



Provide Power Protect

City Council Handbook

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Contact Information: Department Directors

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Executive Secretary	Tami Stroklund	701-857-4750
Finance Director	Cindy Hemphill	701-857-4774
City Attorney	Kelly Hendershot	701-857-4755
City Clerk	Kelly Matalka	701-857-4752
Dir. Human Resources	Lisa Jundt	701-857-4756
Public Works Director	Dan Jonasson	701-857-4140
City Engineer	Lance Meyer	701-857-4100
City Assessor	Kevin Ternes	701-857-4160
Fire Chief	Kelli Flermeon	701-857-4740
Police Chief	Jason Olson	701-857-4715
Airport Director	Rick Feltner	701-857-4739
Planning Director	Robert Davis	701-857-4100
Chief Resilience Officer	Donna Bye	701-857-4108
Public Information Officer	Derek Hackett	701-857-4727
Library Director	Janet Anderson	701-857-4540
Recreation/Aud Director	Scott Collins	701-857-4706

Welcome from the City of Minot Mayor

On behalf of the citizens of Minot, thank you for giving your time and talents to serve as an elected or appointed official for the Magic City.

Every city needs citizens who are willing to step forward and serve their community. The City of Minot appreciates all that you will do during the time in your position.

Our city, like our nation, is in the midst of significant change. As a servant of our community, you will have a significant role in shaping the future of our Magic City.

As an elected or appointed official, you will have a special relationship working with the Department Heads and employees of our Magic City. These public employees will work with you directly to shape the future of our city in the direction that you will provide to them. These public employees do not make policy; they enforce the ordinances, resolutions, and restrictions approved by the elected and appointed officials. Working directly with these public employees, we can all be proud of what we can collectively accomplish.

Our city continues to recover from the devastating flood of 2011. Flood protection, Fiscal Responsibility, Resiliency, Economic Development and Water Management are some of our most important responsibilities.

Please use this document as a guideline to assist you with your responsibilities of your new position. Additionally, all Elected and Appointed officials should adhere to the City of Minot Code of Ethics and Conduct. A copy of this “Code” is included at the end of this manual.

Finally, I hope you will take the time to meet with the City Manager, Department Heads, and other employees of our Magic City to further your knowledge of the actions ongoing in our community.

Welcome to the Magic City Team.

Provide, Power and Protect!

Chuck Barney
Mayor, Minot North Dakota

The City of Minot

Minot came into existence in 1886, when James J. Hill's Great Northern Railway ended its push through the state for the winter, after having difficulty constructing a trestle across Gassman Coulee. It was the end of the railway's line, so whenever a train came into the town and the stop was announced, the conductor would call out "*Minot, this is Minot, North Dakota, prepare to meet your doom*". A tent town sprung up overnight, as if by "magic", thus the city came to be known as the Magic City and, in the next five months, the population increased to over 5,000 residents, further adding to the nickname's validity.

The town site was chosen by the railroad to be placed on the land of then-homesteader Erik Ramstad. Ramstad was convinced to relinquish his claim, and became one of the city leaders. The town was named after Henry D. Minot, a railroad investor, an ornithologist and friend of Hill. The city was incorporated on June 28, 1887.

New Council-Member Orientation

New Council-Members begin their roles almost immediately after the election results are posted. A reorganization committee will be on the final Tuesday of June to appoint members to standing committees. After that, the newly elected council will begin its representation of the City of Minot. Upon beginning the term members that have not served will be asked to undergo a 90-day orientation. Within the first 30 days after being seated on the City Council, you are invited to meet with the City Manager. This invite comes highly suggested as it will be the most effective way a new Council-Member can get familiar with the current city projects and business. This meeting can take place anywhere: City Hall, in Council Chambers, or, at any location of your choice. This highly important meeting will be no more than 2 hours in length.

After the one-on-one meeting with the City Manager, new Council-Members are also extended an invitation to meet with all City Department Heads within the first 90-days of office. Department Heads will allow four to eight hours of their day to discuss their job: daily operations, staffing issues and personal responsibilities. Department Heads will brief their current budget, long-term budget requests, and any issues that they wish to bring to the attention of the City Council.

Home Rule

The City of Minot is a home rule municipality. The Home Rule Charter (Charter) and the ordinances adopted by the City Council under the Charter supersede any conflicting law of the state in matters of purely local concern.

In matters that are mixed state and local concern, the City does not have the authority to supersede conflicting state statutes. Instead it has a supplemental authority that permits its ordinances to coexist with state statutes on the same subject, as long as they are not in conflict. Some legislative powers have been reserved exclusively to the state. In such areas of state preemption, the City is prohibited from enacting local laws unless the permission to do so is contained in the state statute.

The citizens of Minot must comply with all pertinent state statutes, except in matters of purely local concern that are governed by local ordinances or charter provisions. In these areas, the City has the ability to adopt its own laws and regulations, even if they are in conflict with the corresponding state laws.

N.D.C.C. chapter 40-05.1 provides for home rule authority in cities. Under this chapter, a city may enact ordinances in matters of local concern that fall within the powers enumerated in N.D.C.C. § 40-05.1-06 if such powers are included in the city's home rule charter.

Code of Ordinances

The City Code of Ordinances make up the local law of the City of Minot. It sets out the organization of the city government, the powers and duties of its departments, boards and officers, and the basic principles for its operation.

The Code of Ordinances may be amended by the Council or by a vote of the people. For instance, On March 1, 2016, city voters adopted an Amendment to the Home Rule Charter that established the ability for the City to change its size and form of government.

Copies of the Charter are available at the City Clerk's Office and online at: <http://www.minotnd.org/437/City-Attorney>

Council-manager form

The council-manager form is the system of local government that combines the strong political leadership of elected officials in the form of a council or other governing body, with the strong managerial experience of an appointed local government manager. While Minot does have a city manager, it currently operates under the city council form of government. (NDCC ch 40-08) The form establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services. Minot is the only municipality in the state of North Dakota that uses the council-manager form.

City of Minot – A Responsive Government

In council-manager government, council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager is appointed by the council to carry out policy and ensure that the entire community is being served.

The Council's function

The council is the legislative body; its members are the community's decision makers. Power is centralized in the elected council, which approves the budget and determines the tax rate, for example. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The council hires a professional City Manager to carry out the administrative responsibilities and, supervises the manager's performance.

The Manager's function

The manager is hired to serve the council and the community and to bring to the local government the benefits of training and experience in administering local government projects and programs on behalf of the governing body. The manager prepares a budget for the council's consideration; recruits, hires, and supervises the government's staff; serves as the council's chief adviser; and carries out the council's

policies. Council members and citizens count on the manager to provide complete and objective information, pros and cons of alternatives, and long-term consequences.

The cost to the local government of appointing a professional manager

Local governments have found that overall costs actually have been reduced with competent management. Savings come in the form of reduced operating costs, increased efficiency and productivity, improved revenue collection, or effective use of technology.

The Manager's participation in policy determination

The manager makes policy recommendations to the council, but the council may or may not adopt them and may modify the recommendations. *The manager is bound by whatever action the Council takes.*

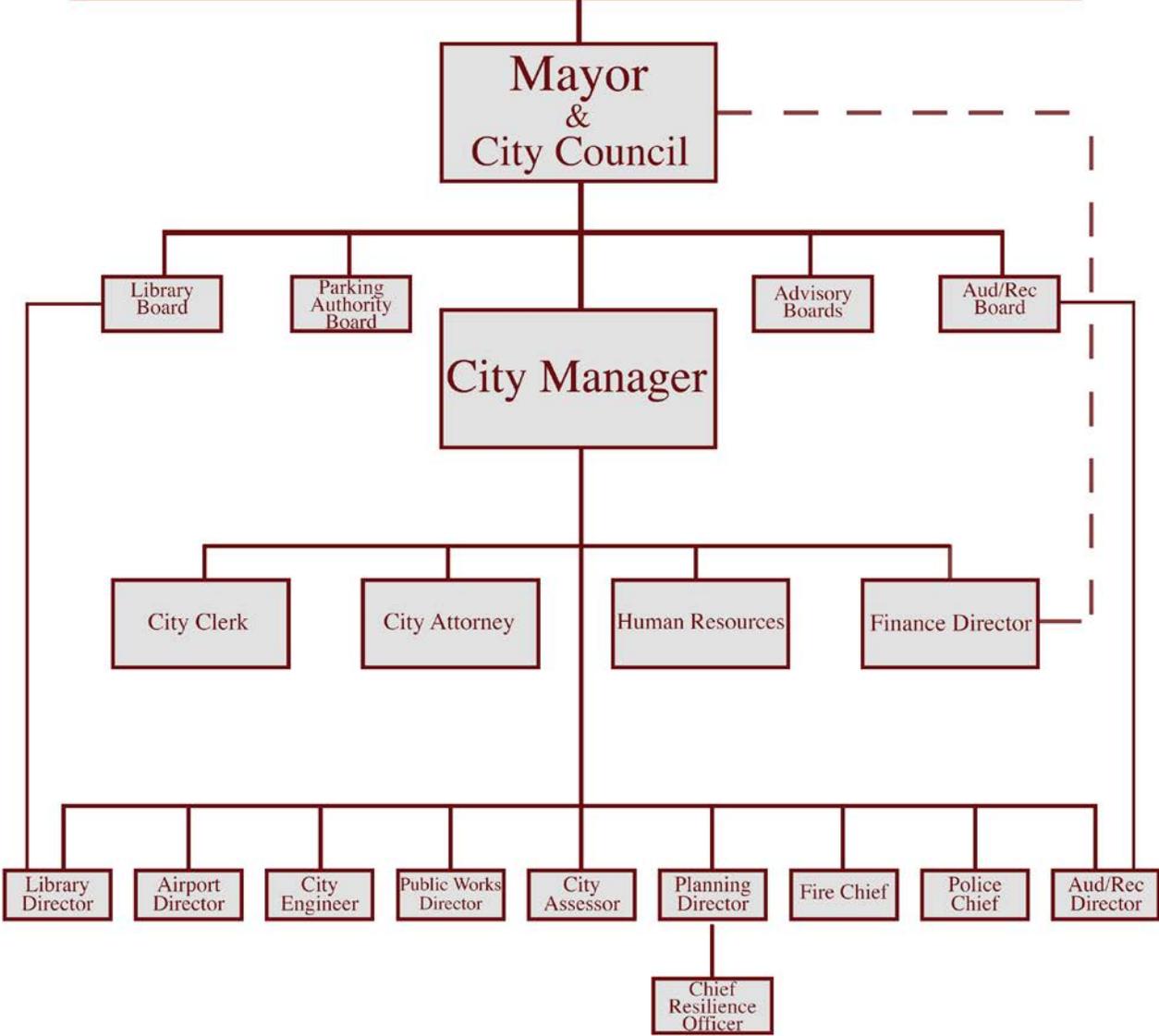
Order of Authority

The Order of Authority is the *hierarchy* of the City. It's the order of authority of which the city functions. This order begins with the Citizens of Minot. The voting public is ultimately the top of the pyramid. The Citizens elect the Mayor and City Council to make decisions on their behalf and to represent them in committees and in council meetings with the citizen's best interests in mind. The City Manager operates on behalf of the citizens and City Council on a day-to-day basis. The City Manager makes managerial decisions for all City functions. The City Manager is also responsible for managing the Department Directors. You can find a visual diagram to help explain the Order of Authority on the next page, page ten.

The following diagram illustrates the order of authority within the City of Minot Departments

City of Minot

Citizens of Minot



City Mayor's Role

The Mayor is the Chief Executive Officer of the City and manages the Executive Branch. Mayors in council-manager communities (or chairpersons in counties) are key political leaders and policy developers. In the case of the council, the mayor is responsible for soliciting citizen views in forming these policies and interpreting them to the public. The mayor presides at council meetings, serves as a spokesperson for the community, facilitates communication and understanding between elected and appointed officials, assists the council in setting goals and advocating policy decisions, and serves as a promoter and defender of the community. In addition, the mayor serves as a key representative in intergovernmental relations. The mayor, council, and manager constitute a policy-development and management team. The City Mayor oversees the implementation of the Mayor's vision, mission, goals, and strategic plan as well as enforces all laws and ordinances.

He/She also:

- Recommends appointments of all boards and committees for council approval
- Executes all contracts on behalf of the City, after approval by the City Council
- Represents the City on local, state and national levels

Council Responsibility

- Adopting by ordinance, the amount of money necessary to be raised by tax levy
- Approving the City budget, with or without amendment and appropriating funds, and all stipends and other expenses of City Council and the Mayor
- Borrowing money or issuing bonds for the purpose of acquiring, constructing, extending or improving city owned utilities
- Extending Minot Utilities' water and wastewater service outside the City limits
- Initiating eminent domain proceedings to acquire land or easements
- Issuing local improvement district bonds.
- Providing, by ordinance, a system for the collection, custody, and disbursement of all public monies
- Reviewing a Mayor's proclamation in times of public emergency and terminating such proclamation by a majority vote of the Council
- Reviewing and approving personnel policies and procedures for City employees as well as municipal purchasing and contracting rules and regulations.
- Setting regulatory fees
- Undertaking other legislative roles as established by applicable statute or court decision

Council is also the regulatory authority for city owned utilities. In that role, it is responsible for setting rates for sanitation, water, and wastewater services.

Confirmations/Appointees

Council confirms Mayoral appointees.

Appointments to Boards, Committees and Commissions

The City of Minot has many boards and committees that are composed of both council members and citizens of Minot. City Council members are mainly involved in five "Standing Committees".

Those committees, listed below, meet monthly. The matters taken up by these committees, when appropriate, are forward to the full City Council, which meets on the first Monday of each month.

Planning Commission

The Planning Commission meets on the final Monday of every month at 6:30 pm.

The purpose of this commission is to consult and advise with public officials and agencies, public utility companies, civic, educational, and professional and other organizations, and with citizens relative to the carrying out of planned development of the city and surrounding area.

Finance & Improvements Committee

This committee meets on the final Tuesday of each month at 4:15 pm. Its main purpose is to make suggestions for the city council about financial matters within Minot.

Airport Committee

This committee meets immediately following the Finance & Improvements Committee on the final Tuesday of every month. The Airport Committee provides recommendations for Council consideration on the various phases of airport operations.

Public Works & Safety Committee

This committee meets on the final Wednesday of each month at 4:15 pm. The main purpose for this committee is to discuss projects implemented by the Public Works Department.

Liquor / Gambling Control Committee

This committee meets immediately following the Public Works & Safety Committee on the final Wednesday of every month.

The purpose of this committee is to advise the City Council on matters pertaining to alcoholic beverage licenses, matters pertaining to games of chance and rules and regulations pertaining to alcoholic beverages.

Additional Boards, Committees and Commissions

The following committees comprised of various members of City Council and citizens of Minot meet periodically.

All Seasons Arena Board of Directors

This board shall have the function of managing and operating the All Seasons Arena on an annual basis.

Board of Appeals

This board's purpose is to hear appeals from decisions of building officials regarding interpretations of the building code regulations.

Civil Service Commission

This Commission provides advice and counsel on matters pertaining to personnel management, at the request of the City Council.

Community Development Committee

It shall be the duty of the Community Development Committee to screen social service funding requests received from new organizations or for new projects.

Convention & Visitors Bureau Committee

The purpose of this committee is to promote, develop, invite and encourage all types of state, regional and national conventions to meet in the City of Minot.

Electrical Board

The board is the body to which any person feeling aggrieved under any interpretation by the Electrical Inspector of any of the provisions of the electrical code (Chapter 12 of the City of Minot Code of Ordinances) relating to electrical installation or construction, shall have the right to appeal.

Franchise Committee

The purpose of this committee is to coordinate the efforts of the City Council and utility companies in establishing limited franchise to provide electrical service, telephone service, natural gas service, cable television and street lighting to the City of Minot.

Heating & Air Conditioning Board

The Board is the body to which any person feeling aggrieved under any interpretation by the Mechanical Inspector of any of the provisions of the heating, ventilating and air conditioning code (Chapter 17 of the City of Minot Code of Ordinances) relating to installation or construction, shall have the right to appeal.

Housing Authority

The purpose of this authority is to aid in the planning, undertaking and carrying out of housing authority projects in the City of Minot.

Liaison Committee

This committee was created to improve communications, search for ways to provide services cooperatively, and to provide for a decreased tax burden for City of Minot and Ward County citizens.

Library Board

The purpose of this board is to adopt rules and regulations relating to the duties of the Board and for the management of the library, to control the expenditures of the library fund, to supervise library property.

MAGIC Fund Screening Committee

Seven area residents sit on the MAGIC Fund Screening Committee, appointed by the mayor and confirmed by the City Council. Members represent the financial, professional, labor, business and trade communities. Initially, the MAGIC Fund Screening Committee's singular role was to review applications submitted by organizations for MAGIC funding and pass them along to the Minot City Council if approved. In the next step of the process, the City Council votes on the request at its next monthly meeting.

In 2003 the Committee adopted guidelines to require its chairman to submit a written report including fiscal information, performance evaluations, an assessment of the management health of the MAGIC Fund and a listing of all applications not approved by the Committee. Two years later members of the committee recommended that all members be required to obtain some level of education in economic development. Suggestions for this included Souris Basin Planning Council seminars or statewide economic development conferences

Municipal Limited Parking Authority

This authority was created to exercise powers granted by Chapter 40-61 of the NDCC relative to the operation, maintenance, management, regulation, construction, reconstruction, and improvement of the municipal parking system.

Municipal Port Authority Board

A port authority may operate a port that includes all real and personal property, structures, machinery, equipment, and appurtenances or facilities that are part of the port or used or useful in connection with the port either as facilities for the convenience or handling equipment, passengers, and freight or as part of port or port facilities operation

Plumbing Board

The Board is the body to which any person may appeal any interpretation of intent of the plumbing code (Chapter 26 of Code of Ordinances) by the Plumbing Inspector relating to plumbing installation or construction.

Recreation Commission

The Recreation Commission provides, maintains and conducts playgrounds, community centers, recreation centers, and other recreational and character building areas, structures, facilities and activities for the citizens of the municipality, and to operate and manage the Municipal Auditorium.

Renaissance Zone Review Board

The goal of this Board is to develop and review all applications and/or proposals for help from the Renaissance Zone legislation.

Council President

Council members elect the President for a two-year term. This happens at the meeting for the organization of the city council on the fourth Tuesday in June of each even-numbered year. The Council President will hold their office until a successor is elected at the next organizational meeting. The President has additional responsibilities from other Council members. For example, working in conjunction with the City Manager to develop a City Budget. The President is also responsible for performing the Mayor's duties in his/her absence.

Council Meetings

There are several types of meetings that Council participates in on a regular basis. Each type of meeting is established to accomplish certain tasks that are important in Council's role as policy makers.

Regular

Regular meetings are held on the first Monday of the month for the purpose of legislative and quasi-judicial action. Citizens' comments are permitted and managed by the Mayor per rules outlined in the Council Rules and Procedures. The City Clerk maintains minutes and keeps a journal of formal meetings, which shall be a public record.

Special

The City Manager, Mayor or the President may call a special meeting to conduct official business. A special meeting may be held only after written notice is given at least 24 hours prior to the meeting stating the time, place, and purpose of the meeting.

Council/Staff Meetings

Council members will meet with key staff from the offices of the Mayor, City Clerk, and City Attorney as needed to discuss upcoming agendas and other issues.

Open Meeting Law

Whenever a majority of City Council members get together to discuss public business in person or by telephone or pre-arranged e-mail exchange, such gatherings constitute a meeting that must be public per the Open Meetings Law and “full and timely” notice be given to the public – posting of written notice 24 hours in advance. The City Council administrative staff is responsible for posting the meeting. The following paragraph has been taken from the North Dakota Attorney General Open Meetings manual.

“Open meeting provisions are found in both the North Dakota Constitution and the North Dakota Century Code: Unless otherwise provided by law, all meetings of public or governmental bodies, boards, bureaus, commissions, or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be open to the public.

N.D. Const. art. XI, § 5.1

Except as otherwise specifically provided by law, all meetings of a public entity must be open to the public.

1. This section is violated when any person is denied access to a meeting under this section, unless such refusal, implicitly or explicitly communicated, is due to a lack of physical space in the meeting room for the person or persons seeking access.
2. For purposes of this section, the meeting room must be accessible to, and the size of the room must accommodate, the number of persons reasonably expected to attend the meeting.
3. The right of a person to attend a meeting under this section includes the right to photograph, to record on audio or video tape and to broadcast live on radio or television the portion of the meeting that is not held in executive session, provided that there is no active interference with the conduct of the meeting. The exercise of this right may not be dependent upon the prior approval of the governing body. However, the governing body may impose reasonable limitations on recording activity to minimize the possibility of disruption of the meeting.
4. For meetings subject to this section where one or more of the members of the governing body is participating by telephone or video, a speakerphone or monitor must be provided at the location specified in the notice issued under section 44-04-20. N.D.C.C. § 44-04-19.2”

(See Attorney General Appendix Page 57)

Monthly Calendar

A monthly calendar of Committee and Council meetings is prepared before the end of each year. This calendar lists all the regular meetings for the following year. It also lists holidays and the days that the City will be closed in observance of them. This calendar is posted on the minotnd.org web site.

Ordinance and Resolutions

Council shall only act by ordinance, resolution or motion.

Ordinances

Ordinances are laws set forth by a municipal government. State law requires that all ordinances shall be read twice and the second reading and final passage shall not be had in less than one week after the first reading. After the first reading and before final passage, an ordinance may be amended. A majority of all of the members of a governing body must concur in the final passage of an ordinance.

Examples of actions requiring approval by ordinance:

- Adopting the City's budget and appropriating funds
- Amending any provision of Code of Ordinances (e.g., adopting codes by reference, changing requirements of licenses, modifying duties and responsibilities of committees and/or employees)
- Annexing land
- Zoning and rezoning property
- Amending zoning regulations
- Calling special elections

(The city council may, on its own initiative, by resolution passed by a three-fourths majority, call for a special election seeking the approval of the electorate on those matters deemed appropriate by the council. The city auditor is directed to publish the resolution once, at least fifteen (15) days prior to the date set for the election.) (Ord. No. 3428, § 4)

The City Clerk is required to publish the ordinance immediately after the second reading. An ordinance takes effect and is enforced after final publication unless otherwise stated in the provided ordinance.

Mayoral Veto

The mayor has the power to approve or to veto resolutions and ordinances, and, in the case of the annual budget ordinance only, such power extends to a partial or "line item" veto of particular appropriations or expenditures. An ordinance or resolution which is neither specifically approved nor vetoed by the mayor within the time prescribed herein shall be deemed to have been approved without the mayor's signature. The mayor shall have until the earlier of the following in which to act:

- A. The end of the sixth day preceding the day of the next regularly scheduled city council meeting which occurs not less than ten (10) days after the day the ordinance or resolution in question was passed; or

B. The beginning of the next special meeting of the council occurring not less than ten (10) days after the ordinance or resolution in question was passed.

In counting days hereunder, the day an ordinance or resolution is passed shall not be counted, nor shall the day of a subsequent city council meeting be counted, so that, for example, if a regular meeting of the council is held on the third [day] of the month, then a special meeting held on the thirteenth [day] of the same month is deemed to have occurred nine (9) days after the regular meeting.

(Ord. No. 3428 S. 2(2.1-101))

Council can override a Mayoral Veto with a two-thirds vote. (NDCC 40-11-05)

Resolutions

A resolution usually denotes an action that is administrative in nature or that gives policy direction in a less formal manner than an ordinance. Resolutions often deal with matters of a more temporary character, such as statements of opinion or policy not requiring an ordinance, or administrative direction regarding particular items of business.

Resolutions are presented for consideration only once and take effect immediately after they are approved by Council vote.

Examples of actions that may be used as resolutions:

Appointments to boards and commissions

- Adoptions of policies
- Adoption of Plans (land use, transportation, street, etc.)
- Calling Special Election (requires three-fourths majority)

Agenda

Agenda Process

The City Clerk shall prepare the agenda for all regular and special meetings.

The agenda shall include all items requiring Council action. City Staff prepares an Agenda Item Summary and background material for each agenda item.

Council Member Initiated Ordinances and Resolutions

Council members who wish to introduce an ordinance or resolution for discussion shall submit the item to the clerk at least 14 days prior to the committee meeting at which the item will be discussed and the item will be placed on the agenda for discussion. The pertinent committee shall give direction on how to proceed with the item: schedule for consideration at a regular meeting or take no action.

Council Appointees Initiated Items

Any Council Appointee, who desires to bring a matter before Council, shall submit the item to the President at least 10 days prior to the scheduled work session meeting at which time the item will be heard.

City Board or Commission or Citizen Initiated Items

Any City board or commission, via the board or commission chair, or a member of the public who would like council to consider adopting a policy or revising or eliminating an existing policy should

contact the President or a council member and discuss the request. The council member may then forward the request to the Mayor for placement on a committee agenda for Council consideration.

Council “Packets”

Council packets containing the agenda for the following week’s meetings and any additional information or correspondence received are distributed on Thursdays prior to regularly scheduled meetings. Packets can be retrieved electronically and can be printed in hard copy upon council member request.

Conduct of City Council Meetings

Attendance

Council members are expected to attend meetings and stay in attendance during each meeting. No member shall be excused from attending without the permission of the Mayor.

No member shall be excused except for good and valid reasons. Nor shall any member leave a meeting while in session without advising the Mayor.

Making a Motion

A motion is a proposal that the Council take a certain action or express certain views. The Mayor or Chair will entertain motions at the appropriate time in the discussion by asking if there are any motions. A motion is made by a Council Member obtaining the floor and saying, “I move that…” and then stating the action proposed. Once a motion has been made, the Mayor or Chair will ask if there is a second. The motion dies unless there is a second. Every Council Member present must vote, unless a conflict of interest exists for a member of the Council.

Rules of Order

Council has adopted its own rules or procedure for conducting Council meetings based upon “Robert’s Rules of Order.” Under those rules, the Mayor not only chairs the meeting, but also participates in the discussion.

The following method is used by the Council for receiving and considering agenda items at its meetings:

- A. Motion Item
- B. Second Motion
- C. Discussion
 - a. City staff presentation
 - a. Description and analysis
 - b. Recommendations
 - c. Council questions
 - b. Citizen input
- D. Public discussion closed
- E. Council decision

Before addressing the City Council, each individual citizen must be recognized by the Mayor, come to the microphone at the front of the Chamber, and state his or her name and address for the record. At most proceedings local media is usually present.

Understanding Procedures

Any question of procedure not specifically referenced in the Code of Ordinances shall be governed by Robert's Rules of Order. Below are some of the procedural rules, which are incorporated into the Code of Ordinances, for committee and city council meetings:

Preservation of order. The presiding officer shall preserve order and decorum, prevent the attacking of personalities or the impugning of members' motives, confine members in debate to the question under discussion, and decide all points of order, subject to an appeal to the city council.

Right of appeal. Any member of the city council may appeal to the city council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason therefor, and the presiding officer may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "aye," then the ruling of the chair shall be sustained; otherwise, it shall be overruled.

Obtaining the floor. When any member is about to address the city council, he need not rise from his seat, but shall respectfully address the presiding officer by title, and when recognized by the chair, the member shall confine himself to the question under debate, avoid the attacking of personalities and refrain from impugning the motives of any other member's argument or vote.

Stating of motion. When a motion is made, it shall be stated by the presiding officer or read by the city clerk prior to voting thereon.

Debate limitation. No member of the city council shall speak more than twice at the same meeting on any question, except by leave of the presiding officer. No speaker shall address the city council for a period longer than five (5) minutes without permission given by the presiding officer. Otherwise it shall be the duty of the presiding officer to call the speaker to order upon the expiration of the time limit. This rule may be suspended at any time by a majority vote of the city council.

Member called to order. When a member is called to order, he shall not proceed until the question of order is decided.

Consent agenda. A motion that one (1) or more items be placed upon the so-called consent agenda shall be deemed the equivalent of a motion that, by unanimous consent, the rules be suspended and a special rule be adopted that the item or items thus designated be voted upon immediately without any debate or opportunity for amendment. Any council member may "pull" an item from the consent agenda by so stating, which statement by itself alone is sufficient to cause such item to be handled in the same manner as though it had never been included in the consent agenda motion in the first instance.

Voting procedure; demand for roll call. A question which need not be decided by way of a roll call vote shall be put in this form: "Those who are in favor of the motion (state the question) say, 'Aye', and those opposed say, "Nay"; however, at any time before the presiding officer announces the result of such a vote by ayes and nays, any member of the city council may call for a roll call vote. A roll call vote is necessary, without regard to whether requested by a member of the council, upon the passage (whether upon first reading or second) of an ordinance, the expenditure of funds, or the sale of property, and otherwise when required by state law.

Reconsideration. After the decision on any question, any member of the city council who voted with the majority on the question (or on either side of the question, if there was no majority) may move for a reconsideration of the vote at the same or the next succeeding meeting, without regard to whether either meeting is a regular or special meeting, however, unless the subject of reconsidering a specific vote taken at a prior meeting is mentioned unambiguously in a call for a special meeting, the specific vote in question cannot be reconsidered at the special meeting unless there are as many members present and voting at the special meeting as there were present and voting on the original vote. If, at a special meeting, it is not possible, by virtue of the prior sentence, to entertain a motion to reconsider a matter, then such special meeting shall be disregarded in determining which special or regular meeting shall be considered as the "next succeeding meeting." After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent.

Precedence of motion to adjourn. A motion to adjourn shall always be in order, except when a vote is being taken.

Treatment of motions. The motions listed in the following table are listed in decreasing order of precedence, and are debatable and are subject to majority requirements, as specified in such table.

Amendment of ordinances. It shall be in order to amend an ordinance at any time before final passage.

Robert's Rules of Order. Any question of procedure not covered herein shall be governed by Robert's Rules of Order.

Effect of passed vote. Notwithstanding anything to the contrary in state law, whether statutory or common, a member who passes his or her vote on a measure being voted upon by the city council, or who is disqualified from voting on such measure, shall be deemed to be absent from the meeting for purposes of such vote (without regard to his or her actual physical presence at the meeting).

Equivalent motions. A motion-

- a. To hold; or
- b. To table; or
- c. To lay on the table; or

d.To postpone to a time certain; or

e.To postpone indefinitely-will (except when the discussion or other circumstances indicate a contrary intent), be treated and recorded as being a "motion to hold." A "motion to hold" will be considered a short-hand form of moving that debate on the main motion cease immediately and that such main motion be put on the agenda of the next meeting of the body (full council or committee thereof), in which the motion to hold is made. The motion to hold shall require only a simple majority to pass and shall be debatable, but the debate may go only to the merits of postponing consideration of the main motion, and not to the merits of the main motion itself. A "motion to hold in committee," when made at the city council level, shall be treated and recorded as being a motion to refer the main motion to the committee from whence it originated.

(b) A majority vote of the council is required to pass a resolution establishing, amending, or repealing the rules of order of the city council supplementary to those provided for in subsection.

Table of Motions

	Name of Motion	Debatable	Majority
	Adjourn	No	Simple
	Recess	No	Simple
	Lay on the table	No	Simple
	Previous question	No	Two-thirds
	Postpone to a time certain	Yes	Simple
	Refer to a committee	Yes	Simple
	Amend	Yes	Simple
	Postpone indefinitely	Yes	Simple
	Main motion	Yes	Simple
	Take from the table	No	Simple

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Voting

Every Council member present, when a question is put, shall vote on the question. Ordinances on 2nd reading require the majority of the members of council, regardless of absentees, vacancies, etc. Every other ordinance, resolution or motion shall require the affirmative vote of the majority of the membership of the Council present for approval and passage.

The City Clerk shall call the roll and record the oral vote of "aye" and "nay" of each Council-member upon the minutes of the Council's proceedings.

Tie Vote

In case of a tie vote on any proposal, the Mayor has the ability to break the tie only when it will impact the outcome.

Excused From Voting

Every Council-member present at a Council meeting must vote on every item before Council unless it would constitute a conflict of interests.

Any member of Council who has a personal or private interest in any matter proposed or pending before Council shall disclose such interest to the Council and should excuse themselves, and refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter.

Vote of Absent Council Member Not Permitted

Stating or attempting to state the vote or sentiments of any absent Council member is not permitted.

Time Limits for Speakers

During the discussion agenda and the citizen participation portion of the meeting, speakers are limited to three (3) minutes. Time limits are enforced by the Mayor and time is kept by the City Clerk. Time limits may be adjusted depending on the number of speakers.

Council Member Schedules

Council members are encouraged to use their City Outlook Calendars to manage appointments. IT Staff will walk you through that process.

Constituent Communication

Council Members receive a large assortment of mail each week: citizen letters, staff reports, and invitation and publications.

Citizen Emails

Citizens appreciate a personal response from Council members, though this can be difficult at times, given the volume of emails.

Communications addressed to Council that require administrative action are referred to the Mayor for response.

Citizen Complaints

Citizens often contact Council to get help in accessing City Services. As a first response to solving citizen problems, Council Members will submit a request to the online Citizen's Request Tracker <http://www.minotnd.org/requesttracker.aspx>

The advantages of the Citizen's Request Tracker include:

- Quickest response to resident's issues and questions
- Allows staff to track issues and trends in the types of questions submitted and identify needed performance improvements

Council Members should encourage citizens to contact them if the issue is not resolved or flag the request to follow up with the citizen.

Invitations from Community Organizations

Council members receive numerous invitations to attend events sponsored by community organizations. If you plan on attending an event, please notify the City Manager's Office so staff can R.S.V.P and pay any registration fees. Staff will periodically poll Council members to see if they are attending specific city and community events. At any event where multiple members of council may be present, members need to be mindful of Open Meeting laws.

Public Appearance/Speaking Engagements

Council members are frequently asked to attend or speak at various events. These events include, but are not limited to:

- Civic & community groups
- Educational or community panels
- Forums
- Groundbreakings, dedications or ribbon-cuttings
- Receptions/dinners
- News conferences

It is generally preferred by the invitee that an RSVP be given. A council staff member will provide RSVP's to the inviting parties if notified.

If remarks or presentations are requested, City Staff can work with you to ensure that the appropriate materials are prepared. Most often these presentations are less than 15 minutes in length and comprise:

- Presentation of general city greetings or congratulations
- Presentation of a resolution or proclamation on behalf of the city
- Interviews or discussion of a particular topic

(These materials can be prepared by city staff if enough time is allowed)

Although all Council members generally receive invitations to various functions, many speaking requests are initially offered to the Mayor or City Manager.

Proclamations

Proclamations are ceremonial documents signed by the president of City Council. They do not require city council action and are typically issued in order to:

- Promote arts and cultural celebrations that are City sponsored or advance City priorities
- Promote national awareness of educational, health, victim's rights, and other issues that are sent to Washington, D.C. to be included on a permanent list
- Raise public awareness of local issues that impact the health and safety of residents
- Support charitable fundraising campaigns that benefit a majority of Minot residents

Proclamations recognizing individuals will generally not be considered unless they concern Minot:

- Citizens
- Business-owners
- City employees and/or local officials who are recognized for their outstanding service to the public.
- Retiring military officials who have made a significant contribution to the Armed Forces and are/were stationed at Minot Air Force Base or a Minot resident during their time in service.

Proclamations will not be issued for:

- Campaigns or events contrary to city policies
- Events or organizations with no direct relationship to the City of Minot
- For-profit causes
- Matters of political controversy, ideological or religious beliefs or individual conviction
- Pending ballot or legislative issues

Council Pay

The City Ordinances sets council pay. Currently the pay is \$7,140.00 annually. City Council Members are compensated on a monthly basis through direct deposit at \$595.00 per month.

Council-member Expenses

The Mayor and City Council are allocated funds for expenses incurred while on official City business. Many expenses may be paid directly by staff on the Council member's behalf. Others will require reimbursement. Requests for reimbursement and amounts reimbursed are public records. Copies are frequently requested by the news media during election time. Council members are asked to show good judgment and proper regard for economy in incurring reimbursable expenses.

Eligible expenses include:

- Travel to attend conferences, training, meetings or events (vehicles, airfare, lodging, and meals)
Out of state Travel must be approved by the Council.
- Admission to and meals at events (for member and spouse/guest) Purchase of books, periodicals
- Membership dues
- Payment of expenses for participation in the activities of organizations to which the City belongs
- Automobile mileage used in the course of official City business

Certain expenses are not reimbursable:

- Alcoholic beverages
- Cost of a Council member's spouse or family member who may travel with the Council-member on official city business.
- Expenses incurred in election activities

Mileage Reimbursement

Council members are entitled to reimbursement for mileage incurred while conducting City business. The City reimburses at the same per-mile rate as the IRS allows for tax purposes.

Travel Arrangements

When attending an out-of-town conference or meeting, Administrative Support staff will make travel arrangements in advance of the trip. **City Manager must approve out-of-state travel. Please inform as soon as possible regarding out-of-town conferences so an agenda item can be prepared for Council action.** Staff will make arrangements for convenient travel dates, airline reservations, accommodation preferences, etc.

The City makes every effort to get the most economical airfares and room accommodations. Many airline reservations are non-refundable. Please be mindful that if cancellations are necessary, the City will end up paying the extra costs.

The City will pay airfare, hotel, conference registration, car rental or taxis, mileage or shuttle expenses, and mail expenses.

Documentation for meals varies depending on the type of event or travel. Meals must include an itemized receipt as well as the names of individuals being fed, the place or location, the business purpose, the item or date and the type of meal (lunch, breakfast, or dinner).

Though meals are typically paid for on a per diem basis, Council members should keep all receipts and submit them to the City Clerk who will prepare the expense summary and obtain the appropriate signatures for approval. Reimbursement is made by direct deposit.

All official travel must be conducted in accordance with the City of Minot Travel Policy.

Office Supplies

The Mayor / City Manager Executive Assistant will supply Council Members with note cards, stationery, envelopes, pens, pencils, and other various office supplies as needed.

Personal Computers

Each Council-Member is provided an iPad or similar tablet computer for the purpose of accessing the City's electronic mail system and electronic access to agendas. Council-Members' use of City computers is governed by the same policies that are applicable to City employees.

Council-Members should assume that all e-mail, even if contained on Council Members' personal computers, dealing with City business is subject to inspection by members of the public.

Cell phones

Council-Members will not receive a city-owned cell phone.

Council E-mail Policy

This policy governs the use, management and retention of electronic mail by Council-Members. E-mail created, received, or kept by Council-Members that is related to City business, whether on paper or in electronic form, constitutes a "public record", regardless of its physical location or the form in which it is maintained. Therefore, such e-mail communications are generally subject to the disclosure requirements of the North Dakota Open Records Act unless a particular provision in the Act allows or requires confidentiality. Furthermore, e-mail messages may be discoverable in litigation.

Council-Members should not hold email "meetings". Discussion of City business between several Council-Members is in violation of the North Dakota Attorney General's Open Meeting Laws.

Accordingly, Council-Members should have no expectation of privacy in either sending or receiving information electronically, unless the subject of the e-mail is purely personal in nature, and they are responsible for using, managing, and retaining e-mail in accordance with this policy.

Additionally, Council-Members should be mindful of the use of "reply-all". A reply all will send the email response to all parties attached to the current email thread.

Management of E-mail

E-mail related to City business should be handled with the same level of care properly used in the creation, distribution, management, and retention of paper records and correspondence. E-mail is subject to the same etiquette and courtesy considerations as paper correspondence. E-mail misaddressed or received in error should be deleted after a reply is sent to inform the sender of the error.

E-mail messages are saved and archived by the IT department.

Email Signature Protocol

All E-mails sent from a City account must have the proper E-mail signature attached at the end of each message. Signature format is as follows:

Name of Account Holder

City of Minot, Title

Office Number 701-857-????

Mailing Address of Office

[Hyperlink to City of Minot Website](#)

[Hyperlink to Official City of Minot Facebook Page](#)

{City Official Coin Image}

Here is what a properly formatted signature will look like:

Lee Staab
City of Minot, City Manager
Office 701-857-4750
PO Box 5006, Minot, ND 58701
[City of Minot Website](#)
[Official Facebook Page](#)



Retention of E-mail

All electronic records, including e-mail, of the City are subject to the retention requirements set out in the “City of Minot E-mail Retention Policy.”

Guidelines for the Retention of Council E-mail:

All City of Minot e-mail information is categorized into four (4) main classifications with retention guidelines:

- Administrative Correspondence (*Retain for 1 year*)
- Fiscal Correspondence (*Retain for 1 year*)
- General Correspondence (*Retain until read, destroy*)
- Ephemeral Correspondence (*Retain until read, destroy*)

City of Minot Email Retention Policy

Purpose

The Email Retention Policy is intended to help City of Minot employees determine what information sent or received by e-mail should be retained and for how long.

The information covered in this policy includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All city employees should familiarize themselves with the e-mail retention policy areas that follow. Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about this policy should be addressed to the Information Technology Department.

Scope

This e-mail retention policy conforms to the State of North Dakota Archives Municipal Records Retention Schedule for the City of Minot. Any e-mail that contains information in the scope of the Municipal Records Retention Schedule should be treated accordingly. All City of Minot e-mail information is categorized into four (4) main classifications with retention guidelines:

- Administrative Correspondence (*Retain for 1 year*)
- Fiscal Correspondence (*Retain for 1 year*)
- General Correspondence (*Retain until read, destroy*)
- Ephemeral Correspondence (*Retain until read, destroy*)

Administrative Correspondence

Administrative Correspondence includes, though is not limited to, clarification of established city policy, time card information, work place behavior and any legal issues. All e-mail labeled information sensitive shall be treated as Administrative Correspondence.

Fiscal Correspondence

Fiscal Correspondence is all information related to revenue and expense for the city.

General Correspondence

General Correspondence covers information that relates to citizen interaction and the operational decisions of the City. The individual employee is responsible for e-mail retention of General Correspondence

Ephemeral Correspondence

Ephemeral Correspondence is by far the largest category and includes personal e-mail, requests for recommendations or review, e-mail related to updates and status reports; and, usually e-mail messages that require business related action and can be deleted after reading.

Encrypted Communications

Encrypted Communications should be stored in a manner consistent with individual departments' information sensitivity policy, but in general, information should be stored in a decrypted format.

E-Mail Deletion

E-mail messages that are not saved or archived will be deleted by the IT Department on a 45 day schedule. Messages that are not saved to a file off the e-mail server will be deleted after the 46th day.

The deletion process excludes e-mail messages that are subject to a preservation order from the City Attorney or Court Order.

Recovering Deleted Email via Backup Media

The City of Minot IT Department maintains backup tapes from the e-mail server. No effort will be made to remove e-mail from the offsite backup tapes.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action.

Correspondence and General Documentation

Correspondence is a written communication that is sent to or received by 1 or more individuals via the U.S. mail, private courier, facsimile transmission or electronic mail (see Schedule 7 Electronic Mail), including letters, postcards, memoranda, notes, telecommunications and any other form of addressed, written communications that are sent or received by the municipality.

The term general documentation is intended to cover a wide variety of records created in the normal course of business.

A. Calendars and Notes

Records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, telephone messages, notes, diaries and similar records with routine content.

Retention: 1 year

B. Enduring Long-Term Value

Documentation or correspondence with enduring and long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events relating to the municipality or the community; and other similar records and documentation. (Run on. Please fix)

Retention: Permanent

C. Routine Value

Operating documentation that is routine and contains no significant administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents, etc., and includes e-mail.
<Amended 1/03>

Retention: 1 year + current

D. Transitory Value

General documentation of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value, and includes e-mail. (Amended 1/03)

Retention: Until material has been read

ELECTRONIC RECORDS**A. Computer-Maintained Records**

Records manipulated and stored using computer technologies.

Retention: Follow the retention schedule for the specific type of record

B. Electronic Mail

Electronic mail is an electronic message that is transmitted between 2 or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval, including electronic messages that are transmitted through a local, regional or global computer network [CRS 24-72-204.5].

Retention: Follow the retention schedule for the specific type of record

Terms and Definitions

Approved Electronic Mail: Includes all mail systems supported by the IT Department. These include, but are not necessarily limited to, Microsoft Exchange and SharePoint. If you have a business need to use other mailers contact the IT Help Desk.

Approved Encrypted e-mail and files: Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. Please contact the IT Help Desk if you require a license.

Individual Access Controls: Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner. On Mac's and PC's, this includes using passwords on screensaver, such as Disk-lock.

Insecure Internet Links: Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of the City's IT Department.

Ways to Stay Informed

One of the easiest ways to stay informed is by making use of the City of Minot Website (www.minotnd.org) or *City of Minot* Facebook page.

Media

The city of Minot is dedicated to creating and maintaining honest and quality communication with all members of the media.

Requests from Reporters

All requests from reporters should be directed to the Public Information Officer. The Public Information Officer will request:

- Name of the media representative
- Contact information of media representative Media organization they represent
- What questions the media representative would like to ask Council
- What is the media representative's deadline?

After the initial contact, the Public Information Officer will contact the City Manager or Mayor for a response to the media representative. If neither is able to comment, a request for response will be sent to the designated Council spokesperson.

Communicating with the Media

How you respond to news media inquiries depends on what type of contact you have. During a scheduled interview, if you have time to prepare, you will be able to answer questions in greater detail than you would during an unscheduled one.

Telephone inquiries do allow you some time to collect facts - but don't let yourself be pushed into answering questions when you don't have the facts. Feel free to tell the reporter you will call back when you've collected all the information you need to address their needs.

It is best to avoid unscheduled interviews. Try to avoid answering questions on the spot; give yourself time to think. If it's a situation such as a television news crew or radio reporter, it's best not to say "no comment." Rather, say something like, "I don't have enough information to be able to answer that question in detail" or "This issue is particularly sensitive and I'd prefer not to answer at the moment."

Media Tips

- Any organization's most valuable asset is its good name and reputation.
- Whether in a live interview or a prepared, written statement - Be honest. Stick with the facts. Don't speculate. Project sincerity and confidence.
- Never say "no comment" – it could lead the reporter into thinking that you are guilty or hiding information. If you can't discuss something, explain why and suggest other topics about which you can talk.
- Don't go "*off the record*" - If it can't be said "on the record," it's best not to say it at all. Nothing is ever, truly, "*off the record*".
- You must be prepared to read anything you say to a reporter in the newspaper.
- Never answer a question without first thinking about the answer. Answering a question too fast could cause you to say something you don't want in the article
- If you disagree with the angle of the story, decline the interview or request that the reporter go in a different angle.
- Do not feel obligated to be interviewed on the spot. Ask what the interview is about and agree to call the reporter back within a reasonable amount of time. Prepare before you call back.
- Plan for the interview. Decide what 3-5 messages you want to convey. Use notes during the interview. Bridge from the reporter's questions to your messages.

- Answer questions directly. If you don't want to answer, say so. Then explain why. It's okay to say "I don't know," but help the reporter get the answer.
- Speak in simple straightforward language; answer questions in the positive, avoid negative responses and quotes. Restate important points.
- On TV or telephone interviews, do not feel like you have to fill the silence. You may dilute and over-explain the answer you just gave. Don't over-react.
- Don't guess or speculate; know what you're talking about or find someone who can respond.
- Return reporters' calls as promptly as possible, even if it is to say when you will call back with more information.
- Never assume a microphone is off until it is packed away.

North Dakota Open Records Act Requests

The North Dakota Open Records Act requires that city managers and other employees make any public record available for inspection and copying within a reasonable amount of time of a request for that record, unless certain statutorily defined "extenuating circumstances" exist. Sometimes the specific request will include requests for e-mails, documents, etc., which are in the possession of City Council members. It is critical that the City respond promptly to any such requests by working to locate the requested record(s) and proceeding to determine whether the record is a "public record" as defined in the Act, or whether it is subject to a privilege protecting it from disclosure under the Act.

When staff notifies you of the Open Records request, please search for and retrieve applicable e-mails and/or documents and provide them in a timely manner to the Public Information Officer. The PIO will then work with the City Attorney's Office.

E-mail that is the subject of a pending Open Records request for inspection should not be deleted, notwithstanding the general retention guidelines discussed above.

Department Descriptions:

City Manager

The City Manager oversees all day-to-day operations of the City. As stated earlier within this guidebook (Page 9) this position oversees all departments of the city. The City Manager department and budget encompasses the Public Information Office, the Federal Compliance Office, City Attorney, City Clerk and Executive Secretary.

Federal Compliance Officer

Provide direct oversight of \$74.3M HUD CDBG-DR NDRC grant money and ensure utilization in accordance with federal and local guidance to ensure maximum impact for the City of Minot. Among the duties of the FCO he/she must stay informed of most current HUD guidance, team with department heads to integrate applicable federal guidance into city operations, create /

revise policies and procedures to ensure compliance with applicable laws & regulations. In addition the FCO will partner with Chief Resilience Officer to bring existing NDRC projects to completion and seek other grant/philanthropic opportunities to further Minot vision of the future. The FCO will oversee CDBG-DR grant use and policy compliance as well as conduct project evaluation/consultation.

City Attorney

The City Attorney is an appointed position. The City Attorney's Office handles all legal matters involving the City of Minot, and prosecutes all criminal ordinance violations, infractions, and traffic code violations. The City Attorney's Office also advises and represents the City Council and City staff on legal matters relating to the City of Minot.

In the event a lawsuit triggers coverage under the North Dakota Insurance Reserve Fund, a private attorney may be retained to represent the City.

The City Attorney's Office consists of three staff: the City Attorney, the Assistant City Attorney, and a legal secretary. Both the City Attorney and Assistant City Attorney are licensed to practice law in North Dakota.

Areas of focus include:

- Civil - Claims against the city
- Criminal - Prosecute class B misdemeanors, infractions, and traffic code violations (class A misdemeanors and felonies are prosecuted by the Ward County State's Attorney's Office)

The City Attorney for the City of Minot does not offer legal advice to anyone other than City leadership, management, or staff, and only in matters pertaining to City business. For matters in which a citizen needs legal advice on a private legal matter, the citizen should contact and consult with a private attorney.

Finance Department

The Finance Director oversees Information Technology, Utility Billing, Internal Audit and the Finance Department.

Information Technology has two managers, Manager of Systems & Support, and Manager of Networks & Communications. In addition to the two managers, there is one Information Technology Specialist and two Information Technology Technicians. An overview of Information Technology is provided separately.

Utility Billing consists of three financial specialist that are supervised by the City Treasurer. Utility Billing generates and processes all utility bills, which includes water, sewer, garbage and storm sewer on a monthly basis.

The Finance Department Consists of the Finance Director, Comptroller, City Treasurer, two Internal Auditors, CDBG-DR Invoice Clerk, Accounts Receivable Accountant, Accounts Payable Financial Specialist, three Project Accounts, Financial Specialist, and Office and Administrative Specialist.

The Finance Department processes all payments and receipts for the City of Minot. The Department's webpage is found at <http://www.minotnd.org/172/Finance>. On the Department's webpage you may

access adopted and proposed budgets, CAFRs, MAGIC Fund Reports, monthly budget and revenue reports, quarterly finance reports, lodging tax, and sales tax first and second penny collections.

The Department compiles the annual budget and the Comprehensive Annual Finance Report (CAFR.) In addition, the Department is responsible for obtaining the city's bond rating and issuing all bond debt.

Finance Director

The Finance Director is responsible for overseeing all activities of the Finance Department. This Department Leader will work closely with the City Manager to maintain a balanced budget throughout the year among all City Departments.

Human Resources

The Human Resource Department provides a variety of human resource services for the City of Minot's diverse workforce. People are the City of Minot's greatest asset. The mission of the department is to provide support to all city departments and employees so that they can better serve the citizens of Minot.

Responsibilities

It is the responsibility of the department to recruit, develop, motivate and retain quality employees, provide a comprehensive compensation and benefit program, ensure compliance with federal and state laws and regulations, payroll processing and employee benefits administration and promote safety awareness in the workplace.

Human Resources is also responsible to administer the City Civil Service policies and procedures as well as conducting the Civil Service testing to fill entry-level and promotional positions. The City of Minot has ten departments and over 400 full time positions and numerous part-time employees serving the citizens and visitors of Minot.

Staff

The Human Resource Staff includes the Human Resource Director, a Human Resource Generalist, and an HR Specialist. The office is located on 2nd Floor of City Hall

Human Resource Director

The Human Resource Director oversees all day-to-day operations within the Human Resource Department. This Department Leader helps delegate and monitor all responsibilities of the HR department and reports to the City Manager.

Clerk

The City Clerk's Office provides research, meeting agenda preparation, minutes of meetings, and other administrative support as it relates to the City Council and Council committees. The Clerk's staff also provides support to City departments, employees, and the public regarding City policies relating to agenda preparation for City Council and to various licensing procedures.

The Clerk's Office is the contact point for citizens to obtain applications and permits for conducting all gaming activities within the city, including local permits to conduct raffles, bingo, and sports pools, as well as charity local permits. Alcoholic beverage sales licensing is also handled by the City Clerk's Office. The City Clerk also reports to the City Manager.

City Assessor

The core duty of the City of Minot Assessor's office is to determine the market value of each and every parcel within the city limits of Minot. Currently there is an estimated 13,100 residential properties, an estimated 1,700 commercial properties, an estimated 3,900 vacant/undeveloped land properties, and an estimated 230 charitable/religious properties. This is done by gathering many different criteria of information on each parcel.

It begins with the collection of plats recorded and approved by the city Engineering department. The Assessor's office takes the information off of this plat, including legal description and lot sizes as well as ownership information and builds a new parcel in our Computer Assisted Mass Appraisal (CAMA) software system. This is the appraisal software we use to value each parcel within the city limits of Minot.

An appraiser from the Assessor's office will then physically inspect the property and place a market value on that property based on what other similar properties are currently selling for in the open market.

In the event a permit is issued on a particular piece of property, appraisers from the Assessor's office will gather a copy of the building plans associated with that permit from the inspection department. Once construction has begun, appraisers will verify the measurements of the structure in the field and take a picture of the property as well as gather any information important in determining the market value of that property. Once construction is complete an appraiser will do a final review of the property and place a True and Full market value on the property for the upcoming tax year. The number of construction permits change from year to year depending on the number of these permits issued, however we anticipate approximately 650 of them in 2016.

In addition to this the City of Minot Assessor's office does an annual review of approximately 10% of the existing parcels in the city every summer. This is done to update the property records and determine if any changes have been made to the property since the last time an appraiser physically inspected the property. During an average year, approximately 2,500 parcels are looked at during this annual review process.

Minot Police Department

The Minot Police Department will provide excellent police services to the citizens and guests of the City of Minot. It will strive to reduce and prevent crime, to instill a sense of safety and security, and to work in partnership with our community to preserve a high quality of life. It will use the training and resources along with values of honor, integrity and trustworthiness to serve the Citizens. The goal is to make Minot a better place for all to live through our commitment to the profession.

The department is organized into three divisions – Administration, Investigations and Patrol. It

currently consists of a Police Chief, 3 Captains, 5 Lieutenants, 13 Sergeants, 59 Officers, and 23 full-time support staff along with several part-time employees.

Administration Division provides support for the department through the administration of the records, training, procurement of equipment, securing of evidence and crime prevention efforts. The division oversees all of the department grants, develops and maintains department policies and oversees the Municipal Court and Minot Central Dispatch center. The City Clerk reports to the City Manager.

Investigations Division investigates criminal complaints. Investigators interview the witnesses, victims, and suspects. They also gather and examine evidence in an attempt to solve the cases they are assigned. The division also has investigators who are assigned to the Ward County Narcotics Task Force. This multi-agency team conducts investigations targeting illicit narcotics activity.

Patrol Division is the leading edge of the department, being the first responders to virtually all incidents. The patrol officers handle a variety of calls-for-service which span the gamut of everything from a murder to a parking complaint. They must be ready to quickly respond and correctly deal with a wide spectrum of calls. It is also the responsibility of Patrol to conduct proactive traffic and crime enforcement, engage in community policing by interacting with the citizens to help solve community problems.

The department has a number of specialty teams including Bike Patrol, SWAT team, Bomb Squad, Crime Scene Response Unit, Canine Unit and Crisis Negotiations Team. These teams are made up of officers who in addition to their primary duty have volunteered and been chosen to undertake specialty responsibilities. The SWAT and Bomb teams have the northwest quarter of North Dakota as a regional response district.

Minot Central Dispatch serves as a public safety answering point for more than eighteen emergency service agencies in Ward County. The center answers both 911 and non-emergency calls, dispatches the appropriate emergency service agency and records the incidents by way of computer aided dispatch (CAD).

Minot Municipal Court has jurisdiction over cases involving violations of City of Minot Code of Ordinances that are cited by the police department. The court handles parking tickets, traffic tickets and criminal violations that are at the B misdemeanor level and below.

Minot Fire Department

The mission of the Fire Department is to protect lives and property from fire through effective fire suppression and prevention measures, to reduce trauma and save lives through the provisions of rescue, extrication, and emergency medical services.

We aim to protect the public against unrestricted use of hazardous substances and control and mitigate incidents involving hazardous chemicals in the environment; maintain a readiness to respond to and provide protection at all types of emergencies whether manmade or acts of nature.

The Minot Fire Department became a full time paid professional firefighting organization in 1931. The department has grown to serve the citizens of Minot with 67 dedicated men and women out of four stations. The department is organized into Administration, Fire prevention and Fire Control that support

the delivery of critical fire suppression services and emergency medical care.

The department's other vital emergency and non-emergency services include:

- Technical teams. This includes technical and heavy rescue, dive rescue, and hazardous materials (HazMat) and weapons of mass destruction (WMD) response
- Fire Investigations
- Fire Inspections
- Fire Safety Education and prevention
- Disaster Preparedness
- Airport Fire Protection
- One Bomb Squad Member
- Two Tactical Emergency medics – SWAT
- Mutual aid response to neighboring jurisdictions

Under a mutual aid agreement with the State of North Dakota we provide Regional Response to Chemical, Biological Radiological Nuclear and Explosive (CBRNE) emergencies in the NW quadrant of North Dakota.

Minot Public Library

The mission of the Minot Public Library is to connect, enrich and inspire those in the Minot community. In 2015 the following Vision Statement was adopted by the Library Board:

“The Minot Public Library will be the center of information and exploration for the community. The Library will be a leader in both traditional and state-of-the-art library services, be responsive to the diverse interests and needs of residents of all ages, and create productive partnerships within the Minot community and region.”

In support of this, the Board also designated the following goals for the Minot Public Library:

- Provide excellent customer services with a competent, well trained, and motivated staff.
- Respond to the interests and needs of adult patrons of the library.
- Serve as a children's door to learning while promoting the enjoyment of reading.
- Provide an environment for teen exploration and expression while continuing to promote the enjoyment of reading.
- Make residents and organizations of the Minot community aware of the library's resources and services.
- Continue to upgrade technology, electronic resources, and access to materials and information services.
- Manage library resources and functions effectively to achieve the service goals within given financial limitations.
- Provide a state-of-the-art facility through planning and funding.

The Minot Public Library opened on January 13, 1908 when two rooms were rented for \$25.00 per month. In 1911, Andrew Carnegie donated \$15,000 for the construction of the Library building. A new Library building was built in 1966 through a \$450,000 bond issue and \$135,000 in Federal funding. In 1987 the Library received \$160,000 in donations for an expansion and remodeling project. When the Library building was expanded in 2000-2001, nearly \$350,000 in donations made possible an additional 5,000 square feet of space.

During these years, there were many changes in the services provided by the Library. The first city bookmobile service in the state was initiated in 1955 along with the collection development of phonograph records and framed prints. The Great Plains room (dedicated to North Dakota's history) was created in 1970. Delivery services to the homebound and the large print collection were available in the 1970's. The community Information and Referral office was introduced in 1974. Enhancements to the collection, improvements to the facilities and existing services took place in the years following 1977. Additionally, an audiovisual collection for children was established. Some of the other services offered today by the library are interlibrary loans, internet access, wireless internet access, electronic resources, meeting rooms, computer classes for both adults and children, as well as many other children's activities.

In 2015 The Minot Public Library had 22,196 library card holders and circulated 205,338 physical materials such as books, DVDs, CDs and more. In addition, 112,892 people came into the Library and of those 25,872 used library computers and more than 13,000 participated in Library programs for all ages. Also in 2015, the Minot Public Library's digital resources (eBooks, research databases, online newspapers and more) were searched 268,917 times.

The Minot Public Library is a body politic incorporate established under the laws of the State of North Dakota and is a department of the City of Minot. The governing body of the Library is the Board of Trustees appointed by the Minot City Council. The Board has wide powers to govern, maintain and promote library service. The Board's responsibilities include selection and appointment of the Director; securing adequate funds for a progressive, expanding program; controlling library funds, property and equipment; and promoting library interests.

Funding for the Minot Public Library comes primarily from tax levy funds. Per North Dakota Century Code 40-38-02 Section 1 "The library fund shall consist of annually levying and causing to be collected as other taxes are collected a municipal or county tax." In addition, the Minot Public Library will receive financial aid from the North Dakota State Library when eligible. The Library also has a partner organization called the Friends of the Library. The Friends group is made up of volunteers who help raise money for the Library and provide financial support for some programs and purchases.

The Library Director is appointed by the Library Board and is a Department Head for the City of Minot. The Library Director is supervised by both the Board and the City Manager and has the authority, delegated to him/her by the Library Board of Trustees, to administer and interpret the Library's personnel policy. He/She is responsible for hiring, determining classifications, setting work schedules and hours and dismissing employees. The Library Director is also responsible for preparing and presenting the annual budget and reporting all spending to the Library Board monthly. The Library Director oversees all capital projects and is responsible for the operation of the building.

The Minot Public Library is open to the public 68 hours a week with the exception of the weeks between Memorial Day and Labor Day when the building is closed on Sundays. Within the Library, the use of all references and collections is free to all. There is no charge for library service to all residents of Minot and individuals who own property in Minot. Nonresidents of Minot who reside in the counties of Burke, Renville, Bottineau, McHenry, Pierce, Ward, Mountrail and McLean may secure service privileges at no charge. A library card can be acquired by applying in person at the library with acceptable photo identification and proof of address.

Service to the community has always been the focus of the Minot Public Library because libraries level the playing field for people of any age who are seeking the information and access to technologies that

will improve their quality of life. Libraries today focus on what they do **for** and **with** the community. The Minot Public Library is not only a place of quiet study, but is also a creative and engaging community center where people can collaborate using new technologies or just relax. The Minot Public Library is constantly evolving to meet the needs of the Minot community – the Library is constantly transforming and helping others to transform as well.

Engineering Department

Engineering

Our mission is to provide necessary engineering, design and inspection of all municipal improvements including streets, storm drains, sanitary sewer and water systems; to provide support services on engineering matters to other departments.

Inspection

Our mission is dedicated to the promotion of public health and safety through the implementation of state and local regulations relating to the construction and alteration of structure and property.

Department Overview

The engineering department consists of three principal divisions: Engineering Services, Inspection, and Traffic. Each division is headed by a division head. The assistant city engineer manages engineering services, the building official manages inspections, and the traffic engineer manages the traffic division. The city engineer oversees the function of all three divisions.

Engineering Services Division

This division is overseen by the assistant city engineer. The division is responsible for the design and construction management of public infrastructure built within the City of Minot. The division is also charged with reviewing site plans and construction plans for conformance to the city's standard specifications. Other duties include:

- Review of storm water management plans and drainage complaints
- Floodplain management
- GIS
- Subdivision plat review and recording
- Capital improvement planning
- NDDOT project planning and coordination

Inspection Division

This division is overseen by the building official. The division is responsible for the code review, permitting, and code inspection of all buildings built within the city and its extraterritorial jurisdiction. Other duties include:

- Issuance of contractor, tobacco, taxi, mechanical amusement, and other licenses
- Issuance of building, plumbing, electrical, mechanical permits
- Inspection of dangerous buildings and nuisances
- Education and testing of trade contractors

Traffic Division

The division is overseen by the traffic engineer. The division is responsible for traffic engineering and traffic system maintenance. The division also handles street light and traffic signal maintenance. Other duties include:

- Street sign installation and maintenance
- Pavement striping and marking
- Signal timing
- Traffic counts and studies
- Safe routes to school program
- Transportation enhancement program

Planning Department

The planning department exists to guide public and private development efforts and administer related city ordinances fairly.

The planning department is responsible for interpreting and implementing the city zoning ordinance. The department also manages federal Brownfield grants and other planning studies. Other typical duties include:

- Community development planning and coordination
- Planning commission agenda creation
- Comprehensive plan implementation
- Zoning ordinance code enforcement
- Renaissance zone program implementation

Office of Resilience

The Office of Resilience provides professional community development services to the City of Minot citizens and guests. Our planning and analysis work identifies and evaluates resilience projects based on the City's vision coupled with expressed needs of the community. We maintain the public's pulse and education through informal canvassing, presentations, and town hall meetings designed to guide individuals, groups, and economic ventures on how beneficial resilient operations can be. The Cities of Service Resilience AmeriCorps is integral to our mission as the front-line of developing communication networks, conducting workshops, training and engaging with citizens regarding resilience issues. Our AmeriCorps volunteers are community advocates who energize and deploy citizen volunteers, through programs like Evacuteer, participate in fundraising events and assist in implementing mitigation strategies for new parks/greenways.

Our goal is to make Minot a better place for all to live through education and projects that will develop humanity and its resources far into the future.

– Chief Resilience Officer – Donna J Bye

Overview

The department consists of one Chief Resilience Officer and the Cities of Service Resilience AmeriCorps VISTAs (Volunteer in Service to America).

The Office will also work with the City administration and community to establish a compelling and comprehensive resilience vision, lead a community conversation about hazard awareness and

reliance, coordinate and implement effective resilience strategies that build on existing and long-standing strategies.

Member Activities:

Through Resilience AmeriCorps, Cities of Service along with federal partners and the Rockefeller Foundation will develop more resilient cities through citizen engagement in local impact volunteering programs that are designed to improve environmental and social resilience in low-income communities. Resilience AmeriCorps members will serve as local ambassadors and experts in impact volunteering, increasing local capacity and equipping low-income communities to better prepare for and address the risks and challenges associated with climate change.

- Conduct research and assess risks and vulnerabilities to low-income residents related to extreme weather events and other climate impacts, as well as ongoing stresses challenging the community;
- Assess current activities designed to support climate resilience among low-income residents to determine what is working well and what might be expanded, and where there are challenges or gaps in resilience activities;
- Engage stakeholders and local experts to further identify specific challenges, assets and resources available to the community and opportunities for building resilience within those priority areas that might be addressed, in part, by citizen service (see also Objective B);
- Reach out to other cities that are engaging residents in impact volunteering to learn from them;
- Partner with local organizations to engage residents and collaborate on climate resilience work;
- Bring to life an impact volunteering project that accomplishes the city’s resilience building goals;
- Track outputs and outcomes of the impact volunteering project;
- Facilitate the development and/or implementation of a community resilience/preparedness plan to prepare for climate-related risks and address additional risks related to low-income residents.
- Plan and implement impact volunteering projects that enhance climate resilience in low-income communities.

Recreation/Auditorium Director

The Recreation/Auditorium Director oversees all adult and youth sporting activities run by the Minot Recreation Commission. These activities include: adult softball, basketball, volleyball, outdoor skating, and tennis; youth softball/baseball, basketball, volleyball, tennis, track, cross country, the kids fun zone, outdoor ice skating and youth related fun days throughout the seasons. The Director also oversees the Cameron Indoor Tennis Facility, the South Hill Softball Complex, the Sertoma Sports Complex and 3 outdoor skating rinks. Additionally, they also serve on the North Dakota Amateur Softball Executive Committee, and am the Executive Director for the North Dakota Amateur Basketball, Inc.

The Auditorium side of the department handles all events scheduled at the Auditorium/Auditorium II complex including, but not limited to, basketball games, volleyball games, numerous sporting tournaments, wedding receptions, auctions, dances, concerts and daily meetings held throughout the

building. The Director oversees an 11 person full-time staff with 4 part time staff working 35 hours/week. The rest of the staff are seasonal employees that help run all aspects of the facilities and events put on by the Recreation Commission.

Public Works Department

The Public works department is the largest in the City of Minot, and work 24 hours per day year round to maintain most of the infrastructure in the City of Minot. Below are the various divisions of the Public Works Department.

Public Works Administration

Public Works Staff include five full time employees. Those positions are:

- Director of Public Works
- Assistant Director of Public Works
- Project Engineer
- Senior Administrative Assistant
- Administrative Assistant.

Duties:

Public Works Director/Asst. Public Works Director

Oversee all operations of the following departments as well as manage and maintain water/sewer/ water treatment/storm sewer and street infrastructure though out the City of Minot as well as provide sanitation and land fill services and City transit services for the residents of Minot. The job of the Director and Assistant Director also includes over seeing a variety of Public Work Superintendents of the follow departments.

- Public Works Administration
- Property Maintenance
- Street Department
- Rosehill Cemetery
- Sanitation Department
- Landfill
- Storm Sewer Department
- Water Treatment
- Water Distribution
- Sewage Treatment
- Vehicle Maintenance
- City Transit

Public Works day-to-day duties consists mainly of various meetings for the Public Works Director as well as the Asst. Public Works Director with consultants who are managing our projects, developers who need info on utilities and answering the numerous call from the public regarding weed complaints, drainage issues, etc. This office is in day to day contact with the Supt. that manage each of the departments and provide guidance for various questions and issues that arise for each department.

Public Works prepares all plans and specifications for yearly Storm Sewer rehab, Sanitary Sewer rehab and water main replacement projects. In addition the department document streets that require repairs

and major work and work with engineering for preparing plans for the street maintenance plans each year, as well as sidewalk, curb and gutter replacement.

The administrative personnel are able to answer most of the calls received each day in regards to garbage pickup – taking grass complaints and documenting for nuisance ordinance, scheduling meetings with numerous entities that want face to face meetings with the PW Director or Assistant PW Director as well as schedule delivery and use of our roll off containers we provide for the residents who have sanitation accounts with the City.

The Admin. Staff also prepares all time cards and enter them in bi-weekly for payroll, enter the billing for roll off containers and other billing within the departments. They also manage the tokens for the bus department, and perform the monthly billing for our landfill accounts each month.

Rosehill Cemetery

The Rosehill Cemetery is managed by a superintendent under the direction of the Department of Public Works. The Cemetery has four full time staff and employees, four to five summer part-time employees. That staff is as follows:

- 1 Cemetery Superintendent
- 2 Medium Equipment Operators
- 1 Light Equipment Operator
- 4-5 Summer Part- time Staff

Staff Description

Cemetery_Superintendent oversees day to day operation and management of the cemetery. Work with funeral home directors to make burial arrangements, meet with family for pre-need or at-need lot sales and burial details. Oversee private burial arrangements with families not using a funeral director for cremation burials. Complete burial records for the state through Ward County Recorder. Enter burial information in cemetery's permanent book records and in the computer. Collect payments for all cemetery services. Complete financial arrangements with families and/or funeral homes to bill and record sale records for burial fees, lot sales, stone/vase setting fees and other miscellaneous cemetery work. Budget and plan cemetery operations including personnel and work schedules, equipment specifications and purchase, and building/grounds maintenance. Work with stone masons to verify type of stone marker or monument, accurately determining lettering direction and name placement and installation location. Work with contractors and staff to plan and complete cemetery projects such as tree planting, fencing construction, monument placement and regulations, and road overlay process. Determine locations and specifications for memorial gardens, benches and other monuments. Direct maintenance staff and summer part-timers in work assignments. Evaluate staff work assignments. Work with veteran's groups arranging Memorial Day services and coordinating the "Wreaths across America" project. Arrange memorial services such as the "Blessing of the Graves" with the Catholic churches and the St Francis of Assisi project in the old St. Leo's cemetery section. Coordinate projects with the Roman Catholic Benedictine Sisters in Richardton and the Bishop in Bismarck in relation to the sister's plots. Complete mapping projects as new sections are added. Fulfill information requests for genealogy projects either involving drop-in or mail/e-mail requests. Work with volunteers, Boy Scouts or churches on

service projects including flowers, trees, or other clean-up projects. Arrange and monitor placement of coffins in winter vault storage building. Work with public works director and financial staff in determining fees relating to work at the cemetery. Monitor state and federal cemetery relations, trends, and procedures and adjust locally as needed. Update ordinances as needed. Project longevity and productivity of cemetery. Meet with local board on Rainbow Gardens (community gardens) rental of southeast corner of cemetery.

Medium Equipment Operator

Locate gravesites, prepare & perform burials, complete setting and grading of stones and vases, general facility maintenance of 45 ground acres and 3 buildings, assist in office work in the absence of the superintendent, assist public as needed. Oversee grounds maintenance scheduling and assist, train and oversee part-timers. Place winter block markers for easy winter grave locations. Sod winter gravesites. Pump & drain water from low lying cemetery property in times of spring thaw and excessive rainfall. Clear roads and parking lot of snow during the winter. Mow, and trim grass, plant and cut trees, weed eat around fences, trees, and grave markers/monuments. Place flowers and wreaths on gravesites as needed. Complete disinterment/relocations as needed. Work with vault delivery personnel accurately placing coffins. Work with stone masons on location to place or relocate markers and monuments, level stones and fill gravesites as necessary. Complete service work on equipment, sharpen mower blades, clean decks and generally maintain equipment in good operating condition. Place/remove coffin units (winter storage) in vault building.

Light Equipment Operator

Assists with burials, general grounds maintenance. Works under advisement of Superintendent and Medium Equipment Operators performing tasks as noted above for general cemetery operation.

Part-time Staff

Generally work mid-April – August/September completing grounds maintenance (mowing, weed eating) as assigned. Occasionally fill in as office staff if needed.

Property Maintenance

Property Maintenance falls under the large umbrella of Public Works as well. This division maintains several key grounds and buildings run by the City of Minot. Those buildings and areas are as follows: (#) *Denotes Total Buildings Associated*

- City Hall
- Police Department (3)
- Fire Station (4)
- Fire Training Area
- Radio Repeater Buildings (2)
- Public Works Complex (6)
- Water/Waste Water Complex (11)
- Cemetery (4)
- Landfill (4)
- Siren System (14)

Staff

Property Maintenance supports five full time employees and one part time seasonal employee. Full time staff includes one Property Maintenance Superintendent, two Senior Building and Grounds Workers and two Building and Grounds Workers. Short Staff descriptions are as follows:

Property Maintenance Supt.: oversees day to day operation and manages non-scheduled maintenance requests from the City Departments for their buildings and property.

Building & Grounds Worker – Senior: Technical and general facility maintenance of scheduled and non-scheduled tasks for city owned property.

Building & Grounds Worker: Housekeeping, custodial duties and general ground maintenance for City Hall and Public Works Complex.

More elaborate details for each position:

Superintendent:

Establish yearly budget requests for the department. Work directly with each Department Head and Superintendent in their work requests and repairs of non-scheduled items and scheduled maintenance service required work. Maintain fuel levels and proper fuels (winter/summer grade diesel fuel) by monitoring fuel tank levels and fuel integrity, order transport supplies of fuels when required and record all data mandated by the State of North Dakota – Waste Management Division/Underground Storage Tank Program and their Tier Two Hazardous Materials mandated compliance reports. Maintain the Early Warning Siren System to insure their ability to alert the area of impending storms or other large scale safety situations for the area the sirens cover. Submit monthly and year end reports of work done by the department. This position also holds a seat on the Safety /Safe Lift Committee.

This position requires considerable knowledge the tools, equipment and practices associated with carpentry, plumbing, heating, electrical, masonry, heating, ventilation, air conditioning and other disciplines. Assist in major repairs and work required on equipment associated with those areas that require the knowledge to complete the repairs. The position requires the ability to work with contractors, service repair technicians and vendors that are call in to work on or service equipment that only they are licensed to work on or own. The Police Department calls this department to assist in recovering evidence from crime scenes due to the equipment in the current inventory and also assess property that the city acquires determining safety to the public, securing the property from theft or damage prior to it being sold or demolished.

The monitoring of utility usage for certain buildings, assess and either make corrections to improve the usage or work with the utilities and contractors in upgrades to more cost effective equipment. The ability to know each building in regards to where utilities enter and run throughout the buildings and complexes, knowing the locations of all HVAC equipment and other equipment installed there. The position also is the “go to” department when needs for furniture needs, wants or rearranging, setting up for various meetings and group events.

Building & Grounds Worker-Senior

The staff in this position does skilled or technical work in various building, grounds and housekeeping maintenance. They also supervise lower level skilled, semi-skilled and summer time help in maintenance required. The department uses a computerized maintenance program to schedule preventive maintenance work, track inventory and distribution of paper products and

other housekeeping products to the areas we service. B/G Senior staff performs weekly and monthly checks on facilities and their equipment at all 3 Fire Stations, City Hall/Police Department Complex, Public Works complex including Water/Waste Water Department and two Radio repeater stations. These are to assure the buildings are ready for the weeks work load and any issues that may need to be addressed over the weekend are addressed.

Maintenance requirements are from the very basic caulking, minor roof repairs, grass cutting, painting, clearing drains, replacing light bulbs, filter changes, and other “household” type tasks to the very technical and mechanical. Those would be like setting up chemical feed for the cooling tower systems and monitoring them for the proper balance readings, replacing overhead door springs and associated hardware, replacing blower motors, fans, control relays and fuses, belts and pulleys. The replacement of light ballasts, photo eye controls, lens and complete fixture replacement are also done. The B/G Senior staff makes plumbing repairs from the basic flush valve component replacements, faucet replacements and shut-off valves to pipe in water line to equipment, clear drain lines and condensate lines.

There are currently 14 Early Warning Sirens in and around the City of Minot that will soon grow to 18 sites. Any basic service repairs and checks are done through this department; most repairs are fuse, batteries or radio issues. The department maintains and exercises 7 stand-by generators. The winter requires staff to move snow by using snow shovel, snow blowers, skid steers and front end loaders. Sidewalks are kept snow and ice free to keep entrances safe for public and other employees. Snow loads on builds are monitored and lightened when needed.

Building & Grounds Worker

The B/G Worker is basically the City of Minot’s custodial staff for City Hall / Police Complex and the Public Works Complex. Their primary job duties are to maintain a safe, clean and healthy work environment for city employees. Offices, break rooms, restrooms and all other areas, both inside and outside, are their responsibility. They operate all types of carpeted and tile floor care machines. Stripping and waxing, shampooing and spot removal are all methods of care these staff members need to be proficient at. They too have snow removal responsibilities in the winter. Along with lawn care in the summer they also trim trees and bushes. They do the very basic of maintenance work, changing light bulbs, painting and minor office requests and repairs. They are also part of any large group type tasks or when time requirements dictate more staff to complete the work request quickly.

Storm Sewer Department

The Storm Sewer Department manages all sewer operations with three full time employees. Each of the three positions is referred to as “Light Equipment Operators”. Operators’ duties include cleaning catch basins, manholes, and storm sewer lines. Identifying structures that need repairs or replacement. Operate, inspect and perform routine maintenance on lift stations and gate wells. Inspect and maintain storm water outfalls. Maintain Jetter/Vac-All.

The Operators report to the Street Superintendent. The Street Superintendent oversees all storm sewer operations. This includes maintaining eight storm sewer lift stations, 18 river gate well structures, 91 miles of storm sewer, 1528 manholes, 3588 catch basins and 273 storm water outfalls. Order all required storm sewer components and work with contractors to ensure installation.

Water/Wastewater Department

The Water/Wastewater Department employs twenty-eight full-time staff members and eight part-time. The Staff positions are as follows:

- Superintendent (1)
- Foremen (3)
- Heavy Equipment Operators (2)
- Public Works Lab Technicians (2)
- Utility Operator Lead (1)
- Utility Operators (18)
- Administrative Clerk (1)

The following is a breakdown of each position:

Water-Wastewater Superintendent

Oversee all operations within both Water and Wastewater Departments. We maintain 324 miles of water mains and 258 miles of sewer mains, 41 Lift Stations, 1 Aeration pond, and 6 quarters of land for wastewater cells-wetland areas. Planning, scheduling, and organizing all the work required for both departments. Prepare annual budget needs and equipment needs every year. Control the spending of budgeted funds and maintain a good inventory of materials and supplies. Prepare incident reports for insurance claims from sewer backups, injuries, and accidents. Coordinate and develop plans with contractors, the public, and engineers. Comply with all regulations from the ND State Health Department. Conduct safety meetings and purchase safety equipment as per required.

Foremen

Oversee the daily operations of all the members of their crew. Repairing water main leaks, hydrants, curb stops, replace sewer pipe, change meter/mxu's, flush sewer mains, camera, jet-vac sewer mains, manholes, gate valve tops, and curb stop caps. Lift station work consists of weekly runs, flushing, repairs, and monitoring pumps.

Planning, organizing, scheduling, and training all the workers. Water and sewer inspections on every repair or new service's that are installed by contractors. Do some locating and tracing of services. Respond to all emergency calls 24 hours a day 7 days a week.

Utility Operators, Heavy Equipment Operators and Lab Techs.

Operate dump trucks, skid steer, and loader during daily projects. Repair and replace hydrants, water mains, sewer mains, meters/mxu's, curb stops, gate valves, and manhole castings. Thaw out water and sewer services, flush-vac-camera sewer mains, turn water on and off, service calls, and emergency calls. Inspections for water and sewer repairs. Mowing and spraying at all lift stations, shop yard and lagoon areas.

Part time staff

Mowing at the lagoon and aeration pond areas. Assist the Utility Operators in both departments. Help during the busy construction season with one call locations, service call and general labor. One meter reader is all that is needed.

Water Treatment Plant (WTP)

The City of Minot's Water Treatment Plant employs thirteen full-time employees along with one to two Part-Time employees. Those positions are as follows:

Full-Time

- Superintendent
- Foremen
- Lead WTP Operators (2)
- Instrumentation Technician
- WTP Operators (8 of various levels of certification)

Part time

- Office/clerical employee (1)
- Seasonal laborer employee (2)

Each job description is as follows:

WTP Superintendent

Oversee all operations concerning the WTP, 10 water storage reservoirs, 11 booster stations/metering vaults, and 14 wells. Responsible for department budget from planning stage to ensuring funds are managed properly. Respond to water quality concerns and questions. Maintain stable working relationship with North Dakota Department of Health for monitoring, implementation, and compliance of the EPA Safe Drinking Water Act.

Foremen

Responsible for day to day operations and supervision of WTP employees. Assign duties to WTP employees as required. Ensure maintenance of the WTP and related facilities are being completed as required. Schedule and supervise all contracted WTP related maintenance activities.

Lead WTP Operators

Responsible for day to day operations and supervision of WTP employees on the Evening and Midnight shifts.

Instrumentation Technician

Responsible for maintenance/calibration of chemical feed and monitoring equipment. Maintenance of Programmable Logic Controllers that are used for automation of equipment and remote facilities for both the WTP and Sewer facilities.

WTP Operators-

Monitor, adjust, and maintain water treatment processes, monitor, adjust, and maintain water storage and transmission facilities. Responsible for snow removal, mowing, trimming trees, and daily housekeeping of facilities.

Seasonal Staff

Mow and trim 18 city owned WTP related facilities.

Office/clerical employee

Is at the WTP Monday thru Friday mornings. Answers phones. Data Entry on spreadsheets. Coding invoices.

Transit (City Bus Department)

The City of Minot Transit Department currently employs three full-time employees and ten part-time staff members. Those positions are as follows:

Full-time

- Vehicle Maintenance/Bus Superintendent (2)
- Senior Mechanic

Part-Time

- Ten - Bus Drivers

Each Job description is as follows:

Vehicle Maintenance/Bus Superintendent

This position works much like a foreman for the transit department. The two Bus Superintendents oversee the day to day operations of the Minot City Transit Department. At times the transit department operates short staffed, to ensure no disruption of services the department relies on 3 shop mechanics, the parts specialist, the administrative specialist from the water/sewer department, and the Vehicle Maintenance/Bus Superintendent to back fill for drivers.

Senior Mechanic

The Transit Department's Senior Mechanic is the last line of defense for vehicle maintenance. The Senior Mechanic works on all city buses. Tune-ups, break-downs, etc.

Transit Operations

There are three types of service: Early Morning, Midday, and Afternoon. All routes are fixed route service. Early Morning and Midday service is flag stop service, meaning that riders may flag a driver at any intersection along a route, but there are no designated stops. Afternoon service is take home only service with trips starting at several schools in Minot where riders board and then are taken to their destinations. Afternoon trips follow the early morning routes. There are six Midday routes that operate between 9:00 AM and 4:30 PM that connect at the Town & Country Shopping Center. The last trips on the midday service start at 4:30 PM but only drop passengers off (i.e., no pick-ups). All Midday routes are 30 minute loops and operate every 60 minutes with three routes operating on the hour and the other three routes operating on the half hour, requiring three buses in total. Early Morning routes operate between 6:52 AM and 8:40 AM. There are six routes that primarily connect residential neighborhoods with the elementary, middle, and high schools in Minot. The Early Morning and Afternoon pick-up service only operates during the school year.

Minot City Transit also provides the required complimentary para-transit service along with its fixed route service. This service is contracted out to Souris Basin Transportation. MCT provides four ADA accessible handicap vans and currently pays SBT \$42,000 per year to provide this service. SBT already has demand-response drivers and dispatchers available so by contracting them to provide this service MCT does not have to hire additional drivers and dispatch personnel.

The MCT fleet consists of 16 buses and 4 ADA accessible vans as described below:

- 5 - 33 passenger AM Trans buses, 3 2001 models, 1 2003, model and 1 2008 model
- 4 - 28 passenger Star Trans buses, 2 2002 models and 2 2003 models
- 3 - 32 passenger El Dorado Low Floor Transit buses, 2 2010 models and 1 2012 model
- 4 - 1977 43 passenger AM General buses (spares and no longer supported by FTA)

4 - ADA accessible mini-vans, 2010 – 2014 models

Street Department

The Public Works Street department employs 23 full-time staff members and six seasonal part-time employees. Those position are as follows:

Full-Time

- Superintendent
- Foremen (2)
- Heavy equipment Operators (14)
- Medium Equipment Operator
- Light Equipment Operators (5)

Part-Time

- Laborers (6)

Each job description is as follows:

Street Superintendent

Oversees all operations within the Street Department. Responsible for 600+ lane miles to include determining maintenance requirements, patching, sweeping and snow removal, 22 miles of river bank, mowing of city lots and right of ways, maintenance of trails system. Determine quantities of consumables required and order (i.e. salt, sand, gravel, and cutting edges ECT.). Coordinate all contract operations conducted for the department. Responsible for department budget from planning stage to ensuring funds are managed properly. Determine equipment needs and ensure they are addressed during budget process. Coordinate mosquito spraying operations with USAF AFRC. Schedule shifts and on-call. Respond to citizen complaints and request.

Foremen

Responsible for day to day operations and supervision of operators. Sweeping, patching, snow removal, utility locates, mowing operations, maintenance of river banks and dead loops, assign operators to duties as required. Conduct safety meetings. Ensure equipment is ready for each season as required.

Equipment Operators

Sweep, patch, remove snow, mow, cut trees, and remove debris from dead loops, clean ditches, thaw catch basins and manholes, daily maintenance of facilities and 110 pieces of equipment. On-call as scheduled.

Seasonal Staff

Seasonal laborers are tasked with mowing city lots, river banks, and right of ways. This insures that vegetation does not impede drivers' vision of the road.

Sanitation

City of Minot Sanitation Department employs 20 full-time staff members and one part-time employee. Those positions are as follows:

Full-Time

- Superintendent
- Foreman
- Light Equipment Operator (6)
- Laborer (12)

Part-Time

- Light Equipment Operator

Each job description is as follows:

Superintendent

The Sanitation Superintendent is responsible for overseeing the day-to-day operations and management of the City of Minot Garbage Collection.

Light Equipment Operators

The Light Equipment Operators or (LEO) oversees the daily routes and maintenances of their collection vehicles.

Laborers

The Sanitation laborers are the workforce that makes the City of Minot Sanitation pickup system possible. They are on the front lines, rain or shine collecting waste and keeping the landfill roads free of garbage.

Sanitation Operations

The city has nearly 12,500 sanitation accounts. Six trucks collect waste twice a week for an average of 16,000 tons per year. The sanitation department accepts almost anything brought to the curb. We do not have automated trucks, all waste collected is done by hand. Sanitation crews also pick up small piles of trees. All appliances are picked up and recycled at no additional cost to residents. The city can provide a roll-off to residents for large tree piles for a small fee of \$75.00.

Sanitation crews also clean and maintain all ten compost sites around town. Crews spend countless hours picking paper along the landfill road and fence lines at the landfill to maintain a clean and neat appearance

Landfill

The City of Minot Landfill is one of the largest regional municipal landfills in the state. We accept waste from five different counties in North Dakota. It is open ten and a half hours a day, six days a week. The City Landfill employs nine full-time staff members and 2 part-time employees. Those positions are as follows:

Full-Time

- Foreman
- Heavy Equipment Operator (6)
- Light Equipment Operator
- Scale Attendant

Part-Time

- Scale Attendant
- Light Equipment Operator

Each job description is as follows:

Landfill Foreman

The City of Minot Landfill Foreman performs all daily inspection and oversees day to day operations.

Heavy Equipment Operator

The City of Minot Heavy Equipment Operator disposes of waste coming in and performs all maintenance on equipment

Light equipment operator

The duty of the LEO is to take care of all the ten compost site.

Scale Attendant

The City of Minot Scale Attendant is responsible to handle all vehicles in and out of the landfill scale.



City of Minot
Code of Ethics and Conduct for Elected and Appointed Officials

I. PURPOSE OF POLICY

The City of Minot adopts this Code of Ethics and Conduct to assure that all elected and appointed public officials conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City of Minot government.

II. ETHICS

The citizens and businesses of Minot are entitled to have fair, ethical, and accountable local government. To this end, the public should have full confidence that their elected and appointed public officials: (1) comply with the letter and spirit of the laws and policies affecting the operations of government; (2) are independent, impartial, and fair in their judgment and actions; (3) use their public office for the public good, not for personal or professional gain; and (4) conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

- A. The members of the City Council, all Boards, Committees, and Commissions (“Members”), shall conduct themselves in accordance with the following ethical standards:
1. **Act in the Public Interest.** Recognizing that serving the public interest is the primary concern, members must work for the common good of the people of Minot and not for any private or personal interest, and they must assure fair and equal treatment of all persons, claims, and transactions coming before the Minot City Council, Boards, Commissions, and Committees.
 2. **Comply with the spirit and letter of the law and City of Minot policy.** Members shall comply with all federal, state, and local laws in performance of their public duties.
 3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. 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, and city staff.
 4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.
 5. **Conduct at Public Meetings.** Members shall come to all meetings prepared to discuss the public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the particular business at hand. Members shall refrain from interrupting other speakers, from making personal comments not germane to the public business of the body, and from otherwise interfering with the orderly conduct of the public meetings.

6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than unrelated or irrelevant considerations. When making adjudicative decisions (decisions where a member must determine and apply facts peculiar to an individual case), Members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the applicable law.
7. **Conflict of Interest.** A Member who has a direct and substantial personal or pecuniary interest in a matter may not participate in or vote on the particular matter before the body. If the Member is unsure if he or she has a conflict of interest in the matter to be voted on, he or she should consult with the city attorney; most matters can be resolved during this consultation. If the matter cannot be resolved by consultation with the city attorney, the Member should present the potential conflict of interest to the entire body and may not participate in or vote on the particular matter without the consent of a majority of the rest of the body.
8. **Gifts and Favors.** Excluding only *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, Members may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which the City of Minot has, or is likely to have, business dealings. Similarly, Members may not accept any other preferential treatment under circumstances that because of their position with the City of Minot, the preferential treatment may influence or be perceived as influencing their official conduct. Members may not receive payment or compensation of any kind from any source for City of Minot duties and responsibilities, except as authorized under applicable law or City of Minot policies. Specifically, the acceptance of “kickbacks” or commissions in any form from vendors, suppliers, or others is prohibited.
9. **Dealing with Outside People and Organizations.** Members must take care to separate their personal roles from the City of Minot positions when communicating on matters not involving City of Minot business. They may not use City of Minot identification, stationary, supplies, equipment, or other property or resources for personal or political matters. When communicating publicly on matters that involve City of Minot business, Members may not represent that they speak for the City of Minot, unless that is one of their duties or they are otherwise authorized to do so. When dealing with anyone outside the City of Minot, including public officials, Members must take care not to compromise the integrity or damage the reputation of the City of Minot.
10. **Confidential Information and Open Records.** Members must at all times comply with applicable laws, regulations, and City of Minot policies concerning privacy, confidential records, and access to open records.

III. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which Members should treat one another, city staff, constituents, and others they come into contact with while representing the City of Minot.

A. Elected and Appointed Officials’ Conduct with Each Other in Public Meetings

1. Honor the role of the chair in maintaining order. It is the responsibility of the chair to keep the comments of Members on track during public meetings. Members should respect efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

2. Practice civility 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 debate. Debate, however, does not require nor justify public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

B. Elected and Appointed Officials' Conduct with the Public in Public Meetings

1. Be welcoming to speakers and treat them with care and respect. While questions of clarification may be asked, the Member's primary role during public testimony is to listen.
2. Be fair and equitable in allocating public hearing time to individual speakers. The chair may determine and announce limits on speakers at the start of the public hearing process. If many speakers are expected, the chair may shorten the time limit and ask speakers to limit their testimony to new information and points of view not already covered by previous speakers.
3. Practice active listening. It is disconcerting to speakers to have Members not look at them when they are speaking. Be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger, or boredom.
4. Maintain an open mind. Members of the public deserve an opportunity to influence the thinking of Members. To express an opinion or pass judgment before the close of a public hearing casts doubt on a Member's ability to conduct a fair review of the issue. This is particularly important when Members are making adjudicative decisions.
5. Ask for clarification, but avoid debate and argument with the public. Only the chair – not individual Members – can interrupt a speaker during a presentation. However, a Member may ask the chair for a point of order if the speaker is off topic or exhibiting behavior or language the Member finds disturbing.

C. Elected and Appointed Officials' Conduct with City Staff

1. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
2. Do not disrupt city staff from their jobs. Members should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.
3. Never publicly criticize an individual employee. Members should never express concerns about the performance of a city employee in public. Comments about staff performance should only be made to the City Manager or Mayor through private correspondence or conversation.
4. No Attorney-Client Relationship. Members shall not seek to establish an attorney-client relationship with the city attorney including his or her staff and attorneys contacted to work on behalf of the City. The city attorney represents the City and not individual Members. Members who consult with the city attorney cannot enjoy or establish an attorney-client relationship with the attorney.

D. City Council Conduct with Boards and Commissions

1. If attending a Board or Commission meeting, be careful to only express personal opinions. Members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation could be viewed as unfairly affecting the process. Any public comments made by a Member attending the public meeting should be clearly made as an individual opinion and not a representation of the feelings of the entire City Council.
2. Respect that Boards and Commissions serve the community, not individual 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 City Council. But Board and Commission members do not report to individual Members, nor should Members feel they have

the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with city staff and the public, and commitment to fulfilling official duties.

IV. IMPLEMENTATION

As an expression of the standards of conduct for Member expected by the City of Minot, the City of Minot Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for Members. All Members shall sign a statement acknowledging that they have read, understand, and agree to abide by this Code of Ethics and Conduct.

I affirm that I have read, understand, and agree to abide by the City of Minot Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date