



# CITY OF TWO HARBORS

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522 First Avenue • Two Harbors, MN 55616  
(218) 834-5631 • FAX (218) 834-2674

August 7, 2023

Dear Applicant,

At the July 24<sup>th</sup>, 2023, City Council Meeting it was passed that all City of Two Harbors Board and Commissions applicants will now be required to fill out and return at their earliest convenience written answers to a set of interview questions.

When the forms are returned, they will be given to the board/commission that the individual is applying for, and they will be scored and used to select new members.

Included in this packet you will find the interview questions to complete, and a copy of the Code of Conduct and Ethics that all elected officials, Board or Commission Members (appointed officials), and Employees of the city must adhere to.

If you have any questions, please contact City Hall.

Sincerely,

Toni Maki

Deputy Clerk/Administrative Assistant

# INTERVIEW QUESTIONS FOR THE CITY OF TWO HARBORS BOARDS & COMMISSIONS

Candidate Name \_\_\_\_\_

Date \_\_\_\_\_

Board or Commission you are applying for \_\_\_\_\_

1. Why are you interested in serving on this Board/Commission?
2. What do you know about this board/commission?
3. What experience do you have serving on boards or commissions? Board members bring experience, wisdom, and strategic thinking. What do you hope to bring to our board in terms of personal skill and abilities?
4. This board or commission meets \_\_\_\_\_ times per month and will likely involve reading or other work outside of the meetings. How much time are you able to commit to the organization?
5. Are there any limitations that may prevent you from serving at full capacity? (example: going away for the winter.)

# INTERVIEW QUESTIONS FOR THE CITY OF TWO HARBORS BOARDS & COMMISSIONS

Candidate Name \_\_\_\_\_

Date \_\_\_\_\_

6. What role would you hope to play on the board/commission?
  
  
  
  
  
  
  
  
  
  
7. What do you hope to accomplish within your term?
  
  
  
  
  
  
  
  
  
  
8. What do you feel are the characteristics of a great board/commission member?
  
  
  
  
  
  
  
  
  
  
9. Are you aware of any conflicts of interest you would have in serving on the board/commission?

City Code requires the City board and commission members take an oath of office and abide by a code of conduct and ethics, are you willing to take said oath and abide by a code of conduct and ethics as it pertains to serving on this board or commission? **YES NO**

## **RESIDENCY REQUIREMENTS:**

Which of the following describes you as a resident of the City of Two Harbors:

\*City of Two Harbors property owner in the city

\*Reside in the 55616-zip code

SEC. 2.61. CODE OF CONDUCT AND ETHICS.

Subd. 1. Purpose. The Council hereby adopts a policy which declares a Code of Conduct and Ethics to be adhered to by all elected officials ("Elected Officials") Board or Commission members ("Appointed Officials") and employees ("Employees") of the City. The purpose of this Code is to establish standards for all such persons by setting forth actions which are incompatible with the best interests of the City or in conflict with law. The term "Employees" shall include all those individuals hired by the City including contract consultants and the Fire Chief, Golf Course Superintendent and Golf Course Concessionaire.

Subd. 2. Conflicts of Interest.

A. It is unlawful for any Elected Official, Appointed Official or Employee having the power or duty to perform an official act or action to be directly or indirectly interested in any contract, transaction or zoning decision of the City except as provided for in Minnesota law.

B. Any Elected Official who has an interest in any proposed action by the City Council or Board or Commission in which such Appointed Official is a member ("Board") shall disclose on the record of the City Council or Board, as the case may be, the nature and extent of such interest. Any Appointed Official or Employee having an interest in any proposed action of the Council and who gives an opinion or recommendation to the City Council or Board, shall disclose on the record of the City Council or Board the nature and extent of such interest.

C. It is unlawful for any Elected Official, Appointed Official or Employee to accept any gift or gratuity in any size under circumstances in which it could be reasonably thought to influence him or her in the performance of his or her official duties or appears to be a reward for any official action on his or her part. Gifts or gratuities which may be acceptable are as follows:

1. Awards for meritorious civic service contribution.
2. Unsolicited items that are donated to and shared by the work group.
3. Unsolicited advertising or promotional materials with a value of less than \$5.00.
4. Unsolicited items such as meals which may be provided during meetings, receptions or other gatherings where the Elected Official, Appointed Official or Employee is in attendance in his or her official capacity.

Subd. 3. Use and Safeguarding of City Property.

A. It is unlawful for any Elected Official, Appointed Official, or Employee to use or permit the use of City-owned vehicles, equipment, machinery, or property for personal conveniences or profit unless the use is available to the public generally or is provided as a City policy for the use of such Elected Official, Appointed Official, or Employee in the conduct of official business.

B. All Elected Officials, Appointed Officials and Employees of the City who have authority over, or the use of City vehicles, equipment, machinery or property in the course of their duties must assume responsibility for the safeguarding and care of such items.

Subd. 4. Disclosure of Information.

D. An Elected Official, Appointed Official or Employee shall not use his or her official position to solicit privileges or special treatment.

Source: City Code      Source: Ordinance No. 45

Effective Date: 06-01-2000      Effective Date: 10-24-2008