

Town of Sugar Creek

N6641 County Rd. H
P.O. Box 287
Elkhorn, WI 53121
(262) 742-3383 • Fax (262) 742-4476

ETHICAL STANDARDS OF PUBLIC OFFICIALS:

DECLARATION OF POLICY.

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in proper channels of the governmental structures; that public office not be used for personal gain; and that the public have confidence in the integrity of the government. In recognition of these goals, there is hereby established a code of ethics for all Town officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the Town. The purpose of this Chapter is to establish guidelines of ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Town and by directing disclosure by such officials and employees of private financial or other interest in matters affecting the Town. The provisions and purpose of this Chapter and such rules and regulations as may be established are hereby declared to be in the interests of the Town of Sugar Creek.

1) RESPONSIBILITIES OF PUBLIC OFFICE.

- (a) Public officials and employees are bound to observe their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing the public interest must be their primary concern. Their conduct in both their official and private affairs shall be above reproach.
- (b) Public officials and employees shall not attend any public meetings under the influence of drugs or alcohol.
- (c) Public officials are bound to uphold the Constitution of the United States and the Constitution of the state and to carry out impartially the law of the nation, state and municipality.

2) DEFINITIONS. The terms in this code are hereby defined as follows:

- a) Official or Employee. Any person elected or appointed to, or employed or retained by, any public office or public body of the municipality, whether paid or unpaid and whether part time or full time, and including all committee and commission members.

- b) Disclosure and Disqualification. Whenever the performance of his official duties shall require any official or employee to deliberate and vote on any matter involving his financial or personal interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberations in his official capacity as well as in the voting.
- c) Exceptions. Paragraphs (a) and (b) do not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a municipal ordinance.
- d) Disclosure. Elected officials and members of the Plan Commission shall disclose any legal and/or equitable interest, which they might have in any real estate subject to the deliberation of the Commission.
- e) Incompatible Employment. No official or employee shall engage in private employment with, or render service for, any private person who has business transactions with any public body of the municipality, unless he first make full public disclosure of the nature and extent of such employment or services.
- f) Representation of Private Persons. No official or employee shall use or attempt to use his official position to secure special privileges or exemptions for himself or others except as may be otherwise provided by law.
- g) Compensation, Gift, Reward or Gratuity. No officer or employee of the Town shall directly solicit, receive, or agree to receive any compensation, gift, reward, or gratuity from any source for any matter or proceeding connected with or related to the duties of such officer or employee, unless otherwise provided for by law. This provision is not intended to restrict usual social amenities or to refer to unsubstantial advertising gifts. Compensation, gifts, rewards or gratuities within the meaning of this subsection which practically cannot be returned shall immediately be turned over to the Town to be considered by it as Town property.
- h) Confidential Information. No official or employee shall, without prior formal authorization of the public body having jurisdiction, disclose any confidential information concerning any other official or employee, or any person, or any property or governmental affairs of the municipality. Whether or not it shall involve disclosure, no official or employee shall use or permit the use of any such confidential information to advance the financial or personal interest of himself or any other person.
- i) Financial Gain. No official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
- j) Prohibition on Receipt of Goods or Services. No person may offer or give to an official or employee, directly or indirectly, and no official or employee may solicit

Attorney and abides by the opinion so given, if the material facts are as stated in the request.

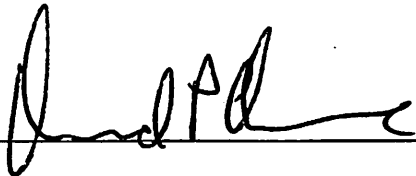
The Town Attorney may, with the consent of the Town Board, make public any information related to an ethics opinion, including the identity of the requesting party. The consent of the party requesting an opinion shall not be required to make that party's identity public, nor shall it be required to make the ethical opinion public.

The Town Attorney may refuse to respond to any request for an ethics opinion if the Town Attorney determines, in his or her sole discretion, that providing a response is not in the best legal interests of the Town of Sugar Creek.

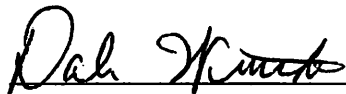
7) SANCTIONS.

Violation of any provision of this Section should raise conscientious questions for the Town Board Supervisor or any other official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the Town. Violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action.

Adopted this 15th day of March, 2010



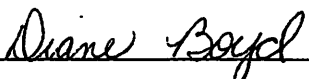
David Duwe, Town Chairman



Dale Wuttke, Supervisor I

Absent

David Clarbour, Supervisor II

Attest: 

Diane Boyd, Town Clerk

RECEIPT FORM

By my signature, I acknowledge that I have received a copy of the Ethical Standards of Public Officials.

Public Official or Employee Name

Public Official or Employee Signature

Date

Public Official or Employee Copy