

### **1.15.100 Interest in Municipal Contract or Business with Municipality.**

- A. Disclosure upon employment, appointment, or election: Within 30 days of commencement of service, a public servant shall submit a written disclosure of whether or not the public servant or member of the public servant's immediate family or household has an economic interest in a municipal contract or in an entity engaging in business with the municipality. The disclosure shall be made to the municipal clerk in the form prescribed by the board of ethics.
- B. Acquisition of interest in municipal contracts and business by public servant, immediate family, or household:
1. Notice: Prior to the application, bid, or response for the grant, contract, lease, or other municipal business, including but not limited to bids on foreclosed properties, a public servant shall:
    - a. Submit a notice of intent to respond to public solicitation in the form prescribed by the board of ethics to the municipal clerk for review by the board or municipal ethics officer;
    - b. File the notice with the municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response to the solicitation; and
    - c. Provide a copy of the notice to the municipal purchasing officer with the public servant's response.
  2. Criteria: A public servant, or member of the public servant's immediate family or household, may not acquire, receive, apply for, be a party to, or have a personal or financial interest in a municipal grant, contract, or lease, unless:
    - a. The public servant does not take official action that could directly affect the request for services, nor the award, execution, or administration of the grant, contract, or lease.
    - b. If this requirement is not met, the public servant may request additional review by the board of ethics.