

**MEMO**

**CITY OF PLYMOUTH**

**3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447**

TO: All Board and Commission Members  
FROM: Jodi Gallup, City Clerk/Administrative Coordinator

Please read the attached information and return the Code of Ethics form and Information Consent form to a City staff member, or mail to me within 30 days. Thank you.

City of Plymouth  
3400 Plymouth Blvd.  
Plymouth, MN 55447

- ***Code of Ethics and Disclosure Form***  
In 1985, the Plymouth City Council adopted a Code of Ethics Policy (attached) for Councilmembers, and Board and Commission members. The policy requires that affected individuals annually complete a Code of Ethics Disclosure Form. This form is kept on file as public information for anyone to view.
- ***Information Consent Form***  
As a Board or Commission member, your phone number(s) or electronic email address where you can be reached, will only be shared with Councilmembers and staff members, unless you authorize their release as public information. We maintain rosters for every board and commission that are available to the public. Your name, address, term of office, date appointed, and ward represented (if applicable) are public information and are indicated on this form. Please let us know what other information we may release to the public by completing the attached form.
- ***Attendance***  
The City Council has asked that I relay to you their expectation that commissioners maintain an 80% attendance record over the year.
- ***Recognition Event***  
We appreciate your hard work and commitment to the City. Therefore, the City Council hosts an annual board and commission social of which you'll be invited when scheduled.
- ***Open Meetings Law***  
Please review the attached "Notes on the Minnesota Open Meetings Law" which applies to all boards and commissions of the City.

## INFORMATION CONSENT FORM

I authorize the City of Plymouth to disclose to the public the following information relating to my board/commission membership. I understand that I am not legally required to supply this information and that all data supplied will be available for public inspection. I also understand that I can cancel this consent form at any time.

(Please indicate any or all of the following that you would like printed on rosters available to the public):

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Return form to: Jodi Gallup  
City Clerk, City of Plymouth  
3400 Plymouth Blvd.  
Plymouth, MN 55447

[jgallup@plymouthmn.gov](mailto:jgallup@plymouthmn.gov)



# POLICY ESTABLISHING CODE OF ETHICS FOR PLYMOUTH CITY COUNCIL, BOARD AND COMMISSION MEMBERS

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## Purpose

The City Council of the City of Plymouth confirms its determination that ethical standards among its members and members of the various city boards and commissions are essential to the proper conduct of municipal public affairs. By eliminating conflicts of interest and providing a guide for conduct in city matters, the City Council strives to promote the faith and confidence of the citizens of Plymouth in their government. The following standards of conduct are intended to serve as guidelines for members of the City Council, board and commissions in carrying out their public responsibilities. This policy is in addition to any statutory requirements, attorney general opinions or court rulings which prescribe allowable actions for City Council, board and commission members.

## Standards of Conduct

1. Councilmembers or members of any board or commission, shall not use their positions to secure special privileges or exemptions for themselves or others or to intentionally jeopardize the position or employment of others.
2. Councilmembers or members of a board or commission may not participate in deliberations in any matter before the Council, board or commission which affects that member's financial interests directly or indirectly or those of a business with which the member is associated. Whenever such conflict is recognized, the affected members shall disclose for the record such interest prior to any discussion or vote and disqualify themselves from any further official activity on the issue.
3. Councilmembers or members of a board or commission shall not act as an agent or attorney for another in any matter before the City Council or any board or commission or before any court, administrative board or tribunal in any matter in which the City is a party.
4. Councilmembers or members of a board or commission shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office.
5. Councilmembers or members of a board or commission shall not enter into any contract with the City of Plymouth. Any Councilmember or member of a board or commission who is an officer director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City shall make known that interest in writing as provided in the Disclosure Section of the policy.

## **Disclosures**

No later than 30 days after the date of the adoption of this policy existing Council, board and commission members shall receive a copy of this policy and the disclosure form and return the completed form to the City Clerk. Council, Board and Commission members, elected or appointed, shall no later than 30 days following election or appointment to office and each year thereafter by December 1, complete the disclosure form and return it to the City Clerk. All subsequent applicants for membership on City boards and commissions shall file a completed disclosure form together with the application form for Board/Commission membership. Within 30 days after the acquisition or sale of any property, each Councilmember or member of a board or commission shall file as a public record with the City Clerk, a list of all real property in the City of Plymouth owned by such person, that person's spouse, or child, or in which the member has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Councilmember and member of a board or commission shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such member has a proprietary interest of 10% or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

## **Disclosure Form**

The disclosure information required by this policy shall be set forth on a form which shall be made available by the City Clerk.

## **Discipline**

Upon the signed written complaint of any person questioning adherence to this policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of his investigation to the City Council within 45 days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Clerk not later than 10 days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of advisory boards and commissions, the Council may remove a member from such boards and commissions. In the event the complaint is against a member of the City Council, such member shall not participate in the Council's deliberations or vote with respect thereto.

***Resolution No. 85-968, December 2, 1985  
(Supersedes Resolution 82-343, July 12, 1982)***

**CITY OF PLYMOUTH**

***CODE OF ETHICS DISCLOSURE FORM***

All Councilmembers, Board and Commission members for the City of Plymouth are required to complete and file this disclosure form with the City Clerk in accordance with the provisions of the Policy Establishing a Code of Ethics for Plymouth City Council, Board and Commission Members.

***1. Affiliations with Agencies Doing Business with the City of Plymouth***

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of 10 percent or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth.

<u>Name of Organization</u>	<u>Position Held</u>	<u>Compensation Involved</u>
		Yes _____ No _____

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***2. Real Property Owned in the City of Plymouth***

Real property items owned or being purchased by the Councilmember, board of commissioner, spouse, or child, or in which the member has a beneficial interest. The actual value of any item is not required. (Exclude homestead property).

<u>Property Item</u>	<u>Address/Property Identification Number</u>
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***Assets***

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth where such interest exceed 10 percent of the total ownership.

Name of Organization

Date	Council, Commission or Board Member

Return form to: Jodi Gallup  
City Clerk, City of Plymouth  
3400 Plymouth Blvd.  
Plymouth, MN 55447

## **Notes on the Minnesota Open Meeting Law**

- All boards, committees, and commissions of the City of Plymouth operate under the provisions of the Minnesota Open Meeting Law.
- All meetings of boards, committees, and commissions must be properly noticed and open to the public. Any printed materials presented at the meeting also must be available to the public.
- A quorum of members cannot discuss official business in any setting other than a properly noticed meeting. For example, official business cannot be discussed in the lobby or parking lot before or after a meeting.
- A “serial” gathering of less than a quorum to avoid public meetings or to fashion agreement on an issue also is not permitted.
- Acting in good faith, having good intentions, or showing that no harm was done are not defenses to a violation of the Open Meeting law.