



## Heritage Preservation Commission

### Responsibilities

- Reviews and makes recommendations to the City Council on issues pertaining to the historical, archaeological, engineering, and cultural heritage of the community.
- Participates in the preservation and acquisition of Elk River's heritage and historical sites.
- Works for the continuing education of the citizens of the city with respect to historic and architectural heritage of the city.
- Maintains a current and public register of designated heritage preservation sites and areas.
- Assists in the preparation of applications for grant funds for the purpose of heritage preservation.

### Membership

The Heritage Preservation Commission shall consist of five members who are residents of the city. The Commission shall include, if available, a member of the Sherburne County Historical Society. Commissioners are appointed by the City Council for three-year terms.

### Meetings

The Heritage Preservation Commission meets on the third Thursday at 6:00 p.m. in the months of January, April, July, and October. The meetings are held at Elk River City Hall, 13065 Orono Parkway.

### Staff Liaison

Zack Carlton, Planning Manager

763.635.1035

[zcarlton@elkrivernm.gov](mailto:zcarlton@elkrivernm.gov)





## APPLICATION FOR APPOINTMENT TO CITY ADVISORY BOARD/COMMISSION

Terms beginning in March

Thank you for your interest in serving your community! Please indicate in order of preference on which of the following boards and commissions you are interested in serving with 1 indicating your first choice, 2 your second choice, and 3 your third choice.

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| ___ Energy City Commission           | ___ Parks and Recreation Commission |
| ___ Heritage Preservation Commission | ___ Planning Commission             |
| ___ Ice Arena Commission             | ___ Utilities Commission            |

All terms are three years and begin on the first day of March. See the specific board and commission description for additional information.

### APPLICANT INFORMATION

Name: \_\_\_\_\_ City of Residence: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

**Statement of Interest:** Please state briefly why you are interested in serving on the board/commission for which you are submitting this application.

**Relevant Experience:** Please describe your educational, professional, civic, or community participation, which may be relevant in serving on this board/commission.

**Attendance:** Are you aware of the importance of regular meeting attendance including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant?  Yes  No

Comments:





**SUPPLEMENT TO APPLICATION FOR  
APPOINTMENT TO ADVISORY BOARD/COMMISSION**

**CONTACT INFORMATION (public)**

The following information will be used to contact you in the event that you are appointed to a board or commission. This information is *public* once you are appointed and may be released upon request.

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

AND/OR

Email: \_\_\_\_\_

**ADDITIONAL CONTACT INFORMATION (private)**

Please provide any additional contact information that can be used to contact you in the event you are appointed to a board or commission. This information is *private* and will only be released to city officials and city staff whose work assignments require access.

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other: \_\_\_\_\_



**TENNESSEN WARNING  
APPLICATION FOR APPOINTMENT TO CITY  
BOARD OR COMMISSION**

In connection with your application for appointment to a board or commission the City has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (MS 13.04). Accordingly, the City is required to inform you of the following:

1. Residential address, telephone number, and email address are private. Once appointed to a public body, the data becomes public.
2. The private or confidential information requested includes the following: *additional contact information on the supplemental application provided in order for staff to reach you.*
3. The purpose and intended use of the information requested is: *for City Council and staff to review and process your application. We will also need the information if you are appointed in order for you to perform in your role as a board member/ commissioner.*
4. You are not required to supply the requested information.
5. The known consequences of refusing to supply the requested information is: *delay in notifying you and sending information to you that is important to perform your duties as a board member/ commissioner.*
6. The following persons and entities are authorized by law to receive the information if provided: *City Council and staff whose work assignments require access.*

**The undersigned, by signing this notice, acknowledges that he/she has read and understands the contents of this notice.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Print Name

# City of Elk River

## Conflict of Interest Ordinance

### Sec. 2-132. Intent of division; conflicts of interest prohibited.

The credibility of the local government rests heavily upon the confidence, which citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest and/or political influence. Thus, city officials and employees must scrupulously avoid any activity, which suggests a conflict of interest between their private interests and city responsibilities. Officials and employees of the city, or their family members, shall not engage or have financial interest in any business or other activity which could reasonably lead to a conflict of interest with the official's or employee's primary city responsibilities. Family members of an official or employee shall be deemed to be the official's or employee's spouse, parents, children, siblings, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law and the lineal descendants of any of them. Examples of activities, which are not in accordance with this policy, include, but are not limited to, the following:

- (1) Entering into any sale, lease, or contract in violation of Minn. Stats. §§ 471.87--471.89;
- (2) Acceptance by a local official of any gift from an interested person in violation of Minn. Stats. § 471.895;
- (3) Activities which require the official or employee to interpret city codes, ordinances, or regulations which such activity involves matters with which the official or employee has business and/or family ties;
- (4) Consulting activities carried out within the city if such consulting involves talents or skills primarily related to the official's or employee's city work responsibilities;
- (5) Using an official's or employee's authority, influence, or city position for the purpose of private or personal financial gain;
- (6) The use of city time, facilities, equipment, or supplies for the purpose of private or personal financial gain;
- (7) Entering into a business transaction when it involves using confidential information gained in the course of employment;
- (8) Accepting other employment or public office where it will affect the official's or employee's independence of judgment or require use of confidential information gained as a result of city duties;
- (9) Conducting personal business while working regularly scheduled hours; and
- (10) Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel.

### Sec. 2-133. Enforcement.

Any official or employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or employee shall promptly report the activity to the city administrator, or, if such activity be by the city administrator, to the mayor. The city administrator or mayor shall investigate the matter and make a determination as to whether or not an actual or potential conflict exists. If the city administrator or mayor determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or employee in carrying out his duties and responsibilities. In such cases the official or employee shall immediately terminate the conflicting activity or be subject to termination of employment or removal from office.

**Sec. 2-134. Political activities.**

No elected official shall require, either directly or indirectly, any employee of the city to campaign on his behalf as a condition to employment. No employee shall use city time or resources in promoting or advocating the election of any individual.

**Sec. 2-135. Applicability of state and federal law.**

Nothing in this division is intended to violate, supersede, or conflict with any applicable state or federal law regarding conflicts of interest in public employment or disclosure requirements.