

Ethics Board

Minutes

ETHICS BOARD

October 3, 2000

Chair Lee Sisson called the meeting to order at 11 a.m. Present: members Stan Smith, Mike Neuens. Absent: Alternate Tom Horton. Also present: Secretary Judy Weter, DCD Director Steve Hoese, Ald. Schueble.

MINUTES

Motion by Smith, seconded by Neuens to approve the minutes from July 13, 2000. Motion carried unanimously.

COMPLAINTS

None.

PERKS DISCUSSION

The Board discussed the ethics of businesses funding fact-finding missions. Copies of the June 8, 1999 minutes were distributed.

Steve Hoese explained it is sometimes in the City's best interest, prior to approval of a site plan, to actually visit a similar operation in order to make a recommendation to the Plan Commission. City staff reviews the proposed business and, if necessary, contracts with outside experts. The City is typically reimbursed for these expenses. Budgeting for these trips, if no business reimbursements are made, would be difficult.

Sometimes, a business offers to pay for a site visit. This may include use of corporate transportation, which may be less expensive than commercial transportation. The timing of site visits was discussed and the advantage to the City of scheduling trips.

Judy Weter reported City Attorney Reilly feels, if the trip is important enough to the City, the City should fund it without reimbursement. If the business funds the trip, either before or after it occurs, then it may have the appearance of influencing official's decisions. He also stated the decision is one the Ethics Board should make.

The Board discussed several pros and cons to having businesses reimburse the City for site visits.

Motion by Smith, seconded by Neuens to recommend Council adopt the attached policy .
Motion carried unanimously.

The next meeting will be held Jan. 11, 2001.

Motion to adjourn by Smith at 11:30 a.m.. Seconded by Neuens and 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. Only the Mayor shall make exceptions, unless the Mayor is included in the trip. If the Mayor is included in the trip, the Council shall be responsible for authorizing exceptions. The City shall invoice the business for all trip expenses.

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