

NOTICES OF PUBLIC MEETINGS

A public meeting will take place at the time and place indicated below. The meeting is open to the public in keeping with Chapter 19, Subchapter IV, 1985 Wisconsin Statutes (Open Meeting Law).

Government Unit Conducting Meeting:

Common Council

Date: July 28, 2025

Time: 5:00 p.m.

Place: 410 Division Street - 3rd Floor Auditorium

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt the Agenda
5. Approval of Minutes:
 - A. Plan Commission Meeting June 19, 2025
 - B. Common Council Meeting June 23, 2025
 - C. Plan Commission Meeting July 9, 2025
 - D. Common Council Meeting July 14, 2025
6. Communications
7. Public Comment
8. New Business
 - A. Request for Proposals – Comprehensive Plan
 - B. Ordinance 25-024 Water-Compulsory Connection to Sewer and Water
 - C. Ordinance 25-025 Sewer Use-User Rules and Regulations
 - D. Approve the Elected Officials Manual
9. Committee Reports
 - A. Finance
 1. Payment of Bills
 - B. Board of Public Works
 - C. Public Services
 - D. Personnel
 1. Appointment of Deputy Clerk/Treasurer
10. Committee of the Whole Items
11. City Officials' Reports
12. Adjourn

Posted: July 23, 2025

Prepared By: Shannon Greenwood, Clerk

Services are provided on an Equal Opportunity basis. Reasonable accommodation for alternative means of communication or access for individuals with disabilities will be made upon request. Please call 715-762-2436.

PLAN COMMISSION MEETING MINUTES – 6/19/2025

Government Unit Conducting Meeting: Plan Commission
Date: June 19, 2025
Time: 4:00 P.M.
Place: 410 Division Street, Park Falls, WI 54552
2nd Floor Conference Room

Members of the Board of Plan Commission Present: Mayor Tara Tervort, Michael Mader, Dixie Weidman, Victor Ambrose, Gary Wollerman, Lauri Hart,

Members Absent: Michelle Scharp

Staff: Scott Kluver, Shannon Greenwood, William Hoffman

Public: None

The meeting was called to order by Dixie Weidman at 4:00 pm.

Public Comment – None.

Discussion Regarding Potential Changes to Accessory Structure Ordinance – Reviewed Chapter 480, Article XI: Accessory Uses and Structures – The need to review is due to the trend to have more vehicles and more items that need to be stored. Things to consider should be changing by district, the number of accessory buildings allowed, and the need to have a primary structure on the lot to have accessory structure in Commercial zone. The definition of accessory is ill defined, and we have not been counting chicken coop structures. Administrator Kluver would recommend against allowing residential areas without a primary structure, but potentially allowable in a commercial area. Reviewed the provision requiring that accessory building size shall not occupy more than 30% of the required area for a rear yard or a side yard or be located within 3 feet of any other accessory building and shall not be nearer than 10 feet to the principal structure. After review, the consensus was to define Accessory building to include: any permanent, temporary ok portable structure with a roof (excluding vehicles), and to place a limit on the total square footage size of any/all accessory roofs instead measuring by lot size. This will eliminate the number of accessory structures (2) allowed, since regulation will be defined by total roof area square footage, not being more than 30% of rear/side yard and to set a maximum square footage cap. Eliminate requirement that building must have less area than 75% of the habitable area of the principal building. Change height requirement to ‘18 feet or less’, instead of ‘less than 18 feet’.

Administrator Kluver will prepare a draft for review by the Plan Commission at their next meeting.

The meeting was adjourned at 5:11 p.m.

Prepared by: Shannon Greenwood, City Clerk

COMMON COUNCIL MEETING MINUTES 6/23/2025

The Common Council of the City of Park Falls met in regular session at 5:00 PM on Monday, June 23, 2025. Mayor Tara Tervort called the meeting to order at 5:00 PM and the following members were present:

Mayor:

Tara Tervort

Alderman:

Dan Greenwood

Dennis Wartgow

Terry Wilson

James Corbett - Excused

Anthony Thier

Dixie Weidman

Michael Mader

Dina Bukachek

City Attorney:

Bryce Schoenborn - Excused

City and Zoning Administrator:

Scott Kluver

Staff present: Shannon Greenwood, Bill Hoffman, Marvin Nevelier, Becky Michels, Deb Hyde, Larry Reas, Isabel Grimes

Also present: Leon and Helen Graham, Vanessa Kane-Baker Tilly, James Gelina, James Thompson, Rose Neeck, Jane Russel

There was a motion by Alderman Wilson and seconded by Alderman Mader to adopt the agenda as presented. Motion carried.

There was a motion by Alderman Weidman and seconded by Alderman Mader to approve the minutes for the Plan Commission Meeting on June 5, 2025, and the Common Council Meeting on June 9, 2025. Motion carried.

COMMUNICATIONS – Alderman Bukachek noted how nice the Wednesday Night Live event in the new Park was, and how much the playground was used that evening. She is also concerned about the need for fencing around the retention pond.

PUBLIC COMMENT – Leon Graham 274 5th Avenue North – Still concerned about the sawdust from the sawmill. Administrator Kluver noted that a letter was sent to advise them of the Ordinance violation and issued a requirement to respond within 30 days advising what action will be taken to mitigate the issue. Jim Gelina N14455 Ash Street – Received a letter from Administrator regarding the request he made for the City to install a backflow preventor.

NEW BUSINESS – Chicken Coop Permit – 1077 7th Avenue South was discussed. There was correspondence and concern from neighboring properties regarding smell, noise, additional predator activity, non-maintenance, and the potential to devalue their properties. The addition of prohibited animals caused concern as well. The applicant, James Thompson, states that the property is an old farmstead and there were chickens there before and the chicken shack was not uninhabited for that long. Chief Nevelier noted that after Thompson was advised

of the permit requirement for his chickens, he acquired additional prohibited animals. It was noted that if the permit is approved any violations of the ordinance can cause revocation. Motion by Alderman Wilson and seconded by Alderman Bukachek to approve. Motion carried with Alderman Mader and Alderman Wartgow no. The request for a backflow preventer installation at N1544 Ash Street was reviewed with the owner stating that he has concerns about this happening again. It was noted that the installation may minimize the risk, but there is no guarantee as some backups are mechanical and some technical, and his is the lowest property on the line. There was no action taken on this matter. Baker Tilly audited the financial statements, business-type activities, each major fund and the aggregate remaining fund information of the City noting them in accordance with accounting principles. Vanessa Kane, Baker Tilly, shared a presentation and the highlights noted were: The City is only using 3 of the 5 fund balance categories with unassigned accounting for about 60% of the fund balance; the total GF did increase about \$126,000 and the budget was close to balanced; GFOA recommends a minimum of no less than 2 months of GF expenditures, and City is at 10% above the minimum required; City currently utilizing 93% of their debt limit and will need to pay that down before issuing any GO debt. GF expenditure is well below the recommended maximum of 20%; water utility activity shows the first year of positive actual rate of return, 4.23 vs -6.8 and expecting next year to be in the 3% range under the PSC authorized rate of 4%; first time in number of years that operating revenues exceeded operating expenses but the City will need to build up a cushion for upgrades; the water utility has no cash and not enough cash to meet restricted cash requirements and owes the GF about 500k; the application has been submitted for a simple rate case increase but it will take years at 4% to pay back the GF; The Wastewater utilities various revenue bonds require earnings of 1.10 or 1.25 times annual debt service. Net revenues as a percentage of annual debt service for 2024 exceeded minimum requirements. Baker Tilly also performed the single audit. The total federal grant dollars expended were 2.9 million and they are required to test to 30% of those. Performed test on two large federal grant programs which resulted in no compliance findings. Reviewed the suggested language changes to clarify the regulation and to make them match with the current practices to maintain the cemetery. Motion by Alderman Weidman and seconded by Alderman Mader to approve Ordinance 25-012. Motion carried.

COMMITTEE REPORTS

Finance – The Finance Committee has decided not to meet prior to every Common Council meeting to review invoices but will meet quarterly to review revenues with comparison to budget report. There was a motion by Alderman Bukachek and seconded by Alderman Greenwood to approve paying the bills in the amount of \$161,360.53. Motion carried, 8-0.

Board of Public Works – Nothing to report.

Public Services – Nothing to report.

Personnel – Nothing to report.

COMMITTEE OF THE WHOLE ITEMS CITY OFFICIALS' REPORTS

Administrator Kluver: The City has an intern who started last week, Isabel Grimes, and they will be attending a conference in Sturgeon Bay this week.

City Clerk Greenwood: Annual Chicken Permit report shows all permits in compliance. Pool has been doing well and the Director, Clare Yunk, has been doing a good job.

Treasurer Michels: Reconciliations are caught up and have been giving monthly reports to department heads for review. Will be preparing and reviewing quarterly reports with the finance committee.

Library: June and July calendars are in the packets for review. The Summer Reading program has 105 registrations. The Children's Librarian will be using the new park on Thursday for the Magical Bubbles event

and has been working with Strong Families to host a family event at the Pool on July 12th. The Adult Librarian has been working with ARDC to make the building more accessible.

DPW Director Hoffman: The pool is older, and we are happy that it is operating. A-1 Contractor was here to finish up the shouldering and landscaping work, and the park is almost completely finished. The Old Abe Memorial Park Grand opening will be on July 23rd. The Pickleball courts need updating and DPW will be those items as well as finishing up the pavilion roof in the next couple days.

Chief of Police Nevelier: Still working on the cleanup list, if you have properties that you think aren't being addressed let the department know. The Old Abe Memorial Park camera was installed last Friday, and we are very impressed with the capabilities. The camera is operating in sentry mode to 8 different present locations throughout. Norvado provided installation free of charge and are making sure everything is operational and working as it should.

Fire Chief Reas: There was a structure fire last Friday night on County Hwy E. Both the Butternut and Fifield water tankers provided aid.

The meeting was adjourned at 7:00 p.m.

Prepared by: Shannon Greenwood, City Clerk

PLAN COMMISSION MEETING MINUTES – 7/9/2025

Government Unit Conducting Meeting: Plan Commission

Date:

July 9, 2025

Time:

4:30 P.M.

Place:

410 Division Street, Park Falls, WI 54552
2nd Floor Conference Room

Members of the Board of Plan Commission Present: Mayor Tara Tervort, Michael Mader, Dixie Weidman, Gary Wollerman, Lauri Hart, Michelle Scharp

Members Absent: Victor Ambrose

Staff: Scott Kluver, Shannon Greenwood, William Hoffman

Public: None

The meeting was called to order by Mayor Tervort at 4:30 pm.

Public Comment – None.

Accessory Building Ordinance Draft Review – 3000 square feet is generous, but not too large, and should reduce and not increase non-conforming properties. There has been another request for consideration of an adjustment for commercial property. Will proceed with adding that additional language and preparing the Ordinance for review from Committee and Council.

Shoreland Ordinance Setback Requirements – The City was not required to establish a 75-foot setback from the ordinary high-water mark. The minimum standard is 50 feet, with some exceptions. This could provide more flexibility along waterfront properties for sale. Only Counties are required to have the 75-foot setback. Discussed the desire to establish or remain with the flexibility that is currently offered. Recommend changing all zones to 50 feet except for Industrial.

Review Draft RFP – Comprehensive Plan Services – The current plan, adopting in late 2009, has become outdated. While it was intended to serve as a long-term landscape blueprint for the City’s growth and planning initiatives, numerous changes in the local landscape have rendered several of its provisions obsolete. It is in the City’s best interest to request qualified individuals or firms to develop a new strategic plan that reflects the recent changes, and implement targeted improvements, enhancing its overall attractiveness. Recommendation to move forward with the Request for Proposals. The timeframe would be to schedule the due date for the fall, as we would like to review the proposals by September so that it may be factored into the budget.

The meeting was adjourned at 5:12 p.m.

Prepared by: Shannon Greenwood, City Clerk

COMMON COUNCIL MEETING MINUTES 7/14/2025

The Common Council of the City of Park Falls met in regular session at 5:00 PM on Monday, July 14, 2025. Mayor Tara Tervort called the meeting to order at 5:00 PM and the following members were present:

Mayor:

Tara Tervort

Alderman:

Dan Greenwood
Dennis Wartgow
Terry Wilson - Excused
James Corbett
Anthony Thier
Dixie Weidman
Michael Mader
Dina Bukachek

City Attorney:

Bryce Schoenborn

City and Zoning Administrator:

Scott Kluver

Staff present: Shannon Greenwood, Bill Hoffman, Marvin Nevelier, Becky Michels, Larry Reas, Isabel Grimes, Judy Kraetke

Also present: Gary Wollerman

There was a motion by Alderman Wartgow and seconded by Alderman Mader to adopt the agenda as presented. Motion carried.

COMMUNICATIONS – Alderman Mader inquired about the discussion with the DOT regarding medians on the south end of town. Administrator Kluver noted that the City did not approve the additional cost for colored and stamped concrete but removing the grass and filling the medians with concrete was in the state approved plans.

PUBLIC COMMENT – None.

NEW BUSINESS- Mayor Tervort opened the public hearing for the Comprehensive Plan Land Use Map amendment as recommended by the Plan Commission. Administrator Kluver shared a letter from residents requesting their property not be included in the recommended amendments. Motion by Alderman Wartgow and seconded by Alderman Corbett to approve Ordinance 25-013 Comprehensive Plan Land Use Map with the adjustment to the Benedict property. Motion carried. Ordinance 25-014 Disorderly Conduct with a Motor Vehicle was requested by Chief Nevelier and Attorney Schoenborn to assist with prosecution to help resolve matters. Motion by Alderman Weidman and seconded by Alderman Mader to approve. Motion carried. Resolution 25-006 Cell Tower Property Sale is a formality and something the buyer has requested. Motion by Alderman Mader and seconded by Alderman Greenwood to approve Resolution 25-006. Motion carried. Reviewed a Temporary Class B Liquor License application for the Park Falls Volunteer Fire Department and another from the Park Falls Athletic Complex Improvements Committee. Motion by Alderman Greenwood and seconded by Alderman Mader to approve both. Motion carried. The agreement with the current waste disposal provider would need to be renewed or negotiated by July 1, 2026. The City will require continued operation of the Transfer Station in a request for proposals to ensure continued service and will also require that they provide

their entire cost structure. Motion by Alderman Wartgow and seconded by Alderman Mader to approve sending out RFP for Refuse and Recycling Collections. Motion carried. The contract with Baker Tilly is set to expire in December and the City should solicit proposals from qualified firms and individuals to potentially establish a new contract. Motion by Alderman Weidman and seconded by Alderman Mader to approve Auditing RFP with correction to language. Motion carried. The development of AI has brought debates about its application in the workplace and the uncertainty of how to use it effectively and responsibly. It is in the best interest to proactively address the matter by developing a comprehensive AI policy to protect employees, while still getting all the benefits of AI. Alderman Corbett requests language change from ‘shall’ to ‘must’ in the employee handbook regarding employees following the policy. Motion by Alderman Wartgow and seconded by Alderman Bukachek to approve, with the language adjustment to be included in the employee handbook. Motion carried, 6-1 with Corbett opposed.

COMMITTEE REPORTS

Finance – Motion by Alderman Weidman and seconded by Alderman Mader to approve the Contractors final application for pay in the amount of \$343,092.83 to A-1 Excavating. Motion carried, 7-0. There was a motion by Alderman Bukachek and seconded by Alderman Weidman to approve paying the bills in the amount of \$33,887.42. Motion carried, 7-0

COMMITTEE OF THE WHOLE ITEMS – Administrator Kluver reviewed an amendment to the utility connection ordinance regarding language changes to the annexation requirements for property islands. Motion by Alderman Wartgow and seconded by Alderman Mader to change to language and to lengthen the amount of time that they must connect by, giving the City some discretion as opposed to a 30-day deadline. Motion carried. Reviewed the handbook for elected officials and discussed language options. Attorney Schoenborn will review for approval at the next meeting.

CITY OFFICIALS’ REPORTS

Mayor Tervort – Will be attending the Wisconsin League of Municipalities Board meeting this week.

Administrator Kluver – Will be conducting interviews this week for the Deputy Clerk/Treasurer position.

City Clerk Greenwood – Extended the ‘thank you’ from the Price County Strong Families/Strong Kids program for the event at the pool on July 12th.

PW Director Hoffman – Very close to completing Old Abe Memorial Park and the DPW crew did great job on installing the metal pavilion roof. Will also be finishing up soon with the fundraising bricks, waiting for materials. The crew started working on tennis/pickleball by filling in the cracks.

Isabel – Organizing the capital budget sheet and just wrote the strategic planning RFP for near future.

Chief of Police Nevelier: Conducted a search warrant and recovered approximately \$5,000 of stolen property at the residence as well as substances. DPW assisted with removing large items that were stolen. Have posted an image to help identify woman regarding an incident with dogs at Old Abe Memorial Park.

The meeting was adjourned at 6:16 p.m.

Prepared by: Shannon Greenwood, City Clerk

To: Honorable Mayor and Council

From: Isabel Grimes, Intern *IGA*

Re: Strategic Planning Request for Proposal

Date: July 10, 2025



Park Falls' current comprehensive plan, originally adopted in late 2009 as a framework for guiding development through 2030, has become increasingly outdated. While it was intended to serve as a long-term blueprint for the City's growth and planning initiatives, numerous changes in the local landscape have rendered several of its provisions obsolete. Notable developments include the relocation of City Hall, the closure of key local establishments such as Shopko, Family Dollar, and the Paper Mill, and significant enhancements to community amenities.

Given these evolving circumstances, it is in the City's best interest to request qualified individuals or firms to develop a new strategic plan that reflects the recent changes in Park Falls. An updated plan will enable the City to implement targeted improvements, thereby enhancing its overall attractiveness.

The City's elevated appeal will attract new businesses and permanent residents, which is vital to strengthening the local economy and enhancing the quality of life for Park Falls residents. To achieve this, the City must rely on expert guidance to maximize the effective use of its resources. A well-crafted strategic plan is essential to this effort.

To support the implementation of recommendations outlined in the future strategic plan, the Division of Energy, Housing, and Community Resources (DEHCR) has permitted the City of Park Falls to apply for a Community Development Block Grant (CDBG) for planning purposes. The proposal that the Plan Commission Members pick will serve as an application to this grant; if the application aligns with the grant's eligibility criteria, DEHCR will award up to \$50,000 in funding. However, the grant requires a 2:1 local match, meaning the City must contribute \$25,000 to receive the full award.

As outlined in the request for proposal, the Plan Commission Committee will be responsible for reviewing submissions, selecting the proposal that best aligns with the City's goals, and overseeing the project's implementation through to completion. The committee members have reviewed the proposal earlier and are satisfied with its contents. They have recommended advancing it for Council's approval.

As Councilmembers, your role is to either approve the RFP as presented or propose revisions. Once finalized, the RFP should be released at the appropriate time.

Request for Proposal

For

Comprehensive Plan Services

Park Falls, Wisconsin



July 10, 2025

I. Introduction

Background

Park Falls is a small rural city that hosts approximately 2,346 residents across 3.55 square miles. The population is predominately white, with over half being between the ages of 18 and 64. This beautiful area is encompassed in nature that offers abundant opportunities for outdoor recreation, including hiking, ATV trails, fishing, hunting, and kayaking; notable scenic areas include Chequamegon-Nicolet National Forest and the Flambeau River. In addition to the outdoor attractions, the city has many charming restaurants and shops, and actively hosts community events when possible.

City Goals

Since the creation of the last comprehensive plan, Park Falls has undergone numerous changes. To effectively enhance the city's atmosphere, attract business clientele, and improve overall appeal, the city is seeking a proposal that incorporates up-to-date information and serves as a blueprint for future development.

The city seeks a comprehensive assessment of its current amenities, along with recommendations for improvements and potential new additions. Priority areas of focus for the City include the former paper mill site, the downtown district, and opportunities for residential growth. The development proposal should also address specific public concerns, as Park Falls aims to revitalize its image for both residents and visitors alike.

To fund the plan, the Division of Energy, House, and Community Resources (DEHCR) has made fixed monetary support through the Community Development Block Planning Grant (CDBG) available for the city to apply for. The CDBG awards a maximum of 50,000 dollars for each project, but due to the city matching the grant at a 2:1 ratio, the maximum amount a project can obtain is brought to 75,000 dollars. However, the amount of funding a project receives is mainly determined by its estimated cost.

I. Scope of Work

Communication

During the research and drafting period, the individual/firm must take into account the opinions of city officials, board members, and the public. Communication is an essential aspect of the service, and it must be continuous and performed at the request of others.

Furthermore, a clear and effective method for gathering public input must be developed and implemented as part of the research phase.

Documentation

All records, including pictures, maps, bills, and paperwork, acquired during the research and drafting stage must be stored and kept in quality condition. The city will have complete ownership of these documents.

The Plan's Material

The comprehensive plan can vary in length as long as it is concise and operational over 10-20 years. It should work as an application to the CDBG, therefore, all activities within the plan must comply with the CDBG's expectations and regulations set forth in [24 CFR 570](#), and the State of Wisconsin CDBG Program [Implementation Handbook](#).

The proposal must contain the following:

1. Specific goals that need to be addressed - especially regarding housing, the City's downtown, lodging and the future use or redevelopment of the former paper mill site.
2. Proposed measures for those goals and why they are the most effective path forward.
3. Short-term and long-term goals, including a timeline of the project(s) and their key milestones

4. The plan's cost, including detailed monetary estimations on workforce and material
5. A timetable of the research and drafting process

III. Proposal Requirements

Submission Instructions

Proposals can be submitted by mail to P.O Box 146 Park Falls, WI 54552, or through email to admin@cityofparkfalls.com. If the application is submitted via email, please make the subject line "ATTN: Strategic Planning Proposal (Date)". The city will need [8] copies of the proposal. The city is not responsible for any costs acquired during the creation of the proposal.

Proposal Material

An applicant's proposal must contain a name and preferred contact information, proof of credentials, and previous related experience. When discussing your prior experience, it is suggested to include a detailed description of the direction you took with the job, why you did so, and what successes you had related to the project. If the application is done under a firm, a description of the firm (such as the size and the history) and an introduction of staff is mandatory. If the application is completed by an individual, there should be insurance of timeliness, and potential partners must have an introduction.

The proposal must also have an outline of the plan, its approximate costs, the mode of communication with the public, and a timeline of the plan's achievability. The applicant should clearly articulate the goals of the presented project, and why it best fulfills the objectives of the city.

IV. Evaluation

All proposals will be evaluated by the Plan Commission Committee. The process will be conducted in a timely and fair manner, during which the following criteria will be considered:

1. The proposal meets the criteria above.
2. There are no conflict of interests
3. Creativity and feasibility
4. The proposal meets the goals of the city and it is in line with the CDBG policies
5. The cost
6. Experience of the individual/firm
7. There is proof of a baseline understanding of the city

The timeline of the evaluation is:

RFP Release.....July 29, 2025

Proposal due date.....September 4, 2025 at 2:00PM

Evaluation Deadline.....October 13, 2025

The city has the right to reject any and all proposals that are deemed unfit. All applicants will receive either a rejection or approval through the preferred method of contact specified on the proposal. If a proposal is approved and the applicant is notified, but the applicant does not respond or take any follow-up measures, the city has the right to rescind the offer.

If you do not receive a response, please contact the city administrator, Scott Kluver
715.744.0142.

Questions on RFP

For those who have questions related to the RFP, or are having difficulty in submitting a proposal, please contact Scott Kluver at 715.744.0142



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders

From:  Scott J. Kluver, Administrator

Re: Water and Sewer Connection Ordinances

Date: July 22, 2025

At the last meeting, there was a discussion on amending the utility connection requirements, especially in the case of annexations. Enclosed you will find two proposed ordinances that have been drafted based on that discussion.

The significant changes are as follows:

1. In the case of annexation, connections can be postponed for up to a maximum of five years provided the private systems remain in good operation. The criteria for a system in good operation is included.
2. In case financing is required, those processes are now the same.
3. The 30-day clauses for all other reasons that connection is required has now been changed to 180 days in order to provide adequate time to get the work done – both in finding a contractor and to allow for weather conditions during the year.
4. There are other clean-ups to make consistency with the well permit ordinance.

Please let me know if you have any questions regarding the proposed ordinances.

**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-024

SECTION 442-40: WATER-COMPULSORY CONNECTION TO SEWER AND WATER

Section 1: The Common Council of the City of Park Falls ordains the amendment of Section 442-40, Water-Compulsory Connection to Sewer and Water, as follows:

- (A) When required. Except as set forth in Section 373-3(C)(1)(d) or subsection (F) below, whenever a sewer or water main becomes available to any building used for human habitation, the Director of Public Works shall notify the owner or their agent in writing in the manner prescribed by the Wisconsin Statutes or by registered mail addressed to the last-known address of the owner or his agent of the availability and the compulsory hookup.
- (B) Contents of notice. The notice required by this article shall direct the owner or their agent to connect the building to such main or mains in the manner prescribed by the Director of Public Works and to install such facilities and fixtures as may be reasonably necessary to permit passage of sewage incidental to such human habitation into the sewerage system and to furnish an adequate supply of pure water for drinking and to prevent creation of a health nuisance.
- (C) Connection at expense of owner. If the owner or their agent fails to comply with the notice of the Director of Public Works within one hundred and eighty (180) days of service or mailing thereof or submit the application referred to in Subsection (F) below, the Director of Public Works may cause connection to be made and the expense thereof shall be assessed as a special tax against the property, all pursuant to § 281.45, Wis. Stats.
- (D) Installment option. The owner or their agent may, within thirty (30) days after completion of the work, file a written option with the City Clerk or Treasurer stating that they cannot pay the cost of connection in one sum and electing that such sum be levied in five equal annual installments, with interest at the rate of 8% per annum from the completion of the work, the unpaid balance being a special tax lien, all pursuant to § 281.45, Wis. Stats.
- (E) Privies, cesspools, etc., prohibited after connection with sewer. After the connection of any building used for human habitation to a sewer main, no privy, cesspool, or waterless toilet shall be used in connection with such human habitation.
- (F) Annexed Property and Extension of Water Mains. Notwithstanding the requirement set forth in subsection (A) above, any Property for which water or sewer service becomes available, whether by annexation or extension of a water main, may request a delay in complying with the mandatory connection provided for herein by means of application to the Director of Public Works as set forth herein, in the case of water service, submitted no later than one hundred and eighty (180) days after water service becomes available, and as set forth in Section 373-3(C)(1)(d), in the case of sewer service. Delayed compliance to mandatory water hookup shall be granted by the Director of Public Works only if the applicant establishes to the satisfaction of the Director of Public Works that the applicants' existing water system functions properly and meets all current health and safety requirements by submitting a written application with the information required herein, along with the fee as set forth in the City's fee schedule. To demonstrate the well meets health and safety standards, the applicant shall submit laboratory test results from a state certified laboratory indicating the well is free from Coliform Bacteria and the nitrate levels are below 5mg/l. Any delay granted pursuant to this section shall be for a maximum period of five (5) years. Any delay granted pursuant to this section shall be automatically terminated if said property meets any of the provisions listed in subsection (I) below.

I. Delay in Compliance. Delayed compliance to water hookup shall be granted by the Director of Public Works only if the applicant establishes to the satisfaction of the Director of Public Works that the applicants' existing water system functions properly and meets all current health and safety requirements. To demonstrate the well meets health and safety standards, the applicant shall establish, provide, and comply with the following to the satisfaction of the Director of Public Works:

1. The well and pump installation meet the requirements of § NR 812.26, Wis. Adm. Code, and well constructor's report is on file with the Department of Natural Resources.
2. The well and pump shall have a history of producing safe water evidenced by at least three coliform bacteria samples taken a minimum of two weeks apart. In areas where the Department of Natural Resources has determined that groundwater aquifers are contaminated with substances other than bacteria, additional chemical tests may be required to evidence safety of the water. Laboratory analysis by a certified laboratory shall be completed every year and submitted with the annual well permit application pursuant to Section 442-34.
3. There shall be no cross-connections between the private well's pump installation or distribution piping and the municipal water system.
4. A well log documenting the depth, diameter, method of construction and casing depth shall be provided with the application for permit.
5. The well water shall not discharge into a drain leading directly to a public sewer utility unless properly metered and authorized by the sewer utility.
6. The well shall have a functional pumping system, and the proposed use of the well water can be justified as reasonable in addition to water provided by the municipal water system.
7. Payment of an annual permit fee based on the rated capacity of the installed well pump as set forth in the schedule set from time to time by the Common Council.

II. Well Operation Permit. Any applicant requesting a delay in compliance shall make application for a well operation permit for each well no later than one hundred eighty (180) days after connection to the municipal water system becomes available. The City shall grant a permit to a well owner to operate a well for a period of five (5) years providing all conditions of Section 442-34 are met. The City or its agent may conduct inspections and water quality tests or require inspections and water quality tests to be conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications shall be made on forms provided by the City. All initial and renewal applications must be accompanied by a fee as set forth in the City's fee schedule. Failure to Comply and Revocation. Upon failure to comply with any of the above requirements, the City may opt to impose a penalty under Section 442-37 and revoke the applicant's authorization to delay mandatory hookup and require hookup within one hundred and eighty (180) days. Further, the City shall revoke the applicant's authorization to delay mandatory hookup upon the occurrence of any of the following events:

III.

1. Well failure or the inability to use the private well for human consumption.

2. Construction of a new dwelling on the property.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

Tara Tervort, Mayor

ATTEST:

Shannon Greenwood, Clerk

Adopted:
Published:
Attest:

**CITY OF PARK FALLS
COUNTY OF PRICE, WISCONSIN**

ORDINANCE NO. 25-025

SECTION 373-3(C): SEWER USE – USER RULES AND REGULATIONS

Section 1: The Common Council of the City of Park Falls ordains the amendment of Section 373-3(C), Sewer Use – User Rules and Regulations, as follows:

- (1) Mandatory hookup.
 - (a) Except as set forth in subsection (d) below, the owner of each parcel of land adjacent to a sewer main on which there exists a building usable for human habitation or in a block through which such a system is extended shall connect to such a system within one hundred and eighty (180) days of notice in writing from the City. Upon failure to so do, the City may cause such a connection to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special tax lien against the property; however, the owner may, within thirty (30) days after the completion of the work, file a written option with the City Clerk or Treasurer stating that they cannot pay such amount in one sum and ask that they be levied in not to exceed five equal installments and that the amount shall be so collected with interest at the rate of 8% per annum from the completion of the work, the unpaid balance being a special tax lien, all pursuant to § 281.45, Wis. Stats.
 - (b) In lieu of the above, the City, at its option, may impose a penalty for a period that the violation continues, after ten (10) days' written notice to any owner failing to make a connection to the sewer system of an amount equal to 150% of the minimum quarterly charge for sewer service payable quarterly for the period in which the failure to connect continues; and upon failure to make such payment, said charge shall be assessed as a special tax lien against the property, all pursuant to § 281.45, Wis. Stats.
 - (c) This chapter ordains that except as set forth herein, the failure to connect to the sewer system is contrary to the minimum health standards of said City and fails to assure preservation of public health, comfort and safety of said City.
 - (d) Notwithstanding the requirement set forth in subsection (a) above, the owner of a parcel of land for which sewer service becomes available, whether by annexation or extension of a sewer main, may request a delay in complying with the mandatory connection requirement by submitting a written application within one hundred and eighty (180) days of sewer service becoming available, along with the applicable fee as set forth in the City's fee schedule. The Director of Public Works shall only grant the request for delayed compliance if the applicant establishes to the satisfaction of the Director of Public Works that the applicants' existing sewage system functions properly and meets all current health and safety requirements. Any delay granted pursuant to this section shall be for a maximum period of five (5) years. To demonstrate that the private sewage system meets health and safety standards, the applicant shall be required to establish the following:

- a. That they are in full compliance with all applicable laws and regulations, including but not limited to Price County Chapter 518, Sewage Systems, Private.
- b. That the system is in good repair and working order by submitting proof of an inspection by a licensed professional, such as a master plumber, journeyman plumber, or restricted plumber.

(2) **Septic Tanks Prohibited.** The maintenance and use of septic tanks and other private sewage disposal systems within the area of the City of Park Falls serviced by its sewer system without a permit as described in subsection (1) above are hereby declared to be a public nuisance and a health hazard. From and after September 7, 1982, the use of septic tanks or any private sewage disposal system within the area of the City serviced by a sewage system shall be prohibited without a permit.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

Tara Tervort, Mayor

ATTEST:

Shannon Greenwood, Clerk

Adopted:
Published:
Attest:



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders

From: ^{SK} Scott J. Kluver, Administrator

Re: Elected Officials Manual

Date: July 17, 2025

Enclosed you will find a draft of the Elected Officials Handbook that includes Attorney Schoenborn's suggested changes. If you are agreeable to those changes, the Council is now in the position to formally approve the document if you wish. If you do so, I will get the organizational chart inserted in the proper location in the final clean version.



City of Park Falls

Handbook for Elected Officials

Draft 071525

I. GOVERNMENT STRUCTURE

A. Authority From State.

Cities in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As “creatures of the state,” municipalities have no inherent powers and have only the powers given them. Wisconsin cities are fortunate in that they have been granted extensive home rule powers. “Home rule” is the ability of cities to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. For more information on home rule, see the Handbook of Wisconsin Municipal Officials located in the Administration Office.

The City of Park Falls is organized as a City of the Fourth Class under Chapter 62 of the Wisconsin State Statutes, which provides for the Mayor/Council form of government. Under this organization, City government has a legislative branch, belonging exclusively to the Common Council, and an executive (or administrative) branch, under the direction of the Mayor. Per City ordinance, the day-to-day affairs of the City are managed by the City Administrator who is selected by the Mayor and Council. The City of Park Falls does not have a municipal court.

B. Legislative Branch.

A. Powers of the Common Council

Cities are governed by a Common Council consisting of Alders elected from districts. The Common Council serves as the legislative arm of City government. Individual Alders are not empowered to act on behalf of the City; and can only exercise power when a quorum of the Council is present. At the annual re-organizational meeting, the Council shall elect from its membership a President who shall preside in the absence of a Mayor.

The Council ratifies appointments; by the Mayor; to various boards and committees. The Council also approves department head level staff. It has authority for the management and control of City property; management and control of City finances and roads; the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Council enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the City; grants licenses issued by the City; and enters into contracts on behalf of the City. It may

carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

B. Committees, Commissions, and Boards

There are various committees, commissions, and boards that have a variety of functions and various levels of responsibility and authority. Some are required under state law and have specific duties, and others are created under City ordinance and duties are discretionary.

Committee of the Whole (Entire Council) – Used for conceptual policy discussions
Plan Commission – Some statutory responsibility and some discretionary responsibility
Library Board – Autonomous, and oversees Library operations
Board of Review – Statutory to hear appeals to property assessments
Board of Health – (Entire Council)
Zoning Board of Appeals – Statutory to hear zoning decision appeals and variance cases
Parks, Recreation, and Historic Landmarks Advisory Committee – Discretionary
Safety Advisory Committee – Discretionary (not active)
Board of Public Works – Of Council members only (not active)
Public Services Committee – Of Council members only (not active)
Personnel and Planning Committee – Of Council members only (not active)
Finance Committee – Of Council members only (active)

C. Executive/Administrative Branch

A. Powers of the Mayor

The Mayor is the Chief Executive officer of the city and has a two-year term per ordinance. Among the duties of the Mayor is to make sure that state statutes and ordinances are observed and enforced, provide information and recommendations to the Council that would be advantageous to the City, and the Mayor is the head of the police and fire departments with the authority to appoint all police officers and fire department members. In addition, the Mayor has veto authority of acts of the Council except where prohibited by law. Procedures for Council overrides of vetoes are outlined in state statutes and ordinance. Unofficially, Mayors in Wisconsin typically serve as the “cheerleader or advocate” for the City and participate in many ceremonial duties.

B. City Administrator

At a time when municipal government had become increasingly more complex, the position of City Administrator was created in order to provide the City of Park Falls with a more efficient, economical, coordinated, responsible and responsive municipal government under a system of part-time Mayor and part-time Alders.— Many municipalities have found it expedient to employ full-time administrative personnel to oversee the day-to-day operations of the City government in accordance with policies and procedures adopted by the elected representatives. The municipal administrator is not a

statutorily created position, rather it was created by the City of Park Falls under its home rule authority.

The Mayor and Common Council appoint the City Administrator on the basis of merit, who serves for an indefinite term at the pleasure of the Council. The City Administrator is the head of City administration, and possesses and exercises executive and administrative powers outlined in ordinance and the job description. The City Administrator is removable by a majority vote of the entire membership of the Common Council.

C. City Clerk

The clerk duties are set forth by statute, although the duties for city clerks vary somewhat from municipality to municipality with additional items in job descriptions. Generally speaking, the clerk is entrusted with the care and custody of the corporate seal and all papers and records of the City. The clerk is required to attend governing body meetings and keep a full record of the proceedings. The clerk is responsible for maintaining a minute book, and “ordinance book,” and is also required to keep a record of all licenses and permits granted and record all bonds, in appropriate books. The clerk shall draw and sign all orders upon the treasury in the manner provided by Sec 66.0607, Stats., and keep a full account thereof in appropriate books. The clerk shall carefully preserve all receipts filed with the clerk. The clerk shall keep an accurate account with the treasurer and charge the treasurer with all tax lists presented for collection and with all moneys paid into the treasury. The clerk shall keep all records in the clerk’s office open to inspection at all reasonable hours. The clerk is authorized to administer oaths and affirmations required by the state. This list of responsibilities of the clerk is not all-inclusive, but summarizes the duties as set forth in Sec. 62.09(11) of the Wisconsin State Statutes.

D. City Treasurer

The treasurer’s duties are set forth in sections 62.09(9)(c) of the Wisconsin State Statutes. Generally speaking, the treasurer is responsible for collecting all city, school, county and state taxes, receiving all moneys belonging to the municipality or which by law are directed to be paid to the treasurer, and paying over the money in the treasurer’s hand according to law. The treasurer must deposit municipal funds upon receipt into the public depository designated by the governing body and keep a detailed account in suitable books in such manner as the governing body shall direct. The treasurer shall keep in separate books an account of all fees received. The treasurer must make, at times specified by statute and as required by the governing body, a verified report to the governing body of moneys received and disbursed and of the condition of the treasury per Sec. 62.09(9)(c) of the Wisconsin State Statutes.

II. CHAIN OF COMMAND

All individual department heads and staff employees of the City of Park Falls, with the exceptions noted below, report to and are responsible to the City Administrator. The City Attorney generally

reports to the Mayor and City Administrator on executive and administrative matters, and to the Common Council on legislative matters. The Police Chief is appointed by the Mayor with confirmation by the Common Council. The Police Chief generally reports to the City Administrator for day to day matters. The Library Director reports to the Library Board, but it is expected that there is a good working relationship between the Library Director and the City Administrator and they keep each other informed on pertinent matters.

The members of Boards report to the Chair or President of such Board. All members of all Boards regardless of who appointed them and what function they serve within the City's governmental structure, are part of the executive branch, making the Mayor and Administrator an appropriate resource and informational source for all Boards and the appropriate final stop for questions and concerns. If a legal concern or need should arise, the boards should vote on whether it needs to seek the services of the City Attorney, who will then represent the Boards, unless prohibited from doing so due to a conflict of interest.

The Common Council members are responsible to the constituents. If a problem arises, a Council member may report to the Mayor, President of Council, the Council as a whole, or contact the City Administrator who will conduct a response to the problem through the proper chain of command. The City Attorney represents the Common Council in all areas wherein the Council has exclusive or final authority.

A. Illustration.

The chain of command is important to a good Council member. Sometimes the chain of command of an organization can be a little confusing. This simple question/answer illustration of the chain of command might help you:

1. *Who manages the people you serve?* Your direct line staff.
2. *Who manages the direct line staff?* Supervisor / Department Heads.
3. *Who manages supervisors / department heads?* The Administrator.
4. *Who manages the administrator?* The Mayor/Council.
5. *Who guides the Council?* The Mayor/Council President.

A good Council member learns to respect this chain of command. For example, if you want to arrange a meeting directly with the people you serve, it would be best to contact your administrator—who will make arrangements through supervisors and direct line staff.

B. The Board/Staff Connection.

The following examples are true incidents of what the board/staff relationship should not be. This example was NOT in Park Falls.

- One board member got a letter from a staff member complaining about the administrator. He took the letter to the Mayor who promptly called a Council meeting to discuss the complaints—without informing the administrator. The Council later solicited complaints from other staff members while the administrator was out of the city.
- Another Council decided to examine staff personnel files. They simply wanted to understand more about what staff were accomplishing so they would be “assured that the administrator was doing a good job.”

C. What is the Council’s Relationship to Staff?

Two simple rules of thumb for Council / Staff relations are:

1. All communication between the staff and the Council should be channeled through the administrator.
2. Boards do not manage staff, administrators do.

Here are some basic dos and don’ts for individual Council members in your relationship with staff...

- Don’t make commitments to staff. Only the **Full Council** can do that.
- Don’t act as a superior or supervisor to staff (that’s your administrator’s job)
- Do keep visits with staff pertinent to City business and be respectful of staff time. Requests for information should not become burdensome, and staff may need to prioritize other tasks or direction of the Council above individual requests for information. Staff are under no obligation to follow directives of individual Council members. Making an appointment is a good practice.
- Do volunteer to help your organization—but in the same capacity and power as any other volunteer.
- Do go through proper channels—your administrator—when volunteering to help or guide staff with internal operations or the functions of day-to-day operating procedures.
- Do show concern for the well-being of staff.
- Do remind staff members, when they contact you, that they should follow the chain of command when they have a problem—and that they should not take their problems directly to the board members.

How Should You Handle Staff Grievances?

QUESTION: “Do staff have a right to appeal grievances to the board?”

ANSWER: Personnel management is the administrator’s job. Unless there’s a policy to the contrary, staff grievances should not go to the Council. When the Council listens to staff grievances, you may actually be settling one problem and creating a couple of serious new problems:

- Grievances that go to the Council give staff mixed signals about who’s in charge. If they can appeal any administrative decision to the board, the administrator’s authority with staff is greatly weakened.
- If the administrator makes a decision on a staff grievance and the Council reverses that decision, the relationship between the Council and the administrator will be strained. The Council/Administrator team must speak with one voice that says “the administrator manages staff.”
- Here are some answers to questions about the Council/staff relationship that Council members frequently ask.
 - “How can Council members know what’s going on if we can’t work with staff?”
You can work with staff through the administrator. Ask your administrator to report-or ask him/her to invite staff members to a Council meeting to explain their programs and answer your questions.
 - “What part should the board play in hiring staff?”
The Council hires the best person to administer the organization and then delegates all other staff interviewing to the administrator except for department head level staff. The Council should not interview or evaluate staff. These are the administrator’s jobs.

The Council’s Relationship to Staff Can Be Tricky

Question: “As Council members, a couple of us decided to attend a few staff meetings-mainly to show that we are interested in what goes on in the organization we govern. But we seemed to have stirred up a hornet’s nest because the administrator says it’s inappropriate for us to get involved directly with staff. Why can’t we do this?”

Answer: Nobody ever said that it was easy to be a good Council member. Sometimes an issue comes along that reaffirms how hard it really is-like the question of a Council member's relationship to staff.

On one hand, you're told you should get more involved because Council members are responsible for the organization. But then you're told you shouldn't short-circuit the chain of command by bypassing your administrator when you go directly to staff.

The point is not that Council members shouldn't have any relationship to staff. The point is that the staff/council relationship is so sensitive, Council members have to be alert to problems, which can quickly grow out of this relationship.

Responsibility Chart for the Administrator and Board

The Council works best when everyone understands who's responsible for what. Some decisions can only be made by the Council. Other decisions should be delegated to the administrator. Still others should be joint decisions by both the Council and administrator.

The most important point for Council members to learn is to stand back and give the administrator the opportunity to manage and fulfill the responsibilities of the administrator's role within your organization.

Who's Responsible- The Council or Administrator?

Here are some recommendations for who should be responsible for the various activities and decisions made by your organization:

AREA	COUNCIL	ADMINISTRATOR
Long-Term goals (more than 1 year)	Approves	Recommends and provides input
Short-Term goals (less than 1 year)	Monitors	Establishes and carries out
Day-To-Day Operations	No Rule	Makes all management decisions
Budget	Approves	Develops and recommends
Capital Purchases	Approves	Prepares Requests
Decisions on building, Renovation, leasing and Expansion	Makes decisions and Assumes responsibility	Recommends (could also sign contracts if given authority)
Supply Purchases	Establishes policy and Budget for supplies	Purchases according to board policy and

Major Repairs	Approves	maintains an adequate audit trail Obtains estimates and prepares recommendation
Minor Repairs	Policy should include amount that can be spent without board approval Works with Administrator	Authorizes repairs up to prearranged amount
Emergency Repairs		Notifies Mayor and acts with concurrence from Mayor and Council
Cleaning and Maintenance	No Role (oversight only)	Sets up Schedule
Fees	Adopts Policy	Develops Fee Schedule
Billing, Credit and Collections	Adopts Policy	Proposes policy and implements policy
Hiring of Staff	Approves department heads No Role	Approves below department heads Establishes
Staff Deployment and Assignment		
Firing of Staff	Approves department head level	Makes Final Termination Decisions below department head level
Staff Grievances	Considers extreme cases per policy	The Grievances stop at the administrator. Extreme cases go to the Board
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Allocates line item for salaries in budget. Approves annual resolution.	Approves salaries with recommendations from supervisory staff and per union contracts
Staff Evaluation	Evaluates only the Administrator Position	Evaluates all other staff

Council members should be sensitive to public appeals and complaints. But they should also give the administrator a chance to handle the problem first.

The administrator, not Council members, is ultimately responsible for correct and timely financial reports. Administrators should also be given the chance to correct problems within the organization. Remember, the Council hired an administrator to manage day-to-day activities and to fix things.

How Many Bosses Should Your Administrator Have

“There are seven Council members,” an administrator told me recently, “and I feel like I have seven different bosses!” “Council members are always on the phone telling me to do this or do

that. One says I should wait to purchase a computer system and have the full Council review it first. But another tells me to go ahead and buy it now while the price is right, without waiting for Council approval.”

Council members cannot act as individuals. They must speak with one voice so the administrator can have one boss, not seven.

The Administrator is the Manager, Even in a Crisis

Sooner or later your board Council find itself in the middle of a crisis, a building fire, a staff scandal, a liability lawsuit. When a crisis strikes, unwanted public attention is sure to follow on its heels. And just as quickly, Council members will become the focus of public pressure to get the problem solved. The temptation for Council members to take immediate action is strong.

But a crisis shouldn't suddenly change the way your Council operates. It is not the time to make new policies in the midst of crisis. It is time to fall back on policies you already have and let them work. Council members should ask themselves, can the Council really do anything about this situation by holding a quick meeting to try to make emergency decisions as a group?

What should the Council do when a crisis strikes?

- Keep yourself informed from the right source, your city administrator. Of course there will be public pressure on the Council to do something about the problem, this just means that the Council members need to make sure that they are accurately informed about the issue so they can tell the public what's being done.
- Support your Administrator. Get questions out of the way at Council meetings and then back the administrator during the crisis. Tell the administrator you appreciate the work being done to solve the problem and make sure the public sees the support.
- The administrator was hired to manage at all times, not just when things are going well. It doesn't make sense to pull that responsibility away. You need to support the administrator, not create more problems.
- Operate as a Council not as individuals. Designate one person, probably the administrator or the Mayor, to be the media spokesperson. When you speak to the public, voice the official Council stand, not your own individual opinion. Council members can influence the public and help keep a crisis in hand or under control.

The Golden Rule of the Council/Administrator Team

Support of the administrator is the responsibility of the Council. Communication is the responsibility of the Administrator.

Good relations between the Council and the Administrator can break down when you neglect this golden rule. It will help you to remember:

- Council Members support their administrators by letting them know what they want by providing direction.

- Council Members support their administrators by ensuring that money is available to carry out policies.
- Administrators carry out the Council's plans, they're the managers of the organization.
- Administrators must provide feedback and recommendation for new actions so the Council may know how things are going.

Support and Communication.... they're necessities for every municipality.

Insert Organization Chart here.

III. GENERAL PROVISIONS

A. Stipends.

- A. Each Alder shall be paid \$70 for every Council meeting and for every committee meeting where authorized. Some Committees/Board are prohibited from receiving payment per statute (e.g. Library Board). Attending a meeting for which an Alder is not a voting member shall not result in payment.
- B. The Common Council may, prior to the next election cycle and by a 2/3rds vote, adjust the compensation for the alders next to be elected. The Council may also adjust the compensation for the Mayor.

B. Reimbursement.

- A. Alders shall follow the same policy as employees for approved mileage, lodging, and meal reimbursements (employee handbook Section 6.6):

SEC. 6.6 TRANSPORTATION REIMBURSEMENT

Prior approval must be obtained for transportation reimbursement for private vehicles used for travel on City business. Police personnel shall obtain the approval of the Chief of Police; all other employees shall obtain approval of the City Administrator.

Private vehicles used for travel on City business: reimbursement is limited to the Internal Revenue Service (IRS) reimbursement schedule (for rural areas) applicable for that year, plus tolls, parking, and garage charges. See also Sec. 5.3(a).

When two (2) or more people travel in the same private vehicle, reimbursement shall be paid to the owner of the vehicle. Reimbursement for mileage is limited to actual miles traveled on City business.

When authorized functions away from the City include one or more meals, the maximum for the meals involved will be: the daily maximum prescribed by IRS schedules for that given year (rural areas). Paid receipts must be submitted for reimbursement.

All paid receipts for the items for reimbursement must be filed with the City Treasurer within one (1) week of incurring the expense to receive reimbursement.

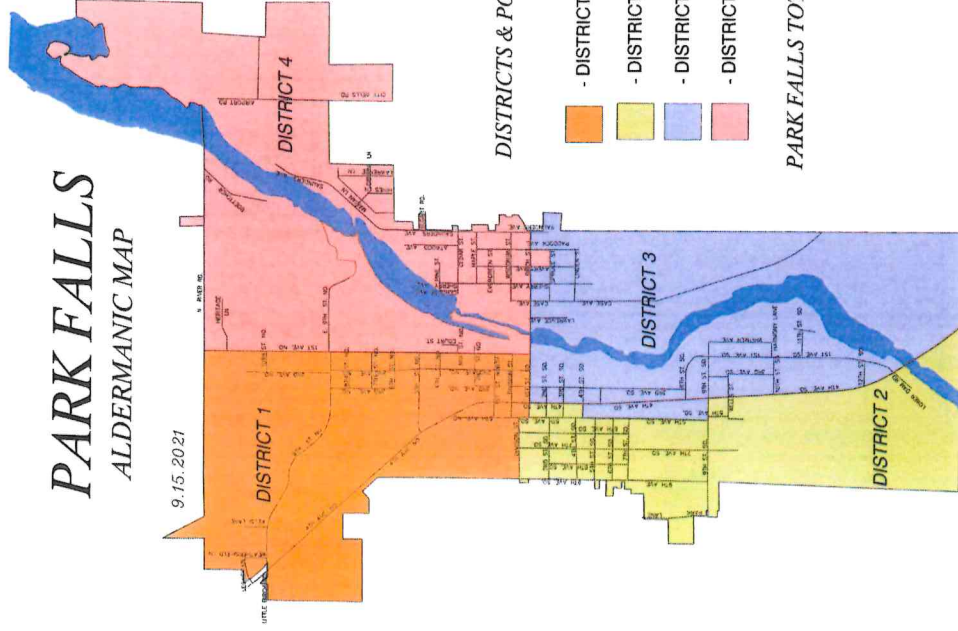
C. Ethics.

- A. No alder shall receive any employment or contract payment from the City of Park Falls in excess of \$15,000 per year. Alders should review requirements under Wis. Stats. 946.13.

PARK FALLS

ALDERMANIC MAP

9.15.2021



IV. OPEN MEETING/OPEN RECORD REQUIREMENTS

A. Declaration of policy

The State of Wisconsin has had a longstanding commitment to supporting access to governmental meetings and records. For example, Section 19.81 of the Wisconsin Statutes reaffirms Article IV, Section X of the Wisconsin Constitution that access to governmental meetings must be provided except when the public welfare requires secrecy.

B. Open Meetings Law

A. A general description of the policy of open governmental meetings is set forth in Chapter 19 of the Wisconsin Statutes, specifically Sections 19.81 ~~and following~~through Section 19.98.

B. Application of Open Meetings Law

The open meetings law applies only to “governmental bodies”. Governmental bodies include municipal public entities such as the ~~Village-City~~ and all boards, agencies, committees, and commissions of the municipality.

C. The law only applies to gatherings of a public entity where there is a purpose to engage in governmental business and the number of the members present is sufficient to determine the governmental bodies course of action. (i.e. usually a quorum but sometimes a “negative quorum.” discussed further below)

1. If members do not conduct business, the gathering does not constitute a meeting however.

2. The courts have held that a governmental body is engaged in governmental business even when it is simply hearing information from a third party. For example, the Wisconsin Supreme Court has held that when one-half or more of the members of a governmental body attend a meeting of another governmental body in order to gather information over a subject over which they have decision-making authority, such a gathering constitutes a “meeting” for purposes of Open Meetings Law, and notice is required.

D. In deciding whether any governmental meeting is taking place, the following rules apply:

1. A quorum of any governmental body, board or commission must be present.

2. When the gathering of individuals is less than a quorum, the requirements under the law may still be triggered if that group could block action, e.g. where a super majority is required for passage. This is referred to as a negative quorum. It is good practice not to discuss any proposed Council action with no more than one other Alder outside a meeting ~~were~~where the topic is properly noticed on an agenda.

3. If a quorum or, where ~~appropriate~~applicable, a negative quorum is attending the meeting of another governmental body, the meeting must be noticed for both committees.

4. Telephone conference calls amongst members of the governmental body if the requisite number are involved would be considered a meeting.

5. Walking quorum

a. A meeting can be deemed to exist if members of the governmental body gather in small groups of members, each of which may be less than a quorum either passively or explicitly for the purpose of acting or sharing information sufficient to reach a quorum under the law.

b. The presumption is that any of the aforementioned gatherings would be considered a meeting. The presumption can only be overcome if it can be established that the group did not gather information to discuss or act on business within the authority of the governmental body.

c. Exchange of substantive e-mails to solicit opinions or discuss ideas on an issue to come before the municipal body would be considered a walking quorum and thus, a meeting. While the simple exchange of information would not be considered a meeting, the court will look at the reason for the communication, whether responses were solicited and received, the number of people receiving the e-mail, the time frame the e-mails were exchanged and the number of communications. In short, save the questions and comments for the Council meeting.

E. Exceptions to the open meetings law

Limited exceptions exist to the requirement that public meetings be conducted in the presence of the public, i.e. in closed session. Those exceptions are specifically set forth in Section 19.85 of the statutes. Those exceptions include the following circumstances:

1. Deliberating about a case that was the subject of any judicial or quasi-judicial hearing before the governmental body.

2. Considering dismissal, demotion, licensing or discipline of public employees; however, the individual must be given notice and must be informed of his/her right to demand an open hearing.
3. Concerning employment, promotion, compensation or performance evaluations of public employees.
4. Considering strategies for crime detection or prevention.
5. Deliberating or negotiating the purchase of public property or the investment of public funds or where for competitive or bargaining reasons a closed session is required.
6. Deliberating concerning an employment insurance or worker's compensation insurance issue
Considering financial, medical, social or personal histories or disciplinary information concerning specific persons where the information would likely have a substantial adverse effect on the reputation of the person.
7. Confering with legal counsel concerning strategy in litigation which it is or is likely to become involved.
8. Consideration of request for advice from an ethics board.
9. If the issue before the governmental body does not fall clearly within one of these exceptions, the matter should be dealt with in open session.

| F. Meetings must be accessible in order to be considered "open."

1. The meeting must be held in a location reasonably accessible to members of the public and open to all citizens at all times during the course of the meeting.
2. The meeting must be conducted in a facility which gives reasonable access, including sufficient space to accommodate the anticipated public interest in the meeting.
3. The Americans with Disability Act prohibits municipalities from discriminating against persons with disabilities in the delivery of government services programs and activities and pursuant to the open meetings law, the attorney general has concluded that local governmental bodies are allowed to use meeting places which are reasonably accessible with assistance to persons with disabilities.

C. Open Records Law

A. Wisconsin Law states that unless otherwise prohibited by law, any person or entity which submits a request to inspect a record or to receive a copy of a record is entitled to that access; therefore, the general rule is that unless there is a specific reason to preclude access to a record, the access should be provided.

B. Exceptions

1. The custodian of the record must perform a balancing test which compares the public's right to have access to public records with the privacy rights or other interests of those who are the subject of the record.
2. The exception to the open meetings law set forth in Section 19.85 are indicative of public policy and may be used as grounds for denying access if the legal custodian demonstrates a need to restrict public access.
3. Records which contain personally identifiable information relating to an individual may be precluded from access where disclosure would endanger that person's life or safety, reveal the identity of a confidential informant, endanger security at a correctional institution, child care institution, mental health institute, secured group home center for the developmentally disabled.

Law enforcement records in the context of an ongoing litigation are deemed exempt from disclosure

Computer programs, trade secrets

Identities of applicants for public positions except final candidates

4. Juvenile records
Medical records in the context of HIPAA

5. By order of a court

5-6. Other statutory exceptions, such as, for example, the Drivers Privacy Protection Act.

C. Woznicki vs. Erickson.

1. In 1996, the courts carved out an exception to the public records law for public employee records. The courts require that the subject of those records be notified and allowed a reasonable amount of time to challenge the release of the records before the records can be made public.

2. Subsequent cases expanded this requirement to basically all municipal record custodians and not just municipal employees, but others whose privacy or reputation interest may be impacted by disclosure of the record.
3. Wisconsin Act 47. Recently the legislature enacted an amendment to the public record law. The new law modifies the obligations of the municipality in responding to such record requests.
4. The municipality is specifically precluded from providing the following kinds of employee information except to the employee:
 - a. Information prepared or provided by an employee concerning the home address, home e-mail address, home telephone number or Social Security number of that employee.
 - b. Information relating to the current investigation of a possible criminal offense or possible employment-related misconduct.
 - c. Information pertaining to employee's employment examination.
 - d. Information related to one or more specific employees that is used by the employer for staff management planning including performance evaluations, judgments or recommendations concerning future salary adjustments or other wage treatments, job assignments, etc.
5. The following types of records require that a notice be provided to the employee that a request has been received prior to the actual release of such information:
 - a. Records containing information that is the subject of an investigation into a disciplinary matter or a possible employment-related violation
 - b. Records obtained by the municipality through a subpoena or search warrant
 - c. Records prepared by an employer other than the municipality relating to that employee unless authorization is given
6. Under the law within three business days of deciding to release a record and before allowing access to the record, the subject of the record must be notified by certified mail of the decision; within five days after receiving notice of the decision the employee may then advise the municipality of his/her intention to seek a court order to prevent the release. The municipality may not release the records within twelve (12) business days of sending the notice to the employee.

7. With respect to local officials they also are required to receive the notice within three days of the decision to release the record and then have five days to supplement the record with written comments and documentation.

Unlike employees, local officials do not have the right to seek a court order to prevent the release, only the right to augment the record.

8. Thus, in summary the law further defines specific records which cannot be released and those which are subject to the notification requirements previously indicated under Woznicki and the cases that followed it.

D. Access to electronic records

1. In general, electronic records are treated in the same manner as all other types of public records. Thus, they are subject to the same restrictions and definitions as to whether they constitute a public record in the first instance.

E-mails, thumb drives, hard drives on personal computers all would be subject to the open records law. While the municipality may impose reasonable restrictions on the manner of access to the record, reasonable access must still be maintained.

2. The law does not require that the municipality sort the records to look for particular pieces of information nor the format or medium in which it was received.

3. Electronic records are subject to the same kind of document preservation requirements that other public records are.

4. As with other types of records, notes, drafts or records prepared for colleagues before a policy is established or purely personal documents all would not be considered public records unless e-mail or other electronic documents of these types or sorts would also be precluded from disclosure.

E. Redaction of Record Responses

1. A custodian of a record has the obligation to provide ~~as~~^{as} much of the record as is possible, even if some elements of the record need to be redacted in order to accomplish this purpose. Obviously, the process of redaction of words, phrases of sections of a record can be time consuming; however, if the response to a record request is challenged, the Court will look to whether the custodian made every effort to supply ~~as~~^{as} much of the document as would be possible within the limits of the limits placed on releasing the record. Recent court decisions have concluded that the cost of redaction must be borne by the record custodian and cannot be passed along to the record requester. In many instances, this would primarily be a cost in terms of the time spent by the record custodian in doing the redaction; however,

it can also be a cost that the record custodian would incur if the record, for example, would be a digital one such as a video where faces of some persons in the video may need to be blocked in order to avoid the disclosure of the identity of juveniles, for example.

F. State of Wisconsin Public Records Board

1. The State of Wisconsin Department of Administration does have a Public Records Board, whose function is to establish policy for the management and retention of public records. That agency establishes rules for the State with respect to such matters; however, upon application being made to the State regarding the desire of a local record custodian to adopt some of the State's policies, that permission can be granted by the Public Records Board and therefore, allow for local public record entities to utilize the standards established on the State level. For example, digital surveillance records can be erased and that space may be immediately used for the recording of more data, unless the custodian entity has reason to believe that a claim may be made against the entity based upon what the digital record has captured. In that event, the record must be at least be maintained for a period of 120 days, which is consistent with the Notice of Claim provision under Wisconsin Notice of Claims Statute. Even if there is a belief that a claim could be made, if no one follows through with submitting such a claim within the 120 day period, then the record can be erased and the digital media reused. This is just one example of where the adoption of a State record retention policy may significantly limit the City's retention responsibilities for a particular form of record. Obviously, the cost of record retention can be substantial, particularly when dealing with digital records and therefore, the State policy should be consulted as evaluations are made as to these kinds of ongoing record retention responsibilities.

D. Conclusion

The Wisconsin Open Meetings and Public Records Law imposes important duties and responsibilities upon local governments. Again, the presumption is that local governments must be open and accessible to the public. Limitations on this policy are very narrowly defined because transparent government is the best way to ensure clean and efficient government.

V. PROCEDURES FOR RUNNING PUBLIC MEETINGS

A. Presiding Officers

The Mayor is the presiding officer at all Common Council meetings. In the Mayor's absence the Council President shall preside. Should the Mayor and Council President be absent, the Clerk or Treasurer shall call the meeting to order, and the senior Alder shall

be the President Pro-Tem. (Ordinance 12-15)

B. Quorum

A quorum is the minimum number of members that may meet and transact business. A quorum of the Common Council is two-thirds of the members elect. For committees, a quorum is a majority of the members, including the chairperson. In calculating quorum requirements, answers with fractions are rounded up to the next whole number, although a lesser number can constitute a quorum for purposes of triggering the open meeting law (i.e., a negative quorum or a walking quorum). A negative quorum is a number of members less than a quorum, but by voting in a block can prevent the passage of an item before the governing body. For example, some items require more than a majority vote, they require a three-quarters vote. If you have seven board members, three members can constitute a negative quorum by discussing how they would vote on the item requiring the three-quarters vote. Even though three members do not constitute a quorum of the Board, they do make up a negative quorum which is a violation of the open meeting law if proper notice was not given. A walking quorum is done by going from one official to the next to tally the votes on an item before the governing body, done outside the regular meeting. A walking quorum robs the public of the chance to offer input into the decision and hear how the public official has come to their decision.

C. Actions by Less than a Quorum

Any action taken by a governing body at a meeting without a lawful quorum is null and void. Therefore, a governing body may not take any action without a quorum except as specifically authorized. The statutes authorize less than a quorum of a municipality's governing body to adjourn or to compel the attendance of absent members.

D. Voting

No secret ballot may be used to determine any election or other decision except election of a body's own officers. A majority of the members present must vote favorably to approve an item, unless a greater number is required specifically in the state statutes. A quorum of members must vote on an item for official action to be taken. A vote by less than a quorum of members does not allow official action to be taken on an item. A tie vote generally fails.

E. Abstaining from Voting

Any Council member may abstain from vote on any question before the Common Council after notifying the Chair of the intention to abstain and the reasons there-for. The Council member will notify the Chair as soon as a conflict becomes apparent to the Member. Once the Chair has been notified of a conflict, the Council Member shall not enter into any discussion about the issue and shall leave the Council Table and sit in the audience. Any Council Member will be counted as voting present and

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the Council Member abstaining shall not be considered for purposes of evidencing the existence of a quorum.

F. Public Participation

The open meeting law is concerned only with the public's right to be present at the meeting of a governmental body. It does not imply a right of the public to participate in the conduct of government business or to speak at meetings. Therefore, a governmental body may prohibit the public from speaking or set conditions, such as limiting the amount of time a member of the public has to address the governing body. There is often tension between the desire to be responsive to constituents and the need to run meetings effectively and efficiently. Although the public is not entitled to participate in a meeting, a public hearing is different because it is specifically designed to allow the public to have input into a given matter. Although a governmental body does not have to allow members of the public to participate in the meeting, a governmental body must make a reasonable effort to accommodate any person desiring to record, film or photograph meetings. This does not permit recording or filming which interferes with the conduct of the meeting.

G. Roberts Rules of Order

The Rules of Parliamentary Practice comprised in Robert's Rule of Order shall govern the Common Council in all cases in which they are not inconsistent with these Rules.

A. Introducing a Motion

A motion comes from an individual member. It is not necessary to have a motion before a discussion can begin. It often happens that a motion will grow out of a discussion. The subject matter that the motion relates to, if not the motion itself, must be on the public notice of the meeting. If the subject matter or the motion is not listed on the meeting's public notice, the group may not deliberate the motion, but may agree to add it to a later meeting's agenda so that proper public notice can be issued.

Motions must be worded clearly and their effects must not leave the group in an ambiguous situation. If necessary, the group should take the time to allow the maker of a motion to work out the wording that reflects what he or she means. The expression "so moved" should be avoided and the motion being made should be repeated by the recording secretary before being seconded. "Negative motions" i.e., motions that propose that the group not do something should be avoided if at all possible. If they cannot be avoided, care should be taken that the group understand the effect of the motion's passage or defeat. Similarly, motions that propose that the group not consider certain issues or "wash their hands" of certain situations are to be avoided if possible, as should~~have~~ motions to "reaffirm" previous decisions. They are almost always unnecessary and leave the group in an ambiguous situation if they fail.

Motions must be seconded. The function of a second is to certify that at least one

other member regards a motion as worth discussing. After having been moved and seconded, motions are to be put to the group by the chairperson who states the motion (e.g., “It has been moved and seconded that . . .”) which thus becomes pending. When a motion is pending, it is the only item that can be discussed and other subject matter not relevant to the motion is out of order. Once pending, motions belong to the group. After a motion is moved, seconded and then stated by the chairperson, it cannot be withdrawn or amended without the group’s permission.

B. Discussing and Debating a Motion

It is customary to permit the member who has offered the motion to speak on its behalf before opening the discussion to others. The group may limit the speaking time devoted to a pending motion. A group may limit the total time devoted to a motion, or the number of times a single member may speak on the motion, or it may limit the amount of time a member may speak each time the member addresses the motion. It is a good idea to have some limits expressed in the group’s own rules. Such limits can be relaxed or altered on a ease-by-ease case-by-case basis as long as all members are treated similarly.

Comments made during the discussion and debate of a motion must be relevant. Comments that are not related to the subject matter or impact of the decision to be made should be ruled out of order by the chairperson. Every member is entitled to speak on every motion. It is out of order to close debate before every member who wants to speak on an issue has a chance to do so. The debate on a motion may be closed by a group decision to do so. No single member may demand that debate be closed by “calling the question” as long as any other member objects to closing the debate. If it comes to a vote, two-thirds of the members voting must agree to close debate.

C. Amending a Motion

Any motion that contains a variable capable of alteration can be amended. A motion to amend proposes to alter a main motion by deleting language from it, or adding language to it, or deleting language and adding substitute language within the motion or by substituting different language for the entire main motion. Note that a motion to replace the language of the entire main motion (a substitute motion) is a form of amendment.

It is out of order to use the amendment process to bring a totally separate issue before the group. If the chairperson is unsure whether a proposed amendment is sufficiently related to the main motion to be germane, he or she should put the question of germaneness to the group to decide by vote or unanimous consent. If the exact effect of the proposed amendment can be achieved simply by voting no on the main motion, the amendment is not germane. However, amendments that are otherwise relevant but are hostile to the main motion may be germane if their exact effect cannot be achieved by voting no on the main motion.

A proposed amendment to a main motion must be approved by the group. There is no such thing as a “friendly amendment”, in which just the mover makes the amendment. An amendment may be approved by unanimous consent of the group unless a member objects. If a proposed amendment is not approved by unanimous consent, it will require a formal motion and vote.

Amendments are debatable. If not approved by unanimous consent, motions to amend must be moved, seconded, and then stated by the chair to become pending. Once pending, the motion to amend is open to debate. While pending, an amendment is itself subject to amendment. It is possible to have a main motion, motion to amend and motion to amend the amendment at any one point in time. Amendments take precedence over main motions. When an amendment becomes pending, it replaces the main motion as the immediately pending issue and must be decided one way or the other before the group returns its attention to the main motion.

D. Postponing a Motion

A pending motion may be postponed to a time later in the same meeting or to a later meeting. When the group agrees to postpone a pending matter, it in effect commits itself to return to the postponed issue at the specified time. The motion or decision to postpone must be specific as to when the group intends to return its attention to the postponed issue.

Postponing a motion indefinitely has the effect of killing the motion. The motion to “postpone indefinitely” is part of Roberts Rules of Order. Its effect is to get rid of a pending motion without voting on the motion directly. A motion that has been postponed indefinitely cannot come up again in the same meeting unless the decision to postpone indefinitely is reconsidered, which would require another motion. A motion that has been postponed indefinitely can be reintroduced at a later meeting if properly listed on the agenda.

Postponing a motion and tabling a motion are not the same thing. The effect of tabling a motion is to set it aside with no provision for returning it to the group’s attention. If a motion is tabled, it takes another motion to take it from the table and make it pending again. Thus, a motion to table is sometimes used to kill a motion. Postponing specifies when the motion will be considered again.

E. Reopening a Previously Decided Motion

Any member voting in the majority may move for a reconsideration of the vote of any question at that meeting or at the succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed. A trustee may not change his vote on any question after the result has been announced. The motion to reconsider can be made only by a member who voted with the prevailing side when the motion was previously decided. Any member may second the motion to reconsider. The effect of passing a motion to reconsider is to reopen the discussion of the motion being reconsidered as if it had not been voted on at all.

Motions can be reconsidered during the current meeting or the next regularly scheduled meeting. However, a motion decided in the previous meeting cannot take place unless the matter under reconsideration is on the public notice of the meeting in which it is to be reconsidered.

F. Chairing the Meeting

The Chair at the stated hour shall call the meeting to order. The Chair shall preserve order and decorum, decide all questions in order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, unless otherwise provided by statute, ordinance, or by this article. Any member shall have the right of appeal from a decision of the Chair. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the Chair.

G. Suspension of Rules

The suspension of these Rules or the Rules under Robert's Rules of Order shall require a three-quarters vote of the total Members elected.

H. Establishment of the Agenda

The City Clerk, in consultation with the Mayor, City Attorney, City Administrator and other staff as appropriate, shall establish the Agenda for Common Council meetings in accordance with the provisions of the City Code. Any Member of the Common Council may request that a matter be placed on the Agenda by Noon of the Wednesday preceding the Council meeting. All items presented by Alders to be added to the Agenda shall contain a statement indicating the action that is requested by the Common Council and the rationale for the request. Any request for the addition to the Agenda from an Alder up to Noon of the Monday of the week preceding the Council meeting shall have no Staff research provided and the Alder making the request will be responsible for leading the discussion on the topic. Staff may edit Agenda submissions in order to ensure compliance with the Open Meetings Law or other applicable statutory requirements. In the event the aforementioned deadlines for the submission of a matter to the Common Council Agenda would occur on a legal holiday, the deadline shall be 12:00 p.m. of the business day immediately preceding such holiday.

In the event there is a desire for a matter to be placed on the Agenda in Closed Session, the Alder shall consult with the City Administrator and City Attorney as to whether adequate statutory basis exists for the Closed Session for the subject desired.

IV. Interruption of Speaker.

When any Member is speaking, no Member shall engage in private discourse or in any way interrupt the speaker except as to a question of order.

J. Minutes of the Common Council.

Minutes of the Common Council shall be maintained in accordance with the requirements of Wisconsin law. However, notwithstanding the foregoing, Minutes shall be in summary fashion; but in all cases where a Motion or Resolution is recorded in the Minutes, the name of the Member moving the same shall be entered in the Minutes, ~~as well as~~ in addition to the Member seconding the Motion, as well as a record of the vote on the Motion.

VI. ETHICS/CODE OF CONDUCT

A. State Laws on Prohibited Conduct

1. Using Office for Private Gain
No public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated.
2. Illegal Influence
No person may offer or give a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official.
3. Taking Action Affecting Matter in which Official has Interest
No public official may take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. Nor may a public official use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated. With that being said, it is not unusual for a public official to be asked to take action on a matter that may affect them. For example, as a resident the public official will be impacted by the taxes levied as a result of the adoption of a budget. The test is whether the public official will derive a benefit or face a detriment which is disproportionate to its impact on the community as a whole. When in doubt, the public official should abstain from discussion and voting on the issue.
4. Private Financial Interest in Public Contracts
A public official is prohibited from participating in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performing in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part. This is a criminal ~~statute~~ offense.

under state law.

B. Compatibility of Offices and Positions

The same person cannot hold two public offices or an office and a position where one post is superior to the other. This does not apply to sitting on multiple committees, but does exclude an employee from serving on the Council and committees/boards where there may be a conflict.

C. Ineligibility for any Position Created During Term of Office

Except as expressly authorized by statute, no member of the Council shall, during the term for which the member is elected, be eligible for any office or position created during that term. The member is also ineligible for any office or position where the Council selects the candidate. This subsection does not apply to a member of the Council who resigns before the position is created.

D. Misconduct in Office

Any public officer or public employee who does any of the following is guilty of a Class ~~E-I~~ **E-I** felony, punishable by a fine not to exceed \$10,000 or imprisonment not to exceed ~~two~~ **three and a half** years or both:

1. Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office of employment within the time or in the manner required by law.
2. In the officer's or employee's official capacity does an act which he or she knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity.
3. By commission or omission, in the officer's or employee's official capacity, exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office of employment or the rights of others with intent to obtain a dishonest advantage for the officer or employee or another.
4. In the officer's or employee's official capacity intentionally and materially falsifies an entry in an account or record book or return, certificate, report or statement.
5. Under color of the office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

E. Bribery

Any public officer or public employee who directly or indirectly accepts or offers to

accept any property or personal advantage, which the officer or employee is not authorized to receive, pursuant to an understanding that the officer or employee will act in a certain manner regarding any matter which is pending or might come before the officer or employee in the officer's or employee's capacity as such officer or employee or that the officer or employee will do or omit to do any act in violation of the officer's or employee's lawful duty is guilty of a Class D-H felony. A Class D felony is punishable by a fine not to exceed \$10,000, or imprisonment not to exceed ~~six~~^{five} years, or both.

F. Code Of Conduct

I. INTRODUCTION

It is the policy of the Common Council of the City of Park Falls to uphold and promote respectful, fair and honest behavior in carrying out their public duties. The purpose of this Code is to ensure that all officials have clear guidelines for carrying out their responsibilities in their relationships with each other, with staff and citizens of the community.

2. ELECTED OFFICIAL CONDUCT WITH EACH OTHER

The Common Council has a responsibility to establish the policies for the City and in so doing, to promote conduct which is beneficial for the effective governance of the City. While there may be a large diversity in background and point of view on the Common Council, the common goal of the Council shall be to preserve and protect the health, safety and welfare of the citizens of the City of Park Falls. The following Rules of Conduct are therefore adopted to promote the effective administration of the City in order to achieve this purpose.

i. RULES OF CONDUCT

A. Use civility and decorum in discussions and debate. While every Council Member has the right to his or her individual opinion, that opinion should be respected by the other Members of the Council. Therefore, Council Members shall not be hostile, degrading or defamatory in their communications with their peers.

B. Mayor's Responsibility. It is the responsibility of the Mayor, or Council President if filling in, to keep order during the course of debate following the City Council Rules and Robert's Rules of Order. Council Members shall be respectful of the chairperson of the meeting in his or her attempts to maintain order and to follow the items listed on the agenda.

C. Interactions between Elected Officials and City Staff. Governance of the City requires the cooperative efforts of both elected officials, who set policy, and City staff, who implement and administer those policies. As a consequence of this, the following policies should be followed:

- i. Common Council Members shall treat all staff as professionals and shall treat them with respect.
- ii. Common Council Members shall not demean or personally attack an employee. Concerns with the performance of a staff member should be directed to the City Administrator.
- iii. Common Council Members only have the power that they possess in acting collectively, but do not have individual authority with respect to directing City staff and/or City agents or consultants. Therefore, any direction which a Council Member may wish to make should be presented to the full Common Council for action. Council Members shall not attempt to influence or coerce City staff concerning the performance of the duties of those staff members. Notwithstanding the foregoing, an Alder may request City staff to provide information regarding City operations and/or background information on issues that might affect the City. Such requests shall generally be requested through the City Administrator.

D. Elected Official Conduct Towards the Public. One of the principles of representative government in this country is that our form of government is of the people, by the people and for the people. Therefore, it is important during Common Council meetings or other committee meetings that no signs of partiality, prejudice or disrespect are shown to members of the public in this forum. Council Members should convey to the public their respect and appreciation for the public's participation, input and opinions, even those with whom they may disagree, as well as from persons who may not necessarily be respectful of them. Members of the public should be welcomed ~~to~~ speaking in front of the Council and Alders should commit their full attention to the speakers, regardless of the speakers' view point.

E. Conduct Outside Public Meetings. Alders may be requested to explain a Common Council action or to give opinions about an issue as they meet and talk with constituents in the community. It is appropriate to give information on City policies, unless the action came out of a Closed Session discussion or when based on confidential advice by the City Attorney. No representations or commitments shall be made to the public regarding promises of official action by the City unless the Common Council has specifically gone on record making such representations. Members of the Council should make clear in their discussions with constituents that opinions being shared are their personal ones and not necessarily those of the Common Council as a whole.

F. Enforcement. If any party believes that these Rules of Conduct have been violated, that party shall refer the matter to the Mayor (Council President if the complaint is against the Mayor), who will attempt to resolve the matter in private in consultation with the subject of the complaint. The Mayor (or

Council President) may involve the City Administrator and/or City Attorney to investigate and make recommendations about the dispute. If these private efforts do not resolve the matter, then the Mayor, the complainant, or any member of the Council may bring demand that it be brought before the Council at a duly noted public meeting, at which time the Council shall decide whether or not to proceed with further action after a public hearing at which the subject of the complaint and the complainant shall be entitled to due process, including representation by counsel and the examination of witnesses.

NOTE: Additional information on ethics requirements, and many other topics, is available from the League of Wisconsin Municipalities for your review. City Hall has some manuals that can be provided for you to review, or information may be available on the League website at <https://www.lwm-info.org/>.

VII. ACKNOWLEDGEMENT

I acknowledge having received a copy of the Handbook for Elected Officials and I agree to read and become familiar with its contents.

I understand that all policies, rules, and regulations referenced in the Handbook may be changed from time to time.

I further understand that only the Common Council has the authority to adopt revisions to the policies in this Handbook.

Name: _____
(Please Print)

Signature: _____

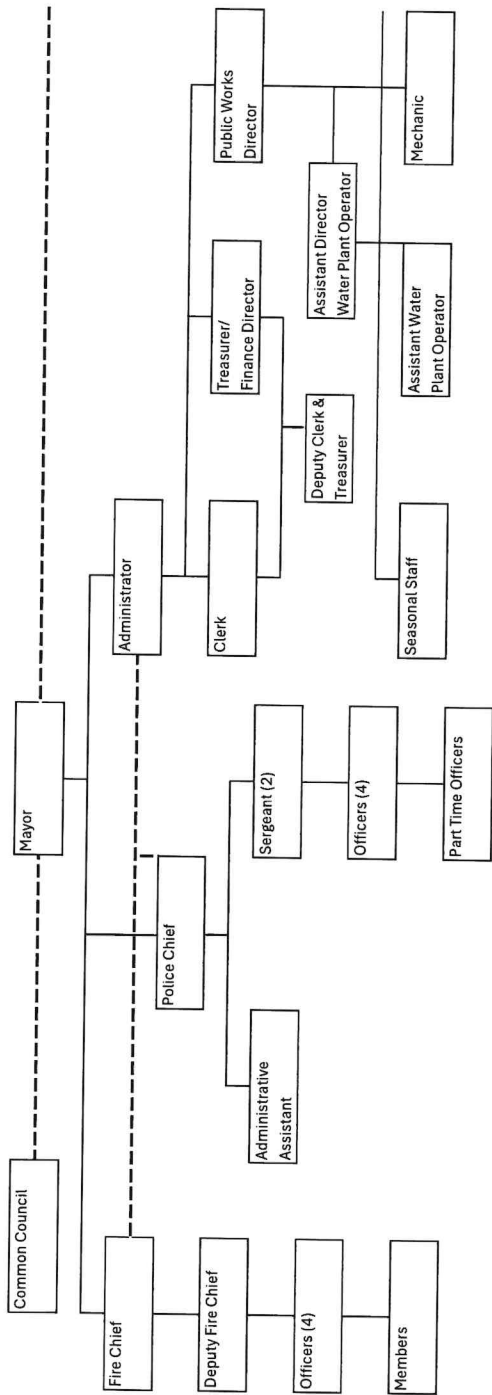
Date: _____

Please return this statement, within two (2) weeks of receipt to the City Clerk.

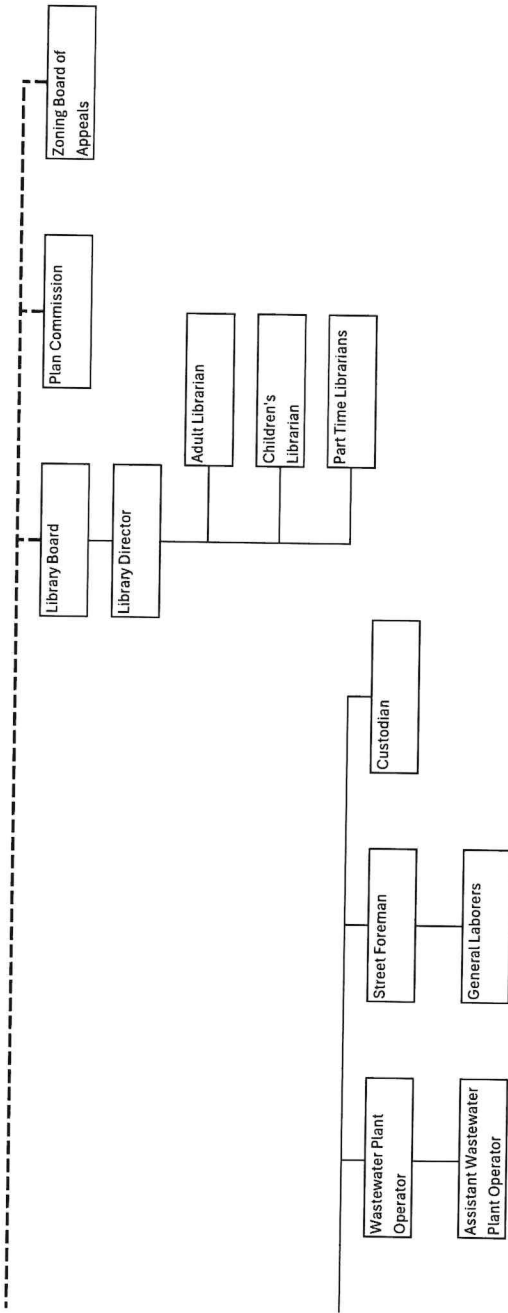
Distributed On: _____

Returned On: _____

City of Park Falls Organizational Chart
(Draft 052325)



City of Park Falls Organizational Chart
(Draft 052325)



Report Criteria:

Detail report.
Paid and unpaid invoices included.
Invoice.Batch = "CH JULY28"

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
A-1 EXCAVATING INC						
A-1 EXCAVATING INC	06/26/2025	PAYAPP6	0318700	SEWER CWIP - 1ST AVE, RIVER RD, H	17,406.95	07/23/2025
A-1 EXCAVATING INC	06/26/2025	PAYAPP6	0218700	WATER CWIP - 1ST AVE, RIVER RD &	26,043.50	07/23/2025
A-1 EXCAVATING INC	06/26/2025	PAYAPP6	0118700	GENERAL 1ST AVE, RIVER RD & HERI	299,642.38	07/23/2025
Total A-1 EXCAVATING INC:					343,092.83	
AMERITAS						
AMERITAS	07/01/2025	JULY25	0152100150	POLICE	501.08	07/17/2025
AMERITAS	07/01/2025	JULY25	0152250150	POLICE & FIRE HALL	8.05	07/17/2025
AMERITAS	07/01/2025	JULY25	0151411150	ADMIN	295.28	07/17/2025
AMERITAS	07/01/2025	JULY25	0357926150	SEWER	71.58	07/17/2025
AMERITAS	07/01/2025	JULY25	0257926150	WATER	113.64	07/17/2025
AMERITAS	07/01/2025	JULY25	0153240150	MACHINE OPERATIONS	192.38	07/17/2025
AMERITAS	07/01/2025	JULY25	0155100150	LIBRARY	268.43	07/17/2025
AMERITAS	07/01/2025	JULY25	0154910150	CEMETERY	8.95	07/17/2025
AMERITAS	07/01/2025	JULY25	0155101150	LIBRARY BLDG	8.05	07/17/2025
AMERITAS	07/01/2025	JULY25	0153311150	STREETS	322.12	07/17/2025
Total AMERITAS:					1,789.56	
ETF						
ETF	07/01/2025	JULY25	0152100150	POLICE	16,390.93	07/17/2025
ETF	07/01/2025	JULY25	0153311150	STREETS	11,005.34	07/17/2025
ETF	07/01/2025	JULY25	0153240150	MACHINERY	3,746.50	07/17/2025
ETF	07/01/2025	JULY25	0257600150	WATER	2,341.56	07/17/2025
ETF	07/01/2025	JULY25	0357820150	SEWER	1,639.09	07/17/2025
ETF	07/01/2025	JULY25	0151411150	ADMIN	5,619.75	07/17/2025
ETF	07/01/2025	JULY25	0155100150	LIBRARY	6,088.07	07/17/2025
Total ETF:					46,831.24	
KWIK TRIP INC.						
KWIK TRIP INC.	07/01/2025	CH-JULY	0151411340	CITY HALL ADMIN	73.73	07/21/2025
KWIK TRIP INC.	07/01/2025	DPW-JULY	0153311340	DPW S & E	36.30	07/21/2025
KWIK TRIP INC.	07/01/2025	FIRE-JULY	0152200340	FIRE S & E	317.70	07/21/2025
KWIK TRIP INC.	07/01/2025	PD-JULY	0152100340	POLICE S & E	665.67	07/21/2025
Total KWIK TRIP INC.:					1,093.40	
VERIZON WIRELESS						
VERIZON WIRELESS	07/01/2025	6117699030	0151410340	MAYOR	41.19	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0357820220	WWTP - CELL PHONE	24.09	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0152200220	FIRE-PHIL	41.19	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0357820220	SEWER TABLET	38.01	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0257600220	WATER IPAD X 2	76.02	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0257600220	ASSIT. WATER SUP CELL PHONE	44.43	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0153510220	AIRPORT CELL	41.19	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0151411340	ADMIN CELL PHONE	41.19	07/21/2025
VERIZON WIRELESS	07/01/2025	6117699030	0152100340	PD CHIEF CELL PHONE	56.73	07/21/2025
VERIZON WIRELESS	07/01/2025	6117750220	0152100340	POLICE MIFI & PHONE	84.20	07/21/2025



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Phone (715)762-2436 Fax (715) 762-2437
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To: Honorable Mayor and Alders

From: Scott J. Kliver,  Administrator

Re: Appointment of Deputy Clerk/Treasurer

Date: July 22, 2025

Per ordinance, which is enclosed, the Mayor and the Council need to approve the appointment of a Deputy Clerk/Treasurer. Per the ordinance, each Council member and the Mayor get a vote.

The position was advertised and there were eight applicants. There were some very good candidates, so we were very pleased with the applicant pool. After reviewing the applications, conducting an interview process, and reviewing the needs of the office, the position has been offered to Andrea Mortier.

The position would remain at 29 hours per week, and the starting pay would be \$20.88/hr. If you approve, it would allow her to start the week of August 4th which provides for just over one week of cross-training. Ms. Perkin's last day in the office will be August 12th. I recommend approval of this appointment.

- B. Appointment, term, and removal. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Council. For the purpose of selecting the Administrator, the Mayor and the members of the Council each shall cast one vote. The Mayor shall not have veto power under § 12-4C over this appointment. The Administrator shall hold office for an indefinite term subject to removal at any time by a majority vote of the entire Council. This section, however, shall not preclude the Council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Park Falls.
- C. Duties. The Administrator, subject to the limitations defined in resolutions and ordinances of the City of Park Falls and Wisconsin State Statutes, shall be the chief administrative officer of the City, responsible only to the Mayor and the Council for the proper administration of the business affairs of the City, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Park Falls, and the resolutions and directives of the Council, with duties specified in the City Administrator position description.

§ 115-10. Deputy Clerk.

The Deputy Clerk shall be appointed on the basis of merit, with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Council. For the purpose of selecting the Deputy Clerk, the Mayor and the members of the Council each shall cast one vote. The Mayor shall not have veto power under § 12-4C over this appointment. The Deputy Clerk shall act under the City Clerk's direction and, during the temporary absence or disability of the City Clerk or during a vacancy in such office, shall perform the duties of City Clerk and shall have the power to administer oaths and affirmations. The Deputy Clerk shall receive such compensation as the Common Council shall provide. The City Clerk and the City Clerk's sureties shall be liable on the City Clerk's official bond for the acts of the Deputy Clerk.

§ 115-11. Deputy Treasurer.

The Deputy Treasurer shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Council. For the purpose of selecting the Deputy Treasurer, the Mayor and the members of the Council each shall cast one vote. The Mayor shall not have veto power under § 12-4C over this appointment. The Deputy Treasurer shall act under the City Treasurer's direction and who, during the temporary absence or disability of the City Treasurer or during a vacancy in such office, shall perform the duties of City Treasurer. The Deputy Treasurer shall receive such compensation as the Common Council shall provide. The City Treasurer and the City Treasurer's sureties shall be liable on the City Treasurer's official bond for the acts of the Deputy Treasurer.