

BEMIDJI CITY COUNCIL

Work Session Agenda

Monday, June 12, 2023

**City Hall
317 4th Street NW
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
2. COUNCIL CODE OF CONDUCT
3. ADJOURN

At Large Councilmember Thayer will be joining the Work Session via WebEx from the lobby of Canal Park Lodge, Duluth, MN

Bemidji City Council Workshop **Draft** Agenda – June 12, 2023, 5:30 – 7:30 PM

Opening Comments (15 minutes)

Introductions

Meeting Purpose

- Discuss Code of Conduct.
- Understand each other's perspectives.
- Clarify boundaries for expected behavior.
- Decide how/whether to finalize the details of a Code of Conduct.

Process

Facilitator spoke with City Attorney, Mayor and Councilmember to get input into the agenda for this meeting. The topic areas below come from these discussions. Facilitator also read local news articles and watched a recent council meeting for background.

Norms for Meeting

- Few Words on Effects of Conflict (Perceptual Bias)
- Request is to listen with “new” ears
- Mindful listening drives dialogue
- Everyone is responsible for staying on topic
- Speak up if something is not working for you
- Understanding before deciding
- Mutual respect – *discuss what is respectful*
- If there are moments for learning, pause and discuss --- not to shame anyone, to raise for discussion
 - What was the impact of this statement or behavior?
 - What was the underlying message?
 - How might you address the needs and interests reflected in the message in a way which would enhance your ability to move forward?
 - Have you learned anything which might be helpful for a Code of Conduct.

Data

- **Common themes from my planning conversation**
 - Meeting efficiency could be improved
 - Clear expectations for conduct could increase consistency
 - Relationship with staff is important and could be improved
 - It may help to discuss and clarify roles and responsibilities
 - Trust level is low
 - Communication could be improved
- **Report on Self-Assessment Data**

Topic #1: Initial Reflections (15 minutes)

- What are your initial thoughts about having this conversation?
- What benefits could result if you all could work together without personal conflict?

Topic #2: Exercise for checking and discussing assumptions. (45 min)

There are principles for seven areas often included in a Code of Conduct in the PowerPoint.

1. By a show of hands (or voice), rate your level of consensus on each principle on a scale of zero to five.
 - a. 0 = No way!
 - b. 1 = I see SIGNIFICANT issues we need to resolve.
 - c. 2 = I see MINOR issues to discuss.
 - d. 3 = I see minor issues which can be resolved easily.
 - e. 4 = I am fine with this as is.
 - f. 5 = This is great!
2. Brief Discussion.
 - a. If there is high support, is this principle something you might want to see reflected in a Code of Conduct?
 - b. If there is a low level of support, do you need discussion to further clarify? (Items for further clarification will be taken up after the initial sort.)
3. Deeper dive on principles after the initial sort.

BREAK (5 minutes)

Topic #3: Tone, Behaviors (20 minutes)

- What behaviors demonstrate respect for each other during meetings? Outside meetings?
- What behaviors detract from a tone of respect during meetings? Outside meetings?
- Are there any expectations for behaviors you agree could inform a Code of Conduct?
- Next steps, if any.

Topic #4: Close (20 minutes)

- Is there anything not yet covered which you would like to discuss related to a Code of Conduct?
- Clarify next steps.
- Share takeaways.

Topic #5: Enforcement (Probably not time. Second Meeting if the Council desires.)

- What happens if norms are not being followed?
- This is an important topic which the Council may decide to discuss later.

Bemidji City Council Code of Conduct

City of Bemidji Mission

Provide essential services and fun for our regional community

City of Bemidji Core Values

- Communication – be open, consistent, truthful, and respectful in all communications
- Ethics – maintain the highest standards of professional behavior
- Civility – maintain an atmosphere of respect and civility
- Stewardship – responsible and sustainable use of the City’s limited resources
- Creativity and innovation – keep an open mind to new concepts and solutions
- Leadership – advocate to further the vision of a quality community

Introductory Pledge

Bemidji residents and businesses deserve a fair, ethical, and accountable local government which earns the public’s full confidence for integrity. Recognizing these goals, the Code of Conduct is established for all elected officials of the City of Bemidji. As a member of the Bemidji City Council, all members shall:

- Comply with the law, including
 - Staying within the City Council’s authority
 - Following the Open Meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, Boards, and Commissions
- Be consistent in policy, and respectful of process generally
- Fulfill the Council’s fiduciary responsibility to act in the best interest of the City, and all of its residents, both financially and legally by:
 - Keeping the common good as the highest purpose to focus on in achieving constructive solutions for the public benefit
 - Not disclosing private or confidential information of the City, or using that information to advance personal interests
 - Protecting City interests and liability exposure by following advice of legal counsel

The constant and consistent theme through all of the Code of Conduct is “respect.” The Mayor and Councilmembers experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each other through

words and actions is the touchstone that can help guide the Mayor and Councilmembers to do the right thing in even the most difficult situations.

Overview of Roles and Responsibilities

The Council as a whole is a policy-making board and as such, it is not the duty of the Council to administer day-to-day operations of the city. Many items will come before the Council as required by City ordinance, but many issues are more discretionary in nature. It is important that the Council and the City Manager work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before the Council. To be effective, each Councilmember must come to meetings with an open mind, think strategically about City issues and delegate details of implementations to staff.

Mayor

- Elected “at-large” for a four-year term (Bemidji City Charter 2.03)
- Presiding officer of the Council (Bemidji City Charter Section 2.06)
- Shall vote as a member of the City Council (Bemidji City Charter Section 2.06)
- Is the head of government for all ceremonial purposes, recognized by the courts for the purpose of serving civil process, and by the governor for purposes of martial law (Bemidji City Charter Section 2.06)
- Provides State of the City Address during the month of January or February of each year (Bemidji City Charter Section 2.06)
- Execute official documents

President Pro-tem

- Chosen by the Council from its members (Bemidji City Charter Section 3.03)
- Serve as President in the Mayor’s absence (Bemidji City Charter Section 3.03)
- Serve as mayor in case of the Mayor’s disability or absence from the City (Bemidji City Charter Section 3.03)

All Councilmembers

- All members of the City Council, including the Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.
- All Councilmembers should:
 - Demonstrate respect, kindness, consideration, and courtesy to others while fully participating in City Council Meetings and other public forums

- Prepare in advance of meetings and be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Be respectful of other's time
- Act efficiently and stay focused during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Bemidji Government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities
- Comply with the Minnesota Open Meeting Law (Minn. Stat. 13D)
- Comply with Minnesota Government Data Practices Act (MGDPA) (Minn. Stat. 13)
- Comply with Minnesota's Gifting Law (Minn. Stat. 471.895)

CONFLICT OF INTEREST

A conflict of Interest is when any member who has a "financial interest" in, or who may receive a financial benefit as a result of, any action or if there is a potential for the appearance of a conflict of interest. Questions about a potential conflict of interest shall be discussed with the City Attorney.

Contractual Conflict of Interest: A public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. (Bemidji City Charter Section 12.04, Minn. Stat. 471.87, but see exceptions in Minn. Stat. 123B.195 and 471.88)

Non-contractual Conflict of Interest: Non-contractual conflict of interest may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested Council Member most likely should abstain from participating in the council discussion and from voting on these issues.

Members who have a potential conflict shall:

- Disclose the conflict of interest to the group prior to any discussion taking place on the topic;
- Abstain from the Council discussion, debate and vote unless the City Attorney has determined there is no prohibited conflict of interest; and
- Not attempt to influence others.

Role of Mayor and Council with One Another

The Council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals, much like the Bemidji Community itself. Each Councilmember has chosen to serve in public office in order to preserve and protect the present and future of the community. In all cases, this common goal should

be acknowledged, even as the Mayor and Council may “agree to disagree” on contentious issues.

In Public Meetings

- *Practice civility, professionalism, and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow the Mayor and Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threats will be tolerated. The Mayor and Councilmembers should conduct themselves in a professional manner at all times.

- *Honor the role of Mayor in maintaining order and decorum*
- *Avoid personal comments that could offend other Councilmembers*

(Suggestion: If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should note his/her concerns during the meeting and make notes of the actual words used for later discussion with the Mayor.)

- *Demonstrate effective problem-solving approaches*
- *Be punctual and keep comments relative to topics discussed*

In Private Encounters

- *Continue respectful behavior in private*
- *Be aware of the insecurity of written notes, voicemail messages, e-mail, text messages, “tweets”, and social media*

Technology allows words written or said without much forethought to be distributed wide and far. Before recording or putting something in writing, consider:

- Would you feel comfortable to have this note relayed to the public?
- How would you feel if this voicemail message was played on a speaker phone in a full office?
- What would happen if this e-mail or text message was forwarded to others?

- How would you feel if this comment, image, video, “tweet,” or social media post went “viral” for the world to see and read?
- Written notes, voicemail messages, email and social media posts should be treated as potentially "public" communication. It is the responsibility of the City Council to be aware of and follow the City’s Data Practices Policy and the Minnesota Government Data Practices Act (“MGDPA”).
- If the communication is between Councilmembers, could this conversation or written exchange, including emails, text messages, and other forms of electronic communication violate Minnesota’s Open Meetings Law?

- *Even private conversations can have a public presence*

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates and arguments will be watched, and casual comments between individuals before and after public meetings noted. Before Council meetings are opened and after they are closed, Councilmembers should avoid any pre- and post-meeting discussions amongst themselves, as such conversations could violate Minnesota’s Open Meetings Law, or at least be perceived as a violation.

Role of Mayor and Council with Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- *Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- *Limit contact to specific City staff*

- Questions of City staff and/or requests for additional background information should be directed to the City Manager, or Department Heads if directed by City Manager.
- The City Manager should be copied on or informed of any request. Requests for follow-up or directions to staff should be made only through the City Manager.
- When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager.

- Materials supplied to a Councilmember in response to a request will be made available to the Mayor and all members of the Council so that all have equal access to information.
- *Do not disrupt City staff from their jobs*
 - The Mayor and Councilmembers should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.
 - As a matter of courtesy and effective time management, Councilmembers should schedule appointments with staff in advance.
 - If a Councilmember is asking for information from city staff that will require more than thirty minutes of city staff time to collect or research a problem and prepare a response, the request will need to be approved by the Council to ensure that staff resources are allocated in accordance with overall council priorities.

- *Never publicly criticize an individual employee*

The Mayor and Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Councilmembers must respect the City's employees' right to data privacy under the MGDPA.

- *Do not get involved in administrative functions*

The Mayor and Councilmembers must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- *Check with City staff on correspondence before acting*

Before sending correspondence, the Mayor and Councilmembers should check with City staff to see if an official City response has already been sent or is in progress.

- *Do not attend meetings with City staff unless requested by staff.*

Even if the Mayor and/or Councilmember does not say anything, the Mayor and/or Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- *Limit requests for staff support*

Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- *Do not solicit political support from staff*

The Mayor and Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Role of Mayor and Council with Boards, Committees, and Commissions

The City has established several Boards, Committees, and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Mayor and City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- *If attending a Board or Commission meeting of which the Councilmember is not a member, be careful to only express personal opinions*
 - The Mayor and Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, if the Board or Commission is conducting a public hearing, the Mayor or Councilmember shall remove themselves from the proceedings.
 - The Mayor and Councilmembers should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process.
 - Any public comments by the Mayor or a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.
 - The Mayor or a Councilmember's presence may affect the conduct of the Board or Commission and limit their role and function.
 - The Mayor and Councilmembers must be cognizant of how their presence impacts any potential quorum of the Council and, therefore, the resulting implications under Minnesota's Open Meeting Law.

- *Limit contact with Board and Commission members*

It is inappropriate for the Mayor or a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. The Mayor and Councilmembers should contact staff in order to clarify a position taken by the Board or Commission.

- *Remember that Boards and Commissions serve the community, not the Mayor or individual Councilmembers*

The Mayor and City Council appoint individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Board and Commission members do not report to the Mayor or individual Councilmembers, nor should the Mayor or Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and reappointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

- *Be respectful of diverse opinions*

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Mayor and Council with advice based on a full spectrum of concerns and perspectives. The Mayor and Councilmembers must be fair and respectful of all citizens serving on Boards and Commissions.

- *Keep political support away from public forums*

Board and Commission members may offer political support to the Mayor or a Councilmember, but not in a public forum while conducting official duties. Conversely, the Mayor or Councilmembers may support Board and Commission members who are running for office, but not in an official forum in their capacity as the Mayor or a Councilmember.

- *Inappropriate behavior can lead to removal*

Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council which shall decide the appropriate action, which may include removal from the Board or Commission.

Role of Mayor and Council with the Community

City staff should be the first call for help for residents. Councilmembers should refer residents who have concerns to the City Manager and the appropriate Department Head. It can be difficult for residents when he/she receives conflicting information from different Councilmembers or staff. If a resident has contacted the City Manager but is still not satisfied, the Councilmembers will discuss with this with the City Manager.

The main overarching principles for working with the community are:

- Be fair. Never grant any special consideration, treatment, or advantage

- Respect sensitivity of personal information
- Honor the rules and guidance of public testimony and clearly communicate the rules
- Be available to all parties on an equal basis and not advocate for a certain point of view
- Be cautious about how Councilmembers participate in meetings or events and not prejudge the issue before the Council has had a chance to deliberate.

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of the Mayor or individual Councilmembers toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony or comment.

- *Be welcoming to speakers and treat them with care and gentleness*

Speaking in front of the Mayor and Council can be a difficult experience for some people. Some issues the Council undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that the Mayor and Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity. Deescalating a situation will lead to a more productive outcome for all involved and the community as whole.

- *Give the appearance of active listening*

It is disconcerting to speakers to have the Mayor and Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- *Ask for clarification, but avoid debate and argument with the public*

Only the Mayor – not individual Councilmembers – may interrupt a speaker during a presentation. However, using the Council's rules of procedure, a Councilmember may ask the Mayor to address the situation if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing. If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members'

personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- *No personal attacks of any kind, under any circumstance*

The Mayor and Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- *Follow the Council's rules of procedure in conducting public meetings*

The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to the Council's rules of procedure. Final rulings on procedural issues are made by the Mayor, subject to the Council's rules of procedure

Role of Mayor and Council with the Media

The Mayor and Councilmembers may be contacted by the media for background and quotes.

- *The best advice for dealing with the media is to never go "off the record"*

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted. Words that are said cannot be unsaid.

- *The City Manager is the official spokesperson for the representation on City position(s)*

The City Manager is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

- *Choose words carefully and cautiously*

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, cursing or word play. When talking to the media, consider the same issues noted in the In Private Encounters section above.

Role of Mayor and Council with other Governmental Agencies

- * *Be clear about representing the City or personal interests*

If the Mayor or a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Mayor or Councilmember must clearly state:

1) If his or her statement reflects personal opinion or is the official stance of the City;

2) Whether this is the majority or minority opinion of the Council, if the Council has taken a position on the matter.

Even if the Mayor or Councilmember is representing his or her own personal opinions, remember that this still may reflect upon the Council as an organization and the City as a whole. If the Mayor or Councilmember is representing the City, the Mayor or Councilmember must support and advocate the official City position on an issue, not a personal viewpoint even if the Councilmember may personally disagree with the City's official position.

If the Mayor or Councilmember is representing another organization whose position is different from the City, the Mayor or Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. The Mayor and Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- *Correspondence also should be equally clear about representation*

City letterhead may be used when the Mayor or Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the City Manager to be filed as part of the permanent public record.

City letterhead may not be used for correspondence of the Mayor and Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position.

SANCTIONS

See next page for options

Questions and directions:

1. Should the Boards and Commissions fall under this Code of Conduct?
2. Sanctions Options:
 - a. Council in control of Sanctions
 - i. Letter to offender stating the basis of the violation and requesting corrective behavior
 - ii. Formal Sanction by Council
 - iii. Hold hearings
 - iv. Other sanctions deemed appropriate by the Council
 - b. A separate Board (similar to Rochester's Ethics Board) that is made up of 7 citizens, three of which include an appointee from the Beltrami County Bar Association that is not associated with the Bemidji City Attorney's Office, the Vice President of the Northwest Technical College, and one other group that does not typically work with or collaborate with the City.
 - i. This Board would be created by Ordinance
 - ii. Could have the appointments be made by the Charter Commission or the longest serving Judge in Beltrami County District Court.
 - iii. Cannot be on any other board or commission for the City
 - iv. Have the authority to:
 1. To investigate a filed complaint or any situation in which the Board becomes aware that appears to violate this Code
 2. Make findings of fact, conclusions of law and order, review allegations and conduct hearings as needed to decide specific cases in which a violation of this Code is alleged.
 3. Make recommendations for changes to the Code of Conduct/Code of Ethics which the Board believes would enhance their purpose.
 - c. Alexandria's process is as follows:

Council members Behavior and Conduct

The Mayor or City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

1. If the Mayor or a Councilmember believes that another Councilmember or the Mayor has violated this Code of Conduct or the City's Code of Ethics during a meeting of the Council, s/he should call the matter to the offending person's attention at that or a subsequent Council

meeting. If the problem continues, it shall be referred to the Mayor (or the President Pro Tempore if the complaint is against the Mayor) who will attempt to resolve the matter in private. If the dispute is between the Mayor and the President Pro Tempore, the Council shall select one of its other members to attempt to privately resolve the matter. The Mayor (or President Pro Tempore or Council's designee, if any) may involve the City Administrator and/or City Attorney to investigate and make recommendations about the dispute. If these private efforts do not resolve the matter, then the Mayor or any member of the Council may bring it before the Council at a duly noted public meeting, at which time the Council shall decide whether or not to proceed with further action as noted in section 3 below.

2. If the Mayor or a Councilmember believes that another Councilmember or the Mayor has violated this Code of Conduct or the City's Code of Ethics at a time other than a meeting of the Council, s/he should call the matter to the offending person's attention and attempt to resolve it privately. If the problem is not resolved or continues after that informal discussion, it may be called to the attention of the Mayor (or the President Pro Tempore if it is the Mayor's actions that are being challenged) who shall attempt to privately resolve the matter. If the dispute is between the Mayor and the President Pro Tempore, then it shall be referred to the City Attorney who shall attempt to privately resolve the matter. The City Administrator shall be included in these efforts to privately resolve the matter. If these private efforts do not resolve the matter, then the elected official who initiated the complaint may raise it with the City Council at a duly noted public meeting, at which time the Council shall decide whether or not to proceed with further action as noted in section 3 below.

3. If a Code of Conduct or Code of Ethics complaint is raised with the City Council after informal efforts to resolve it have failed as described in 1 or 2 above, then the Council shall, at a duly noted public meeting, consider all available evidence and decide whether sanctions are warranted, and if so, which sanction(s) to impose. Prior to making this decision, the Council may authorize the City Attorney, City Administrator, and/or other designee to investigate the matter further and to report his or her findings to the Council. The Council may also form an ad hoc committee to look into the matter. If, after considering all evidence presented, the Council determines that sanctions are warranted, the Council may take any and all lawful action it deems appropriate, including: requiring the offending member to undergo training or other appropriate education intended to fix the problem, censure, or terminating appointments to boards, committees and commissions.