

January 16, 2026

Mayor Jacque and City Council Members
City of Dyersville
Memorial Building
340 1st Avenue East
Dyersville, IA 52040

RE: Resolution 05-26 adopting the Dyersville City Council Code of Conduct Policy

Dear Honorable Mayor Jacque and Council Members,

This letter provides a summary of the Dyersville City Council Code of Conduct Policy. The policy is designed to foster public trust, ensure respectful and effective governance, and set clear expectations for the Mayor, City Council, and all appointed officials and boards.

The policy is grounded in the core values of Integrity, Fairness, Respect, and Transparency. These values form the ethical foundation for City operations and are intended to sustain public confidence in the integrity of local government.

The document establishes clear standards for meeting decorum and public conduct. It requires civility in all public meetings and interactions, prohibits personal attacks or abusive remarks, and extends these expectations to private conversations. The intent is for elected and appointed officials to model respectful behavior, maintain orderly proceedings, and welcome public participation while keeping comments focused on the matter at hand.

To support efficient operations, the policy clarifies staff relations. Information requests to department heads or the City Administrator remain appropriate. In contrast, any request for operational support—such as assistance with projects, tasks, or administrative functions—should continue to be routed through the City Administrator. The council acts as a body; individual council members do not have authority to direct staff or city operations, and operational concerns should be addressed through the City Administrator.

The policy guides advocacy and representation, distinguishing between official City positions and personal views. When representing the City, officials should communicate the official position and reserve personal opinions for contexts where they are clearly identified as individual views. It further outlines media relations, designating the Mayor and/or City Administrator as the official spokespersons for statements. In the realm of modern communications, the policy establishes social media standards that require professional and respectful engagement, the protection of confidential information, and the precise identification of personal commentary. During emergencies or sensitive

incidents, only designated spokespersons are authorized to issue official statements, ensuring consistent messaging.

Protective provisions are included to reinforce ethical governance and safeguard participants in the process. The policy prohibits retaliation against any official, employee, or member of the public who reports a suspected violation in good faith. It also requires responsible use of City technology and the protection of sensitive information from unauthorized access, with vigilance against cybersecurity risks and prompt reporting of suspected breaches.

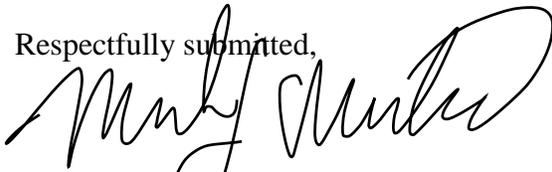
The policy aligns with the requirements of the State of Iowa. It requires compliance with the Open Meetings Law and Open Records Law, addresses conflicts of interest, annual disclosure, and abstention where appropriate. It reiterates standards concerning gifts and favors consistent with Iowa Code and underscores confidentiality obligations regarding City property, personnel, and affairs.

A structured process is outlined for complaints and enforcement. Written complaints may be submitted to designated City officials for council review, with an opportunity for a written response from the named official. The enforcement section describes a self-enforcing framework that relies on officials' commitment to uphold the policy. If behavior warrants attention, the process includes written notification of infractions and, when appropriate, investigation and consideration of censure in a public meeting. The policy clarifies that violations do not invalidate official council decisions.

The policy promotes continuous professional development. Participating in learning opportunities supports team effectiveness and helps ensure officials act in ways that legally protect the city as an organization. Finally, the policy requires periodic review following each city election to facilitate the onboarding of newly elected or appointed officials and reaffirm the council's dedication to the principles set forth.

This policy is presented for your review in the council packet. It provides a comprehensive framework to guide current and future officials, supporting positive relationships among the council, staff, and the public as part of their legislative duties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mick J. Michel". The signature is fluid and cursive, with a large loop at the end.

Mick J. Michel
City Administrator