

# City of Wisconsin Rapids Ethics Board

The Ethics Board will meet at 5:30 p.m. on Thursday, August 24th, 2017, in the first-floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids.

Ed Zappen Jr  
Doug Machon  
Aldersperson Tom Rayome  
Aldersperson (vacant)  
Robert Teeselink  
Eric Daven  
William Menzel  
Dan DeRoche

## **Agenda**

1. Call to order.
2. Approve minutes of the last meetings.
3. Updates to Ethics Pamphlet
4. Set 2018 Budget
5. Set date and time of subsequent meetings.
6. Adjourn

Eric Daven  
Ethics Board Secretary

# City of Wisconsin Rapids Ethics Board Meeting Minutes

**Date:** Thursday, February 9, 2017 at 5:30 p.m.

**Location:** First-floor conference room at City Hall

**Members Present:** Alderperson Terry Dolamn, Robert Teeselink, Eric Daven, Dan DeRoche

**Members Absent:** Doug Machon, Alderperson James Stack, William Menzel

1. Meeting called to order at 5:35 p.m.
2. The minutes of the last meeting from November 17, 2016 were read. Motioned by Dolan, seconded by Daven, to approve the minutes, motion carried unanimously.
3. The 2016 Year-End report was reviewed. Motioned by Dolan, seconded by Teeselink, to approve the report, motion carried unanimously.
4. Elections of Officers  
**Chairperson-** Motion by Daven, seconded by Teeselink to nominate DeRoche.  
**DeRoche** elected unanimously  
  
**Vice-Chairperson-** Motion by DeRoche, seconded by Doaln to nominate Teeselink.  
**Teeselink** elected unanimously  
  
**Secretary-** Motion by DeRoche, seconded by Doaln to nominate Daven.  
**Daven** elected unanimously
5. Next meetings set for August 24th, 2017 and February 8<sup>th</sup>, 2018 to be held at 5:30 p.m. at City Hall.
6. Discussion was had on updating the Ethics informational pamphlet. Member will review the pamphlet and bring any concerns or changes to the next meeting. The pamphlet will then be approved and distributed.
7. Motion was made by Daven, seconded by DeRoche to adjourn.  
Motion carried unanimously at 5:46 p.m.

Eric Daven  
Ethics Board Secretary

## COMPLAINTS OF MISCONDUCT

Any person may start a proceeding against a City public official's misconduct by FILING A VERIFIED COMPLAINT that:

- 1) is in writing
- 2) is signed under oath, and
- 3) states a PLAIN AND CONCISE SET OF FACTS upon which the complaint is based.

OR

A complaint form may be picked up and returned to the Human Resources Department.

The Ethics Board may investigate the Code's violation after receipt of a verified complaint or information warranting investigation.

If the Board finds probable cause of the Code's violation, it may conduct hearings which may result in a recommendation for disciplinary action, including reprimand, suspension, discharge or removal from office.

QUESTIONS ABOUT ETHICS CODES applying to public officials and employees should be directed to these offices:

### Local Officials:

For information about your Ethics Code, call a member of the Board or the City Clerk at (715) 421-8200.

### State Public Officials:

State Ethics Board at (608) 266-8123

### Judges:

Judicial Commission at (608) 266-7637 or State Ethics Board

### All other State employees:

City of Wisconsin Rapids  
Ethics Board  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495

Division of Personnel at (608) 266-1712

# Code of Ethics for Public Officials and Public Employees



City of Wisconsin Rapids  
Ethics Board

February, 2013

# ETHICS BOARD

## Objectives:

To encourage high standards of ethics among City Public Officials and Employees.

To promote the confidence of City residents in their Public Officials and Employees.

To administer the Code of Ethics.

## Membership:

### Composed of:

Seven (7) members, to include: five citizens, one City employee, one alderperson, and one alternate alderperson.

### Selection:

Appointed by the Council,

### Term:

Three years.

### Members:

	<u>Term Ends</u>
Benjamin Goodreau (Secretary) .....	11/2013
Earl Arndt .....	11/2013
(Vacant) .....	11/2014
Charles Korte (Chairperson).....	11/2014
Beth Klumb .....	11/2015
Doug Machon .....	11/2015
Aldersperson Tom Rayome (Vice Chairperson) .....	11/2015
Aldersperson Marion Hokamp .....	11/2015

## Statutory Authority:

Chapter 26 of Municipal Code Wisconsin Statute 19.59

# STANDARDS OF CONDUCT

## City public officials and employees are prohibited from:

- 1) Using City-owned equipment, vehicles, materials, or property for personal reasons without authorization.
- 2) Giving special treatment to any citizen beyond that available to any other citizen.
- 3) Soliciting or accepting anything of value given to influence official actions or job duties.
- 4) Engaging in any substantial, official business or transaction in which he or she has a personal or financial interest and which presents a conflict with official duties.
- 5) Engaging in private employment or service for personal interest, which is incompatible with official job duties, unless permitted by law or prior disclosure is made.
- 6) Disclosing or using confidential information for private gain.
- 7) Using City office to obtain unlawful benefits, gifts, favors, or services.
- 8) Entering into public contracts without previous disclosure of personal interest.
- 9) Taking official legislative action where material conflict of interest is present without prior disclosure to Common Council.

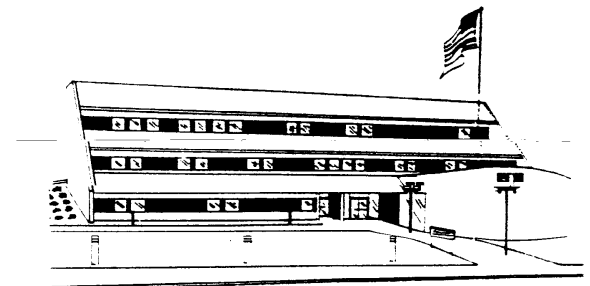
- 10) Not complying fully with Wisconsin Statutes concerning campaign contributions.

## ADVISORY OPINIONS

Anyone subject to this Ethics Code may request of the Board written advice regarding the appropriateness of any matter to which he or she may become a party.

ALL REQUESTS FOR ADVICE ARE CONFIDENTIAL. No member or employee of the board may make public the identity of the person requesting an advisory opinion or of persons mentioned in the opinion.

A city public official may request the Ethics Board to investigate his or her own conduct or allegations made by other persons as to his or her conduct.



State law encourages counties and municipalities to adopt Ethics Code.