



VILLAGE BOARD MEETING AGENDA

October 12, 2026 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. MOTION TO MOVE AGENDA ITEMS

3. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

4. REPORTS FROM STAFF AND VENDORS

- C. Police Chief's Report
- D. Administrator Report

5. NEW BUSINESS - DISCUSSION AND POSSIBLE ACTION

- E. DC Everest Superintendent updated building plans
- F. Discussion on reestablishing the ethics committee and a code of conduct

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

7. ADJOURNMENT

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request service, contact the clerk's office, 1582 Kronenwetter Drive, WI 54455 (715)-692-1728

Posted: 10/08/2026 Kronenwetter Municipal Center and www.kronenwetter.gov

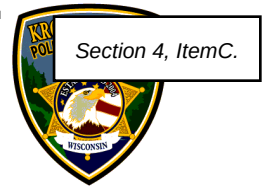
Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages, The Wausonian



KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for October 2026 Village Board



TO: VILLAGE BOARD MEMBERS

DEPARTMENT ACTIVITY SUMMARY – In September, we handled 683 total calls for service. Some highlights included the following:

- Two OWI arrests
 - One for a subject who left the scene of a domestic disturbance and was stopped by an officer in the area. She arrested him for OWI, no driver's license, and felony bail jumping (as a result of violating a bond condition).
 - A second arrest for OWI first offense after the officer clocked a driver at 98 MPH in a 55 MPH zone on Hwy 153.
- A referral on a juvenile disturbance after the juvenile hit his mother with a baseball bat. The juvenile was referred for aggravated battery and disorderly conduct (DC).
- Two adult domestic disturbance arrests, one for DC and stalking; and a second for a probation warrant arrest.
- As noted in the next section, two subjects were arrested in connection to an investigation into the misappropriation of money of an elderly victim. This investigation is ongoing.
- A pair of agency assists:
 - One for Mosinee PD to assist in the arrests of a couple of subjects.
 - An assist to KFD for a structure fire to a residential home. Fortunately, nobody was injured.
- Two natural death investigations
- Theft of an iPhone. The suspect returned the phone; therefore, no charges were levied.
- Three subjects were picked up on outstanding arrest warrants. In one case, the subject, who is known to be anti-law enforcement and has made threats against officers, resisted arrest. He was taken into custody and charged with resisting arrest causing soft tissue injury to officers, as well as felony bail jumping (for committing a new crime while under felony bond/open case).
- An emergency detention for a subject taken to the North Central Health Care Center.
- A sensitive crimes investigation involving exposing a child to harmful materials and child enticement. This involved a forensic interview at the Child Advocacy Center, and the case is still under investigation.

DEPARTMENT PERSONNEL ISSUES & STATUS – Officer Ben Smith has successfully completed his field training and is on solo patrol. We are still trying to fill the final full-time officer position, which closed at the end of September. Unfortunately, we only received a few applications, but we're reviewing the qualifications to determine who will receive an initial interview. Recruiting applicants continues to be a difficult task, not only for us, but as a profession.

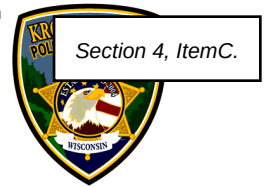
The last note on the personnel front is that Part Time Officer Eric Soberg has resigned. He is a full-time instructor of Criminal Justice at NTC and has been with us for five years. We wish him well and thank him for his service. At this point, we have one remaining part-time officer, Ofc McCaskill. As I've stated before, the part-time program reached the point of diminishing returns several years ago, at which time the plan was to allow the remaining part-time officers to stay on board until they either resign or retire, but not fill those vacancies anymore. For many of the early years of KPD's existence, the part-time program was successful; however, as the job market has changed, there are so many full-time positions open, that few people are cutting their teeth on part-time work anymore. The number of hours we've gotten from the PT program has dropped significantly over the past several years.



KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for October 2026 Village Board



From a training perspective, our September firearms training was focused on rifle marksmanship. We regularly sight in our rifles to make sure the red dot optics are still accurately lined up. In addition, Officers Y. Xiong and Wadzinski attended a free two-day virtual course on *Sexual Assault Investigation Best Practices for First Responding Officers*. This course is sponsored by the WI Dept of Justice, and we have two more officers attending in November. Our other officers have already attended the course in the past. Lastly, Officers Konopacki and Dallman are attending a two-day digital evidence course hosted by DCI (Division of Criminal Investigation). The officers are going to learn best practice techniques for securing digital evidence, as well as how to navigate the system DCI uses for forensic downloads. I believe this is going to be an excellent course for our officers, who will return and share what they learned.

We recently assisted Northland Lutheran High School with their Homecoming parade by blocking traffic, and it was another successful and safe event. This is the second year, and I thought it went well. Thank you to the KFD, who again assisted us with traffic control and was present for any medical emergencies. The next event for us is the Halloween closure of Kowalski Rd., which closes a small section of the Kowalski Rd. from Paniolo Rd to Meadow Dr. This has been a major success, and it creates a safe environment for many people. Each year countless attendees and residents thank us for the closure.

We have a significant financial elder abuse investigation taking place and we recently served search warrants on three physical locations in Rib Mountain on the same day. We were assisted by the Sheriff's Office and several DCI Special Agents. One of the Special Agents specializing in white collar has been assisting Officer Guyer with her investigation. Two subjects were arrested in connection with that investigation, which is ongoing.

Officers also recently served a search warrant on a residence for suspected illegal narcotics and paraphernalia. A resident was arrested for Possession of Methamphetamine, Possession of Schedule I and II Narcotic Drugs (Heroin), Felony Bail Jumping, Possession of Drug Paraphernalia, Felony Department of Corrections Arrest Warrant, and a Department of Corrections Probation Hold. Great job by Officer Dallman, who was the lead case agent on this self-initiated drug investigation.

CURRENT GRANTS AND EQUIPMENT STATUS – We received another free PBT (preliminary breath test), which is the device officers use in the field on suspected OWI or underage subjects. This was part of a DMV grant that we put in for some time ago. We were initially awarded one PBT, but they had enough money to provide us with a second one. These are roughly \$600 pieces of equipment, and we were given many free breath test tubes as well. Also, through a partnership between the WI League of Municipalities and Amazon, I upgraded the PD's Amazon Prime Business account to the next level for free for the next two years. The medium sized membership plan would've costed the Village \$800, but again, we get that for free for two years!

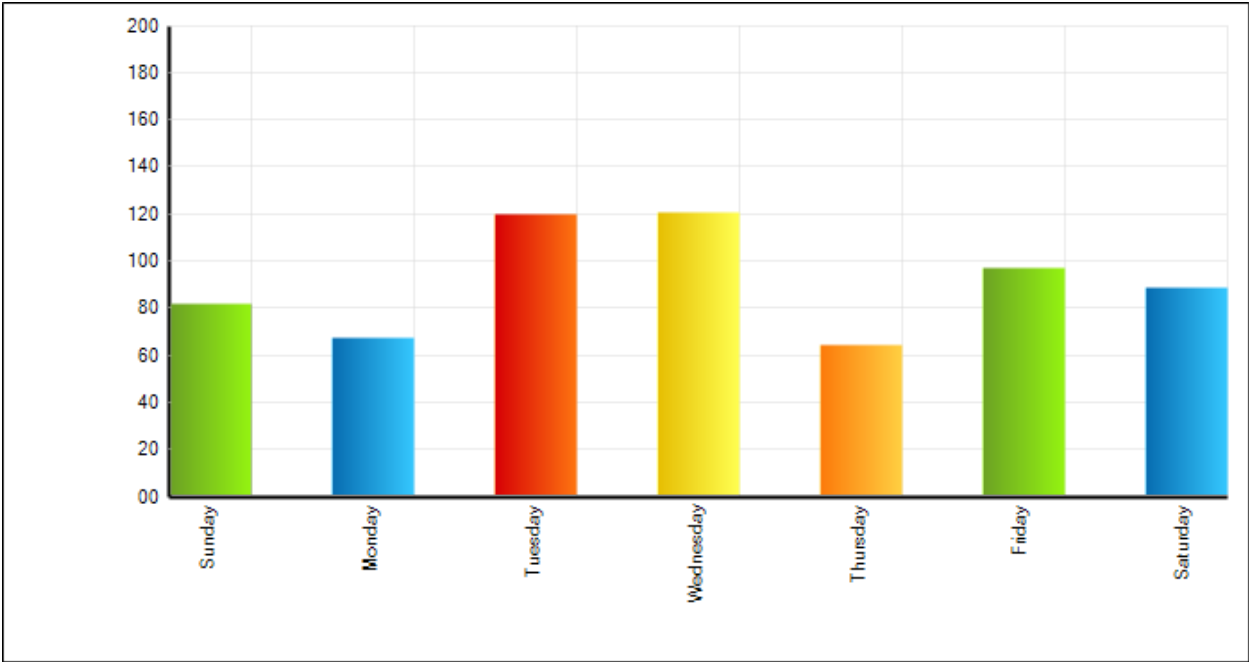
Sept. 2026 Calls for Service Info

Events by Nature Code by Agency

KP	911 HANG UP	11
	ALARMS	1
	ANIMAL COMPLAINT	2
	BUSINESS SECURITY CHECK	48
	CIVIL COMPLAINT	7
	CRIMINAL DAMAGE TO PROPERTY	1
	CRIMINAL MISCELLANEOUS	29
	DISABLED VEHICLE	16
	EXTRA PATROL	92
	FAMILY DISTURBANCE	5
	FIELD INTERVIEW	5
	FINGERPRINTING	12
	FOLLOW-UP INVESTIGATION	53
	FRAUD COMPLAINT	2
	FUNERAL ESCORT	1
	JUVENILE DISTURBANCE	2
	LOST AND FOUND	8
	MENTAL SUBJECT	2
	PARKING MISCELLANEOUS	2
	SCHOOL WALK THROUGH	4
	SERVICE MISCELLANEOUS	82
	SUSPICIOUS ACTIVITY	13
	TRAFFIC ESCORT	1
	TRAFFIC HAZARD	11
	TRAFFIC MISCELLANEOUS	1
	TRAFFIC STOP	138
	VEHICLE LOCKOUT	4
	WARRANT SERVICE	10
	WELFARE CHECK	7
	CAR/DEER VOLUNTARY	1
	TRAFFIC CRASH PDO	7
	CO ALARM	1
	STRUCTURE FIRE	1
	UTILITY FIRE CALL	2
	DEAD ANIMAL	1
	ATTEMPT TO LOCATE	1
	COMMUNITY RELATIONS ACT	6
	SPECIAL INVESTIGATIONS INFO	3
	TELEPHONE MESSAGE	19
	VACANT HOME CHECK	2
	VEHICLE ATL	9
	MEDICAL EMERGENCY	19

Sept. 2026 Calls for Service Info

Calls by Day of the Week



Summons/Citations Charge Summary

Agency: KRONENWETTER PD, Date Range: 09/01/2026 00

Charges	Count
ADULT PROCURING ALCOHOL FOR	2
EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	2
EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	8
EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	2
FAIL/STOP AT STOP SIGN	3
FAILURE OF OPERATOR TO NOTIFY POLICE	1
FAILURE TO KEEP VEHICLE UNDER	1
INATTENTIVE DRIVING	1
NON-REGISTRATION OF AUTO, ETC	8
OPERATE MOTOR VEHICLE W/O INSURANCE	4
OPERATE MOTOR VEHICLE W/O PROOF OF	3
OPERATE MOTORCYCLE W/O VALID	1
OPERATE W/O VALID LICENSE	3
OPERATING WHILE REVOKED (FORFEITURE	1
OPERATING WHILE REVOKED (REV	1
OPERATING WHILE REVOKED (REV DUE TO	1
OPERATING WHILE SUSPENDED	6
OPERATING WHILE UNDER THE INFLUENCE	1
SPEEDING IN 55 MPH ZONE (11-15 MPH)	4
SPEEDING IN 55 MPH ZONE (25-29 MPH)	1
SPEEDING ON CITY HIGHWAY (40-44 MPH)	1
UNSAFE LANE DEVIATION	1
VIOLATE ABSOLUTE SOBRIETY LAW	1
Total:	57



MEMORANDUM

To: Village of Kronenwetter Board
From: James A. Davel
RE: Administrator's Report 9/28/2026 – 10/09/2026

LIST OF ACTIVITES FOR WEEK OF 28 September -2 October 2026

Board

Staff Meeting

Worked Budget/CIP Plan in preparation for budget discussion and workshop.

Farmers Market - 18 October concludes for the season

We have had major issues with wipes clogging up our lift stations 2 and 3. These are costly for the village. Letters have been sent to those residents that utilize those lift stations asking them to stop using the wipes.

LIST OF ACTIVITES FOR WEEK OF 5-9 October 2026

CLIPP Committee -UC Committee

Worked Budget/CIP Plan in preparation for budget discussion and workshop.

Public Notices for the next Plan Commission meeting have gone out.

Kronenwetter Fire has been chosen to receive approximately \$21,000 from Firehouse Subs grant to purchase ice water rescue equipment. There will be a press release in the upcoming weeks but I wanted to reach out to see if this needs to go before the board for approval of anything? It is not a matching grant.

Meeting with Bill Schofield discussing Green Tree subdivision

Farmers Market - 18 October concludes for the season



FACILITY PLANNING UPDATE



WHY DID DCE CONDUCT A FACILITY STUDY?

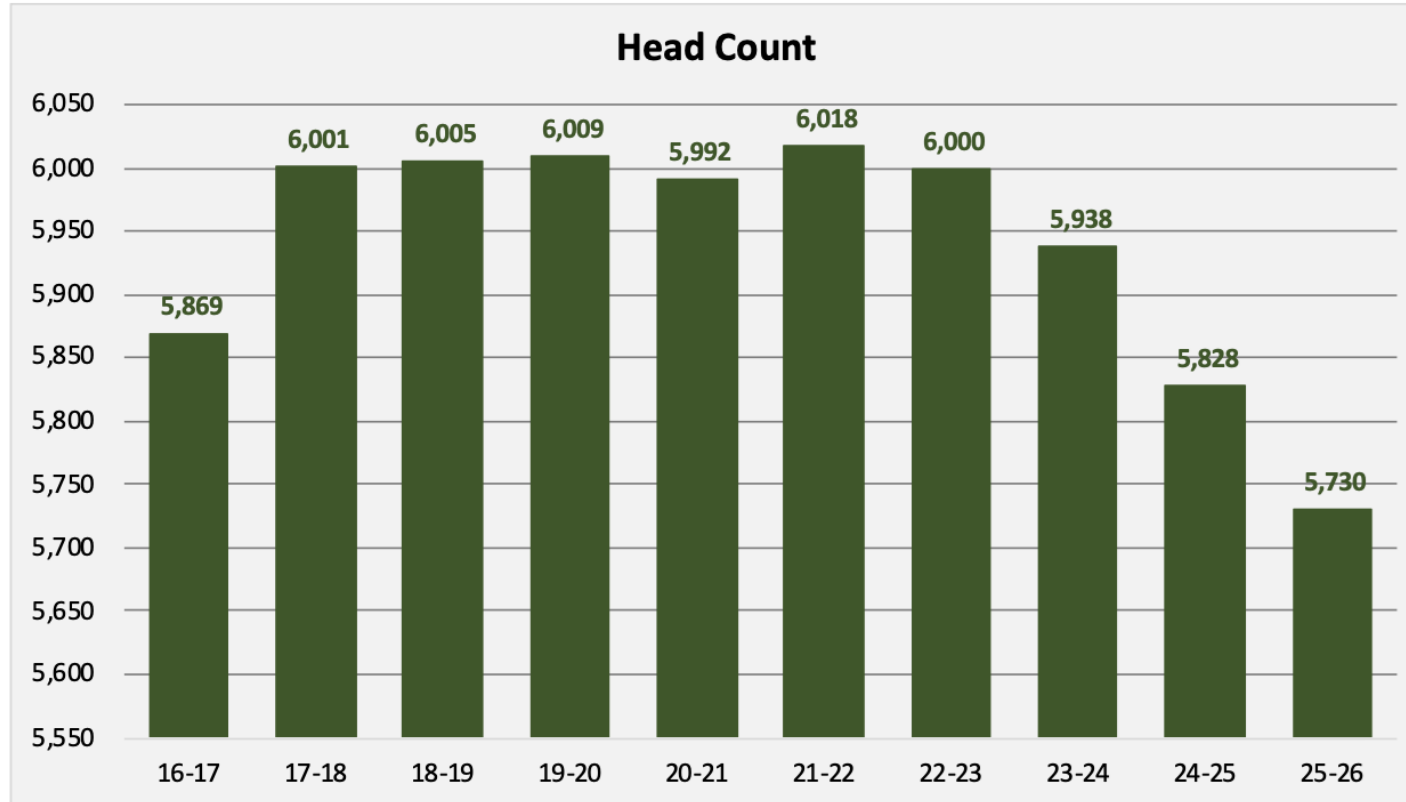
Section 5, Item E.

- A fall 2024 infrastructure crisis at the DCE Junior High led DCE to examine the the cost of operating our buildings in a time of declining enrollment.
- DCE conducted a **facility study** , **enrollment study** and **district -wide learning space assessment** with the strategic goals of:
 - "Right-sizing" the District's footprint. 
 - Determining if our buildings match the needs of our students. 



TEN-YEAR HEADCOUNT HISTORY

Section 5, Item E.



OPTION DEVELOPMENT: AT A GLANCE

Section 5, Item E.

9

Junior High options
created

3

options presented to
the board (Feb. 2026)

1

option chosen

 Redistribute grades with targeted remodels and additions	\$81.3 M - \$94.1 M	High	• Increases student course and extracurricular options and access to at-risk pathways • Creates staffing efficiencies • Lowers daily and annual operational costs
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*These figures are based on conceptual scope and current conditions for potential replacement of materials, if needed.

COST ESTIMATE OVERVIEW: BASE PLAN

Section 5, Item E.

Project	Cost Range
Junior High (maintenance, renovation, site work, demolition)	\$8.9M - \$9.9M
Middle School (addition, renovation, site work)	\$39.1M - \$45.2M
Mountain Bay (site work)	\$193,500 - \$222,900
Senior High (addition, renovation, site work)	\$33.1M - \$38.4M

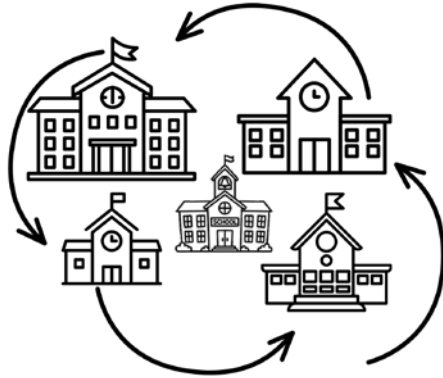
TOTAL

\$81.3M - \$94.1M

BUDGET COMPARISON

Section 5, Item E.

DISTRICT



- Current annual operating budget is approximately \$1 million for 1 million square feet
- To repair/maintain properties that experience daily wear-and-tear of hundreds of students and staff

This is
comparable to...



HOMEOWNER



- A homeowner's annual operating budget of \$1,500 for 1,500 square feet
- To address home repairs and maintenance for a single family

JUNIOR HIGH *(Est. 1951)*

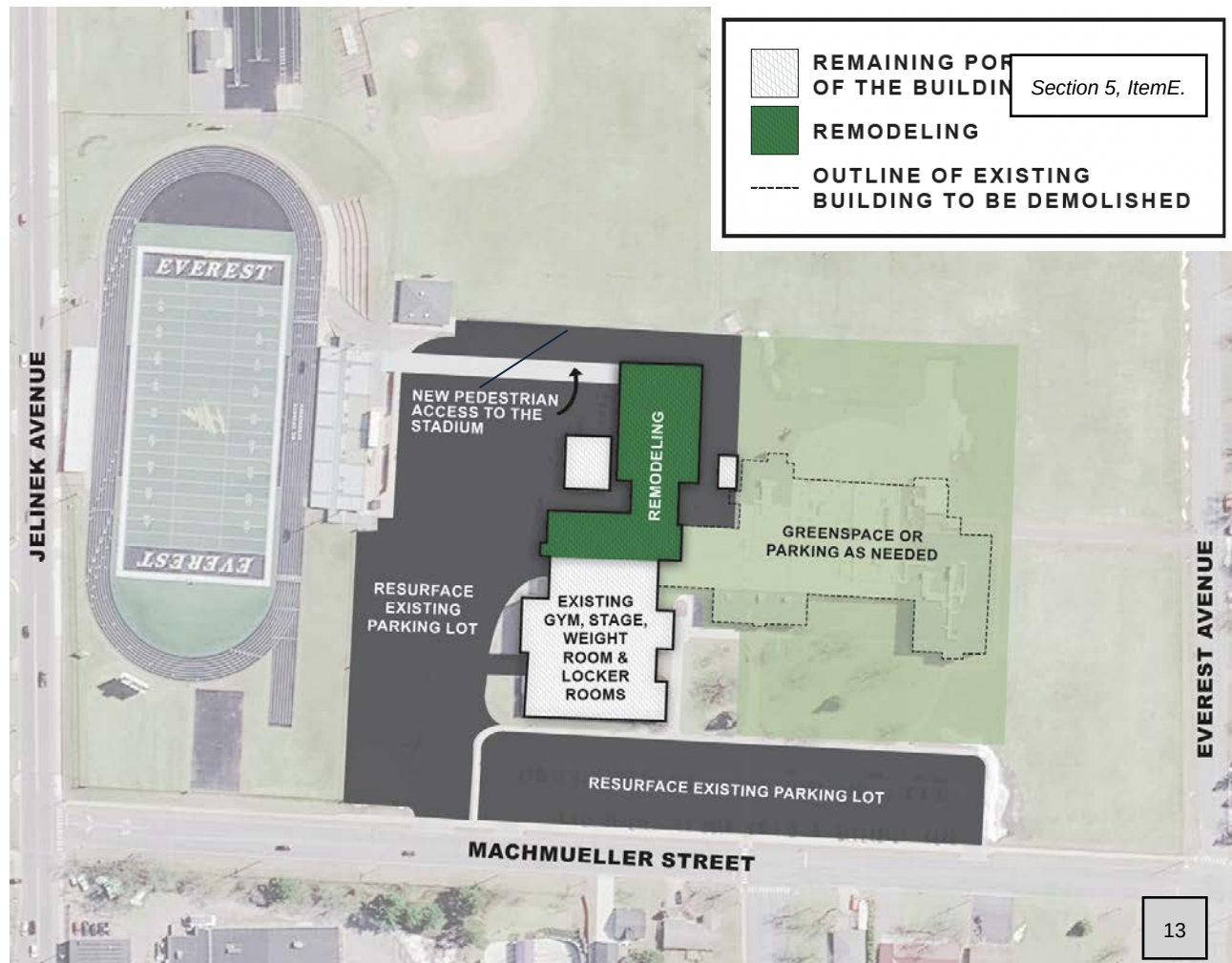
Demolish a portion of the existing building and convert to green space or additional parking as needed. *Footprint to decrease from 170,961 SF to 72,819 SF.)*

Remaining portion, which houses the majority of 2018 mechanical upgrades, to be remodeled to include:

- Locker rooms
- Wrestling/multi-purpose spaces
- Restrooms

New pedestrian access area between the existing school and the stadium.

Resurface existing parking lots.



MIDDLE SCHOOL

(Est. 2002)

Separating bus and parent drop off/pickup at Mountain Bay with new bus drive off Callon Avenue

Separating bus and parent drop off/pickup at Middle School

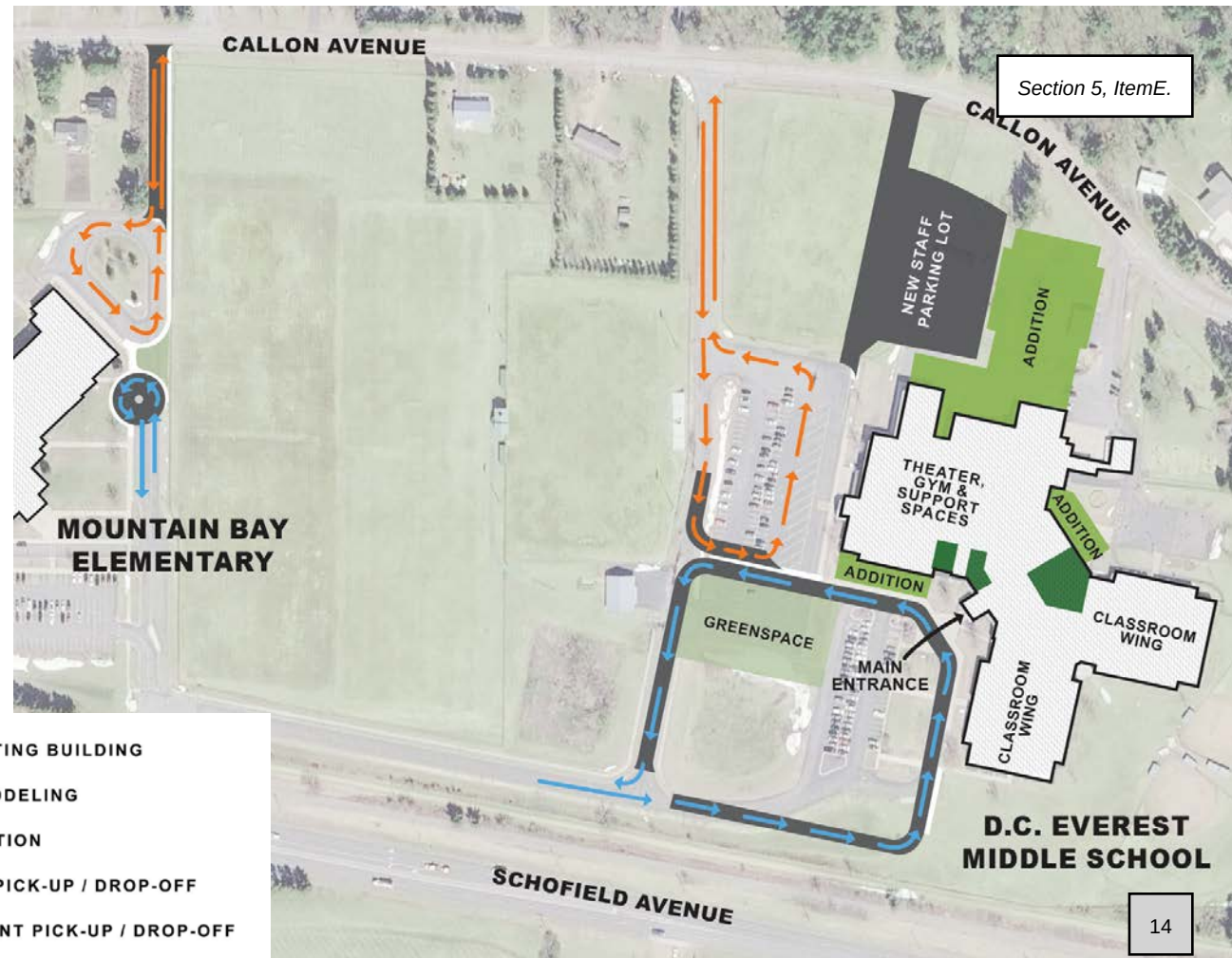
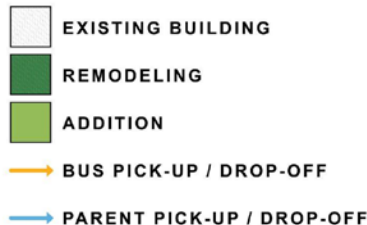
Creating new staff parking lot and drive off Callon Avenue

Additions to include:

- New classroom wing
- Restrooms
- Common spaces

Renovations to include:

- Commons, student services, therapy offices, nurse/health, additional office space



SENIOR HIGH

(Est. 1969)

Separating bus and parent drop/pick-up by creating one-way drive for parents and relocating bus traffic

Renovations to include:

- Connection for new addition and FACE renovations
- Additions to include:
 - New classroom wing with lab spaces
 - Restrooms
 - Stairs and elevator
 - Common spaces
- New staff parking lot and drive connecting to Heuss Avenue



POOL OPTIONS

If the community supports the proposed solution, we also could address our aging swimming pool.

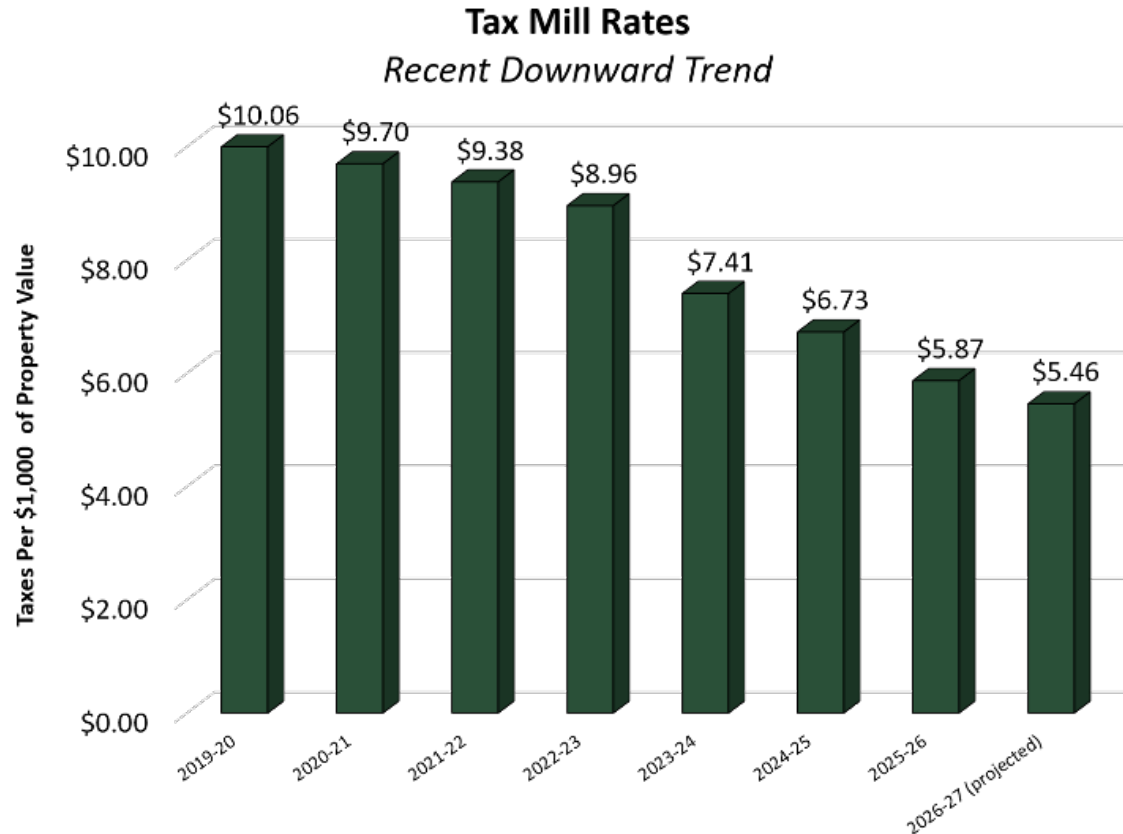
Capital costs

- Option 1. Repair the existing pool. *Estimated cost: \$2.63 million*
- Option 2. Build an 8 -lane pool with expanded spectator seating. Facility open to community use. *Estimated cost \$21.5- \$24.9 million*
- Option 3. Build an 8 -lane pool with expanded spectator seating AND a zero-entry, warm water recreational pool. Facility open to community use. *Estimated cost: \$29.6- 34.3 million*

Operational costs

- Because options 2 and 3 would be open to the community, there would be additional operational costs due to expanded hours and staffing — increasing taxpayers' mill rate by an estimated \$.06 - \$.07 cents annually.

WHY NOW?



- District has been prepaying debt from the 2018 referendum — saving taxpayers \$10.8 million in interest costs.
- Opportunity to invest in our facilities **without increasing the debt portion of the District's property tax mill rate.**

FOUR-YEAR ROADMAP

Section 5, Item E.

In May, the Board charged the District with crafting a plan for a Spring 2027 referendum and continue with its work on educational redesign.



- Design buildings for tomorrow's learning not yesterday's model.
- Align curriculum, pathways & spaces before construction begins.
- Use attrition & natural transitions responsibly.
- Phase in changes to strengthen, not disrupt.
- Gather feedback from our community.

THANK YOU. QUESTIONS?

Dr. Casey Nye
Superintendent

cnye@dce.k12.wi.us
(715)359-4221

Dr. Kelley Strike
Assistant Superintendent
of Operations
kstrike@dce.k12.wi.us
(715)359-4221



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Facility planning
podcast series





Report to Village Board

Agenda Item: Ethics Committee/Code of Conduct

Meeting Date: 12 October 2026

Referring Body: Administrator

Committee Contact: N/A

Staff Contact: Jim Davel

Report Prepared by: Jim Davel

AGENDA ITEM: Reestablishing a Ethics Committee and Code of Conduct

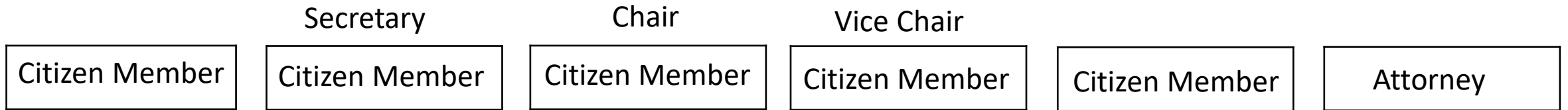
OBJECTIVE(S): The attached documents show a example of a ethics committee and a code of conduct. Previously both were dismantled by the board.

RECOMMENDED ACTION:

Establish a code of conduct and reestablish the ethics committee.

Ethics Committee Draft

Section 5, Item F.



The ethics committee shall be comprised of five (5) citizen members. The members including their immediate family shall not be Village employees nor hold any other Village Office. The term of Office shall be three(3) years. The members shall select a Chairperson, a Vice Chairperson and a Secretary. **Outside attorney for support of the committee.**

Complaints:

- Complaints shall be filed with the Village Attorney & forwarded to the ethics chairperson within 5 days
- Complaints must be in writing and notarized
- Committee shall review all complaints and make a determination if complaints are valid with sufficient facts to constitute a violation and then begin an investigation
- No investigation of any person may be commenced until authorized by the committee and until the person who is the subject of the investigation has been notified
- No action may be taken on any complaint which is filed later than one year of a violation
- There shall be no retaliation, in any form or manner, for complaints or requests for advisory opinions made with the committee in good faith



CITY OF GREEN BAY, WISCONSIN
CODE OF CONDUCT FOR
ELECTED OFFICIALS

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CODE OF CONDUCT FOR ELECTED OFFICIALS

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SECTION 1: The City of Green Bay Code of Conduct

It is the policy of the City of Green Bay to uphold, promote, and demand the highest standards of ethics from its elected officials. Accordingly, members of the Common Council and Mayor shall maintain the utmost standards of personal integrity, trustfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their City position or authority improperly or for personal gain.

The City of Green Bay and its elected officials share a commitment to ethical conduct and service to the City of Green Bay. This Code has been created to ensure that all officials have clear guidelines for carrying out their responsibilities in their relationships with each other, with the City staff, with the citizens of Green Bay, and with all other private and governmental entities.

SECTION 2: Elected Official Conduct with One Another

The Common Council and Mayor (hereinafter the “Council”) have a responsibility to set the policies for the City. In doing so, certain types of conduct are beneficial while others are destructive. The Council has the responsibility to take the high road on Intra-Council conduct and to treat other Council members as they would like to be treated.

The Council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its citizens. In all cases, this common goal should be acknowledged, and the Council must recognize that certain behavior is counterproductive, while other behavior will lead to success.

A. Use Formal Titles
The Council shall try to refer to one another formally during public meetings as Mayor, Council President, or Alderperson followed by the individual’s last name.

B. Use Civility and Decorum in Discussions and Debate
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy in action. Every Council member has the right to an individual opinion, which should be respected by the other Council members. Council members shall not be hostile, degrading, or defamatory when debating a contentious issue. Council members should assume the other members of the Council have the appropriate motives and interest of the public in mind and should not criticize differing opinions because they believe them to be lacking in judgment or improperly motivated.

However, this does not allow Council members to make belligerent, impertinent, slanderous, threatening, abusive, or personally disparaging comments in public meetings or during individual

encounters. Shouting or physical actions that could be construed as threatening or demeaning will not be accepted. If a Council member is personally offended by the remarks of another Council member, the offended member should make a note of the actual words used and call for a “point of personal privilege” that challenges the other Council member to justify or apologize for the language used.

C. Honor the Role of the Chair in Maintaining Order

It is the responsibility of the Mayor, as Chair of the Council, to keep the comments of Council members on track during Council meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor’s actions, those objections should be voiced politely and with reason, following commonly recognized parliamentary procedure. Likewise, the same responsibilities vested in the Mayor for Council meetings, are vested in the Committee Chair for Committee meetings.

SECTION 3: Elected Official Conduct with City Staff

Governance of the City relies on the cooperative efforts of elected officials who set policy and the City staff who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

A. Treat all Staff as Professionals

Council members should treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable. Council members should refer to staff by their title followed by the individual’s last name in public meetings when first introduced.

B. Never Publicly Demean or Personally Attack an Individual Employee

Council members shall never demean or personally attack an employee regarding the employee’s job performance in public. All employee performance issues shall be forwarded to the employee’s supervisor or the City Attorney through private correspondence or conversation.

C. Do not Supersede Administrative Authority

Unless otherwise provided in this Code, neither the Council, nor any of its members, shall attempt to supersede the administration’s powers and duties. Neither the Council nor any member thereof shall give orders to any subordinate of the Department Heads, either publicly or privately. Council members shall not attempt to unethically influence or coerce City staff concerning either their actions or recommendations to Council about personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of City licenses and permits.

Nothing in this section shall be construed, however, as prohibiting the Council while in open session from fully and freely discussing with or suggesting to the Department Heads anything pertaining to City affairs or the interests of the City.

D. Do not Solicit Political Support from Staff

Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, collection of petition signatures, etc.) from City staff. City staff may, as private citizens within their constitutional rights, support political candidates, but all such activities must be done away from the workplace. Photographs of uniformed City employees shall not be used in political ads.

SECTION 4: Elected Official Conduct Towards the Public

In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony. The Council members are expected to demonstrate, both publicly and privately, their honesty and integrity, and to be an example of appropriate and ethical conduct. All Council members should convey to the public their respect and appreciation for the public’s participation, input, and opinions.

A. Be welcoming to Speakers and Treat them with Care and Respect

For many citizens, speaking in front of Council is a new and difficult experience. Under such circumstances, many are nervous. Council members are expected to treat citizens with care and respect during public hearings. Council members should commit full attention to the speakers or any materials relevant to the topic at hand. Comments and non-verbal expressions should be appropriate, respectful, and professional.

B. Be Fair and Equitable in Allocating Public Hearing Time to Individual Speakers

The Mayor will determine and announce time limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five minutes, with applicants and appellants or their designated representative allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no additional public testimony will be accepted unless the Council reopens the public hearing for a limited and specific purpose.

C. Ask for Clarification, but Avoid Debate and Argument with the Public

Only the Mayor, not other Council members, should interrupt a speaker during a presentation. However, other Council members may ask the Mayor for a point of order if the speaker is off the

topic or exhibiting behavior or language the Council member finds disturbing. Questions directed by Council members to members of the public testifying should seek to clarify or expand information, not to criticize or debate.

D. Follow Parliamentary Procedure in Conducting Public Meetings

The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor or Committee Chair, subject to the appeal of the full Council or Committee per Roberts Rules of Order. [GBMC 2.06(1)]

Outside Public Meetings

E. Make no Promise on Behalf of the City or Council in Unofficial Settings.

Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. Overt or implicit promises of specific Council action or promises that City staff will take some specific actions shall be avoided.

Council members must ensure that in expressing their own opinions they do not mislead any listener into believing that their individual opinion is that of the entire Council, unless the Council has taken a vote on that issue and the Council member’s opinion is the same as the decision made by the Council. Likewise, no Council member should state in writing that Council member’s position in a way that implies it is the position of the entire City Council. A Council member has the right to state a personal opinion, and has the right to indicate that he/she is stating such as a member of the Council, but must always clarify that he/she is not speaking on behalf of the City or the Council unless authorized by the Council to do so.

SECTION 5: Elected Official Conduct with Public Agencies

A. Be Clear about Representing the City or Personal Interests

If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state whether his or her statement reflects personal opinion or is the official stance of the City.

Council members must inform the Council of their involvement in an outside organization if that organization is or may become involved in any issue within the City’s jurisdiction. If an individual Council member publicly represents or speaks on behalf of another organization whose position differs from the City’s official position on any issue, the Council member must clearly communicate the organization upon whose behalf they are speaking and must withdraw from voting as a Council member upon any action that has bearing upon the conflicting issue.

B. Representation of the City on Intergovernmental Commissions and Other Outside Entities

Council members serving on committees or boards as a City representative for outside entities or agencies shall properly communicate with other Council members on issues pertinent to the City.

SECTION 6: Elected Official Conduct with Boards and Commissions

- A. Limit Contact with Board and Commission Members to Questions of Clarification**
Council members shall not contact a Board or Commission member to lobby on behalf of an individual, business, or developer for personal gain. Council members may contact Board or Commission members in order to clarify a position taken by the Board or Commission or a member thereof. Council members may respond to inquiries from Board and Commission members. Communications should be for information only.
- B. Attendance at Board or Commission Meetings**
Council members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation is viewed, especially if it is on behalf of an individual, business, or developer, which could be perceived as unfairly affecting the process.
- C. Be respectful of Diverse Opinions**
A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members must be fair and respectful to all citizens serving on Boards and Commissions.

SECTION 7: Elected Official Conduct with the Media

- A. Expression of Positions on Issue**
When communicating with the media, Council members should clearly differentiate between personal opinions and the official position of the City. Each Council member represents one vote of twelve and until a vote on any issue is taken, Council members' positions are merely their own.
- B. Discussions Regarding City Staff**
Council members should not discuss personnel issues or other matters regarding individual City staff in the media. Any issues pertaining to City staff should only be addressed directly to the Department Head or City Attorney.

SECTION 8: Enforcement of this Code of Conduct

- A. Filing of Complaints**
- Any person who believes a Elected official, in his/her official capacity, has violated a requirement, prohibition, or guideline set out herein may file a sworn complaint with the City Clerk identifying (1) the complainant's name, address and contact information; (2) the name and position of the City official who is the subject of the complaint; (3) the nature of the alleged violation, including the specific provision of the Code allegedly violated, and (4) a statement of facts constituting the alleged violation and the dates on which, or period of time during which, the alleged violation occurred.

Attached to the complaint the person making the complaint shall provide all documents or other materials in the complainant's possession that are relevant to the allegation, a list of all documents or other materials relevant to the allegation that are available to the complainant but not in the complainant's possession, and a list of all other documents or other materials relevant to the allegation but unavailable to the complainant, including the location of the documents if known, and a list of witnesses, what they may know, and information to contact those witnesses.

The complaint shall include an affidavit at the end of the complaint stating that the "information contained in the complaint is true and correct, or that the complainant has good reason to believe and does believe that the facts alleged are true and correct and that they constitute a violation of the Code." If the complaint is based on information and belief, the complaint shall identify the basis of the information and belief, including all sources, contact information for those sources, and how and when the information and/or belief was conveyed to the complainant by those sources. The complainant shall swear to the facts by oath before a notary public, or before the City Clerk. The notary public or City Clerk shall verify the signature.

If a complaint filing is determined to be complete by the City Clerk, the City Clerk shall forward the matter to the Ethics Board. If the complaint filing is determined incomplete, the City Clerk shall notify the complainant of the deficiency.

B. Time for Filing

A complaint under the Code must be filed no later than one year from the date of discovery of the alleged violation. However, anyone having information on which a complaint is based is encouraged to file the complaint as soon as the information is obtained so that immediate action may be taken by the Council or the appropriate staff member or agency. The delay in filing a complaint may be considered in determining the sanction to be imposed.

C. False or Frivolous Complaints

A person who knowingly makes a false, misleading, or unsubstantiated statement in a complaint is subject to criminal prosecution for perjury and possible civil liability. If, after reviewing a complaint, it is determined that a sworn complaint is groundless and appears to have been filed in bad faith or for the purpose of harassment, or that intentionally false or malicious information has been provided under penalty of perjury. A City official who seeks to take civil action regarding any such complaint shall do so at his or her expense.

D. Complaint Procedure

- (1) Hearing on Complaint- If the City Clerk determines that the complaint is complete he/she shall forward it to the Ethics Board to set a hearing to investigate the allegations within 45 days after filing of the complaint. The Ethics Board shall issue a summons signed by the City Clerk, commanding the individual so complained of to appear before the Ethics Board on a day and at a place named in such summons and show cause as to why the individual should not be subject to penalties and sanctions. Such summons shall be served at least seven days before the time in

which such person is commanded to appear, and shall include the complaint and any supporting documentation.

- (2) Failure to Respond to Summons- If the individual charged does not appear as required by the summons, the Ethics Board may consider such failure to appear in its recommendation to Council. The Council may subsequently consider such failure to appear in its decision to issue penalties or sanctions.
- (3) Parties Counsel- If the person charged appears as required by the summons and denies the complaint; both the complainant and the person charged may produce witnesses, cross-examine witnesses, and be represented by counsel. The person charged shall be provided a written transcript of the hearing at his or her expense.
- (4) Recommendations- At the conclusion of the evidentiary hearing, the Ethics Board, following deliberation in open or executive session, shall submit a report to the Council, including findings of fact, conclusions of law, and a recommendation as to what action, if any, the Council should take into account with respect to the individual charged. The Ethics Board shall provide the complainant and the individual charged with a copy of the report. Either the complainant or the person charged may file an objection to the report and shall have the opportunity to present arguments supporting the objection to the Council.
- (5) Council Action- The Council shall determine whether the arguments shall be presented orally, in writing, or both. The Council shall consider and take action on the recommendation of the Ethics Board within 60 days after the Ethics Board adjourns the hearing. Upon review of the report and following a discussion, if the Council, by motion, concludes that there is a violation of the Code, the Council may impose a sanction or penalty. The Council may adopt, reject, or modify the recommendation made by the Ethics Board. In resolving the complaint, the totality of the circumstances shall be taken into consideration, including the intent of the person accused of the wrongdoing.
- (6) Penalties and Sanctions Policy - It is the intent of the Council to educate and, when necessary, discipline Council members who violate this Code. Discipline shall be progressive, from the least punitive to the most punitive measures, unless the Council believes that the progressive discipline does not provide the appropriate sanction because of the gravity of the offense, or because the Council does not believe the sanction would deter future misconduct. In all instances, the totality of the circumstances shall be taken into consideration in resolving the matter, including the intent of the one accused of wrongdoing.
- (7) Possible Penalties and Sanctions- Possible sanctions may include:
 - a. An informal censure by the Council, which would only be made as part of a motion in a public meeting. [GBMC 2.06(1)]
 - b. A formal censure by the Council, which would be made by motion in a public meeting and then published in the City newspaper. [GBMC 2.06(1)]
 - c. Mandatory community service. [Wis. Stat. 62.11(3)(e)]
 - d. Attendance at counseling or mediation sessions. [Wis. Stat. 62.11(3)(e)]
 - e. Imposition of a dollar fine of up to \$500.00. [Wis. Stat. 62.11(3)(a) & (c)]

- f. Any other sanction available by law.

The imposition of any of these penalties or sanctions will require an affirmative vote of 3/4 of the Council, other than an informal or formal censure which shall only require a majority vote of the Council. A violation of the penalties imposed by Council may constitute grounds for removal from office under Wisconsin Statute §17.12(1)(a).

- (8) Notice- The municipal clerk shall give notice of the Council's decision to the person charged.