

Press Release

The Northfield City Council invites persons interested in being appointed to fill the vacancy on the Council created by Councilor Kris Vohs' resignation, to submit an application to the City Clerk no later than 5 p.m. on November 29, 2011. The term of the appointment will be January 1, 2012 through December 31, 2012.

Applicants must confirm that they are qualified for appointment by meeting the requirements:

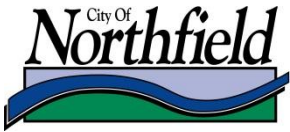
- a. The applicant is a resident of the City of Northfield,
- b. Is qualified to vote in the City of Northfield,
- c. Is at least 21 years of age, and
- d. Meets any other qualifications for the office prescribed by law.

Applicants will be asked to state:

- a. Why they are interested in the appointment;
- b. Their education, training and/or experience that is relevant to the appointment;
- c. Indicate their availability for an interview by the Council on either December 5 or 12, 2011.

Applications are available at City Hall, the Northfield Public Library, on the City of Northfield website: www.ci.northfield.mn.us or may be obtained by contacting Deb Little, City Clerk at 507-645-3001 or via e-mail at deb.little@ci.northfield.mn.us

The council reserves the right to request further information from applicants, to re-open the application process, and to extend the time for a decision.



**APPLICATION FOR
COUNCIL MEMBER AT-LARGE VACANCY**

Term of appointment: January 1, 2012 - December 31, 2012

Note: All information supplied on this form will be public data. If you wish to supply additional private contact information for City use only, please attach an additional sheet or submit via e-mail.

Name:			
Address:			
Telephone:		E-mail:	

Please summarize why you are interested in the appointment:

Please list your education, training and/or experience that is relevant to the appointment :

Please indicate your availability for an interview on December 5 or December 12, 2011 (exact date & time to be determined):

Per City Code of Ethics Section 2-128- Subd. (b) Applicants will be required to complete a public disclosure within 72 hours from the time of filing or application for office. Copy attached.

The Northfield City Council reserves the right to request further information from applicants, to re-open the application process, and to extend the time for a decision.

I affirm that I am qualified for appointment by meeting the following requirements:

- a. I am a resident of the City of Northfield,
- b. I am qualified to vote in the City of Northfield,
- c. I am at least 21 years of age, and
- d. I meet any other qualifications for the office prescribed by law.

Signature: _____

Date: _____

RETURN TO: Deb Little, City Clerk, City Of Northfield, 801 Washington Street, Northfield, MN 55057
E-Mail: deb.little@ci.northfield.mn.us; Phone: 507-645-3001.

CITY OF NORTHFIELD PUBLIC DISCLOSURE

Pursuant To Northfield City Code Section 2-121 through 2-128

Address: _____

Name: _____

City Position (existing or applied for): _____

The undersigned, a public official as defined by Northfield City Code Section 2-121 through 2-128, being first duly sworn, deposes and states:

1. The following is a listing of all real property within Northfield city limits or within Greenvale, Waterford, Bridgewater or Northfield townships, **excluding homestead property**, in which I or a partnership of which I am a member holds a fee simple interest, a mortgage, a contract for deed as buyer or seller, or an option to buy, whether direct or indirect. (Any such listing shall indicate the street address in the City of Northfield or the section, township, range and approximate acreage, whichever applies, wherein the property is located.):

2. The following are the names of all businesses, corporations, companies, firms, partnerships, or other business enterprises, doing business with the City of Northfield in excess of \$1,000 per year, to which I am connected as an employee, owner, director, officer, or in which I have a continuing financial interest. (The term "financial interest" includes ownership of more than ten (10) percent of the stock or proprietary interest in an enterprise doing business with the City, except that mutual funds and retirement plans shall not be subject to disclosure.):

3. That the interests set forth in items 1 and 2 above include any interests in the listed property or business belonging to the undersigned's spouse, minor child or other member of the undersigned's immediate household, whether related or not.

4. That the undersigned has read and is familiar with the provisions of the Ethics Code enacted by the City Council of the City of Northfield as Northfield City Code Section 2-121 through 2-128, the requirements with respect to the making and filing of this Public Disclosure statement, and the penalties set forth for violation of any provision thereof.

Subscribed and sworn to before me this

_____ day of _____, 20__.

Signature

Notary Public

Date

WARNING: No information copied from reports and statements (pertaining to Public Disclosure) shall be sold or utilized by any individual or association for any commercial purpose. "Commercial purpose" does not include purposes related to elections, political activities, or law enforcement. Any individual or association violating the provisions of this clause may be subject to a civil penalty of up to \$1,000. An individual who knowingly violates this subdivision is guilty of a misdemeanor.

Note: All information supplied on this form is public data.

DIVISION 2. CODE OF ETHICS*

***Charter references:** Official interest in contracts, § 15.3.

Sec. 2-121. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public officials includes and is limited to the mayor, city councilmembers, members of permanently established advisory boards and commissions, the hospital board, and the following employees:

- (1) City administrator.
- (2) Finance director/city clerk.
- (3) Public works director/city engineer.
- (4) Community development director.
- (5) City planner.
- (6) Water superintendent.
- (7) Wastewater superintendent
- (8) Street superintendent.
- (9) Parks and recreation director.
- (10) Police chief.
- (11) Fire chief.
- (12) Library director.
- (13) Liquor store manager.
- (14) Hospital administrator.

(Code 1986, § 190:10; Ord. No. 729, § 190:10, 2-22-2000)

Cross references: Definitions generally, § 1-2.

Sec. 2-122. Declaration of policy.

The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals there is hereby established a code of ethics for public officials as defined in section 2-121. The purpose of this code of ethics is to establish ethical standards of conduct for all such public officials by setting forth those acts or actions that are compatible with the best interests of the city and by directing disclosure by such officials of private financial or other interests in matters affecting the city. The provisions and purpose of this code of ethics and such rules and regulations as may be established are declared to be in the best interests of the city.

(Code 1986, § 190:05; Ord. No. 729, § 190:05, 2-22-2000)

Sec. 2-123. Sanctions.

Any person who willfully violates this division is guilty of a misdemeanor and shall be punished as provided in section 1-8.

(Code 1986, § 190:50; Ord. No. 729, § 190:45, 2-22-2000)

Sec. 2-124. Applicability of division.

This division shall be operative in all instances covered by its provisions except when superseded by an applicable constitutional, statutory or Charter provision.

(Code 1986, § 190:40; Ord. No. 729, § 190:35, 2-22-2000)

Sec. 2-125. Responsibilities of public office.

Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States, the constitution of this state and the city Charter and to observe and carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern.

(Code 1986, § 190:15; Ord. No. 729, § 190:15, 2-22-2000)

Sec. 2-126. Fair and equal treatment.

(a) *Interest in appointments.* Attempts by a candidate to influence members of the council which go beyond expressions of interest and qualifications, such as offering favors or making threats, direct or indirect, in order to obtain preferential consideration in connection with an appointment to municipal service, shall disqualify the candidate for such appointment.

(b) *Use of public property.* No public official shall request or permit the use of city-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy or by employment contract for the use of such public official.

(c) *Obligations to resident.* No public official shall grant any special consideration, treatment, or advantage to any resident beyond that which is available to every resident.

(Code 1986, § 190:25; Ord. No. 729, § 190:20, 2-22-2000)

Sec. 2-127. Conflict of interest.

(a) *Personal financial interest in sale, lease or contract with city.* Any public official who has a personal financial interest in any sale, lease, or contract with the city shall make such interest known to the city council and shall be bound by state law in determining how to resolve such a conflict of interest.

(b) *Other conflicts.* Any public official who engages in any business or transaction or has a financial or other personal interest, direct or indirect, including an interest arising from blood, adoptive, or marriage relationships or close business or personal associations, which interest is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of official duties, shall disclose the nature of such activity or interest and shall disqualify himself/herself from discussion and voting, provided that such member shall be allowed to participate in discussion as a member of the public. Disqualification is

not called for, however, if discussion and action by a public official will not affect him/her more than any other member of the same group, neighborhood, business classification, profession, or occupation.

(c) *Disclosure of confidential information.* Public officials shall observe the dictates of the Minnesota Government Data Practices Act (Minn. Stat. ch. 13) and related laws with reference to confidentiality of information. No public official shall use any "not public data" to advance the financial or other private interest of himself/herself or others.

(d) *Gifts and favors.* Public officials shall comply with Minn. Stat. § 471.895, which prohibits gifts to local officials. This section shall not make unlawful or unethical any practice allowed under Minn. Stat. ch. 211B or related laws.

(e) *Political activity.* No public official, whether elected or appointed, shall promise an appointment to any municipal position as a reward for any political activity.

(Code 1986, §§ 190:30, 190:35; Ord. No. 727, §§ 190:25, 190:30, 2-22-2000)

State law references: Conflicts of interest, Minn. Stat. § 10A.07.

Sec. 2-128. Public disclosure.

(a) Upon election or appointment, each public official of the city subject to this division shall file for public record, in the office of the finance director/city clerk, a sworn statement in a form approved by the city and which must contain, at a minimum, the following information:

(1) The names of all businesses, corporations, companies, firms, partnerships, or other business enterprises, doing business in excess of \$1,000.00 per year with the city, to which such public official is connected as an employee, owner, director, officer, or in which such public official has a financial interest. The term "financial interest" shall be deemed to include ownership of more than ten percent of the stock or proprietary interest in an enterprise doing business with the city, except that mutual funds and retirement plans shall not be subject to disclosure.

(2) A listing of all real property within city limits or within Greenvale, Waterford, Bridgewater, or Northfield townships, excluding homestead property, in which the official or a partnership of which the official is a member holds a fee simple interest, a mortgage, a contract for deed as buyer or seller, or an option to buy, whether direct or indirect. Any such listing shall indicate the street address in the city or the section, township, range and approximate acreage, whichever applies, wherein the property is located.

(3) The interest of a spouse or minor child or other member of the immediate household, whether related or not, of any public official shall be considered an interest of the public official for purposes of filing the statement required.

(b) Each person who files or applies for a public office which is subject to this division shall file a public disclosure required by this section at or within 72 hours from the time of filing or application for office. Any person who is nominated for such office by others or elected for such office by write-in shall file such a public disclosure within ten days of being so nominated or elected, but in any event such disclosure must be filed before such person is sworn in or appointed to office.

(c) Annually, in the month of January, all public officials subject to this division shall file a new sworn statement as required by this section, provided that a new sworn statement need not be filed in the month of January immediately following a first filing

which occurred on or after August 15, unless the information required to be contained in the statement has changed since the first filing.

(d) This section shall not be construed to require the filing of any information relating to any person's connection with any professional society or any charitable, religious, social, fraternal, recreational, civil or political organization or any similar organization not conducted as a business enterprise.

(e) The finance director/city clerk shall inform each person who is required to file a statement of the time and place for filing and shall furnish each such person with a copy of this section and the required statement form. Failure to timely file a statement required by this section shall result in one of the following sanctions:

(1) Any elected official who is subject to this division may, by resolution of the council, be fined a sum not exceeding \$10.00 per day for each day such filing is past due, which fines may accrue until such statement is filed. If such elected official refuses to pay such fine, he/she may be proceeded against before any court of competent jurisdiction on a misdemeanor charge and, upon conviction of such offense, such member may be ordered to pay the fine imposed by the council and the costs of prosecution, in addition to any other sanctions imposed by the court.

(2) A city employee who is subject to this division shall be subject to discipline pursuant to the city's personnel policy.

(3) The voting privileges of a member of a permanently established advisory board or commission, including the hospital board, shall be suspended until such statement is filed, provided that if the statement is not filed within 30 days after it is due, the member shall also be subject to removal from the board or commission.

(Code 1986, § 190:45; Ord. No. 729, § 190:40, 2-22-2000)

Secs. 2-129--2-155. Reserved.