



City of
ABERDEEN

City Council Chambers
1st Floor ~ Municipal Building
123 South Lincoln Street
Aberdeen, SD 57401

BOARD OF ETHICS

Administrative Staff
City Attorney Office
Tel. (605) 626-7025

2017 ANNUAL MEETING MINUTES

The Board of Ethics held its first annual meeting on Friday, September 8, 2017, at 1:30 p.m., in Council Chambers on the First Floor of the City of Aberdeen Municipal Building located at 123 South Lincoln Street, Aberdeen, South Dakota.

Roll Call

Present at roll call were members Sister Kathleen Bierne, Heidi Morrissey, Jon Schaff, and Cindy Walsh. Scott Kuck arrived at 1:43 p.m. City staff present were Ron Wager, City Attorney, and Angie Seyer, Legal Assistant.

Introductions

The members introduced themselves and provided brief professional biographies.

Discussion Of Role And Authority Of The Board Of Ethics

Wager provided a general overview of the adoption by the City Council of the Conflicts of Interest Policy and the role and authority of the Board of Ethics.

Appointment Of Officers

Wager recommended that the members choose a Chairperson to preside over meetings and present the Board's decisions and recommendations to the Council, a Vice-Chairperson to preside in the absence of the Chairperson, and a Secretary to act as the official clerk for the Board.

Nomination by Walsh, seconded by Bierne that Kuck be appointed Chairperson, Morrissey be appointed Vice-Chairperson, and Schaff be appointed Secretary. Motion to close nominations and proceed on the vote made by Schaff, seconded by Bierne. All present voting aye, motion carried. By unanimous vote of the members present, Kuck was appointed Chairman, Morrissey was appointed Vice-Chairwoman, and Schaff was appointed Secretary.

Call To Order

The meeting was called to order by Chairman Kuck at 2:00 p.m. and a quorum was declared.

NEW BUSINESS

1. Discussion Of Open Meetings And Open Records Requirements

Wager provided a general overview of open meetings and open records requirements for the Board of Ethics. He explained the circumstances under which the Board would act in closed session and hold all information disclosed as confidential unless otherwise permitted to be made public. Wager cautioned members not to have discussions involving more than two members except during a properly-noticed meeting.

2. Discussion And Possible Approval Of Bylaws

Wager reviewed a draft set of Bylaws for possible adoption by the Board and answered questions of members. Discussion among members resulted in minor revisions to the Bylaws to delete references to "corporation" and replace with "Board of Ethics" and the selection of the annual meeting date. Motion by Walsh, seconded by Morrissey to adopt and approve Bylaws as revised and authorize the Chairman to sign the same. All present voting aye, motion carried.

3. Discussion And Possible Approval Of Rules Of Procedure

Wager reviewed a draft set of Rules Of Procedure for possible adoption by the Board and answered questions of members. Discussion among members resulted in the selection of the annual meeting date but no other changes. Motion by Schaff, seconded by Bierne to adopt and approve Rules Of Procedure as revised and authorize the Chairman to sign the same. All present voting aye, motion carried. Wager to place Rules Of Procedure before the City Council for its review and approval.

4. Discussion And Possible Approval Of Forms For Complaints, Advisory Opinion Requests, Etc.

Wager reviewed forms to be utilized to file a complaint with or request an advisory opinion from the Board. Walsh suggested adding the City Attorney's address to both forms. Wager said he would revise the forms and publish them to the City's webpage for the Board of Ethics. Approval of the forms was not recommended at this time to permit continued revision by the City Attorney for the disclosure and registration of complaints and information.

5. Other Business

None

ADJOURNMENT

There being no further business, Morrissey moved, Bierne seconded that meeting be adjourned. All present voting aye, motion carried. The meeting was adjourned at 3:15 p.m.

Next annual meeting will be TUESDAY, SEPTEMBER 11, 2018, at 1:30 P.M.

Submitted by:
OFFICE OF THE CITY ATTORNEY



Ronald A. Wager, City Attorney

Date: September 12, 2017

Approved by:



Jon Schaff, Secretary

Date: 9-22-2017