



**CODE OF ETHICS DISCLOSURE FORM  
YEAR 2018**

**City of Maple Grove**  
Post Office Box 1180  
Maple Grove, MN 55311

Section 2-141. Purpose. 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 all public officials whether elected or appointed. The purpose of the Code of Ethics section is to direct disclosure by City officials of private interests in matters affecting the City and to establish ethical standards of conduct for all such officials by setting forth those types of activities that are incompatible with the best interests of the City.

Section 2-142. "Official" shall mean any person who has been elected, appointed or hired to a position having supervisory and decision-making authority in the City of Maple Grove including, but not limited to, any of the following: (a) member of a City board or commission; (b) holder of a City elective office; (c) the department head of each City department; (d) the City Administrator; (e) the City Attorney and all members of this firm; (f) any other person designated by the City Council from time to time.

Section 2-145. Penalties for Violations. Upon the written complaint of any person suggesting violations of any portion of Section 2-141 or on the Council's own volition, the City Council shall hold a hearing thereon after proper notice at which hearing the person who is alleged to have violated Section 2-141 shall have an opportunity to be heard. If, after the hearing and after stating on the record the reasons, the City Council finds that Section 2-141 has been violated, the City Council may take any lawful action it deems appropriate including, but not limited to, referring the matter for criminal prosecution. No City Councilmember alleged to have violated Section 2-141 shall participate in the deliberation or voting of the City Council.

In recognition of Section 2-143, each city official shall file as a public record the following information:

Name \_\_\_\_\_

Position with the City \_\_\_\_\_

I, the undersigned, certify, subject to the penalties set forth in Maple Grove Ordinance Code Section 2-145 the Code of Ethics Ordinance for Officials of the City of Maple Grove, that the information I provide herein is complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For all real property (not including your homestead) located in the City of Maple Grove in which you have or have had an interest within the previous three (3) years, identify the location, name(s) of other persons possessing an interest, and the nature of each interest.

Property Address	Person(s)	Interest
_____		
_____		
_____		

For all real property (not including your homestead) located in the City of Maple Grove in which you know your spouse or a minor child has a present interest, or has had an interest within the previous three (3) years, identify the location, name the spouse or minor child possessing said interest, and the nature of each interest.

Property Address	Person(s)	Interest
_____		
_____		
_____		

For any non-ownership relationship you have with any company, partnership, firm, corporation, labor union, association, or other such entity doing business with the City of Maple Grove, identify each entity, list the title of each position held within each entity, and whether compensation is involved in connection with each position held.

Business Entity	Position/Title	Compensation (yes/no)
_____		
_____		
_____		

For any ownership interest constituting more than five percent (5%) of the total ownership in any corporation, firm, partnership, or other such entity doing business with the City of Maple Grove, identify each such entity and the type of ownership interest you have therein.

Business Entity	Type of Ownership
_____	
_____	
_____	

DIVISION 3. - CODE OF ETHICS<sup>61</sup>

State Law reference— Code of ethics for employees of the executive branch of the state government, Minn. Stats. § 43A.38.

Sec. 2-141. - Purpose.

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 all public officials, whether elected or appointed. The purpose of the code of ethics is to direct disclosure by city officials of private interests in matters affecting the city and to establish ethical standards of conduct for all such officials by setting forth those types of activities that are incompatible with the best interests of the city.

(Code 1984, § 101:00)

Sec. 2-142. - 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:

*Conflict of interest* means any treatment by an official of a matter in which the official has an interest, whether such interest results in a direct or indirect benefit to such official.

*Doing business* means engaged in any contractual relationship with the city, or making application for such relationship or for any relief or benefit available from the city, including, but not limited to, a variance, permit, license or plat approval.

*Interest* means having any financial relationship to a matter including, but not limited to, any of the following:

- (1) Association in any capacity, other than that of being a customer, with a person, partnership, firm or corporation or other entity doing business with the city.
- (2) Any ownership interest in such an entity as is described in subsection (1) of this definition.
- (3) Ownership of real or personal property located within the city.

*Matter* means anything upon which some official or employee of the city, individually or in concert with any other such official or employee, is empowered to act.

*Official* means any person who has been elected, appointed or hired to a position having supervisory and decision-making authority in the city, including, but not limited to, any of the following:

- (1) A member of a city board or commission.
- (2) A holder of a city elective office.
- (3) The department head of each city department.
- (4) The city administrator.
- (5) The city attorney and all members of his firm.
- (6) Any other person designated by the city council from time to time.

(Code 1984, § 101:05)

**Cross reference**— Definitions generally, § 1-2.

Sec. 2-143. - Disclosure required.

Within 30 days after taking the oath of office and within 30 days after any change in a statement previously filed, each official shall file on forms approved by the city council and obtained from the city clerk as a public record with the city clerk the following information:

- (1) With respect to real property, not including the official's homestead, located in the city:
  - a. The location of any such property in which the official has or has had an interest within the previous three years.

- b. The location of any such property in which the official knows his spouse or minor child to have a present interest or have had an interest within the previous three years.
  - c. The name of the person possessing each such interest referred to in subsections (1)a and b of this section.
  - d. The nature of each such interest referred to in subsections (1)a and b of this section.
- (2) With respect to any nonownership relationship the official has with any company, partnership, firm, corporation, labor union, association or other such entity doing business with the city:
- a. The name of any such entity.
  - b. The title of each position held in connection with each such entity.
  - c. Whether compensation is involved in connection with each such position.
- (3) With respect to any ownership interest constituting more than five percent of the total ownership in any corporation, firm, partnership or other such entity doing business with the city:
- a. The name of such entity.
  - b. The type of ownership interest.

(Code 1984, § 101:10)

Sec. 2-144. - Prohibited conduct.

No official shall do any of the following:

- (1) Use his position to secure any special privilege or exemption for himself or any other.
- (2) If a member of a city board or commission or an elected official, act as agent or attorney for another in any matter before the governing body, board or commission on which he is a member.
- (3) Directly or indirectly solicit, accept or receive any compensation, gift, reward or gratuity in any form in connection with any matter or proceeding connected with or related to the duties of his office except as may be otherwise provided by law.
- (4) Enter into any contract with the city unless otherwise authorized by law.
- (5) Except as otherwise authorized by law, enter into a discussion of or vote upon any matter in which he may have an interest or in any manner influence a vote or decision of any other official on any such matter unless the treatment of the matter will benefit the public official no greater than other members of the general public and such official discloses for the record his interest prior to any discussion or vote.
- (6) Use private or confidential data collected by the city to advance or benefit his own interests.
- (7) Use his office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

(Code 1984, § 101:15)

Sec. 2-145. - Violations; hearings.

Upon the written complaint of any person suggesting violations of any portion of this division or on the council's own volition, the city council shall hold a hearing thereon after proper notice, at which hearing the person who is alleged to have violated this division shall have an opportunity to be heard. If, after the hearing and after stating on the record the reasons, the city council finds that this division has been violated, the city council may take any lawful action it deems appropriate, including, but not limited to, referring the matter for criminal prosecution. No councilmember alleged to have violated this division shall participate in the deliberation or voting of the city council.

(Code 1984, § 101:20)

Secs. 2-146—2-170. - Reserved.