CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JULY 7, 2015
12:00 p.m. NOON
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR

1. **Call to order.**

2. **Pledge of Allegiance.**

3. **Roll call.**

4. **Adoption of agenda.**

5. **Consideration of the following bills: General Fund – $61,327.40, Capital Fund - $122,847.44, Cable TV - $4,863.77, TID #2 – 108,561.17, TID #4 - $28,107.11, and Solid Waste Enterprise Fund - $2,025.30 for a grand total of $327,732.19.** [roll call]

6. **CONSENT AGENDA**

* **All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.**

*** a. Approval of following regular Council minutes 6/16/15.**

*** b. Approval of the following minutes:**

(1) Industrial Park Development Review Team – 6/4/15
(2) Bicycle and Pedestrian Advisory Board – 6/4/15
(3) Waterfront Redevelopment Authority – 6/8/15
(4) Finance/Purchasing & Building Committee – 6/9/15
(5) Community Protection & Services Committee – 6/11/15
(6) Personnel Committee – 6/15/15
(7) Park and Recreation Committee – 6/24/15
(8) Joint Park and Recreation Committee/Board – 6/24/15

*** c. Place the following reports on file:**
(1) Police Department Report – May 2015

*** d. Consideration of: Approval of beverage operator licenses.**

*** e. Consideration of: Temporary Class B Beer license.**

*** f. Consideration of: Temporary Class B Wine license.**

*** g. Consideration of: Street Closure Application for Family Services of Northeast Wisconsin.**

*** h. Consideration of: Exception to Noise Ordinance for Door County Fair for July 29 – August 2, 2015.**

* i. Finance/Purchasing & Building Committee recommendation re: Approve the donation request from the Sturgeon Bay Yacht Club in the amount of $500.00 for the Venetian Night fireworks to be held August 8, 2015.

* j. Personnel Committee recommendation re: Approve the change for the Fire Department Lieutenant promotional procedure and attach a Memorandum of Understanding to the Sturgeon Bay Firefighters Local 2682 Bargaining Agreement.

* k. Personnel Committee recommendation re: Approve the changes to the City of Sturgeon Bay Personnel Policies and Employee Handbook.

* l. Park and Recreation Committee recommendation re: Changing Ordinance 34.11 to allow dogs in parks except for on beaches, playgrounds, picnic and ballfield areas if contained on a leash not to exceed 10 feet in length.

* m. Park and Recreation Committee recommendation re: Allowing dogs in Cherry Blossom Park on September 12, 2015.

7. Mayoral Appointments.

8. Bids for Egg Harbor Road Improvements.

9. Committee Chairperson Reports:

   a. City Plan Commission
   b. Finance/Purchasing & Building Committee
   c. Park & Recreation Committee

10. Public comment on non-agenda items.

11. Mayor's comments.

12. Convene in closed session in accordance with the following exemption:

    Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85 (1)(c)

    Consideration of: City Engineer position.

    Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.

13. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 7.2.15

Time: 12:00pm

By: VM

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
GENERAL FUND					
LIABILITIES					
02293	GRACE BERGENE	OTUMBA /BERGENE	01-000-000-23162	50.00	
19326	SOIL SPECIALIST	REF PERMIT 50-031-14	01-000-000-23160	220.00	
19326		REF PERMIT 50-038-14	01-000-000-23160	352.00	
19326		REF PERMIT 50-040-14	01-000-000-23160	176.00	
19326		REF PERMIT 50-052-14	01-000-000-23160	709.60	
R0000292	TOM LEMKE	CHERRY BLSSM SEC DEP/LEMKE	01-000-000-23162	50.00	
R0000784	GINA HARTL	SUNSET SEC DEP/HARTL	01-000-000-23162	50.00	
R0001001	RENARDS CHEESE	RENARDS/06.13.15 MARKET	01-000-000-21595	12.00	
R0001254	SANDRA MCKUEN	2 HAZARD ITEM TAG REFND/MCKUEN	01-000-000-48105	64.00	
R0001255	SANDRA KOERNER	HAZARD ITEM TAG RFND/ KOERNER	01-000-000-48105	32.00	
R0001256	BILL HUNSADER	LARGE ITEM TAG RFND/HUNSADER	01-000-000-48120	15.00	
R0001257	ANDREW HOEFT	SUNSET PRK /HOEFT	01-000-000-23162	50.00	
R0001258	KIM BOSMAN	SUNSET PRK BOSMAN	01-000-000-23162	50.00	
R0001259	ELIZABETH FRANKLIN	OTUMBA /FRANKLIN	01-000-000-23162	50.00	
R0001260	MATTHEW YOUNG	SKATE PARK/YOUNG	01-000-000-23162	50.00	
R0001261	DENNIS VAN BRAMER	SAYWER PRK/VAN BRAMER	01-000-000-23162	50.00	
R0001262	AMY JAHNKE	CHRRY BLSSM/ JAHNKE	01-000-000-23162	50.00	
R0001263	LAURIE HOFFMAN	LRGE ITEM TAG RFND/HOFFMAN	01-000-000-48120	15.00	
R0001264	KATHY ROWE	HAZARD ITEM TAG REFND/ROWE	01-000-000-48105	32.00	
R0001265	A.J. HEINEN CONSTRUCTION	REF PERMIT 50-039-14	01-000-000-23160	299.20	
R0001266	JAMES KENYON	1 NIGHT SLIP RENTAL RFND/KNYON	01-000-000-46250	38.96	
R0001266		STATE TAX RFUND/KENYON	01-000-000-24214	1.95	
R0001266		COUNTY TAX RFND/KENYON	01-000-000-24215	0.19	
R0001267	JESSIE ROSE KELLSTROM	SHELTER RNTAL RFND/KELLSTROM	01-000-000-46300	55.00	
R0001267		STATE TAX RFND/KELLSTROM	01-000-000-24214	2.75	
R0001267		COUNTY TAX RFND/KELLSTROM	01-000-000-24215	0.28	
R0001267		SUNSET /KELLSTROM	01-000-000-23162	50.00	
R0001268	ROBERT HARPKE	NON RES LAUNCH PASS RND/HARPKE	01-000-000-46220	73.85	
R0001270	KAYE CARTER	CHRRY BLSSM /CARTER	01-000-000-23162	50.00	
R0001271	HOLLY SCHEER	SAWYER PRK/SCHEER	01-000-000-23162	50.00	
R0001272	UNITED METHODIST WOMEN	SAWYER PRK/UNITED METHODIST	01-000-000-23162	50.00	
R0001273	LISA DELARWELLE	OTUMBA/DELARWELLE	01-000-000-23162	50.00	
R0001274	VANESSA RING	DIRECT SELL PERMT RFND/RING	01-000-000-44400	28.00	
R0001275	APPLE VALLEY LANES	BEV OPER LIC REFUND	01-000-000-44280	25.00	
R0001276	ROBERT KACSMAROWKSI	OTUMBA/KACZMAROWSKI	01-000-000-23162	50.00	
RASS	RASS EXCAVATING & MATERIAL LLC	REF PERMIT 50-016-14	01-000-000-23160	756.00	
			TOTAL LIABILITIES		3,658.78
			TOTAL GENERAL FUND		3,658.78
MAYOR					
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	AWARD FRAMES	01-100-000-54999	94.95	
			TOTAL		94.95
			TOTAL MAYOR		94.95
CITY COUNCIL					
22800	WALMART COMMUNITY	FRAME	01-105-000-54999	4.68	
FIRST	FIRST NATIONAL BANK OF OMAHA	BUSINESS CARDS	01-105-000-54999	23.72	
			TOTAL		28.40

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL CITY COUNCIL		28.40
LAW/LEGAL					
16555	PINKERT LAW FIRM, LLP	05/15 TRAFFIC MATTERS	01-110-000-55010	827.00	
			TOTAL		827.00
			TOTAL LAW/LEGAL		827.00
CITY CLERK-TREASURER					
04650	DOOR COUNTY REGISTER OF DEEDS	MAY CHARGES	01-115-000-56350	60.00	
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CORRECTION TAPE	01-115-000-51950	10.44	
BUBRICKS		CARD STOCK	01-115-000-52800	12.54	
DC PRINT	DC PRINTING	50 PURCHASE ORDER BOOKS	01-115-000-51600	406.00	
FIRST	FIRST NATIONAL BANK OF OMAHA	TAXI/TRAVEL EXPNSE	01-115-000-55600	50.00	
FIRST		LODGING/REINHARDT	01-115-000-55600	713.00	
FIRST		BAGGAGE TICKET/REINHARDT	01-115-000-55600	25.00	
FIRST		PARKING/REINHARDT	01-115-000-55600	37.00	
FIRST		BANK FEES	01-115-000-55600	47.64	
FIRST		UWGB CIVIC AFFAIR /CLARIZIO	01-115-000-55600	269.00	
			TOTAL		1,630.62
			TOTAL CITY CLERK-TREASURER		1,630.62
COMPUTER					
FIRST	FIRST NATIONAL BANK OF OMAHA	PRINTER INK	01-125-000-51950	52.85	
			TOTAL		52.85
			TOTAL COMPUTER		52.85
CITY ASSESSOR					
ASSO APP	ASSOCIATED APPRAISAL	07/07/15 CONTRACT	01-130-000-55010	1,245.83	
			TOTAL		1,245.83
			TOTAL CITY ASSESSOR		1,245.83
MUNICIPAL SERVICES ADMIN.					
ASCE	AMERICAN SOCIETY OF	2015 ANNL DUES DEPIES	01-145-000-56000	250.00	
			TOTAL		250.00
			TOTAL MUNICIPAL SERVICES ADMIN.		250.00

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
PUBLIC WORKS ADMINISTRATION					
03133	CELLCOM WISCONSIN RSA 10	05/15 CHAD CELL SVC	01-150-000-58250	13.54	
03133		05/15 BOB B CELL SVC	01-150-000-58250	49.14	
04696	DOOR COUNTY TREASURER	MINE SAFETY CLASS	01-150-000-55600	28.62	
22800	WALMART COMMUNITY	CREDIT RETURN	01-150-000-52800	-61.13	
22800		INK	01-150-000-52800	61.13	
22800		INK	01-150-000-52800	57.94	
FIRST	FIRST NATIONAL BANK OF OMAHA	GREEN INFRASTRUCT SEMINAR	01-150-000-55600	10.00	
			TOTAL		159.24
			TOTAL PUBLIC WORKS ADMINISTRATION		159.24
ELECTIONS DEPARTMENT					
04696	DOOR COUNTY TREASURER	04/07/15 ELECTION CHARGES	01-155-000-54999	598.97	
			TOTAL		598.97
			TOTAL ELECTIONS DEPARTMENT		598.97
CITY HALL					
23730	WPS	421 MICHIGAN STREET-CITY HALL	01-160-000-56600	624.72	
MID	MID-STATE SUPPLY	FAUCET	01-160-000-54999	312.43	
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT BULBS	01-160-000-54999	39.18	
VIKING		LIGHT BULBS	01-160-000-54999	80.52	
			TOTAL		1,056.85
			TOTAL CITY HALL		1,056.85
GENERAL EXPENDITURES					
08167	GANNETT WISCONSIN NEWSPAPERS	PUB NOTICES	01-199-000-57450	116.29	
15890	PACK AND SHIP PLUS	OVERNIGHT QUOTE AUTHORIZ TID 4	01-199-000-57250	12.58	
16590	PITNEY BOWES	INK CARTRIDGES POSTAGE MACHINE	01-199-000-57250	244.76	
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPY PAPER	01-199-000-55650	226.00	
FIRST	FIRST NATIONAL BANK OF OMAHA	BANK FEES	01-199-000-51520	38.03	
FIRST		BANK FEE	01-199-000-51520	39.00	
FIRST		BANK FEE	01-199-000-51520	39.00	
FIRST		BANK FEES	01-199-000-51520	39.12	
FIRST		BANK FEE	01-199-000-51520	42.01	
			TOTAL		796.79
			TOTAL GENERAL EXPENDITURES		796.79
POLICE DEPARTMENT					
06592	FOX VALLEY TECHNICAL COLLEGE	LE ADMIN TRNING/JEANQUART	01-200-000-55600	225.00	
06592		LEAP CONF REG/JEANQUART	01-200-000-55600	225.00	
15890	PACK AND SHIP PLUS	TASER INTERNATIONAL MAILING	01-200-000-57250	19.99	

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
20254	TIP TOP CLEANERS	LAUNDRY MAINTENANCE/PORTER	01-200-000-56800	24.41	
CANDYJEA	CANDY JEANQUART	MEAL & PRK EXP LEAP CON JNQRT	01-200-000-55600	11.34	
FIRST	FIRST NATIONAL BANK OF OMAHA	LODGING FBINAA TRNING/BRNKMAN	01-200-000-55600	140.00	
FIRST		LODGING FBINAA /PORTER	01-200-000-55600	166.00	
FIRST		COMPUTER ADAPTERS	01-200-000-55500	41.69	
FIRST		MEAL EXPENSE	01-200-000-55600	12.00	
FIRST		LODGING	01-200-000-55600	85.00	
SPUDE	SARAH SPUDE-OLSON	OLSON/MEAL EXPENSE LEAP CONF	01-200-000-55600	6.08	
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER LEASE #29 OF 36	01-200-000-55650	181.00	
			TOTAL		1,137.51
			TOTAL POLICE DEPARTMENT		1,137.51
PATROL BOAT					
PATROL BOAT					
02206	BAY MARINE	PATROL BOAT FUEL	01-205-000-51650	363.42	
			TOTAL PATROL BOAT		363.42
			TOTAL PATROL BOAT		363.42
POLICE DEPARTMENT/PATROL					
02005	BAY ELECTRONICS, INC.	3-NOISE CANCEL SPEAKR MICS	01-215-000-57550	144.75	
03133	CELLCOM WISCONSIN RSA 10	05/15 CELL PHONES	01-215-000-58250	779.73	
03133		CELLPHONE REPLACE/WIEGAND	01-215-000-58250	19.95	
04590	DOOR COUNTY HUMANE SOCIETY	2015 3RD QTR ANIMAL CONTROL	01-215-000-55100	2,562.00	
04696	DOOR COUNTY TREASURER	MAY FUEL CHRG 1453.68G @2.5550	01-215-000-51650	3,714.15	
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	10.50	
19880		724 SHORECREST RD CAMERA WWTP	01-215-000-56150	10.37	
FIRST	FIRST NATIONAL BANK OF OMAHA	OUT OF TOWN FUEL	01-215-000-51650	35.50	
FIRST		OUT OF TOWN FUEL	01-215-000-51650	26.00	
FIRST		MEAL/PORTER	01-215-000-54999	24.60	
FIRST		PHOTO DEVELOPMENT	01-215-000-54999	36.59	
FIRST		OUT OF TOWN FUEL	01-215-000-51650	31.70	
HOUGAARD	CHAD HOUGAARD	MEAL & PRKING TRNING/HOUGAARD	01-215-000-55600	17.09	
R0000048	SHELL FLEET PLUS	OUT OF TOWN FUEL	01-215-000-51650	31.15	
R0000048		FEDERAL EXCISE TAX CREDIT	01-215-000-51650	-2.12	
R0000608	AUTO ZONE, INC	2- 3PC SOCKET RAIL TOOL SETS	01-215-000-54999	9.84	
			TOTAL		7,451.80
			TOTAL POLICE DEPARTMENT/PATROL		7,451.80
POLICE DEPT. / INVESTIGATIONS					
ACCURINT	LEXISNEXIS	APRIL CONTRACT FEE	01-225-000-57950	80.00	
ACCURINT		CONTRACT FEE 7 MOS JUNE-DEC 15	01-225-000-57950	560.00	
			TOTAL		640.00
			TOTAL POLICE DEPT. / INVESTIGATIONS		640.00

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
FIRE DEPARTMENT					
01766	AURORA MEDICAL GROUP	GORDON-PHYSICAL	01-250-000-57100	118.00	
02330	JIM OLSON MOTORS	2- FILTER KITS #8	01-250-000-53000	155.80	
03075	CARQUEST OF DOOR COUNTY	FILTER SERVICE KIT	01-250-000-53000	8.39	
03075		CREDIT RETURN-FUEL FILTER	01-250-000-53000	-30.42	
04696	DOOR COUNTY TREASURER	MAY FUEL CHARGES	01-250-000-51650	940.26	
14000	NAPA AUTO PARTS	GREASE	01-250-000-53000	18.87	
19880	STURGEON BAY UTILITIES	835 N 14TH AVE-SALT SHED	01-250-000-56675	5.20	
19880		835 N 14TH AVE CITY GARAGE	01-250-000-56675	42.00	
19880		DUCK POND	01-250-000-56675	5.20	
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	42.00	
19880		FRANKE GRASSE MEM SHELTER	01-250-000-56675	13.00	
19880		OTUMBA PARK	01-250-000-56675	5.20	
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	5.20	
19880		WEST SIDE FIRE STATION	01-250-000-56675	42.00	
19880		WEST SIDE FIRE STATION	01-250-000-56150	71.93	
19880		WEST SIDE FIRE STATION	01-250-000-58650	82.52	
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20	
19880		38 S NEENAH AVE RSTRM/FC	01-250-000-56675	26.00	
19880		JAYCEES BALLFLD STAND	01-250-000-56675	13.00	
19880		MICH ST JC BALLFLD SPRINKLER	01-250-000-56675	69.00	
19880		WEST SIDE BLLFLD LITES	01-250-000-56675	5.20	
19880		916 N 14TH WARNING SIREN	01-250-000-56150	8.24	
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	15.35	
19880		SUNSET PRK STAR PLANT	01-250-000-56675	42.00	
19880		835 N 14TH AVE SIGN SHED	01-250-000-56675	5.20	
19880		CHERRY BLOSSON PRK	01-250-000-56675	13.00	
19880		CLAY BANKS SIREN	01-250-000-56150	16.54	
22800	WALMART COMMUNITY	GLASS CLEANER	01-250-000-54999	4.97	
22800		TAPE	01-250-000-51950	29.19	
23730	WPS	656 S OXFORD ST-WEST FIRE	01-250-000-56600	41.59	
FIRST	FIRST NATIONAL BANK OF OMAHA	PHYSIO LIFEPAK 500 BATTERY	01-250-000-56250	171.00	
FIRST		RAIN GEAR	01-250-000-52350	29.53	
FIRST		PT TIME INTERVIEW FOOD	01-250-000-55600	27.79	
MED TECH	MED-TECH RESOURCE INC.	2-O2 REGULATORS	01-250-000-51350	138.61	
O'REILLY	O'REILLY AUTO PARTS	POWERSTEERING FLUID	01-250-000-53000	5.39	
O'REILLY		HOSE CLAMP & FUNNELS	01-250-000-53000	10.52	
O'REILLY		TIGER PATCH	01-250-000-54999	4.99	
O'REILLY		BLUE DEF	01-250-000-53000	25.00	
PAULCONW	PAUL CONWAY SHIELDS	FIRE GLOVES	01-250-000-51350	76.50	
US CELL	US CELLULAR	INSPECTION CARDS	01-250-000-58250	53.05	
WARNER	WARNER-WEXEL WHOLESALE &	4 G DAWN SOAP/HYDRAUL OIL SPIL	01-250-000-54999	72.72	
WARNER		2 CSES DAWN/OIL SPILL	01-250-000-54999	170.24	
			TOTAL		2,604.97
			TOTAL FIRE DEPARTMENT		2,604.97
COMPOST/SOLID WASTE SITE					
13540	MJB INDUSTRIES INC	COMPOST GRINDING 13.80HR @ 550	01-320-000-57700	7,590.00	
13540		COMPOST GRINDING MOBILIZATION	01-320-000-57700	300.00	
			TOTAL		7,890.00
			TOTAL COMPOST/SOLID WASTE SITE		7,890.00

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
STREET SWEEPING					
25700	ZARNOTH BRUSH WORKS INC	1 MAIN BROOM	01-330-000-51400	458.00	
25700		4 GUTTER BROOMS	01-330-000-51400	528.00	
			TOTAL		986.00
			TOTAL STREET SWEEPING		986.00
WEED ABATEMENT					
WEYERS	WEYERS EQUIPMENT, INC	MOWER BLADES #28	01-340-000-51400	314.58	
			TOTAL		314.58
			TOTAL WEED ABATEMENT		314.58
ROADWAYS/STREETS					
13217	WILLIE MCALLISTER	CDL RENEWAL/MCALLISTER	01-400-000-54999	40.00	
			TOTAL		40.00
			TOTAL ROADWAYS/STREETS		40.00
SNOW REMOVAL					
GRAY'S	GRAY'S INC.	PLOW BLADES	01-410-000-51400	4,437.25	
			TOTAL		4,437.25
			TOTAL SNOW REMOVAL		4,437.25
CURB/GUTTER/SIDEWALK					
10750	PREMIER CONCRETE INC	CONCRETE SEALER	01-440-000-54999	193.00	
			TOTAL		193.00
			TOTAL CURB/GUTTER/SIDEWALK		193.00
STREET MACHINERY					
02835	BROOKS TRACTOR	LOADER FILTERS	01-450-000-53000	152.71	
02844	BRUCE MUNICIPAL EQUIPMENT INC	OIL PRESSURE SENDER	01-450-000-53000	127.36	
04696	DOOR COUNTY TREASURER	398.87G UNLD @ 2.555/G	01-450-000-51650	1,019.11	
04696		772.10G DSL @ 2.956/G	01-450-000-51650	2,282.33	
08225	HERLACHE SMALL ENGINE	PAINT MACHINE CARBURETOR	01-450-000-53000	65.59	
08700	HYDRAULIC SERVICE INC	GRADER HYDRAULIC CYLINDER	01-450-000-53000	243.23	
19275	SHERWIN WILLIAMS	BOLTS	01-450-000-53000	3.30	
FLEETPRI	FLEETPRIDE	AIR CYLINDER	01-450-000-53000	179.83	
L&P	L&P CONVENIENT STORE SBAY LLC	PREMIUM FUEL	01-450-000-51650	74.00	
			TOTAL		4,147.46

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL STREET MACHINERY		4,147.46
CITY GARAGE					
06012	FASTENAL COMPANY	DRILL BITS	01-460-000-52700	22.27	
06012		SAFETY SUPPLIES	01-460-000-52350	203.92	
19880	STURGEON BAY UTILITIES	835 N 14TH AVE-SALT SHED	01-460-000-56150	8.24	
19880		835 N 14TH AVE CITY GARAGE	01-460-000-56150	733.39	
19880		835 N 14TH AVE CITY GARAGE	01-460-000-58650	127.00	
23730	WPS	835 N 14TH AVE -CITY GARAGE	01-460-000-56600	209.87	
O'REILLY	O'REILLY AUTO PARTS	ASSTED TOOLS	01-460-000-52700	56.96	
O'REILLY		CREDIT RETURN	01-460-000-52700	-6.00	
SHEF DR	SHEFCHIK DOOR OPENERS	DOOR OPENER REPAIR	01-460-000-55300	75.00	
ST WI SF	STATE OF WISCONSIN	BOILER INSPECTION MUN SVC	01-460-000-58999	100.00	
			TOTAL		1,530.65
			TOTAL CITY GARAGE		1,530.65
HIGHWAYS - GENERAL					
19880	STURGEON BAY UTILITIES	3 TRFC WARNING LGTS	01-499-000-58000	8.25	
19880		OLD HWY RD SIGN	01-499-000-58000	11.79	
			TOTAL		20.04
			TOTAL HIGHWAYS - GENERAL		20.04
PARK & RECREATION ADMIN					
03133	CELLCOM WISCONSIN RSA 10	05/15 BOB B CELL SVC	01-500-000-58250	49.15	
03133		05/15 SAWYER DOCK CELL SVC	01-500-000-58250	14.09	
03133		05/15 CELL SVC	01-500-000-58250	13.10	
15890	PACK AND SHIP PLUS	KICK OFF TO SUMMER SIGNAGE	01-500-000-52250	275.00	
15890		MOVIE SIGNAGE	01-500-000-52250	25.00	
22800	WALMART COMMUNITY	3 GLUE GUNS	01-500-000-52250	54.39	
22800		SHIPPING	01-500-000-52250	19.77	
22800		KICK OFF TO SUMMER SUPPLIES	01-500-000-52250	68.69	
CDE	PAULA REICHEL	FLD TRIP T-SHIRTS	01-500-000-52250	530.00	
FIRST	FIRST NATIONAL BANK OF OMAHA	PARTICIPATION PRIZE RIBBONS	01-500-000-52250	66.00	
FIRST		SHIPPING	01-500-000-52250	11.05	
FIRST		BEDTIME STORIES MOVIE	01-500-000-52250	425.00	
FIRST		SHIPPING	01-500-000-52250	26.00	
FIRST		FROZEN SPOON MOVIE PRIZE	01-500-000-52250	15.00	
FIRST		FAMILY VIDEO MOVIE PRIZE	01-500-000-52250	45.00	
			TOTAL		1,637.24
			TOTAL PARK & RECREATION ADMIN		1,637.24
PARKS AND PLAYGROUNDS					

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
01766	AURORA MEDICAL GROUP	PRE EMPLOY SCREEN POTIER	01-510-000-57100	67.00	
01766		MRO REVIEW FEE	01-510-000-57100	16.00	
02480	BONNIE BROOKE GARDENS LLC	FLOWERS	01-510-000-51750	75.28	
04545	DOOR COUNTY COOPERATIVE	BANNER SUPPLIES	01-510-000-52550	9.89	
04545		CORNER STONE	01-510-000-51750	151.88	
04575	DOOR COUNTY HARDWARE	LYSOL WIPES	01-510-000-51850	3.99	
04575		TAPE RULERS	01-510-000-52700	34.98	
04575		POLY PROLINE ROPE	01-510-000-51850	23.97	
04575		2GAL WATERING CAN	01-510-000-54999	7.99	
04575		WATER TIMERS	01-510-000-51750	31.98	
04575		KNEE PADS	01-510-000-52700	27.98	
04575		HAND SPREADER	01-510-000-52700	18.99	
04575		KEY	01-510-000-54999	1.49	
04696	DOOR COUNTY TREASURER	550.80G UNLD FUEL	01-510-000-51650	1,407.29	
04696		38.50 G DSL FUEL	01-510-000-51650	113.81	
08225	HERLACHE SMALL ENGINE	TRIMMER HEAD	01-510-000-52350	27.99	
08225		MOWER REPAIR	01-510-000-51900	14.00	
08225		MOWER BLADES	01-510-000-51900	62.49	
12100	LAMPERT YARDS INC	YMCA SAND TUBES	01-510-000-52550	53.70	
19240	SERVICE MOTOR CO	PARKS LANDSCAPE RAKE	01-510-000-52850	880.00	
19880	STURGEON BAY UTILITIES	SUNSET CNTR/NEW CONC	01-510-000-56150	188.18	
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	104.32	
19880		FRANKE GRASSE MEM SHELTER	01-510-000-56150	85.61	
19880		FRANKE GRASSE MEM SHELTER	01-510-000-58650	74.93	
19880		OTUMBA PARK	01-510-000-56150	29.82	
19880		OTUMBA PARK	01-510-000-58650	23.05	
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	188.85	
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	119.86	
19880		JAYCEES BALLFLD STAND	01-510-000-56150	30.89	
19880		JAYCEES BALLFLD STAND	01-510-000-58650	24.28	
19880		OTUMBA PRK WALKWAY LITES	01-510-000-56150	29.46	
19880		OTUMBA PRK/STREET LTG	01-510-000-56150	154.12	
19880		FLORIDA ST/ SUNSET PRK	01-510-000-56150	15.47	
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	20.92	
19880		835 N 14TH AVE SIGH SHED	01-510-000-58650	23.05	
19880		CHERRY BLOSSOM PRK	01-510-000-56150	25.19	
19959	SUPERIOR CHEMICAL CORP	DMPSTR BREATH ODOR PELLETS	01-510-000-51850	245.04	
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	46.13	
BLUE TRP	BLUE TARP FINANCIAL	26GAL SPRAYER	01-510-000-52700	220.55	
R0001269	JARED LINDEMANN	WORK PERMIT REIMBURSE/LINDEMNN	01-510-000-54999	10.00	
WARNER	WARNER-WEXEL WHOLESALE &	BROOMS	01-510-000-51850	17.04	
WARNER		VINEGAR & DISHSOAP	01-510-000-51750	30.07	
WARNER		MAINTENANCE SUPPLIES	01-510-000-51850	93.96	
			TOTAL		4,831.49
			TOTAL PARKS AND PLAYGROUNDS		4,831.49
BALLFIELDS					
04545	DOOR COUNTY COOPERATIVE	FERTILIZER	01-520-000-51750	14.13	
04545		PRAMITOL	01-520-000-51750	168.66	
04575	DOOR COUNTY HARDWARE	ASST PLUMBING SUPPLIES	01-520-000-54999	78.44	
04575		CREDIT RETURN VALVE BALL	01-520-000-54999	-60.98	
04575		ASST KEYS & LOCKS	01-520-000-54999	53.64	

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
04575		CABLE TIES	01-520-000-54999	13.99	
			TOTAL		267.88
			TOTAL BALLFIELDS		267.88
MUNICIPAL DOCKS					
04575	DOOR COUNTY HARDWARE	HANDLE	01-550-000-54999	1.79	
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	210.82	
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	101.51	
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	29.10	
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-56150	237.99	
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-58650	346.53	
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	28.80	
			TOTAL		956.54
			TOTAL MUNICIPAL DOCKS		956.54
WATER WEED MANAGEMENT					
03075	CARQUEST OF DOOR COUNTY	FILTERS & PLUGS	01-560-000-51400	39.52	
03075		HOSE GUARDS	01-560-000-51400	5.28	
03075		FUEL PUMP	01-560-000-51400	49.79	
04545	DOOR COUNTY COOPERATIVE	NYLON TWINE	01-560-000-54999	6.82	
04545		WATER WEED PVC SUPPLIES/PARTS	01-560-000-51400	4.20	
04545		ASSTED NUTS & BOLTS	01-560-000-51400	8.40	
04575	DOOR COUNTY HARDWARE	SHOVEL & PUSHBROOM	01-560-000-54999	63.97	
22800	WALMART COMMUNITY	WATER WEED SUPPLIES	01-560-000-52350	88.46	
PORT	PORT SUPPLY	FUEL LINE & TANK	01-560-000-51400	107.97	
R0000655	TRANSMOTION, LLC	ELBOW & REDUCER	01-560-000-51400	149.29	
R0000655		WATER WEEDS PARTS	01-560-000-51400	50.02	
R0000655		WATER WEED PARTS	01-560-000-51400	32.27	
			TOTAL		605.99
			TOTAL WATER WEED MANAGEMENT		605.99
WATERFRONT PARKS & WALKWAYS					
04575	DOOR COUNTY HARDWARE	DECK SCREWS	01-570-000-54999	9.99	
04575		FASTENERS	01-570-000-51750	6.29	
04575		ASSTD PAINT SUPPLIES	01-570-000-52100	47.44	
10750	PREMIER CONCRETE INC	BAYVIEW PRK BENCH CONCRETE	01-570-000-54999	44.50	
12100	LAMPERT YARDS INC	4 2X4X12'TR	01-570-000-54999	28.76	
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY LIGHTS	01-570-000-56150	20.22	
19880		DC MUSEUM PKG LOT LIGHTS	01-570-000-56150	147.77	
BLUE TRP	BLUE TARP FINANCIAL	4 COYOTE DECOYS	01-570-000-54999	191.96	
VIKING	VIKING ELECTRIC SUPPLY, INC	OUTLET	01-570-000-54999	112.92	
VIKING		OUTLET	01-570-000-54999	59.81	
VIKING		COVER	01-570-000-54999	51.92	
			TOTAL		721.58

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL WATERFRONT PARKS & WALKWAYS		721.58
EMPLOYEE BENEFITS					
02274	BENEFIT ADVANTAGE INC.	MAY COBRA FEES	01-600-000-50510	25.00	
03780	COUNSELING ASSOCIATES OF DC	JUNE EAP	01-600-000-56553	150.83	
			TOTAL		175.83
			TOTAL EMPLOYEE BENEFITS		175.83
COMMUNITY & ECONOMIC DEVLPMT					
FIRST	FIRST NATIONAL BANK OF OMAHA	GREEN INFRASTUCT SEMINAR	01-900-000-55600	10.00	
			TOTAL		10.00
			TOTAL COMMUNITY & ECONOMIC DEVLPMT		10.00
			TOTAL GENERAL FUND		51,363.51
CAPITAL FUND					
FIRE DEPARTMENT					
EXPENSE					
06400	FIVE ALARM FIRE SAFETY	SCBA HEADSTRAPS	10-250-000-59050	384.92	
FIRST	FIRST NATIONAL BANK OF OMAHA	NOZZLE HARDWARE	10-250-000-59070	191.98	
PAULCONW	PAUL CONWAY SHIELDS	RESCUE ROPE	10-250-000-59070	262.90	
			TOTAL EXPENSE		839.80
			TOTAL FIRE DEPARTMENT		839.80
ROADWAYS/STREETS					
EXPENSE					
02130	BAUDHUIN INC	EGG HARBOR RD	10-400-000-59096	2,000.00	
08167	GANNETT WISCONSIN NEWSPAPERS	EGG HRBR DETENTION NOTICE	10-400-000-59096	187.96	
LEGACY	LEGACY CONSTRUCTION SEVICE,LLC	EGG HARBOR RD DETENTION POND	10-400-000-59096	15,525.00	
			TOTAL EXPENSE		17,712.96
ANNUAL RESURFACING & BASE REP.					
08167	GANNETT WISCONSIN NEWSPAPERS	SWYER PRK WALKWAY NOTICE	10-400-110-59095	31.67	
14825	NORTHEAST ASPHALT INC	18TH AVE	10-400-110-59095	103,757.80	
14825		SHOULDER GRAVEL-THORN STREET	10-400-110-59095	505.21	
			TOTAL ANNUAL RESURFACING & BASE REP.		104,294.68
			TOTAL ROADWAYS/STREETS		122,007.64
			TOTAL CAPITAL FUND		122,847.44

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
03159	CHARTER COMMUNICATIONS	06/15 CB MUSIC	21-000-000-58999	178.77	
MANN	MANN COMMUNICATIONS, LLC	07/07/15 CONTRACT	21-000-000-55015	4,685.00	
			TOTAL CABLE TV / GENERAL		4,863.77
			TOTAL CABLE TV / GENERAL		4,863.77
			TOTAL CABLE TV		4,863.77
TID #2 DISTRICT					
TID DISTRICT #2					
AMER PAV	AMERICAN PAVEMENT SOLUTION,INC	2ND AVE PRKING STRCTURE REPAIR	25-320-000-59100	101,000.00	
R0000807	MARK THIEDE	PRKING STRUCT TOWR MAINT WRK	25-320-000-59100	1,530.00	
SUNNY	SUNNY POINT LANDSCAPE, LLC	SAWYER PARK LANDSCAPE PLANTS	25-320-000-59105	5,668.17	
			TOTAL		108,198.17
TID #2 A AREA BONDS - DVL					
01761	ASSOCIATED TRUST COMPANY	PAY AGENT FEE GEN REFND BOND	25-320-931-70002	363.00	
			TOTAL TID #2 A AREA BONDS - DVL		363.00
			TOTAL TID DISTRICT #2		108,561.17
			TOTAL TID #2 DISTRICT		108,561.17
TID #4 DISTRICT					
TID #4 DISTRICT					
13750	MOODY'S INVESTORS SERVICE	T4 $3.12 NAN ISSUE BOND RATING	28-340-000-58999	4,000.00	
AECOM	AECOM TECHNICAL SERVICES, INC	INITL EXAM TUGBOAT RELOCATE	28-340-000-58999	3,500.00	
AYRES	AYRES ASSOCIATES, INC	SERVICES THUR 5.30.15	28-340-000-59130	7,874.88	
QUARLES	REBECCA A SPECKHARD	LEGAL SERVICES	28-340-000-58999	10,000.00	
VANDEW	VANDEWALLE & ASSOCIATES, INC	SERVICES THRU 5.20.15	28-340-000-58999	2,407.23	
			TOTAL		27,782.11
T4 $3.12 NOTES					
01761	ASSOCIATED TRUST COMPANY	PAY AGENT FEE TX ANTICPT NOTES	28-340-987-70002	325.00	
			TOTAL T4 $3.12 NOTES		325.00
			TOTAL TID #4 DISTRICT		28,107.11
			TOTAL TID #4 DISTRICT		28,107.11
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
04696	DOOR COUNTY TREASURER	685.15 G DSL @ 2.956/G	60-000-000-51650	2,025.30	
			TOTAL SOLID WASTE ENTERPRISE FUND		2,025.30

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR # NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
SOLID WASTE ENTERPRISE			
SOLID WASTE ENTERPRISE FUND			
SOLID WASTE ENTERPRISE FUND			
		TOTAL SOLID WASTE ENTERPRISE FUND	2,025.30
		TOTAL SOLID WASTE ENTERPRISE	2,025.30
		TOTAL ALL FUNDS	317,768.30

MANUAL CHECKS

MINNESOTA LIFE INSURANCE 06/11/15 Check # 77388 July Life Insurance 01-600-000-50552	$2,103.13
BP AMOCO 06/17/15 Check # 77469 Statement Charges 01-215-000-51650	$ 96.06
SOUTHERN DOOR SCHOOL DISTRICT 06/19/15 Check # 77476 05/15 Mobile Home Tax Payment 01-000-000-41300	$235.66
SUN LIFE FINANCIAL 06/19/15 Check #77478 June & July Short and Long Term Disability 01-000-000-21545	$3,826.24
SUPERIOR VISION INSURANCE 06/19/15 Check # 77479 July Vision Insurance 01-000-000-21540	$778.95
STURGEON BAY SCHOOL DISTRICT 06/19/15 Check # 77480 05/15 Mobile Home Tax Payment 01-000-000-41300	$2,923.85
TOTAL MANUAL CHECKS	**$ 9,963.89**

INVOICES DUE ON/BEFORE 07/07/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	~~51,363.51~~	61,327.40
CAPITAL FUND	122,847.44	
CABLE TV	4,863.77	
TID #2 DISTRICT	108,561.17	
TID #4 DISTRICT	28,107.11	
SOLID WASTE ENTERPRISE	2,025.30	
TOTAL --- ALL FUNDS	~~317,768.30~~	327,732.19

6-30-15

6-30-15

6-30-15

6a.

COMMON COUNCIL
June 16, 2015

A regular meeting of the Common Council was called to order at 12:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Catarozoli, Vandertie, Ireland, Wiesner, Stults, Fett and Gregory.

Fett/Wiesner to adopt agenda removing item 6e from the agenda and moving item #11 to 7a. Carried.

Fett/Ireland to approve the following bills - General Fund - $185,083.19, Capital Fund - $5,498.90, Cable TV - $278.77, TID #4 - $30,604.56 and Solid Waste Enterprise Fund - $13,773.99 for a grand total of $235,239.41.

Wiesner/Vandertie to approve consent agenda:

a. Approval of following Council Closed Session minutes: 1/2/13, 12/3/13, 4/15/14, 6/17/14, 1/6/15, 4/21/15, 5/11/15, 6/2/15; following Special Council minutes: 5/11/15, 6/9/15; and regular Council minutes 6/2/15.
b. Approval of the following minutes:
   (1) Personnel Committee Closed Session – 9/24/13
   (2) Finance/Purchasing & Building Committee Closed Session – 1/21/14
   (3) Finance/Purchasing & Building Committee Closed Session – 4/8/14
   (4) Fire & Police Commission – 11/10/14
   (5) Finance/Purchasing & Building Committee Closed Session – 6/10/14
   (6) Finance/Purchasing & Building Committee Closed Session – 4/20/15
   (7) Zoning Board of Appeals – 5/12/15
   (8) Sturgeon Bay Utility Commission – 5/12/15
   (9) Industrial Park Development Review Team – 5/13/15
   (10) Finance/Purchasing & Building Committee – 5/26/15
   (11) Board of Review – 6/2/15
c. Place the following reports on file:
   (1) Inspection Department Report – May 2015
   (2) Revenue & Expense Report – May 2015
   (3) Bank Reconciliation – May 2015
d. Consideration of: Approval of beverage operator licenses.
e. ~~Consideration of: Approval of Class B Beer and Class C Wine licenses.~~ Removed from agenda.
f. Consideration of: Approval of Temporary Class B Wine licenses.
g. Consideration of: Temporary Class B Beer license.
h. Consideration of: Approval of Class C Wine license.
i. Consideration of: Approval of Sidewalk Café Permit for 136 Restaurant and Wine Bar.
j. Consideration of: Approval of Sidewalk Café Permit for Brick Lot Pub & Grill.

Carried.

There were no Mayoral appointments.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the Schenck Government & Not-For-Profit Solutions 2014 financial audit report for the City of Sturgeon Bay and place on file.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Stults to adopt. Representatives from Schenck presented the audit. Carried.

City Engineer Depies presented Change Order #1 for Sawyer Park landscaping. Discussion took place regarding volunteers doing the work to remove the grass and not use herbicide but only if no more herbicides were used in Sawyer Park, whether a seated Council could commit future

Council's to this action, the money saved by using volunteers, and the amount the contract would increase if the Change Order #1 passed. Catarozoli/Gregory to accept Change Order #1 for the installation of weed barrier and mulch instead of the use of herbicide to kill existing grass for an additional $3,316.00. Catarozoli and Gregory voted aye. Vandertie, Ireland, Wiesner, Stults, and Fett voted no. Motion failed.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to award the Municipal Services Storage Building contract to Forest Construction in an amount not to exceed $88,500.00.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Stults to adopt. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to award the aquatic vegetation spraying contract to Stantec, Inc. in an amount not to exceed $13,467.36.

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Stewart Fett, Chr.

Introduced by Fett. Fett/Stults to adopt. Carried.

Personnel Committee Chair Vandertie, Parking & Traffic Committee Chair Ireland, Community Protection & Services Committee Chair Wiesner, and Sturgeon Bay Utility Commission Chr Fett presented reports for their respective committees/commissions.

The following people spoke during public comment: Bruce Joffe, 118 S. 5th Ave; Bob Loss, 607 E. Walnut Dr; Liz Orlok, 937 Michigan; and Linda Cockburn, 153 S. 3rd Ave.

The Mayor made his comments.

After the Mayor announced the statutory basis, Ireland/Fett to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c) Consideration of: Confer with Public Administration Associates regarding City Administrator applications. Roll call: All voted aye. Carried. The meeting moved to closed session at 12:40 p.m. and adjourned at 1:40 p.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/Human Resources Director

6b1.

Industrial Park Development Review Team
Thursday, June 4, 2015

A meeting of the Industrial Park Development Review Team was called to order at 11:05 a.m. by Chairperson Jerry Stults in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Jerry Stults, William Murrock, and Alternate Bill Chaudoir were present. Absent: Sandy Hurley. Also present were Pete Hurth, Baudhuin Inc., Brad Andreae and Chuck Wheaton of TTX, Keller, Inc. representative Mark Nysted, Bayland Buildings representative Dave Philips, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of Agenda: Moved by Mr. Chaudoir, seconded by Mr. Murrock to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 15, 2014 and May 13, 2015.
4. Consideration of: Proposed addition for Therma-Tron-X, 1155 S. Neenah Avenue.
5. Consideration of: Proposed building for Cadence, 1425 S. Neenah Avenue.
6. Adjourn.

Carried.

Consideration of: Proposed addition for Therma-Tron-X, 1155 S. Neenah Avenue: Mr. Nysted stated that the 24,000 square-foot proposed addition to the south of the existing building will be used for finished product, but is designed for future crane manufacturing. A new curb cut will not be needed. The addition will be built over the existing gravel. There will be no grade change.

Mr. Hurth explained the drainage process. Fire access will be kept to the rear of the building, as well as access for Roger Anderson's farm vehicles and semis for transporting grain. Mr. Olejniczak mentioned that the detention pond will be located on Anderson's property, but there is a recorded drainage easement.

Mr. Andreae added that they have paved up to the truck docks. They may be doing an additional expansion in the future .

Mr. Olejniczak stated that the addition conforms with the zoning code and Industrial Park code. Although, a landscaping plan is needed for the back parking lot. Mr. Andreae responded that the parking lot is designed for future building space. So, when that happens the parking would have to be relocated. Mr. Olejniczak then suggested to evaluate the project one year after occupancy and determine where things are at with any additional future additions as far as landscaping and paving requirements. The City Engineer has approved the drainage plan.

Mr. Nysted stated that they would like to start digging on July 13th and plan to occupy the building in November. The colors will match the existing building, with the addition of some color of blue. Twenty-seven parking spaces will be added. The windows in the addition are placed higher than the previous addition because of the cranes. That was not considered in the other addition.

After further discussion, it was moved by Mr. Murrock, seconded by Mr. Chaudoir to approve as presented, with the condition that the landscaping and paving be evaluated after one year of occupancy. All ayes. Carried.

Consideration of: Proposed building for Cadence, 1425 S. Neenah Avenue: Dave Phillips presented the proposed approximately 62,000 square feet building plans for Cadence. He said that Cadence approached the City regarding expanding into the Industrial Park. There is also a 60,000 square foot addition planned for the future.

Pete Hurth stated that there are three different stormwater areas due to the grades that tie into the catch basin. The stormwater plan has been approved by the City Engineer. They just received approval from the DNR. There is also a new street planned.

Mr. Phillips stated that 152 parking spaces are planned for. Truck traffic will come down the future street. The building will be 24 feet tall, with greyish architectural block on the lower portion of the building and the upper will be an insulated steel panel in a light gray. Cadence has a color scheme with orange and blue colors for the windows and trim. The sign on the building represents surgical blades, that is constructed with ACM panels, that is used internationally on their buildings. Cadence would like to be up and running next February or March.

Mr. Olejniczak stated that they meet all codes. A landscaping plan is still needed. They have one year after occupancy to complete the landscaping.

After further discussion, it was moved by Mr. Chaudoir, seconded by Mr. Murrock to approve the proposed building for Cadence, subject to receiving the final landscaping plan.

Adjourn. Moved by Mr. Chaudoir, seconded Mr. Murrock to adjourn. Carried. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Cheryl Nault

Cheryl Nault
Community Development Secretary

 6b2.

Bicycle and Pedestrian Advisory Board Meeting Minutes
Thursday, June 4, 2014

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:06 p.m. by Chairperson Ed Ireland in the 2nd floor Conference Room, City Hall, 421 Michigan Street.

Roll Call: Members Ed Ireland, Chad Shefchik, Rhonda Kolberg, Laurel Brooks, Becky Kerwin, and Randy Watermolen were present. Member Leni Spaude was excused. Member Elizabeth Gilbert was absent. Also present was Police Assistant Candy Jeanquart.

Adoption of agenda: Moved by Ms. Kolberg, Seconded by Ms. Kerwin to adopt the following agenda:

1. Roll call.
2. Approval of agenda.
3. Approval of minutes from October 2, 2014.
4. Consideration of: Bike Rack Project
5. Consideration of: Placing Bike Friendly designation on the website
6. Consideration of: Bike Planning for 2015
7. Consideration of: Bicycle Safety and Education
8. Adjourn

All in favor. Carried.

Approval of minutes from October 2, 2014: Moved by Ms. Kolberg, Seconded by Ms. Kerwin to approve the minutes from October 2, 2014. **All in favor. Carried.**

Consideration of: Bike Rack Project: Mr. Shefchik informed the committee there are currently about a dozen bike racks in the city. Ms. Kerwin suggested a map of where the current bike racks are located. Mr. Shefchik will research the map and provide to the committee for discussion in the next meeting as to where more bike racks are needed. Mr. Watermolen will talk with NWTC in regards to a timeline for making the bike racks. Mr. Ireland will talk with Stuart Fett at Bay Ship regarding the material.

Consideration of: Placing Bike Friendly designation on the website: The "Bike Friendly Community" logo is on the Bicycle and Pedestrian section on the City of Sturgeon Bay website. The committee would like to see the logo on the main page of the City of Sturgeon Bay website also. Another logo suggested to be added is "Tree City USA". Mr. Shefchik will send an email to Ms. Stephanie Reinhardt with these requests.

Consideration of: Bicycle Planning for 2015: Mr. Watermolen recommended getting an update on the planning process for the parks and trails, such as Potawatomi Park.

Ms. Brooks left at 4:35 p.m.

Ms. Kerwin questioned the status of improving the quality of paint that is used on the roadways. Mr. Shefchik explained that four different kinds have been used in the past 2 years. Epoxy paint requires specific equipment that the city does not have. Ms. Kerwin will talk with John Kolodziej, Highway Commissioner, regarding the price of the equipment and paint. Mr. Shefchik has instructed the painting crew to paint the bike lanes and stencils right after crosswalks and stop bars, which anticipate being done by the end of June. Mr. Shefchik will talk with Mr. Bordeau regarding other paint options.

Discussion was held regarding the roundabout and a sidewalk off Michigan St. Ms. Kerwin will research the project to verify sidewalks will be included in the roundabout. Mr. Shefchik recommends a sidewalk on the north side of Michigan if the sidewalk is included in the roundabout.

Motion for sidewalks on Michigan Street from 18th Avenue to the roundabout. Moved by Ms. Kolberg, Seconded by Ms. Kerwin. All in favor. Carried.

Ms. Kerwin left at 5:04 p.m.

Adjourn: Due to lack of quorum at 5:05 p.m.

Respectfully submitted,

Candy Jeanquart

Candy Jeanquart
Police Assistant

 6b3.

WATERFRONT REDEVELOPMENT AUTHORITY
Monday, June 8, 2015

A meeting of the Waterfront Redevelopment Authority was called to order at 2:30 p.m. by Chairperson Thomas Herlache in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Bill Galligan, Rick Wiesner, John Asher, Cap Wulf, Chris Jeanquart, Tom Herlache, and Kelly Catarazoli were present. Also present were Mayor Thad Birmingham, City Administrator Steve McNeil, City Engineer Tony Depies, DCEDC Executive Director Bill Chaudoir, Aldermen Ron Vandertie, Jerry Stults, Will Gregory, and Ed Ireland, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault and several members of the public.

Adoption of agenda: Moved by Mr. Asher, seconded by Mr. Galligan to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from April 13, 2015.
4. Consideration of: Report for Potential Relocation of Tugboat Study.
5. Consideration of: Status and Issues Relating to Hotel Lindgren.
6. Consideration of: Update regarding Request for Proposals for Grain Elevator Development Site.
7. Consideration of: Update regarding West Waterfront Public Space.
8. Adjourn.

Carried.

Approval of minutes from April 13, 2015: Moved by Mr. Wiesner, seconded by Mr. Asher to approve the minutes from April 13, 2015. All ayes. Carried.

Mr. Herlache mentioned that he will be recusing himself from discussion on Item #5 regarding the hotel for appearance purposes, as Mr. Papke has contacted Baylake Bank in regard to financing.

Consideration of: Report for Potential Relocation of Tugboat Study: Mr. Olejniczak stated that AECOM has submitted a summary of the Phase 1 study of potential sites for relocation of the Selvick tugboats. Nine site observations were included in the summary. Those sites included Bullhead Point, Railroad Spur, current location (City-owned dockwall), Bayview Business Properties (Schmelzer site), Sunset Park, Madelyn Marina, City site east of Hwy 42/57, North end of Barge Road, and Graham Park. The Authority needed to decide what sites they felt were worth having future consideration. After meeting with the owner of the tugboats, staff felt that the site on the north end of Barge Road should be eliminated since the site is owned by the Federal Government and the cost would be significant to remove the tugs from downtown. There would also be ice breaking issues.

Mr. Herlache suggested that the existing dockwall and Graham Park be done in one study.

Mr. Olejniczak added another possible site to consider that is not included in the report would be the area by the sewage treatment plant. There is a marina dock on either side.

Ms. Catarazoli asked why there was not an option to do nothing. Mr. Herlache responded that is always an option to not study anything. During discussions in the past, the Authority did not want the tugboats located where they are now. The study is to determine if there are other places that the tugs could be relocated. Ms. Catarazoli also mentioned that the owners of the tugs were asking for a storage shed, as well additional parking. She just wanted to be able to show the public what it would cost to do nothing and keep the tugs where they are. This could be shown in the comparisons.

Mr. Wulf stated that 25 years ago the property was leased to Selvick one year at a time. The redevelopment plan called for redeveloping the property and the tugs would be a conflict at that location. He didn't feel it was the City's obligation to pay for relocation and should not be considered an option. It is a conflict and shouldn't even be considered to keep them where they are. He felt that the two sites closest to Bay Ship should be the only ones considered, Bayview Business Properties and Sunset Park.

Discussion continued. Moved by Mr. Wulf, seconded by Mr. Galligan to continue with the study on the Bayview Business Properties (Site 4) and Sunset Park (Site 5).

Ms. Catarazoli responded 25 years ago is not the sentiment of the public today. She was looking at this financially. It would be very costly to move the tugs.

Mr. Olejniczak confirmed that the current lease is year to year, with a 6 month notification. He also commented on the Sawyer Park and Bayview Business sites. Sawyer Park has a design that could interfere with the graving dock. It still could be an option, but not with that design. The shoreline behind the Bayview Business Properties would not have enough room for all of the tugs. Palmer Johnson had shown interest in building a dock in the future. It is possible to have the tugs placed at multiple locations.

After further discussion, the motion was amended by Mr. Asher, seconded by Mr. Wulf to add further study to Graham Park and the sewage plant area. All ayes. Carried. A roll call vote was then taken on the original motion as amended. Carried, with Ms. Catarazoli voting no.

Mr. Herlache suggested item #5 be put at the end of the agenda, since he would be abstaining from any discussion.

Consideration of: Update regarding Request for Proposals for Grain Elevator Development Site: Rene McAllister, 1010 N. 5th Avenue, stated she had applied to be a Historic Preservation Commission member, but Jeff Serafico was appointed and has not yet been sworn in. She thought that this tied in with this item. Mr. Herlache responded that this committee is not where that should be addressed.

Mr. Olejniczak stated the RFP was extended for 45 days until July 20th. There have been a couple interested parties, but the timing was tight. Also, staff determined it would be a good idea to solicit micro-breweries and breweries. Nothing has been submitted yet.

Consideration of: Update regarding West Waterfront Public Space: Mr. Olejniczak stated

that the Joint Committee, consisting of the Plan Commission, Waterfront Design Review Board, and Park & Rec Board, have conducted a couple of meetings and decided to proceed with the design and engineering work for just the promenade area. They did not want to consider the waterside improvements or park area that the hotel wraps around until more is known about the hotel construction. Cedar Corp. is the engineer for this project and is working on some plans that will be presented to the Joint Committee at a future meeting. Ms. Catarazoli thought that the WRA should be part of that Board.

Mr. Herlache left the meeting at 3:05 p.m. Mr. Galligan then took over as chairperson.

Consideration of: Status and Issues Relating to Hotel Lindgren: Mr. Olejniczak stated that there has not been anything received from Mr. Papke regarding financing. State approved plans have been submitted. The second round of environmental testing for the Voluntary Party Liability Exemption was completed and are waiting for the results. Electrical guy wires for the transmission pole were moved by Sturgeon Bay Utilities. ATC may be removing all transmission lines in the future. There is a special Council meeting Tuesday to approve the contract for the Maple Street road construction.

Ms. Catarazoli referred to a memo from City Attorney Randy Nesbitt that stated the developer's contract is now public. She asked Mr. Olejniczak to address the timeline issue as far as deadlines. Mr. Olejniczak responded that since the Planned Unit Development was approved after a certain deadline in the development agreement, Mr. Papke's timeline to get financing and start construction was automatically extended by one year until June 15, 2016. The developers want to begin this year and meet the original timetable. Mr. Papke is obligated to build a hotel of minimum value. It is in the best interest for the developer and the City to get this construction going as soon as possible to start paying back the TIF loan.

Adjourn: Moved by Mr. Wulf, seconded by Mr. Asher to adjourn. Meeting adjourned at 3:19 p.m. All ayes. Carried.

Respectfully Submitted,

Cheryl Nault

Cheryl Nault
Community Development Secretary

 6b4.

FINANCE/PURCHASING & BUILDING COMMITTEE
June 9, 2015

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:07 p.m. by Chairperson Fett in Council Chambers, City Hall. Roll call: Alderperson Fett, Alderperson Ireland and Alderperson Stults were present. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, and Deputy Clerk/Treasurer Spittlemeister.

Moved by Alderperson Stults, seconded by Alderperson Ireland to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request from Sturgeon Bay Yacht Club for Financial Donation for the Venetian Night Fireworks.
4. Review bills.
5. Adjourn.

Carried.

Consideration of: Request from Sturgeon Bay Yacht Club for Financial Donation for the Venetian Night Fireworks:
Debbie Kortbein, 660 E Walnut Place, was here representing Sturgeon Bay Yacht Club Board of Directors. Sturgeon Bay Yacht Club will be open to the public all day August 8, 2015 with fireworks that Saturday to end Maritime Week. They are requesting a donation from the City of Sturgeon Bay in the amount of $500.00.

Moved by Alderperson Ireland, seconded by Alderperson Stults to recommend to Common Council to approve the donation request from the Sturgeon Bay Yacht Club in the amount of $500.00 for the Venetian Night fireworks to be held August 8, 2015. Carried.

Review bills:
Moved by Alderperson Stults, seconded by Alderperson Fett to accept the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Stults, seconded by Alderperson Ireland to adjourn. Carried. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Laurie Spittlemeister

Laurie Spittlemeister
Deputy Clerk/Treasurer

6b5.

COMMUNITY PROTECTION & SERVICES COMMITTEE
June 11, 2015

A meeting of the Community Protection & Services Committee was called to order at 5:04 p.m. by Chairperson Wiesner in Council Chambers, City Hall. **Roll Call:** Members Mr. Wiesner, Mr. Ireland and Mr. Gregory were present. Also present were City Administrator Steve McNeil, City Attorney Randal Nesbitt, City Clerk Stephanie Reinhardt and Police Lieutenant Clint Henry.

Moved by Mr. Ireland, seconded by Mr. Gregory to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Signage at Sunset School
4. Consideration of: Noise Ordinance
5. Adjourn

Carried.

Signage at Sunset School

This item was previously addressed at the last meeting; Renee McAllister, 1010 N. 5th Avenue, reported that she would like to see more signage on 8th Avenue and other streets around the school. She stated there were no school zone signs in place. Mr. McNeil encouraged the City to assign the area of 8th Avenue, from Delaware Street to Erie Street, as a school zone if it isn't already.

After that meeting, Lt. Clint Henry went to the area of the school and noted (with photos) multiple signs making the school zone compliant with State laws. It was suggested by Mr. Wiesner that this may be more of a school informational notice to parents during drop off and pick up of their children. ***No action required***.

Noise Ordinance

This subject was placed on the agenda in 2014; since then the Police Department collected noise measurements during outdoor events and presented the information to this Committee.

City Attorney Randal Nesbitt was present, and handed out a new ordinance he drafted for consideration regarding the zoning of the C-2 District in the City of Sturgeon Bay. However, Attorney Nesbit stated he is not in support of this ordinance draft, as it may pose other problems for the City Council and Police Department; such as compliance issues and how to enforce them. Chief Porter agreed that there is no simple solution to the noise problem. He has seen other communities adopt an "entertainment district" where areas are zoned as such. Attorney Nesbitt stated the Committee would have to define what an "entertainment district" would be. It was agreed that a sub-committee to discuss the creation of an "entertainment district" be formed; as declared by the Chair of the Community Protection & Services Committee, Rick Wiesner. This ad-hoc committee, once formed, will report their findings back to the CPS. Names suggested included; Rick Wiesner, Will Gregory, Stephanie Reinhardt, Marty

Olejniczak, a Police Department representative, and two Tavern League representatives (one from each side of the bay).

Moved by Mr. Gregory, seconded by Mr. Ireland to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:41p.m.

Respectfully submitted,

Sarah Spude-Olson
Police Department
Administrative Office Manager

6b6.

PERSONNEL COMMITTEE
June 15, 2015

A meeting of the Personnel Committee was called to order by Chairperson Vandertie at 11:34 p.m. in the Second Floor Conference Room. Roll call: Members Vandertie, Fett and Stults were present. Ald. Wiesner entered at 11:40 a.m. Also present: Mayor Birmingham, City Administrator McNeil, Fire Chief Herlache, Assistant Fire Chief Dietman, Community Development Director Olejniczak, and Clerk/Human Resources Director Reinhardt.

Fett/Stults to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Fire Department Lieutenant Promotional Procedure.
4. Consideration of: Planner/Zoning Administrator hiring.
5. Consideration of: Personnel Policies & Employee Handbook.
6. Convene in closed session in accordance with the following exemption:

   Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c)

   Consideration of: City Engineer position.

   Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

7. Adjourn.

Carried.

Fire Chief Herlache reviewed the current promotional procedure for Lieutenant which is dictated by the Bargaining Agreement and requires that an applicant score a minimum of 70% on the written exam in order to move forward in the process. There is a scoring system and the candidate with the most points is automatically promoted.

Fire Chief Herlache proposed to remove the required minimum test score of 70% and allow anyone who completes the test to move forward in the process. This would allow those who may not do well with test taking but are good leaders to move forward in the promotional process. The point system will remain fair in that whatever is scored on the exam, the employee will receive 50% of that score. The union has agreed to and drafted a Memorandum of Understanding to be added as a side letter to the contract. The City's Labor Attorney has reviewed and approved the Memo of Understanding.

Fett/Stults to recommend to the Common Council to approve the change for the Fire Department Lieutenant promotional procedure and attach the Memorandum of Understanding to the Sturgeon Bay Firefighters Local 2682 Bargaining Agreement. Carried.

Community Development Director Olejniczak presented the position description for the budgeted position of Planner/Zoning Administrator which was discussed during the 2015 budget

process. He noted that this position would handle such items as zoning and code enforcement among many other tasks. The salary for this position was included in the 2015 budget and authorization to proceed with hiring is being requested. Fett/Stults to approve the position description for the Planner/Zoning Administrator and to proceed with the hiring process. Carried.

City Clerk/Human Resources Director Reinhardt reviewed the proposed changes to the Personnel Policies and Employee Handbook. It was noted that since the Handbook has been used for approximately 18 months, there are some minor changes and clarifications that would make the Handbook easier to interpret for both Department Heads and employees. It was also noted that this type of review would likely be done on an annual basis to keep the Handbook up to date. Fett/Stults to recommend to the Common Council to approve the changes to the City of Sturgeon Bay Personnel Policies & Employee Handbook. Carried.

After the Chair announced the statutory basis, Fett/Stults to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c). Consideration of: City Engineer position. Roll call: All voted aye. Carried. The meeting moved to closed session at 12 noon and adjourned at 12:40 p.m.

Respectfully submitted,

Stephanie L. Reinhardt

Stephanie L. Reinhardt
City Clerk/Human Resources Director

6b7.

PARK AND RECREATION COMMITTEE
Wednesday, June 24, 2015

A meeting of the Park and Recreation Committee was called to order at 4:03 p.m. by Chairperson Vandertie in Council Chambers, City Hall, 421 Michigan Street.

Roll call: *Members Vandertie, Stults and Gregory were present. Also present were Alderperson Catarazolli, Public Works Crew Supervisor Shefchik, Assistant Fire Chief Dietman, Police Chief Arleigh Porter, Park and Recreation Board Members Kleist and Larsen, Municipal Services Director Bordeau and Municipal Services Assistant Lenius.*

Adoption of agenda: *Moved by Mr. Stults, seconded by Mr. Gregory to adopt the following agenda.*

1. *Roll Call*
2. *Adoption of Agenda*
3. *Public Comment*
4. *Consideration of: Dogs in City Parks*
5. *Consideration of: Allowing Dogs in Cherry Blossom Park for event September 12, 2015*
6. *Consideration of: Herbicide Use in Parks*
7. *Adjourn*

All in favor. Carried.

Nobody spoke during public comment.

Consideration of Dogs in Parks: *The following people spoke regarding dogs in City Parks: Kelly Catarazoli, 344 N. 3rd Avenue; Linda Cockburn, 153 S. 3rd Avenue, Rose Wodack, 421 N. 4th Avenue, Laurel Brooks, 920 Kentucky Place.*

Mr. Bordeau stated that staff had researched other communities in Wisconsin and found that some communities allow dogs in their parks. Some allow it but with restrictions, such as certain parks or areas of parks and specific hours, and some do not allow dogs in their parks at all. He also stated that he is not in favor of allowing dogs around playgrounds and picnic areas but wouldn't mind if they were allowed on quarry wash trails and paved surfaces if leashed. He also stated that people who use the dog park do a good job at cleaning up after their dogs and believes that if allowed in the parks that dog pot stations should be provided. Discussion took place as to what restrictions should be in place if dogs were allowed in parks. Mr. Gregory stated that he did not want to see an ordinance put into place that we don't plan on enforcing.

Moved by Mr. Stults, Seconded by Mr. Gregory to recommend to council to change ordinance 34.11 to allow dogs in parks except for on beaches, playgrounds, picnic and ballfield areas if contained on a leash not to exceed 10 feet in length. All in favor. Carried.

Mr. Vandertie requested that Mr. Bordeau provide council a cost to install new signage at the parks to implement the change to the ordinance.

Consideration of Allowing Dogs in Cherry Blossom Park for event September 12, 2015: *Laurie Starr, 710 Carnot Rd stated that they breed bulldogs and host a reunion every few years and would like to host it at Cherry Blossom Park this year. She said that all dogs would be on a leash and she would make sure the owners clean up after their dogs.*

Moved by Mr. Gregory, Seconded by Mr. Stults to allow dogs in Cherry Blossom Park on September 12, 2015. All in favor. Carried.

Consideration of Herbicide Use in Parks: *The following people spoke regarding herbicide use in parks: Laurel Brooks, 920 Kentucky Place; Kelly Catarazoli, 344 N. 3rd Avenue; Linda Cockburn, 153 S. 3rd Avenue; Rose Wodack, 421 N. 4th Avenue.*

Mr. Bordeau stated that the parks are not sprayed in their entirety but only areas such as around trees, planting areas, trails and ball fields. Last week he had the crew try a vinegar, dish soap and vinegar mixture at Cherry Blossom Park and is noticing that it is starting to work. He did mention that the natural mixture is about 4 times as costly as Round Up. He said that he would still like to work with this organization on using less herbicides in the parks but can't say that he will be able to eliminate it 100% and that the cost will have to be factored into the overall planning especially during budget time.

Alderpersons stated this was a step in the right direction and would like to see staff continue to explore ways of reducing herbicide use in the City.

No action taken.

Adjourn: *Moved by Mr. Stults, seconded by Mr. Gregory to adjourn. All in favor. Carried. Meeting adjourned at 4:55 p.m.*

Respectfully Submitted,

Jennifer Lenius

Jennifer Lenius
Municipal Services Assistant

6b8.

JOINT PARK AND RECREATION COMMITTEE/BOARD
Wednesday, June 24, 2015

A meeting of the Park and Joint Recreation Committee/Board was called to order at 5:04 p.m. by Vice Chairperson Stults in Council Chambers, City Hall, 421 Michigan Street.

Roll call: *Members Stults, Gregory, Larsen, Kleist and Bordeau were present. Members Vandertie, Morrow and Husby were excused and Member Hagman was absent. Also present was Alderperson Catarazolli, and Municipal Services Assistant Lenius.*

Adoption of agenda: *Moved by Mr. Gregory, seconded by Mr. Larson to adopt the following agenda.*

1. *Roll Call*
2. *Adoption of Agenda*
3. *Public Comment*
4. *Discussion of: 5 Year Outdoor Recreation Plan*
5. *Adjourn*

All in favor. Carried.

Nobody spoke during public comment.

Mr. Bordeau explained that this is the Committee's Board's and Citizens plan. It allows the City to apply for grant funding for projects that are in the Outdoor Recreation Plan. The City is not required to implement everything that is in the plan, but it is more of a wish list of things. Mr. Bordeau went through many of the parks to let members know what had been completed over the last 5 years.

Mr. Vandertie entered at 5:45.

The group requested that all members go to each of the parks and go through the plan before the next meeting and email the department with any additions, deletions or changes they would like to see to the plan to be discussed at the next Meeting in July.

Adjourn: *Moved by Mr. Gregory, seconded by Mr. Stults to adjourn. All in favor. Carried. Meeting adjourned at 6:16 p.m.*

Respectfully Submitted,

Jennifer Lenius

Jennifer Lenius
Municipal Services Assistant

6c1.

STURGEON BAY POLICE DEPARTMENT

The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.

To: The Honorable Mayor
Members of the Common Council
Members of the Police and Fire Commission
City Administrator Steve McNeil
Officers of the Sturgeon Bay Police Department
Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for May, 2015

Date: June 16, 2015

The following is a summary of the Police Department's activities for the month of May that includes crimes investigated, traffic accidents investigated, miles traveled, fuel consumed, training completed, and public education provided by department members.

Crimes Investigated
The Department, during the month, investigated a total of 53 crimes.

These crimes can be broken down and classified as follows.

Citizen Dispute	02
Theft	11
Criminal Damage to Property	02
Disorderly Conduct	04
Possession of Controlled Substance	04
Bail Jumping	02
Family Fight	03
Violate Court Order	01
Harassment	02
Runaway Juveniles	01
Forgery/Fraud/Scams	05
Domestic Abuse	02
Burglary	01
Internet Crimes against Children	01
Trespassing	01
Threats	03
Sex Offense	02
Weapon Offense	01
Juvenile Problem	05
TOTAL	**53**

The above crimes resulted in the loss of $3,033 to the community, of which $346 has been recovered.

Arrests

The Department completed a total of 179 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrest

Possess Controlled Substance.....01
Bail Jump.....01

TOTAL 02

B. Misdemeanor Crime Arrests

Battery 02
Disorderly Conduct.....04
Retail Theft.....02
Obstruct Police Officer 01
Bail Jump.....01

TOTAL 10

Wisconsin Probation & Parole Violation Arrests 12

Warrant Arrests.....04

TOTAL 16

C. Ordinance Violation Arrests

Disorderly Conduct..... 03
Urinate/Defecate in Public..... 01
Truancy from School 02
Possess Drug Paraphernalia 01
Possess Marijuana..... 02

TOTAL 09

D. Traffic Crime Arrests

Operating after Driver's License Revoked.....05
Operating while Intoxicated (2nd or more) 02
Hit & Run Attended Vehicle.....01

TOTAL 08

E. Traffic Violation Arrests

Operating a Motor Vehicle While Intoxicated.....03
Speeding Violations.....43
Motor Vehicle Registration Violation.....05
Failure to Obey a Traffic Sign or Signal.....05
Operating While Driver's License Suspended/Revoked.....04
No Driver's License.....01
Fail to Yield.....04
Inattentive Driving.....03

Seat Belt Violations 38
Operate Vehicle w/o Insurance 11
Miscellaneous Moving Traffic Violations 17

TOTAL 134

In addition to the preceding arrests, the Department conducted a total of 323 traffic stops during the month and logged 123 violations for various motor vehicle defects and local ordinances and issued 105 written warnings for those violations. A total of 44 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 20 vehicle accidents. These investigations are categorized into four types described below.

A. Motor Vehicle Accidents Involving Fatalities 00

B. Motor Vehicle Accidents Involving Injuries 05

C. Motor Vehicle Accidents Involving Property Damage 14
(greater than $1,000.00)

D. Motor Vehicle Accidents Involving Property Damage 01
(less than $1,000.00)

TOTAL 20

Police Service Calls

Department members handled 420 service calls during the month. These calls consist of both citizen requests for police service as described below (331), crimes investigated (53), traffic accidents investigated (20), and Wisconsin Probation and Parole Assists 16.

A. Traffic and Road Incidents 60

This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.

B. Noise Complaints 03

These complaints involve private parties, licensed liquor establishments, and parties in public places.

C. Sick and Injured Persons 02

Assistance rendered to the Ambulance Service and sick or injured persons.

D. Alarms 13

Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.

E. Complaints Involving Animals 30

Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.

F. Civil Disputes 00

Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.

G. Escorts 09

Transporting citizens, money escorts for area financial institutions, funerals, and for area industry.

H. Citizen Assist 31

This category is broad and involves such services as assistance in gas drive-off's, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.

I. Assistance Rendered to Other Agencies 12

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance 31

Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.

K. Liquor Establishments 08

Officers conducting compliance checks and investigations concerning problems with customers.

L. Self-Initiated Field Activity 17

All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.

M. Juvenile Problems 05

Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.

N. Miscellaneous Incidents 102

Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes unfounded 9-1-1 calls investigated by Department members during the month.

O. Welfare Checks 08

Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.

TOTAL 331

Department Mileage and Fuel Consumption
Officers patrolled a total of 13,516 miles with department vehicles, consuming 1,240 gallons of fuel. The fleet averaged 11.0 miles per gallon of fuel during the month.

Department Training
Officers Steve South and Chad Mielke provided monthly training to 6 members of the Lakeshore Police Explorers, Post 9368. Two officers attended an 8 hour session on Heroin Update, one officer completed 8 hours of Legal Update, and one officer completed 8 hours of Tactical Instructor Update.

Public Education
There was no public education in the month of May.

Respectfully submitted,

Daniel J. Brinkman

Captain Daniel J. Brinkman

6d.

BEVERAGE OPERATOR LICENSES

1. Bazzano, Tatiana R
2. Beckstrom, Stacy Lee
3. Carstens, Cheryl A
4. Christensen, Chuck
5. Cuculi, Sandra Lee
6. Dargis, Christine Ann
7. DeVito, Janet Marie
8. Gabert, Frances Kay
9. Gartman, Gaylord E
10. Goetz, Marissa Anne
11. Hilsabeck, David L
12. Hunt, Leah Marie
13. Johnson, Andy L
14. Kerscher, Jamie Nicole
15. Kuehn, Rachel M
16. Laluzerne, Lori
17. LaMacchia, Kirsten L
18. LeMieux, Kristine Irene
19. Lyon, Lynn A
20. Mailand, David John
21. Mencheski, Kimberly R
22. Moore, John Edward
23. Mueller, Thomas E
24. Nei, Jeremiah David
25. Okkers, Corinna Lynn
26. Oram, Brenda Mary
27. Paschke, Christopher Edward
28. Paul, Kimberly J
29. Pfannenstiel, Michelle J
30. Pfister, Danielle Marie
31. Polster, Steven G
32. Rivera, Beth D
33. Sohrweide, Benjamin David
34. Stephenson, Anna J
35. Sternard, Jessica M
36. Suess, Amanda Morgan
37. Vertz-Stange, Lana R
38. Watermolen, Pamela A
39. Weldon, Nicholas Joseph
40. Whipple, Joanne C
41. Zastrow, Robert James

6e.

TEMPORARY CLASS B BEER LICENSES

Sturgeon Bay Visitor Center
Agent: Amanda Thuss
611 Jefferson Street – Jazz on Jefferson
Sturgeon Bay, WI 54235
July 11, 2015

St. Joseph Catholic Church
Agent: Pamela Marsh
526 Louisiana Street
Sturgeon Bay, WI 54235
July 26, 2015

Amvets Weber Tess Post 51
Agent: Jim Kintopf
John Miles County Park
Sturgeon Bay, WI 54235
July 28, 2015 – August 2, 2015

Door County Farm Bureau
Agent: Steven Baxter
John Miles County Park – Farm Bureau Stand
Sturgeon Bay, WI 54235
July 29, 2015 – August 2, 2015

Sturgeon Bay Visitor Center
Agent: Pam Seiler
Martin Park – Discover Wisconsin/Sprecher Experience
Sturgeon Bay, WI 54235
July 30, 2015 – August 7, 2015

6f.

TEMPORARY CLASS B WINE LICENSES

Peninsula New Horizons Band
Agent: Paula Eggert
Martin Park – Harmony by the Bay
Sturgeon Bay, WI 54235
August 5, 2015

6g.

CITY OF STURGEON BAY
STREET CLOSURE APPLICATION

Name of Applicant: Family Services of Northeast Wisc./Angie Pestka

Name of Event: Kite Festival

Contact Phone Number: 920.436.4360 x 1242

Date(s) of Event: 08/08/2015 Time: 9am - Noon

Estimated # of Attendees: 200

Specific Location: Martin Park & CenterPoint Marina

☒ Attach map of requested street closure area including barricade location, tent/booth location, or *any* street obstruction. This map must be in final form.

☒ Attach Certificate of Insurance with the City listed as additional insured. Limits as follows: Commercial General Liability - $1,000,000 each occurrence limit; Fire Damage Limit - $50,000 any one fire; Medical Expense Limit - $5,000 any one person; and Workers Compensation – as required by the State of Wisconsin.

☐ Temporary Beer/Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (if applicable) N/A

☑ Hold Harmless Agreement has been signed by Officer(s) of Event/Organization.

☑ Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.

What arrangements have been made for cleanup? We will collect & remove all trash from event

Other explanations:

Signature of Responsible Party:

Address: 300 Crooks Street Green Bay, WI 54307

Date Submitted: 5/29/15

Approval:

Fire Chief	By:	Date:	6/10/15
Police Chief	By:	Date:	6-11-15
Comm. Development	By:	Date:	6-15-15
Streets/Parks	By:	Date:	6-12-15
City Clerk	By:	Date:	6/23/15
Finance Director	By:	Date:	6/19/15
City Engineer	By:	Date:	6/16-2015
City Administrator	By:	Date:	6/19/2015

Common Council: Date of Meeting:

6h.

DOOR COUNTY FAIR

July 29-August 2, 2015

Door County Fair Association - Sponsors of the Door County Fair
THAD ASH, President TIM ASH, VP/Sponsorships
STEVE JENNERJOHN, Treasurer DONNA HENDERSON, Secretary
JOHN WHITE, PR/Publicity TOM ASH, Track Manager
DAWN KUELZ, Educ. Liaison
421 Nebraska St., Sturgeon Bay, WI 54235
920-746-2260 (Sept.-June) / 920-743-7972 (July-Aug.)
website: http://www.doorcountyfair.com

June 17, 2015

TO: Thad Birmingham, Mayor
City of Sturgeon Bay

FROM: Thad Ash, President, Door County Fair Association

RE: 2015 Door County Fair – July 29-August 2, 2015

This letter is our request for an exception to the noise ordinance for the days that the County Fair is being set up, held, and taken down -- namely Monday, July 27th through Wednesday, August 5th.

A check for the $22.00 fee is attached. We have also attached a copy of the events being held at this year's Fair.

Please let me know if I need to appear to present this request. If I do not have to appear, could someone please notify Donna Henderson, Fair Secretary (493-8196), regarding the decision on this request.

Thank you.

***Our above request is to cover any noise that MAY BE generated by workers out at the "Fair" park in preparation of the 2014 Door County Fair – July 30-August 3. – **Our MINIMUM time request would be July 28th - August 4th** – when the Fair is involved in setting up, operating, taking down equipment and running grandstand events.*

If you need any additional information, please contact Donna Henderson, Fair Secretary at 493-8196.

6i.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the donation request from the Sturgeon Bay Yacht Club in the amount of $500.00 for the Venetian Night fireworks to be held August 8, 2015.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE
By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 9, 2015

****

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2015.

STURGEON BAY YACHT CLUB
600 Nautical Dr., Sturgeon Bay, WI 54235
(920) 743-6934 Fax: (920) 743-0960
E-mail: main@sturgeonbayyachtclub.net

Finance/ Purchasing and Building Committee
Attn: Valerie Clarizio, Director
City of Sturgeon Bay
421 Michigan St
Sturgeon Bay, WI 54235

June 02, 2015

To the Attention of the City of Sturgeon Bay Finance Committee:

The Sturgeon Bay Yacht Club is once again hosting a fireworks display in conjunction with the annual Evening by the Bay and Regatta. The event takes place on Saturday, August 8, 2014.

The fireworks have been a summer tradition for over 50 years enjoyed by all City residents, not just Club members.

The City of Sturgeon Bay has always been kind enough to donate funds towards the fireworks. The Yacht Club is formally requesting the City donate $500 towards this year's display.

Please include this request on your Finance Committee agenda in June and the Council in July.

If you have any questions, please feel free to contact me.

On behalf of the members and Board of the Sturgeon Bay Yacht Club,

Sincerely,

Martha Bennett
Office Manager
accts@sturgeonbayyachtclub.net

6j.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve the change for the Fire Department Lieutenant promotional procedure and attach a Memorandum of Understanding to the Sturgeon Bay Firefighters Local 2682 Bargaining Agreement.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 15, 2015

* * * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2015.

EXECUTIVE SUMMARY

TITLE: Fire Department Lieutenant Promotional Procedure

BACKGROUND: The current promotional procedure for Lieutenants as dictated by the Fire Firefighter's Bargaining Agreement requires that an applicant score a minimum of 70% on a written exam in order to move forward in the process. 50% of the test score is then added to the points received for years of service and the points earned at an interview with the Fire and Police Commission. The candidate with the most points is automatically promoted.

Our proposal to remove the required minimum test score of 70% and allow anyone who completes the test to move forward in the process. Not everyone does well in a written test but may be a very good leader. The point system remains fair in that whatever their score is on the exam, they will receive 50% of that score. In the past some very good candidates have been eliminated by failing the exam by a point or two.

We have discussed this proposal with the union and they have agreed to and drafted a Memorandum of Understanding to be added as a side letter to the contract. The City's Labor Attorney has reviewed and approved the agreement.

FISCAL IMPACT: None

RECOMMENDATION: Approve the change of the Fire Lieutenant's promotional procedure and attach the Memorandum of Understanding to the Sturgeon Bay Firefighters Local 2682 Bargaining Agreement.

PREPARED BY: Tim Herlache — Date: 5/28/15
Fire Chief

REVIEWED BY: Stephanie L. Reinhardt — Date: 6/1/2015
City Clerk/Human Resource Director

APPROVED BY: Stephen McNeil — Date: 6/1/2015
City Administrator

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is made and entered into at Sturgeon Bay, Wisconsin according to the provisions of Section 111.70 Wis. Statutes, by and between the City of Sturgeon Bay ("City"), as municipal employer, and Local 2682 of the International Association of Fire Fighters, AFL-CIO ("Local 2682").

WHEREAS, Local 2682 and the City are parties to a Collective Bargaining Agreement effective January 1, 2014 through December 31, 2016 ("the Agreement"), which was ratified by the members of Local 2682 and approved by the City; and

WHEREAS, the City and Local 2682 wish to amend the first paragraph of Section C of the Article entitled promotion for the life of the January 1, 2014 through December 31, 2016 Agreement;

NOW, THEREFORE, the parties hereto do **STIPULATE AND MUTUALLY AGREE** as follows:

1. The first paragraph of Section C of the Article entitled promotion shall be revised as follows:

C. Selection: The Employer shall fill the vacancy by selecting the most qualified applicant for the position. All applicants must have a minimum of 3 years, full time employment with the Sturgeon Bay Fire Department. Qualifications of the applicants shall be determined by a written examination, oral interview and seniority. The written examination shall determine 50% of each applicant's final score; the oral interview shall determine 30% of each applicant's final score, and seniority shall determine 20% of each applicant's final score. Applicants shall first be given an independent written examination. ~~Those applicants with a score of 70% or higher shall qualify for an oral interview~~. Points for the written examination shall be calculated by dividing the Applicant's score in half to arrive at the points awarded. [*e.g. if an Applicant scored 70% on the written examination the Applicant would receive 35 points for his or her written examination*]. Applicants shall be entitled to a 1% credit for each full year of full time firefighting with the employer, provided the maximum credit shall not exceed 20%.

(The Second paragraph of Section C of the Article entitled promotion shall continue unchanged).

2. In all other respects the collective bargaining agreement between the parties shall remain in effect and unchanged.

3. The parties agree that the change set forth under paragraph 1 above, will automatically incorporate into the successor to the January 1, 2014 through December 31, 2016 Agreement.

FOR THE CITY:

_____

Date:_____

FOR LOCAL 2682:

_____

Date:_____

Herlache, Tim

From: Joel S. Aziere <JAziere@buelowvetter.com>
Sent: Tuesday, May 26, 2015 3:59 PM
To: Herlache, Tim
Subject: SBFD MOU
Attachments: 20150526102230982.pdf

Hi Chief -

Good to hear from you. I hope all is well with you also.

I see no issues with the proposed MOU. The language is a little confusing, but not enough to re-write the entire provision. Based on your email below, management is fine with the elimination of the 70% requirement. Therefore, it is good to go.

Let me know if I can be of any further assistance.

Take care.

Joel

-----Original Message-----
From: Herlache, Tim [mailto:therlache@sturgeonbaywi.org]
Sent: Tuesday, May 26, 2015 10:32 AM
To: Joel S. Aziere
Subject: FW:

Hi Joel, Attached is a proposed management driven change to our promotional procedure for Lieutenants. The only change is that the applicant would not have to score at least a 70% to more on to the interviews. The union has agreed to it and has drafted a side letter. Can you please review it and let me know if it's okay? No big rush.
Hope all is well.
Thanks
Tim Herlache
Fire Chief
Sturgeon Bay

-----Original Message-----
From: sturgeonbaycityhall
Sent: Tuesday, May 26, 2015 9:23 AM
To: Herlache, Tim; Dietman, Tim
Subject:

This E-mail was sent from "RNPAB6012" (8025e).

Scan Date: 05.26.2015 10:22:30 (-0400)
Queries to: sturgeonbay.cityhall@sturgeonbaywi.org

6k.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve the changes to the City of Sturgeon Bay Personnel Policies and Employee Handbook.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 15, 2015

* * * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2015.

EXECUTIVE SUMMARY

TITLE: Personnel Policies & Employee Handbook changes.

BACKGROUND: The Common Council approved the City of Sturgeon Bay Personnel Policies & Employee Handbook for all non-union employees effective January 2014. Since the Department Heads and employees had been working with the Handbook for the well over a year, staff reviewed the document for potential updates.

Attached is highlighted version of the Personnel Policies and Employee Handbook that notes changes that have been recommended by Department Heads. The changes clarify certain areas of the handbook or provide more detail/guidance to employees on certain procedures.

FISCAL IMPACT: None

RECOMMENDATION: Recommend approval of the changes to the City of Sturgeon Bay Personnel Policies and Employee Handbook.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

APPROVED BY: Stephen Blumenfeld
Steve McNeil, City Administrator

DATE: June 11, 2015

City of Sturgeon Bay

Personnel Policies & Employee Handbook

Revised: June 2015

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INTRODUCTION

WELCOME

This employee Handbook sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow. This Personnel Policies and Employee Handbook informs employees about what the employer may generally expect from the employees so as to guide employees in his/her professional duties and in fulfilling his/her responsibilities as public servants. None of the statements or policies outlined in this Handbook is meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the "at-will" employment relationship in any manner. This means that employment is not for any definite period of time. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the City of Sturgeon Bay or the employee except as stated in Wisconsin State Statutes 62.13 for Police and Fire. This Handbook is not, nor is it intended to be, construed as an employment contract or to guarantee any rights to employees.

Final interpretation and implementation of any of the policies or rules in this Handbook are vested solely with the City of Sturgeon Bay through the City Administrator. The Policies are subject to change at any time by the employer, without notice to employees, and will be reviewed and revised periodically.

The contents of this Handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

COMPLIANCE WITH POLICIES, RULES AND EXPECTATIONS OF CONDUCT

The City of Sturgeon Bay has established these policies and rules of conduct in furtherance of the effective operation of the City of Sturgeon Bay and to provide high quality service to all City of Sturgeon Bay residents, those persons interacting with the City of Sturgeon Bay, and visitors. The City of Sturgeon Bay expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career at the City of Sturgeon Bay. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses and employees of the City of Sturgeon Bay must have in that employee. The City of Sturgeon Bay treats all violations of policy, the rules and general expectations of conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

CHAIN OF COMMAND

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy at the City of Sturgeon Bay resides by law with the City of Sturgeon Bay Common Council; under the leadership of the Mayor and City Administrator. The City Administrator, as the chief administrative officer of the City of Sturgeon Bay, is the primary professional advisor to the City of Sturgeon Bay and head of the management team. Department Supervisors are also members of the management team.

The City Administrator is responsible for the development, supervision, and operation of the City of Sturgeon Bay and its personnel and facilities. Employees have the obligation to further enhance the perception of the City of Sturgeon Bay through the chain of command. The City Administrator is given the latitude to determine the best method of implementing the policy decisions of the City of Sturgeon Bay.

All staff members and supervisors shall be responsible to the City of Sturgeon Bay and the Common Council through the City of Sturgeon Bay City Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the City Administrator to the City of Sturgeon Bay Mayor. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

OPEN DOOR POLICY

Communication is a joint responsibility shared by the City of Sturgeon Bay and the employee. If the employee has any questions about the information contained in this handbook or about any other aspect of his/her job, management welcomes those questions. Opinions, suggestions and questions are important to management. Employees should feel free to talk to any member of management about issues at work, which are of concern. The City of Sturgeon Bay will attempt to provide the employee with honest, straightforward responses to the employee's questions and comments.

Generally, if an employee is having a problem with an individual, the City of Sturgeon Bay encourages the employee to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee should go to his/her immediate supervisor next. In some cases, the employee and the employee's supervisor may decide to refer the problem to another manager. the City of Sturgeon Bay encourages the employee to talk with managers to prevent a small conflict from growing into a larger one. If an employee feels harassed by another person based on one's protected status, then the employee is directed to follow the harassment reporting policy in this Manual.

EMPLOYMENT POLICIES

DRUG FREE WORKPLACE

The City prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on City property, in City vehicles, or while off the premises performing work for the City. Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed, or illegal drug. When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the City's expense with the results of such test, or tests, to be disclosed to and used by the City.

If the City has any reason to suspect that an employee is violating this policy, the employee may be asked to immediately submit to a search of his or her vehicle, desk, brief case, purse, wallet, packages, personal possessions, or other items on the premises which he or she has access to, or where circumstances require, to a search of his or her person by supervisor or manager of the same sex. Disciplinary action or termination will result if an employee is found in violation of this policy.

CITY OF STURGEON BAY DRUG & ALCOHOL POLICY

Purpose

The City of Sturgeon Bay recognizes that the use and/or abuse of illegal drugs and/or alcohol, as well as the abuse of prescribed medications, can have a significant impact on the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. The City also recognizes the legal duty to provide a safe workplace. Moreover, the City is concerned about the health and well-being of those employees who use and/or abuse drugs and/or alcohol.

Policy Statement

It is the City's policy that employee use, manufacture, distribution, possession or sale of illegal drugs at any time, and on the job use of or impairment by drugs and/or alcohol is prohibited. The City will subject its employees to drug and/or alcohol testing as set forth in this policy.

This policy supplements the Manuals of Rules for the City of Sturgeon Bay Fire and Police Departments. This policy also supplements the City's already existing D.O.T. drug and alcohol testing policy covering employees who are regularly or occasionally operating a commercial motor vehicle (including mechanics and supervisors required to have a CDL) as defined by D.O.T. regulations and will apply to situations not covered under that policy. For employees covered under the Manuals of Rules for the Sturgeon Bay Police and Fire Departments or the D.O.T. drug and alcohol testing policy, in the event a more restrictive provision applies under the already existing policies, the more restrictive provision will apply.

Types of Testing

1. Pre-employment Testing - Every applicant for employment, whether full time, part time, or seasonal, will be required to undergo and pass a drug test before he/she may commence employment at the City of Sturgeon Bay. Each job applicant will be advised that a drug test will be required as a part of a pre-placement examination and that any job offer is contingent upon, among other things, successful passage of that test.

2. Reasonable Suspicion Testing - If at any time, the City determines, there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the employee will be required to submit to a drug and/or alcohol test. Reasonable suspicion will be determined by two supervisors, if available. However, one supervisor may determine whether there is reasonable suspicion if no other supervisor is immediately available or the supervisor determines circumstances dictate the determination by one supervisor. Reasonable suspicion will be based upon observable actions, alone or in conjunction with other factors including, but not by way of limitation: (1) dangerous or accident-prone conduct; (2) decreased job performance which is unexplained; (3) unexplained increased absenteeism; (4) complaints from co-employees and other problems with interpersonal relations; (5) drug-related signs such as paraphernalia; (6) reduced short-term memory; (7) physical symptoms such as bloodshot eyes; (8) dilated pupils, stuffy or runny nose; (9) anxiety; and/or (10) inability to concentrate.

3. Post-Accident Testing: If an employee is involved in an accident and it appears the employee is at fault or the accident cannot be explained to the satisfaction of City representatives, or in the case of an employee operating a City vehicle in which the employee is involved in an accident for which the employee is issued a citation for a moving violation, the employee shall be required to submit to a drug and/or alcohol test. This section shall apply to both the injured employee and any other employee whose actions may have contributed to the occurrence of the accident.

4. Random Testing - Pursuant to the Omnibus Transportation Employee Testing Act of 1991, all employees required to hold commercial driver's licenses (CDLs) shall be required to participate in random drug and alcohol testing. Testing shall be conducted in accordance with City policy.

Disciplinary Procedures

Any employee who tests positive for any illegal drugs or controlled substances, except medication taken as prescribed, will be subject to discipline up to and including discharge. No employee who tests positive for any illegal drugs or controlled substances, except medication taken as prescribed, will be allowed to work until that individual has successfully completed assessment and/or treatment as described below and has been certified by a qualified physician as free from the use of drugs or in the case of a positive test for prescribed drugs, that there is no impairment. In the event of a reasonable suspicion test for alcohol, an employee will be subject to discipline up to and including discharge as the result of a positive test for alcohol which reveals a blood/alcohol content of .04 or greater. Where more restrictive standards are already

established under the Manuals of Rules for the City of Sturgeon Bay Fire and Police Departments or the City's D.O.T. Drug and Alcohol Testing Policy, these standards will apply for purposes of discipline.

Employee Consent to Testing

Each employee/applicant directed for testing will be required to complete and sign a form by which he/she consents to and authorizes testing and disclosure of test results to the City. If the employee refuses to complete and sign the consent/authorization form, or the chain of custody form at the collection site or if the employee refuses to provide the specimen for testing, such refusal will constitute grounds for termination. Providing an adulterated sample will result in immediate termination.

Supervisor's Role/Responsibilities

1. The Supervisor or supervisor representative is to transport the employee to the collection site for drug and/or alcohol testing immediately, but no later than eight (8) hours for an alcohol test or twenty-four (24) hours for a drug test, or having determined that there is reasonable suspicion to believe that the employee is using or is under the influence of alcohol or drugs. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours after the Supervisor makes such reasonable suspicion determination, the Supervisor will complete a report explaining the reason for the delay in conducting the drug or alcohol test. The Supervisor or supervisor representative is to wait at the clinic with the employee until the breath test has been completed or the urine sample or hair follicle sample has been taken. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor will complete a report explaining the reasons why the test was not conducted. Except for DOT random testing, the supervisor or supervisor representative shall transport the employee to the testing facility for all tests and back to the employment site. For a positive DOT random test, supervisor or supervisor representative shall transport employee from testing facility back to employment site.

2. Once the alcohol testing has been completed and a positive confirmatory test result has been received, the employee will not be permitted to drive his/her own vehicle home at that time. The employee must make alternative transportation arrangements in order to leave the employment site.

3. The employee is to be advised not to report for work as she/he will be placed on administrative leave without pay. If the blood alcohol, urine test, and/or hair follicle test has been administered, the City, or MRO if applicable, will contact the employee once the test results are known (this normally takes 24- 48 hours) and a decision has been made as to the employee's status.

4. The results of the drug or alcohol testing will be sent directly to the Personnel Department. When the results are obtained, the employee's supervisor and department

head will meet with Personnel Director to determine the appropriate course of action to be taken. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or discipline action with anyone who does not need to know.

5. Once the test has been completed and the employee has been sent home, the supervisor must submit a written report to the Personnel Director outlining, in detail, the event and the behavior observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report must be done within 24 hours of the testing. This information will assist the Department in assessing the appropriate discipline to be considered.

Collection of Specimens

Specimens to be tested will be urine and/or hair follicles in the case of a drug test and breath or saliva in the case of a test for alcohol where there is reasonable suspicion of alcohol use or impairment on the job.

The City of Sturgeon Bay respects its applicants and employees and therefore subscribes to the collection protocol set forth by the Department of Health and Human Services (hereafter called DHHS) which protects the privacy and confidentiality of the donor. This protocol allows for the submission of the specimen under closely structured conditions but behind either a closed door or a privacy partition. It must be understood, however, that under circumstances established by DHHS the donor may be asked to provide a fresh specimen in the presence of a witness of the collector has reason to believe; (1) that the specimen is not that of the donor: (2) that the specimen has been adulterated or altered; (3) that the collection is part of a post-treatment monitoring program; or (4) that the donor has been known or suspected of adulterating previous specimen(s). All specimens are collected and processed by social security number and accession number for complete confidentiality.

Custody and Control Form

All specimens will be processed and monitored by way of an approved Custody and Control Form which is used to track the specimen from point of submission to point of destruction. Employees will be required to sign the chain of custody form. Failure to do so will result in the need for a retest. However, an employee who refuses to sign after being requested to do so will be subject to discipline up to and including discharge.

Laboratory Aspects of Drug Testing

In order to assure our applicants and employees the greatest accuracy and confidentiality, all drug testing is to be conducted by a laboratory certified by DHHS and will be conducted in two parts: (1) screening for five classes of drugs by EMIT testing procedures - amphetamines, benzoylecognine (cocaine metabolite), opiates, PCP, THC (marijuana metabolites); and (2) confirmation by GC/MS. However, the City reserves the right to perform tests for other illegal substances as well. No specimen will be considered "positive" (positive is defined as the presence of one or more controlled substances at or above levels determined by DHHS) until it has been confirmed at the cut-off levels established by DHHS. In the event that no such levels

have been established for that drug, City will rely on the laboratory and its consultants to establish a "forensically accepted level."

Reporting Results

All positive drug test results will be first reported to the Medical Review Officer (MRO). If the specimen is positive, the MRO will attempt to contact the employee at the daytime number provided at the time of urine and/or follicle specimen submission for the purpose of discussing the test results. Should the MRO fail to make contact on that attempt, he/she may contact the City to ask for assistance in reaching the employee. If the MRO does not make contact within an additional maximum of five days or if the result appears to create immediate safety concerns, the MRO may disclose the results to City prior to speaking with the employee. City reserves the right to immediately remove that employee from active duty until such time as the MRO is able to make contact and provide a final result. If, when the MRO reaches the employee, the employee is able to provide substantiation of legitimate use, the positive result will be reported to City as "negative" (negative is defined as the absence of a controlled substance at or above the levels of detection determined by DHHS). If no legitimate reason for the positive result is found, that positive result will be provided to City.

Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication legally prescribed by a licensed physician. However, it is the employee's duty to discuss any effects which that medication may have on ability to safely perform his/her job and to inform City of any adverse effects. Failure to do so may result in discipline up to and including discharge.

Training

The City will provide training for all employees and supervisory personnel consisting of at least the following elements:

1. The effects and consequences of controlled substance use on personal health, safety and the work environment.

2. The manifestation and behavioral changes that may indicate controlled use or abuse; and

3. Documentation of training given to employees and City supervisory personnel.

Employee Assistance and Rehabilitation

The City has a primary interest in the safety, health and well-being of its employees as well as the public and support those who make a commitment to resolving their substance abuse problems. In the event of a positive test, the City, may offer the employee an opportunity to enter a treatment program in lieu of termination. If the City determines that a treatment option will be offered, the City will provide a list of acceptable resources available to the employee for assessment and/or treatment. Although such assessment and/or treatment is conducted at the sole expense of the employee or his/her insurance carrier, the City requires that certified professional actively involved in the substance abuse field be utilized.

The City may at its discretion reinstate an individual after completing a City approved rehabilitation program. Prior to entering rehabilitation, the employee will be required to sign a form consenting to the release by the treatment center of information regarding the progress and results of rehabilitation. Failure to sign this consent form will result in City's inability to assess the employee's rehabilitation and the employee will remain unqualified until a professional in substance abuse treatment certifies the employee's rehabilitation. Should the resource selected by the employee not meet this criteria, City may request a second evaluation by an acceptable treatment professional at City's expense. This evaluation will be conclusive evidence of the employee's rehabilitation or failure to rehabilitate. If rehabilitation will require time away from the job, that time will be unpaid unless the employee has accrued benefits for vacation, sick leave or other earned time which may be applied in lieu of unpaid leave. The employee's position of seniority will be maintained for a thirty day period. The employee may be permitted to return to work if/when he/she is able to demonstrate the successful completion of such assessment and/or any recommended treatment.

An employee who is allowed and selects rehabilitation will comply with all requirements of that program to completion. Failure to do so or failure to make every effort at rehabilitation will constitute grounds for termination. Upon return, City will maintain contact with the treatment professional to assure the ongoing compliance with recommended treatment. Further, as a condition of return, the employee will be required to submit, on demand, urine, and/or hair follicle specimens for analysis for a period of up to sixty months. The number and frequency of such specimens is determined by City at its sole discretion. A positive test during or following the monitoring period will result in immediate termination without further consideration of future employment. City may, at its sole discretion, elect to offer special consideration to any individual who comes forth voluntarily as opposed to those who are detected through the regular testing process. Reinstatement after a positive test, if permitted at all, will be permitted only one time. Reinstatement, if permitted will be conditioned upon the individual signing an agreement acknowledging that he/she will be terminated upon a subsequent violation of this policy.

Confidentiality

Results of all drug/alcohol tests will be kept separate from personnel files and treated as confidential information and access to such results shall be limited. Results will not be communicated to others outside of the employee's direct supervisory chain except where necessary in connection with any rehabilitation or use of the Employee Assistance Program in relation to the drug/alcohol test.

Conclusion

The City is committed to the health, productivity and stability of the City, its employees and the safety of the general public. It is with a sense of sincere concern that this program is implemented. The City is firmly committed to the fair and equal treatment of all employees under this policy and expects that all employees will participate fully, willingly and with the knowledge that a safe, healthful and productive work environment is to the benefit of all.

CONFLICTS OF INTEREST

No employee shall engage in any business transaction with the employer, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or will tend to impair his or her independence, judgment or action in the performance of his or her official duties. Any employee who has a financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the employer, or as part of his or her official duties will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer, shall disclose such interest to the City of Sturgeon Bay.

No employee, including persons or firms engaged to provide professional services to the employer, shall represent, for compensation, private interests before the employer without disclosure of the private business relationship and explicit consent of the employer. No employee shall disclose or use confidential information of the employer to advance the financial or other private interest of the employee or others.

No employee shall accept anything of value whether in the form of a gift, service loan or promise from any person, who, to the employee's knowledge, has a direct financial interest in any transaction or official business with the employer, which may tend to impair his independence of judgment or action in the performance of his official duties.

EMPLOYMENT CLASSIFICATION

Based on the needs of the employer, employees are classified within the following categories:

Exempt and Non-Exempt Employees
Regular Full-Time Employees
Regular Part-Time Employees
Seasonal or Temporary Employees (includes CSO's)
Paid On-Call Firefighters
Contractors

Exempt employees are defined as salaried professional, managerial, or supervisory personnel. Non-exempt employees are defined as hourly support staff.

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Exempt employees are generally classified as regular full-time employees. A regular full-time employee may be exempt or non-exempt. Only regular full-time employees receive benefits of the employer unless specifically identified in the employer's policies or as required by law.

A regular part-time employee is an employee who works a regular schedule and is expected to normally work less than 30 hours per week. A regular part-time employee may be exempt or non-exempt. A regular part-time employee does not receive benefits of the employer unless specifically identified in the employer's policies or as required by law.

A temporary or seasonal employee is hired for a specified project or time frame and may work an irregular schedule or a regular schedule. A temporary or seasonal employee may be exempt or non-exempt. Temporary or seasonal employees do not receive any additional compensation or benefits provided by the employer unless required by law.

A contractor is retained on a per project basis with a defined scope at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors do not receive any additional compensation or benefits provided by the employer.

A paid on call firefighter is an employee without a set work schedule. Said employee may be scheduled for night duties and training and called in for emergencies. Paid on call firefighters receive no benefits except for LOSA (if eligible,) attendance bonus (if applicable,) and clothing allowance.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Sturgeon Bay is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The City of Sturgeon Bay carefully selects employees. The City of Sturgeon Bay employs people who are concerned with the success of the City of Sturgeon Bay; people who care first about the highest quality public service and the interests of the public; people who can carry on his/her work with skill and ability; and people who can work well with our team.

It is the City of Sturgeon Bay's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the City of Sturgeon Bay to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City of Sturgeon Bay will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City of Sturgeon Bay.

The City of Sturgeon Bay is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the City of Sturgeon Bay will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

HIRING, PROMOTIONS, TRANSFERS AND ASSIGNMENTS

The City of Sturgeon Bay seeks to hire the best-quality and qualified candidates who fit the needs and culture of the City of Sturgeon Bay. The City of Sturgeon Bay may use hiring, interview and screening processes to design and fulfill this objective.

When in the interests of the employer, the employer may attempt to fill a job vacancy by promotion from within the organization. The employer may consider both internal and external applicants.

From time to time and in the interests of the employer, the employer may transfer employees from assignment to assignment, position to position or department to department. Employees may request to be transferred from one position or department to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the employer. Requests for transfer by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the transfer, and must be directed to the supervisor in charge of the department to which they wish to transfer, with notice to his/her current supervisor of the request.

Appointment of personnel by the City of Sturgeon Bay to a higher classification on a temporary basis in order to fill a vacancy is considered an "acting appointment." An employee holding an acting appointment may receive a temporary pay increase if authorized by the employer.

Depending on the nature of the position and the applicants applying for the position, the employer may conduct varying levels of background screening to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they desire to obtain. Information that may be obtained or requested includes information relating to references, past employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation and driving records. The employer may also obtain information from a consumer reporting agency. Before denying an extension, assignment, promotion, or other benefit of employment, based in whole or in part, on information obtained in the credit report, the employer will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

Employees or applicants seeking employment, transfer, promotion, or assignment will be required to sign a document that constitutes the employee's full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release, and indemnification form will not be considered for employment, transfer, promotion, or assignment.

LAYOFF, REDUCTION-IN-FORCE AND RECALL

When deemed necessary or appropriate by the City of Sturgeon Bay, employees may be laid off temporarily or reduced in hours. Employees will be selected for layoff/reduction based on the needs and best interest of the City of Sturgeon Bay, as determined by the City of Sturgeon Bay. Employees have no recall rights, but in the event of a recall, employees will be recalled based on the needs and best interest of the City of Sturgeon Bay.

NEPOTISM

No member of the immediate family shall supervise another member of the same family unless specifically authorized by the City of Sturgeon Bay Common Council. This may be allowed without the approval of the Common Council if the position is only short term or temporary. Immediate family members shall include spouses, parents, grandparents, children, siblings, (natural or other) stepparents, stepchildren, and in-law's.

PERSONNEL FILE ACCESS

Each employee has a personnel file. Information retained in the personnel file includes personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes, and other designated records. An employee may request an opportunity to review the records in his or her personnel file that the employee has a lawful right to review by submitting a written request to Human Resources. Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Employee files contain records maintained by the City of Sturgeon Bay's Custodian of Records. Personnel files may not be taken outside of the custody of the Custodian. Access to employment records is limited to the employee, supervisor, City Administrator and Human Resources Director.

The employer will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files, and will be treated confidentially to the extent required by law. Normally, medical information may be disclosed to someone other than the employee in the following circumstances:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment; and.

Employees should refer all requests for personnel information concerning applicants, employees, and past employees to Human Resources. Employees are not permitted to provide references on behalf of the City of Sturgeon Bay. Pursuant to requests for references, the employer may choose to release only limited general information such as the position held and dates of employment. The City of Sturgeon Bay may require the individual involved to provide a written

consent, release and indemnity agreement before the employer will release additional information unless there are circumstances warranting otherwise.

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to notify the City of Sturgeon Bay within 48 hours of any changes to the employee's personnel file or personal contact information or family information used for insurance and tax purposes. In order to avoid issues relating to benefit eligibility, having W-2s returned or any other issue, employees must promptly notify, in writing, Human Resources of any change in personal information including name change, address, telephone number, marital status (for benefits and withholding purposes), names, addresses and phone numbers of the employee's spouse and dependents (for benefits purposes), beneficiary designations, and emergency contact information.

PROHIBITED HARASSMENT

A fundamental policy of the City of Sturgeon Bay is that the workplace is for performing high quality work and to serve the interests of the City of Sturgeon Bay and the public. Employees must provide a workplace free from tensions involving matters that do not relate to the employer's business and where employees behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar discriminatory conduct—does not belong in the workplace.

Harassment of employees or applicants for employment is prohibited. "Harassment" is defined as persistently bothering, disturbing, or tormenting another person based on a variety of protected statuses, such as race, color, religion, sex, national origin, disability, marital status, genetic information, or sexual orientation. The employer prohibits all forms of harassment, discrimination or retaliation based on protected status, including, but not limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

Sexual Harassment

"Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

An employee cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the employer will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

Examples of Prohibited Conduct
The following conduct will be considered to be sexual harassment or another form of unlawful harassment or inappropriate behavior in our workplace or in connection with work-related activities:

- Sexually suggestive or off-color comments or jokes;
- Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
- Repeated and unwelcome invitations for social interactions outside of the workplace;
- Sexual or racial slurs, derogatory remarks, or offensive gestures;
- Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
- Including or excluding any individual from workplace activities, assignments, or responsibilities based on his/her refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons.

This list is not intended to be exhaustive. Any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether particular conduct is prohibited under this policy should be discussed with the employee's supervisor or City Administrator.

Reporting Harassment, Discrimination or Retaliation or other Inappropriate Conduct
If an employee believes that any sort of sexual or other unlawful harassment, discrimination or retaliation or other inappropriate conduct is interfering with his or her work or the work of others or is creating an intimidating, hostile, or offensive work environment, then the employer requires the employee to notify his or her supervisor. If an employee feels uncomfortable bringing the matter to his or her supervisor or if the employee believes his or her supervisor or member of a governmental body is participating in conduct that violates this Policy, then the employee must notify the City Administrator or Mayor. The employee may be asked to sign a written complaint or other summary of the information reported.

Investigation and Follow-up
Complaints of harassment, discrimination or retaliation will be promptly and thoroughly investigated and the complaining employee will be advised of the results of the investigation. The employer understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence to the extent practicable.

The employer will take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment, discrimination or retaliation or who otherwise violates this policy. Further, the employer will correct any adverse employment action the employee or another employee experienced due to conduct forbidden by this policy and other corrective action designed to end the harassment, discrimination or retaliation.

If an individual involved in harassing or inappropriate conduct is not employed by the employer, then the individual will be informed of this policy and appropriate action will be taken. In all cases, the employer will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped.

Retaliation Forbidden
The employer will not tolerate retaliation against any employee who complains of sexual or other unlawful harassment, discrimination or retaliation or who provides information in connection with any such complaint of sexual or unlawful harassment, discrimination or retaliation. If an employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the employer requires the employee to use the reporting procedure described in this policy.

Employee Responsibilities
Employees are responsible for:

- Behaving courteously and professionally toward fellow employees and the public;
- Reading this policy and understanding fully its requirements;
- Refraining from conduct forbidden by this policy;
- Reporting promptly any incidents of sexual or other harassment, discrimination or retaliation or other inappropriate behavior; and
- Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which the employee is familiar.

SECONDARY EMPLOYMENT

Employment with the City of Sturgeon Bay by regular part-time and regular full-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict, with the duties of the employee. The City of Sturgeon Bay has prior call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as an employee or

agent of the City of Sturgeon Bay. Employees must still comply with all policies, rules and general expectations of conduct when engaging in off-duty behavior regardless of such secondary employment. The City of Sturgeon Bay may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, where the interests of the City of Sturgeon Bay are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City of Sturgeon Bay or employees.

TRAINING

The City of Sturgeon Bay encourages the professional development of employees that supports that employee and the employer and serves to enrich the professional development of other employees. Attendance at training schools or programs, job-related conferences, workshops, seminars and credit courses required by the City of Sturgeon Bay shall be with pay and registration fees will be paid. Employees are responsible for maintaining required and necessary certification statuses and seeking appropriate recertification when necessary. All requests for reimbursement for certification and recertification and any applicable trainings and courses must be presented to the immediate supervisor for approval prior to signing up for the required certification or recertification program.

UNDERGRADUATE & GRADUATE EDUCATION TUITION ASSISTANCE:

ELIGIBILITY REQUIREMENTS:

1. Must be a full-time employee and have been employed by the City for at least 12 consecutive months.
2. Courses must be taken at an accredited college, university, technical or business school or institute.
3. Courses shall be specific to present position or potential development in the City, and have direct value to the position.
4. Funds shall have been budgeted separately by individual position for such purpose for the calendar year during which reimbursement will be made.
5. Tuition assistance requests shall include a copy of the program registration material and curriculum, and shall be made in writing to and approved by the employee's supervisor and City Administrator prior to the start of the courses/program. Approval shall be at the sole discretion of the City and will be based on the employee's job performance and departmental and City needs.
6. Successful completion and verification of course completion with at least a grade of "C", the equivalent numerical grade or better, or in the case of pass/fail course, achieving a passing grade.
7. Course projects/papers shall be as much as possible directly relate to and benefit City of Sturgeon Bay operations.
8. All courses and homework shall be accomplished outside of the employee's normally scheduled working hours.

REIMBURSEMENT:

1. Requests for tuition/book reimbursement shall be submitted no later than two months after course completion and shall include copies of transcripts and receipts for tuition and books.
2. Reimbursement shall be 100% of actual cost of tuition/books for those courses directly job related; and 50% of courses which may improve an employee's overall performance, prepare them for future assignments/advancement or further their working careers in general.
3. The maximum amount of tuition/book reimbursement an employee may receive shall not exceed $2,000 in any one calendar year.
4. The City will not pay service fees if an employee pays by installment plan or uses a credit card.
5. No duplicate payments for the same course will be made if reimbursement from any other source is received.

REQUIRED EMPLOYMENT PERIODS FOR UNDERGRADUATE/GRADUATE EDUCATION ASSISTANCE:

Any employee who has received reimbursement for tuition and books for undergraduate or graduate courses is expected to remain in the City's service for at least two years after completion of undergraduate college level courses and four years for graduate level courses. If an employee leaves the City's service voluntarily prior to the completion of the two or four years, the employee shall reimburse the City at the following rate:

Repayment Amount	Undergraduate	Graduate
100%	0-6 months	0-1 year
66%	7-12 months	1-2 years
33%	13-18 months	2-3 years
16%	19-24 months	3-4 years

ATTENDANCE POLICIES, HOURS OF WORK

ATTENDANCE AND TARDINESS

The City of Sturgeon Bay places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the City of Sturgeon Bay. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. All employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to be available at the will of the Common Council and supervisors as the workload dictates. Hourly employees must not report in more than 15 minutes before the start of his/her shift unless such time has been previously authorized by a supervisor.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before his/her shift. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when employee is reviewed for wage changes or promotion. Unexcused absences from work for three (3) consecutive scheduled work days without calling in or notifying the employer will be considered to be a voluntary resignation unless extenuating circumstances are found to have existed. The City Administrator or the City of Sturgeon Bay Common Council may authorize such absence by subsequent grant of leave with or without pay.

Administrative/exempt employees include the City Administrator, Fire Chief, Assistant Fire Chief, City Clerk/Human Resources Director, City Engineer, Community Development Director, Engineering Technician, Finance Director/City Treasurer, Municipal Services Director, Public Works Crew Supervisor, Police Chief, Police Captain, Police Lieutenant, and Police Department Office Manager. As exempt employees it is expected that these positions be available at the will of the Common Council and management as the work load dictates. It shall be the general policy of the City that employees in these positions will work an average of a minimum of 40 hours per week during the course of the year. Employees in these positions are also expected to frequently work additional hours beyond the normal 40 hour work week as the work load dictates. As such, it is recognized that at times employees in these positions may work less than 40 hours during some weeks, excluding the use of vacation, sick leave, personal leave, or bereavement leave. These hours shall be considered administrative leave. Administrative leave may only be used with the prior approval of the supervisor. Administrative leave should not be approved or used during periods where an employee's absence will impact service delivery, organizational management, or the city's ability to meet established deadlines or organizational goals. Use of administrative leave on an hour for hour basis for time worked in excess of the normal 40 hour work week shall not be permitted under this policy.

HOURS OF WORK

Work schedules for employees vary throughout the organization and are at management's discretion. The normal work week shall be forty (40) hours. The pay period begins on Sunday and ends on Saturday. Sunday work hours will be paid at time and one-half for regular full-time employees. Overtime must be authorized by the Department Head.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law. In addition, an unpaid meal period will also be provided daily. The unpaid meal period shall include personal clean-up time. If the employee wishes to have his/her meal at a location other than the work site, he/she must travel to that location during the unpaid meal period. Use of city vehicles by non-exempt employees for travel to break or meal periods is prohibited unless approved by his/her supervisor. All employees are expected to adhere strictly to the length of time designated for breaks and meal periods.

SEVERE WEATHER

The City of Sturgeon Bay is always open during normal business hours, regardless of weather conditions. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the City of Sturgeon Bay before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay and employees must use vacation or other earned benefits to account for missed work time. Nevertheless, in the event of severe weather or other exigent circumstance, as determined by the employer, the City of Sturgeon Bay's need for the employee's attendance to perform his or her duties will prevail.

TIME SHEET REGULATIONS

Each employee is required to complete a weekly time sheet in accordance with approved format and record the hours worked, vacation time, sick leave, personal holidays, family leave, and other leave. Each employee should record his or her time sheet only. Each time sheet shall be forwarded to the employee's direct supervisor for approval by 10:00 a.m. every Monday. It is the supervisor's responsibility to complete and sign the timesheet in the case an employee is on sick or vacation leave for an extended period of time. Errors must be immediately reported. Employees should never assume a supervisor or payroll clerk would notice or edit any time discrepancy, as this is the employee's responsibility.

PAY AND PERFORMANCE REVIEW POLICIES

COMPENSATION

Salary and wage rates are established by the Common Council after recommendation from the Personnel Committee. Recommendations will be based upon employee evaluation and recommendation to the Personnel Committee by the City Administrator and Department Heads.

SCHEDULED TIME

If employee is notified by 8 pm on the day prior, of the need to work the following day, this will be paid as straight time. Schedule time will be paid as straight time unless 40 hours have been worked, at which time hours will be paid at time and one half.

CALL OUTS

Full-time employees, who are called to work, other than the scheduled starting time, are entitled to at least two (2) hours pay at applicable overtime rates if the hours are not contiguous with the scheduled work day. The payment is a minimum payment regardless of time worked less the two (2) hours, unless the call out occurs one-half hour or less before the scheduled work-day. Call outs occurring during this time will be paid at the appropriate rate for the actual time worked. Time will start when the employee arrives at his/her assigned place of work for all call out work until the employee leaves his/her assigned place of work for the call out work.

OVERTIME

All regular full-time, non-exempt employees will be paid on a time and one-half basis for work performed in excess of forty (40) hours per week. A paid holiday falling within a normal week shall be considered as eight (8) hours of work performed for the purpose of computing overtime pay during such week. Prior authorization must be obtained from the employee's supervisor before working overtime. Sick time and vacation time taken during the pay period shall not be counted in the overtime calculation. Employees who are compensated on an hourly basis are eligible to earn compensatory time in lieu of payment for all hours worked in excess of 40 hours per week at the rate of time and one half for overtime, up to a maximum of 40 hours. Compensatory time accumulation and leave use must be approved by the supervisor. Employees shall be paid at current rate of pay for any compensatory time accumulated but not used by the end of the calendar year. The final compensatory time payout will be the last pay period in December.

PAY PERIODS

All employees are paid weekly by direct deposit into the employee's checking or savings account. Direct deposits are prepared and deposited on the Friday of each week for the preceding pay period. If a payday falls on a holiday, the payday shall be the day prior to the holiday. The City of Sturgeon Bay strives to fairly and accurately compensate its employees. If an employee feels an error has been made on his/her compensation, the employee must contact

Payroll within two days of the issuance of the pay. Payroll will promptly review the employees concern and will respond to the inquiry within five (5) business days.

A. Savings/checking withholdings.

1. Three withholding/deposit transactions per paycheck may be made to a single bank, savings & loan, credit union or a combination thereof but in no event shall the number of depositories exceed three institutions - no charge.

2. Each employee may submit one "withholding/deposit request" per six month period - no charge.

3. Deposits may only be made to savings accounts, checking accounts or the approved deferred compensation company as outlined below.

B. Additional voluntary withholdings/deposits.

1. Withholdings/deposits made to the approved deferred compensation plan are allowable and are in addition to those withholding/deposits described above - no charge.

2. No voluntary withholding/deposits to other than banks, savings & loans, credit unions or deferred compensation plan allowed.

C. Miscellaneous.

1. Withholdings will be sent to the appropriate savings institution in advance of the normal pay date for deposit on Friday.

2. A good faith effort will be made by the Office of the Finance Director/City Treasurer to see that deposits are made on a timely basis, however, the City shall not be held responsible for delays in deposits because of lost, stolen or misdirected mail or for other reasons beyond its control.

3. The Finance Director/City Treasurer may make administrative changes to this policy that are not inconsistent with the intent of the policy in order to keep current with changing technology and conditions. All employees shall be notified in writing of such changes, and a list of such changes shall be kept in the office of the Finance Director/City Treasurer

PERFORMANCE REVIEWS

The City of Sturgeon Bay expects all employees to perform his/her job duties at a high quality level. As the City of Sturgeon Bay has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City of Sturgeon Bay and the public.

Periodic evaluations are an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. The employer will evaluate employee performance. Some of the job factors that are reviewed include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude and attendance. It is the employee's responsibility to meet or surpass the expectations that have been set. The practices for departments or positions for the evaluation process may vary. Salary and wage rates are established by the Common Council through recommendation from the Personnel Committee. Recommendations will be based on employee evaluation and recommendation to the City Administrator by the Supervisors. Management may develop and modify, from time to time, a compensation framework that provides assistance in developing pay rates. If employees are represented by a union, base rates are subject to collective bargaining.

SALARY ADVANCES

Salary advances are prohibited.

BENEFIT POLICIES

VACATIONS

Except as otherwise approved by the Common Council, regular full-time employees shall earn annual vacations with pay in the following manner:

Five (5) days (40 hours) upon hire;
Ten (10) days (80 hours) after two (2) years of continuous service;
Fifteen (15) days (120 hours) after eight (8) years of continuous service;
Twenty (20) days (160 hours) after fifteen (15) years of continuous service;
Twenty-five (25) days (200 hours) after twenty-five (25) years of continuous service;

Regular part-time employees shall earn annual vacations with pay on a prorated basis according to the average number of hours worked per week.

Paid on call firefighters receive unpaid vacation as stated in the Fire Department policy.

Supervisors shall review and approve all vacation requests, dependent on the operating and support needs of the City of Sturgeon Bay during that period. Vacation shall be taken in four hour increments unless otherwise approved by the supervisor. Vacation not taken during the anniversary year will be lost unless other arrangements have been approved by their supervisor.

A. Continuous Service: The continuous service of an employee, eligible for a vacation, shall not be considered interrupted if he or she:

1. Was on an approved leave of absence;
2. Was absent on military leave;
3. Was absent due to injury or illness.

B. Computing Years of Service: In determining the number of full years of service completed, credit shall be given for the time of continuous employment by the City of Sturgeon Bay in a regular full-time or regular part-time position.

Only the most recent period of continuous service may be counted in determining an employee's length of service for computing benefits herein.

C. Eligibility: All regular full-time and regular part-time employees are eligible for vacation benefits as set forth above. Vacation eligibility will be on the anniversary date for all employees.

D. Termination Credit: If an employee, with more than one year's continuous service, terminates his or her employment for any reason during the year, he or she shall receive pro-rated accrued but unused vacation pay calculated from the anniversary date of his or her employment to the termination date during that year, in addition to any accumulated vacation due to the employee for prior credits.

E. When Vacation May be Taken: In determining vacation schedules, supervisors shall consider the wishes of the eligible employee insofar as the needs of the City of Sturgeon Bay will permit.

F. Vacation Holidays: In the event a holiday falls on a regular work day within the week or weeks taken as vacation, such holiday shall not be charged as vacation.

G. Official Record of Vacation: Employees shall record vacation time used on weekly time sheets signed by the direct supervisor. A permanent vacation record shall be maintained by Human Resources for each employee.

SICK LEAVE

Regular full-time employees shall accrue sick leave at the rate of eight (8) hours for each calendar month of service.

1. One Hundred (100) Day Base Account: Sick leave allowance shall be accumulated in the employee's base sick leave account until a maximum of one hundred (100) days has accrued.

2. Accrual Required Before Use: Sick leave shall not be used until it has been accrued.

3. Eligibility for Sick Leave: Each permanent employee who has earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to illness, bodily injury, and exposure to contagious disease or attendance upon members of his or her immediate family. Employer shall have the right to require that the employee make other arrangements such as family or medical leave within three (3) days' time for the attendance upon members of his or her immediate family. Immediate family for sick leave purposes is defined as an employee's parents, parents-in-law, spouse, and children.

4. Sick Leave on Holidays: In the event that a holiday falls on a regular work day within the week or weeks taken as sick leave, such holiday shall not be charged as sick leave.

5. Upon Retirement, Disability or Death: Unused sick leave credits shall be paid out upon qualified retirement, disability or death at the regular hourly rate for the accrued and unused sick leave. Qualified retirement means the employee is entitled to retirement benefits as defined by the Wisconsin Retirement Fund at the time of separation of employment. In the event there are no dependents or spouse, the credits will be forfeited to the employer.

6. Official Record of Sick Leave: Employees shall record sick time used on weekly time sheets signed by the direct supervisor. A permanent sick leave record shall be maintained by Human Resources for each employee.

7. Certification of Illness: Sick days accrue for the benefit of the employee's use in times of

illness for themselves or immediate family members. Employer may require, at its discretion, a doctor's excuse for any time taken as sick leave so as to avoid abuse of this benefit. Employees found to be abusing sick leave privileges will be disciplined and may be discharged.

Regular part-time employees shall accrue annual sick time with pay on a prorated basis according to the average number of hours worked per week.

WELLNESS BENEFIT

Employees who do not use any sick leave in the first six (6) months of a calendar year shall receive a wellness benefit consisting of one day off with pay. Said benefit must be used during the following six months. Employees who do not use any sick leave in the second six (6) months of a calendar year shall receive a wellness benefit consisting of one day off with pay. Said benefit must be used during the following six months.

SICK/VACATION/FLOATING HOLIDAY/COMPENSATORY LEAVE DONATION

The purpose of this policy to provide a qualified full-time administrative employee, who has a non-occupational extended illness or other medical condition and has exhausted all accumulated sick time, compensatory time, floating holidays, and vacation time, a means of assistance through the contributions of sick time, compensatory time, floating holidays, and vacation from fellow administrative employees. Donation of time may be made under the following conditions:

A. An employee shall not become eligible to receive a time donation until the employee:

1. Has been employed full-time by the City of Sturgeon Bay for a period of not less than one year.

2. Has exhausted all accumulated sick, compensatory, floating holiday, and vacation time or other such paid time as the employee may possess and is eligible for leave under the Family and Medical Leave Act. The period in which the employee may receive donated leave is the period of Family and Medical qualified leave which would otherwise be unpaid.

3. Has applied for and received approval for leave under the Family and Medical Leave Policy for a non-occupational serious health condition of themselves. Donated leave may not be used for care of spouse or dependents or following a birth or adoption of a child.

4. Has provided medical certification of a serious health condition requiring the employee to be off work for 30 days or more.

5. Has submitted a written request to the City Administrator to solicit donations from eligible administrative employees. Employees will be permitted to request donation of leave only one time during any 12 month calendar period. After verification that the employee meets the qualifications to receive donated leave, the City Administrator will make other employees aware of the request. No information regarding the employee's medical condition will be divulged without the employee's consent.

An administrative employee may donate up to a maximum of 15% of accumulated sick, compensatory, floating holiday, and vacation time each year to eligible employees. Leave may be donated in the following amounts: Sick leave - hourly increments, vacations - ½ or full day increments, compensatory time - hourly increments, floating holidays - ½ or full day increments. Donation of sick leave will not affect donor wellness day status. All donations of eligible leave shall be voluntary. No employee may intimidate, threaten, or coerce any other employee with respect to donating or receiving leave.

B. Any leave donation shall be made in writing, signed by the grantee and department head, and approved by the City Administrator. After approval, the City Administrator will authorize the Payroll Clerk to transfer the donated leave from the donating employee's account to the requesting employee's account. The recipient shall be notified of the amount of time donation, but not the name(s) of the grantor(s).

C. The aggregate amount of leave that may be donated to one employee shall not exceed 12 weeks during any 12 month calendar period.

D. The donated leave shall be credited to the recipient at the recipient's rate of pay regardless of the donor's rate of pay.

E. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.

F. The recipient, while using donated leave, will continue to accrue sick and vacation leave, and other relevant employee benefits.

G. The recipient, while using donated leave, will continue to receive health insurance benefits.

H. If the recipient returns to part-time duty, the recipient may continue to use the donated leave until returning to full-time duty. If the recipient returns to regular full-time duty prior to exhausting the donated leave, the recipient shall be allowed to retain up to 8 hours of donated leave. Any balance exceeding 8 hours will be returned to donor employees on a pro-rated basis.

I. This policy is not intended to replace any provision of the Family Medical Leave Law.

HOLIDAYS

All regular full-time employees shall be granted eight (8) paid holidays each year. They are as follows:

Full Days:	New Year's Day	Thanksgiving Day
	Friday before Easter	Christmas Eve Day
	Memorial Day	Christmas Day
	Fourth of July	
	Labor Day	

When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday, and when a holiday falls on Sunday, the following Monday shall be observed as the holiday. When Christmas Day falls on Saturday, the preceding Thursday shall be observed as the Christmas Eve holiday. When Christmas Day falls on a Sunday or Monday, the preceding Friday shall be observed as the Christmas Eve holiday. This schedule may be revised at management's discretion.

All regular full-time employees are granted two (2) floating holidays. The floating holidays may be taken at any time, within the year starting in January and used by December 31 with the approval of supervisor. The floating holidays will be scheduled in the same manner as vacation. Regular part-time employees shall earn a personal day with pay on a prorated basis according to the average number of hours worked per week.

In order to qualify for holiday pay, the individual must work his or her immediate proceeding and succeeding regular workday, unless the employee is on scheduled vacation, sick leave, or other paid leave. If the employee calls in sick the day preceding and/or succeeding a holiday and it is not scheduled, the employee may be required to turn in a doctor excuse to employer in order to qualify for holiday pay.

Regular part-time employees shall earn holidays with pay on a prorated basis according to the average number of hours worked per week.

LONGEVITY PAY

In recognition of length of service, each regular full-time employee shall receive, after three (3) years of continuous service, $1.25 per month of continuous service. This additional compensation shall be paid on the first regular pay day in December of each calendar year based on each month of immediately consecutive past employment with the City of Sturgeon Bay, including the month of December in which payment is made.

The anniversary date of employment shall be the determining date in calculating the benefit. The fifteenth (15th) day of each month shall be the last date for qualifying for that month as a benefit month. Anyone hired on or before the fifteenth (15th) day of a month shall qualify as to that

month; anyone hired after the fifteenth (15th) day of a month shall have no eligibility for that month.

Once eligible, this benefit is retroactive to the first (1st) month of employment as determined above.

Except for retirement, employees who terminate his/her employment with the City of Sturgeon Bay or who are terminated are not eligible to receive pro-ration of this benefit upon termination. When a person who has earned credits under this benefit retires, such accrued benefit shall be paid to such employee or the employee's representative as soon as practical. Computation of benefit shall be determined by the fifteenth (15th) day of each month criteria as set forth herein (i.e.) if retirement occurs on or before the fifteenth (15th) day of a month, there shall be no credit for said month; but if retirement occurs on or after the fifteenth (15th) day of a month, then that month's credit is deemed earned. Retirement longevity payment shall be prorated from the last annual payment to the date of retirement.

HEALTH, DENTAL & LIFE INSURANCE

The City of Sturgeon Bay currently makes available to regular full-time employees and his/her immediate dependents medical, dental, and life insurance on a voluntary participation basis. Employees desiring to participate in medical, dental, and life insurance coverage made available by the City of Sturgeon Bay must notify Human Resources of his/her desire to enroll at the time of his/her employment.

The current benefits provided and the schedule of deductible limits is contained in the current Health & Dental Plan Documents and should be reviewed by the employee on a regular basis. The insurance plans sponsored by the City of Sturgeon Bay are subject to change at any point in time.

Non-enrollment: The City of Sturgeon Bay shall pay $300.00 per month to each employee who is not enrolled in the medical insurance program.

Term Life Insurance: The City of Sturgeon Bay shall provide term life insurance to all regular full-time employees in an amount equal to the employee's prior year's reportable earnings.

WISCONSIN RETIREMENT SYSTEM

The City of Sturgeon Bay shall pay the employer's portion of the retirement contribution in accordance with State statutes.

SECTION 457 DEFERRED COMPENSATION PROGRAM

The City of Sturgeon Bay offers a voluntary supplemental retirement savings program for all regular full-time & part-time employees.

Employees must notify Human Resources if they wish to participate

WORKER'S COMPENSATION

Worker's compensation is a form of accident and disability insurance to protect the employee in the event of a job-related injury or illness. Income contribution and medical benefits are provided. Premiums for this insurance are solely paid for by the City of Sturgeon Bay. The City of Sturgeon Bay provides Worker's Compensation coverage to all employees as legally required by State statutes. The weekly compensation paid to the employee during the period of work related injury shall be limited to the specific amount of compensation provided by the City of Sturgeon Bay's Workers Compensation carrier. Payment will be made directly to the employee by the City of Sturgeon Bay's Workers Compensation carrier. The City of Sturgeon Bay will not make any additional contribution to that compensation provided by the Workers Compensation carrier.

Upon returning to work after a work-related injury, an employee may be required to provide certification from his or her treating physician verifying that the employee is able to safely and adequately perform his or her regular job functions. All forms are to be turned in to Human Resources.

EMPLOYEE FAMILY ASSISTANCE PROGRAM

The Employee Family Assistance Program is a service of Counseling Associates of Door County provided to employees of the City of Sturgeon Bay. The Employee Family Assistance Program is a service designed to encourage City employees and their immediate family members to take initiative for their own health and wellness through early identification of problems. Some of the personal concerns for which assistance is available include:

- Family problems
- Marital conflict
- Alcoholism/other drug dependency
- Financial problems
- Legal problems
- Grief (loss of a loved one)
- Eating disorders

Employees are encouraged to review support materials provided each employee for referral information and how to take full advantage of this professional employee assistance program.

LEAVE OF ABSENCE

Any employee, who wishes to absent himself or herself from his or her employment for any reason other than sick leave, family or medical leave, bereavement leave, military leave, or other reason specifically provided for, must make application for a leave of absence from the city. Employer shall determine whether to grant the absence and the length of the absence. No leave shall be granted for the purpose of seeking other employment.

Health insurance is available during this leave at the employee's expense. All other benefits and accruals shall be discontinued during leaves longer than thirty (30) days. In a leave less than thirty (30) days, vacation accrual, length of service, and time towards performance evaluations may accrue without interruption at the employer's discretion. Also, health and other insurance benefits may continue without interruption at the employer's discretion.

In a leave longer than thirty (30) days, vacation, length of service and time towards performance evaluations will not accrue during the leave, but shall begin accruing again when the employee returns from leave, without loss of previous accrual (unless vacation and sick time have been used to supplement the leave.)

Health and other insurance benefits will be reinstated after the leave, but will be subject to the regular waiting periods for new enrollment if the employee chose not to continue coverage during the leave.

TEMPORARY ASSIGNMENT OF ALTERNATIVE PRODUCTIVE WORK

PURPOSE:

The City of Sturgeon Bay desires that employees, unable to perform the essential functions of their regular job because of an injury or illness that prevents their return to regular assigned duty, where possible, be temporarily assigned alternative productive work projects subject to necessary medical certification. The City of Sturgeon Bay does not assign employees to non-productive work projects just to keep an employee busy since it is believed that such an assignment would take away from employee dignity. It does however, desire to obtain the benefits of a temporary assignment of alternative productive work which maintains a level of activity which is productive and serves a therapeutic purpose which quickens the employee's return to regular assignment.

PROCEDURE:

1. An employee injured or suffering an illness, at or away from work, will provide to their supervisor as soon as possible, written certification of any restrictions imposed upon them by a medical provider. This will include the projected duration of the restriction(s).

2. The department management will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. Department management may recommend assignment of the restricted employee to such available work projects for the hours that such work is available. Temporary assignment of alternative productive work projects may include assignment outside the employee's normal department based upon work availability.

3. It is expressly understood that:

   a. Temporary assignment of alternative productive work does not create a regular employment opportunity, and is in fact made as a temporary assignment

only which will terminate at the conclusion of a temporary project which will not generally exceed 60 days. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of an alternative productive work project. Vacation and paid holidays may be excluded in calculating the sixty (60) calendar days period. In the event an employee's medical provider certifies the projected duration of the employee's restriction will extend beyond sixty (60) calendar days, and temporary assignment of alternative productive work continues to be available, upon written recommendation of an employee's supervisor the City Administrator's office may authorize extension of alternative productive work up to a maximum of thirty (30) calendar days. Approval from the Personnel Committee is required for extensions beyond ninety (90) days.

b. Unused accrued vacation may be used in lieu of a temporary assignment to alternative productive work.

c. The amount of temporary assignment of alternative productive work projects available in any department/division will be determined by the department/division head based on the number of employees assigned such duty status.

d. Temporary assignment of alternative productive work is separate and distinct from the duties of the Employee's regular job. However, the employee may be assigned to perform those duties of the regular job that the employee may perform without restriction or limitation.

e. An employee who meets the requirement to receive a workers' compensation entitlement and who is certified as able to return to a temporary assignment of alternative productive work, may decline such assignment, if it is offered. As a result the employee may lose workers' compensation payments, but is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted.

f. Temporary assignment of alternative productive work may be considered only when an employee is certified as unable to perform the essential functions of their regular job.

g. An employee's regular work schedule may change during the temporary assignment of alternative productive work projects to accommodate the City's needs.

4. The City Administrator's office will be contacted immediately by a supervisor prior to their making a recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status. The recommendation will

be reviewed and approved by the City Administrator's office for compliance with FMLA, ADA, Wisconsin Fair Employment Act, Workers Compensation and this policy.

5. All temporary assignment of alternative productive work will be reviewed each thirty (30) calendar day period by the respective supervisor/department head and the City Administrator's office.

SPECIAL NOTE:
This policy/procedure does not in any way constitute an employment contract and the City of Sturgeon Bay reserves the right to amend this policy at any time subject only to the approval by the Common Council.

FAMILY AND MEDICAL LEAVE

The following information concerns the employee's rights and responsibilities under the Wisconsin and Federal Family and Medical Leave Acts (FMLA) and explains the consequences of the employee's failure to meet these obligations. Please read the information carefully

Leave Entitlement: Under the Wisconsin FMLA, an employee who has been employed at least 52 consecutive weeks and worked for at least 1,000 hours during the preceding fifty-two (52) week period, is a "qualifying employee" for leave. Such qualifying employee is potentially entitled, within one calendar year, to six weeks of family leave for the birth or adoption of a child, two weeks of medical leave for the employee's own serious health condition and two weeks for family leave to care for a parent, child, spouse, domestic partner, parent-in-law, or domestic partner's parent who has a serious health condition.

Under the federal FMLA, an employee who has been employed at least 12 months and who has worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of leave is a "qualifying employee" for leave. Such qualifying employee is potentially entitled, within the employer-designated twelve month period, to twelve (12) weeks of unpaid leave for a qualifying condition including the birth, adoption or placement of a child for foster care, leave for employee's own serious health condition, or leave to care for a parent, spouse, or child who has a serious health condition. The City of Sturgeon Bay has designated the following twelve-month period for its federal FMLA leave year: a "rolling" 12-month period measured backward from the date of any FMLA leave usage. The actual amount of time the employee spends on family and/or medical leave will be subtracted from his/her unpaid Wisconsin and federal FMLA leave week's allotment described above. Federal and Wisconsin FMLA leaves run concurrently when the condition or leave qualifies under both laws.

If the employee has a spouse, son, daughter, or parent on active duty or call to active duty status associated with any deployment to a foreign country in the National Guard, Reserves or regular Armed Forces, the employee may also use his/her twelve-week leave entitlement under the federal FMLA to address certain qualifying exigencies, including, for example, attending certain military events, arranging for alternative childcare, and addressing certain financial and legal arrangements. The actual amount of time the employee spends on such exigency leave will be

subtracted from his/her twelve-week entitlement of federal FMLA leave, but not his/her ten (10) weeks of Wisconsin FMLA leave.

The federal FMLA also includes a leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member or veteran suffering from a service-related serious injury or illness provided the service took place within five (5) years prior to needing care (reduced by any other FMLA-qualifying leave taken) during any 12-month period ("caregiver leave"). A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty, while on active duty, for which the service member is undergoing medical treatment, recuperation or therapy; or has aggravated a pre-existing injury or illness during active duty or is in outpatient status; or is on the temporary disability retired list.

Certification: The City of Sturgeon Bay requires that the employee submit the appropriate employer-issued certification form, completed by the appropriate individual, to confirm the need for family, medical, exigency, or caregiver leave. The certification must be provided to Human Resources within fifteen (15) calendar days of its request, or in cases of medical emergency or unforeseen circumstances, as soon as practicable under the circumstances. The certification is necessary to justify the employee's absence from work for leave. If the employee fails to provide the employer with a timely certification, leave request, or continuation of leave will be delayed or denied. The City of Sturgeon Bay may request re-certifications as provided by law.

Other Documentation: Requests for leave based on adoption or foster care will require that the employee submit a copy of court adoption papers or foster care documentation to the City of Sturgeon Bay. These documents must be given to the City of Sturgeon Bay thirty (30) calendar days before the leave begins, or when 30 day notice is not possible, as soon as practicable.

Intent to Return to Work: The employee must provide the City of Sturgeon Bay with a periodic report on his/her status and intent to return to work. Should the employee decide not to return to work at the end of his/her FMLA leave, he/she must advise the City of Sturgeon Bay immediately.

Fitness-for-Duty Certificate: If the employee is on medical leave because of his/her own serious health condition, the employee must provide the City of Sturgeon Bay with a Fitness-for-Duty Certificate before he/she can return to work. If the employee fails to provide a complete and sufficient Fitness-for-Duty Certificate from his/her health care provider, it will result in the delay, and potential denial, of the employee's return to work.

Substitution: A qualifying employee may be able to be paid any available accrued paid leave during the time of his/her FMLA leave. It is the employee's option to choose payment of his/her accrued paid leave during the period of Wisconsin FMLA leave. The employee may be required to be paid any remaining available accrued paid leave while the employee remains on federal FMLA leave. If the employee suffered a serious health condition that is work-related, the employee's federal FMLA entitlement will be counted along with the period the employee is absent from work and receiving worker's compensation benefits. The employee will not be able to be paid available employer-provided accrued paid leave during the time of a worker's

compensation leave because the employee will be receiving worker's compensation benefits from the City of Sturgeon Bay's carrier.

When paid leave is used along with the employee's FMLA leave, this paid leave will not be available to the employee later. If the employee does not meet the requirements for the use of accrued paid leave under applicable the City of Sturgeon Bay policies, the employee may still be entitled to take unpaid FMLA leave. Under no circumstances will the employee be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

Maintenance of Benefits and Employment Protections: During any period of Wisconsin and federal FMLA leave, the City of Sturgeon Bay must maintain the employee's health coverage under the group health plan on the same terms as if they had continued to work. Upon the employee's return from FMLA leave, the City of Sturgeon Bay must restore the employee to his/her original or equivalent position with equivalent pay, benefits, and other employment terms. The employee's use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of his/her leave.

Insurance Premium Payments: While on Wisconsin and federal FMLA leave, employees are required to make his/her share of the premium payments on his/her health insurance to maintain his/her benefits. The employee will have a minimum 30-day grace period in which to make premium payments. If payment is not timely made, the employee's group health insurance may be cancelled, provided the City of Sturgeon Bay notifies the employee in writing at least 15 days before the date that the health coverage will lapse, or, at the City of Sturgeon Bay's option, the City of Sturgeon Bay may pay the share of premiums during an FMLA leave, and recover these payments from the employee upon the employee's return to work.

Potential Liability for Health Insurance Premium Payments: If the employee does not return to work following an FMLA-qualifying leave for a reason other than: a) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; b) the continuation, recurrence, or offset of a covered service member's serious injury or illness which would entitle the employee to FMLA leave; or c) other circumstances beyond the employees control, the employee may be required to reimburse the City of Sturgeon Bay for his/her share of health insurance premiums payments made on the employee's behalf during his/her FMLA leave.

BEREAVEMENT LEAVE

In case of death of a fellow employee, paid leave will be granted for time to attend the funeral. The time for attending the funeral shall be up to one-half (½) day. Emergency functions must continue to be carried out, and the City of Sturgeon Bay shall assign those employees necessary to perform the emergency functions.

In the event of the death of a member of an employee's immediate family, up to a three (3) day leave of absence with pay shall be granted. Immediate family is defined as grandparents, husband, wife, child(ren), stepchild(ren), (natural or other), grandchildren, mother, father, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepparents, brother, or sister in the event an

employee is called upon to be pallbearer or to serve in a military funeral, up to one (1) day of leave with pay will be allowed.

In the event of the death of aunts, uncles, or first cousins of the employee or the employee's spouse, the employer will allow not more than one (1) day of sick leave to attend the funeral or events related to the funeral provided employee has banked sick days available. Time off for funerals of other relatives or friends may be charged as vacation, personal day or unpaid leave of absence. At the City of Sturgeon Bay's request, employee will provide proof of attendance at said funeral event in such form as is acceptable to the employer.

JURY DUTY/WITNESS SERVICE

The City of Sturgeon Bay encourages all employees to be civic minded. Employees who receive notification to serve on a jury or are subpoenaed as a witness must notify his/her supervisor immediately. If an employee serves on a jury, the City of Sturgeon Bay will pay the difference between the employee's regular pay and jury fees. It is required that the employee present authorized evidence to Human Resources of jury attendance and sign over the jury check to the City of Sturgeon Bay. Employees must return to work on any day when jury or witness duty dismisses prior to the end of the employee's shift.

Any employee subpoenaed as a witness as a result of his or her employment for the City of Sturgeon Bay, shall be paid the difference between his or her regular rate of pay and the witness pay. It is required that employees present authorized evidence of witness attendance and amount paid. Employees subpoenaed as witnesses, must notify their supervisor immediately. Employees must return to work on any day when witness duty dismisses prior to the end of the employee's shift.

MILITARY LEAVE

The City of Sturgeon Bay complies with federal and state law regarding the rights of employees who enter active duty. If an employee is called into active duty and meets all legal requirements, the City of Sturgeon Bay will allow the needed time off to fulfill this commitment as required by law.

A maximum of two (2) weeks of paid leave will be granted in any one calendar year for reservists and members of the National Guard to participate in active duty training, emergency service or specialized training if all legal requirements are met. If these activities are compensated by the federal government, the City of Sturgeon Bay will pay the difference between the employee's regular weekly (forty (40) hours) earnings and the government's compensation up to a maximum of ten (10) working days.

RULES AND REGULATIONS

APPEARANCE/DRESS CODE

Employees are expected to dress in a professional manner befitting his/her job with due consideration to the needs of the City of Sturgeon Bay, the perceptions of the public, vendors, and fellow employees. All employees must be well groomed. Employees who fail to dress in a professional manner will be expected to immediately change his/her appearance, and which may include returning home to change clothing or groom and which shall be without compensation.

BULLETIN BOARDS

Bulletin boards are provided to inform employees of important developments from the employer that will affect the employee and his or her job. Bulletin boards are used by the employer to communicate information to employees and post notices required by law. Because work-related notices of interest and importance regarding the City of Sturgeon Bay business will be posted on the bulletin boards, the employer requests all employees to check the bulletin board at regular intervals.

BUSINESS EXPENSES

The City of Sturgeon Bay will reimburse employees for reasonable, authorized business expenses incurred as part of the employee's job duties or while on assignment away from the workplace. Employees should contact the Accounting Department for guidance and assistance related to ordering items, travel arrangements, expense reporting, reimbursement, and other issues. Employees are expected to limit expenses to reasonable amounts, and the employer will only reimburse employees for up to the actual amount of expenses incurred and to the extent such expense is reasonable and authorized. Expense reports and receipts must be accurate and submitted to Accounting within ten (10) days of the date of return to work. Employees must not engage in abuse of this expense policy or falsify or materially omit information in expense reports. For further information refer to City of Sturgeon Bay Purchasing Policy.

COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the City of Sturgeon Bay and all employees. No information concerning the internal operations of the City of Sturgeon Bay, including but not limited to the release of records of the City of Sturgeon Bay, may occur except through, and with the permission of, the City Administrator or his/her designee. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the City Administrator for a response to that inquiry.

Because of an employee's responsibilities at the City of Sturgeon Bay, an employee may have access to confidential information of City of Sturgeon Bay customer's personnel or other sensitive information. This may include information concerning a resident's financial status, the City of Sturgeon Bay's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not

have a legitimate business need to know such information or to persons outside of the City of Sturgeon Bay without the approval of the City Administrator. All employees are responsible for protecting the confidentiality of this information. A violation of this policy can subject an employee to discipline, including discharge.

The City Clerk for the City of Sturgeon Bay is the Custodian of Records and is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the City Clerk for the City of Sturgeon Bay employees shall not act as the City of Sturgeon Bay's Custodian of Records or disseminates information.

The City of Sturgeon Bay acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the City of Sturgeon Bay, however, the employee's expression must be balanced against the interests of the City of Sturgeon Bay. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the City of Sturgeon Bay.

CITY VEHICLES

Unless otherwise authorized, all employees are expected to utilize the City of Sturgeon Bay's vehicles for trips while conducting the city's affairs in accordance with the City Vehicle Guidelines & Regulations. Appropriate insurance coverage and policy limits shall be provided for all City of Sturgeon Bay vehicles. Employees involved in an accident while on assignment must promptly report the incident to his or her immediate supervisor.

It shall be the policy of the City of Sturgeon Bay to provide and/or assign vehicles to employees whose positions require routine or regular travel within or outside the City. Permanent vehicle assignments shall be based purely on necessity where the employee routinely responds to emergencies or demands outside of the normal workday. Under no circumstances shall an employee use a City of Sturgeon Bay vehicle for personal use outside of the normal workday nor shall such use be authorized. Vehicle assignments shall be authorized by the City Administrator.

Employees required to maintain a Commercial Driver's License (CDL) for his/her job must notify Human Resources of his/her license number and expiration date. In the event the employee's CDL license is suspended or revoked, the employee is required to notify the City of Sturgeon Bay before the end of the business day following the day the employee received the notice of suspension, revocation, cancellation, lost privilege or disqualification. The impact of loss of CDL endorsement for an employee required to maintain said license will be assessed by employer on a case-by-case basis. Depending on the circumstances surrounding the loss, as well as the job duties of the employee, the loss may result in termination of employee. In all cases, the employee must obtain an occupational Class D license in a timely manner and make a good faith effort to complete the judicial process in an expedient manner.

EMPLOYER PROPERTY

The City of Sturgeon Bay provides its employees, during the course of his/her employment, with access to and the use of, various property and equipment for the purpose of conducting business for the employer. Employees should have no reasonable expectation of privacy in the use of the employer's and the public's property. The City of Sturgeon Bay may access its property with or without the prior consent or knowledge of the employee to the extent permitted by law. Employer property is to be used judiciously by employees at all times and only in the manner for which the employer and public intends the property to be used.

Employees must maintain his/her work spaces in a clean, orderly and professional manner. Employees must report any suspected misuse or abuse of the City of Sturgeon Bay's property.

The City of Sturgeon Bay reserves the right to access, replace or utilize any of its property without prior permission of the employee to whom it was provided to the extent permitted by law. Circumstances warranting a need to access property in the employee's absence include, but are not limited to, the following:

- The employer has a need to search for business items or information that is needed in a timely manner.
- The employer is complying with applicable laws regarding review and disclosure of records and information.
- The employer has reasonable suspicion to believe that the employee is engaging in illegal or improper activities, in conjunction with committing a violation of policy, rules or general expectations of conduct, or in a way that may jeopardize the health and well-being of others.
- For any other lawful reason.

Under these circumstances, employees may be required, upon the request of the City of Sturgeon Bay, to submit to a search of any personal property brought onto the City of Sturgeon Bay's premises to the extent permitted by law.

USE OF PERSONAL PROPERTY

Employees may wish to bring personal property to the city workplace for reasons associated with their responsibilities. This practice is authorized provided it is understood that the City of Sturgeon Bay will not be responsible for any loss, damage, or misuse of such property.

The City of Sturgeon Bay does not assume any responsibility for loss, theft or damages to personal property. The City of Sturgeon Bay is not liable for vandalism, theft or any damage to cars parked on City of Sturgeon Bay property.

SAFETY TOOLS AND EQUIPMENT

All City of Sturgeon Bay equipment is required to be safe, mechanically sound and properly maintained to conform to all City, State and Federal regulations. ALL accidents must be reported. No charge will be made against an employee for damage to equipment unless as a result of willful, wanton or malicious conduct.

Protective clothing and footwear must be worn as required for select personnel. Full-time members of the Municipal Services Department shall be eligible for reimbursement up to a maximum of $100.00 per calendar year to cover the cost of protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses. Regular part-time employees of Municipal Services Department shall be eligible for reimbursement up to a maximum of $75.00 per calendar year to cover the cost of protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses. Seasonal employees of the Municipal Services Department shall be eligible for reimbursement up to a maximum of $25.00 per calendar year to cover the cost of protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses. Employees must provide receipts for reimbursement.

TECHNOLOGY USE

The City of Sturgeon Bay's computers, networks, programs, communication devices and tools, other technology, and internet (collectively "technology") are intended as tools for the city to serve the public and the City of Sturgeon Bay, and are provided so employees may better perform his/her job-related responsibilities. Inappropriate use can adversely affect the City of Sturgeon Bay, interfere with the work of its employees, increase its costs, and even expose the City of Sturgeon Bay to damage, liability and security risks.

The City of Sturgeon Bay reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology. Employee use implies acceptance of the City of Sturgeon Bay's monitoring and disclosure of the employee's use. Use of the City of Sturgeon Bay's property can be limited by the city at any time for any reason. the City of Sturgeon Bay may consent to the disclosure of information from use of technology or any other property, and the City of Sturgeon Bay may consent or authorize a law enforcement agency to search or review the City of Sturgeon Bay's technology, and the employer may use such information for its intentions and purposes.

No written policy can list every conceivable circumstance that relates to proper use. The City of Sturgeon Bay's employees are professionals who are expected to exercise responsible professional judgment. The City of Sturgeon Bay has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The employer may ask employees to stop any use it believes is improper. In addition, the employer may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use or discipline up to and including termination.

The following activities are prohibited and may lead to discipline, up to and including discharge:

- Copying, disseminating or printing copyrighted or other protected materials, which can include articles, images, games and other software, in violation of the law.
- Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate in a professional environment.
- Searching for, accessing or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or other legally protected basis.
- Engaging in personal, non City of Sturgeon Bay related activities including activities for gain or profit, for example, consulting for pay or advertising or selling goods or services for personal gain.
- Engaging in illegal activities or using the technology for any illegal purposes, including initiating or receiving communications that violate any laws or regulations.
- Interfering with or disrupting the work of other employees.
- Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting any person to have access by using another person's access control mechanism.
- Unauthorized access or attempting to gain unauthorized access to any technology or stored information.
- Engaging in any transaction or other conduct that, if done through means other than over the use of technology, would not be authorized.

The City of Sturgeon Bay provides some of its employees with electronic communication tools such as e-mail, voicemail, cell phones, text messaging, computers and other communication tools and devices so they may better perform his/her job-related duties. The employer's electronic communications system includes all messages sent through the employer's computer network either externally via the internet or internally and through employer issued communications devices and networks. Electronic communications should be sent only to those individuals who have a legitimate reason to receive them. Electronic communication devices are for use in conducting City of Sturgeon Bay business only. The employee will pay for all personal use to include personal roaming and other extraordinary costs.

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other written communication. All electronic communications are unavoidably attributed to the City of Sturgeon Bay. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the City of Sturgeon Bay.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of his/her existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of employer records, it is likely that electronic communications will be requested and potentially disclosed. Moreover, employees should not delete any communications that are records under Wisconsin's Public Records Law.

The City of Sturgeon Bay does not condone "snooping"; employees should not read or review communications not sent to them except for legitimate business reasons. Employees should not presume an electronic communication sent via the internet is confidential unless it has been encrypted.

If an employee has a question about whether a particular use or electronic communication is appropriate, then he/she should consult his/her supervisor before making such communication.

TELEPHONE USAGE/VISITORS

City of Sturgeon Bay employees work in various capacities to serve the public. It is important that the public be able to reach employees in a timely manner. There are times that employees have to make or answer a personal call. Personal calls shall be limited to those that are absolutely necessary. At those times, the usage should be brief, or in instances where it can be accommodated, during the employee's break or lunch. Excessive usage is not permissible and will not be tolerated. Visitors shall be discouraged from calling upon an employee during work hours. Supervisors will take whatever steps are necessary to correct a violation of this section.

TOBACCO FREE WORKPLACE

The City of Sturgeon Bay must take whatever steps are necessary to do its part to improve the environment, not to mention the employee's health and the health of those working around the employee. No City of Sturgeon Bay employee is allowed to smoke or chew tobacco of any sort while in the performance of their duties. This includes all City of Sturgeon Bay buildings and any type of City of Sturgeon Bay owned vehicle, on or off City of Sturgeon Bay property.

WORKPLACE SAFETY AND REPORTING INJURIES OR ILLNESSES

Job safety is very important to each employee and the City of Sturgeon Bay. Employees must conduct themselves carefully at all times. All employees must act in a safe manner and practice good safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. All defects in trucks must be reported by the driver as soon as possible. Supervisors shall complete a report in writing on forms furnished by the City of Sturgeon Bay and shall turn in all available and pertinent information. Reports must be turned in to Human Resources, who will submit to the City of Sturgeon Bay's Safety Director.

If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Any employee who is injured or becomes ill while performing service related to his or her employment must contact his/her supervisor immediately and on the same day the injury or illness occurred to report the incident. The report must be in writing and contain relevant facts. The employee should secure the necessary medical attention on the job site to the extent practicable. Supervisors must turn in reports to Human Resources, who will submit to the City of Sturgeon Bay's Safety Director. Failure to follow procedures will subject an employee to disciplinary action.

It is the policy of the City of Sturgeon Bay to encourage employees to return to work as soon as practicable after experiencing an injury or illness. An employee who suffers a work related or non-work injury or illness, and has been certified in writing by a physician to return to work in a light or limited capacity with expectations of returning to work at full capacity immediately following light duty assignment, may be assigned to work in a light or limited duty capacity at the discretion of the City Administrator if such work is available. In the event there is more than one person who wishes to return to work on a light duty status, if light duty is available, preference will be given to the employee who has suffered a work related injury or illness to the extent consistent with applicable law.

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to designated meeting area.
- Do not re-enter the building until instructed to do so.

Employees must know the location of fire extinguishers, emergency exits and first aid kits and make sure they are accessible at all times.

WORKPLACE VIOLENCE AND WEAPONS

The City of Sturgeon Bay prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect personnel or property or which occur on the City of Sturgeon Bay's property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating

work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City of Sturgeon Bay premises, regardless of the relationship between the City of Sturgeon Bay and the parties involved.
- All threats or acts of violence occurring off City of Sturgeon Bay premises involving someone who is acting in the capacity of a representative of the City of Sturgeon Bay.

Examples of conduct that may be considered threats or acts of violence in violation of this Policy include, but are not limited to, the following:

- Hitting, touching, or physically harming an individual.
- Threatening an individual or his or her family, friends, associates, or property with harm.
- Damaging or threatening to harm City of Sturgeon Bay property or the property of others.
- Making harassing or threatening communications.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

Prohibition against threats and acts of violence applies to all persons. Every employee is required to report incidents of workplace threats or acts of physical violence or damage of property.

The City of Sturgeon Bay prohibits all individuals entering City of Sturgeon Bay property from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy is for sworn law enforcement officers, security guards or other persons who act in the interests of the City of Sturgeon Bay and have the legal authority to carry a weapon, or who have been given written consent by the City of Sturgeon Bay to carry a weapon on the property. Nothing in this policy prohibits an individual from keeping a weapon in his or her vehicle to the extent required by law, or from carrying the weapon while traveling in the course of his or her duties to the extent required by law.

USE OF FACILITIES, EQUIPMENT, SUPPLIES, TOOLS & UNIFORMS

Employees shall be responsible for the proper care and use of City facilities, equipment, supplies, tools and uniforms; and shall promptly report to the Department Head all accidents, breakdowns or the malfunction of any equipment so that the repairs may be made.

No employee shall use any City facilities, equipment, supplies and/or tools for personal use under any circumstances unless said property is available for the uses and enjoyment of the general public.

PROBLEM SOLVING, DISCIPLINE AND TERMINATION

RULES OF CONDUCT

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of Policy or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The employer has established these Rules of Conduct and its Policies and expectations of conduct in furtherance of the effective operation of the City of Sturgeon Bay, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. While it is impossible to list all types of unacceptable conduct, the City of Sturgeon Bay believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Unsatisfactory job performance
- Theft or misappropriation of City of Sturgeon Bay property or the property of others, including theft of work time, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
- Failing to completely and accurately document relevant information
- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City of Sturgeon Bay or employee property
- Misuse or unauthorized use of City of Sturgeon Bay property
- Possession, use, or being under the influence of drugs or alcohol while on duty
- Engaging in immoral conduct
- Engaging in illegal conduct
- Unauthorized possession of weapons or firearms during work time or on City of Sturgeon Bay premises or property
- Absence of three (3) work days without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while absent

- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job
- Misuse of licenses, patents or copyrights while or work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Tobacco use on any City of Sturgeon Bay property
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting personal business on City of Sturgeon Bay time or property, including promoting or selling any item or soliciting
- Failing to fully comply with Policies
- Failing to comply with expectations of conduct communicated to an employee
- Failing to report a possible violation of the rules or policy through the chain of command

The City of Sturgeon Bay reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City of Sturgeon Bay and warranting of disciplinary action up to and including discharge.

Corrective Action

The City of Sturgeon Bay treats all violations of policy, rules of conduct and general expectations of professional conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The City of Sturgeon Bay's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct, employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness of the behavior or continuation of unacceptable conduct. The appropriate level of discipline is determined by supervisor on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The City of Sturgeon Bay's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.

Investigation and Administrative Leave

The City of Sturgeon Bay will determine the scope, duration, and strategy of internal investigations. The City of Sturgeon Bay reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City of Sturgeon Bay. The City of Sturgeon Bay may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City of Sturgeon Bay.

DISCIPLINE AND GRIEVANCE PROCEDURE

Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Sturgeon Bay. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City of Sturgeon Bay reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with his/her immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with City Administrator The employee must prepare and file a written grievance with the City Administrator within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the

matter with the employee's supervisor and the employee's signature and the date. The City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, in writing, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the City Administrator, the grievance shall be filed with the Mayor. The Mayor or his/her designee shall conduct the Step 1 investigation.

2. Step 2– Impartial Hearing Officer If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the City Administrator's decision, a request for written review by an impartial hearing officer. The City of Sturgeon Bay shall select the impartial hearing officer. The hearing officer shall not be a City of Sturgeon Bay employee. The impartial hearing officer will determine whether the City of Sturgeon Bay acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

3. Step 3 – Review by the Governing Body If the grievance is not resolved after Step 2, the employee or the City Administrator may request within five (5) business days of receipt of the written decision from the hearing officer a written review by the City of Sturgeon Bay Common Council. The City of Sturgeon Bay Common Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City of Sturgeon Bay Common Council's next regular meeting. The City of Sturgeon Bay Common Council will inform the employee of its findings and decision in writing within ten (10) business days of the City of Sturgeon Bay Common Council meeting. The City of Sturgeon Bay Common Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

EMPLOYEE SEPARATION

Resignation with Notice: An employee shall file a written letter of resignation with the Department Head stating the effective date. Employees shall provide written notice a minimum of ten (10) working days prior to their termination date. Once a resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the employee and the City Administrator and/or mayor. The workdays required for proper notice shall exclude vacation, sick time, holidays and any other paid time off. Failure to provide the proper notice of resignation as identified in this section shall cause the employee's personnel record to indicate that the employee did not leave the City in good standing. The City Council retains the right to

waive the resignation notice requirement if it is in the best interest of the City to do so. The employee must return all City of Sturgeon Bay property and records and complete required forms. The employee will be paid all proper compensation up to his or her final day of employment. An exit interview may be conducted by the Director of Human Resources. A summary of this interview shall be prepared, signed by both parties, and placed as the final document in the employee's personnel file. The employer reserves its right to terminate the employee before that date.

An employee who resigns or who is terminated will receive his or her final paycheck on his or her next regularly scheduled payday and information regarding insurance continuation and other benefit plans.

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the Personnel Policies and Employment Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City of Sturgeon Bay policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the City of Sturgeon Bay may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the City of Sturgeon Bay at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the City of Sturgeon Bay at any time, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the City of Sturgeon Bay or me, at any time for any reason. I understand that this Handbook and the Acknowledgment Form do not vary or modify the at-will employment relationship between the City of Sturgeon Bay and me.

_____ _____

Employee's Signature Date

_____ _____

Supervisor's Signature Date

After you have read and signed this page, please detach the page from the Handbook and return to your supervisor, who will submit to the Human Resources Director to be placed in your personnel file.

6I.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Park and Recreation Committee, hereby recommend changing ordinance 34.11 to allow dogs in parks except for on beaches, playgrounds, picnic and ballfield areas if contained on a leash not to exceed 10 feet in length.

JOINT PARK AND RECREATION COMMITTEE
By: Ron Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 24, 2015

* * * * *

Introduced by _____

Moved by Alderperson _____, *second by Alderperson* _____
that said recommendation be adopted.

Passed by the Council on the _____ *day of* _____, *2015.*

34.11 - Presence in parks and cemeteries.

(1) *Presence in parks.* No dog, cat or other animal shall be allowed in any city park, except for officially designated dog parks.

(2) *Cemeteries.* Animals are prohibited at any time in cemeteries.

(Ord. No. 1256-0710, § 5, 7-6-10)

PARK AND RECREATION COMMITTEE/BOARD MEETING
October 27, 2010

A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:02 p.m. by Chairman Wiegand in Council Chambers, City Hall, 421 Michigan St. Roll Call: Alderpersons Wiegand and Vandertie. Board members: Bill Fuerst, Leif Hagman, Chris Larsen and Randy Morrow. Excused: George Husby and Bob Bordeau. Absent: Alderman Schlicht. Also present: Amanda Surfus, D.C. Soil and Water; Scott Bader, Tom and Kathleen Rowe, and Marilyn Kleist, Park and Recreation Secretary.

Motion by Member Vandertie, second by Member Hagman, to adopt the following agenda:

1. *Call to Order*
2. *Roll Call*
3. *Adoption of Agenda*
4. *Public Comments*
5. *Consideration of: Otumba Beach Plans*
6. *Consideration of: Dogs in Parks*
7. *Adjourn*

Carried.

There was no public comment.

Otumba Beach Plans:
Amanda Surfus, Conservationist, Door County Soil and Water, informed the Board they applied for and received a $250,000 Great Lakes Restoration Initiative grant for use by municipalities in implementing their beach Best Management Practices. The City is eligible to participate and receive cost-share funding for Otumba Park Beach. They are asking all Door County municipalities with beaches that have had high levels of E-coli to send a Letter of Interest to D.C. Soil & Water by Friday, Oct. 29th. When Soil & Water determines how many communities are interested in applying for grant monies, they will know how much will be shared with each municipality. The beach restoration project must be completed by December 2012. The grant monies can only be used for construction. Motion by Member Morrow to approve the request for a Letter of Interest to apply for cost-share funding from the Great Lakes Restoration Initiative for reconstruction of Otumba Beach. Second by Member Larsen. Motion carried 6-0.

Dogs in Parks:
A letter from George Husby in opposition to dogs in parks was read, as was an e-mail from Rev. Matthew Knapp in favor of dogs in parks. Scott Bader, who lives across from Sunset Park spoke in favor of dogs in Sunset Park. He believes, that allowing dogs in parks will deter the geese, and dogs are good protection for people who walk at night. He is the president of the Door County Soccer Assn. and has had no incidents at soccer games with dogs. He said dogs are allowed in town, county and state parks, why not

city parks? Resident Tom Rowe, who lives on the north side of Sunset Park said when he walks his dog he needs to walk in the street because dogs are not allowed in Sunset Park and there are no sidewalks along the park. Kathleen Rowe said she is not able to get exercise if she takes her dog to the Dog Park.

Member Vandertie suggested surveying other Wisconsin municipalities to ask if dogs are allowed in their city parks. The ordinance would need to be changed in order to allow dogs in parks. If the ordinance is changed, restrictions may need to be included, such as leash length and to not allow dogs in certain areas of the parks, such as near playgrounds or ball fields. Motion by Member Morrow to address this agenda item no later than January. Second by Member Hagman, motion carried 6-0.

Motion by Member Hagman, second by Member Larsen to adjourn. Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Marilyn Kleist
Secretary

PARK AND RECREATION COMMITTEE/BOARD MEETING
November 29, 2010

A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:10 p.m. (following a Special Common Council meeting) by Chairman Wiegand in Council Chambers, City Hall, 421 Michigan St. Roll Call: Alderpersons Wiegand, Vandertie and Schlicht. Board members: Bob Bordeau, Bill Fuerst, Leif Hagman, George Husby, Chris Larsen and Randy Morrow. Also present: Scott Bader, Tom and Kathleen Rowe, John Utnehmer and Marilyn Kleist, Park and Recreation Secretary.

Motion by Member Schlicht, second by Member Vandertie, to adopt the following agenda:

1. *Call To Order*
2. *Roll Call*
3. *Adoption of Agenda*
4. *Public Comments*
5. *Consideration of: Dogs in Parks*
6. *Consideration of: Outdoor Recreation Plan*
7. *Consideration of: Bicycle Master Plan*
8. *Superintendent's Update*
9. *Adjourn*

Carried.

There was no public comment.

Dogs in Parks:
A survey was e-mailed to all municipalities in the State of Wisconsin to see if dogs were allowed in parks. Only 11 replies were received, with 7 municipalities allowing dogs in parks, 3 municipalities not allowing dogs in parks, and the City of LaCrosse only allowing dogs in dog parks. Resident Scott Bader, president of Door County Soccer Assn. has not had a problem with dogs at the soccer games. He said dogs are good protection for people who walk at night and are allowed in County and State parks, why not City parks? Resident Tom Rowe said 20 to 30 dogs live near Sunset Park and believes dogs should be allowed in certain areas in Sunset Park. John Utnehmer asked that dogs not be allowed near the little league fields because of the possible danger to children. Members of the Park and Recreation Committee/Board felt that leashed dogs could be allowed in parks with no beaches, playground areas or ball fields, signage should be installed where dogs are allowed and not allowed, and areas policed frequently. It could start with allowing dogs in the north end of Sunset Park or on a trail around Little Lake, for a trial period only. Member Morrow asked that the Park and Recreation Superintendent develop mapping where dogs will be allowed at Sunset and Martin Parks, develop signage and cost analysis. The agenda item will be discussed again at the January 2011 meeting.

Outdoor Recreation Plan:
During previous Park and Recreation meetings, The Outdoor Recreation Plan was updated with improvements of existing outdoor recreation areas. Motion by Member Schlicht to recommend the 2010 Outdoor Recreation Plan be submitted to the Common Council for their approval. Second by Member Vandertie, motion carried 9-0.

Bicycle Master Plan:
The City contracted with Schreiber Anderson to draft a Bicycle Master Plan covering the assessment of existing facilities, goals and policies, best facility practices, implementation plan, approved routes, map, conflict and focus areas. Motion by Member Vandertie to submit the Bicycle Master Plan to the Common Council for their approval, after corrections are made by Schreiber Anderson. Second by Member Hagman, motion carried 9-0.

Superintendent's Update:
Door County Soil & Water Dept. has informed the City we are eligible for a $110,825 cost sharing grant to implement water quality improvements to Otumba Beach. Doors and windows have been installed at Sawyer Pavilion thanks to donations from the Rotary Club, Raibrook Foundation and Sturgeon Bay Open Bass Tournament. This year the Parks Dept. provided two field trips for Senior Citizens to American Folklore Theatre at a discounted price, and four field trips for youth, at no cost, to the NEW Zoo, Timber Rattlers game, Lambeau Field, and Heritage Hill, thanks to a grant from the Raibrook Foundation. This year the City held its first Harmony By the Bay Concert series at Martin Park. In 2011 D.C. Maritime Museum will discontinue their concerts and have asked the city to include their three concerts with ours, so 12 concerts will be held at Martin Park on Wednesday nights. Trees and brush have been cleared from the west side of Little Lake, and the City received a $1,500 donation from the Rotary to help with cleaning up Little Lake. The Superintendent thanked his staff, Jen Lenius and Marilyn Kleist for all their help in arranging the field trips and preparation for the concert series.

Motion by Member Schlicht, second by Member Hagman, to adjourn. Meeting adjourned at 8:10 p.m. Carried.

Respectfully Submitted,

Marilyn Kleist
Secretary

PARK AND RECREATION COMMITTEE/BOARD MEETING
January 26, 2011

A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:02 p.m. by Chairman Wiegand in Council Chambers, City Hall, 421 Michigan St. Roll Call: Alderpersons Wiegand and Vandertie. Alderman Schlicht was excused. Board members: Bill Fuerst, George Husby, Leif Hagman, Chris Larsen, Randy Morrow and Bob Bordeau. Also present: John Utnehmer, City Administrator McNeil, and Park and Recreation Secretary Kleist.

Motion by Member Vandertie, second by Member Hagman to adopt the following agenda:

1. *Call to Order*
2. *Roll Call*
3. *Adoption of Agenda*
4. *Public Comments*
5. *Consideration of: Dogs in Parks*
6. *Consideration of: Goose Control in Parks*
7. *Consideration of: Revisions to Bicycle Master Plan*
8. *Superintendent's Update*
9. *Adjourn*

Carried.

There was no public comment.

Dogs in Parks:
As requested by the Park Board, Superintendent Bordeau reported on the cost of dog waste stations-$500 each, cost of signage-$125 each for large and $75 for small, and suggested the following parks that could possibly allow dogs: North end of Sunset, Little Creek Parkway, Cherry Blossom, Woods West and Martin Park. A discussion took place concerning dogs being allowed at concerts in Martin Park, enforcement of no dogs in parks ordinance, and City's liability if someone is injured. Motion by Member Vandertie to leave the current ordinance concerning no dogs in parks, second by Member Husby. Motion carried, 6 to 2, with Members Hagman and Morrow opposed.

Goose Control in Parks:
Superintendent Bordeau reported numerous possible ways of getting rid of geese in the parks such as: having the DNR net the geese when they are molting and the meat donated to the food pantries, allowing hunters in the parks or using drones such as remote control cars or boats. Other suggestions: use trained dogs and/or growing dense tall grass around Little Lake. Most members were opposed to the use of firearms in the parks. The Superintendent will contact the DNR for suggestions, and survey other cities for solutions to their geese problem.

Revisions to Bicycle Master Plan:

A citizen recommended changes to the Bicycle Master Plan concerning "Dismount Zone" vs "Bicyclists Must Yield to Pedestrians" signs for the Michigan Street Bridge. Since the Michigan Street Bridge sidewalk is only 8' rather than the 10' multiuse path, bicyclists should yield to pedestrians when crossing the bridge, rather than dismount and walk across the entire length of the bridge. Motion by Member Hagman, second by Member Vandertie to recommend changing the Sturgeon Bay Master Bicycle Plan to have cyclists on the Michigan Street Bridge simply yield to pedestrians rather than being prohibited from riding. Motion carried 8-0. The following changes will be forwarded to Schreiber Anderson for the Sturgeon Bay Bicycle Master Plan: Page 1-5, paragraph f; Page 2-4, paragraph J; Page 4-4 Michigan Street Bridge, West and East paragraphs; 4-1A and 4-1B.

Superintendent's Update:

Superintendent Bordeau updated the Park Board as to the following upcoming events and field trips: 2 ice rinks are open and 93 pair of skates have been donated; Feb. 13th a field trip to a Gamblers Game; May 14th field trip to a Brewers Game; June 4th City Wide Garage Sale; Farm Markets on Saturdays and Tuesdays beginning June 4th; End of School Fun Day on June 11th at Sunset Park; Harmony by the Bay concert series on Wednesday's from June 15th thru August. 31st, 3 kids field trips and 2 senior citizen field trips and Family Movie nights at Sawyer Park.

Motion by Member Morrow, second by Member Husby to adjourn. Meeting adjourned at 7:42 p.m.

Respectfully Submitted,

Marilyn Kleist
Parks and Recreation Secretary

Sample Sign from Neenah Parks Dept.

6m.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Park and Recreation Committee, hereby recommend allowing dogs in Cherry Blossom Park on September 12, 2015.

JOINT PARK AND RECREATION COMMITTEE
By: Ron Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 24, 2015

* * * * *

Introduced by _____

Moved by Alderperson _____, *second by Alderperson* _____
that said recommendation be adopted.

Passed by the Council on the _____ *day of* _____, *2015.*

To whom it may concern,

My name is Laurie Starr, and I have been breeding Bulldogs for the last 15 years. My husband and I run Starr Bulldogs. Every few years our family hosts a reunion for all of the Bulldog families and their pets. We have been hosting the event at our home, but we thought this year the Cherry Blossom Park would be the perfect location. Therefore, I am writing to ask permission to have our annual Bulldog reunion party at the Cherry Blossom Park on Saturday, September 12th.

Every reunion has been a huge success and has run very smoothly. I can assure you that all the dogs will be on leashes at all times, and that the owners will clean up after their pets. We will make sure that everything is left exactly the way it was found. The owners of our past puppies are very reliable and responsible. They take pride in their dogs and will help make this event a success.

Sturgeon Bay is the perfect location because so many of our families come from out of town. In Sturgeon Bay, the families would easily be able to find accommodations and boarding for their dogs.

Thank you in advance!!

Bart & Laurie Starr
Starr Bulldogs

8.

EXECUTIVE SUMMARY

DATE: **June 26, 2015**

TITLE: **Egg Harbor Road Improvements**

BACKGROUND: Bids for the Egg Harbor Road improvements including storm sewers, curb and sidewalks are to be opened at 2:00 on Thursday July 2, 2015 and will be reviewed by Steve Parent of Baudhuin Inc. As always we are required to accept the lowest responsible bid and therefore unless the bid has some discrepancies it's approval is based upon having enough money available in the budget.

FISCAL IMPACT: The 2015 Capital Improvement Budget has $1,022,650 available for this project. $198,250 is needed for the detention pond leaving $824,400 available for the road improvements.

RECOMMENDATION: Baudhuin will be recommending the lowest responsible bid provided that funds are available within the budget. If the bid does exceed the budget, you would have the option to reduce the scope of the project or amend the budget to add enough money to complete the work.

SUBMITTED BY: _____

Anthony Depies, City Engineer

REVIEWED BY: _____

Steve McNeil, City Administrator

REVIEWED BY: _____

Marty Olejniczak, Community Development Director