



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / May 20, 2025

SUBJECT: Adoption of Code of Conduct Policy for City Council and City Advisory Boards

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt the Code of Conduct Policy for City Council and City Advisory Boards as presented.

Overview / Background

Minnesota cities have embraced a growing trend of adopting a Code of Conduct for their City Councils, often including advisory boards and commissions, in order to:

- Foster transparency, trust, and confidence in local government;
- Highlight relevant state laws (for example, Open Meeting Law) and statutes that govern the roles of elected and appointed officials;
- Identify best practices to help set the tone for Council and advisory board member professionalism in both public and private interactions;
- Establish guidelines to improve collaboration and maintain a positive, respectful culture at City Hall and at Council, Commission and Board meetings; and
- To provide a tool to assist in the orientation process for newly elected City Council members and advisory board members.

At the City Council's May 6 meeting, the Council reviewed a draft of a Code of Conduct Policy for City Council and City Advisory Boards. After some discussion regarding certain provisions in the Compliance and Enforcement section, particularly focused on the complaint hearing and review process, the Council opted to table action on the proposed Code of Conduct.

Staff advised City Attorney Thames of the Council's comments and questions that had arisen regarding the Compliance and Enforcement section. Subsequently, City Attorney Thames reached out to Council member Kvale to address her specific concerns, and prepared a content revision to add enhanced language stating that should the Council hold a formal hearing to review a written complaint, the Council must consider the individual member's constitutional and statutory rights.

Staff recommends adoption of the attached Code of Conduct Policy for City Council and City Advisory Boards as presented. Once adopted, the Policy will be posted on the City's website, and copies will be provided to all City Council and advisory commission/board members.

Supporting Information

- Code of Conduct Policy for City Council and Advisory Boards