



STATEMENT OF ECONOMIC INTERESTS

**For: Nominee to Village Board, Committee or Commission
or Newly Employed or Appointed Persons**

DUE WITHIN 21 DAYS OF NOMINATION, EMPLOYMENT OR APPOINTMENT

Nelsonville strives to maintain a reputation for good government and high ethical standards. Each employee, official, and board/commission member can support this reputation through conduct that shows integrity and concern for public interest. Ethical behavior involves using good judgment and common sense in performing duties and responsibilities.

All employees, officials and board/commission members are covered by the Village Code of Ethics, found in the Nelsonville Ordinance book, #2018-12-11-1, which describes standards of conduct and conflicts of interest. The village board determines which individuals are required to file the Statement of Economic Interests.

These persons may include:

- All elected village officials
- Appointed clerk/treasurer
- Members and nominees of designated boards and commissions
- Candidates for elective office

The village board takes the information you provide in the Statement of Economic Interest seriously. Each form is checked when it arrives for completion. Each year the Board conducts a review of the entire filing. Some forms may be returned for clarification or completion.

The Statement of Economic Interests form is a public record as defined by the Wisconsin Public Records law, Sec. 19.31-39, Wis. Stats. Any member of the public may request a copy or inspection of your Statement of Economic Interests form.

Any nominee to a village board, commission or committee who is required to file as so designated by the village board shall file a Statement of Economic Interests within 21 days of being nominated unless the nominee has previously filed a statement with the board for that year. The information on the statement shall be current as of the date he or she is nominated.

Any newly appointed or employed individual required to file as so designated by the village board shall file a Statement of Economic Interests within 21 days following the date he or she assumes office if the individual has not previously filed a statement with the Board during that year.

To view the Village of Nelsonville Ethics Code, visit our web site at www.villageofnelsonville.com. If you have any questions, please contact the village president or village clerk.

SEE REVERSE FOR LOCAL AND STATE ETHICS GUIDELINES

LOCAL GUIDELINES

As you go about your official duties, please keep these general guidelines in mind:

- A village employee or official should not accept anything of value that could appear to influence his/ her public duties.
- A village employee or official should not accept anything of value that could appear to be a reward for action taken in his/her public duties.
- A village employee or official must report any gift or entertainment totaling more than \$50 received during the year.
- A village employee or official should not use his/her public position for personal gain or for the gain of immediate family members or for organizations in which he/she has an interest.
- A village employee or official should not use work place information that is unavailable to the public, for personal gain.
- Contracts of more than \$3,000 between a village employee or official and the village are prohibited without written disclosure to the village board.

- A village employee or official should not represent persons, for compensation, before village departments, commissions, or boards unless as part of his/her official duties or at a recorded open hearing.
- For 12 months after leaving village employment, an employee or official may not represent, for compensation, persons before village departments, commissions or boards related to his/her former position.

These comments are only a general description of parts of the ethics code itself. The actual statutes, rules, and opinion summaries should be consulted when questions arise. The complete text of the ethics code can be found in ordinance #2018-12-11-1.

STATE GUIDELINES

Many village officials are also covered by the requirements for Local Officials put forth in the Wisconsin State Statutes. The State Code of Ethics for Local Officials does not apply to all village employees and officials. Section 19.59 of the Wisconsin Statutes cover:

- Elected officials
- Individuals appointed to a position for a specified term
- Individuals who serve in a position at the pleasure of the village board

Positions within Village government that fit this definition are not only covered by local ethics code but also have responsibilities to conform to the requirements of the State of Wisconsin Ethics Code for Local Officials as well.

We are attaching State Ethics Form 219, which offers guidelines on gifts and entertainment. Please take a few moments to review it. Our Board recommends that you keep it on file for future reference. If you have any questions regarding the State Guidelines for Local Officials please contact the State of Wisconsin Government Accountability Board at (608) 266-8123.



INSTRUCTIONS

STATEMENT OF ECONOMIC INTERESTS

For: Nominee to Village Board, Committee or Commission or Newly Employed or Appointed Persons

DUE WITHIN 21 DAYS OF BEING NOMINATED, APPOINTED OR EMPLOYED.

General filing information:

- The information sought in this form is required by Ordinance #2018-12-11-1, Nelsonville Book of Ordinances.
- Attach additional pages if necessary.
- Go to the village website at www.villageofnelsonville.com for extra forms and instructions.
- Questions?
Email nelsonvilleusa@gmail.com.

Definitions:

- "Immediate family member" means your spouse, and any child, step-child, parent, or parent-in-law who receives more than one-half his or her support from you or from whom you receive more than one-half of your support.
- "Income" means gross income before deductions and depreciation, from whatever source derived, as defined by the Internal Revenue Code, but excludes dividends and interest.

Part 1 – Sources of Income

A. EMPLOYERS. List each EMPLOYER from which you and your immediate family received \$1,000 or more for the current year up to the date of appointment.

LIST:

- each employer from which you and your immediate family member received \$1,000 or more during the year
- Village of Nelsonville if applicable

DO NOT LIST:

- an individual (unless the individual was a lobbyist, your employer, or acting on behalf of a business or organization)

B. OTHER SOURCES OF INCOME. List other sources from which you or your immediate family received income of \$1,000 or more for the current year up to the date of appointment.

LIST:

- any entity from which you or your immediate family has received income of \$1,000
- Social Security payments
- an entity from which you or your family received retirement benefits
- an entity from which you or your family received directors fees

DO NOT LIST:

- the source of dividends or interest
- the source of insurance benefits, inheritances, scholarships (if no teaching or services were required in return)
- a decedent's estate
- a political contribution that has been reported to the Election Commission
- an individual (unless the individual was a lobbyist, your employer, or acting on behalf of a business or organization)

Part 2 – Business

For any **BUSINESS** that is a partnership, limited liability company, Subchapter S, or Subchapter C corporation in which you or your immediate family, directly or indirectly, separately or together, owned or controlled at least 10% interest and from which you or your immediate family has received \$1,000 or more during the current year up to the date of appointment, list the name of the business and identity of each payer of \$1,000 or more to the business.

LIST:

- partnership (general, limited or limited liability)
- corporation (regardless of tax status and including service corporations)
- limited liability company (LLC)

DO NOT LIST:

- an individual (unless the individual was a lobbyist, your employer, or acting on behalf of a business or organization)
- a decedent's estate

Part 3 – Investments

List stocks, bonds, limited partnerships, Wisconsin governmental securities you and your immediate family held with a minimum of \$5,000 for the current year up to the date of appointment.

LIST THE NAME OF EACH:

- stocks and stock options
- bond
- note or other evidence of indebtedness
- sponsor of mutual fund and money market fund (i.e. Fidelity or Janus Fund)
- security issued by the State of Wisconsin or by local governmental entities within Wisconsin
- any of the above held directly or:
 - ◆ in a deferred compensation plan, profit sharing plan, or pension plan whose investments you or your immediate family direct
 - ◆ in an individual retirement account (IRA)
 - ◆ in a trust in which you or your immediate family member has beneficial use
 - ◆ held for you by a corporation, partnership, or other entity which you or your immediate family member controls

DO NOT LIST:

- savings accounts
- checking accounts
- certificates of deposit
- annuities
- insurance contracts
- securities issued by the federal government or a government outside Wisconsin
- securities in a company in which you and your immediate family's total interest is valued at less than \$5,000

EXPLANATIONS

List the security by name. For example, list "Harley Davidson" or "IBM." Do **NOT** list "deferred compensation plan" or "IRA" or "Charles Schwabb," since these terms do not identify the securities within the deferred compensation plan, IRA, or brokerage account.

Name of sponsor of mutual fund or money market fund: List the sponsor name only, **NOT** each separate fund within each mutual fund or money market

To determine whether an investment meets the \$5,000 minimum for reporting add the total value of all types of securities you and your immediate family held in an individual business or other entity.

Investments held by a corporation, partnership or other entity which you and your immediate family control: Investments must be listed (if aggregating \$5,000 or more) if they are owned by another entity which you and your immediate family control (i.e. have more than 50% of outstanding voting interests or have a majority of the directors or managers of the entity).

Investments held in a trust: List the name of each security valued at \$5,000 or more, held in a trust created by you or in which you have a vested beneficial interest.

Investments held in a Tax Qualified Account: If an investment is owned in a tax qualified account (a deferred compensation plan, profit-sharing plan, or pension plan), you must list the name of the security **only if you or a member of your immediate family controls the selection of that security in your account.** (If the individual investments in your plan are selected by someone other than you, such as an investment advisor or plan trustee, then you do not have to list the individual securities in that plan.) Because you control investments in your Individual Retirement Account (IRA), you must list individual securities held by your IRA.

Wisconsin Governmental Securities: any security issued by the State of Wisconsin or by local governmental entities within Wisconsin.

Part 4 – Real Estate

List specific location of REAL ESTATE in Nelsonville, and/or Portage county (except your principal residence) in which you or your immediate family hold at least 10% interest which is valued at \$5,000 or more for the current year up to the date of appointment.

LIST:

- real estate you or your immediate family owned directly or through: (a) partnership; (b) a corporation; (c) a trust; or (d) other enterprise

DO NOT LIST:

- your principal residence unless it was used for the conduct of a business or for rental purposes

Part 5 – Creditors

List each creditor to whom you and your immediate family owed \$5,000 or more for the current year up to the date of appointment.

LIST:

- each creditor (for personal and business debts, including mortgages) if you or a family member was personally liable for the debt
- your portion of any partnership debts

Part 6 – Associations

List every organization with which you are associated and the nature of your association with that organization for the current year up to the date of appointment.

LIST THE NAME OF EACH:

- each business, labor union, association, cooperative, or other organization with which you were associated and the nature of your association (e.g., officer, member, director, authorized representative or agent)
- non-profit social or community service organizations
- bar association

DO NOT LIST:

- charitable organizations (entities to which a contribution is tax deductible, e.g., American Red Cross)
- political organizations (entities whose primary purpose is to influence voting)
- trusts
- federal, state, or local governmental agencies

Part 7 – Gifts

List individuals and organizations that, directly or indirectly, provided you with ENTERTAINMENT or GIFTS totaling more than \$50 for the current year up to the date of appointment.

A “gift” includes any money, property, favor, service, entertainment, travel, or payment furnished without valuable consideration. Includes tickets to sporting or theatrical events, golfing fees, prizes, samples and promotional items, items from sales representatives, or a part of business promotions, and similar items.

A “gift” does not include political contributions reported to the Election Commission, or meals, beverages, items, or lodging that an individual offers as hospitality at his or her own expense, and not as a business expense, for reasons unrelated to your holding a village office or position.

DO NOT LIST:

- gifts from your spouse, child, parent, brother, sister, grandchild, grandparent, aunt, uncle, niece, nephew, fiancé(e), parent-in-law, grandparent-in-law, brother-in-law, or sister-in-law

Part 8 – Honoraria and Payment of Expenses

List sources of HONORARIA and payment of EXPENSES more than \$50 related to your village duties for the current year up to the date of appointment.

LIST :

- each individual or organization from which you received lodging, transportation, meals, expenses, or honoraria having a total value of more than \$50, for attendance at a conference, presentation of a talk, participation in a meeting, or for a published work about issues initiated by or affecting village government or village agencies

DO NOT LIST:

- information about lodging, transportation, meals, money or any other thing of pecuniary value if: ♦ you returned it within 30 days ♦ you received it from the agency of which your village public office is a part ♦ you received it from a source already listed in Part 1 or Part 2 ♦ you already reported the payment to the village board as a matter of public record ♦ the expense is unrelated to holding public office and did not arise from holding public office



Mail, email or fax completed form to:

Village of Nelsonville
P.O. Box 86
Nelsonville, WI 54458

nelsonvilleusa@gmail.com
www.villageofnelsonville.com

Due within 21 days of nomination, employment or appointment.

For questions regarding the Village of Nelsonville Ethics Code contact the Village of Nelsonville Ethics Board O