



**CITY COUNCIL WORKSESSION AGENDA
TUESDAY, FEBRUARY 21, 2023**

CITY HALL, 1301 81ST AVE NE, SPRING LAKE PARK at 7:15 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Statement of Values Policy
 - B. City Hall Renovation Update
- 3. REPORT**
- 4. ADJOURN**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: January 4, 2023

Subject: Statement of Values Policy

The City Council adopted a Statement of Values policy in 2018 to commit itself to “promote and maintain the highest standards of personal professional conduct in the City’s government.” I felt it was important for the City Council to review this policy for any potential amendments.

Civility in local government is important. It is important that we, as local officials, cultivate civility. In a 2016 blog post on ICMA¹, Julie Novak, President of the Novak Consulting Group, outlined four reasons why civility is important for local government:

- *It’s our “brand”.* Our elected and appointed officials are tasked with the fiduciary responsibility to look out for the best interest of the city. Part of that is to protect our brand. Citizens, business leaders and economic development professionals are watching. What do we want them saying about our organization?
- *Talent is mobile.* Talent is difficult to attract. With our City Council meetings available 24 hours/day, 7 days/week, it is easy for potential candidates to research our political environment and know our “brand” before deciding to apply for or accept a position. If we want the best talent, we should create an environment that is deserving of that talent.
- *Leaders are role models.* If it is ok for Councilmembers to act in an uncivil or unprofessional way, you are essentially giving permission to the public to do the same. You set the example for others.
- *Incivility breeds apathy.* According to a 2010 study on civility by the Center for Political Participation at Allegheny College (Pennsylvania), incivility “pushes people away from politics and from paying attention to politics, and lessens their willingness to be engaged.” Civility is important so that we do not push the public away at the very time we ask for their engagement.

I have included the Statement of Values policy with this memorandum. Please review the policy in advance of our worksession. I look forward to a productive discussion.

¹ <https://icma.org/blog-posts/cultivating-civility-local-government>.

City of Spring Lake Park

Statement of Values

Preamble:

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The City of Spring Lake Park has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials are required to subscribe to this statement, understand how it applies to their specific responsibilities and practice its 9 core values in their work. Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

The Values:

As a representative of the City of Spring Lake Park,

1. I serve the public interest.
2. I fulfill the duties and responsibilities of holding public office.
3. I am ethical.
4. I am professional.
5. I am fiscally responsible.
6. I am conscientious.
7. I communicate effectively.
8. I am collaborative.
9. I am forward thinking.

Value examples/expressions:

- 1. I serve the public interest. In practice this value means that:**
 - a. I provide courteous, equitable, and prompt service to everyone.
 - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and city workers.
 - c. I am interested, engaged, and responsive in my interactions with constituents.
 - d. I recognize and support the public's right to know the public's business.

- 2. I fulfill the duties and responsibilities of holding public office. In practice this value means that:**
 - a. I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.
 - b. I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest is my primary concern.
 - c. I uphold the Constitution of the United States and the Constitution of the State of Minnesota and carry out impartially the laws of the nation, state, and municipality and thus foster respect for all government.

- d. I comply with both the letter and the spirit of the laws and policies affecting operations of the City.
- e. I recognize my obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
- f. I conduct myself in both my official and personal actions in a manner that is above reproach.
- g. I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
- h. I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
- i. I am independent, impartial, and fair in my judgment and actions.

3. I am ethical. In practice this value means that:

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, do what I say I will do, and am reliable.
- c. I am accountable for my actions and behavior and accept responsibility for my decisions.
- d. I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- e. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- f. I oppose all forms of harassment and unlawful discrimination.
- g. I extend equal opportunities and due process to all parties in matters under consideration.
- h. I show respect for confidences and confidential information.
- i. I avoid giving the appearance of impropriety and of using my position for personal gain.

4. I am professional. In practice this value means that:

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude, contributing to a supportive, respectful, and non-threatening work environment.
- c. I keep my professional knowledge and skills current and growing.
- d. I am respectful of all city staff, officials, volunteers, and others who participate in the City's government.

5. I am fiscally responsible. In practice this value means that:

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.
- b. I demonstrate concern for the proper use of City assets (e.g., personnel, time, property, equipment, funds), follow established procedures, and do not use public resources for personal gain.
- c. I make decisions that seek to preserve the financial capacity of the City to provide programs and services for City residents.
- d. I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
- e. I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
- f. I report any misuse of public funds of which I am aware.

6. I am conscientious. In practice this value means that:

- a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established City processes and guidelines.
- d. I prioritize my duties so that the work of the City may move forward.
- e. I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting.
- f. I attentively listen to the discussions and presentations that are taking place during the City Council meetings, and will present my opinions in a respectful and constructive manner.

7. I communicate effectively. In practice this value means that:

- a. I convey the City's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded, and willing to participate in dialog.
- c. I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately which adds value to conversations.
- d. I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
- e. I follow up on inquiries in a timely manner.
- f. I encourage and facilitate citizen involvement in policy decision-making.
- g. I am respectful in disagreements and contribute constructively to discussions on the issue.

8. I am collaborative. In practice this value means that:

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
- b. I share information with others in a timely manner so that, together, we can make informed decisions.
- c. I work towards consensus building and gain value from diverse opinions.
- d. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

9. I am forward thinking. In practice this value means that:

- a. I promote intelligent, proactive, and thoughtful innovation in order to advance the City's policy agenda and provide City services while considering the broader regional, state-wide, national, and international implications of the City's decisions and issues.
- b. I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
- c. I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and effective service.
- d. I consider the potential long-term consequences and implications of my actions and inactions.

Adopted by the Spring Lake Park City Council on this 16th day of January, 2018.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: February 16, 2023

Subject: City Hall Update – Progress Report

Work is commencing on design for the City Hall Renovation/Expansion project. I wanted to take an opportunity to provide an update.

- Architect Bruce Paulson, Stantec, presented the preliminary design to the employees on February 7, 2023 to allow them to provide feedback. He met with three groups of employees who utilize City Hall – Police, Recreation and Administration. We received a lot of valuable feedback during these meetings, some of which has been incorporated into the design.
- I am meeting with George Eilertson on February 23 to discuss the capital improvement plan bond issuance process.
- Public Relations
 - An article on the proposed City Hall renovation/expansion project was included in the last City newsletter.
 - I spoke on the project to the seniors gathered at the Senior Valentine Day's luncheon.
 - I will have Department Heads write articles for the next newsletter to share their perspectives on the current building's deficiencies and explain how the proposed project will improve service delivery for the residents. I will also draft an article on building financing and tax impacts once I get more firm construction estimates.
 - I will put together a flier on the proposed project to be handed out at the Lions Pancake Breakfast in April.
 - Once we get drawings and 3D renderings from Bruce Paulson, we will schedule the open house.
- Construction planning.
 - Staff has informed Anoka County that the City will not be able to host in-person absentee voting for all three elections in 2024 due to anticipated construction. Residents will still be able to request their absentee ballot by mail and will be able to vote AB in person at Anoka County Courthouse. Election day voting will be unaffected as we will be continuing our partnership with Emmanuel Christian Center.

- I will be reaching out to the School District to see if the City Council and Planning Commission can hold their meetings at the School District Headquarters next door. If not, we will likely meet at the newly renovated Able Park building during construction.
- Deputy Clerk Brown and I will be meeting with NMTV staff to discuss designing the broadcast system for the Council Chambers so it can be included in the quote. Replacement of our current system was included in the 2023-2027 CIP.

Department Heads will be meeting with Bruce Paulson on a monthly basis to keep the design portion of the project on track. I will continue to keep the City Council informed and engaged.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

