



11955 Champlin Drive, Champlin, MN 55316

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**MUTUAL AGREEMENT**  
**Between the Champlin City Council and Champlin City Staff**

**Mayor and City Council's Expectations of City Staff:**

1. Staff will provide the Mayor and City Council with the most accurate information available to allow the City Council to make an informed decision and not necessarily the information exclusive to supporting the staff recommendation.
2. Staff will update the Mayor and City Council on current or upcoming issues.
3. Staff will support and uphold the principles that were established to guide the interaction between City Council and staff in our role as public policymakers.
4. Once the City Council takes action on an item, staff will respect and support the decision in the future.
5. Staff will proactively seek out opportunities to research issues designed to protect the best interests of the City and explore joint partnership opportunities with other agencies to preserve the long-term financial interests of our residents.

**Staff's Expectations of the Mayor and City Council:**

1. If the City Council has questions, concerns, or a need for additional information regarding a staff report or recommendation, they will make every attempt to contact staff prior to the City Council meeting to address the question or concern.
2. The City Council will continue to support the Administrative Operating Procedures previously implemented by the City Council.
3. Once the City Council takes action on an item, the City Council will respect and support the decision as a policy making body in the future.

4. The City Council will support and uphold the principles that were established to guide the interaction between City Council and staff in our role as public policymakers.
5. The City Council will provide feedback (both positive and negative) to City staff regarding their ongoing job performance and address concerns (“pinches”) in a timely manner.
6. The City Council will make a commitment to have read the packet information and come to meetings prepared to make an informed decision.