

**ORIGINAL**



**BOARD OF ETHICS MEETING  
Minutes of August 11, 2020**

Chairperson Steve Minshall opened the regular meeting at 7:00 p.m. on the above date, with the Pledge of Allegiance and the following members answering roll call:

Present: Steve Minshall, Chair            Jeffrey Wagner            Delbert Combs  
          Heather Davis

Also Present: Mayor Andy Schabell

**APPROVAL OF MINUTES – February 11, 2020**

**MOTION:** Jeff Wagner made a motion to approve the minutes of February 11, 2020, seconded by Delbert Combs. All in favor, the motion passed 3-0-0.

**NEW BUSINESS:**

**Appoint Heather Davis as full member:**

**MOTION:** Steve Minshall made a motion to appoint Heather Davis as a regular member of the Ethics Board, replacing Michele Nelson who resigned after her appointment to the Planning & Zoning Commission, seconded by Delbert Combs. All in favor, the motion passed 3-0-0.

Ms. Davis then signed her Oath of Office and took her seat as a regular member of the Board.

**Review Financial Statements of Candidates for Council:** The board reviewed all financial statements for council candidates, board positions, and employee positions within the City of Alexandria.

**MOTION:** Jeff Wagner made a motion to approve the financial statements as presented, with the following exceptions notated: The forms for Derek Moore and Steven Shinkle were incomplete, but were approved since the information missing was not material. Delbert Combs seconded the motion. All in favor, the motion passed 4-0-0.

**Review Duties and Responsibilities of the Board:** There was open discussion to explain the responsibilities of Board of Ethics Members. Section 23 was provided to all board members clarifying responsibilities.

Mayor Schabell mentioned the remaining Board of Ethics meetings for the year will likely be cancelled assuming no urgent matters arise.

Delbert Combs shared appreciation that he has received from citizens within the community to the Mayor for the response the city has taken during COVID-19.

**OLD BUSINESS – None**

**ORIGINAL**

**ADJOURNMENT**

**MOTION:** Jeff Wagner made a motion to adjourn, seconded by Delbert Combs. All in favor, the motion passed 4-0-0.

Jan Johannemann  
Jan Johannemann, City Clerk

2/10/2010  
Date

Steve Minshall  
Steve Minshall, Chair

2/9/2021  
Date



**A RESOLUTION OF THE CITY OF ALEXANDRIA BOARD OF ETHICS  
APPOINTING HEATHER DAVIS TO THE ALEXANDRIA BOARD OF  
ETHICS**

1. **MICHELE NELSON'S** term on the Alexandria Board of Ethics was due to expire on December 31, 2021, or as soon as her successor is appointed, approved, is qualified and sworn in.

2. **MICHELE NELSON** was appointed to the Alexandria Planning & Zoning Commission on January 2, 2020, leaving a vacancy on the Alexandria Board of Ethics.

3. Per Alexandria Ordinance #22-94, Section 20(D), because more than 120 days have passed since the vacancy was created by the resignation of Michele Nelson, the appointment of her replacement became the responsibility of the Alexandria Board of Ethics.

4. **HEATHER DAVIS** is hereby appointed by the City of Alexandria Board of Ethics as a member of the Alexandria Board of Ethics for the remainder of Michele Nelson's full three (3) year term to expire on December 31, 2021, or as soon as her successor is appointed, approved, is qualified and sworn in.

5. This Resolution was read, passed and approved by the Alexandria Board of Ethics at a regular meeting on the 11<sup>th</sup> day of August, 2020, with \_\_\_\_ yes votes, \_\_\_\_ no votes, and \_\_\_\_ abstentions.

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STEVE MINSHALL, CHAIRMAN  
ALEXANDRIA BOARD OF ETHICS

ATTEST:

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CLERK JAN JOHANNEMANN

SECTION 22. Facilities and Staff. Within the limits of the funds appropriated by the legislative body in the annual budget, the city shall provide the Board of Ethics, either directly or by contract or agreement, with the facilities, material, supplies, and staff needed for the conduct of its business.

SECTION 23. Power and Duties of the Board of Ethics. The Board of Ethics shall have the following powers and duties:

(A) To initiate on its own motion, receive and investigate complaints, hold hearings, and make findings of fact and determinations with regard to alleged violations of the provisions of this ordinance.

(B) To issue orders in connection with its investigations and hearings requiring persons to submit in writing and under oath reports and answers to questions that are relevant to the proceedings and to order testimony to be taken by deposition before any individual designated by the Board who has the power to administer oaths.

(C) To administer oaths and to issue orders requiring the attendance and testimony of witnesses and the production of documentary evidence relating to an investigation or hearing being conducted by the Board.

(D) To refer any information concerning violations of this ordinance to the executive authority of the city, the city legislative body, the governing body of any city agency, the county attorney, or other appropriate person or body, as necessary.

(E) To render advisory opinions to city and city agency officers and employees regarding whether a given set of facts and circumstances would constitute a violation of any provision of this ordinance.

(F) To enforce the provisions of this ordinance with regard to all officers and employees of the city and city agencies who are subject to its terms by issuing appropriate orders and imposing penalties authorized by this ordinance.

(G) To control and maintain all statements of financial interests that are required to be filed by this ordinance and to insure that the statements are available for public inspection in accordance with the requirements of this ordinance and the Kentucky Open Records Act.

(H) To develop and submit any reports regarding the conduct of its business that may be required by the executive authority or legislative body of the city.

(I) To adopt rules and regulations and to take other actions, as necessary, to implement the provisions of this ordinance, provided that the rules, regulations, and actions are not in conflict with the provisions of this ordinance or any state or federal law.

SECTION 23.

Filing and Investigation of Complaints.

(A) All complaints alleging any violation of the provisions of this ordinance shall be submitted to the Board of Ethics, or the administrative official designated by the Board of Ethics. All complaints shall be in writing, signed by the complainant, and shall meet any other requirements established by the Board of Ethics. The Board of Ethics shall acknowledge receipt of a complaint to the complainant within ten (10) working days from the date of receipt. The Board shall forward within ten (10) working days to each officer or employee of the city or city agency who is the subject of the complaint a copy of the complaint and a general statement of the applicable provisions of this ordinance.

(B) Within thirty (30) days of the receipt of a proper complaint, the Board of Ethics shall conduct a preliminary inquiry concerning the allegations contained in the complaint. The Board shall afford a person who is the subject of the complaint an opportunity to be represented by counsel, to appear and be heard under oath, and to offer evidence in response to the allegations.

(C) All proceedings and records relating to a preliminary inquiry being conducted by the Board of Ethics shall be confidential until a final determination is made by the Board, except:

(1) The Board may turn over to the Commonwealth's attorney or county attorney evidence which may be used in criminal proceedings.

(2) If the complainant or alleged violator publicly disclose the existence of a preliminary inquiry, the Board may publicly confirm the existence of the inquiry, and, at its discretion, make public any documents which were issued to either party.

(D) The Board shall make a determination based on its preliminary inquiry whether