



BOARD OF ETHICS

Thursday, March 23, 2017

Mason City Hall, Second Floor Conference Room, 12 noon
201 West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVE MEETING MINUTES** (November 29, 2016)
- 4. PEOPLE FROM THE FLOOR**
- 5. ANNOUNCEMENTS**
- 6. REGULAR BUSINESS**
 - A. Motion: Approval of the Established Future Meeting Times
 - B. Motion: Approval of Amendment to Disclosure Forms
- 7. UNFINISHED BUSINESS**
 - A. Discussion: Other communities' ethics policies and potential amendments to Mason's
- 8. NEW BUSINESS**
- 9. ADJOURNMENT**

**CITY OF MASON
REGULAR BOARD OF ETHICS MEETING
MINUTES OF JANUARY 30, 2017**

Chairperson Burrage called the meeting to order at 5:00 p.m. in the Administrator's conference room at 201 W. Ash Street, Mason, Michigan.

Present: Margo Burrage, Kathy Dean, *William Noud, Patrick Price, Harry Warner

Absent: None.

Also Present: Deborah Stuart, City Administrator,
Deborah Cwiertniewicz, City Clerk;
Tom Hitch, City Attorney

OATH OF OFFICE

Cwiertniewicz administered the oath of office to Margo Burrage, Kathy Dean, Patrick Price, and Harry Warner.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

None.

APPROVAL OF MINUTES

The Minutes of November 29, 2016 were approved as presented.

REGULAR BUSINESS

Establish Future Meeting Dates and Times

By consensus, it was determined that the Board of Ethics would meet on the third Thursday of each month at 12 noon. However, it was agreed that in March they would meet on the 23rd of the month due to previous commitments.

*Noud arrived at 5:07 p.m.

Discussion on Conflicts of Interest – Tom Hitch, City Attorney

Hitch spoke to various questions regarding the parameters of conflicts relating to employees who serve on city boards and commissions, as well as family members.

Disclosure Forms

A brief discussion ensued regarding revising the ordinance and the disclosure form. Members will provide Administrator Stuart with questions and concerns prior to the meeting in March. A draft form will be compiled for review at the next regular meeting.

Discussion of Other Communities' Policies and Potential Improvements to the City of Mason

It was the consensus of the members to table this item to the March 23, 2017 meeting agenda.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None.

ADJOURNMENT

The meeting adjourned at 6:15 pm.



DISCLOSURE STATEMENT

Instructions:

Pursuant to the Code of Ordinances of the City of Mason, Section 2-105, the following city officials shall file an annual disclosure statement:

- Mayor and Members of the City Council
- **Members of All Boards and Commissions (requires ordinance change)**

Please complete this form to the best of your knowledge and belief; attach additional pages if needed.

Please disclose any financial interest you have/had, or a financial interest a member of your immediate family has/had in any company, business or entity that has contracted with the City of Mason* or which has sought licensure or approvals from the City of Mason in the two calendar years prior to the filing of this statement, as detailed below:

- a. Any interest as a director, officer, partner, member, or employee in or for a corporation, partnership, limited liability company, or other unincorporated association.
- b. Any interest as a landlord or tenant.
- c. Any interest as a beneficiary or trustee in a trust.
- d. Any interest as an owner of property located within the City. **(requires ordinance change)**
- e. Legal or beneficial ownership of one percent or more of the total outstanding stock of a company which is doing business with the city and which is not listed on a stock exchange.
- f. Legal or beneficial ownership of stock with a market value in excess of \$25,000.00 in a company which is doing business with the City and which is listed on a national or regional stock exchange.

**A list of City vendors is available in the Finance Department for your reference.*

Your completed disclosure statement (original) is a public document, to be filed with the Mason City Clerk, 201 W. Ash Street, P.O. Box 370, Mason, Michigan 48854. A copy will be forwarded to the Board of Ethics and to a **representative of the Board that you serve (ordinance change?)**. This statement shall be filed on or before **April 15th of each year**.

Please be aware, should any new potential conflicts arise, you must file an amended disclosure within 30 days. **What about midyear appointments?**

**CITY OF MASON
2017 DISCLOSURE STATEMENT**

Full Name:
Board/ Commission:

Disclosures:

Name of Firm:
Address of Firm:
Person Who May Benefit:

Name of Firm:
Address of Firm:
Person Who May Benefit:

Name of Firm:
Address of Firm:
Person Who May Benefit:

Name of Firm:
Address of Firm:
Person Who May Benefit:

None

I certify that I have, to the best of my knowledge and belief, provided all necessary information requested herein.

Signature _____ Date _____

Please submit completed statement to the Mason City Clerk, 201 W. Ash Street, P.O. Box 370,

Mason, Michigan 48854.