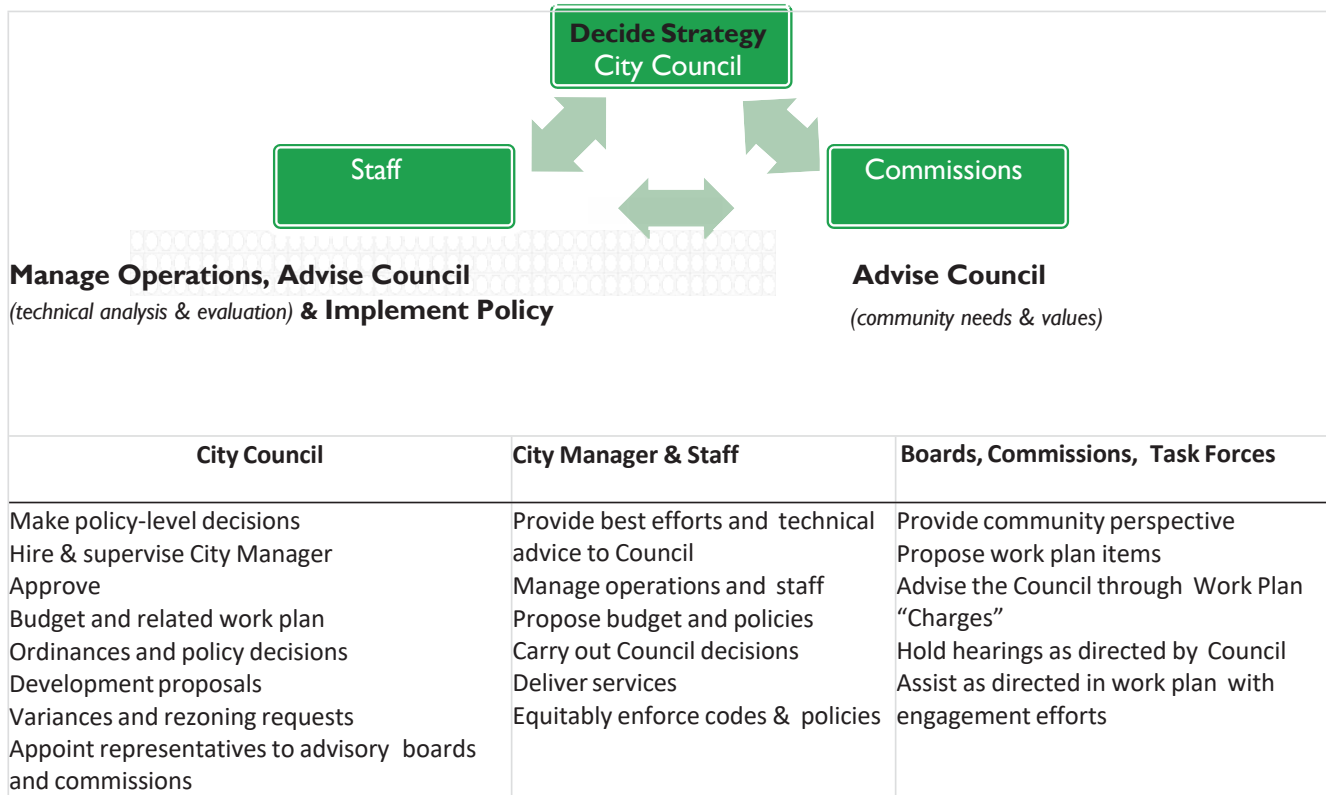
Members who have a potential conflict of interest shall:

- Disclose the conflict of interest to the group, and
- Abstain from the Council discussion debate and vote

ROLES OF COUNCIL, STAFF AND COMMISSIONS

We are all part of a team committed to the residents of Blaine both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of

implementations to staff. We will strive to maintain a culture of trust, respect and candor as a Council and when working with staff and Boards/Commissions.



Respectful Behavior

Members should **STRIVE TO**:

Treat people with courtesy, politeness, and kindness
 Encourage others to express their opinions and ideas
 Listen to what others have to say
 Use the ideas of others to improve decisions and outcomes
 Recognize and respect differences
 Prepare for the issues at hand
 Focus on the business of the body
 Consider only legally germane information in decisions
 Act as a decision maker, not an advocate

Members should **AVOID**:

- Speaking over or cutting off another individual's comments
- Insulting, disparaging, or putting down people or their ideas
- Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments
- Violence or the threat of violence will not be tolerated

Working with Staff

Members shall respect and adhere to the Council-Manager structure of Blaine city government. This means:

City Council does...

Hire, fire, and supervise City Manager
 Set the strategic direction for the City
 Consider and approve budget and related work plan, and monitor performance relative to those items
 Consider and approve policy decisions
 Consider and approve development proposals
 Consider and approve variances and rezoning requests
 Appoint citizens to citizen advisory boards and commissions
 Approve and amend work plans and bylaws

City Council does not...

- Hire and fire staff
- Direct the activities of staff other than the City Manager
 - Individually direct the activities of boards, commissions or other resident groups
 - Individually approve policies, projects etc.
 - Individually commit City resources or staff to specific causes
 - Individually enforce policies, City Code, etc. or speak or prepare official correspondence on behalf of the City unless authorized by Council

City Council Members promise City Staff they will:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for City employees where individual members, City staff and the public are free to express their ideas and work to their full potential
- Provide direction to the City Manager as a body and not direct the work of individual staff
- Encourage staff to focus on the big picture in reports
- When possible, notify the City Manager in advance of a Council Meeting of questions or requests to pull agenda items from the consent agenda so the appropriate staff can compile the information needed
- Agree that information they ask of the City Manager will be shared equally with all Council Members
- Copy the City Manager on all communications with staff, including questions **on topics such as agenda items.**

Working with Boards/Commissions

As set forth in the ***Blaine City Charter Chapter 2, Section 2.02***, Blaine's Boards and Commissions are established by the City Council and serve as advisory to the council. Specific Board and Commission roles are:

- Investigate matters within the scope of the Commission or as specifically directed by the council
- Advise the Council by communicating the viewpoint or advice of the Commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence and investigations, make decisions and recommendations to the council

City Council Members promise Boards and Commissions they will:

- View Boards and Commissions as vitally important resources to support our decision-making
- Communicate effectively with Boards and Commissions to ensure they have the tools to do their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of Council shall refrain from using their position to influence the deliberations or outcomes of board, commission, and task force proceedings
- The expectation is that Council Members will not typically attend Board, Commission, Committee, Working Group or Task Force meetings. However, under special circumstances, if we attend a meeting:
 - We will do so only as an observer and prior to attending we will notify the appropriate staff liaison
 - Strive for good communication by reporting out to other Council Members

WORKING WITH THE COMMUNITY

Residents: City staff is the first call for help for residents. We will refer residents who have concerns to the City Manager. If a resident has contacted the City Manager but is still not satisfied, we will discuss with the City Manager. We acknowledge if a resident receives conflicting information from different City Council Members or staff that is difficult for the resident and could increase liability for the City.

Businesses or other interests: The purpose of a City Council meeting is to discuss information needed to **decide-make an informed decision**, review that information, and decide. It is not feasible to conduct all business in a public meeting. Particularly around development, business interests might ask a member to meet outside of the City Council meeting to facilitate idea generation about proposals.

The City Council's overarching principles for working the community are:

- Never grant any special consideration, treatment, or advantage
- Respect sensitivity of personal information

- Honor our rules regarding public testimony and clearly communicate the rules
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view
- Be cautious about how we participate in meetings or events and not prejudice the issue before the Council has had a chance to deliberate

CITY STAFF AND THE PUBLIC

Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes outlined in federal, state, and city laws and ordinances. City policy dictates that elected officials and advisory board members conduct business in a manner which, both internally and in relation to each other and their constituencies, is free from illegal discrimination based on race, color, creed, religion, national origin, sex, disability, age, marital status, socio-economic status, or sexual orientation.

Meetings requested by residents or businesses:

1. AFTER DECISION: If we are invited to a meeting about an issue the Council has decided upon, we will explain how the Council arrived at the decision.
2. DURING DECISION: If we are invited to a meeting about an issue that will be before the Council in the future, we will uphold the above principles for working with the community, and:
 - a. We will not make our decision about an issue before the city council until the process allows.
 - b. We will be sensitive to the fact that we are not hearing everyone, and we will give equal consideration to all feedback regardless of the way it is received.
3. DURING SPECIFIED ENGAGEMENT PROCESS: If we meet with a resident during a planned engagement process, we will notify the resident that we are there to listen and encourage them to participate through the established process to engage. We will ensure that staff received the feedback provided to us.
4. Councilmember attendance at staff/other meetings - in order to be best prepared for meetings and possible questions that arise, council is asked to notify staff if they plan to attend meetings with others such as applicants, development teams, or residents, in order to ensure the appropriate staff are present at such meetings as well as assist in ensuring there are no possible open meeting law concerns. This would also apply in the event Council wishes to attend board/commission meetings as well as legislative committee meetings and/or hearings so staff can notify the chair(s) and/or lobbyist(s) in order to be best prepared.

Council Conduct with City Staff

Direction to Staff for Projects - Direction is given to city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a workshop, or through a direct binding majority vote of the council at a special or regular business meeting. This direction can occur either as a workshop item agenda form or under other business on the regular business agenda. Once the direction is given to the city manager, that individual shall assign the work to a staff member, or advise the council that the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (the city manager and city attorney), are not obligated to pursue items for only one council member. If a council member wishes to ask the city staff to work on an item, they must receive the consent of the council by either determining that there is little or no opposition during a meeting, by a majority vote of approval, or by submitting a workshop item agenda form.

Requests for Information on Non-Agenda Items - City staff carry out the day-to-day business of operating the city. The council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a councilmember is asking for information from city staff that will require more than thirty minutes of city staff time to collect or research a problem and prepare a response, the request will need to be approved by the council to ensure that staff

resources are allocated in accordance with overall council priorities.

Interaction with Staff - It is not appropriate for councilmembers to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if an issue is identified that needs to be addressed by the whole council, it will be brought forth accordingly. In any event, there shall be no personal attacks on city staff.

Council Conduct with the Public

Public Meetings - Making the public feel welcome is an important part of the democratic process. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

INTERNAL COUNCIL CONDUCT

The council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient, and cooperative manner with other members of the council and city staff. It is incumbent upon the members of council to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

INTERGOVERNMENTAL RELATIONS

Members shall represent positions approved by the City Council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as school boards, counties, or municipalities

If an individual councilmember's opinion differs from the City position, or a matter agreed upon by the full Council, members shall explicitly state they do not represent their City Council or the City of Blaine, nor will they allow the inference that they do. In the event of



Rules of Order and Procedure

Agenda Item Additions Procedure:

Items can be added to future workshop and/or regular meeting agendas in the following manner:

- Consensus reached during workshop, with consensus defined as the agreement of a majority of councilmembers present.
- Two (2) councilmembers can request an agenda item be added to an upcoming workshop during the Other Business portion of a regular meeting. No formal vote or consensus is needed to have the item added to workshop. When the item is discussed, consensus as defined above is required to bring the item forward for formal consideration at a regular council meeting.
- One (1) councilmember can request an item be added to a future workshop agenda through the workshop request form. The request form process does not provide discussion of the item itself but the opportunity for consensus as defined above to add the item to a future workshop.
- If an item has been reviewed at workshop and consensus as defined above is not reached to bring the item forward for formal consideration, one (1) councilmember may make a request under Other Business of any regular council meeting to add the item to a future council meeting. If the request is verbally supported on record by at least one (1) other councilmember, the item will be added to a future council meeting for formal consideration.

Agenda item addition requests not in compliance with this policy will be ruled out of order by the mayor/pro tem as chair of the meeting. Agenda item additions will be scheduled as soon as reasonably practicable, based on the priority of the item in relation to the priority of all other items as well as amount of staff time needed for review/research for the item.

1. Call to Order

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. Pledge of Allegiance

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Adoption of Agenda*

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of agenda items for future meetings should be addressed as outlined in the Agenda Items Additions Procedure.

5. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

6. *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. *Open Forum*

This order of business provides a time for any individual to approach the council. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

8. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council.

Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e., tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses

- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹
- Final plats
- Development agreements/releases

9. *Public Hearings and Items Set for a Certain Time*

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, those wishing to speak are requested to please sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. Names will be called and the speaker will step to the podium and speak into the microphone to address the council. Failure to complete a comment card will not preclude an individual's right to speak.

10. *Development Business*

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

11. *Administration*

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

12. *Other Business*

This order of business provides an opportunity for councilmembers and staff to bring up items not included on the adopted agenda. Items to be addressed during this portion of the meeting are limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by residents or others
- Future agenda items as outlined in the Agenda Item Additions Procedure

Additional items or topics may be considered during Other Business upon a motion to suspend the rules, which motion will require a second and approval of two-thirds of the body.

12. *Adjournment*

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

- First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.
- Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.