



## ETHICS COMMITTEE AGENDA

FRIDAY, APRIL 21, 2023 AT 1:00 PM

MUNICIPAL BUILDING - 106 JONES STREET, WATERTOWN, WI, 53094 - SECOND LEVEL  
ROOM 2044

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### 1. CALL TO ORDER

### 2. PUBLIC COMMENT

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

### 3. NEW BUSINESS

- A. Review and Approve Minutes from prior meeting
- B. Review and Discuss Terms for Members of the Committee
- C. Closed Session: Ethics Advice. Considering request for confidential written advice from municipal ethics board pursuant to Wis. Stat. Sec. 19.85(1)(h). (Employee Handbook Policy III.E. Supervision of Relatives/Nepotism)
- D. Reconvene into open session
- E. Closed Session: Ethics Advice. Considering request for confidential written advice from municipal ethics board pursuant to Wis. Stat. Sec. 19.85(1)(h) (Sponsor recognition at Town Square Events)
- F. Reconvene into open session

### 4. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*



**ETHICS COMMITTEE  
Meeting Minutes  
Municipal Building Council Chambers  
106 Jones Street  
Watertown, WI 53094  
Monday, February 27, 2023 at 3:30 PM**

*Section 3, Item A.*

**Members Present:** Brenda Kujawski, Mike Nienow and Renee Westphall

**Others Present:** City Attorney Steven T. Chesebro

**1. CALL TO ORDER**

\_\_\_\_\_ called the meeting to order at 3:30 p.m.

**2. PUBLIC COMMENT**

None.

**3. NEW BUSINESS**

**a. Explanation of Roles and Responsibilities**

**b. Election of Chairperson and Vice Chairperson**

Nominations were made for Chairperson and Vice Chairperson. Brenda Kujawski made a motion to elect Mike Nienow as Chairperson and Renee Westphall as Vice Chairperson, seconded by Renee Westphall. Unanimously passed.

**c.** Mike Nienow made a motion to convene into closed session per Wis. Stat. Sec. 19.85(1)(h) to consider request for confidential written advice from any county or municipal ethics board (distribution of gift cards City received), seconded by Brenda Kujawski.

**d.** Brenda Kujawski made a motion to reconvene into open session, seconded by Mike Nienow.

**e. Schedule Next Meeting**

The next Ethics Committee meeting will be April 21, 2023 at 1:00 PM. Location to be determined.

**4. OLD BUSINESS**

None.

**5. ADJOURNMENT**

Renee Westphall made a motion to adjourn, seconded by Brenda Kujawski. Unanimously passed. Meeting adjourned.

Respectfully submitted,

Steven T. Chesebro  
City Attorney

**Note:** The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.

## MEMO

TO: Ethics Committee  
FROM: Atty. Steven T. Chesebro  
DATE: April 13, 2023  
RE: Terms

### INTRODUCTION

The term of the Ethics Committee members are supposed to be staggered with each member serving a three year term but only one member being replaced each year. As such we will need to determine the end date of each of your terms given that all three were started at the same time. If any of you have a preference on the length of your term, please let me know. The end of a term does not mean that you could not be reappointed to the Ethics board only that your initial term would be completed and that you would need to be reappointed.