

Ethics Board

Minutes

ETHICS BOARD MINUTES

September 11, 2001

Chair Lee Sisson called the meeting to order at 11 a.m. Present: members Stan Smith, Lee Sission and Alternate Tom Horton. Also present: City Clerk Judy Weter. Excused Mike Neuens.

MINUTES

Motion by Smith, seconded by Horton to approve the minutes from May 15, 2001. Motion carried unanimously.

COMPLAINTS

None.

PERKS DISCUSSION

Motion by Smith to remove this item from the agenda. Seconded by Horton. Motion carried unanimously.

The next meeting will be held January 22, 2002 at 11 a.m.

Motion to adjourn by Smith at 11:12 a.m. Seconded by Horton. Motion carried unanimously.

GENERAL ADMINISTRATIVE POLICY

POLICY: FACT FINDING TRIPS

DATE COUNCIL ADOPTED:

GENERAL

Occasionally City officials and staff need to visit other locations on City business. Costs are involved. Justification is an administrative issue.

SCOPE AND APPLICATION

The provisions of this policy will apply to all trips for business site plan approvals.

POLICY

To avoid the appearance of impropriety, all costs shall be paid for by the City, including travel, lodging and meals as is the policy of the City for any employee travel while on City business. If the travel is necessitated by an application made to the City and investigation by City officials or employees is necessary so as to review an application for ultimate action by the City Plan Commission or Common Council, the City may invoice the applicant so long as the scope of the expenses to be included within the invoice are agreed to prior to the investigative fact finding trip taking place, and the City official or employees participating in the fact finding trip obtain an advisory opinion from the Ethics Board pursuant to Section 1.15(7)(b) prior to the fact finding trip taking place. The applicant must be made aware, in writing, that payment of the expenses for the fact finding trip is required regardless of the ultimate decision of the City of New Berlin regarding the applicant's proposal".

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