

**City of Milton  
Ethics Board Minutes**

7/26/2016 - Minutes

**1. Call Meeting to Order and Confirmation of Appropriate Meeting Notice**

Mayor Anissa Welch called the meeting of the Ethics Board to order at approximately 5:18 p.m. City Clerk/Deputy Treasurer Elena Hilby confirmed the appropriate meeting notices were posted.

Present: Ald. Ryan Holbrook, Library Director Lisa Brooks, Jon Cruzan, Karl Senger, and Theresa Rusch.

Also Present: Mayor Anissa Welch, City Administrator Al Hulick, Finance Director Dan Nelson, Asst. City Attorney Holly Jensen, and City Clerk/Deputy Treasurer Elena Hilby.

**2. Approval of Agenda**

T. Rusch moved to approve the agenda. Ald. Holbrook seconded, and the motion carried.

**3. Election Of Chairperson**

Lisa Brooks nominated Theresa Rusch to be the Chairperson. Jon Cruzan seconded. Mayor Welch asked if there were any more nominations. There were none, and the motion carried unanimously.

At 5:19 p.m. Theresa Rusch took over as Chairperson.

**4. Discussion and Possible Action to Adopt Robert's Rules of Order for the Structure of the Meetings.**

K. Senger moved to adopt Robert's Rules of Order for the structure of the meetings. Ald. Holbrook seconded, and the motion carried unanimously.

**5. Discussion and Possible Action to Establish Roles, Responsibilities, and Procedures of The Ethics Board.**

City Administrator Hulick reviewed the process by which a complaint may come before the Ethics Board.

Asst. City Attorney Holly Jensen reviewed the process by which a hearing would run. She stated that the Board would have to decide ahead of time how it would deal with a question of relevancy. At the time the board comes to a decision they will make a recommendation to refer to the City Attorney, District Attorney or back to the City Council. They also make a recommendation of a possible sanction.

J. Cruzan asked about an appeal process and Asst. City Attorney Jensen reviewed how that process would go. Asst. City Attorney Jensen said that she will prepare a summary of the information she provided in memo form.

**6. Set Next Meeting Date**

K. Senger moved to set the next meeting date for Monday, August 22, 2016 at 5:15 p.m. Ald. Holbrook seconded and the motion carried.

**7. Motion to Adjourn**

J. Cruzan moved to adjourn the Ethics Board meeting at approximately 6:04 p.m. K. Senger seconded, and the motion carried.

Respectfully submitted,  
Elena Hilby  
City Clerk