

## CITY OF LAKE MILLS ETHICS BOARD COMPLAINT FORM

1. All complaints must be made in writing. Completion of this form is not required, but this form is designed to assist you in providing the required information. For more information please refer to the Ethics Board Policy Manual and Lake Mills Municipal Code, Sections 1-13-8 through 1-13-11. For additional information or to review the Ethics Board Policy Manual you may contact the City Attorney at (920)648-2344 who cannot offer you legal advice but who can discuss the Board's policies and procedures.
2. Complaints shall be directed to the attention of the Ethics Board at the City of Lake Mills, c/o City Attorney's Office, 200D Water St., Lake Mills, WI 53551.
3. The complaint shall be made under oath and may be made on information and belief.<sup>1</sup>

### COMPLAINANT INFORMATION

YOUR NAME		
ADDRESS		
CITY	STATE	ZIP
HOME PHONE	DAYTIME PHONE	EMAIL ADDRESS

### SUBJECT OF COMPLAINT

NAME		
ADDRESS (IF KNOWN)		
CITY	STATE	ZIP
POSITION/OCCUPATION WITH THE CITY	PHONE (IF KNOWN)	

The purpose of the Ethics Board is to see that the Code of Ethics, as outlined in Chapter 3 of Title 1 of the Lake Mills Municipal Code, is uniformly applied to all City of Lake Mills employees and officials. The areas of responsibility include, but are not limited to: (a) Fair and Equal Treatment, (b) Conflict of Interest, (c) Incompatible Employment, (d) Disclosure of Confidential Information and (e) Gifts and Favors.

### NATURE OF COMPLAINT<sup>2</sup>

SECTION VIOLATED	
------------------	--

<sup>1</sup> "Information and Belief" means that, while you may not have firsthand knowledge, you are willing to swear under oath that you have a firm belief that it is true.

<sup>2</sup> The "Nature of the Complaint" is a short general statement of the alleged breach of ethics. For example, a statement related to a violation of the above-listed areas of responsibility: (a) Fair and Equal Treatment, (b) Conflict of Interest, (c) Incompatible Employment, (d) Disclosure of Confidential Information and (e) Gifts and Favors, is appropriate.

## FACTS

The facts constituting the alleged breach of ethics must be set forth in detail with clearness and certainty. Please reference specific sections within Chapter 13 of Title 1 of the Municipal Code which you believe to have been violated. Attach additional sheets as required.

The undersigned, under oath, states that he or she has read the foregoing complaint and that the information contained in it is true and correct based on his or her personal knowledge, except for those matters alleged on information and belief and as to those matters, the undersigned believes them to be true and correct.

Subscribed and sworn before me

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
date

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires (is permanent)

\_\_\_\_\_  
(seal)

**1-13-10: COMPLAINTS:**

1. Any resident of the City may complain to the Ethics Board about the activity of any person or entity covered by the Code of Ethics in the Lake Mills Municipal Code, pursuant to the rules and procedures of the Ethics Board, which have been approved by the City Council. If a complaint is brought under this section against any member of the Ethics Board, the City Council shall hear the complaint, acting as the Ethics Board, and following the same rules, procedures and precedents of the Ethics Board.
2. The Ethics Board will charge the total costs of its proceedings to the person bringing a complaint, if the Ethics Board determines that the complaint was without merit, was frivolous in nature, or was brought for the purpose of harassing the subject of the complaint.
3. The Ethics Board, or City Council when acting as the Ethics Board, may issue subpoenas and administer oaths.
4. No action may be taken on any complaint which is filed later than 12 months after a violation of this Ethics Code is alleged to have occurred.
5. If the Ethics Board cannot act due to a lack of quorum or any reason other than when a complaint is brought against a member of the Ethics Board and the City Council is acting in its place, then complaints may be submitted to the City Attorney, and if upon investigation, the City Attorney finds probable cause to believe that the conduct that is the subject of the complaint is in violation of the this Chapter, the City Attorney shall forward said complaint and any investigative materials to the District Attorney for prosecution under Wis. Stats. § 19.59(8). If the District Attorney fails to commence an action under §19.59(8)(c) within 30 days after receiving a verified complaint forwarded under this section from the City Attorney, or if the District Attorney refuses to commence such action, the person who originally submitted the complaint to the City Attorney under this paragraph may petition the attorney general to act upon the complaint in accordance with § 19.59(8)(c).