



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, March 07, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

NOTICE: Arrangements for Addressing the City Council by Telephone, During Public Hearings or Input from the Public can be made by Contacting the City Manager's Office at 920-793-5532 or City Clerk's Office at 920-793-5526 by 4:00 p.m. on the day of the meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Jeff Dahlke, Tracey Koach, Bill LeClair, Darla LeClair, Jay Remiker, Bonnie Shimulunas, Larry Thomas, Adam Wachowski

4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION

5. PUBLIC HEARING

A. Public Hearing Regarding Ordinance to Amend Sections 10-1-20 and 10-1-21, Entitled R-1 Single-Family and R-2 Single and Double-Family Residence Districts to include Conservation Subdivision as a Conditional Use (unintentionally deleted during the 2020 code codification process)

Recommended Action:

Motion to waive reading and adopt the ordinance

B. Public Hearing for Conditional Use Permit for a Drive-Thru Service Window at the Two Rivers Senior Center, 1520 17th Street

Recommended Action:

Motion to approve conditional use permit

(NOTE: Public Hearing on Planned Unit Development Zoning for 3000 Forest Avenue, originally scheduled for this date and time, has been rescheduled to 6:00 PM on March 21, 2022, due to a missed publication by the newspaper)

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Introduction and Swearing in of Police Lieutenant Nick Spurney
2. Introduction of New Hires:

- Andrew Sukowaty, Water Utility Director
- Tyler Duessing, City Electrician/Electrical Inspector
- 3. Central Park West 365 Committee Representatives: Fundraising Update
- 4. Justin Fisher, Robert W. Baird, Presentation on Financing for 2022 City Capital Projects

Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,305,000 General Obligation Promissory Notes

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the Personnel and Finance Committee

B. Status Update/Reports

1. Winter Parking Ban
2. Staffing Updates
3. Upcoming City Council Candidate Forums:
 - Two Rivers Business Association Council Member Candidate Forum, Thursday, March 10, 2022, 6:30 PM, Council Chambers City Hall, Recorded and Livestreamed City's Website and Facebook
 - Manitowoc County Constitutional Caucus Council Member Candidate Forum, Sunday, March 20, 2022, 1:00 PM, Lighthouse Inn
4. Absentee Ballots for April 5, 2022 Spring Election can be requested on-line at myvote.wi.gov, City Clerk's Office or by mail with an acceptable photo ID
5. 2022 Energy Industry and General Education \$500 Scholarships are Now Being Accepted, Two Rivers Water & Light Department, Deadline April 1, 2022
6. Paragon Property Update
7. Upcoming Events:
 - St. "Patties" Day Dinner To-Go, Thursday, March 17, 2022, 4-6 PM, Senior Center
 - Workshop to Effective Marketing, Tuesday, March 29, 7:30 AM, Hamilton Community House, Two Rivers Business Association & Two Rivers Main Street
8. Other

C. Legislative Update

10. CONSENT AGENDA

A. Presentation of Minutes

1. Regular City Council - February 21, 2022 and Work Session - February 28, 2022

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Personnel & Finance Committee, February 17, 2022
2. Personnel & Finance Committee, March 2, 2022
3. Room Tax Commission, March 1, 2022

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. New Application for Class "A" Beer/"Class A" Liquor License for ONEGUIDE, INC., 2300 Forest Ave., Two Rivers (dba Tietz's Piggly Wiggly) for the period of April 3, 2022 to June 30, 2022
2. New Application for Cigarette and Tobacco Products Retail License for ONEGUIDE, INC., 2300 Forest Ave., Two Rivers (dba Tietz's Piggly Wiggly) for the period of April 3, 2022 to June 30, 2022

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

- D.** Summary of Verified Bills for the Month of February 2022 for \$7,090,981.17

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

- A.** Consideration of Pre-Annexation and Power of Attorney Agreement with Brady DeNoyer, Relative to Property Located at 2916 STH 310 in the Town of Two Rivers

Recommended Action:

Motion to authorize the City Manager to sign agreement on behalf of the City

- B.** Award of Bids for 17th Street Reconstruction (Street and All Underground Utilities)

Recommended Action:

Motion to award the contract to Jossart Brothers, Inc. of DePere, in its low bid amount of \$1,412,134 for base bid and supplemental items

- C.** Award of Bids for Water and Sewer Lateral Replacement, 50 Scattered Locations

Recommended Action:

Motion to award the contract to Essential Sewer and Water of Manitowoc, based on its low bid amounts of \$456,225.00 for the Base Bid and \$250,075.00 for Supplemental Bid

- D.** Resolution Adjusting the Water Utility Property Tax Equivalent Payment

Recommended Action:

Motion to waive and adopt the resolution

- E.** Consideration of Adoption of Updated Personnel Policy

Recommended Action:

Motion to approve the updated Personnel Policy and direct the City Clerk to distribute to employees, as recommended by the Personnel and Finance Committee

- F.** Consideration of Adoption of New Non-Union Full-Time and Part-Time Pay Scales

Recommended Action:

Motion to approve the new non-union full-time and part-time pay scales as presented and implement effective with the next pay period, as recommended by the Personnel and Finance Committee

12. FOR INFORMATION ONLY

- A. City Council Regular Meeting, Monday, March 21, 2022, 6:00 PM
B. City Council work Session Meeting, Monday, March 28, 2022, 6:00 PM

13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

--Discuss Possible Assistance to Development Projects: Review Proposed Development Agreement with 3000 Forest Avenue, LLC; Preliminary Discussion of Possible Development Agreement for City-Owned Former Eggers East Property

14. RECONVENE IN OPEN SESSION

To consider possible actions in follow-up to closed session discussions

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

ORDINANCE

AN ORDINANCE to amend Municipal Code Sections 10-1-20 and 10-1-21, entitled " R-1 Single-Family Residence District and R-2 Single and Double-Family Residence District" to include Conservation Subdivision as a conditional use. These provisions were unintentionally deleted during the 2020 code codification process.

The Council of the City of Two Rivers ordains as follows:

SECTION 1. That Section 10-1-20A of the Municipal Code shall hereby be amended as follows:

- (10) Conditional uses.
- (d) Conservation subdivision.

and to renumber subsequent sections as appropriate.

SECTION 2. That Section 10-1-21A of the Municipal Code shall hereby be amended as follows:

- (5) Conditional uses.
- (c) Conservation subdivision.

and to renumber subsequent sections as appropriate.

SECTION 3. This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this 7th day of March, 2022.

Adam Wachoswki
President, City Council

Gregory E. Buckley
City Manager

Attest:

Jamie Jackson
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney

	CONDITIONAL USE PERMIT City of Two Rivers	
Document Number	Permit No. 2022-05	
Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 1520 - 17th Street in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:		
Original Plat, Lots 4 through 10, Block 57 in the City of Maps in the City of Two Rivers, Manitowoc County, Wisconsin.		
		Inspections Department City of Two Rivers PO Box 87 Two Rivers, WI 54241-0087

Parcel ID Number: 053-000-057-040.02

Zoning Classification of the Premises is: B-1 Business District/Conditional Use for a Drive-Thru Facility.
Mailing Address of the Premises is: PO Box 87, Two Rivers, WI 54241-0087

Whereas, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of the operation of a drive-thru facility.

Permitted by action of the City Council of the City of Two Rivers on March 7, 2022.
Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Construction and operation of the use permitted shall be in strict conformity with the approved Site and Architectural Plans and such plans are incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is specifically issued to the City of Two Rivers Senior Center and shall lapse upon a change in ownership or tenancy of the subject premises.
7. Conditions of Operations:
 - a. Hours of operation: Drive-thru window service during regular business hours.
 - b. Signage in accord with the City's Sign Code.

SIGNATURES OF PROPERTY OWNERS AND PERMITEES:

As Owners and Permittees of the Subject Property, we accept and understand the above-described conditions.

Gregory E. Buckley, City Manager

Jamie Jackson, City Clerk

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally, came before me this 7th day of March, 2022, the above named Gregory E. Buckley and Jamie Jackson and to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg

Notary Public, Manitowoc County, Wisconsin
My commission expires: 05/08/25

SIGNATURES - CITY OF TWO RIVERS

Jamie Jackson, City Clerk

Adam Wachowski, City Council President

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally, came before me this 7th day of March, 2022, the above named Jamie Jackson and Adam Wachowski known to be the persons who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg

Notary Public, Manitowoc County, Wisconsin
My commission expires: 05/08/25

THIS INSTRUMENT WAS DRAFTED BY:
Vicky L. Berg, Zoning Administrator

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING
PARAMETERS FOR THE SALE OF NOT TO EXCEED \$2,305,000
GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the City Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Two Rivers, Manitowoc County, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of street improvement projects, bike trail improvements, park and cemetery projects, fire department equipment, public works equipment, city hall improvements and police equipment and building improvements (collectively, the "Project");

WHEREAS, the City Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of and to sell the general obligation promissory notes (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser");

WHEREAS, the Purchaser intends to submit a note purchase proposal to the City (the "Proposal") offering to purchase the Notes in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Notes to the Purchaser in a timely manner, the City Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to either the City Manager or the Finance/Administrative Services Director/Treasurer (each an "Authorized Officer") the authority to accept the Proposal on behalf of the City so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed TWO MILLION THREE HUNDRED FIVE THOUSAND DOLLARS (\$2,305,000) from the Purchaser upon the terms and subject to the condition set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the City Manager and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed TWO MILLION THREE HUNDRED FIVE

THOUSAND DOLLARS (\$2,305,000). The purchase price to be paid to the City for the Notes shall not be less than 95.50% of the principal amount of the Notes and the difference between the initial public offering price of the Notes and the purchase price to be paid to the City by the Purchaser shall not exceed 4.50% of the initial public offering price of the Notes with an amount not to exceed 1.50% of the principal amount of the Notes representing the Purchaser's compensation and an amount not to exceed 3.00% of the principal amount of the Notes representing costs of issuance, including bond insurance premium, payable by the Purchaser or the City.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of up to \$2,305,000; shall be dated as of their date of issuance (which shall be on or after April 1, 2022); shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$225,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$2,305,000. Any maturity or mandatory redemption payment may be eliminated, at the option of the City, if the amount of such maturity or mandatory redemption payment is less than or equal to \$225,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$2,305,000.

<u>Date</u>	<u>Principal Amount</u>
04-01-2023	\$150,000
04-01-2024	205,000
04-01-2025	215,000
04-01-2026	225,000
04-01-2027	230,000
04-01-2028	240,000
04-01-2029	245,000
04-01-2030	255,000
04-01-2031	265,000
04-01-2032	275,000

Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2023. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) will not exceed 3.25%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2022 through 2031 for the payments due in the years 2023 through 2032 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes - 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the City Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants

that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the City Manager and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the City Manager and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other

things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the City Manager and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the City Manager and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of the condition, the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 17. Official Statement. The City Council hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the City Manager and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The City Manager and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the City Manager and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the City Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 7, 2022.

Gregory E. Buckley
City Manager

ATTEST:

Jamie Jackson
City Clerk

(SEAL)

EXHIBIT A
Approving Certificate

(See Attached)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION PROMISSORY NOTES

The undersigned **【City Manager】** **【Finance/Administrative Services Director/Treasurer】** of the City of Two Rivers, Manitowoc County, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On March 7, 2022, the City Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$2,305,000 General Obligation Promissory Notes of the City (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser") and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.
2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.
3. Proposal; Terms of the Notes. On the date hereof, the Purchaser offered to purchase the Notes in accordance with the terms set forth in the Note Purchase Agreement between the City and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$2,305,000 approved by the Resolution, and shall mature on April 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$225,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
04-01-2023	\$150,000	\$_____
04-01-2024	205,000	_____
04-01-2025	215,000	_____
04-01-2026	225,000	_____
04-01-2027	230,000	_____
04-01-2028	240,000	_____
04-01-2029	245,000	_____
04-01-2030	255,000	_____
04-01-2031	265,000	_____
04-01-2032	275,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 3.25%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes which is not less than 95.50% of the principal amount of the Notes as required by the Resolution.

The difference between the initial public offering prices provided by the Purchaser of the Notes (\$_____) and the purchase price to be paid to the City by the Purchaser (\$_____) is \$_____, or _____% of the initial public offering price of the Notes, which does not exceed 4.50% of the initial public offering price of the Notes. The portion of such amount representing Purchaser's compensation is \$_____, or not more than 1.50% of the principal amount of the Notes. The amount representing other costs of issuance is \$_____, which does not exceed 3.00% of the principal amount of the Notes.

5. Redemption Provisions of the Notes. The Notes maturing on April 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the City shall direct.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrepealable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on April ____, 2022 pursuant to the authority delegated to me in the Resolution.

Gregory E. Buckley
City Manager

OR

David Buss
Finance/Administrative Services Director/Treasurer

COPY

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____
____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	MANITOWOC COUNTY	
NO. R-____	CITY OF TWO RIVERS	\$_____
GENERAL OBLIGATION PROMISSORY NOTE		

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
April 1, _____	_____, 2022	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
 (\$_____)

FOR VALUE RECEIVED, the City of Two Rivers, Manitowoc County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of street improvement projects, bike trail improvements, park and cemetery projects, fire department equipment, public works equipment, city hall improvements and police equipment and building improvements, as authorized by a resolution adopted on March 7, 2022 as supplemented by a Certificate

Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the City Council for said date.

The Notes maturing on April 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the City Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent

duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Two Rivers, Manitowoc County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified City Manager and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF TWO RIVERS
MANITOWOC COUNTY, WISCONSIN

By: _____
Gregory E. Buckley
City Manager

(SEAL)

By: _____
Jamie Jackson
City Clerk

COPY

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Two Rivers, Manitowoc County, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



CITY COUNCIL MEETING

Monday, February 21, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:00 PM by Council President Wachowski.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

PRESENT: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Larry Thomas, Mark Bittner, Tracey Koach

ABSENT: Jay Remiker

ALSO PRESENT: Richard Barbier, Firefighter/Paramedic; Ross Blaha, Water Utility Director; Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Delleman, Electric Utility Director; Steve Denzien, Fire Chief; Brian Kohlmeier, Police Chief; Andrew Lade, Police Office/K9 Handler and K9 Officer Xanti; Jim McDonald, Public Works Director; Ben Meinnert, Assistant Police Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Greg Buckley, City Manager; and Jack Bruce, City Attorney.

4. MOMENT OF SILENCE IN REMEMBRANCE OF TWO RIVERS HIGH SCHOOL STUDENT ZACHARY BENSON, WHO DIED ON FEBRUARY 8, 2022

5. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION

Motion to allow Councilmember Bittner to participate in the meeting from a remote location.

Motion carried by roll call vote.

Motion made by Thomas, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Koach

Voting Abstaining: Bittner

6. PUBLIC HEARING

A. Public Hearing Regarding Resolution of Vacation and Discontinuance of an Undeveloped Pedestrian Way Located in the Replat of Sandy Bay Highlands Subdivision No. 1

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by roll call vote [8-0].

Motion made by B. LeClair, Seconded by Dahlke.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

- B. Ordinance to Amend the Official Map of Section 10-1-4 of the Municipal Code, to Abandon and Remove from Official Map the Pedestrian Way Referenced in Agenda Item 6A

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried by roll call vote [8-0].

Motion made by Dahlke, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

7. INPUT FROM THE PUBLIC

None.

8. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported that he received questions from residents outside of the City about where to buy K9 t-shirts. Chief Kohlmeier indicated that a new poster is being created with the new t-shirt design and the t-shirts are available for purchase at the Police Department, Two Rivers Clothing Company, and Lucky Paws.

Councilmember Thomas reported that he received some complaints about the audio on the livestream of the meeting to YouTube.

Councilmember Shimulunas suggested that the Police Department organize a K9 demonstration at the dog park.

9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. Leclair reported that the Main Street Design Committee has closed out round one of the Sign and Facade Grant Program. The second round is coming up quickly and any interested parties should get in touch with the Design Committee right away. She indicated that the mural is almost done on the front of Seeds N Beans and the mural on the south side of the old Family Video building will be started once the weather improves.

Councilmember D. Leclair also reported that the hanging basket plants have been ordered for downtown and will be hot pink petunias this year so they are more visible. The banner art project will also be happening again this year.

She also reported that the Environmental Advisory Board met last week for a brainstorming session, and they plan to move forward with more green infrastructure, focusing on the benefits of trees to homeowners including available incentives.

Councilmember Bittner reported that the Personnel & Finance Committee met last week unanimously supported a TIF assistance package for the developer of 3000 Forest Avenue. The recommendation to Council for TIF assistance will be discussed in closed session.

10. CITY MANAGER'S REPORT

A. Invited Guests

1. Police Department K9 Officer Xanti and K9 Handler Officer Andrew Lade

Police Chief Kohlmeier introduced K9 Officer Xanti and K9 Handler Officer Andrew Lade and thanked the public and those in attendance at the meeting for their generous donations to make the K9 program a reality.

K9 Officer Xanti, assisted by K9 Handler Officer Andrew Lade, was sworn in by City Clerk Jamie Jackson. Chief Kohlmeier hung K9 Officer Xanti's badge around his neck and Xanti was congratulated and welcomed by the City Council.

2. Firefighter/Paramedic Richard Barbier-Recently Completed Probationary Period

Fire Chief Steve Denzien introduced Firefighter/Paramedic Richard Barbier who recently completed his probationary period. Barbier came to the City of Two Rivers Fire Department in February 2021 after serving many years on the Manitowoc Fire Department as a Firefighter/Paramedic. Barbier's sister pinned his badge on him.

B. Resolution of Commendation Selection of Lieutenant Karen Elsenpeter as the Two Rivers Police Officer of the Year, Selected by Her Fellow Officers (Moved up from Formal Items 12G)

Recommended Action:

Motion to read and adopt the resolution

Chief Kohlmeier read the resolution.

Motion carried by roll call vote [8-0].

Motion made by Dahlke, Seconded by B. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

C. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the following staffing updates:

- Andrew Sukowaty has been hired as the new Water Utility Director to fill the vacancy created when Ross Blaha retires in June. Andrew is currently the Water Distribution Superintendent for Manitowoc Public Utilities and has 10 years experience in municipal water operations. He holds an Associate's Degree in Civil Engineering Technology and a Bachelor's Degree in Organizational Leadership.
- Tyler Duessing has been hired as the new City Electrician/Electrical Inspector. Tyler is currently an Electrician/Maintenance Person with the Two Rivers Public School District and has completed an Electrician apprenticeship through Faith Technologies.
- Parks and Recreation Director Terri Vosters has accepted the position of Community Enrichment and Recreation Director with the City of Kaukauna. Her last day with the City of Two Rivers will be Friday, March 11.
- Recruitment is underway to fill the following vacancies:
 - Senior Center Supervisor: Applications due Friday, February 25
 - Certified Water Operator, to fill upcoming retirements: Open until filled, first review of applications Monday, March 7

- Police Officer vacancies: Applications were due Friday, February 1
- Parks and Recreation Director: Open until filled, first review of applications Friday, March 4

2. Construction of 20th Street Stormwater Pond

Mr. Buckley reported that the construction of the 20th Street Stormwater Pond is underway. The pond will treat a drainage area of almost 40 acres located between 17th and 22nd Streets on the north and south and from the East Twin River as far west as Adams Street. This will eliminate the need for construction of on-site stormwater management facilities as properties in that area are redeveloped.

3. Bidding of 17th Street Reconstruction Project

Mr. Buckley reported that the bid opening for the 17th Street reconstruction project is Wednesday, February 23rd. The project includes replacement of 31 lead water service laterals.

Bid openings for replacement of 50 lead water service laterals at scattered locations and a new screw press for de-watering of sludge at the Wastewater Treatment Plant will also take place on February 23rd.

4. Recent Main Street Program Facade Grant Awards, with Funding Assistance from City

Mr. Buckley reported that the following grants were awarded through the Main Street Sign and Facade Grant Program:

- Hook, Lanes and Games: \$10,000 toward a \$41,000 project
- Cool City Brewing Company: \$10,000 toward a \$77,000 project

Applications for the second round of sign and facade grant funding are due April 4th.

5. 3000 Forest Avenue Residential Development

Mr. Buckley reported that the 3000 Forest Avenue developer met with the Personnel and Finance Committee on February 17th to discuss the scope and structure of the proposed assistance to this project, from Tax Incremental District No. 15. The Committee recommended the developer assistance package for review by the full Council in closed session at this meeting.

The \$7 million project will construct 45 new, market-rate apartments on the former Hansen the Florist property. If the developer assistance package is approved by the full Council, the goal of City staff is to have a full development agreement ready for Council action on March 7th.

6. Fundraising for Central Park West 365 Project

Mr. Buckley reported that fundraising for the Central Park West 365 Project is ongoing and the Fundraising Committee continues to meet regularly. A "fly-through" video of the proposed park design was shared with Council.

7. Other

Mr. Buckley reported that the League of Women Voters will be hosting a City Council Candidate Forum at City Hall in the 3rd Floor Council Chambers on Thursday, February 24th at 6:30 PM. The forum will also be live streamed to the City's YouTube Channel and on Spectrum Channel 993.

Mr. Buckley reported that the contract purchaser of 606 Parkway Boulevard, Art Dumke of TRIVERS, LLC, reports that due diligence activity is being completed this week and his attorney indicates that the City will be contacted regarding a closing date by the end of the week. A City application for a WEDC Idle Sites Grant of \$500,000 to assist with renovations

of this facility was submitted by Community Development Director Elizabeth Rung February 18th.

D. Legislative Update

Mr. Buckley reported that with the Environmental Advisory Board the City will be submitting a pre-application to the Sustain our Great Lakes program in an effort to secure funds for planning for the City-owned lands along the Lake Michigan shoreline adjacent to Memorial Drive, addressing invasive plant species in that area, and planting both dune grass and low-growing shrubs to reduce wind-blown sand that has become a problem as Lake Michigan water levels recede.

He also reported that in the most recent Legislative Update issued by the League of Wisconsin Municipalities, it appears that funding for EMS boosting Medicaid reimbursement rates and providing additional money for staff and training has passed the Legislature and is headed for the Governor's desk. Also, the legislation allowing of historic fill areas along the Great Lakes shoreline and commercial rivers to be considered upland, important for redevelopment, will likely soon be headed to the Governor's office for approval. The City Manager's office will be sending a letter to Governor Evers urging his approval.

11. CONSENT AGENDA

A. Presentation of Minutes

1. Regular City Council - February 7, 2022

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Police and Fire Commission, February 1, 2022
2. Lester Public Library, January 11, 2022
3. Public Utilities Committee, February 1, 2022
4. Public Works Committee, February 2, 2022
5. Plan Commission, February 14, 2022
6. Committee on Aging, December 6, 2021
7. Community Development Authority and Business and Industrial Development Committee, January 25, 2022

Recommended Action:

Motion to receive and file

C. Department Reports, January 2022

1. City Clerk
2. Community Development
3. Electric
4. Fire
5. Inspections and 2021 Annual Report
6. Library and 2021 Annual Report
7. Parks & Recreation
8. Police
9. Public Works
10. Safety
11. Water

Recommended Action:

Motion to receive and file

- D. Summary of Verified Bills for the Months of December 2021 for \$1,542,907.58 and 2022 for \$4,468,141.18
Recommended Action:
 Motion to receive and file
- E. Request for a Conditional Use Permit for a drive-thru service window at the Two Rivers Senior Center, 1520 - 17th Street, in the B-1 Business District, submitted by the City of Two Rivers (property owner)
Recommended Action:
 Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022
- F. Request for a Change in Zoning to Planned Unit Development (PUD) and proposed development agreement for the Construction of Multi-Family Residential Development at 3000 Forest Avenue, Submitted by Arik and Lawrence Hansen (property owners) and Edward Fisher (Agent for potential buyer)
Recommended Action:
 Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022
- G. Zoning Code Correction - Text Amendment to include Conservation Subdivision as a Conditional Use in the R-1 and R-2 Residence Districts
Recommended Action:
 Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried by voice vote [8-0].

Motion made by Dahlke, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

12. CITY COUNCIL - FORMAL ITEMS

- A. Discussion Item: Local Regulation of 5G Facilities

Mr. Buckley reviewed correspondence to the Council he prepared in regards to the limitations placed on municipalities regarding the regulation of placement of small cell wireless components.

Tiffany Samuels of Nsight Communications was present to explain to the Council what Nsight is planning with their current projects in Two Rivers and that while the small cell wireless antennas they are planning to place are 5G capable, they are not intending to use 5G at this time, nor do they have approval for 5G anywhere in Manitowoc County. When asked about any health concerns she indicated that all technology used is regulated by the FCC.

- B. Amendment to Ordinance 9-6-5, Entitled "Enforcement", to Allow Notices for Public Nuisance Violations to be Sent First Class Mail in Addition to Other Means of Notice Already Included in Ordinance

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried by roll call vote [8-0].

Motion made by D. LeClair, Seconded by Dahlke.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

C. 2022 Park and Open Space Plan

Recommended Action:

Motion to adopt the 2022 Open Space Plan, as recommended by the Advisory Recreation Board

Motion carried by roll call vote [8-0].

Motion made by Dahlke, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

D. Consideration of Authorizing Facade and Sign Grant Program for Businesses in Locations Outside of the Area Served by Two Rivers Main Street's Facade and Sign Grant Programs
Recommended Action:

Motion to authorize offering the program to local businesses

City Manager Buckley and Community Development Director Elizabeth Runge shared details of the proposed Facade and Sign Grant Program for businesses in locations outside of the area that is serviced by Two Rivers Main Street's Facade and Sign Grant Programs.

Motion carried by roll call vote [8-0].

Motion made by B. LeClair, Seconded by Thomas.

The Council recommended several changes to the proposed program and recommended that the document be amended and brought back to a future meeting for further review and approval.

Motion to table until revisions can be made.

Motion carried by roll call vote [8-0].

Motion made by B. LeClair, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

E. Award of Bid for Drive-Through Window Project at Senior Center (Funded with CDBG-Covid Grant)

Recommended Action:

Motion to award bid to Phillipi Quality Construction, Inc. for the base bid work, Alternative 1 Bid, and Alternative 2 Bid; the Public Works Department has elected to complete the Alternative 3 parking lot work

Motion carried by roll call vote [8-0].

Motion made by Koach, Seconded by Dahlke.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

F. Rejection of Bid Received for Washington Park Tennis Court/Pickleball Courts Construction
Recommended Action:

Motion to reject the one bid received, from Northeast Asphalt, in the amount of \$280,000 which significantly exceeded the project budget of \$150,000 and to direct staff to evaluate cost-saving options and re-bid the project

Motion carried by voice vote [8-0].

Motion made by Koach, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

G. Resolution Designating Signers on City Bank Accounts

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by voice vote [8-0].

Motion made by Koach, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

H. Preliminary Resolution to Levy Special Assessments Upon the Properties Fronting on 17th Street, From East Park Street to Jefferson Street and 17th Street, From East Street to Zlatnik Drive

Recommend Action:

Motion to waive reading and adopt the resolution

Motion carried by voice vote [8-0].

Motion made by Dahlke, Seconded by Bittner.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

13. FOR INFORMATION ONLY

A. City Council Work Session, Monday, February 28, 2022, 6:00 PM

B. City Council Regular Meeting, Monday, March 7, 2022, 6:00 PM

14. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session: Consideration of Financial Assistance to be Provided through TID 15 Development Agreement with 3000 Forest Avenue, LLC (apartments on former Hansen the Florist site) and Consider Assistance to Another Redevelopment Project

Motion to enter into closed session at 8:07 PM.

Motion carried by roll call vote [8-0].

Motion made by Dahlke, Seconded by Shimulunas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

Councilmember Bittner joined the meeting in person for closed session.

15. RECONVENE IN OPEN SESSION

To consider possible actions in follow-up to closed session discussions

Motion to reconvene in open session at 8:50 PM to consider possible actions in follow-up to closed session discussions.

Motion carried by voice vote [8-0].

Motion made by Thomas, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

Motion to approve the structure and amounts of TIF assistance to the developer of 3000 Forest Avenue as detailed in closed session and as recommended by the Personnel and Finance Committee.

Motion carried by roll call vote [7-1].

Motion made by Bittner, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Thomas, Bittner, Koach

Voting Nay: Dahlke

16. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 8:52 PM.

Motion made by Dahlke, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

Respectfully Submitted by:

Jamie Jackson
City Clerk



CITY COUNCIL WORK SESSION

Monday, February 28, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers: Mark Bittner, Jeff Dahlke, Tracey Koach, Bill LeClair, Darla LeClair, Jay Remiker, Bonnie Shimulunas, Larry Thomas, Adam Wachowski

Also Present: Jim McDonald, Public Works Director; Elizabeth Runge, Community Development Director; Jack Bruce, City Attorney; Greg Buckley, City Manager.

4. ACTION ITEMS

- A. Further Consideration of Facade and Sign Grant Program for Businesses in Locations Outside of the Area Served by Two Rivers Main Street's Facade and Sign Grant Programs

Community Development Director Elizabeth Runge presented the revisions made to the proposed Facade Improvement Program following the February 21 Council meeting.

Recommended Action:

Motion to authorize offering the program to local businesses

Motion made by LeClair, Seconded by Dahlke.

Councilmembers discussed possible limitations with the proposed list of ineligible improvements, recommended additional revisions to the proposed program overview, and questioned the boundaries of the facade improvement target areas map distributed.

Motion amended to add language recommended by Mr. Buckley, deleting prohibition on vinyl siding and adding provision that the review committee may recommend against funding exterior treatments that are inappropriate for historic buildings, and to allow applicants who receive funding the ability to apply in subsequent years, but to give preference in such years to properties that have not received grant funding previously.

Motion carried with a roll call vote [8-1].

Motion made by LeClair, Seconded by Dahlke.

Voting Yea: Wachowski, LeClair, Shimulunas, LeClair, Dahlke, Remiker, Bittner, Koach

Voting Nay: Thomas

5. CLOSED EXECUTIVE SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

- Discuss matters pertaining to City purchase of former Hamilton property
- Discuss matters pertaining to sale of former Paragon property, 606 Parkway Boulevard
- Discuss possible assistance to development projects

Motion to enter into closed session at 6:42 PM.

Motion carried unanimously with a roll call vote.

Motion made by Thomas, Seconded by Bittner.

Voting Yea: LeClair, Shimulunas, LeClair, Dahlke, Remiker, Thomas, Bittner, Koach

6. RECONVENE IN OPEN SESSION

To consider possible actions in follow-up to closed session discussions

- Purchase agreement with TR LLC for former Paragon property

Motion to reconvene in open session at 7:41 PM.

Motion carried unanimously upon a voice vote.

Motion made by Thomas, Seconded by Koach.

Voting Yea: LeClair, Shimulunas, LeClair, Dahlke, Remiker, Thomas, Bittner, Koach

Motion to approve the amendment to the purchase agreement with TRIVERS, LLC for the purchase of the former Paragon property as presented in closed session.

Motion carried unanimously upon a roll call vote.

Motion made by B. LeClair, Seconded by Dahlke.

Voting Yea: LeClair, Shimulunas, LeClair, Dahlke, Remiker, Thomas, Bittner, Koach

7. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 7:43 PM.

Motion carried unanimously with a voice vote.

Motion made by Remiker, Seconded by Dahlke.

Voting Yea: LeClair, Shimulunas, LeClair, Dahlke, Remiker, Thomas, Bittner, Koach

Respectfully submitted,

Jamie Jackson
City Clerk

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, February 17, 2022
6:00 PM
3rd Floor City Council Chamber – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Bittner at 6:00 PM

Roll Call

Committee Members present were Mark Bittner, Jeff Dahlke, and Adam Wachowski. Members of City Staff present were Gregory Buckley, City Manager; Elizabeth Runge, Community Development Director; and David Buss, Finance Director. Also present were Tim Schuelke, Ed Fisher, and Allyson Brunette representing the 3000 Forest Avenue LLC group (developer).

Staffing Updates

City Manager Buckley shared a written report from City Clerk/Human Resources Director Jackson. Highlights of that report are the new hires for two Part Time Police Officers, a new Electrician/Electrical Inspector, and Water Utility Director; as well as current recruitment for additional Police Officers, a Senior Center Supervisor, a Parks & Recreation Director, and a Certified Water Operator.

Preliminary 2021 Year-end Operating Results

Finance Director Buss reported that the General Fund should end 2021 with an approximately \$190,000 surplus for the year. All the major utility funds had successful financial years. The audit report should reflect an improved financial standing.

Discuss TIF Assistance to 3000 Forest Avenue Development

City Manager Buckley, Community Development Director Runge, and the committee welcomed representatives from 3000 Forest Avenue LLC. The developer presented the plans for the site, answering questions of the committee and discussing the impact of the project on the community. City Manager Buckley and Community Development Director Runge reviewed the Baird Cash Flow Proforma, some history of the project, and the TIF Assistance request and counter offers. The committee also discussed wetland areas and plans for a recreation area/community center/pavilion area and trail system. No action was taken at this time.

Closed Session

At 7:05, motion was made by Wachowski, seconded by Dahlke, to enter closed session. The representative of 3000 Forest Avenue LLC left the meeting at this time. Roll call vote. Motion carried unanimously.

Reconvene in Open Session

At 7:54pm, a motion was made by Bittner, seconded by Wachowski, to reconvene in open session. Motion carried.

Motion was made by Wachowski, seconded by Bittner to recommend approval of the TIF Assistance to 3000 Forest Avenue LLC (developer) consistent with the Developer's Counter-Offer (\$650,00 up-front grant, \$650,000 pay-as-you-go grant, with interest rate of 2 percent applied to the City's obligation) as with the following amendments:

1. The City's commitment to any payments under the pay-go TIF grant would end as of 2043, as projected in the Baird pro forma, whether the Developer has been fully reimbursed or not.

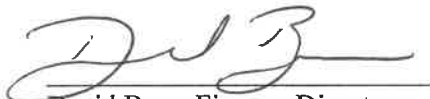
2. The “Net Revenue after DS (Debt Service)” percent in the Baird Cash Flow Proforma would be changed from 90% to 100%.
3. The up-front TIF grant of \$650,000 would be deposited in an escrow account with Developer’s bank and released to Developer on the following non-sequential list:
 - a. \$200,000 upon completion of land purchase, approval of building plans and completion of building #1 foundation
 - b. \$125,000 upon final completion of building #1
 - c. \$125,000 upon completion of building #2 foundation
 - d. \$200,000 upon final completion of building #2
4. Committee encourages the Developer to consider an outdoor common area for apartment residents.

Roll call vote. Motion carried unanimously.

Adjournment

Motion was made by Wachowski, seconded by Dahlke, to adjourn the meeting at 8:05pm. Motion carried.

Respectfully Submitted,



David Buss, Finance Director



**TWO
RIVERS**
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Wednesday, March 02, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER** by Committee Chairman Mark Bittner at 6:03 PM.

2. **ROLL CALL**

Committee Members: Mark Bittner, Jeff Dahlke (arrived at 6:27 PM), Adam Wachowski

Also Present: Justin Fisher, R.W. Baird; Dave Buss, Finance Director; Elizabeth Runge, Community Development Director; Greg Buckley, City Manager

3. **STAFFING UPDATES**

Mr. Buckley updated the Committee on recent staffing changes. Tyler Duessing started as the City Electrician/Electrical Inspector on February 28, 2022. Andrew Sukowaty has been hired to fill the upcoming vacancy created by Ross Blaha's retirement as Water Utility Director and will start on March 7, 2022. The Police Department recently hired two part-time Police Officers, Leander Menn and Zayla Mueller, with the anticipation of promoting them to full-time upon their successful completion of the Law Enforcement Academy in May 2022. The Police Department is also recruiting to fill other Police Officer vacancies and targeting lateral transfers with a signing bonus offered.

4. **PRESENTATION BY JUSTIN FISHER, R.W. BAIRD, REGARDING BORROWING FOR 2022 CAPITAL PROJECTS**

Justin Fisher, R.W. Baird, presented to the Committee regarding the 2022 capital improvement borrowing. He provided a comparison of interest rates between municipal markets and the Board of Commissioners of Public Lands and the benefits of one over the other. He also detailed the timeline and structure of the borrowing including the loan term, call feature, estimated interest rate, and maximum parameters for the interest rate.

Motion by Bittner, seconded by Wachowski, to recommend Council adopt a parameters resolution for 2022 capital borrowing of \$2,305,000 with a maximum interest rate of 3.25%. Motion carried unanimously by voice vote.

5. **CONSIDER RECOMMENDATION FOR REVISION AND CONSOLIDATION OF NON-UNION PAY SCALES**

Jamie Jackson, City Clerk, provided the Committee with a recommendation for restructuring of the existing non-union pay scales into separate scales for part-time and full-time employees. Previous versions of the annual salary survey included a combined list of part-time and full-time positions with scales broken out for specific union groups and job categories that no longer exist following Act 10 (2011). Many of the scales still reflected past union agreements and did not offer consistent percentage increases between steps across City departments. Employees covered by current collective bargaining agreements (Police and Fire) are not factored into these scales.

The new scale is broken out separately into a full-time scale and a part-time scale with a large reduction in the total number of scales accomplished by grouping positions of similar complexity in the same scale. To decrease the total number of scales, minor pay adjustments needed to be

made to many employees' wages in order to place them on a step within the new scales of making these adjustments was distributed to the Committee – total cost cited was approximately \$5,200, on an annual basis. Scales are updated annually to reflect the cost-of-living adjustment authorized by the City Council for that year, if any.

Motion by Wachowski, seconded by Dahlke, to recommend Council approve the pay scales as presented and implement any necessary pay rate changes as indicated effective with the next payroll. Motion carried unanimously by voice vote.

6. CONSIDER UPDATED PERSONNEL POLICY MANUAL

Jamie Jackson, City Clerk, provided the Committee with a draft of an updated personnel policy and indicated that there has not been a comprehensive personnel policy update in many years. The policies worked off in the recent past were a combination of old policies that did not incorporate newer policy changes enacted by the Council in one single document that could be distributed to employees upon hire, or upon request.

Except for cleaning up the language in this document, there are minimal changes to actual policy. The updated policy is a comprehensive personnel policy that includes past policy in a single document, with any updates that Council has already approved. The goal is to get this initial document approved so a copy can be made available to all employees. Employees will be required to sign off acknowledging that they have received and will read the policy. Any policy changes that the Council wishes to make in the future will be incorporated into the policy and distributed to employees upon the change being adopted by Council.

Motion by Bittner, seconded by Wachowski, to recommend Council approve the updated personnel policy. Motion carried unanimously by voice vote.

7. CLOSED EXECUTIVE SESSION

The Personnel and Finance Committee reserves the right to enter into closed session per Wisc. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Discuss possible TIF assistance to redevelopment project on City-owned former Eggers Industries site.

Motion by Wachowski, seconded by Dahlke, to enter into closed session at 7:06 PM. Motion carried unanimously by roll call vote.

8. RECONVENE IN OPEN SESSION

Motion by Wachowski, seconded by Dahlke, to reconvene in open session at 7:57 PM. Motion carried unanimously by roll call vote.

9. ADJOURNMENT

Motion by Wachowski, seconded by Dahlke, to adjourn the meeting at 8:01 PM. Motion carried unanimously by roll call vote.

Jamie Jackson
City Clerk

CITY OF TWO RIVERS
ROOM TAX COMMISSION
PROCEEDINGS
March 1, 2022
Committee Room - City Hall
10:00 AM

Section 10, ItemB.

Call to Order

The meeting was called to order by Chairman Mark Bittner at 10:02 AM.

Roll Call

Commission members present: Mark Bittner, Greg Buckley, Bill LeClair and Jim VanLanen Jr.
Commission members absent and excused: Curt Andrews. (Note: Mr. LeClair arrived at approximately 10:00 AM; his arrival is noted in the body of these minutes.)

Also present: Elizabeth Runge, Community Development Director, Jeff Dawson, Library Director, Amy James, Acting Tourism Director, and Jason Ring of the Manitowoc Area Visitor and Convention Bureau.

Update from Acting Tourism Director, Amy James

Ms. James provided an update on her activities to date, and addressed a framework for a 2022 Tourism Budget, recommending a general allocation of funding as follows:

- 45% for digital marketing
- 20% for continued brand development
- 20 percent for ads (print, radio, TV), focused primarily on local events
- 10 percent for more print materials—rack cards, welcome packets for special events
- 5 percent for additional kiosks and tourism-related banners

Mr. Buckley distributed a copy of the adopted 2022 Tourism Budget, noting that the Commission has \$155,000 available for 2022 tourism promotion and development.

(NOTE: Bill LeClair arrived during Ms. James' presentation, at 10:10 AM.)

Discuss Possible Funding to Assist Two Rivers Main Street with Offering Visitor Information Services at its New Downtown Location

Greg Buckley noted that, as discussed at the last meeting, City staff is recommending that the Commission authorize funding for Two Rivers Main Street in the amount of \$6,500, to include \$5,000 to assist with part-time staffing and \$1,500 for the purchase of a window-mounted digital kiosk. This funding commitment would be related to Main Street assuming certain "visitor information center" responsibilities at its new downtown office at 1608 Washington Street.

Following discussion, Mr. VanLanen moved, supported by Mr. LeClair, to indicate support for contracting with Two Rivers Main Street for such tourism services, subject to Commission approval of a written agreement between the parties, specifying the services to be provided by Two Rivers Main Street. The motion was approved by voice vote, without dissent.

Discuss Status of Washington House Visitor Information Function

Mr. Buckley distributed copies of a 2016 agreement between the City and the Two Rivers Historical Society, related to City funding support for Washington House in its role as a visitor

information center. He noted that the agreement provides for a monthly payment of \$250 to the historical Society, which has been paid from the Community Tourism Fund in recent years. The agreement can also be canceled upon 30 days notice by either party.

He further reported that he recently reached out to Bridgette VanGinkel of the Historical Society Board about the status of Washington House. She affirmed that the Historical Society plans to re-open the building, including the ice cream parlor, in time for the summer tourism season.

It was the consensus of the Commission to invite representatives of the Historical Society to the next commission meeting, to discuss the role of Washington House in greeting visitors to the community.

Budget Update: Status of 2021 Room Tax Revenues and Community Tourism Budget at 2021 Year-End; Budget for 2022.

Referring to the 2022 Budget sheet that he had distributed previously, Mr. Buckley pointed out that the 2021 year-end balance in Fund 258, Community Tourism, was \$21,593, about \$3,000 lower than the \$24,579 projected at budget time last Fall. He also reported that room tax receipts in 2021 totaled \$240,849, up 68 percent over \$143,287 the prior year.

Discuss Status of Manitowoc Area Visitor and Convention Bureau

There was discussion of current and upcoming sales and marketing activities of the MAVCB.

Jason Ring reported that the MAVCB will be hosting an upcoming seminar on Wisconsin Room Tax Law, for area hotel and motel operators.

There was discussion of the status of the MAVCB's sign and digital display board at its former location and regarding signage to direct visitors to the bureau's current quarters on Dewey Street.

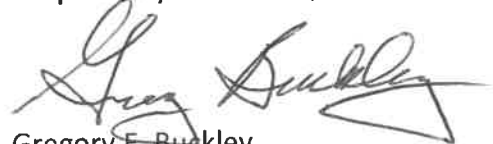
Next Meeting Date and Time

It was agreed to schedule the next Room Tax Commission meeting for Tuesday, April 12 at 10:00 AM.

Adjournment

Mr. Buckley moved, supported by Mr. LeClair, to adjourn the meeting at 11:28 AM.

Respectfully Submitted,



Gregory E. Buckley
City Manager/Room Tax Commission Member

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 04/03/2022 ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of } Two Rivers
☐ Village of }
☐ City of }County of Manitowish Aldermanic Dist. No. _____
(if required by ordinance)Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1026954934-03</u>	
FEIN Number <u>01-0934600</u>	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$12.50 <u>ProRated</u>
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$125.00 <u>ProRated</u>
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$44.18 <u>Actual</u>
TOTAL FEE	\$181.68

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

ONEGUIDE Inc. dba Tietz's Piggly Wiggly

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Tietz</u>	(First) <u>Mark</u>	(Middle Name) <u>Louis</u>	Home Address (Street, City or Post Office, & Zip Code) <u>647 Williams Dr. Cedarburg WI 53012</u>
Vice President / Member Last Name <u>Tietz</u>	(First) <u>Robin</u>	(Middle Name) <u>Ann</u>	Home Address (Street, City or Post Office, & Zip Code) <u>647 Williams Dr. Cedarburg WI 53012</u>
Secretary / Member Last Name <u>Tietz</u>	(First) <u>Mark</u>	(Middle Name) <u>Louis</u>	Home Address (Street, City or Post Office, & Zip Code) <u>647 Williams Dr. Cedarburg WI 53012</u>
Treasurer / Member Last Name <u>Tietz</u>	(First) <u>Robin</u>	(Middle Name) <u>Ann</u>	Home Address (Street, City or Post Office, & Zip Code) <u>647 Williams Dr. Cedarburg WI 53012</u>
Agent Last Name <u>Tietz</u>	(First) <u>Mark</u>	(Middle Name) <u>Louis</u>	Home Address (Street, City or Post Office, & Zip Code) <u>647 Williams Dr. Cedarburg WI 53012</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Tietz's Piggly Wiggly Business Phone Number 920-458-9991
 2. Address of Premises 2300 Forest Ave. Post Office & Zip Code 54241

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Retail Grocery StoreAll inside & exterior walls

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No(b) If yes, under what name was license issued? aka Sly Fox Venturesdba Fox's Piggly Wiggly

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No

7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 10-2009 of registration.

- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No

- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Tietz Mark L.</u>	Title/Member <u>President</u>	Date <u>2-8-22</u>
Signature <u>[Signature]</u>	Phone Number <u>262-416-8573</u>	Email Address <u>mtietz@shopthepig.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2/9/22</u>	Date reported to council / board <u>3/7/2022</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

\$25.00 ProRated
MUNICIPAL USE ONLY**Application for Cigarette and Tobacco Products Retail License**

Submit to municipal clerk.

Applicant's Wisconsin 15-digit Sales Tax Account Number

456-1026954934-03

← This must be issued in the same Legal Name of the licensee below.

License Number

Period Covered

4-3-2022 to 6-30-2022

Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship)

ONEGUIDE Inc dba Tietz's Piggy Wiggly #334

Federal Employer Identification No. (FEIN)

01-0934600

Trade or Business Name (if different than Legal Name)

Tietz's Piggy Wiggly #334

Telephone Number

(920) 794-8931

Business Address (License Location)

2300 Forest Ave

Business Located In

☒ City ☐ Village ☐ Town

Business Telephone

(920) 458-9991

Municipality

Two Rivers

State

WI

Zip Code

54241

of: Two Rivers

County

Manitowoc

Mailing Address (if different than Business Address)

Municipality

State

WI

Zip Code

54241

Organization (check one)

☐ Sole Proprietor☒ Wisconsin Corporation – Enter date incorporated: 10-2009☐ Partnership☐ Out-of-State Corporation – Are you registered to do business in Wisconsin?☐ Yes☐ No☐ Other (describe)☒ Yes ☐ No

1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?

☒ Yes ☐ No2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/dorforms/ctp-129.pdf.)☒ Yes ☐ No

3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?

☒ Yes ☐ No4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)☒ Yes ☐ No

5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?

☒ Yes ☐ No

6. Does the applicant understand that they may not sell single cigarettes?

☒ Yes ☐ No

7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?

☒ Yes ☐ No8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold

☒ over counter☐ through vending machine☐ both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/03/2022	131046	3404 Memorial Drive LLC	Refund due to overpayment	660-21130	2/1/2022	960.17
Total 131046:						960.17
02/03/2022	131047	Airgas USA LLC	Cylinder Rent - WWTP	690-59833-2900	9984851999	294.40
Total 131047:						294.40
02/03/2022	131048	Amazon Business - Debit Memo	Supplies-Assessing	100-51530-3100	17HK-WN6G-GY6K	170.13
02/03/2022	131048	Amazon Business - Debit Memo	Supplies-DPW	100-53300-3900	1HYM-7VNC-FQVC	792.64
Total 131048:						962.77
02/03/2022	131049	Bellin Health	CPR Cards	455-52200-3900	MB7605	120.00
Total 131049:						120.00
02/03/2022	131050	Boyle Fredrickson S.C.	Logo Trademarking	258-56700-2910	ACCOUNT #3790M - JAN	270.00
Total 131050:						270.00
02/03/2022	131051	Brunner, Sally A	January 2022 Services	100-51530-2130	122	3,808.33
Total 131051:						3,808.33
02/03/2022	131052	Charter Communications Inc	Service 01/19/22-2/18/22 - Sr. Cntr	100-55140-2900	0000265011922	82.78
Total 131052:						82.78
02/03/2022	131053	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	800-21130	1/31/22	3,141.12
Total 131053:						3,141.12
02/03/2022	131054	CliftonLarsonAllen LLP	Progress Billing/Dec 2021 Audit	100-51510-2110	3133124	1,470.00
Total 131054:						1,470.00
02/03/2022	131055	Coban Technologies Inc.	Services - PD	100-52115-2470	44986	278.00
02/03/2022	131055	Coban Technologies Inc.	Services - PD	100-52115-2470	44987	139.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131055:						417.00
02/03/2022	131056	Core & Main LP	Supplies - Wtr	650-19154	Q198314	784.48
Total 131056:						784.48
02/03/2022	131057	DeBruyn, Don	Solar Credit Refund - Acct 8421-0	660-21130	SOLAR CREDIT REFUND	35.60
Total 131057:						35.60
02/03/2022	131058	Digger's Hotline	1st Prepayment - 2022	660-59584-2900	210 2 43901 PP1 - 1/24/22	712.00
Total 131058:						712.00
02/03/2022	131059	DOA/Division of Energy	Refund of Energy Assistance Funds - M	660-21131	2/1/2022	191.62
Total 131059:						191.62
02/03/2022	131060	Filtration Services	Supplies - P & R	100-55140-3500	1026213	256.80
Total 131060:						256.80
02/03/2022	131061	Fire Dept Petty Cash	Petty cash reimbursement	100-52210-2410	02/01/2022	136.97
Total 131061:						136.97
02/03/2022	131062	Herb Fitzgerald Co Inc	Service-FD	100-52200-2900	0196537-IN	419.54
Total 131062:						419.54
02/03/2022	131063	Klein, Patricia Ann	Simply Seniors Exercise Class - 01/01/2	100-55300-2900	1/28/2022	65.40
Total 131063:						65.40
02/03/2022	131064	Kruschel, Stephen & Rebecca	Refund of 2021 Real Estate Tax Payment	100-16000	2/1/2022	2,676.85
Total 131064:						2,676.85
02/03/2022	131065	Kulpa Jr, Frank	Solar Credit Acct #8419-0	660-21130	SOLAR CREDIT REFUND	58.70

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131065:						58.70
02/03/2022	131066	L F George Inc.	RC Mowers TK-44#, Ser. No. 621073	454-55400-8150	PURCHASE AGREEMENT	36,950.00
Total 131066:						36,950.00
02/03/2022	131067	LeClair Bros Heat/AC Inc	Service - Wtr	650-59678-2900	C8904	95.00
Total 131067:						95.00
02/03/2022	131068	Liberty Mutual Insurance	Installment 5	100-16310	14155648 - INSTALLMENT	57,512.18
Total 131068:						57,512.18
02/03/2022	131069	Mammoth Construction LLC	Watermain break 31st & Adams	650-59673-2900	1261	3,875.00
Total 131069:						3,875.00
02/03/2022	131070	Maritime Plumbing and Mechanical LLC	Parts & Materials - Wtr	650-59643-3900	43901	1,742.00
Total 131070:						1,742.00
02/03/2022	131071	Midwest Chemical & Equipment	Belt Press Poly - wwtp	690-59825-4920	6673	10,717.20
Total 131071:						10,717.20
02/03/2022	131072	Municipal Elec Utilities of WI	Annual Access Fee for MSDS Online - 2	690-59852-2900	011822-23	900.00
Total 131072:						900.00
02/03/2022	131073	Nienow, David & Joy	Energy Star Rebate - Clothes Washer	660-29253	1/31/2022	30.00
Total 131073:						30.00
02/03/2022	131074	Northern Lake Service Inc	TOC - wtr	650-59642-2900	412757	54.00
Total 131074:						54.00
02/03/2022	131075	OpenPoint LLC	OpenPoint Subscription - Feb 2022	660-59923-2403	1223	2,350.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131075:						2,350.00
02/03/2022	131076	Parkitecture & Planning LLC	Schematic Design Plans 30%	415-55410-2900	4 - 1/2/2022	6,136.00
Total 131076:						6,136.00
02/03/2022	131077	Psychologie Clinique S.C.	Officer Evaluation-Menn	100-52120-2142	STATEMENT 1/26/22	540.00
Total 131077:						540.00
02/03/2022	131078	Quadient Finance USA Inc.	Protection Fee	100-51510-2900	CLOSING DATE 1/24/22	6,050.30
Total 131078:						6,050.30
02/03/2022	131079	Quarles & Brady LLP	Sewerage System Revenue Bonds	690-19107	STATEMENT 6422393	9,500.00
Total 131079:						9,500.00
02/03/2022	131080	R&J Fricke Inc	Hot Water Slurry - Wtr	650-59673-2900	12294	984.00
Total 131080:						984.00
02/03/2022	131081	Riverside Foods	Shared Savings Loan Project	660-19143	2/1/2022	39,621.00
Total 131081:						39,621.00
02/03/2022	131082	Sabel Mechancial LLC	Digester Mixer Tube Repair - WWTP	690-59833-3900	220012	2,145.00
Total 131082:						2,145.00
02/03/2022	131083	Salvage Battery & Lead Inc	Supplies - WWTP	690-59833-3900	05982	47.52
Total 131083:						47.52
02/03/2022	131084	Schaus Roofing/Mechanical	Check & Start Heating System - Paragon	100-54150-2900	SD3219	307.00
Total 131084:						307.00
02/03/2022	131085	Schwaab Inc	Stamp-CM	100-51410-3100	D015558	83.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131085:						83.25
02/03/2022	131086	Strand Associates Inc	Prof. Svcs. 12/1/21-12/31/21 Wtr	650-59923-2900	0178824	2,620.00
Total 131086:						2,620.00
02/03/2022	131087	Suettinger's Keys LLC	Keys - Wtr	650-59643-3900	124294	6.00
Total 131087:						6.00
02/03/2022	131088	TAPCO	Sign Inventory - DPW	100-16120	I717370	2,759.05
Total 131088:						2,759.05
02/03/2022	131089	Thuermer Law Office	Municipal Prosecuting - January 2022	100-51340-2121	JANUARY 26, 2022	1,560.00
Total 131089:						1,560.00
02/03/2022	131090	Two Rivers Main Street Inc.	Delinquent BID Payment - Parcel #000-0	100-25815	BID PAYMENT	100.00
Total 131090:						100.00
02/03/2022	131091	WCA/Group Health Trust	Feb 2022 Health Premiums	100-16300	0012433182	156,707.98
Total 131091:						156,707.98
02/03/2022	131092	WEX Bank	Gasoline	250-55150-3900	77589841	5,507.91
Total 131092:						5,507.91
02/03/2022	131093	Wisc Dept of Justice	Registration - M. Wiesner	100-52115-2920	1	625.00
Total 131093:						625.00
02/03/2022	131094	Wisc Municipal Clerks Assoc	2022 Dues - Hilliker & Griepentrog	100-51200-3210	2/1/2022	90.00
Total 131094:						90.00
02/03/2022	131095	Wisconsin Public Service	FIRE DEPT	100-52200-2220	0401271669-03;1/22	1,869.16
02/03/2022	131095	Wisconsin Public Service	1520 17TH ST - Rec	100-54150-2220	0401271669-04;1/22	3,336.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/03/2022	131095	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-05;1/22	144.73
02/03/2022	131095	Wisconsin Public Service	1300 35TH STREET - Rec	100-55400-2220	0401271669-07;1/22	160.53
02/03/2022	131095	Wisconsin Public Service	1916 COLUMBUS ST - Elec	660-59588-2220	0401271669-10;1/22	362.59
02/03/2022	131095	Wisconsin Public Service	WARM BLDG	100-55200-2220	0401271669-12;1/22	61.02
02/03/2022	131095	Wisconsin Public Service	PARK SHELTER	100-55200-2220	0401271669-14;1/22	113.55
02/03/2022	131095	Wisconsin Public Service	LIBRARY	280-55110-2220	0401271669-23;1/22	2,140.51
02/03/2022	131095	Wisconsin Public Service	CITY HALL	100-51600-2220	0401271669-24;1/22	2,694.54
02/03/2022	131095	Wisconsin Public Service	606 PARKWAY BLVD (PARAGON)	290-56700-2901	0401271669-44;1/22	4,544.34
02/03/2022	131095	Wisconsin Public Service	1401 Lake Street	660-49390	4008632441	10,540.07
Total 131095:						25,967.19
02/03/2022	131096	Woodland Dunes Nature Center	Solar Credit Refund - Acct #8420-0	660-21130	SOLAR CREDIT REFUND	66.80
Total 131096:						66.80
02/03/2022	131097	Zich, Marilyn	Refund of credit balance	660-21130	02/01/2022	234.81
Total 131097:						234.81
02/03/2022	131098	Klein, Alex	Refund of credit balance rec'd through S	660-21130	JAN 21, 2022	26.51
Total 131098:						26.51
02/10/2022	131099	Airgas USA LLC	Supplies - PW	100-53200-3900	9121782208	54.95
Total 131099:						54.95
02/10/2022	131100	Amazon Business - Debit Memo	Supplies - Park & Rec	100-55300-3900	1QMP-C7WQ-F949	75.89
02/10/2022	131100	Amazon Business - Debit Memo	Supplies-Inspections	100-51600-3500	1QMP-C7WQ-F9RV	194.54
02/10/2022	131100	Amazon Business - Debit Memo	Supplies - Sr. Center	250-55150-3900	1RF6-6JCR-9Q66	283.92
02/10/2022	131100	Amazon Business - Debit Memo	Supplies - DPW	100-53200-3900	1RNY-YD44-9LGT	71.45
02/10/2022	131100	Amazon Business - Debit Memo	Supplies-Clerk	100-51420-3100	1TGX-FD9N-CXTK	111.82
Total 131100:						737.62
02/10/2022	131101	Aurora Health Care	Drug Screen	100-53200-2900	1916940	130.00
Total 131101:						130.00
02/10/2022	131102	Ball Auto & Truck Parts Inc	supplies - WWTP	690-59820-3900	249484	104.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131102:						104.99
02/10/2022	131103	Bank First National	Overpayment of Real Estate Taxes - Par	800-12100	2/3/2022	224.28
Total 131103:						224.28
02/10/2022	131104	Brylski, Norene	Energy Star Rebate - Clothes Washer	660-29253	2/3/2022	30.00
Total 131104:						30.00
02/10/2022	131105	City Of Manitowoc	2021 4th Qtr Bus Service - Eng	100-53520-2900	0316390	26,969.25
02/10/2022	131105	City Of Manitowoc	Dec 2021 Bus Passes -Sr Ctr	250-23103	0316401	60.00
Total 131105:						27,029.25
02/10/2022	131106	Cool City Cleaners Inc	Towels - WWTP	690-59820-2900	103789	56.00
Total 131106:						56.00
02/10/2022	131107	Country Visions Cooperative	Diesel inventory - DPW	100-16120	STATEMENT 1/31/22	5,722.22
Total 131107:						5,722.22
02/10/2022	131108	DOA/Division of Energy	Refund of Energy Assistance Funds - S.	660-21131	2/8/2022	472.97
Total 131108:						472.97
02/10/2022	131109	Drivers License Guide Co	2013 ID Checking guide-PD	100-52100-3220	794678	31.95
Total 131109:						31.95
02/10/2022	131110	Eggers Division LLC	Installment Payment #17 / TID #9	238-56700-2900	02/03/2022	207,622.65
Total 131110:						207,622.65
02/10/2022	131111	GFL Environmental	Dumpster service-DPW	640-53310-2900	U30000048132	689.49
02/10/2022	131111	GFL Environmental	Services 01/01/22-01/31/22 -WWTP	690-59820-2900	U30000048133	261.02
Total 131111:						950.51

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/10/2022	131112	Grainger	Supplies - WWTP	690-59820-3900	9186616679	534.00
Total 131112:						534.00
02/10/2022	131113	H Barber & Sons Inc.	Parts for Beach Cleaner - Rec	454-55400-8150	BL36560	4,546.02
Total 131113:						4,546.02
02/10/2022	131114	Hilliker, Kelly	Gymnasium Refund	100-29410	2/8/2022	73.50
Total 131114:						73.50
02/10/2022	131115	Hubbart Electric Inc	Service - Wtr	650-59673-2900	15124C	211.26
Total 131115:						211.26
02/10/2022	131116	ICMA Membership Renewals	Membership Renewal 2022	100-51410-3210	2022 MEMBERSHIP DUE	972.14
Total 131116:						972.14
02/10/2022	131117	James Imaging Systems Inc.	Printers Contract RI4490-MPS-01 - Cove	660-59921-3900	1156345	564.90
Total 131117:						564.90
02/10/2022	131118	James Leasing LLC	Contract JL-171-01 Coverage 1/24/22-2/	100-53200-5310	7876	2,499.28
Total 131118:						2,499.28
02/10/2022	131119	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr-Eng	419-53600-2900	1266623	69.05
Total 131119:						69.05
02/10/2022	131120	Kip Gulseth Construction Co	Sanitary Repair 12th Street	690-59831-2900	3196	8,211.43
Total 131120:						8,211.43
02/10/2022	131121	Lakeshore Technical College	Tax Settlement - Feb 2022	800-24601	FEB 2022 TAX SETTLEME	136,704.68
Total 131121:						136,704.68
02/10/2022	131122	Mammoth Construction LLC	Watermain break 3011 Monroe Street	650-59673-2900	1263	3,400.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/10/2022	131122	Mammoth Construction LLC	Watermain break 9th & Lowell 1/15/22	650-59673-2900	1265	4,472.50
Total 131122:						7,872.50
02/10/2022	131123	Manitowoc Co Register Of Deeds	January 2022 Charges	680-19107	FEBRUARY 1, 2022	30.00
Total 131123:						30.00
02/10/2022	131124	Manitowoc Co Treasurer	County Jail & Driver Improvement Surch	100-21125	2/3/2022	601.41
Total 131124:						601.41
02/10/2022	131125	Manitowoc Co Treasurer	Tax Settlement - Feb 2022	800-24310	FEBRUARY 2022 TAX SE	899,401.59
Total 131125:						899,401.59
02/10/2022	131126	Manitowoc Disposal Inc	Recycling & Refuse Collect 1/22/2022-2/	640-53620-2900	1/22/2022-2/4/2022	14,440.86
Total 131126:						14,440.86
02/10/2022	131127	Manitowoc School District	Tax Settlement - Feb 2022	800-24602	FEBRUARY 2022 TAX SE	46,553.15
Total 131127:						46,553.15
02/10/2022	131128	Manitowoc10 LLC	Refund-Overpayment of Real Estate Tax	800-12100	2/8/2022	555.00
Total 131128:						555.00
02/10/2022	131129	Marco	Service - Lib	280-55110-2130	30975160	271.34
Total 131129:						271.34
02/10/2022	131130	Maritime Plumbing and Mechanical LLC	Jet Sewer Under Waste Water Treatment	690-59834-2900	43967	899.00
Total 131130:						899.00
02/10/2022	131131	McMahon Associates Inc	Eggers Pond Enviornmental Investigatio	680-19107	925448	6,361.30
02/10/2022	131131	McMahon Associates Inc	Lake Michigan Shoreline	680-19107	925449	454.80
02/10/2022	131131	McMahon Associates Inc	3000 Forest Ave LLC	680-59770-2900	925450	892.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131131:						7,708.10
02/10/2022	131132	North Central Laboratories	Supplies-WWTP	690-59820-3900	465340	203.31
Total 131132:						203.31
02/10/2022	131133	Northeast Wisc Tech College	Facility Rental - Public Safety ODG - PD	100-52115-2920	TWO RIVERS PD 1/17/202	225.00
Total 131133:						225.00
02/10/2022	131134	Payment Service Network	Service 01/01/2022-01/31/2022	690-59840-3900	252162	7.95
Total 131134:						7.95
02/10/2022	131135	Quanta Receivables LP - M J Electric	West Twin River Structure Inspection - EI	660-19107	25167046623-1	18,500.00
Total 131135:						18,500.00
02/10/2022	131136	Renegade Pest Management	Pest Control - City Hall	100-51600-3500	3198	70.00
Total 131136:						70.00
02/10/2022	131137	SEERA	Focus Program - 01/31/2022	660-29253	01/31/2022	3,927.79
Total 131137:						3,927.79
02/10/2022	131138	SESCO LLC	Supplies-WWTP	690-59820-3900	6831	1,410.09
Total 131138:						1,410.09
02/10/2022	131139	SMI	Encroachment Report for 17th Street	451-53300-8730	21-380-MS	1,300.00
Total 131139:						1,300.00
02/10/2022	131140	State of Wisconsin	Jan 2022 penalty surcharges	100-21125	2/3/2022	1,757.71
Total 131140:						1,757.71
02/10/2022	131141	Superior Chemical Corp	Supplies-WWTP	690-59834-3900	324209	248.57
02/10/2022	131141	Superior Chemical Corp	Janitorial Supplies - PWD	100-53200-3500	324248	203.47

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/10/2022	131141	Superior Chemical Corp	Supplies - DPW	100-53200-3500	324677	120.00
Total 131141:						572.04
02/10/2022	131142	Two Rivers Main Street Inc.	Tax Settlement - Feb 2022	815-56700-2000	FEBRUARY 2022 TAX SE	26,868.64
Total 131142:						26,868.64
02/10/2022	131143	Two Rivers School District	Tax Settlement - Feb 2022	800-24600	FEBRUARY 2022 TAX SE	1,531,096.93
Total 131143:						1,531,096.93
02/10/2022	131144	USA Blue Book	Supplies-WWTP	690-59833-3900	854404	960.17
02/10/2022	131144	USA Blue Book	Supplies-WTr	650-59643-3900	854504	86.17
Total 131144:						1,046.34
02/10/2022	131145	Village of Mishicot Treasurer	Jan 2022 Municipal Court Forfeitures	100-21125	02/03/2022	416.19
Total 131145:						416.19
02/10/2022	131146	Waukesha Co Technical College	WI Public Record Law / Griepentrog - PD	100-52115-2920	S0757849	125.00
Total 131146:						125.00
02/10/2022	131147	West & Dunn LLC	Legal - General Matters	100-51340-2120	4151	5,843.05
02/10/2022	131147	West & Dunn LLC	Legal - General Matters	100-51340-2120	4354	5,959.11
Total 131147:						11,802.16
02/10/2022	131148	Wisconsin Media	Elections	100-51440-2910	0004321512	723.97
Total 131148:						723.97
02/10/2022	131149	Wisconsin Public Service	Bridge Bldg - Engineering	100-53341-2220	0401271669-30;1/22	169.77
Total 131149:						169.77
02/10/2022	131150	WOMT	After Further Review 2021-2022	258-56700-2910	886-00061-0007	160.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131150:						160.00
02/10/2022	131151	Zarnoth Brush Works Inc	Bobcat Broom Refill - PWD	100-16120	0187924-IN	502.00
Total 131151:						502.00
02/17/2022	131152	AECOM Technical Services Inc	Environmental Services	419-53600-2900	2000591394	690.00
Total 131152:						690.00
02/17/2022	131153	AJ Construction of WI	Woodland Road - Elec	660-19107	11589	5,200.00
Total 131153:						5,200.00
02/17/2022	131154	Amazon Business - Debit Memo	Supplies-Fire	100-52200-3100	1RVF-RN3R-C1D6	31.25
Total 131154:						31.25
02/17/2022	131155	Amy James Consulting LLC	Services - Jan 24, 2022- February 10, 20	258-56700-2100	222	5,250.00
Total 131155:						5,250.00
02/17/2022	131156	AnSer Services	After hours answering service-Elec & Wtr	650-59665-2900	6502-020122	288.21
Total 131156:						288.21
02/17/2022	131157	Aqua-Aerobic Systems Inc.	Membrane-Polymeric Equipment - Wtr	650-19107	1031676	116,337.00
Total 131157:						116,337.00
02/17/2022	131158	Ball Auto & Truck Parts Inc	Supplies - Rec	100-55140-2410	248805	13.28
Total 131158:						13.28
02/17/2022	131159	Boardman & Clark LLP	Services - Elec	660-59923-2120	247652	15.90
Total 131159:						15.90
02/17/2022	131160	Brabazon Pump Co. LTD	Service Agreement - Wtr	650-59642-2900	5224628	968.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131160:						968.75
02/17/2022	131161	Core & Main LP	Materials - Wtr	650-19154	P943223	14,156.50
Total 131161:						14,156.50
02/17/2022	131162	Dickey Manufacturing Company	Supplies - Elec	660-59586-3900	121405	639.76
Total 131162:						639.76
02/17/2022	131163	Election Systems & Software	DS200 Scanner w/ Internal Backup Batte	459-51600-8170	CD2016364	16,280.00
Total 131163:						16,280.00
02/17/2022	131164	Erickson Sports Apparel	Youth wrestling	100-55300-3900	102754	168.00
02/17/2022	131164	Erickson Sports Apparel	Futsal League Champs	100-55300-3900	102757	66.00
Total 131164:						234.00
02/17/2022	131165	Fastenal	Vending-Elec	660-59588-3900	WIMAN285724	654.33
02/17/2022	131165	Fastenal	Vending-Wtr	650-59643-3900	WIMAN285726	180.43
Total 131165:						834.76
02/17/2022	131166	Fischer, Terry & Mema	2022 Baraboo trip insurance overpayme	250-55150-3300	02/11/2022	4.58
Total 131166:						4.58
02/17/2022	131167	Fitness Store	Used seat post for Schwinn AirDyne-Rec	100-55140-2900	2021-187	25.00
Total 131167:						25.00
02/17/2022	131168	Formrite Companies Inc	Energy Efficiency Loan-Shared Savings	660-19143	2/10/2022	50,000.00
Total 131168:						50,000.00
02/17/2022	131169	Frontier	Telephone - Wtr	650-59661-2200	0443;1/22	52.70
Total 131169:						52.70

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/17/2022	131170	GFL Environmental	Dumpster service-DPW	640-53310-2900	U30000044564	542.65
02/17/2022	131170	GFL Environmental	Trash Standard Service Dec 01/21 - Dec	690-59820-2900	U30000044565	263.95
Total 131170:						806.60
02/17/2022	131171	Government Brands Shared Services	Patriot-Classic Maintenance & Support F	100-51530-2410	INV221382	9,685.00
Total 131171:						9,685.00
02/17/2022	131172	Government Finance Officers Assoc	In-Base Membership/Buss - 1/1/22-12/31	100-51510-3210	ID 300102946 - 2022 MEM	190.00
Total 131172:						190.00
02/17/2022	131173	Grainger	Supplies - WWTP	690-59833-3900	9193034957	17.52
Total 131173:						17.52
02/17/2022	131174	Hawkins Inc	Supplies-Wtr	650-59641-3900	6105972	1,007.25
02/17/2022	131174	Hawkins Inc	Chemicals - Wtr	650-59641-3910	6106053	835.21
02/17/2022	131174	Hawkins Inc	Azone 15-WTr	650-59641-3910	6115802	835.21
Total 131174:						2,677.67
02/17/2022	131175	Hubbart Electric Inc	Services - DPW	100-16120	15142C	122.63
Total 131175:						122.63
02/17/2022	131176	HydroCorp	Cross Connection Control Prog - Jan 20	650-59664-2900	0065621-IN	3,138.00
Total 131176:						3,138.00
02/17/2022	131177	Idemia Identity & Security USA LLC	Supplies - PD	461-52100-8160	144181	7,000.00
Total 131177:						7,000.00
02/17/2022	131178	JSM Secure Inc.	2020 Capital Project - PD	461-52100-8150	71782	1,161.76
Total 131178:						1,161.76
02/17/2022	131179	Kemira Water Solutions Inc	FERRIC CHLORIDE - WWTP	690-59824-4910	9017740765	7,731.36

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131179:						7,731.36
02/17/2022	131180	LayerPro Concrete Coatings	Water Fountain Resurfacing-North & Sou	459-51600-8170	000022	2,365.00
Total 131180:						2,365.00
02/17/2022	131181	Lincoln Contractors Supply Inc	Supplies - WWTP	690-59833-3900	N79322	618.00
Total 131181:						618.00
02/17/2022	131182	Manitowoc Co Register Of Deeds	Recording Fees - Jan 2022	291-56700-3220	COMMUNITY DEV - JAN 2	30.00
02/17/2022	131182	Manitowoc Co Register Of Deeds	Recording Fees - Jan 2022	291-56700-3220	INSPECTIONS - JAN 2022	270.00
Total 131182:						300.00
02/17/2022	131183	Manitowoc Co Solid Waste	Account #162 Jan 2022 Service - Eng	640-53620-2900	STATEMENT 25100	8,189.49
Total 131183:						8,189.49
02/17/2022	131184	Manitowoc Public Utilities	Service - 5000 Memorial Dr. - Wtr	650-59602-2900	1/31/2022	636.96
02/17/2022	131184	Manitowoc Public Utilities	2124 Woodland Dr-WTP	690-59820-2210	106902;12/21	32.90
Total 131184:						669.86
02/17/2022	131185	Minnesota Life Insurance Co	Life Insurance premium - March 2022	100-21531	MARCH 2022	3,907.18
Total 131185:						3,907.18
02/17/2022	131186	Mtwc Area Visitor/Conv Bureau	Portion of room tax collected - December	259-56700-2900	DECEMBER 2021	13,714.57
Total 131186:						13,714.57
02/17/2022	131187	Neher Electric Supply Inc	Materials - Elec	660-59596-3900	366968-00	169.80
Total 131187:						169.80
02/17/2022	131188	Northern Lake Service Inc	Testing - WWTP	690-59820-2900	413303	291.22
02/17/2022	131188	Northern Lake Service Inc	Testing - WWTP	690-59820-2900	413358	329.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131188:						620.32
02/17/2022	131189	Office Depot	Supplies - City Mgr	100-51410-3100	224252632001	60.91
02/17/2022	131189	Office Depot	Supplies - City Mgr	100-51410-3100	224899787001	51.69
Total 131189:						112.60
02/17/2022	131190	Pelnar Jr, William	Energy Star Rebate - Refrigerator	660-29253	2/14/2022	30.00
Total 131190:						30.00
02/17/2022	131191	Penworthy Company LLC, The	JFic - Lib	280-55112-3420	0578918-IN	159.60
Total 131191:						159.60
02/17/2022	131192	Pfefferkorn, Robert	Energy Star Rebate - Clothes Washer	660-29253	2/14/2022	20.00
Total 131192:						20.00
02/17/2022	131193	Prompt Printing Center	Garbage stickers - Cust Serv	640-53620-3900	34839	1,080.00
Total 131193:						1,080.00
02/17/2022	131194	Quadient Leasing USA Inc	Folder/sorter lease 3/10/22-6/9/22	690-59840-3900	N9263159	996.03
Total 131194:						996.03
02/17/2022	131195	Registration Fee Trust	2022 Haul About Trailer	454-55400-8150	02/16/2022	169.50
Total 131195:						169.50
02/17/2022	131196	Robinson, Logan A.	Reimbursement for Citation BB401314-4	100-21125	2/10/2022	124.00
Total 131196:						124.00
02/17/2022	131197	Schindler Elevator Company	Maintenance Agreement - CH	100-51600-3500	8105860082	908.10
Total 131197:						908.10
02/17/2022	131198	Steiro Appraisal Service Inc	Property Appaisal Report	680-19107	2817	4,500.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131198:						4,500.00
02/17/2022	131199	Streicher's	Supplies-Fire Dept	455-52200-3900	I1550750	1,316.46
02/17/2022	131199	Streicher's	Clothing-PD	100-52115-3850	STATEMENT 2/7/22	4,107.72
Total 131199:						5,424.18
02/17/2022	131200	TA Motorsports Inc	21' Chilton; 22' Haul-About - P & R	454-55400-8150	83191115	14,398.00
Total 131200:						14,398.00
02/17/2022	131201	TAPCO	Sign Inventory - DPW	100-16120	I718998	447.46
02/17/2022	131201	TAPCO	Sign Inventory - DPW	100-16120	I719283	551.95
Total 131201:						999.41
02/17/2022	131202	Town & Country Engineering Inc.	Pine Tree Lift Station	690-19107	23635	1,061.95
02/17/2022	131202	Town & Country Engineering Inc.	2022 SDW and CWF Loan Assistance	680-19107	23637	2,068.15
02/17/2022	131202	Town & Country Engineering Inc.	Screw Press Upgrade	690-19107	23638	23,440.30
Total 131202:						26,570.40
02/17/2022	131203	Transcendent Technologies	Ascent Land Records Software Impleme	459-51600-8170	M5490	290.00
Total 131203:						290.00
02/17/2022	131204	Two Rivers Automotive Inc.	Supplies - Cem	100-54910-2410	5172-267209	23.68
02/17/2022	131204	Two Rivers Automotive Inc.	Oil Absorbant - FD	100-52210-2410	5172-267428	129.90
Total 131204:						153.58
02/17/2022	131205	Two Rivers Clothing Co	K9 Unit Clothing - PD	461-52100-8150	TRPD K9 UNIT	2,400.00
Total 131205:						2,400.00
02/17/2022	131206	Uniform Shoppe	Clothing/Ewert - FD	100-52200-3850	318554	459.70
Total 131206:						459.70
02/17/2022	131207	Unique	Placements - Jan 2022	280-55110-2130	6097988	44.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131207:						44.75
02/17/2022	131208	United States Plastic Corp	Landfill sampling supplies 1000 ft tubing	419-53600-3900	6735246	473.08
Total 131208:						473.08
02/17/2022	131209	USA Blue Book	Supplies - Wtr	650-19395	855548	293.00
02/17/2022	131209	USA Blue Book	Supplies - Wtr	650-19395	856142	630.04
Total 131209:						923.04
02/17/2022	131210	Vacuum Pump & Compressor Inc	Service-WWTP	690-59833-3900	109493-00	515.83
Total 131210:						515.83
02/17/2022	131211	Vorpahl Fire & Safety	2022 Fire Extinguisher Inspections - Wtr	650-59642-2900	215334777	294.15
Total 131211:						294.15
02/17/2022	131212	W.S. Darley & Co.	Supplies - FD	455-52200-8160	17457221	7,360.87
Total 131212:						7,360.87
02/17/2022	131213	Watson's Vending & Foodservice Inc.	Statement - ST9682 WWTP WD31823	690-59820-2900	I18135	38.45
02/17/2022	131213	Watson's Vending & Foodservice Inc.	Statement - ST9682 WWTP WD28449	690-59820-2900	I18219	75.95
02/17/2022	131213	Watson's Vending & Foodservice Inc.	Statement - ST9682 WWTP WD28449	690-59820-2900	I18567	29.45
Total 131213:						143.85
02/17/2022	131214	Wells Fargo Vendor Financial Services L	Compact Track Loaders T595	457-53300-8160	5018829330	932.74
02/17/2022	131214	Wells Fargo Vendor Financial Services L	Toolcat 5600	457-53300-8160	5018829331	1,185.38
Total 131214:						2,118.12
02/17/2022	131215	Wisc Dept Of Revenue-DEBITMEMO	Jan 2022 Sales Tax	640-29410	JANUARY 2022	9,723.85
Total 131215:						9,723.85
02/17/2022	131216	Wisc State Laboratory/Hygiene	Fluoride - Water	650-59642-2900	703779	26.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131216:						26.00
02/17/2022	131217	Wisconsin Public Service	RESEVOIR	650-59661-2220	0401271669-02;1/22	120.86
02/17/2022	131217	Wisconsin Public Service	SOUTH TWR	650-59661-2220	0401271669-25;1/22	70.43
02/17/2022	131217	Wisconsin Public Service	EAST TWR	650-59661-2220	0401271669-26;1/22	74.68
02/17/2022	131217	Wisconsin Public Service	HIGH LIFT	650-59626-2220	0401271669-32;1/22	548.74
02/17/2022	131217	Wisconsin Public Service	FILTER PLANT	650-59643-2220	0401271669-33;1/22	3,726.06
Total 131217:						4,540.77
02/17/2022	131218	Wisconsin Supreme Court	WI Supreme Court Continuation Judicial	100-51200-3210	680-0000000658	700.00
Total 131218:						700.00
02/17/2022	131219	WPPI - Debit Memo	Jan 2022 Purchased Power	660-59902-2900	25-12022	603,603.20
Total 131219:						603,603.20
02/17/2022	131220	WPPI Energy	Water Plant equipment retrofit - Wtr	650-29224	INV16877	390.23
02/17/2022	131220	WPPI Energy	Water Pump Efficiency Retrofit - Wtr	650-29224	INV16878	117.30
02/17/2022	131220	WPPI Energy	Library HVAC retrofit project	280-55110-2950	INV16879	1,075.67
02/17/2022	131220	WPPI Energy	LED Street Light - Elec	300-58100-6200	INV16881	252.92
Total 131220:						1,836.12
02/23/2022	131221	U.S. Bank-Debit Memo	Credit Card Usage - January/February 2	100-16000	STATEMENT 2-7-2022	55,180.23
Total 131221:						55,180.23
02/24/2022	131222	4 K's Pest Control LLC	Pest control - Library	280-55110-2130	18305	45.00
Total 131222:						45.00
02/24/2022	131223	Airgas USA LLC	Cylinder Rent - WWTP	690-59833-2900	9985584374	294.40
Total 131223:						294.40
02/24/2022	131224	AJ Construction of WI	Rick Barbier - 2321 Sandy Bay	660-19107	11601	2,750.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131224:						2,750.00
02/24/2022	131225	Amazon Business - Debit Memo	Ergonomic/Safety Supplies - DPW	100-53200-3100	1D47-F3JF-4VFR	92.30
02/24/2022	131225	Amazon Business - Debit Memo	Lanfill Sampling Supplies - Eng	419-53600-3900	1DDDQ-Q7K6-336C	338.69
02/24/2022	131225	Amazon Business - Debit Memo	Supplies - Maintenance	100-51600-3500	1TJM-PVXH-61CJ	395.74
Total 131225:						826.73
02/24/2022	131226	Associated Bank-Debit Memo	GO Promissory Notes / BF Confirm #cDe	300-58100-6210	02/10/2022	2,190,951.32
Total 131226:						2,190,951.32
02/24/2022	131227	Browns of Two Rivers	Storage Containers - P & R	100-55200-3900	0618593-IN	289.90
Total 131227:						289.90
02/24/2022	131228	Brunner, Sally A	February 2022 Services	100-51530-2130	222	3,808.33
Total 131228:						3,808.33
02/24/2022	131229	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney - November 2021	100-51410-2130	STATEMENT #137	750.00
02/24/2022	131229	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney - December 2021	100-51410-2130	STATEMENT #139	2,580.00
02/24/2022	131229	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney - January 2022	100-51410-2130	STATEMENT #140	2,970.00
Total 131229:						6,300.00
02/24/2022	131230	Core & Main LP	Descaler - Water	650-59673-3900	Q152438	322.31
Total 131230:						322.31
02/24/2022	131231	Countyline Boarding Kennels	1 dog - Indoor/Outdoor Kennel (\$16.00 a	100-52115-2902	7439	48.00
Total 131231:						48.00
02/24/2022	131232	Delta Dental of Wisconsin	Delta Premiums - March 2022	100-21532	1739116	6,522.73
Total 131232:						6,522.73
02/24/2022	131233	ENTERPRISE FM TRUST	Lease Payments - Multiple Vehicles	217-21100	FBN4391403	3,645.22

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131233:						3,645.22
02/24/2022	131234	Fastenal	Non-Inventory Parts-Water	650-59643-3900	WIMAN285837	192.45
Total 131234:						192.45
02/24/2022	131235	Fire Dept Petty Cash	Petty cash reimbursement	100-52300-3300	2/23/2022	175.48
Total 131235:						175.48
02/24/2022	131236	Frontier	Telephone - Water	650-59661-2200	ACCT #920-793-3381-120	125.83
Total 131236:						125.83
02/24/2022	131237	Hach Company	Supplies-Wtr	650-19333	12856841	6,224.12
02/24/2022	131237	Hach Company	Calibration of Lab Equipment	650-59642-2900	12868766	7,658.00
Total 131237:						13,882.12
02/24/2022	131238	Heirloom Kitchen Company	Deposit-April 21, 2022 Fundraiser Centra	415-55410-2900	00630	3,000.00
Total 131238:						3,000.00
02/24/2022	131239	Hubbart Electric Inc	Labor for Air Compressor Repair - Water	650-59642-2900	15284	98.75
Total 131239:						98.75
02/24/2022	131240	James Imaging Systems Inc.	Contract R113707-01 - Coverage Period	100-55140-3100	1160482	1,184.42
02/24/2022	131240	James Imaging Systems Inc.	Contract R113705-01 - Coverage Period	100-55140-3100	1160557	519.77
02/24/2022	131240	James Imaging Systems Inc.	Contract R113706-01 - Coverage Period	100-53100-3100	1160558	782.90
Total 131240:						2,487.09
02/24/2022	131241	Jerrys Transmission Service Inc	Powerload Install / Remove & Install Gra	455-52200-8150	0038115	22,309.09
Total 131241:						22,309.09
02/24/2022	131242	Kwik Trip / Kwik Star	Car Wash Fundraiser Cards - PD	806-52100-2901	10259152	300.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131242:						300.00
02/24/2022	131243	Malley Printing Co	Letterhead & Envelopes - Inspections	100-52400-3100	29020	250.00
02/24/2022	131243	Malley Printing Co	Full Color Tri-Fold Brochure-CM	415-55410-2900	29025	625.00
Total 131243:						875.00
02/24/2022	131244	Mammoth Construction LLC	WM Break 3135 Monroe ST	650-59673-2900	1268	3,446.25
02/24/2022	131244	Mammoth Construction LLC	WM Break 1624 25th ST	650-59673-2900	1269	5,190.00
Total 131244:						8,636.25
02/24/2022	131245	Manis II, William P	PALS Course Instruction - FD	455-48500	2/21/2022	1,500.00
Total 131245:						1,500.00
02/24/2022	131246	Manitowoc Co Hwy Department	Brine - PWD	100-16120	25456	630.72
Total 131246:						630.72
02/24/2022	131247	Manitowoc Disposal Inc	Recycling & Refuse Collect 2/5/2022-2/1	640-53620-2900	2/5/2022-2/18/2022	14,440.86
Total 131247:						14,440.86
02/24/2022	131248	MBM	Contract B-CN2334-03	100-51900-3900	IN3149911	272.68
Total 131248:						272.68
02/24/2022	131249	Parkitecture & Planning LLC	Schematic Design Plans 30%	415-55410-2900	5 - 2022	5,900.00
Total 131249:						5,900.00
02/24/2022	131250	PLC Water Jetting Service	Televiser San & Storm Mains/Laterals-Rs	680-59730-2900	4666	29,337.50
Total 131250:						29,337.50
02/24/2022	131251	Preferred Controls Inc.	Service Contract - 2-16-22 to 2-16-23 -	650-59643-2900	4289	12,500.00
Total 131251:						12,500.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/24/2022	131252	Registration Fee Trust	2021 Chilton Trailer - Rec	454-55400-8150	REGISTRATION - REC TR	164.50
Total 131252:						164.50
02/24/2022	131253	RESCO	Stock #12820/Minor Material	660-19630	841351-03	1,332.00
02/24/2022	131253	RESCO	Supplies-Elec	660-59593-3900	841351-04	500.00
02/24/2022	131253	RESCO	Supplies-Elec	660-19154	850987-00	2,601.40
02/24/2022	131253	RESCO	Supplies-Elec	660-19154	851000-00	3,467.40
Total 131253:						7,900.80
02/24/2022	131254	Skiley Images	Headshots/Portraits - FD	455-52200-3900	0001	160.00
Total 131254:						160.00
02/24/2022	131255	Slaby, Steve	Energy Star Rebate - Clothes Washer	660-29253	2/21/2022	30.00
Total 131255:						30.00
02/24/2022	131256	Steinig Tal Kennel LLC	Canine Supplies	461-52100-8150	1615	447.00
Total 131256:						447.00
02/24/2022	131257	Storm the Lawn Pro LLC	Treatment - Water Dept	650-59642-2900	LAWN TREATMENT	102.08
Total 131257:						102.08
02/24/2022	131258	Strand Associates Inc	Professional Services January 2022 - Wa	650-59923-2900	0180159	3,490.00
Total 131258:						3,490.00
02/24/2022	131259	Town & Country Engineering Inc.	2021 Utility Improvements	690-19107	23636	326.25
Total 131259:						326.25
02/24/2022	131260	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007334-03;2/22	80.00
02/24/2022	131260	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007335-03;2/22	1,523.03
02/24/2022	131260	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007336-03;2/22	3,894.98
02/24/2022	131260	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007337-03;2/22	48.24
02/24/2022	131260	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007338-03;2/22	72.36
02/24/2022	131260	Two Rivers Municipal Utilities	1326 E River Street	417-56700-2900	070-00002596-06;02/22	5.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131260:						5,624.36
02/24/2022	131261	USA Blue Book	Supplies-WWTP	690-59833-3900	785826	226.91
02/24/2022	131261	USA Blue Book	Supplies-WWTP	690-59831-3900	794586	110.04
02/24/2022	131261	USA Blue Book	Supplies - Wtr	650-59643-3900	826650	354.90
02/24/2022	131261	USA Blue Book	Corrosion Control Study	650-19395	873600	3,894.00
Total 131261:						4,585.85
02/24/2022	131262	Utility Service Co Inc	Elevated South Tank - Annual - Wtr	650-16300	552600	32,319.78
02/24/2022	131262	Utility Service Co Inc	Elevated East Tank - Annual - Wtr	650-16300	552602	31,391.40
Total 131262:						63,711.18
02/24/2022	131263	W.S. Darley & Co.	Supplies - FD	455-52200-8160	17457430	4,143.18
Total 131263:						4,143.18
02/24/2022	131264	W.S. Darley & Co.	Supplies - FD	455-52200-8160	17457795	705.99
Total 131264:						705.99
02/24/2022	131265	Warner-Wexel, LLC	Supplies - Water	650-59643-3900	221955	323.53
Total 131265:						323.53
02/24/2022	131266	Water Quality Investigations LLC	Two-003 two Rivers CCT Implementation	650-59923-2900	0222_34	4,372.00
Total 131266:						4,372.00
02/24/2022	131267	WCA/Group Health Trust	March 2022 Health Premiums	100-16300	0012569877	156,733.72
Total 131267:						156,733.72
02/24/2022	131268	Wisconsin Media	Engineering Ads	100-53330-2910	0004384916	770.45
Total 131268:						770.45
02/24/2022	131269	Wisconsin Public Service	LIBRARY	280-55110-2220	4038449910 - LIBRARY	2,217.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131269:						2,217.50
02/24/2022	131270	Wisconsin Retirement System	January 2022 Contributions	100-21520	JANUARY 2022	112,772.89
Total 131270:						112,772.89
Grand Totals:						7,090,981.17

PRE-ANNEXATION AGREEMENT AND POWER OF ATTORNEY

Agreement made this ____ day of _____, 2022 by and between Brady Denoyer, 4222 Mirro Drive, Manitowoc WI ("Denoyer"), and the City of Two Rivers, Wisconsin, a municipal corporation, the principal offices of which are located at 1717 East Park St., Two Rivers, WI ("the City").

WHEREAS, Denoyer owns certain real property located within the Town of Two Rivers and bearing the street address of 2916 STH 310, Manitowoc, WI, the legal description of which property is set forth in Exhibit A attached hereto and made a part hereof; and

WHEREAS, Denoyer desires to install water and sanitary sewer laterals to connect to existing City water and sewer mains located within the STH 310 right-of way adjacent to said real property, to service said real property; and

WHEREAS, Denoyer desires that said real property be annexed to the City as soon as such annexation is feasible, and is willing to pay the costs of such extension and connection of said property to said water and sewer mains and other facilities, subject to the terms of this agreement; and

WHEREAS the City is desirous of accommodating Denoyer, subject to the requirements of applicable law, and subject to the terms of this Agreement and the City's standard fees and charges for such utility service connections;

NOW, THEREFORE, in consideration of the foregoing, the promises made herein, and other good and valuable consideration, it is hereby agreed by and between the parties hereto as follows:

1. Denoyer, for himself, his heirs, personal and legal representatives, successors and assigns agrees that as soon as the property described in Exhibit A ("the Property") attached hereto is contiguous to other real property in the City and other requirements for a valid annexation petition are met, he will petition for annexation of the Property to the City, so that all of the Property shall come within the corporate limits of the City,
2. The City will provide such extension of sewer and water services to the Property in such a fashion that Denoyer may connect the Property therewith through private sewer and water service connections.
3. Denoyer shall pay to the City, prior to installation of the water and sewer

laterals, the sum of \$23,077.20, such sum representing the City's historic cost of installing the water and sewer mains across the frontage of the property. This cost is identified in Exhibit B attached hereto and made a part hereof.

4. Denoyer shall pay to the City upon demand after installation the costs of the extension of water and sewer laterals from the mains to the Property in the manner set forth in Exhibit B.

5. This Agreement shall be recorded in the office of the Register of Deeds for Manitowoc County, Wisconsin.

6. Denoyer hereby appoints the City Clerk of the City his attorney-in-fact for purposes of signing and submitting the petition for annexation of the Property described herein on his behalf as owner of the Property, and the said City Clerk shall have the right to do so and otherwise act on Denoyer's behalf in completing the annexation process with respect to the Property in the event Denoyer is unable to or fails to do so as provided in this Agreement. The power of attorney hereby granted to the City Clerk by Denoyer is intended to be a Durable Power of Attorney as defined in Section 243.07 of the Wisconsin Statutes, and shall not be affected by Denoyer's subsequent disability or incapacity.

7. Denoyer, his successors, assigns, and adult residents (electors, if any) on the Property shall be jointly and severally liable to the City for liquidated damages in the amount of One Hundred Dollars (\$100.00) per day for each and every day that they refuse or fail to take any action necessary to implement the Annexation of the Property or to otherwise materially violate this Agreement. "Refuse or fail to Attach" shall be defined as a failure to fully cooperate in the Annexation process within thirty (30) days of receipt of a written request by the City.

8. Denoyer, his successors, assigns and residents (electors, if any) on the Property consent to the immediate disconnection sanitary sewer services furnished to the Property by the City without notice, should the Property be legally eligible for Annexation and Denoyer, his successors, assigns, or adult residents (electors, if any) on the Property Refuse or Fail to Annex the Property to the City upon being requested by the City to do so. "Refuse or Fail to Attach" shall be defined as a failure to fully cooperate in the Annexation process within thirty (30) days of receipt of a written request by the City take action with the purpose of achieving the Annexation.

9. This Agreement shall be subject to specific performance in a court of law or equity should Denoyer, or his successors in interest, assigns, or adult residents (electors, if any) on the Property refuse or fail to abide by its terms and conditions of this Agreement, and will pay all court costs, attorneys' fees and expenses of the City expended in any dispute or proceeding to secure compliance with this Agreement.

10. If any provision, covenant or portion of this Agreement or its application to any person or entity is held invalid, such invalidity will not affect the application or validity of any other provisions, covenants or portions of this Agreement, and to that end, all provisions, covenants, agreements and provisions of this Agreement are declared to be severable. If for any reason the annexation of the Property is ruled invalid or if any provision of this Agreement is held invalid, the parties shall take such actions as may be necessary to give effect to the spirit and intent of this Agreement and the objectives of the parties as disclosed by this Agreement. This Agreement may be enforced only by the parties to this Agreement.

11. This document sets forth all agreements, understandings and covenants between the parties. Recitals are also considered material terms of this Agreement. Unless otherwise expressly stated within this document, this Agreement supersedes all prior agreements, negotiations and understandings, written or oral, and is a full integration of the entire agreement of the parties.

12. This Agreement shall bind and inure to the benefit of the parties hereto, their heirs, personal and legal representatives, successors and assigns, and shall constitute a covenant running with the land described in Exhibit A attached hereto and made a part hereof.

CITY OF TWO RIVERS, WISCONSIN

BY: _____

Gregory E Buckley
City Manager

COUNTY OF MANITOWOC)

Notary Public

STATE OF WISCONSIN)

Personally came before me on _____, 2022 the above-named Brady Denoyer to me known to be the person who executed the foregoing and acknowledged the same.

Notary Public

Exhibit A

Legal Description for the Property at 2916 E State Highway 310:
SE1/4 SE1/4 PRT TRT 3 CS V22 P189 COM S1/4 COR
S89D49M21SE 1414.66' NOOD12M04SE 40' POB THENCE CONT
E 420' NO2D27M42SW 857.35' S89D57M26SE 499.28'
S00D10M39SW 445.31' CONT S 832.3' N89D49M21SW 459.98
TO POB S.34 T20N R24E

PRELIMINARY ANNEXATION COST ESTIMATE
Parcel at 2916 E. STH 310, Parcel # 018-134-016-001-00
STH 310

CITY OF TWO RIVERS COST ESTIMATE

DATE: December 27, 2021

ESTIMATE PREPARED BY: SCOTT AHL

Assessment Rates (based on 1989 Installation
 Costs, with the ConsumerPrice Index factored in.
 Price index based on Nov, 2021 data)

NOTE: Service would require excavation and
 installation in accordance with DOT
 specifications.

Sanitary Sewer Main	\$26.53 /ft
Water Main	\$23.65 /ft
Water Tap (1" Copper Water Service, Incl Curb Stop, & Box and Corp Stop)	Actual Cos Ea

ASSESSABLE FRONTAGE: 459.98LF

Total Assessable Frontage	459.98
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	Assess Rate	Assess Frontage	Total Cost
Sanitary Sewer Main	\$26.52	459.98	\$12,198.67
Water Main	\$23.65	459.98	\$10,878.53
Water Tap (1" Copper Water Service, Incl Curb Stop, & Box and Corp Stop)	Actual Cost		
Sanitary Sewer Service	Actual Cost		

Total Sanitary Sewer and Water Costs:	<u>\$23,077.20</u>
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February 24, 2022

City of Two Rivers
1717 East Park Street
P.O. Box 87
Two Rivers, WI 54241

Attention: Mr. Greg Buckley, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contracts
1 - 2022 Utility Improvements – 17th Street; City of Two Rivers

Bid Deadline: February 23, 2022 at 11:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2022 Utility Improvements – 17th Street project and to recommend award of a contract. This project involves work within public right-of-way and on private property on 17th Street from East Park Street to Jefferson Street, as well as from East Street to Zlatnik Drive, and supplementary bid items for private service laterals restoration work. The project includes sanitary sewer, water main, storm sewer, and roadway along portions of each of these areas.

The pre-bid estimate for the base bid was \$1,444,563.00. Twenty-two general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Seven contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total	Total
Jossart Brothers, Inc.	\$1,404,714.00	\$7,420.00	\$1,412,134.00
Vinton Construction Company	\$1,431,348.15	\$5,150.00	\$1,436,498.15
DeGroot, Inc.	\$1,432,996.36	\$10,958.50	\$1,443,954.86
Dorner Inc.	\$1,463,607.00	\$7,046.00	\$1,470,653.00
PTS Contractors, Inc.	\$1,493,603.00	\$21,910.00	\$1,515,513.00
Mammoth Construction	\$1,499,467.50	\$7,550.00	\$1,507,017.50
Advance Construction Inc.	\$1,569,930.85	\$8,050.00	\$1,577,980.85

All of the bids were properly submitted. The low bidder, using the base bid only, or the base bid and supplemental bid is Jossart Brothers, Inc. of DePere, Wisconsin, an experienced utility and street contractor. The bid prices are lower than the original budget due to the high level of interest in the City's project. We recommend that Jossart Brothers, Inc. be awarded a contract for the base bid, plus the supplemental bids, for a total of **\$1,412,134.00**.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis of the unit prices bid. This means that the final costs could be either greater than or

less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

As this project is intended to be funded in part through both the Wisconsin DNR Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund (CWF) loan programs, the City will need to execute this agreement and provide a signed copy to the Wisconsin DNR to secure the grant and loan funding to be utilized.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very Truly Yours,
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Droessler, P.E.
Vice-President

BID TABULATION

Project: 1 - 2022 Utility Improvements – 17th Street, City of Two Rivers
 Engineer's Project Number: TR 36 (1)
 Bid Deadline: February 23, 2022 at 11:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Domier Inc. UNIT PRICE	AMOUNT	PTS Contractors, Inc. UNIT PRICE	AMOUNT	Mammoth Construction UNIT PRICE	AMOUNT	Advance Construction Inc. UNIT PRICE	AMOUNT
BASE BID - Part 1 - Public Improvements											
1.	12" C900 Water Main	550	lin. ft.	\$ 120.00	\$ 66,000.00	\$ 129.00	\$ 70,950.00	\$ 121.50	\$ 66,825.00	\$ 145.00	\$ 79,750.00
2.	6" C900 Water Main	1,100	lin. ft.	\$ 80.00	\$ 88,000.00	\$ 87.00	\$ 95,700.00	\$ 92.50	\$ 101,750.00	\$ 110.00	\$ 121,000.00
3.	6" C900 Water Main or Hydrant	35	lin. ft.	\$ 206.00	\$ 7,210.00	\$ 323.00	\$ 11,305.00	\$ 155.70	\$ 5,449.50	\$ 250.00	\$ 8,750.00
4.	12" Gate Valve with Valve Box	2	each	\$ 4,137.00	\$ 8,274.00	\$ 3,810.00	\$ 7,620.00	\$ 3,695.00	\$ 7,390.00	\$ 3,790.00	\$ 7,580.00
5.	8" Gate Valve with Valve Box	8	each	\$ 2,376.00	\$ 19,008.00	\$ 2,185.00	\$ 17,480.00	\$ 2,200.00	\$ 17,600.00	\$ 2,165.00	\$ 17,320.00
6.	8" Gate Valve with Valve Box	4	each	\$ 1,721.00	\$ 6,884.00	\$ 1,595.00	\$ 6,380.00	\$ 1,525.00	\$ 6,100.00	\$ 1,575.00	\$ 6,300.00
7.	Hydrants	4	each	\$ 5,415.00	\$ 21,660.00	\$ 5,180.00	\$ 20,720.00	\$ 4,230.00	\$ 16,920.00	\$ 5,430.00	\$ 21,720.00
8.	1" HDPE Water Service	940	lin. ft.	\$ 51.00	\$ 47,940.00	\$ 65.00	\$ 61,100.00	\$ 5.00	\$ 4,700.00	\$ 40.00	\$ 37,600.00
9.	1" Tap and Corporation Stops	29	each	\$ 664.00	\$ 19,256.00	\$ 617.00	\$ 17,893.00	\$ 2,000.00	\$ 58,000.00	\$ 2,000.00	\$ 58,000.00
10.	1" Valve and Box	29	each	\$ 369.00	\$ 10,701.00	\$ 415.00	\$ 12,035.00	\$ 300.00	\$ 8,700.00	\$ 750.00	\$ 21,750.00
11.	Water Service Lateral	29	each	\$ 138.00	\$ 4,002.00	\$ 81.00	\$ 2,639.00	\$ 175.00	\$ 5,075.00	\$ 430.00	\$ 12,470.00
12.	Reconnections	10	each	\$ 2,274.00	\$ 22,740.00	\$ 2,370.00	\$ 23,700.00	\$ 1,500.00	\$ 15,000.00	\$ 2,700.00	\$ 27,000.00
13.	8" SDR 35 PVC Sanitary Sewer	210	lin. ft.	\$ 65.00	\$ 13,650.00	\$ 75.00	\$ 15,750.00	\$ 122.00	\$ 25,620.00	\$ 180.00	\$ 37,800.00
14.	Standard Sanitary Manhole Castings	3	each	\$ 1,177.00	\$ 3,531.00	\$ 875.00	\$ 2,625.00	\$ 700.00	\$ 2,100.00	\$ 1,100.00	\$ 3,300.00
15.	48" Standard Sanitary Manhole Masonry	13	vert. ft.	\$ 553.00	\$ 7,189.00	\$ 385.00	\$ 5,005.00	\$ 418.00	\$ 5,434.00	\$ 1,036.00	\$ 13,468.00
16.	6" x 8" Sanitary Lateral Wyes	5	each	\$ 180.00	\$ 900.00	\$ 185.00	\$ 925.00	\$ 1,400.00	\$ 7,000.00	\$ 100.00	\$ 500.00
17.	6" PVC Sanitary Lateral	900	lin. ft.	\$ 59.00	\$ 53,100.00	\$ 112.00	\$ 100,800.00	\$ 40.00	\$ 36,000.00	\$ 50.00	\$ 45,000.00
18.	6-inch Sanitary Lateral T-Liner	20	each	\$ 3,431.00	\$ 68,620.00	\$ 2,115.00	\$ 42,300.00	\$ 3,600.00	\$ 72,000.00	\$ 3,300.00	\$ 66,000.00
19.	6-inch Sanitary Lateral Saddle Tee	4	each	\$ 1,036.00	\$ 4,144.00	\$ 340.00	\$ 1,360.00	\$ 165.00	\$ 660.00	\$ 1,000.00	\$ 4,000.00
20.	Sanitary Lateral Reconnections	5	each	\$ 335.00	\$ 1,675.00	\$ 96.00	\$ 480.00	\$ 1,400.00	\$ 7,000.00	\$ 1,000.00	\$ 5,000.00
21.	Sanitary Lateral Tracer Wire System	29	each	\$ 124.00	\$ 3,596.00	\$ 165.00	\$ 4,785.00	\$ 48.00	\$ 1,392.00	\$ 50.00	\$ 1,450.00
22.	12" RCP Storm Sewer	1,020	lin. ft.	\$ 53.00	\$ 54,060.00	\$ 54.00	\$ 55,080.00	\$ 102.00	\$ 104,040.00	\$ 65.00	\$ 66,300.00
23.	15" RCP Storm Sewer	330	lin. ft.	\$ 52.00	\$ 17,160.00	\$ 50.00	\$ 16,500.00	\$ 111.35	\$ 36,745.50	\$ 70.00	\$ 23,100.00
24.	18" RCP Storm Sewer	45	lin. ft.	\$ 61.00	\$ 2,745.00	\$ 79.00	\$ 3,555.00	\$ 184.00	\$ 8,280.00	\$ 73.00	\$ 3,285.00
25.	24" RCP Storm Sewer	220	lin. ft.	\$ 100.00	\$ 22,000.00	\$ 85.00	\$ 18,700.00	\$ 138.00	\$ 30,360.00	\$ 102.00	\$ 22,440.00
26.	4" PVC Storm Lateral	675	lin. ft.	\$ 39.00	\$ 26,325.00	\$ 42.00	\$ 28,350.00	\$ 82.25	\$ 55,518.75	\$ 40.00	\$ 27,000.00
27.	4" Storm Lateral Connection to Main	29	each	\$ 227.00	\$ 6,583.00	\$ 225.00	\$ 6,525.00	\$ 135.00	\$ 3,915.00	\$ 350.00	\$ 10,150.00
28.	48" Storm Manhole, including Casing	6	each	\$ 3,606.00	\$ 21,636.00	\$ 3,000.00	\$ 18,000.00	\$ 2,813.00	\$ 16,878.00	\$ 3,700.00	\$ 22,200.00
29.	Rectangular Catch Basins	17	each	\$ 2,784.00	\$ 47,328.00	\$ 2,275.00	\$ 38,675.00	\$ 2,184.25	\$ 37,132.25	\$ 2,650.00	\$ 45,050.00
30.	Tree Removal	100	inch	\$ 42.20	\$ 4,220.00	\$ 42.00	\$ 4,200.00	\$ 40.00	\$ 4,000.00	\$ 40.00	\$ 4,000.00
31.	Concrete Pavement Removal	5,250	sq. yds	\$ 18.60	\$ 97,650.00	\$ 18.20	\$ 95,550.00	\$ 17.62	\$ 92,505.00	\$ 17.62	\$ 92,505.00
32.	Removal and Replacement of Unsuitable Backfill	100	cu. yds.	\$ 32.00	\$ 3,200.00	\$ 30.00	\$ 3,000.00	\$ 25.00	\$ 2,500.00	\$ 35.00	\$ 3,500.00
33.	Excavation and Disposal of Bad Subgrade Materials	100	cu. yds.	\$ 15.80	\$ 1,580.00	\$ 15.50	\$ 1,550.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00
34.	3" Breaker Run	2,700	ton	\$ 8.20	\$ 22,140.00	\$ 8.00	\$ 21,600.00	\$ 7.75	\$ 20,925.00	\$ 7.75	\$ 20,925.00
35.	3/4" Crushed Aggregate Base Course	2,750	ton	\$ 8.20	\$ 22,550.00	\$ 8.00	\$ 22,000.00	\$ 7.75	\$ 21,312.50	\$ 7.75	\$ 21,312.50
36.	6" Thick Concrete Pavement	5,600	sq. yds.	\$ 42.10	\$ 235,760.00	\$ 41.00	\$ 229,600.00	\$ 40.00	\$ 224,000.00	\$ 39.86	\$ 223,216.00
37.	4" Thick Concrete Sidewalk	6,100	sq. ft.	\$ 5.60	\$ 34,160.00	\$ 5.50	\$ 33,550.00	\$ 5.35	\$ 32,635.00	\$ 5.35	\$ 32,635.00
38.	6" Thick Concrete Sidewalk and Driveway Approaches	5,600	sq. ft.	\$ 6.40	\$ 35,840.00	\$ 6.30	\$ 35,280.00	\$ 6.10	\$ 34,160.00	\$ 6.10	\$ 34,160.00
39.	Concrete stairs	10	each	\$ 63.00	\$ 630.00	\$ 62.00	\$ 620.00	\$ 60.00	\$ 600.00	\$ 60.00	\$ 600.00

BID TABULATION

Project: 1 - 2022 Utility Improvements – 17th Street, City of Two Rivers
 Engineer's Project Number: TR 36 (1) Bid Deadline: February 23, 2022 at 1:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	AMOUNT	Jossart Brothers, Inc. UNIT PRICE	AMOUNT	Vinton Construction Company UNIT PRICE	AMOUNT	DeGroot, Inc. UNIT PRICE	AMOUNT
40.	Truncated Dome Panels - Natural Palina	128	sq. ft.	\$ 36.00	\$ 4,608.00	\$ 33.00	\$ 4,224.00	\$ 30.00	\$ 3,840.00	\$ 31.82	\$ 4,072.96
41.	30" Concrete Curb & Gutter	3,100	lin. ft.	\$ 15.00	\$ 46,500.00	\$ 16.50	\$ 51,150.00	\$ 15.70	\$ 48,670.00	\$ 16.65	\$ 51,615.00
42.	Topsoil Restoration, Seeding, Fertilizing and Erosion Mat	1,020	sq. yds.	\$ 9.00	\$ 9,180.00	\$ 10.00	\$ 10,200.00	\$ 9.85	\$ 10,047.00	\$ 12.12	\$ 12,362.40
43.	Erosion Control	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,970.30	\$ 1,970.30	\$ 3,232.00	\$ 3,232.00
44.	Traffic Control	1	lump sum	\$ 20,000.00	\$ 20,000.00	\$ 8,000.00	\$ 8,000.00	\$ 24,000.00	\$ 24,000.00	\$ 7,575.00	\$ 7,575.00
45.	Construction Staking	1	lump sum	\$ 9,000.00	\$ 9,000.00	\$ 7,500.00	\$ 7,500.00	\$ 6,729.35	\$ 6,729.35	\$ 7,070.00	\$ 7,070.00
	TOTAL BASE BID PART 1				\$ 1,188,448.00		\$ 1,160,724.00		\$ 1,197,988.15		\$ 1,182,836.03
BASE BID - Part 2 - Private Service Laterals											
46.	Pre-Construction Meeting w/ Owner, Contractor, & City Staff	29	each	\$ 100.00	\$ 2,900.00	\$ 105.00	\$ 3,045.00	\$ 75.00	\$ 2,175.00	\$ 106.05	\$ 3,075.45
47.	Wall Core (1" Diameter Pipe)	29	each	\$ 35.00	\$ 1,015.00	\$ 11.00	\$ 319.00	\$ 20.00	\$ 580.00	\$ 10.61	\$ 307.69
48.	Reconnect Water Service Inside Building	29	each	\$ 500.00	\$ 14,500.00	\$ 470.00	\$ 13,630.00	\$ 900.00	\$ 26,100.00	\$ 477.23	\$ 13,839.67
49.	1" HDPE Water Service - Open Cut	300	lin. ft.	\$ 50.00	\$ 15,000.00	\$ 57.75	\$ 17,325.00	\$ 75.00	\$ 22,500.00	\$ 58.33	\$ 17,499.00
50.	1" Water Service - Pulled	600	lin. ft.	\$ 100.00	\$ 60,000.00	\$ 94.50	\$ 56,700.00	\$ 75.00	\$ 45,000.00	\$ 95.45	\$ 57,270.00
51.	Televising for Existing Sanitary Lateral Inspection	29	each	\$ 225.00	\$ 6,525.00	\$ 89.00	\$ 2,581.00	\$ 75.00	\$ 2,175.00	\$ 174.98	\$ 5,074.42
52.	6" Sanitary Lateral - Open Cut (Schedule 40 PVC)	600	lin. ft.	\$ 66.00	\$ 39,600.00	\$ 57.75	\$ 34,650.00	\$ 48.00	\$ 28,800.00	\$ 58.33	\$ 34,998.00
53.	4" Sanitary Lateral - Open Cut (Schedule 40 PVC)	300	lin. ft.	\$ 66.00	\$ 19,800.00	\$ 57.75	\$ 17,325.00	\$ 46.00	\$ 13,800.00	\$ 58.33	\$ 17,499.00
54.	Wall Core (6" Diameter Pipe or Less)	5	each	\$ 150.00	\$ 750.00	\$ 130.00	\$ 650.00	\$ 100.00	\$ 500.00	\$ 132.56	\$ 662.80
55.	Televising for Sanitary Lateral Acceptance	29	each	\$ 125.00	\$ 3,625.00	\$ 150.00	\$ 4,350.00	\$ 70.00	\$ 2,030.00	\$ 167.56	\$ 4,859.24
56.	6" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	100	lin. ft.	\$ 50.00	\$ 5,000.00	\$ 18.90	\$ 1,890.00	\$ 20.00	\$ 2,000.00	\$ 19.09	\$ 1,909.00
57.	4" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	100	lin. ft.	\$ 50.00	\$ 5,000.00	\$ 15.75	\$ 1,575.00	\$ 15.00	\$ 1,500.00	\$ 15.91	\$ 1,591.00
58.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	5	each	\$ 800.00	\$ 4,000.00	\$ 735.00	\$ 3,675.00	\$ 1,200.00	\$ 6,000.00	\$ 742.35	\$ 3,711.75
59.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	22	each	\$ 3,000.00	\$ 66,000.00	\$ 3,800.00	\$ 83,600.00	\$ 3,200.00	\$ 70,400.00	\$ 3,870.83	\$ 85,158.26
60.	Reconnect Sanitary Lateral Outside House	3	each	\$ 800.00	\$ 2,400.00	\$ 735.00	\$ 2,205.00	\$ 600.00	\$ 1,800.00	\$ 742.35	\$ 2,227.05
61.	1" HDPE Water Service Pulled with 6" HDPE Sewer Service	100	lin. ft.	\$ 100.00	\$ 10,000.00	\$ 4.70	\$ 470.00	\$ 80.00	\$ 8,000.00	\$ 4.78	\$ 478.00
	TOTAL BASE BID PART 2				\$ 256,115.00		\$ 243,990.00		\$ 233,360.00		\$ 250,160.33
	TOTAL BASE BID PARTS 1 AND 2				\$ 1,444,563.00		\$ 1,404,714.00		\$ 1,431,348.15		\$ 1,432,996.36
SUPPLEMENTARY BID ITEMS - Private Service Laterals											
S1.	Sidewalk Restoration	500	sq. ft.	\$ 3.00	\$ 1,500.00	\$ 2.10	\$ 1,050.00	\$ 1.00	\$ 500.00	\$ 3.03	\$ 1,515.00
S2.	Driveway Restoration	500	sq. ft.	\$ 3.00	\$ 1,500.00	\$ 2.10	\$ 1,050.00	\$ 1.00	\$ 500.00	\$ 3.03	\$ 1,515.00
S3.	Excavatory Excavation	5	each	\$ 500.00	\$ 2,500.00	\$ 700.00	\$ 3,500.00	\$ 300.00	\$ 1,500.00	\$ 1,313.00	\$ 6,565.00
S4.	Removal and Replacement of Unsuitable Backfill	50	cu. yds.	\$ 40.00	\$ 2,000.00	\$ 30.00	\$ 1,500.00	\$ 25.00	\$ 1,250.00	\$ 20.20	\$ 1,010.00
S5.	Relocate Water Meter at Home	2	each	\$ 1,000.00	\$ 2,000.00	\$ 160.00	\$ 320.00	\$ 700.00	\$ 1,400.00	\$ 176.75	\$ 353.50
	TOTAL SUPPLEMENTARY BID ITEMS				\$ 9,500.00		\$ 7,420.00		\$ 5,150.00		\$ 10,958.50

February 24, 2022

City of Two Rivers
1717 East Park Street
P.O. Box 87
Two Rivers, WI 54241

Attention: Mr. Greg Buckley, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2 - 2022 Lateral Replacement; City of Two Rivers

Bid Deadline: February 23, 2022 at 11:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2022 Lateral Replacement project and to recommend award of a contract. This project involves replacement of sanitary sewer laterals and lead service lines from the public main to the property line and from the property line to inside each building or home, as well as private service lateral supplementary bid items.

The pre-bid estimate for the base bid was \$586,555.00, and \$868,380.00 for the entire project. Eleven general contractors, subcontractors, and material suppliers requested sets of the plans, specifications, and bidding documents. Four contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total	Total
Essential Sewer and Water	\$456,225.00	\$250,075.00	\$706,300.00
Mammoth Construction	\$528,825.00	\$303,275.00	\$832,100.00
Korff Plumbing LLC	\$585,000.00	\$309,000.00	\$894,000.00
Advance Construction Inc.	\$654,850.00	\$338,075.00	\$992,925.00

All of the bids were properly submitted, but Essential Sewer and Water had minor mathematical errors. These errors have been corrected as shown above and in the attached bid tabulation. These may be waived as minor informalities, and we so recommend.

The low bidder, using the base bid only, or the base bid and supplemental bid is Essential Sewer and Water of Manitowoc, Wisconsin, an experienced utility contractor that completed similar projects. We recommend that Essential Sewer and Water be awarded a contract for the base bid, plus the supplemental bids, for a total of \$706,300.00.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

As this project is intended to be funded in part through both the Wisconsin DNR's Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund (CWF) loan programs, the City will need to execute this agreement and provided a signed copy to the Wisconsin DNR by March 31st to secure the grant and loan funding to be utilized.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very Truly Yours,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read 'Greg J. Droessler', is written over the printed name.

Gregory J. Droessler, P.E.
Vice-President

BID TABULATION

Project:
Engineer's Project Number:

2 - 2022 Lateral Replacement
[R 36 (2)]

Bid Deadline: February 23, 2022 at 11:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	AMOUNT	Essential Sewer and Water UNIT PRICE	AMOUNT	Mammoth Construction UNIT PRICE	AMOUNT
BASE BID - PART 1 PUBLIC IMPROVEMENTS									
1.	1" Tap and Corporation Stop	50	each	\$ 3,575.00	\$ 178,750.00	\$ 740.00	\$ 37,000.00	\$ 4,400.00	\$ 220,000.00
2.	1" HDPE Water Service - Open Cut or Pulled	1,500	lin. ft.	\$ 99.00	\$ 148,500.00	\$ 90.00	\$ 135,000.00	\$ 40.00	\$ 60,000.00
3.	1" Valve and Box	50	each	\$ 300.00	\$ 15,000.00	\$ 320.00	\$ 16,000.00	\$ 275.00	\$ 13,750.00
4.	Televising for Existing Sanitary Lateral Inspection	50	each	\$ 105.00	\$ 5,250.00	\$ 110.00	\$ 5,500.00	\$ 95.00	\$ 4,750.00
5.	6" Sanitary Lateral - Open Cut (Schedule 40 PVC)	1,000	lin. ft.	\$ 66.00	\$ 66,000.00	\$ 72.00	\$ 72,000.00	\$ 48.00	\$ 48,000.00
6.	4" Sanitary Lateral - Open Cut (Schedule 40 PVC)	500	lin. ft.	\$ 66.00	\$ 33,000.00	\$ 65.00	\$ 32,500.00	\$ 46.00	\$ 23,000.00
7.	Sanitary Lateral Saddle Tee	25	each	\$ 1,320.00	\$ 33,000.00	\$ 600.00	\$ 15,000.00	\$ 1,200.00	\$ 30,000.00
8.	Sanitary Lateral Tracer Wire System	5	each	\$ 215.00	\$ 1,075.00	\$ 105.00	\$ 525.00	\$ 25.00	\$ 125.00
	TOTAL BASE BID PART 1				\$ 480,575.00		\$ 313,525.00		\$ 399,625.00
BASE BID - PART 2 PRIVATE SERVICE LATERALS									
9.	1" HDPE Water Service - Open Cut	200	lin. ft.	\$ 99.00	\$ 19,800.00	\$ 75.00	\$ 15,000.00	\$ 90.00	\$ 18,000.00
10.	1" Water Service - Pulled	750	lin. ft.	\$ 99.00	\$ 74,250.00	\$ 75.00	\$ 56,250.00	\$ 90.00	\$ 67,500.00
11.	Pre-Construction Meeting with Property Owner, Contractor, & City Staff	50	each	\$ 100.00	\$ 5,000.00	\$ 80.00	\$ 4,000.00	\$ 95.00	\$ 4,750.00
12.	Wall Core (1" Diameter Pipe)	20	each	\$ 99.00	\$ 1,980.00	\$ 60.00	\$ 1,200.00	\$ 10.00	\$ 200.00
13.	Reconnect Water Service Inside Building	50	each	\$ 99.00	\$ 4,950.00	\$ 1,325.00	\$ 66,250.00	\$ 775.00	\$ 38,750.00
	TOTAL BASE BID PART 2				\$ 105,980.00		\$ 142,700.00		\$ 129,200.00
	TOTAL BASE BID PARTS 1 AND 2				\$ 586,555.00		\$ 456,225.00		\$ 528,825.00

BID TABULATION

PAGE 2 OF 4

SUPPLEMENTARY BID ITEMS - PRIVATE SERVICE LATERALS									
S1.	6" Sanitary Lateral - Open Cut (Schedule 40 PVC)	250 lin. ft.	\$	66.00	\$	16,500.00	\$	62.50	\$ 12,500.00
S2.	4" Sanitary Lateral - Open Cut (Schedule 40 PVC)	250 lin. ft.	\$	66.00	\$	16,500.00	\$	58.00	\$ 14,500.00
S3.	Wall Core (6" Diameter Pipe or Less)	5 each	\$	110.00	\$	550.00	\$	125.00	\$ 625.00
S4.	Televising for Sanitary Lateral Acceptance	5 each	\$	105.00	\$	525.00	\$	125.00	\$ 625.00
S5.	6" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	500 lin. ft.	\$	46.00	\$	23,000.00	\$	76.00	\$ 38,000.00
S6.	4" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	500 lin. ft.	\$	44.00	\$	22,000.00	\$	71.00	\$ 35,500.00
S7.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	10 each	\$	880.00	\$	8,800.00	\$	600.00	\$ 6,000.00
S8.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	40 each	\$	2,200.00	\$	88,000.00	\$	950.00	\$ 38,000.00
S9.	Removal and Replacement of Unsuitable Backfill	100 cu. yds.	\$	25.00	\$	2,500.00	\$	15.00	\$ 1,500.00
S10.	1" HDPE Water Service Pulled with 6" HDPE Sewer Service	600 lin. ft.	\$	99.00	\$	59,400.00	\$	66.50	\$ 39,900.00
Public Surface Restoration									
S11.	4" Thick Asphalt Pavement	200 lin. ft.	\$	88.00	\$	17,600.00	\$	84.00	\$ 16,800.00
S12.	6" Thick Concrete Pavement	200 lin. ft.	\$	95.00	\$	19,000.00	\$	105.00	\$ 21,000.00
S13.	Topsoil Restoration, Seeding, Fertilizing and Erosion Mat	500 sq. yd.	\$	10.50	\$	5,250.00	\$	24.00	\$ 12,000.00
Exploratory									
S14.	Exploratory Excavation	5 each	\$	440.00	\$	2,200.00	\$	2,000.00	\$ 10,000.00
TOTAL SUPPLEMENTARY BID ITEMS					\$ 281,825.00		\$ 250,075.00	\$ 100.00	\$ 303,275.00

BID TABULATION

Project:

2 - 2022 Lateral Replacement

Engineer's Project Number:

FR 36 (2)

Bid Deadline: February 23, 2022 at 11:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Korff Plumbing LLC UNIT PRICE	AMOUNT	Advance Construction Inc. UNIT PRICE	AMOUNT		
BASE BID - PART 1 PUBLIC IMPROVEMENTS									
1.	1" Tap and Corporation Stop	50	each	\$ 3,800.00	\$ 190,000.00	\$ 3,400.00	\$ 170,000.00		
2.	1" HDPE Water Service - Open Cut or Pulled	1,500	lin. ft.	\$ 25.00	\$ 37,500.00	\$ 45.00	\$ 67,500.00		
3.	1" Valve and Box	50	each	\$ 750.00	\$ 37,500.00	\$ 550.00	\$ 27,500.00		
4.	Televising for Existing Sanitary Lateral Inspection	50	each	\$ 100.00	\$ 5,000.00	\$ 135.00	\$ 6,750.00		
5.	6" Sanitary Lateral - Open Cut (Schedule 40 PVC)	1,000	lin. ft.	\$ 65.00	\$ 65,000.00	\$ 55.50	\$ 55,500.00		
6.	4" Sanitary Lateral - Open Cut (Schedule 40 PVC)	500	lin. ft.	\$ 65.00	\$ 32,500.00	\$ 51.50	\$ 25,750.00		
7.	Sanitary Lateral Saddle Tee	25	each	\$ 1,800.00	\$ 45,000.00	\$ 4,400.00	\$ 110,000.00		
8.	Sanitary Lateral Tracer Wire System	5	each	\$ 250.00	\$ 1,250.00	\$ 1,000.00	\$ 5,000.00		
	TOTAL BASE BID PART 1				\$ 413,750.00		\$ 468,000.00		
BASE BID - PART 2 PRIVATE SERVICE LATERALS									
9.	1" HDPE Water Service - Open Cut	200	lin. ft.	\$ 40.00	\$ 8,000.00	\$ 39.50	\$ 7,900.00		
10.	1" Water Service - Pulled	750	lin. ft.	\$ 35.00	\$ 26,250.00	\$ 15.00	\$ 11,250.00		
11.	Pre-Construction Meeting with Property Owner, Contractor, & City Staff	50	each	\$ 250.00	\$ 12,500.00	\$ 100.00	\$ 5,000.00		
12.	Wall Core (1" Diameter Pipe)	20	each	\$ 100.00	\$ 2,000.00	\$ 10.00	\$ 200.00		
13.	Reconnect Water Service Inside Building	50	each	\$ 2,450.00	\$ 122,500.00	\$ 3,250.00	\$ 162,500.00		
	TOTAL BASE BID PART 2				\$ 171,250.00		\$ 186,850.00		
	TOTAL BASE BID PARTS 1 AND 2				\$ 585,000.00		\$ 654,850.00		

BID TABULATION

SUPPLEMENTARY BID ITEMS - PRIVATE SERVICE LATERALS									
S1.	6" Sanitary Lateral - Open Cut (Schedule 40 PVC)	250 lin. ft.	\$	65.00	\$	16,250.00	\$	55.00	\$ 13,750.00
S2.	4" Sanitary Lateral - Open Cut (Schedule 40 PVC)	250 lin. ft.	\$	65.00	\$	16,250.00	\$	55.00	\$ 13,750.00
S3.	Wall Core (6" Diameter Pipe or Less)	5 each	\$	100.00	\$	500.00	\$	10.00	\$ 50.00
S4.	Televising for Sanitary Lateral Acceptance	5 each	\$	100.00	\$	500.00	\$	85.00	\$ 425.00
S5.	6" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	500 lin. ft.	\$	70.00	\$	35,000.00	\$	18.00	\$ 9,000.00
S6.	4" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	500 lin. ft.	\$	70.00	\$	35,000.00	\$	15.00	\$ 7,500.00
S7.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	10 each	\$	1,000.00	\$	10,000.00	\$	3,200.00	\$ 32,000.00
S8.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	40 each	\$	2,500.00	\$	100,000.00	\$	3,650.00	\$ 146,000.00
S9.	Removal and Replacement of Unsuitable Backfill	100 cu. yds.	\$	34.00	\$	3,400.00	\$	29.00	\$ 2,900.00
S10.	1" HDPE Water Service Pulled with 6" HDPE Sewer Service	600 lin. ft.	\$	75.00	\$	45,000.00	\$	4.50	\$ 2,700.00
Public Surface Restoration									
S11.	4" Thick Asphalt Pavement	200 lin. ft.	\$	88.00	\$	17,600.00	\$	250.00	\$ 50,000.00
S12.	6" Thick Concrete Pavement	200 lin. ft.	\$	85.00	\$	17,000.00	\$	250.00	\$ 50,000.00
S13.	Topsoil Restoration, Seeding, Fertilizing and Erosion Mat	500 sq. yd.	\$	13.00	\$	6,500.00	\$	10.00	\$ 5,000.00
Exploratory									
S14.	Exploratory Excavation	5 each	\$	1,200.00	\$	6,000.00	\$	1,000.00	\$ 5,000.00
TOTAL SUPPLEMENTARY BID ITEMS					\$	309,000.00		\$	338,075.00

CITY OF TWO RIVERS RESOLUTION ADJUSTING THE WATER UTILITY PROPERTY TAX EQUIVALENT

WHEREAS, Wisconsin Public Service Commission (PSC) regulations permit municipal utilities to make an annual “property tax equivalent” payment to their municipality’s general fund and this is a common practice in most Wisconsin cities; and

WHEREAS, the City of Two Rivers has since 2003 kept the property tax payment made by its Water Utility frozen at \$145,426; and

WHEREAS, this “freeze” was first authorized by City Council resolution in 2003, based on the utility’s 2002 PSC report, and a 2017 resolution affirmed the same property tax equivalent until the City Council takes further action; and

WHEREAS, the City is within its discretionary authority to set the amount of the property tax equivalent, as long as it does not exceed the calculated Public Service Commission property tax equivalent, which is presently \$337,714; and

WHEREAS, the 2022 Budget of the City of Two Rivers was approved by City Council on December 6, 2021 and included as General Fund revenue a property tax equivalent payment of \$245,246, based on the recommendation of the City Manager and the City Council Finance Committee and Utilities Committee; and

WHEREAS, this increase in the utility’s property tax equivalent is appropriate, based on the significantly improved financial condition of the Water Utility and the funding needs of the City’s General Fund and needs to be approved by a separate Council resolution;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Two Rivers hereby adjusts the Water Utility’s annual property tax equivalent payment to \$245,246 or the PSC calculated amount, whichever is less; and

BE IT FURTHER RESOLVED that the amount of said tax equivalent payment shall remain “frozen” at said level until such time as the City Council takes further action.

Adopted this 7th day of March 2022.

Councilmember

Gregory E. Buckley
City Manager



**TWO
RIVERS**
WISCONSIN

CITY CLERK

1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

Section 11, Item E.



MEMO

DATE: March 3, 2022
TO: Personnel & Finance Committee
FROM: Jamie Jackson, City Clerk/Human Resources Director
SUBJECT: Personnel Policy Update

PERSONNEL POLICY BACKGROUND:

There has not been a comprehensive personnel policy update in many years, the exact number is unknown. The policies worked off in the recent past were a combination of old policies that did not incorporate newer policy changes enacted by the Council in one single document that could be distributed to employees upon hire, or upon request.

Except for cleaning up the language in this document, there are minimal changes to actual policy. This is a comprehensive personnel policy that includes past policy in a single document, with any updates that Council has already approved. The goal is to get this initial document approved so a copy can be made available to all employees. Employees will be required to sign off acknowledging that they have received and will read the policy. Any policy changes that the Council wishes to make in the future will be incorporated into the policy and distributed to employees upon the change being adopted by Council.

PAYSCALE CONSOLIDATION:

The updated Personnel Policy was presented to the Personnel & Finance Committee on March 2nd. There was a unanimous recommendation by the Committee to the full Council for adoption of the updated Personnel Policy as presented.





**TWO
RIVERS**
WISCONSIN

CITY OF TWO RIVERS

PERSONNEL POLICY MANUAL

ADOPTED BY CITY COUNCIL: XX/XX/XXXX

SUBSEQUENT REVISION DATES:

INTRODUCTION

The City of Two Rivers strives to recruit and retain a workforce that efficiently, effectively, and reliably provides important municipal services to the residents and businesses of the City of Two Rivers.

The City wishes for its employees to be provided with training opportunities to maintain and enhance their professional skills, along with the necessary tools and technology to perform their jobs. And we want them to perform their work in an environment that is safe, supportive, and inclusive.

Overall goals and policy direction for the City are set by the elected City Council, which appoints the City Manager to oversee the day-to-day management of the City and to direct the various department heads in their pursuit of those goals and policies. Department heads are expected to familiarize their employees with these overall City goals and policies, and to direct resources to such goals and policies, as well as goals, objectives, and policies specific to their departmental operations.

This Personnel Policy Manual contains information in summary form about our workplace, the major benefits available to employees, and the obligations of employees.

This Personnel Policy Manual is for informational purposes only. Nothing in it constitutes a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between each employee and the City of Two Rivers.

The City reserves the right to alter, change, delete, deviate from, suspend, or discontinue any part or parts of the policies contained herein, including but not limited to any employee benefit without prior notice. No one other than the City Council may alter or change any of the policies in this Personnel Policy Manual. Any alteration or modification by the City Council must be in writing. No statement or promise by an elected official, manager, department head, supervisor, agent, or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Should any provision of this Personnel Policy Manual conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the City of Two Rivers is a party, the statute, law, ordinance, regulator, or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by state or federal law.

It is the employee's responsibility to read and become familiar with the information in this Personnel Policy Manual and to follow the policies and procedures contained herein. If an employee has questions regarding the Personnel Policy Manual or matters that are not covered in it, the matters should be discussed with a department head or Human Resources.

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Chapter 1 – Objectives

1.01 City Council's Adoption of Policies

Effective Date: xx/xx/xxxx

The following policies have been adopted by the City Council.

1.02 Public Relations

Effective Date: xx/xx/xxxx

City employees have a significant public relations responsibility. Employees' work, attitude, and appearance are all subject to close inspection by City employee's ultimate employers – City taxpayers and rate payers. In some cases, a single person may be the only City employee known by an individual citizen. Employees are representatives of the City when they are at work. Citizens and visitors may base their total judgment of the efficiency and character of their City's government on the performance of that employee. To them, that employee *is* the City.

If employees take pride in the fact that they are doing their job well, others will share the same spirit. The reputation which the City of Two Rivers enjoys depends largely on what employees think and say about the City.

When asked for information, employees should be helpful and friendly. A single employee cannot possibly know all the answers, but the employee can make sure that the person asking the question is referred to the right source. Employees must be courteous in all dealings with the public and show a sincere interest in the problems that are directed to them. Employees should refrain from losing their temper when interacting with the public.

1.03 Collective Bargaining Agreements

Effective Date: xx/xx/xxxx

Police Department and Fire Department personnel have Collective Bargaining Agreements in place and are subject to the provisions of Wisconsin Statutes, Chapter 62.13. Where the contract, work rules, or provisions of any State statutes that indicate otherwise or are silent, the Personnel Policy Manual is applicable.

1.04 Equal Employment Opportunity

Effective Date: xx/xx/xxxx

The City provides equal opportunities for all qualified persons without regard to age, race, color, religion, disability, family status, gender, national origin, sexual orientation, military status, or any other basis protected by state or federal law.

Equal consideration shall be given to each qualified person without regard to his/her protected status when making employment decisions including, but not limited to, the following:

1. Recruitment for employment

2. Hiring, placement, promotion, transfer, or demotion
3. Compensation
4. Conditions of employment
5. Training and development
6. Involuntary layoff or separation from employment
7. All other components of the City's human resources system

1.05 Immigration Reform and I-9 Compliance

Effective Date: xx/xx/xxxx

The City of Two Rivers complies with the regulations of the Department of Homeland Security as it relates to Employment Eligibility Verification.

The City of Two Rivers must complete Form I-9 to document verification of identity and employment authorization of each new employee. Form I-9 must be completed within 3 days of hire.

1.06 Reasonable Accommodations for Disabilities

Effective Date: xx/xx/xxxx

The City is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.

Employees should submit a request for workplace accommodations to the City Clerk/Human Resources Director. Any supervisor or department head who receives a request for a workplace accommodation must forward it to the City Clerk/Human Resources Director immediately. After receipt of the request, the City Clerk/Human Resources Director will meet with the employee to discuss all the facts and circumstances necessary to make an accommodation determination.

1.07 Harassment Policy

Effective Date: xx/xx/xxxx

The City of Two Rivers is committed to providing a professional work environment that maintains employee equality, dignity, and respect. The City strictly prohibits and will not tolerate discriminatory practices or harassment against employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens, or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other person based on his/her protected class status.

Any protected class harassment is unacceptable and will not be tolerated. Any who violates this policy will be subject to disciplinary action or termination.

Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion,

disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy.

Harassment can take many forms and may include, but is not limited to:

- Epithets, slurs, or negative stereotyping
- Threatening, intimidating, or hostile acts
- Denigrating jokes
- Verbal abuse
- Written or graphic material that denigrates or shows hostility or aversion toward a protected class
- Nonverbal conduct, such as staring or making denigrating gestures
- Physical conduct, such as stalking, assault, unwanted touching
- Any other type of verbal, physical, written, or visual conduct

Sexual Harassment

This policy protects both male and female employees from sexual harassment. The City's policy prohibits all conduct, whether physical, verbal, written, or visual that is based on sex, including but not limited to:

- Unwelcome sexual flirtations, compliments, advances, requests, or propositions
- Unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault
- Any sexual statements or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendos, suggestions, "kidding", "teasing", or jokes
- The display of sexually-related or suggestive pictures or objects including emails or other computer images

Complaint Procedure

The City is committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- Any employee that believes they have experienced or witnessed conduct that violated this policy must report the matter as soon as possible to their supervisor, department head, City Clerk/Human Resources Director, City Manager, or any other member of management with whom they feel comfortable.
- Employees should not bring their complaint to their immediate supervisor first if the supervisor is the subject of the complaint, or if they feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- The City will take corrective action designed to end any harassment or discrimination in the workplace and prevent it from occurring.
- Corrective and preventative action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action deemed appropriate under the circumstances. The City will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

The City recognizes that false allegations of harassment or discrimination may have a serious impact on innocent individuals and appropriate action will be taken against anyone who makes a false claim of harassment or discrimination.

Confidentiality

The City understands that matters of harassment or discrimination can be sensitive, and when possible, complaints and related information will be kept confidential. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

Retaliation

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against an employee for coming forward or participating in the investigatory process. Employees that believe that they are the subject of retaliation, even if the behavior is subtle or they are unsure that the conduct is retaliation, should report it immediately to a supervisor, department head, City Clerk/Human Resources Director, City Manager, or any other member of management with whom they feel comfortable. Anyone who violates this retaliation prohibition will be disciplined or terminated.

1.08 Staff Relations

Effective Date: xx/xx/xxxx

For the City to fulfill its roles successfully, employees must maintain positive interpersonal communication. Good interactions among staff members help achieve a sense of personal well-being, and interpersonal communication skills can help staff negotiate problems and relate to co-workers. Employees should treat each other professionally and with respect.

Generally, if an employee is having a problem with an individual, approaching that person first and attempting to resolve the conflict is the best first step. If that does not work, employees should go to their immediate supervisor. In some cases, the employee and the supervisor may decide to refer the problem to the next higher level of administration or to the City Clerk/Human Resources Director.

1.09 Open Door Policy

Effective Date: xx/xx/xxxx

Employee opinions, suggestions, and questions are important to management. Employees should feel free to talk to any member of management about issues at work which concern them. Management will attempt to provide employees with honest, straightforward responses to employee questions and comments.

The typical protocol would be to address a situation with an immediate supervisor first, then with the department head, however, in certain circumstances an employee may wish to go directly to the City Clerk/Human Resources Director or the City Manager.

1.10 Indemnification of Officers and Directors

Effective Date: xx/xx/xxxx

In recognition of its responsibilities under Section 895.46 of the Wisconsin State Statutes, the City of Two Rivers resolves that where the Defendant is an Officer or employee of the City of Two Rivers and is proceeded against in his/her official capacity or because of acts committed while carrying out his/her duties for the City of Two Rivers and the jury or court finds that such employee acted in good faith in the performance of his/her duties, any judgment and/or costs entered against such employee shall be paid by the City.

Chapter 2 – City Government

2.01 Purpose

Effective Date: xx/xx/xxxx

To provide for effective, efficient administration and management of City government by maintaining a consistent, city-wide personnel program that establishes a clear understanding of responsibility and authority. Under the City's organizational structure, the City Manager is the Chief Executive Officer and is responsible for the general administration of the City's business. The City Council is responsible for such things as setting the annual budget, levying taxes, incurring debts, and the general management and control of City property.

2.02 Responsibility and Authority

Effective Date: xx/xx/xxxx

The **City Manager**, consistent with state law and Municipal Code, shall have responsibility for hiring all department heads and employees, and to terminate such employees at any time their conduct and/or their job performance becomes unsatisfactory. This does not apply to employees subject to the jurisdiction of the Police and Fire Commission.

Department heads shall have responsibility for:

1. Enforcing the personnel policies and procedures in their respective department.
2. Keeping employees informed of current personnel policies.
3. Conducting the appropriate step in the grievance procedure.
4. Appointing or removing employees from positions subject to approval of the City Manager (not withstanding powers and authority granted to the Police and Fire Commissioners or the Chiefs of Fire and Police Departments of the City conferred by Section 62.13, Wisconsin State Statutes).
5. Administering discipline and delegating such authority to supervisory personnel as appropriate.
6. Notifying the City Manager and City Clerk/Human Resources Director of any proposed changes in personnel.
7. Working with the City Manager and City Clerk/Human Resources Director in hiring, developing employee orientation/in-service training programs, and other personnel management activities.
8. Conducting performance evaluations at the end of the employee's probationary period and at any other time considered appropriate by the City Manager.
9. Delegating duties to subordinate employees.
10. Preparing budgets for respective departments.

2.03 Records Management

Effective Date: xx/xx/xxxx

The City Manager is designated as the legal custodian for the records of the City of Two Rivers as set forth under Wisconsin State Statutes 19.33. Personnel records provide factual data about an individual's employment with the City and meet legal requirements as defined in Wisconsin State Statutes 19.31 - 19.39.

2.04 Personnel Files

Effective Date: xx/xx/xxxx

An official personnel file shall be maintained in the City Clerk/Human Resources Director's office for each employee. An employee who wishes to review the contents of his or her file may request to do so through the City Clerk/Human Resources Director; however, the file must remain in the City Clerk/Human Resources Director's office while being viewed. An employee may not remove items from his/her personnel file; however, copies may be provided upon request.

2.05 Employee Information

Effective Date: xx/xx/xxxx

It is important that employees notify the City Clerk/Human Resources Director of any change in their personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

2.06 Public Inspection

Effective Date: xx/xx/xxxx

Information as to name, address, date of employment, class title, and salary of employees and former employees is available for public inspection in accordance with the procedure prescribed by the City Manager subject to State law governing public records.

2.07 Confidential Records

Effective Date: xx/xx/xxxx

All confidential records shall be available only to the employee, the employee's designee, the City Manager, the Finance Director, or authorized federal or state representatives who have cause to review official records. Employee disciplinary and personnel records may not be exempt from disclosure under the public records law.

2.08 Destruction of Records

Effective Date: xx/xx/xxxx

Employee service records shall be kept for 10 years. Applications for employment, payroll, examinations, and other records shall be kept at the discretion of the City Manager.

Chapter 3 – Position Classification

The City Manager will oversee the overall development, maintenance, and administration of the position classification plan.

The purpose of the position classification plan is to assist in the equitable and efficient handling of personnel matters. Position classification provides a system of analyzing positions in terms of different kinds and levels of work performed. By grouping similar positions under common job titles, effective administration of personnel activities, such as manpower, planning and budgeting, standard of job performance, fair and equitable pay, valid selection and recruitment programs, training programs, and career development can be enhanced.

3.01 Administration

Effective Date: xx/xx/xxxx

The City Manager shall be responsible for the administration of the position classification plan. The City Manager may delegate this responsibility or portions thereof to other City department heads.

3.02 Employment Types

Effective Date: xx/xx/xxxx

Full-Time Employees (2080 hours per year)

Year-round employees with regular schedules of 40 or more hours per week. Full-time employees are eligible for full-time benefits.

Regular Part-Time Employees (1200-1456 hours per year)

Year-round employees with regular schedules of up to an annual average of 28 hours per week. Regular part-time employees are eligible for part-time benefits including Wisconsin Retirement, life insurance, pro-rated vacation hours, pro-rated holiday pay, pro-rated personal hours, and COLA (cost of living adjustment).

Part-Time Employees (1000-1199 hours per year)

Year-round employees with regular schedules of up to an annual average of 23 hours per week. Part-time employees are eligible for part-time benefits including pro-rated vacation hours, pro-rated holiday pay, and COLA (cost of living adjustment).

Limited Part-Time Employees (up to 999 hours per year)

Year-round employees with regular schedules of up to an annual average of 19 hours per week. Limited part-time employees are eligible for COLA (cost of living adjustment).

Interns and Seasonal Employees (up to 1199 hours per year)

Employees who do not work year-round and have varied work schedules based on the seasonal position. These employees are not benefit eligible.

3.03 Fair Labor Standards Act Policy

Effective Date: xx/xx/xxxx

The City complies fully with the Fair Labor Standards Act (FLSA) of 1938, as amended. The FLSA policy gives detailed information as it relates to hours of work, overtime, and employment classifications. For detailed information refer to the Fair Labor Standards Act as published by the U.S. Department of Labor. Whether an employee is considered exempt or non-exempt is determined by their duties, level of responsibility, and salary. Employees will be notified at hire whether they are exempt or non-exempt from the wage and hour provisions of the FLSA.

Chapter 4 – Salary Administration

4.01 Wage Schedules

Effective Date: xx/xx/xxxx

All employees shall receive compensation fixed by the City Manager in accordance with the schedule of wage rates on file in the office of the Finance Director. The City Manager shall set the salaries of employees within the range for each position.

4.02 Pay Policies

Effective Date: xx/xx/xxxx

Employees shall be compensated at their approved rate of pay on a bi-weekly basis. Payday is the Friday following the completion of the two-week pay period. When a normal payday is a designated Federal holiday, employees will receive their pay on the workday preceding the Federal holiday.

- Direct Deposit. All employees will be required to participate in direct deposit. Access to paperless statements is available to employees through the City's designated online payroll vendor.
- Exempt Employees.
 - o Salary Basis. Exempt employees are paid on a "salary basis", meaning compensation received is a pre-determined amount each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of work performed.
 - o Deductions. Deductions from exempt employees' salaries may occur under the following circumstances:
 - Absence of one or more full dates for personal reasons where an employee elects not to substitute any accrued leave time or the employee does not have any accrued leave time available.
 - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy, or practice.
 - Unpaid FMLA absences
 - To offset amounts the employee receives as jury or witness fees, or for military pay
 - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules
 - As otherwise permitted by law.
 - o If an employee believes that an improper deduction to salary has been made, report the information as soon as possible to the Finance Director. If an improper deduction has been made, the employee will be reimbursed at the next pay date and steps will be taken to ensure the improper deduction is rectified in the payroll system.

4.03 Responsibility and Administration

Effective Date: xx/xx/xxxx

The City Council, acting through the City Manager, shall be responsible for approving the administrative pay plan submitted by the City Manager. The City Manager shall be responsible for the overall administration of the pay plan.

4.04 Pay Range Determination

Effective Date: xx/xx/xxxx

The pay plan shall be directly related to the classification plan. Positions of similar responsibility shall be grouped together in grade levels to establish a pay rate for each grade as well as to establish a pay rate for that grade. The pay rate shall be based on internal rankings and external market conditions.

4.05 New Employee Pay Rates

Effective Date: xx/xx/xxxx

New employees' pay rate will generally start at the Step A rate.

A performance evaluation shall be made at the end of six months of employment. Upon acceptable performance the employee may advance to the Step B rate.

A performance evaluation shall be made at the end of one year of employment. Upon acceptable performance the employee may advance to the Step C rate.

A department head may recommend a starting rate above the Step A rate due to the new employee's qualifications.

4.06 Wage Adjustment

Effective Date: xx/xx/xxxx

The wage schedule shall be reviewed annually to consider overall changes of wages relative to job market and economic considerations. If any adjustment is to be made, it may be by a flat percent, a dollar amount, or other methods approved by the City Manager.

The following actions will affect the pay status of an employee:

- a. Transfer
- b. Promotion
- c. Demotion
- d. Reclassification
- e. Reinstatement
- f. Part-Time and Seasonal
- g. Temporary Assignment
- h. Disciplinary Action
- i. Merit

4.07 Performance Evaluations

Effective Date: xx/xx/xxxx

Every supervisor should review the job performance of each employee in their department. The intent of the performance evaluation is to assist in the effective delivery of services and, at the same time, help employees reach their full potential. Performance evaluations will become part of the employee's personnel file.

The following objectives may be achieved through performance evaluations:

- a. Clarify work assignments, objectives, and expectations.
- b. Let employees know whether they are meeting or exceeding expectations.
- c. Provide a basis for promotions and pay increases and, where necessary, for remedial, disciplinary action, or termination.

4.08 Merit Plan - Eligibility

Effective Date: xx/xx/xxxx

Employees covered by the position classification and wage plan with at least one year of service beyond the probationary period are eligible.

The purpose of the merit plan is to provide an incentive that is related to performance. It is an extension of both the pay plan and performance evaluation system.

The plan holds out the possibility of increased compensation based upon outstanding performance and extraordinary contributions to the City. To be meaningful, the plan also requires a candid, ongoing assessment of individual compensation levels within the respective pay grades.

An important basic premise of the plan is that all compensation above the "normal" level for a position is based upon merit. The merit concept is meaningful only where an adjustment is tied to performance and does not become part of the base.

Procedures involved in the administration of the merit plan:

1. Merit Increases
The number and amounts of merit adjustments will be established by the City Manager based upon the recommendations and evidence presented by the department heads.
2. Sustained Merit Compensation
Any merit portion of an employee's compensation should be evaluated annually when all salaries are reviewed. The City Manager will direct department heads to evaluate the basis for sustained merit compensation for employees at review time.

Chapter 5 – Recruitment and Selection

The City of Two Rivers shall seek new employees through means designed to avoid and prevent any discrimination. The City may advertise with the Wisconsin Job Center, local newspapers, the City's website, as well as other media outlets.

5.01 At-Will Employment

Effective Date: xx/xx/xxxx

All employees, except those covered by a collective bargaining agreement, governed by Wisconsin State Statutes, Chapter 62.13, or an individual employment contract, are employed at will. In other words, no contractual employment relationship exists between the City of Two Rivers and the employee. The City, or the employee, may end the employment relationship at any time, for any non-discriminatory reason, with or without notice. Employees who are terminated for disciplinary reasons are subject to the Discipline and Grievance Procedure.

This manual is not a contract, express or implied. It does not guarantee employment for any specific duration.

5.02 Recruitment and Selection

Effective Date: xx/xx/xxxx

When a vacancy occurs in a department, the department head will complete and submit a request for job posting/advertisement to the City Clerk/Human Resources Director with an attached updated job description. The City Clerk/Human Resources Director will seek approval from the City Manager.

The City Clerk/Human Resources Director will prepare and post the vacancy in all City departments and/or advertise for the vacant position to be filled. Once applications are received by the City Clerk/Human Resources Director, the appropriate department head and the City Clerk/Human Resources Director will meet to review applications. After selecting the qualified candidates, the City Clerk/Human Resources Director will schedule interviews. To be considered for a position, applicants must complete the City of Two Rivers employment application.

At the completion of the recruitment process, the successful candidate will receive an offer letter summarizing the pertinent information of the position. The offer letter does not constitute an employment contract, employment remains at-will as previously detailed. The other candidates will receive notice advising them of the hiring decision.

Police and Fire departments may have additional procedures and/or requirements for recruitment and selection.

5.03 Expenses

Effective Date: xx/xx/xxxx

Mileage, meals, lodging, and other reasonable interview expenses, and expenses for moving personal effects may be reimbursed for positions at the department head level as authorized by the City Manager.

5.04 Residency Requirement

Effective Date: xx/xx/xxxx

Full-time emergency response personnel, as a condition of continued employment, are subject to residency within 15 miles of the jurisdictional boundaries of the City of Two Rivers within six months after satisfactory completion of the probationary period. In addition to Police, Fire, and EMS employees, the following positions shall be classified as “emergency response personnel” and will be required to abide by this residency requirement:

- a. City Manager
- b. Department Heads
- c. Information Services Director
- d. All employees of the Water Utility, Sewer Utility, Electric Utility, Street Department, and Parks and Recreation Department, with the exception of clerical/office support staff.
- e. Clerical and office support staff of the City Manager’s office, Fire Department, and Police Department.

Police management employees, other than the Police Chief, are subject to residency within 30 minutes’ drive time of the City limits.

This policy may be waived only, upon recommendation of the City Manager, by the City Council.

5.05 Nepotism

Effective Date: xx/xx/xxxx

Persons of any of the following relationships shall not be hired to simultaneously serve in the same department as regular full-time employees:

- a. Husband/Wife
- b. Parent/Child
- c. Brother/Sister
- d. Aunt/Uncle/Niece/Nephew
- e. Grandparent/Grandchild
- f. Mother-in-law/Father-in-law
- g. Son-in-law/Daughter-in-law
- h. Brother-in-law/Sister-in-law
- i. Persons living within the same household

Seasonal and limited part-time employees are exempt, as long as the family member is not the supervisor of the position.

The above policy may be applied on a case-by-case basis to positions not in the same department where a potential conflict of interest, or the appearance of a conflict of interest, would be created.

This policy may be waived only, upon recommendation of the City Manager, by the City Council.

5.06 Probationary Period

Effective Date: xx/xx/xxxx

Employees are subject to a six-month probationary period. Employment beyond the probationary period is subject to approval of the department head and City Manager.

The length of probationary period for represented employees can be found in their current labor agreements.

The City reserves the right to extend the probationary period an additional six months at the discretion of the department head, upon approval of the City Manager.

5.07 Police and Fire Recruitment

Effective Date: xx/xx/xxxx

Although basic hiring procedures should be utilized in recruiting, specific guidelines may be established by the Police & Fire Commission in accordance with state law.

5.08 Work Permits

Effective Date: xx/xx/xxxx

A work permit is required for all employees under 16 years of age.

5.09 Training and Development

Effective Date: xx/xx/xxxx

Department heads shall provide active leadership in promoting the development of employees within their departments and shall encourage employees to take advantage of opportunities for training. Department heads should ensure that proper credit is documented in each employee's personnel file upon successful completion of training course(s) to assure full consideration for transfers and promotions.

5.10 Employee Orientation Program

Effective Date: xx/xx/xxxx

The supervisor, or his/her designee, will familiarize the new employee to the conditions related to his/her job and worksite, i.e. introductions to fellow workers, supplies, break periods, etc.

5.11 Promotions and Transfers

Effective Date: xx/xx/xxxx

All promotions and transfers shall be made in accordance with personnel and departmental policies and without discrimination. The City Manager shall approve all reclassification, status changes, reallocation of existing positions, demotions, and dismissal actions.

Chapter 6 – Workplace Expectations

6.01 Scheduled Hours

Effective Date: xx/xx/xxxx

The workday for full-time employees shall be eight (8) hours per day and the work week shall be forty (40) hours.

The normal workday is between 6:00 a.m. and 5:00 p.m., Monday through Friday. The City will have the flexibility to adjust work hours to allow for special events or seasonal activities and holidays.

Flexible schedules may be available to full-time employees, subject to the needs of the department and the approval of the department head.

Employees' regular schedules are set by the supervisor and may be temporarily changed by the supervisor or department head to meet the operational needs of the City.

6.02 Lunch Periods and Breaks

Effective Date: xx/xx/xxxx

A non-paid 30-minute lunch period will be required of all office employees to be taken in accordance with department policy.

Field employees subject to recall at any time for emergencies will receive a 30-minute paid lunch period.

Paid, non-cumulative breaks shall be limited to one 20-minute break daily. Breaks may be taken as 20 minutes in the morning or afternoon, or as separate 10-minute breaks in the morning and afternoon. These breaks should not be taken at the beginning or end of the work shift and should not be combined with lunch periods.

Deviations from the standard lunch period or breaks may be made upon approval of the department head and City Manager.

6.03 Overtime

Effective Date: xx/xx/xxxx

Overtime is defined as time worked in excess of the weekly schedule of hours normally required of full-time employees within a given department. Vacation, holiday, personal holiday, comp, and sick time are considered "hours worked" when determining overtime.

For purposes of calculating overtime, the workweek is designated as 12:01 a.m. Sunday through 12:00 a.m. Saturday. All overtime for a pay period must be reported through the last Saturday 12:00 a.m. of that pay period.

a. City Directed Overtime

There are times when it is necessary for employees to work overtime. At such times, a supervisor will notify employees as early as possible regarding the City's overtime needs. Employees shall work overtime when requested to do so by the City.

b. Employee Requested Overtime

There may be times when an employee believes there is a need to work overtime to complete City work assigned to the employee. In that case, the overtime must be approved in advance by the employee's supervisor and department head. Failure to get such approval may result in discipline, up to and including discharge.

Overtime shall not be paid more than once for the same hours worked (e.g. stand-by or call-in). A minimum of two hours of overtime pay shall be paid to employees called in to work outside of their normally scheduled hours except that time worked immediately before or after an employee's regular work shift shall not be subject to this two-hour minimum.

Non-Exempt Employee Overtime

Non-exempt employees must be paid overtime or given compensatory time at a rate of time and one-half (1.5) for all hours worked in excess of 40 hours per week. For hours in excess of the employee's normal scheduled work week, an employee may elect to take overtime or accrue compensatory time. Additional work outside of a non-exempt employee's normal schedule must be approved by a supervisor. The City reserves the right to adjust schedules to limit overtime due to budget constraints.

a. Compensatory Time

Employees may elect to earn compensatory time at a rate of time and one-half (1.5) in lieu of overtime pay on regular workdays. Eligible employees may accumulate up to a maximum of 240 compensatory hours (e.g. 160 hours at time and one half).

Individual status of accumulated and used compensatory time will be provided on the individuals' pay statement. Compensatory time off will be scheduled by the department head in a manner deemed most advantageous to the department. Compensatory time can be both earned and taken in the same pay period so long as the balance does not go below zero. Accumulated compensatory time will be paid out at termination of employment or upon request during employment upon approval of the City Manager.

b. Flex Time

With permission from the immediate supervisor and/or department head, employees may flex to make up lost time within the same week, if the workload dictates. Said flex time should be straight time, non-overtime scheduling revisions.

Exempt Employees

The City expects exempt employees to work a normal full-time 40 hour work week and any additional hours required by work load, which can include special and regular meetings and events outside of normal hours. In return, exempt employees may occasionally take time off without using time from their accrued leave banks when the workload of their office permits, provided such time off is approved by the City Manager. This flexibility is not an accrued benefit nor does it constitute compensatory time; use of personal time on an hour-for-hour basis for time worked in excess of a 40-hour work week is not permitted by exempt employees.

Full day absences require the use of paid leave, except in very rare circumstances with approval from the City Manager. If, due to an emergency, the employee works through the weekend, or during several nights, the City Manager may allow the employee to take a day off without the substitution of paid leave.

6.04 Timekeeping Requirements

Effective Date: xx/xx/xxxx

All City employees are required to accurately report their actual hours worked. Falsification of reported time by an employee or supervisor may result in discipline and/or termination. Department heads or their designated supervisors shall maintain a record for each employee's compensatory time, vacation time, sick leave usage, and report this to the City Manager and Finance Director.

6.05 Personal Appearance

Effective Date: xx/xx/xxxx

The appearance of employees reflects upon the City. Employees are expected to present themselves for work in a professional, presentable, modest, well-groomed manner at all times, in attire allowed by their department head. Employees are required to adhere to safety guidelines to the extent they apply to their position. Depending on considerations of individual departments certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations.

6.06 Municipal Property

Effective Date: xx/xx/xxxx

Personal use of City resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If an employee is contemplating the personal use of a City resource for a reason that they believe is justified, the employee must get the written permission of the department head prior to using the resource.

6.07 Return of City Equipment

Effective Date: xx/xx/xxxx

Employees leaving City employment must return uniforms, keys, tools, and equipment on or before their last day of work.

6.08 Severe Weather Policy

Effective Date: xx/xx/xxxx

Personnel who are scheduled to work and who are late or unable to report for work due to severe weather conditions, or the closing of their office or department, may select one of the following options to account for such leave time:

1. Use of vacation time.
2. Reduction of an equivalent amount of pay.
3. Use of earned compensatory time.
4. Employee may flex to make up lost time within the same week, if the workload dictates.

The above action is necessary to treat all employees in a fair and consistent manner, and to maintain the flexibility of closing certain offices when severe weather dictates rather than requiring all employees to come to work.

6.09 Working from Home

Effective Date: xx/xx/xxxx

Employees will only be allowed to work from home where doing so is in the best interest of the City and is approved in advance by the employee's department head and the City Manager.

6.10 Outside Employment

Effective Date: xx/xx/xxxx

All regular employees are expected to place the responsibilities and obligations of their positions with the City first. Employees may engage in outside, non-City of Two Rivers employment, subject to the following conditions:

- All outside employment must be reported to the employee's department head.
- There is no conflict of interest between the secondary employment and the work done for the City.
- The City may request the employee cease any outside work, or end their employment with the City in the event of a refusal to surrender the secondary employment, if such work is affecting the efficiency, quality, and effectiveness of work with the City, a potential conflict of interest develops, or if the employee's engagement in the outside employment would reflect negatively upon the City.
- There shall be no professional consulting work or side job by employees within the City of Two Rivers limits where such work would pose a conflict of interest with the job duties of their position with the City.
- No outside employment or consulting work shall be carried on during work hours with the City, nor shall our vehicles, equipment, supplies, machines, or other property be used for an employee's secondary employment.

6.11 Release of Information to News Media and Public

Effective Date: xx/xx/xxxx

Orderly procedures shall be followed for providing public information to news media representatives and the public. The City Manager and department heads are responsible for the release of information about City business to the media and to the public. Exceptions may be made for individual employees designated by the City Manager or a department head either on an ongoing basis or for specific incidents.

6.12 Code of Ethics/Conflict of Interest

Effective Date: xx/xx/xxxx

The City expects employees to use judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. It is

expected that the transactions employees take part in are ethical and within the law, both in letter and in spirit.

There is no way to develop a comprehensive detailed set of rules to cover every business situation. The City requires employees to act ethically when performing their duties so that their actions will reflect positively on the employee and the City. Employees must comply with all local, state, and federal laws.

City policy and state law prohibits employees from engaging in the following conduct:

- Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of their work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
- Threatening or attempting to use or using political influence, or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay, or other tangible employment benefit.
- Engaging in political activity by making use of their position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with an employee's right to become a member of a political club, to attend political meetings, to express their opinion on political subjects, and to enjoy freedom from all interference in casting their vote.
- Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by the employee. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence their official actions or independent judgment.

Employees should speak with their supervisor or the City Clerk/Human Resources Director regarding questions, concerns, or issues addressed in or related to this policy.

6.13 Political Activity

Effective Date: xx/xx/xxxx

Employees have the right to freely express their views as citizens and to vote. Individuals whose principal employment is in a federally-aided program are subject to the prohibition in the Federal Hatch Political Activities Act as amended 5 U.S.C. 1501-1508.

Employees may engage in political activity provided that such activity does not interfere with normal work performance, is not conducted during normal working hours, and does not involve the use of City equipment or property. Employees are prohibited from coercing any persons to hold or to contribute money or other assistance to any political candidate, party, or purpose.

Chapter 7 – Employee Benefits

7.01 Life Insurance

Effective Date: xx/xx/xxxx

The City provides basic life insurance in the amount of one-time the employee's annual salary (rounded to the nearest \$1,000) at no cost to the employee. Full-time and regular part-time employees who work more than 1,200 hours per year are eligible for coverage the 1st day of the month following 30 days of employment.

The imputed cost of coverage in excess of \$50,000 must be included in income and is subject to social security and Medicare taxes.

Additional coverage may be purchased at the employee's expense and paid through payroll deduction.

7.02 Health, Dental, and Vision Insurance

Effective Date: xx/xx/xxxx

The City provides group health, dental, and vision insurance to all permanent, full-time employees. Insurance is effective on the 1st day of the month following 30 days of employment. Plan details are set forth in separate plan documents issued when an employee becomes eligible to participate; additional copies are available from the City Clerk/Human Resources Director. The City reserves the sole discretion to determine what insurance and level of benefits to offer. Employees may be required to contribute toward the cost of the monthly premiums as established by the City Council and contributions will be payroll deducted.

7.03 Health Savings Account (HSA) Contributions

Effective Date: xx/xx/xxxx

Employees participating in a High Deductible Health Plan (HDHP) are eligible for employee contributions to a Health Savings Account (HSA) via payroll deduction.

7.04 Continued Health Insurance

Effective Date: xx/xx/xxxx

Disability Retirement

Employees forced to retire under disability provisions of OASI will be required to apply for Social Security benefits, including Medicare. Coverage will continue from the time of retirement through the determination of eligibility for Social Security benefits, not to exceed 24 months.

Normal Service Retirement

For employees hired after September 18, 2000, a minimum of 15 years of full-time employment with the City of Two Rivers shall be required to qualify for this benefit. Employees hired on or after April 15, 2011 are not eligible for a City-provided post-retirement health benefit of any kind upon their retirement.

An employee retiring at age 55 or older shall be eligible for continued health insurance coverage (single or family plan, as may be applicable). As of January 1, 2014, the City shall contribute the current split percent rate of the medical premiums, on behalf of eligible retirees, and the premium co-payment required of retirees shall equal the current split rate applicable to active employees.

This benefit must be exercised immediately upon retirement.

- a. Employees with over 25 years of service as of December 31, 2013: 3 years of continued health insurance.
- b. Employees with over 10 years of service as of December 31, 2013: 1 year of continued health insurance.
- c. Employees with less than 10 years of service as of December 31, 2013: No benefit.

City contributions will not exceed Medicare-eligibility.

When a retired employee reaches age 65, the employee's spouse, if under 65, becomes eligible for continuation of health coverage under COBRA.

A minimum 30-day advance notice of termination must be given to qualify for this benefit.

A retiree forfeits and waives all benefits under this provision if the employee should obtain employment with another employer (for more than a 30 day grace period) that has a group health insurance plan and is eligible to participate in such plan, or if the retiree becomes covered by any other group health insurance plan.

Survivor Coverage

The surviving spouse and/or dependents of a participating employee who dies while actively employed by the City or while retired from City employment, may elect to continue to be covered as part of the group under the rules of the plan set forth in Section above, by payment of the insurance premium co-pay, not to exceed 24 months.

7.05 Voluntary Waiver of Health Insurance Coverage

Effective Date: xx/xx/xxxx

The City will allow employees to opt out of the City health insurance coverage. Full-time employees who are eligible for coverage under the City's health insurance program will receive a cash benefit for opting out of such coverage.

To receive this cash compensation in lieu of health insurance coverage, an employee must complete a Voluntary Waiver of Health Insurance Form and furnish the City with proof of health insurance coverage from another source. This proof of other coverage must be received by the City before any employee will be allowed to opt out of City coverage. In the case of spouses both employed by the City, an opt-out is not available for the employee that does not elect coverage.

7.06 Employee Assistance Program

Effective Date: xx/xx/xxxx

An Employee Assistance Program (EAP) is offered to help employees find solutions to personal problems, big or small, that may have the potential to become overwhelming. Examples include substance abuse, relationship problems, stress, anger management, and depression.

The EAP is a free, confidential counseling and referral service for the employee and anyone living in the employee's household.

Information regarding the Employee Assistance Program can be requested by contacting the City Clerk/Human Resources Director or a department head.

7.07 Longevity

Effective Date: xx/xx/xxxx

On the first payroll in December, following the appropriate anniversary date of continuous service as set forth herein, eligible full-time grandfathered employees shall have a longevity payment applied to base salary as follows:

- a. 3% after 6 years
- b. 4% after 12 years
- c. 5% after 18 years

Employees hired after September 18, 2000 are not eligible for longevity pay. Fire Department non-union command personnel became ineligible for this benefit as of January 1, 2000, having been granted an additional pay step of 3 percent upon attaining 15 years of service, effective on that date, consistent with the Fire union contract.

7.08 Retirement

Effective Date: xx/xx/xxxx

Eligible employees shall be covered under the Wisconsin Retirement System (WRS). The City will pay contributions as set by the Department of Employee Trust Funds (ETF), and employees shall pay the employee contribution as set by ETF via payroll deduction. Information regarding the WRS plan can be found at <https://etf.wi.gov/>.

7.09 Deferred Compensation

Effective Date: xx/xx/xxxx

The City offers deferred compensation plans to supplement retirement income. Participation in a deferred compensation program is voluntary and 100% funded by the employee through payroll deduction in an amount authorized by the employee. Plan and enrollment information is available from the City Clerk/Human Resources Director.

7.10 Unemployment Compensation

Effective Date: xx/xx/xxxx

City employment is covered by Wisconsin Unemployment Compensation laws. Under provisions of that law, employees who lose their job through no fault of their own may receive limited financial allowance during the period they are out of work and seeking re-employment.

7.11 Workers' Compensation

Effective Date: xx/xx/xxxx

Employees injured on the job will receive compensation once the claim is accepted by the City's workers' compensation carrier.

- a. The injured employee shall immediately report the type of injury to his/her supervisor and fill out the Employee Accident and Injury Report.
- b. The employee's supervisor must provide immediate medical attention (if applicable), investigate the accident, and complete the supervisor and applicable sections of the Employee Accident and Injury Report. The reports must be sent immediately to the Finance Department.

Compensation begins when the injured employee is off from his/her regular work duties for more than three days. The employee will begin receiving insurance checks until he/she returns to work. If the insurance checks are less than the employee's base payroll check, the City will pay the employee for the difference in the regular payroll amount and charge such difference to employee's accumulated sick leave balance, until it is exhausted. Additionally, the difference may also be deducted from the employee's compensatory time, vacation, and personal days until exhausted.

The following procedure is mandatory:

- a. The employee must bring his/her workers' compensation insurance check to the Finance Department immediately upon receipt and prior to the next payroll, if possible.
- b. The employee's pay will be adjusted on a bi-weekly payroll basis by the Finance Department. Only the amount paid by the City is charged against sick leave.

Example: 80 hours @ \$12.00/hour	\$960.00
Workers' Comp Check (50 hours)	\$600.00
Paid by City (30 hours)*	\$360.00
*(30 hours charged to employee's sick leave)	

- c. For days missed due to workers' compensation, the City will automatically apply FMLA (Family Medical Leave Act) to the absence, provided the absence qualifies. The full FMLA policy is in Chapter 14.
- d. Dollars paid to the employee through workers' compensation are subject to Wisconsin Retirement contributions. Deductions will be taken on the employee's City payroll.

7.12 Clothing Allowance

Effective Date: xx/xx/xxxx

The City of Two Rivers is committed to the safety and well-being of their employees. Certain employees are required by the City to wear steel toe shoes to safely perform certain job duties and to protect them from various hazards they may encounter during those duties. These employees are eligible for a safety footwear reimbursement.

- a. Eligible employees may receive reimbursement towards the cost of a safety shoe or boot every 18 months as established in the department's clothing allowance budget.
- b. Line personnel who require special climbing boots are eligible to receive a maximum of \$140.00 every 18 months.
- c. Employees will pay any expense over the maximum allotted amount towards their safety shoes or boots. The employee will not be given any amount of the employer contribution not spent. No amount of employer contribution can be carried over from one 18-month period to another.
- d. Employees receiving this benefit shall always wear the safety shoes or boots while at work and shall use proper care in the maintenance to maximize their useful life.
- e. The City of Two Rivers may review the employer contribution toward the cost of the safety footwear reimbursement.

Police and Fire Chiefs, Police and Fire Assistant Chiefs, and Police Lieutenants shall be provided with an initial dress uniform. An annual uniform allowance shall be provided for maintenance and upkeep of uniforms and equipment by such command personnel in conformance with the current union contracts for their respective departments.

Upon termination of service by any employee, all serviceable items purchased by City funds shall be returned to the Department.

7.13 Commercial Driver's License

Effective Date: xx/xx/xxxx

For full-time employees required by the City to hold a Commercial Driver's License (CDL) as a condition of employment, the City shall reimburse the difference between the cost of a regular Wisconsin Driver's License and the cost of the required Commercial Driver's License and endorsement(s). Where a skills test is required, the employee will be permitted to use the appropriate City vehicle. Employees shall be allowed to take the first CDL test on City time. If the employee fails the first test, all subsequent attempts shall be on the employee's time.

In the event a CDL holder loses his/her CDL, that employee's employment may, at the City's discretion based on service needs and available workload to meet the driving restrictions, continue for a total of twelve (12) months, provided the employee continues to perform all of his/her regular job duties except those requiring a CDL, maintains a valid Occupational Driver's License to drive non-commercial vehicles at work, and regains his/her CDL as soon as possible.

- a. The City may leave the employee in his/her current position.
- b. The City is not liable to allow or install an ignition interlock device for the employee to continue in their position.
- c. If this period of CDL suspension exceeds a total of twelve (12) months, the employee may be terminated.
- d. No more than two (2) employees will be allowed this accommodation at any one time. If more than two (2) employees need this accommodation, the subsequent employee(s) will be placed on unpaid leave until there are fewer than two (2) in the accommodation status.
- e. All employees who are required to have a CDL have a responsibility to report any offenses, tickets, or violations which they receive, providing copies to the City Manager, or his/her designee, within five (5) working days of the violation. Failure to report any violations shall make the employee

ineligible for the provisions of this policy and may result in discipline, up to and including discharge.

- f. At the time the employee's CDL is reinstated, the employee shall be placed in his/her former position or at a lower classification (if a position exists) if the former position is no longer available.
- g. The employee's driving record, whether a CDL holder or not, must not prohibit the employee from being insurable under the City's liability insurance.

7.14 Travel and Reimbursement

Effective Date: xx/xx/xxxx

Where travel is involved, employees are encouraged to minimize their expenses, as it contributes to the effective operation of the City government. The City will pay the reasonable expenses of employees involved in travel on City business. The following guidelines will apply:

- a. **Mileage Allowance**
Employees who use their personal vehicle for official business will receive reimbursement at a rate based on the IRS Standard Mileage Rate. Those who receive a regular fixed allowance shall not claim such mileage except for single round trips in excess of 60 miles.
- b. **Other Expenses/Out of City Travel**
 - 1. Expenses for conveyance by airplane or by other means rather than personal or city-owned vehicle must be authorized in advance by Personnel Action Form approved by the City Manager. Only coach fare (or more economical fare when available) will be considered for air travel.
 - 2. Taxi fares, public transportation fees, charges for parking, and other such incidental transportation expenses will be reimbursed based upon actual costs. Fines will not be reimbursed.
 - 3. Lodging will be reimbursed at actual cost not to exceed the rate of single occupancy.
 - 4. Meals (including beverage) will be reimbursed at actual cost, but not exceeding a rate designated by the City Manager, or reasonable proportions thereof if less than three meals are involved. Purchase of alcoholic beverages will not be reimbursed.
 - 5. Registration fees will be reimbursed at actual costs.
 - 6. Receipts are required for all reimbursements.
 - 7. Actual expenses should be itemized in detail on the Travel Expense Voucher and submitted to the Finance Department with appropriate approval.

All travel must be properly authorized in advance by the department head or his/her designee.

Chapter 8 – Time Away from Work

8.01 Holidays

Effective Date: xx/xx/xxxx

The City recognizes the following paid holidays:

New Year’s Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding shall become the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following shall become the official holiday.

The City may deviate from this weekend substitution if needed.

Either Christmas Eve or New Year’s Eve, in lieu of Christmas Eve, may be taken, but not both days. It is understood that minimum staffing should be available on both days to provide necessary municipal services.

Whenever it is necessary as determined by the department head for a non-exempt employee to be scheduled to work a full workday on a holiday to continue essential services, compensation for the actual hours worked shall be at the rate of one and one-half times the regular rate of pay and the employee will be given a compensatory day off.

Police management personnel whose schedules require work on these days (or for whom such a holiday is a regular rotation shift day off) will receive a replacement holiday off (at straight time) that will be taken by mutual agreement of the Chief of Police or his/her designee and that employee. Holidays are not used until earned and cannot be carried over from year to year. Police management personnel may not elect to receive pay in lieu of taking holiday time off.

Holiday time for eligible part-time employees is pro-rated based on the total hours worked in the prior year. Vacation, personal days, holidays, and any other paid days off are considered hours worked for the purposes of this calculation. The anticipated annual hours will be used for employees with less than one full year of employment at the time of calculation.

8.02 Personal Days

Effective Date: xx/xx/xxxx

In addition to the holidays described in section 8.01, each eligible employee shall receive two (2) personal days annually to be scheduled with the mutual consent of the department head. Personal days must be used in the calendar year and cannot be carried forward. New hires hired on or before November 1st will be eligible for this benefit in their year of hire.

8.03 Vacation

Effective Date: xx/xx/xxxx

Annual Vacation Benefit

Annually, following satisfactory completion of one year of employment, a paid vacation is granted according to the schedule below, except Fire management personnel. The vacation period is January 1st through December 31st.

<u>Years of Completed Service</u>	<u>Vacation Days</u>
1 to 4	10
5	11
6	12
7	13
8 to 9	15
10 to 12	16
13 to 15	17
16	18
17	20

Vacation benefit is capped at 20 days per year. Employees exceeding the cap are grandfathered at their current level.

Police Assistant Chief and Lieutenants shall retain the same vacation schedule as the police union contract.

The City Manager shall have the right to grant accelerated vacation benefits of up to twenty (20) days per year to department heads without regard to the above schedule.

Whenever a department head is granted accelerated vacation benefits, he/she shall accrue vacation benefits based on his/her additional years of employment with the City. Such additional vacation benefits shall be calculated as if the department head possessed years of service corresponding to the accelerated amount of vacation initially granted.

Prorated Vacation Benefits for New Hires

Employees with six (6) or more months, but less than twelve (12) months, of service as of December 31 of the year of hire shall receive the following vacation benefits to be taken during the year of hire:

At least 6 months, less than 8 months:	5 days
At least 8 months, less than 9 months:	6 days
At least 9 months, less than 10 months:	7 days
At least 10 months, less than 11 months:	8 days
At least 11 months, less than 12 months:	9 days

Vacation Carryover & Sell Back

No more than one week or 40 hours of vacation (48 hours for police lieutenants) may be carried from one year to the next.

1. Police management personnel may elect to receive up to 80 hours of pay in lieu of taking time off. The Police Chief may only elect to receive up to 48 hours pay in lieu of taking time off.
2. The City shall allow non-fire management personnel to carry over not more than three (3) working days of vacation to be carried forward into any subsequent year to be used by the employee

subject to the minimum on-duty manning requirements as stated in the work schedule of the department which shall control the use of such days.

In rare circumstances, hours in excess of 40 may be carried over into the next year or paid out to the employee with approval of the City Manager.

In rare circumstances, hours in excess of 40 may be carried over into the next year or paid out to the employee with approval of the City Manager.

Scheduling Vacation

Scheduling vacation time shall be at the mutual convenience of the City and the employee, in order that the business of the City is not disrupted by the absence of vacationing employees.

Vacation requests must be submitted to the supervisor and approval given before taking vacation time.

Vacation for Part-Time Employees

Regular Part-Time and Part-Time (Year-Round) Employees: Part-time employees shall receive ten (10) days of pro-rated vacation per calendar year. As with full-time employees, these vacation days shall be available after January 1 of each year. New hires will be eligible for pro-rated vacation days during the first calendar year of their employment in accordance with the pro-rated vacation benefits schedule. Vacation days for part-time employees must be used in the calendar year and may not be carried to the next year.

Proration for eligible part-time employees will be based on the number of hours the employee worked in the preceding calendar year. The hours worked will be divided by two thousand eighty (2080) hours per year, rounded to the nearest whole percent. The resulting percentage will be the basis used for pro-rating each day of vacation. For the purposes of the calculation, hours worked shall equal the hours the employee was paid.

Separation from Service

Upon quit, termination, or retirement of an employee, payment for all previously earned, but uncompensated time will be paid with the employee's last paycheck at the then current rate.

In the event of separation from service during the year, vacation benefits shall be pro-rated based upon the actual service from the last anniversary date to the date of separation. An employee must give two (2) weeks' notice of separation from service to qualify for this benefit.

The termination benefit for police management personnel, except Captains and above, is in accordance with the Collective Bargaining Agreements.

8.04 Leave of Absence without Pay

Effective Date: xx/xx/xxxx

- a. All leaves must be approved in advance.
- b. If the employee does not return to duty status at the end of the approved period as set forth herein, the employee will be put in terminated status.
- c. An employee who provides fraudulent information to obtain leave shall be subject to discipline and loss of benefits.

- d. The City will continue to recognize the employee's seniority and any adjustments in wage rates and fringe benefits that apply to the position during leaves that qualify for FMLA.
- e. All other unpaid leave that does not qualify for FMLA may be granted at the sole discretion of the City Manager. For unpaid leaves spanning more than 2 weeks, to continue in the group health insurance plan, the employee will be responsible for both the employer and employee share of the premium.

8.05 Sick Leave

Effective Date: xx/xx/xxxx

Sick Leave – General

Benefited employees will receive paid leave due to illness or injury as outlined in this section. For all employees, except as noted in Section B below, sick leave is earned at the rate of one day for each month of service to a maximum of 120 working days unless otherwise dictated by union agreement or prior agreement.

Employees may not take sick leave until it is earned, nor shall it be advanced.

Sick leave is available for the employee's own illness, injury, or preventative medical care. Employees may also use sick leave to care for their spouse or children who are who ill, injured, or in need of preventative medical care.

Employees who have accumulated the maximum number of sick leave shall be eligible for one-half (1/2) pay credit (each year) for unused sick leave beyond the maximum accumulation shall be granted, payable in February following the previous years' experience.

Sick Leave – Fire Assistant Chiefs

Sick leave is granted at the rate of one-half (1/2) working day for each month of service to a maximum of sixty (60) working days. One hundred (100) percent pay credit each year for unused sick leave beyond the maximum accumulation of sixty (60) workdays shall be paid. This amount shall be paid on the basis of an eight-hour day in February following the previous years' experience.

The Assistant Fire Chiefs shall have an option to cap sick leave accumulation at the maximum of thirty (30) or sixty (60) days. Once the employee has made the election between the 30-day or 60-day accumulation of sick leave maximum, the employee will not be permitted to revise his/her sick leave accumulation cap. New employees must choose an option within 30 days of the date of hire.

Voluntary Transfer of Leave Time to Employee Who Has Exhausted Leave Time

Employees may voluntarily transfer one (1) day of sick leave or up to five (5) days of vacation credit to another City employee who is "in need" and who has exhausted all of his/her earned sick leave and vacation time.

"In need" shall be defined as a critical health condition of the employee or a family member to whom the employee must attend. All transfers shall be subject to approval by the City Manager.

8.06 Light Duty

Effective Date: xx/xx/xxxx

To assist employees with restrictions due to injuries or illnesses, the City may, at its sole discretion, offer temporary light-duty job assignments. Employees who wish to return to work with temporary restrictions should contact the department head about the availability of light-duty assignments.

To be eligible for light-duty assignment, the following conditions must exist:

1. An employee must have a signed doctor's form that outlines the restrictions that a condition exists which prevents the full performance of duties. The opinion must further state the exact nature of the condition, the type of restrictions on the employee's work, and a specific period that the restrictions are to remain in place.
2. Meaningful work must be available, as determined by the department head, which the employee can perform within the stated restrictions and with no danger of harm to the employee, fellow employees, or the public.

The availability of light duty assignments depends on the employee's restrictions and the business needs of the City. This light duty policy does not in any way guarantee that light duty will be available at any given time, or for any employee who requests it. Light duty assignments are not vacant or permanent positions within the City's workforce and are not available to employees on a permanent basis under any circumstances.

An employee may be eligible for workers' compensation in the case of a work-related injury or other leave as available in the case of a non-work-related injury. Hours worked as light duty will not be counted against the employees accumulated leave bank or workers' compensation case. Repeated or recurring light duty requests within an unusually brief period will be evaluated on a case-by-case basis by the City Manager.

The City continues to reserve the right to obtain another medical opinion of a condition resulting in a light duty assignment at any time.

8.07 Emergency Leave

Effective Date: xx/xx/xxxx

If an emergency occurs, the employee may be excused from work with pay for the period the emergency exists during their shift. The employee will be excused from work upon notifying their supervisor. However, the situation must be a serious and unexpected emergency, and other arrangements made if the emergency continues beyond the initial working day.

8.08 Funeral Leave

Effective Date: xx/xx/xxxx

Up to 3 consecutive days off with pay will be granted to full-time employees for the death of any one of the following:

- Spouse
- Child
- Parent, Step-Parent, Step-Parent-in-law
- Mother/Father-in-law

- Sibling, Sibling-in-law
- Step-Child
- Son/Daughter-in-law
- Grandchild
- Grandparent, Grandparent-in-law

Year-round part-time employees working at least 1,000 hours per year shall receive up to 8 hours of paid leave for the death of any one of the relatives listed above.

Employees may choose to use sick leave, compensatory time, vacation, or unpaid leave if additional leave time is needed with the approval of their immediate supervisor.

8.09 Other Leave

Effective Date: xx/xx/xxxx

Other leave shall be granted at the discretion of the City Manager or designee for the purposes of attendance at professional meetings, training, institutes, and conferences.

In the event of service with the National Guard, the military reserve, or jury duty, the City shall pay the difference between the regular rate of pay and the pay that person receives in these duties, subject to departmental needs and policies, for a period not to exceed two full weeks or ten working days.

8.10 Family and Medical Leave Act (FMLA)

Effective Date: xx/xx/xxxx

The Family and Medical Leave Act entitles employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Employees must complete the FMLA request form in conjunction with a physician, if applicable, to be approved for FMLA leave. The complete policy is in Chapter 14.

Chapter 9 – Conditions of Employment

9.01 Public Service Mission

Effective Date: xx/xx/xxxx

In addition to the duties and responsibilities as enumerated in Public Relations section 1.02, each employee of the City of Two Rivers, as a public servant, is expected to deal with the public in a prompt, polite, and helpful manner. Fulfillment of this requirement may mean occasional personal inconvenience.

9.02 Safety

Effective Date: xx/xx/xxxx

The City of Two Rivers takes safety seriously and strives to maintain a healthy and safe work environment for all of its employees. To that end, the City has established a Safety Committee to create and review policy that promotes an atmosphere of general safety.

All employees are to work in a safe manner and observe good safety procedures, both for the safety of themselves, as well as fellow employees and the public. Various safety classes and/or training sessions are offered each year for employees to attend. Certain safety and/or training sessions may require mandatory attendance by particular departments.

It is the employee's responsibility to read and follow the practices contained in the Safety Manual which is available to all employees of the City of Two Rivers. A copy of the Safety Manual is available in the office of the City Clerk/Human Resources Director.

9.03 Injury Reporting

Effective Date: xx/xx/xxxx

Employee Incident & Injury Report – Supervisor Incident Report

Employees must notify their supervisor as soon as possible following an accident or injury. In the event medical attention is needed, the supervisor or designee will take the employee to seek treatment. Paperwork from the physician should be provided to the supervisor. The supervisor will help the employee complete and submit an Employee Incident & Injury Report – Supervisor Incident Report within 24 hours of the accident or injury, regardless of whether medical attention is required.

Employee Near Miss/Safety Concern Report

Employees must report any potential safety hazards or unsafe conditions to their supervisor for immediate action. Complete and submit an Employee Near Miss/Safety Concern Report.

Incident Report

Employees that witness an accident on City property involving a member of the public must report the accident immediately to their supervisor. Complete and submit an Incident Report within 24 hours of the accident.

9.04 Employment Separation/Notification

Effective Date: xx/xx/xxxx

Upon quit, termination, or retirement of an employee, payment for all previously earned, but uncompensated time, will be paid with the employee's last paycheck at the then current rate.

Employees planning to voluntarily terminate their employment with the City are to notify their immediate supervisor as far in advance as possible, but not less than two weeks prior to their last day of work. A one-month notice shall be given by department heads or top administrative personnel. Benefit payout provisions may be reduced or eliminated for persons who fail to provide adequate notice of separation.

9.05 Drug and Alcohol Free Workplace

Effective Date: xx/xx/xxxx

The City of Two Rivers maintains a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity, and property damage can result if an employee is under the influence of drugs, alcohol, or other substances at work.

- **Conduct and Discipline.** A violation of the following rules may result in disciplinary action or termination:
 - Employees are prohibited from using, possessing, manufacturing, selling, distributing, purchasing, or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on City property, while performing job duties, or engaged in a City-sponsored activity, or while on City business. This prohibition shall not apply to off-duty City employees dispensing alcoholic beverages on City property when working as volunteers at community events that have been issued appropriate City licenses.
 - Employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug or having the prohibited level of alcohol or an illegal drug/controlled substance in their system as indicated by a positive test result.
 - Employees may not bring or consume any prescription drugs that are not prescribed to them, or that impair their ability to do their job. Employees must notify their supervisor or the Human Resources Department before engaging in any work if their prescription medication could affect job performance and/or safety.
 - Criminal convictions for manufacturing, distributing, dispensing, possessing, or using controlled substances/illegal drugs in the workplace must be reported in writing to the Human Resources Department no later than 5 calendar days after such conviction.
 - If an employee refuses to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, the employee will be immediately placed on suspension pending investigation. Employees may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
 - Employees may not use any alcohol within 8 hours following an on-duty accident.
 - Employees must comply with requirements for treatment, after care, and return to duty, if applicable.
- **Employee Assistance Program (EAP).** Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP

provider is located in the Human Resources office. Employees are also encouraged to utilize any programs offered by the City's insurance program.

- **Testing.** Drug and/or alcohol testing is required under the following circumstances:
 - Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.
 - Reasonable Suspicion: Employees will be required to test if there is a reasonable suspicion that they are impaired, under the influence of, or have drugs or alcohol in their system. "Reasonable suspicion" means observations of objective facts sufficient to lead a prudent person to conclude that they may be under the influence or have a prohibited substance in their system.
 - Post-Accident/Work Related Incident: Employees may be required to submit to drug or alcohol testing following a work-related incident/accident.
 - Random: Drug testing may be required on a random basis for those in any safety-sensitive positions.
 - Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

Chapter 10 – Discipline and Grievance Procedure

10.01 Discipline

Effective Date: xx/xx/xxxx

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a law, regulation, policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension (with or without pay), or termination of employment - depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

10.02 Grievance Procedure

Effective Date: xx/xx/xxxx

Purpose and Scope

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. and those non-police/fire employees covered by current collective bargaining agreements. An employee may appeal any level of discipline under this grievance procedure.

Definitions

For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - a. Placing an employee on paid administrative leave pending an internal investigation
 - b. Counseling, meetings, or other pre-disciplinary action
 - c. Actions taken to address work performance, including use of a performance improvement plan or job targets
 - d. Demotion, transfer, or change in job assignment
 - e. Other personnel actions taken by the employer that are not a form of progressive discipline
2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - a. Voluntary quit
 - b. Layoff; failure to return to work following layoff if provided with the opportunity for recall; or termination of employment upon the expiration of any recall period
 - c. Retirement
 - d. Termination as the result of job abandonment, "no-call, no-show", or other failure to report to work

- e. Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.
3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.
4. "Arbitrary or Capricious" when used in connection with a decision being reviewed means a decision which is not supported by any reasonable view of the evidence or is an unconsidered, willful and irrational choice not based on a weighing of the evidence. See e.g. *Donaldson v. Board of Commissioners*, 2004 WI 67, 63, 272 Wis. 2d 146, 680 N.W.2d 762.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance,
- The date(s) of the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure, or rule that is being challenged,
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

Steps of the Grievance Procedure

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

Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the department head within ten (10) calendar days following the date when the employee knows, or should have known, of the events giving rise to the grievance.

The department head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision in writing, if possible, within ten (10) calendar days of receipt of the grievance. In the event the grievance involves the department head, the employee may choose to bypass Step 1 and file his/her grievance with the City Manager, who shall conduct the investigation and render a decision at Step 2, as described below.

Step 2 – Review by City Manager. If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Manager within ten (10) calendar days following the receipt of the decision of the department head at Step 1. The City Manager or his/her designee will review the matter and inform the employee of his/her decision in writing, if possible, within fifteen (15) calendar days of receipt of the grievance.

For grievances involving workplace safety issues, the City Manager may seek the advisory input of the Safety Committee; in such cases, a meeting of that committee shall be arranged as soon as practicable, and the City Manager will inform the employee of his/her decision in writing, if possible, within fifteen (15) calendar days after receiving the Committee's recommendation.

Step 3 – Impartial Hearing Officer. The decision of the City Manager shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer (IHO); any such appeal

must be filed with the office of the City Manager within five (5) calendar days of the grievant receiving the City Manager's Step 2 response.

The City shall select the IHO and shall pay any fees associated with his/her services. The IHO shall not be a City employee.

The IHO will schedule and conduct a hearing on the grievance, where both the employee and the City may present oral or written testimony. This process does not involve a hearing before a court of law; thus, the rules of evidence need not be followed.

In all cases, the grievant shall have the burden of proof to support the grievance. The IHO may consider only the matter presented in the initial grievance filed by the employee.

The IHO shall have the authority to administer oaths and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing.

Following the hearing, the IHO shall issue a written determination relative to the grievance; copies of said determination shall be provided to the City Manager and to the grievant. The IHO's determination must answer the following question: **Based on the preponderance of the evidence presented, has the grievant proven that the decision of the City, as modified or affirmed at Step 2 of this grievance procedure, was arbitrary or capricious?**

The IHO shall have no power to add to, subtract from, or modify the terms of the City policy or rule that forms the basis for the grievance.

If the IHO determines that the City's decision was indeed arbitrary or capricious, the IHO may recommend a remedy as part of his/her written determination. The IHO shall have no authority to implement such remedy.

Such recommended remedy shall be considered by the City Manager, who may: implement such remedy as recommended by the IHO; implement such remedy with modifications as the City Manager sees fit; or choose not to implement such remedy. The City Manager shall advise the grievant, in writing, of his/her decision relative to the IHO's recommended remedy, if possible, within fifteen (15) days following the City Manager's receipt of the IHO's written determination.

Step 4 – Review by the Governing Body. If the grievance is not resolved at Step 3, the employee may request, within five (5) calendar days of receipt of the City Manager's decision relative to the IHO's determination, a review of the written record by the Governing Body (Library Board in the case of Library employees; City Council in the case of all other City employees subject to this policy).

For Library employees, the appeal shall be filed with the Library Board President. For all other employees, the appeal shall be filed with the City Clerk.

The Governing Body shall not take testimony or evidence; it may only determine whether the City's decision, as affirmed or modified at Step 3, is arbitrary or capricious, based on a review of:

- The written record from the hearing before the IHO;
- The IHO's written determination; and

- The City Manager's decision in follow-up to any remedy recommended by the IHO

The matter will be scheduled for a regular or special meeting of the Governing Body within 30 days of the City Clerk's (or Library Board President's) receipt of the written appeal to Step 4. The Governing Body will inform the employee of its findings and decision in writing within ten (10) business days following said meeting. The Governing Board shall decide the matter by a majority vote of its membership and its decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

Chapter 11 – Phone Policy

11.01 Cell Phone Policies and Usage

Effective Date: xx/xx/xxxx

Purpose and Scope

The City of Two Rivers wishes to provide the most consistent, convenient, and cost-effective cell phone services possible for its employees. The principles of this policy are applicable to pagers as well as cell phones. The objectives of this policy are to:

1. Provide guidelines to employees who may require a cell phone to conduct City business;
2. Apply standards to the cell phone equipment and service agreements used by City employees;
3. Provide a system for monitoring cell phone usage patterns so that plans can be routinely modified to better meet the needs of the user;
4. Ensure that the City's acquisition of cell phone services is cost-effective; and
5. Provide an internal system for purchasing cell phone services, gaining access to repair services, acquire necessary training and support, establish a system for monitoring future developments in cellular services, and selecting those that meet the needs of the City.

Cellular Service Vendors

To facilitate accomplishment of the above objectives, the City may, at its discretion, enter into contracts with cell phone service providers. During the period when one or more of these contracts is in force, the City will only purchase cell phones or cell phone service agreements for employee use on a basis of these contracts, unless a specific exception is granted.

Eligibility and Approval

Cell phones and services may be provided to certain City employees to conduct activities incident to their employment that either cannot be conducted on a landline telephone or for which it would be inefficient to use a landline telephone. Requests for cell phones must be approved by the employee's department head (who will determine need), and the City Finance Director.

Personal Calls

The City provides cell phones to employees for conducting City regular and emergency business. Use of City-owned cellular equipment to make or receive personal calls during business hours is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations.

It is also understandable that a staff person may find it necessary to utilize the City of Two Rivers issued cellular phone during off duty hours. To accommodate this use, the City has a voluntary program for City issued cell phone users.

The City of Two Rivers will charge those employees that sign up for this program a fee of \$5.00 per month. The appropriateness of this fee amount will be evaluated annually and adjusted when necessary. Any minute overages, long distance, roaming, or other charges realized by the employee for personal calls that exceed this fixed amount shall be the responsibility of the employee. The department head or his/her designee will annually review all related phone bills to determine whether a fee change is appropriate.

Those employees that do not participate in this program are required to review the monthly cellular phone bills and reimburse the City for any personal telephone calls that exceed two (2) minutes. Frequent two (2) minute personal telephone usage circumvent the intent of this policy and may result in the loss of the cell phone and/or progressive discipline.

Phone bills will be reviewed at random by the Finance Department throughout the year. Any employee who exceeds their monthly-allotted minutes and/or package dollar amount shall be subject to an audit for the previous 12-month period. Costs that are associated with excessive non-business or personal calls that are not reimbursed by the employee at the time of the audit will result in appropriate corrective action. Such action will include reimbursement to the City for all such costs.

Repeated non-compliance with this policy may result in loss of cellular equipment and initiation of progressive discipline.

Other Restrictions

1. An employee may not operate a private business from a City cell phone.
2. Employees should not use handheld cell phones while driving. Employees that need to make a call while driving should locate a lawfully designated area to park and make the call.
3. Employees may use hands-free cell phones while driving, but only when necessary. Such calls should be kept short and should the circumstance warrant (e.g., heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call.
4. Employees may request to purchase cellular phone accessories using City funds as long as such accessories enhance the phone's functionality and/or safety. (Purely cosmetic or similar accessories are the responsibility of the employee). The City will not pay for installation of permanent hands-free kits in employees' automobiles.
5. Employees are to exercise caution and good judgment while using cell phones while driving. Failure to do so will result in the loss of use of City cell phones.
6. Cell phones distributed to staff members are the property of the City.
7. Cell phones will be returned to the City if the employee discontinues employment at the City. Final paychecks may be withheld pending return of cell phones.
8. Due to the unnecessary costs, the City discourages use of a cellular phone when a desktop phone could be used.
9. If known, toll free numbers should be used.
10. Phones should be carried and turned on as required by the employee's job description or the individual department's cell phone policy. Employees are required to make sure that their cell phone is always adequately charged.
11. Cell phones should be turned on silent/vibrating mode during staff meetings, except for emergency personnel.
12. The functions of City departments are diverse and communication needs differ. Department heads may develop written subordinate policies that are in the best interest of the public and department operations. These departmental policies shall not circumvent the intent of the City's General Policies and Procedures on the use of cellular and standard telephones.
13. Use of personal cell phones for personal business, while on the job, should not interfere with the employee's job responsibilities.

Damage, Loss, or Theft

Handsets or other equipment that are damaged in the course of business should be brought to the employee's department head, who will contact the vendor for replacement or repair. Lost or stolen

cellular equipment should be immediately reported to the employee's supervisor, who will notify the Two Rivers Police Department and the City Finance Director or designee so the service can be cancelled. The City will replace lost or stolen cellular phones, however all costs incurred for replacement or repair will be the responsibility of the employee's department.

Usage Monitoring

Department heads or their designees are responsible for educating subordinates about appropriate cell phone procedures and monitoring their usage.

Program Management

The City Finance Director or designee shall manage the relationship with cellular providers. The Director or designee will place all orders for cell phones and services with the contracted vendor and take delivery of equipment. The Director or designee will contact employees ordering equipment when it arrives and provide necessary orientation and training as well as monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan. Any changes in service agreements require approval of the City Manager upon recommendation of the City Finance Director.

Phone Issuance

Cell phones may be issued to:

1. All Department Heads
2. Supervisors and staff with demonstrated need and those who have on-call responsibility
3. Firefighting staff and officers
4. Police Officers
5. Emergency Government Director
6. Approved volunteers and staff with special duties

11.02 Standard Telephone Usage

Effective Date: xx/xx/xxxx

Purpose and Scope

To ensure proper use and courtesy for general telephone use.

Telephone Use and Courtesy

Many of the people who rely upon City employees rarely, if ever, see the employee face-to-face. To them, the City is a voice over the telephone, and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying the employee to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed "on-hold" for an unreasonable amount of time or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the City's telephone system is a vital link in the chain of service to those who rely on the City. Therefore, it must always be ready and available for City business. Please use discretion and limit personal use of the telephone. The City does recognize that, on occasion, situations may arise necessitating personal use of the phones by employees. However, said use should be limited. Use of personal cell phones for personal business should not interfere with the employee's job responsibilities.

Personal Calls and Business

City of Two Rivers business phones should be limited to business purposes only. It is understood that from time to time that due to emergencies, personal business that must be conducted during business hours,

and personal informational calls, staff members may need to utilize the business phone system for personal use. The following guidelines apply for this use:

1. Limit the length of personal calls to no more than two minutes.
2. Do not conduct a personal private enterprise business.
3. Should a customer or other staff member ask for assistance, put the personal call on hold.
4. Should an employee need additional time to conduct a longer personal call, the employee should ask their supervisor to be excused and use a phone away from the general work area.
5. Attempt to make longer calls during scheduled breaks.

Answering Calls

1. Answer telephone calls as promptly as possible, preferably within 3-4 rings. Phones with voicemail options should be programmed/messed to transfer caller into voicemail if unanswered or given an option of dialing "0" for the operator.
2. Calls should always be handled using a pleasant, clear, and professional tone of voice. For example:
 - a. State appropriate opening greeting. "Good Morning, City of Two Rivers."
 - b. Identify the department or unit, if necessary.
 - c. State your name using your first name or title and last name.
 - d. Use courteous phrases. How may I help you? I would be glad to. Please. Thank you.
 - e. Always use a closing phrase or line.
3. Help the caller reach their intended contact (the first time).
 - a. Question the caller to obtain necessary information to identify the appropriate contact/party.
 - b. If unable to make contact at that time, assure caller someone will contact them as soon as possible.

Transferring Calls

When necessary to screen calls say, "May I say who is calling?" before transferring the call. Transfer calls promptly, announcing to the caller that you are making the transfer.

Call Waiting/Hold Messages

It may be necessary to place a caller on "hold".

1. Before placing a caller on hold, ask if they would like to go into voicemail or be placed on hold?
2. Wait for a response.
3. While caller waits, use the hold button, call will ring back if not answered; again ask if they would like to continue to hold or if they would like voicemail.
4. Always provide the opportunity for the caller to leave a message. Take an accurate message, which should include date and time of call, the name of the caller (first and last name), name of the company or association, a complete telephone number (area code, extensions) and the message taker's name or initials.

Terminating Calls

Terminate all calls with a courteous "thank you" and "goodbye".

Initiating Calls

1. When placing a call, identify yourself by name and the City of Two Rivers department/facility.
2. Use a pleasant, clear, and professional manner during all telephone calls.

3. Provide phone numbers to ensure that return caller can reach you. Be prepared and available to take the call.
4. When using voicemail options, provide clear, concise information including a return phone extension. Refer to the City of Two Rivers Message System Booklet for specific instructions for using the voice messaging system.

Chapter 12 – Internet and Email Policies and Usage

12.01 Internet and Email Policies and Usage

Effective Date: xx/xx/xxxx

Purpose and Scope

The internet and email are valuable and cost-effective tools in the day-to-day activities of City of Two Rivers employees. However, press releases and various court cases from around the country continue to underscore the fact that these technologies may also pose potential problems for both employers and individual employees. City of Two Rivers' internet and email usage policy is designed to encourage the appropriate use of the internet and email, while also minimizing associated risks.

The City of Two Rivers may install filters to block access to inappropriate internet sites. However, the fact that the City hasn't blocked access to a particular site does not necessarily mean that it is an appropriate internet site. The City also reserves the right to monitor all employee computer and internet usage, as they deem necessary.

To summarize, while we have set forth explicit guidelines for internet and email usage, the real issue is finding ways to use all of the City's resources to best promote the goals and programs of the City. That means employees should use internet and email extensively for City-related purposes; except for the exceptions that are detailed below. In all circumstances, employees must conduct themselves in a professional, honest, and accountable manner when using the City's internet and email resources. This includes the careful observance of any copyright infringements, software licensing, and the privacy of others, just as the employee would in any business dealings.

Guidelines

City of Two Rivers' employees should contact the I.S. Supervisor, immediate supervisor, or City Manager if they have questions about the following guidelines.

1. The display of any kind of sexually explicit image or document on any City of Two Rivers system including related "chat room" conversations is prohibited and may constitute a violation of the City's policy on sexual harassment or discrimination. In addition, such material may not be archived, stored, distributed, edited, or recorded using city computing or network resources.
2. The display of any kind of offensive image or document on any City of Two Rivers system that violates any City policies, state, or federal laws prohibiting discriminatory or harassing activities affecting any protected group is prohibited and may constitute a violation of the City's policy on harassment or discrimination. In addition, such material may not be archived, stored, distributed, edited or recorded using City computing or network resources.
3. If an employee is connected unintentionally to a site that contains sexually explicit or other offensive material, they must disconnect from that site immediately.
4. City of Two Rivers' internet facilities and other information technology resources may not be used knowingly to violate any applicable laws, statutes, or ordinances. Use of any City resources in connection with any illegal activity is grounds for immediate dismissal and it is the policy of the City of Two Rivers to cooperate with any legitimate law enforcement investigation of potential criminal activity.

5. To prevent computer viruses or other potentially harmful computer codes from being transmitted to or through City of Two Rivers' information technology systems, downloading of any software or computer code is prohibited unless authorized by the network administrator or immediate supervisor. All software downloaded must be registered to and becomes the property of the City of Two Rivers.
6. Any software or files downloaded via the internet into the City of Two Rivers' network become the property of the City of Two Rivers. Any such files or software may be used only in ways that are consistent with the licenses or copyrights. No employee may use City of Two Rivers' internet or email facilities to knowingly download and distribute pirated software or data. Violations of any software or license agreements or information services contracts by the unauthorized duplication of software, files, operating instructions, or reference manuals are strictly prohibited.
7. No employee may use City of Two Rivers' internet facilities to:
 - a. Download entertainment software or games, or to play games over the internet.
 - b. Download images, audio files, or video files unless there is an explicit City related use for the material.
 - c. Upload any software licensed to City of Two Rivers or data owned by the City without explicit authorization from the network administrator.
 - d. Deliberately propagate any virus, worm, trojan horse, trap-door program code, or any other code that may interfere with the operation of any City information technology system.
 - e. Knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy, functionality, or security of another user.
8. No employee may use City of Two Rivers' internet or email facilities for personal financial gain or for political activities.
9. Employees using City of Two Rivers' internet and email facilities shall identify themselves honestly, accurately, and completely (including City affiliation and job classification where and when requested) when using City resources (for example, when participating in newsgroups or when setting up accounts on computer systems outside of the City computer system).
10. Only City employees or City officials who are duly authorized to speak to the media or in public gatherings on behalf of the City may speak/write in the name of the City to others using internet or email facilities. Other employees may participate in newsgroups or other electronic forums in the course of business when relevant to their jobs, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of the City of Two Rivers, the employee must refrain from unauthorized endorsement or appearance of endorsement by the City of Two Rivers. Only City officials and employees authorized to speak to the media or in public gatherings on behalf of the City of Two Rivers may make an endorsement on behalf of the City.
11. The City of Two Rivers retains the copyright to any material created by employees in the course of their jobs, including materials posted to any forum, newsgroup, or webpage by an employee in the course of their job.
12. Any and all copyrighted materials belonging to entities other than the City of Two Rivers may not be transmitted by employees of the City's internet or email system. All employees obtaining access to other companies', municipalities', or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy reference only. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.
13. Employees are also reminded that newsgroups are public forums where it is inappropriate to reveal confidential information, customer data, and any other material covered by existing City of

Two Rivers confidentiality policies and procedures. Employees releasing protected information via the internet or email, whether or not the release is inadvertent, may be subject to disciplinary action under existing data security policies and procedures.

14. Employees may use City of Two Rivers' internet and email facilities for non-City research or browsing during their designated lunch time or other breaks, or outside of their normal work hours, provided that it doesn't interfere with their official City duties and that all other City usage policies are adhered to.
15. The limited use of information technology resources for personal or charitable purposes during non-work hours is permitted, provided that permission of the employees' immediate supervisor or network administrator has been obtained and that all consumable supplies, such as paper goods, are replaced.
16. The limited use of network messaging services, such as email and the internet, for the purpose of preparing and transmitting of personal electronic messages to and from members of the employee's immediate family is permitted, as long as it doesn't disrupt official use of the resource or interfere with an employee's job responsibilities. This reasonable person use of the internet and email is subject to the City's right to monitor all employee computer and internet usage, as the City deems necessary. Employees who use City resources for personal communication with immediate family members must be mindful of the City's ability to monitor such conversations. Immediate family includes an employee's spouse, parent, including a parent-in-law, siblings, or children, including natural, adopted, foster, and stepchildren.
17. User IDs and passwords help maintain individual accountability for internet, intranet, and email resource usage. Any employee who obtains a password or ID for an internet, intranet, or email resource must keep that password or ID confidential. The sharing or use of another employee's user IDs or passwords to obtain access to the internet, intranet, or email is prohibited.
18. The City of Two Rivers has installed a variety of firewalls, proxies, internet address screening programs, and other security systems to assure the safety and security of the City's networks. Any employee who attempts to disable, defeat, or circumvent any City security measure or procedure will be subject to immediate dismissal.
19. Computers that use modems to create independent data connections may interfere with the City of Two Rivers' network security mechanisms and can potentially be used by a third party to compromise the City's network security. Any computer used for independent dial-up or leased-line connections to any computer or network must be approved by the network administrator and must be isolated from the City's internal network.

Additional Clarifications

While these guidelines define how City employees can and cannot use the City's internet and email facilities, they cannot foresee or cover every conceivable situation. That is why common sense and professional courtesy will still be both expected and required. For example, internet sites can include information or images that may be acceptable to some people but not others. In situations like this, the best practice is to err on the side of caution while using these resources. The most publicized examples of inappropriate materials include those with sexually oriented images, racism, and hate speech. These sites may include "jokes" or other offensive messages that are sometimes forwarded via email to coworkers or others. It is obviously unacceptable for such material to be identified as coming from the City of Two Rivers.

Material on the internet does not have to be illegal or potentially offensive to be deemed inappropriate for the workplace. Specifically, while limited personal use of City internet and email facilities is allowable, as outlined above excessive access to non-City business related sites (e.g. those that feature sports, stocks

and other financial data, vacation and travel planning, consumer products, and entertainment) is not allowed.

All of the guidelines outlined are intended to cover reasonably foreseeable circumstances, but other uses of internet and email facilities could violate City of Two Rivers' workplace rules, as listed in the Personnel Policy. As with any violation of workplace rules, inappropriate use of internet and email facilities may be grounds for disciplinary action, up to and including discharge from City employment.

These workplace rules prohibit the following:

1. Work Performance
 - a. Neglecting job duties and responsibilities, loitering, or engaging in unauthorized personal business or visiting.
2. Use of Property
 - a. Abuse or misuse of government or private property, materials, or equipment, including motor vehicles.
 - b. Stealing, unauthorized possession, or use of government or private property, equipment, or material.
 - c. Unauthorized use of City of Two Rivers' property or equipment, including, but not limited to: vehicles, telephones, fax machines, copy machines, mail service, or computer resources.
 - d. Unauthorized access to the internet system through City provided gateways in order to conduct private matters.
 - e. Unauthorized installation and/or use of protected software.
3. Personal Actions and Appearance
 - a. Harassment or discriminatory activities, including creation of a hostile or offensive work environment.
 - b. Immoral conduct or indecency.

Definitions

Certain terms in this policy should be understood expansively to include related concepts:

1. City – includes all departments as well as any City sanctioned boards, offices, committees, or commissions.
2. Internet – includes the City's intranet and associated information technology systems.
3. Employee – includes any person(s) given access to City internet, intranet, and/or email facilities, including interns and limited term employees. This policy will also apply to all contract staff, even though they are not considered employees of the City.
4. Document – covers any kind of file that can be read on a computer screen as if it was a printed page, including, but not limited to HTML files read in an internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for Adobe Acrobat reader and other electronic publishing tools.
5. Graphics – includes pictures, photographs, animations, movies, or drawings.
6. Display – includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions, and virtual reality tools.

Implementation of Policy and Notification of Policy Changes

All employees granted internet and/or email access using City facilities will be provided with a written copy of this policy and all subsequent amendments to this policy. This policy, and amendments, may also be posted on the City internet and intranet sites so that it is always available to City employees.

12.02 Social Media

Effective Date: xx/xx/xxxx

Purpose

To provide guidance to the City's official use of social media, as well as an employee's personal use of social media, including adhering to the City's policy regarding internet use. This policy addresses the use of social media in general and not one specific form.

Definition

Social media refers to digital communication platforms that integrate user generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, chat rooms and forums, other blogs and news sites.

Types

Examples of social media sites include Facebook, Twitter, Instagram, YouTube, and more.

Guidelines

The City of Two Rivers acknowledges the use of social media by employees in providing several useful benefits for department operations, as well as personal use.

1. When engaging in social media or social networking activities, all personnel should maintain a level of professionalism both on-duty and off-duty that is consistent with the policies of the City of Two Rivers.
2. The publication of any statement, comment, imagery, or information through any medium of communication which is potentially averse to the operation, morale, or efficiency of the City is prohibited and subject to disciplinary action.
3. Employees are prohibited from using City of Two Rivers represented and owned digital images, audio, or video unless authorized by management.
4. Employees should avoid any defamatory, offensive, or derogatory content that may bring discredit upon the City or its employees.
5. Employees should avoid making, sharing, or commenting in support of any posting that ridicules, criticizes, disparages, expresses bias, negative connotations, or disrespect towards any race, religion, sex, gender, social orientation, nationality, or any other class of individuals.
6. Employees should avoid making, sharing, or commenting in support of any posting that suggests that personnel are engaged in behavior reasonably considered to be unlawful or reckless toward the public.
7. Employees are responsible for the content of their social media accounts.
8. Employees should be aware of the effect their actions may have on both their character and the City's.
9. Employees should use common sense. Professional, straight forward, and appropriate communication is best.
10. Employees shall make reasonable efforts to monitor their accounts so that postings made by others on their accounts conform to this policy.
11. Employees are prohibited from publicly discussing City of Two Rivers matters that are considered confidential or non-public information unless representing the City in an official capacity.
12. If employees publish content after hours (off-duty) that involve work or subjects associated with the City, a disclaimer should be used, such as: "The postings on this site are my own and may not represent City positions, strategies, or opinions."

Chapter 13 – Alcohol and Drug Testing Policy

13.01 Statement of Philosophy

Effective Date: xx/xx/xxxx

The City of Two Rivers is committed to protecting the safety, health, and well-being of its employees and recognizes that drug and alcohol abuse pose a direct and significant threat to the goals of the City. The City of Two Rivers is committed to assuring a drug-free workplace that balances the respect for individuals with the need to maintain a drug-free working environment for all its employees.

The City of Two Rivers strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount, or in any manner, on City property or work sites. In addition, the City of Two Rivers strictly prohibits the misuse of prescription drugs and over-the-counter drugs on City property and work sites.

The City of Two Rivers requires all employees to abide by the standards described above.

The Department of Transportation (DOT) and Federal Highway Administration (FHWA) have issued a rule (49 CFR Part 40 and 382) requiring alcohol and controlled substance testing of drivers who are required to have a commercial driver's license. These rules include procedures for urine drug testing and breath alcohol testing. This policy has been adopted to comply with the DOT and FHWA rules and to help prevent accidents and injuries resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial motor vehicles.

13.02 Scope

Effective Date: xx/xx/xxxx

All employees who operate City vehicles and employees that are required to maintain a commercial driver's license are subject to the requirements of this policy. The City of Two Rivers and the DOT strictly prohibit the use of alcohol and/or controlled substances by its employees who are performing, ready to perform, or who are required to be immediately available to perform any safety-sensitive job functions. Employees maintaining a commercial driver's license are considered to be performing safety-sensitive functions during all on-duty work hours.

Safety-Sensitive Functions

- All time spent waiting to be dispatched.
- All time inspecting, servicing, or conditioning any commercial motor vehicle.
- All driving time.
- All time in, or on, a commercial motor vehicle, except resting time.
- All time loading or unloading.
- All time spent performing driver requirements relating to accidents.
- All time repairing, assisting, or attending a disabled commercial motor vehicle.

Alcohol Prohibited

- While performing safety-sensitive functions.
- During the four hours before performing safety-sensitive functions.

- Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
- Possession of alcohol. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- During 8 hours following an accident, or until the employee undergoes a post-accident test

Refusal to take a required alcohol test is prohibited and is treated as though an employee tested with an alcohol concentration of 0.04 or greater.

NOTE: An employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

Drug Prohibitions

- Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employer that the drug will not adversely affect the employee's ability to safely operate a commercial motor vehicle.
-

Refusal to take a required drug test is prohibited and is treated as though an employee tested positive.

Unless specifically noted, drugs and controlled substances refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamine).

Prescribed and/or Over-the-Counter Medications

It is the responsibility of the employee to inform their physician of the type of safety-sensitive function that is performed in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of their duties or operation of City equipment. Employees are required to notify a supervisor in writing of any prescribed medications or over-the-counter medications that can interfere with the employee's performance of a safety-sensitive job function. When applicable, an employee is required to complete a Prescription/Over-the-Counter Drug Notification Form and turn it in directly to their supervisor. As required by the federal regulations, any employee who tests positive for alcohol will be removed from their safety-sensitive position, even though the reason for the positive test is the fact that the employee's prescription medication contains alcohol.

The City will not unlawfully discriminate against an employee based on information relating to the use of a prescribed medication and the disability requiring the use of that medication. This information will be treated as a confidential medical record, maintained in a separate, confidential medical file along with the employee's other medical records.

13.03 Testing Circumstances

Effective Date: xx/xx/xxxx

DOT regulations require the following types of testing:

- Pre-employment
- Post-accident
- Random
- Reasonable Suspicion
- Return-to-duty
- Follow-up

The procedures use an evidential breath testing (EBT) device for alcohol testing. This test will be administered at the Two Rivers Police Department or at the City's preferred occupational health provider. For drug testing, urine specimen collection and testing by a laboratory certified by the Department of Health and Human Services is required. The drugs to be tested for include marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine). This test will be collected at the City's preferred occupational health provider and forwarded to a certified laboratory.

Pre-Employment Testing

The City reserves the right to test at any time during the hiring process, including before or after the employee receives a conditional offer of employment. This includes employees who are being transferred into a position that requires a CDL, or employees who are later required to obtain a CDL.

A positive test result will result in disqualification from further consideration for the vacancy. For further consideration, the City must have received a verified negative test result from the Medical Review Officer.

Before performing a drug test, a supervisor will notify the applicant/employee that the test is required under the regulations. Applicants are not required to pay for their own drug tests.

A pre-employment drug test is not required if an applicant/employee participated in a drug testing program within the previous 30 days. While participating in this program, the applicant/employee must have either been tested for controlled substances in the previous 6 months or participated in a random drug testing program for the previous 12 months. In addition, previous employer(s) of the applicant must not have record or knowledge of a violation in the previous 6 months.

Post-Accident Testing Requirements

Any employee subject to post-accident testing who leaves the scene of the accident before a test is administered or fails to remain available for testing may be deemed by the City to have refused to submit to testing; such a refusal is treated as if the employee recorded an alcohol test result of 0.04 or greater. The testing requirement is not intended to delay necessary medical attention for injured people or to prohibit any employee from leaving the scene to obtain necessary medical care or to notify the proper authorities.

An employee must always submit to a post-accident test as soon as possible after an accident involving City vehicles or equipment or any on-duty accident that results in the need for employee medical treatment. This includes instances when the driver receives a citation for a moving violation resulting in an accident when a person is injured because of the accident and the injuries require immediate medical treatment or when an accident involves the death of a human being.

In lieu of administering a post-accident test, the City may substitute a test administered by on-site police or public safety officials under separate authority. The City is allowed to substitute a blood or breath alcohol test and a urine drug test performed by such local officials, using procedures required by their jurisdictions.

Post-Accident Procedure

1. In the event of an accident, the employee is to notify the appropriate supervisor as soon as practical. If the accident meets the conditions for post-accident testing, the supervisor or another City employee is to proceed through the next step of the procedure and make contact with the appropriate test facility to arrange for testing.

2. The supervisor or another City employee will transport the employee as soon as practical to the collection site for testing. The supervisor or other City employee is to wait at the testing site with the employee until the breath or other alcohol test has been completed and/or the urine sample has been taken. The supervisor or other employee will drive the tested employee home if they tested positive for alcohol (0.02 or above), or back to their car if they tested negative for alcohol (less than 0.02).
3. Once the testing has been completed, if a positive confirmatory alcohol test result has been received (0.02 or above), the employee will not be permitted to perform safety-sensitive functions for 24 hours and is subject to the terms and conditions in the Drug & Alcohol Test Results section.
4. If a blood alcohol test has been administered, the City will contact the employee once the test results are known.
5. While waiting for the verified results of a drug test, the employee will be assessed by two supervisors trained in recognition of drugs and alcohol and if no abnormal observations are made, the employee will continue in their regular on-duty capacity until the results are reported to the City. If the employee exhibits abnormal behavior or cannot be observed by two supervisors, the employee will be removed from safety-sensitive duties and given other work if available until the results are reported to the City.

Random Testing

Employees will be randomly selected for testing from a “pool” of employees subject to testing. The testing dates and times will be announced and will be spread reasonably throughout the calendar year.

Random alcohol testing will be administered at a minimum annual rate of 25% of the average number of CDL positions. Random drug testing will be administered at a minimum annual rate of 50% of the average number of CDL positions. The Federal Highway Administration (FHWA) will publicize its decision to increase or decrease the minimum annual percentage rates for random alcohol and drug testing based upon the reported violation rate for the entire industry.

An employee will only be tested for alcohol while performing safety-sensitive functions, immediately prior to performing, or immediately after performing safety-sensitive functions.

An employee will be tested for drugs at any time while at work for the employer.

Selection of covered employees will be random. The City Clerk/Human Resources Director’s office will be notified of all random selections and pass the lists on to the department heads. The City will ensure that random tests are unannounced and spread reasonably throughout the year. Employees who are selected for random tests must proceed immediately to the testing site upon notification of being selected. In the event that a selected employee is on vacation, layoff, or an extended medical leave, the supervisor will notify the City Clerk/Human Resources Director’s office.

Reasonable Suspicion

The City is required to test a covered employee for alcohol and drugs when the City has reasonable suspicion that the employee has violated prohibitions against the misuse of alcohol or use of illegal drugs. The City’s reasonable suspicion will be based on specific articulable observations concerning the appearance, behavior, speech, or body odor of the employee. This information will be documented and signed by the supervisor who made the observation and who is trained to make a reasonable suspicion determination.

City personnel who are trained to make a reasonable suspicion determination are required to receive 60 minutes of training on alcohol misuse and 60 minutes of training on use of controlled substances.

A file of authorized personnel will be maintained by the Finance Department.

1. Alcohol Testing

Alcohol testing is authorized only if the observations are made during, just before, or just after the employee performs safety-sensitive functions. Reasonable suspicion testing for alcohol is to be administered within 2 hours following the observation. If reasonable suspicion testing has not occurred within 8 hours of the observation, efforts to administer testing shall cease.

If reasonable suspicion is observed, but a reasonable suspicion test has not yet been administered, the employee shall not perform safety-sensitive functions until an alcohol test is administered and their alcohol concentration measures less than 0.02; or 24 hours have elapsed following the determination of reasonable suspicion.

2. Drug Testing

Proper documentation of the employee's conduct must be prepared within 24 hours of the observed behavior, or before the results of the drug test are released, whichever is earlier.

Reasonable Suspicion Procedure:

- a. In the event the supervisor, who is trained in drug and alcohol recognition, has reasonable suspicion to believe an employee is using, is in possession, or is under the influence of alcohol or drugs, the supervisor will immediately remove the employee from the job and observe the employee, then the supervisor is to proceed through the next step of this procedure and make contact with the collection site to arrange for testing as soon as possible.
- b. The supervisor is then to transport the employee to the collection site for testing immediately, or no later than 2 hours after having observed the behavior. The supervisor is to wait at the testing site with the employee until the breath test has been completed and/or the urine sample has been taken.
- c. Once the testing has been completed and if a positive confirmatory alcohol test result has been received (0.02 or above), the employee will not be permitted to perform safety-sensitive functions and is subject to the terms and conditions in the Drug & Alcohol Test Results section. The supervisor, or another City employee, will drive the tested employee home.
- d. If the alcohol test results were negative, and no drug test was administered, the employee will return to work.
- e. If the employee is being tested for drugs, the employee will be removed from his/her safety-sensitive capacity and given other non-safety sensitive work if available, until the results are reported to the City.

Return-to-Duty Testing

After testing positive (0.02 or above) regarding alcohol misuse, the employee shall undergo a return-to-duty alcohol test before performing a safety-sensitive function. The test result must indicate a breath alcohol concentration of less than 0.02.

After testing positive regarding drug use, the employee shall undergo a return-to-duty test before performing a safety-sensitive function. The test result must indicate a verified negative for drug use.

In the event a return-to-duty test is required, the employee must also be evaluated by a Substance Abuse Professional (SAP) (defined later in this policy) and participate in any assistance program defined. Return-to-duty tests need not be confined to the substance involved in the violation. If the SAP determines that

an employee needs assistance with a poly-substance abuse problem, the SAP may require, for example, alcohol tests to be performed along with the required drug tests after the driver has violated the drug testing prohibition.

Follow-Up Testing

If a Substance Abuse Professional (SAP) determines that an employee needs assistance resolving problems associated with alcohol or drug use, the City will ensure that the employee is subject to unannounced follow-up testing following the employee's return to duty. The number and frequency of the tests are to be determined by the SAP but must consist of at least six tests during the first 12 months following the employee's return to duty. Follow-up testing shall not exceed 60 months from the date of the employee's return to duty. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if the SAP determines that the testing is no longer necessary.

The follow-up tests need not be confined to the substance involved in the violation. If the SAP determines that an employee needs assistance with a poly-substance abuse problem, the SAP may require, for example, alcohol tests to be performed along with the required drug tests after the employee has violated the drug testing prohibition.

Follow-up testing for alcohol will only be performed when the employee is performing, immediately prior to performing, or immediately after performing a safety-sensitive function.

Compensation

All time spent for an employee's initial testing in compliance with this policy will be considered on-duty, compensable time for normal working hours.

All time spent during validation of an employee's drug screen test for pre-employment, post-accident, random, and reasonable suspicion in compliance with this policy will be considered on-duty, compensable time for normal working hours.

Time spent for validation of a follow-up drug screen test in compliance with this policy will be considered on-duty, compensable time for normal working hours only if the employee is engaged in their regular work for the City during the validation period.

Time spent for validation of return-to-duty testing will not be considered as on-duty, compensable time.

13.04 Alcohol Testing Methodology

Effective Date: xx/xx/xxxx

Breath Alcohol Technician

A breath alcohol technician (BAT) is defined as an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device. The BAT is required to be properly trained and certified according to regulations.

Law enforcement officers who have been certified by state or local governments to conduct breath alcohol testing are considered qualified under the regulations. The officer must be certified to use an EBT that is used for the test.

Evidential Breath Testing Device

The D.O.T. requires breath testing using evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA). Devices approved by NHTSA are placed on the Conforming Products List (CPL) of evidential breath testing devices.

The Alcohol Testing Site

The City of Two Rivers uses a preferred occupational health provider for alcohol testing that is required to follow testing procedures as required under the law.

When required to submit to an alcohol test, the employee must immediately go with a supervisor to the preferred occupational health provider's test site. The supervisor or Safety Director will call to alert them as to how many tests will need to be performed and the approximate arrival time of personnel before arrival.

The Breath Alcohol Testing Form

The DOT Breath Alcohol Testing Form must be used during the alcohol testing process.

13.05 Alcohol Testing Procedures

Effective Date: xx/xx/xxxx

1. Upon entering the testing site, the BAT will require the employee to provide positive photo identification, or the employee's supervisor must positively identify the employee. The employee may also request the BAT to show positive identification. The BAT will then explain the testing procedure to the employee.
2. Steps 1 and 2 of the Breath Alcohol Testing Form are to be completed. A refusal by an employee to sign the certification in Step 2 of the form shall be regarded as a refusal to take the test.
3. The BAT will instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.
4. Depending on the result, the following shall be done:
 - a. Result is less than 0.02
The BAT shall date the form and sign the certification in Step 3 of the Breath Alcohol Testing Form. The employee will sign the certification and fill in the date in Step 4 on the form. No further testing is authorized. The BAT will transmit Copy 1 with the result of less than 0.02 to the Finance Department in a confidential manner for their records. Copy 2 of the form goes to the employee. A third copy is to be sent to the Medical Review Officer (MRO).
 - b. Result is 0.02 or greater
A confirmation test must be performed. If a different BAT is conducting the confirmation test, the new BAT will require positive identification of the employee and explain the testing procedure. The BAT must also initiate a new Breath Alcohol Testing Form and complete Steps 1 and 2 with the employee. In addition, the following instruction must be followed:
 - i. The BAT will instruct the employee not to eat, drink, put any object or substance in their mouth, and, to the extent possible, not belch during the waiting period before the confirmation test. This time period begins with the completion of the screening test and shall not be less than 15 minutes.
 - ii. The confirmation test will be conducted within 20 minutes of the completion of the screening test.

- iii. In the event that the screening and confirmation test results are not identical, the confirmation test result is deemed to be the final result.
- iv. Following the completion of the test, the BAT shall date the form and sign the certification in Step 3 of the form. The employee will sign the certification and fill in the date in Step 4 of the form.
- v. The Finance Department will receive and handle testing results in a confidential manner. All communications by BAT's to the City concerning the alcohol testing results of employees will be to the Finance Department.

13.06 Drug Testing Methodology

Effective Date: xx/xx/xxxx

The City of Two Rivers uses a preferred occupational health provider for drug testing that is required to follow testing procedures as required under the law.

When required to submit to a drug test, the employee must immediately go to the testing facility. In the event that testing is required outside of regular hours of the testing facility, the employee must report to the hospital's emergency room for testing.

13.07 Drug Testing Procedures

Effective Date: xx/xx/xxxx

1. Upon entering the collection site, the employee will be required to provide positive photo identification, or the employee's supervisor must positively identify the employee. If the employee requests, the collection site person will show his/her identification to the employee. The collection site person will then explain the testing procedure to the employee.
2. The employee will be instructed to provide at least 45 ml of urine under the split sample method of collection. This will be done in a specifically designated "donor" bathroom.
3. The urine sample will be divided into a primary specimen (30 ml) and a split specimen (15 ml). Both bottles are sent to a lab. Only the "primary" is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the lab.
4. All specimens suspected of being tampered with will be forwarded to the lab for testing. If the collection site person believes tampering or adulteration has occurred, a second specimen will be collected immediately under the direct observation of a same-gender collection site person.
5. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has 72 hours to request the split specimen be sent to another certified laboratory for analysis.
6. The employee will be removed from performing a safety-sensitive function pending the result of the test of the split specimen.
7. If the results of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the Medical Review Officer (defined in next section) shall confirm the test negative. If the results of the split sample test confirm the presence of illegal controlled substances, the cost of this test will be at the employee's expense.
8. The employee will be required to complete and sign various forms used to document the testing and chain of custody process. The refusal to sign the test form(s) will be regarded as a refusal to take the test.

9. The laboratory will report the test results directly to the City's Medical Review Officer within an average of 5 working days. Both positive and negative results will be reported.

13.08 Drug & Alcohol Test Results

Effective Date: xx/xx/xxxx

Medical Review Officer (MRO)

The Medical Review Officer (MRO) is a licensed physician with knowledge of substance abuse. It is the responsibility of the MRO to review and interpret positive results obtained from the laboratory.

Negative Test Results

1. Alcohol concentration less than 0.02
 - a. Employee may return to his/her safety sensitive duties
2. Negative drug screen test
 - a. Employee may return to his/her safety sensitive duties

Positive Test Results

1. Alcohol concentration of 0.02 or greater
2. Positive drug urine screen

The MRO will assess and determine whether alternate medical explanations could account for a positive test result. The MRO will give the employee testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO staff will notify the Finance Department.

Upon the determination of a positive test result, whether it be drug(s) or alcohol, the employee is referred to the City of Two Rivers Employee Assistance Program. At that point, the employee is assessed by a Substance Abuse Professional (SAP) and, if necessary, referred to appropriate treatment. In addition, if the employee is identified as needing assistance in resolving problems associated with alcohol misuse and/or drug use, the employee must be evaluated by the SAP to determine that the prescribed rehabilitation program has been properly followed.

An employee testing positive is subject to DOT regulations and possible disciplinary procedures according to the terms and conditions of the City of Two Rivers policies and labor agreements.

Disclosure of Information

The MRO must examine the possible alternate medical explanations for any positive test results. To accomplish this task, the MRO may conduct medical interviews with the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO must examine all medical records and data made available by the tested employee, such as, but not limited to, evidence of prescribed medications.

Notification

The MRO is required to notify the tested employee of the test results to make a final determination. If an MRO, after making and documenting all reasonable efforts is unable to contact a tested person, the MRO shall contact the Safety Director (or their designee) for the employee to contact the MRO prior to going on duty. The MRO may verify a positive test without having communicated with the employee about the results of the test if:

1. The employee expressly declines the opportunity to discuss the results of the test; or
2. 5 days have lapsed between the time that the immediate supervisor notified the employee to contact the MRO and the employee has not done so.

Re-test Procedures

The MRO shall notify each employee who has a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee makes such a request, the MRO shall direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall confirm that test negative. If the split specimen is unavailable, inadequate for testing or untestable, the MRO shall confirm the test negative and report cancellation and the reasons for it to the DOT, the immediate supervisor, and the employee.

If an employee requests a test of the split specimen, and the test results confirm a presence of drug(s) or drug metabolite(s) the testing will be done at the employee's expense.

13.09 Employee Assistance Program (EAP) and Substance Abuse Professional (SAP)

Effective Date: xx/xx/xxxx

Employee Assistance Program

Upon the determination of a positive test result whether it be drug(s) or alcohol, or if the employee voluntarily enters the program, the employee may be referred to the City's Employee Assistance Program. At that point, the employee is assessed by a Substance Abuse Professional (SAP) and, if necessary, referred to appropriate treatment. In addition, if the employee is identified as needing assistance in resolving problems associated with alcohol misuse and drug use, the employee must be evaluated by the SAP to determine that the prescribed rehabilitation program has been properly followed.

Return to Duty Testing

The SAP makes the determination when an employee can return to work and determines what tests are necessary for an employee to return to work.

Follow Up Testing

The SAP determines the number and frequency of follow up tests but must consist of at least six unannounced tests during the first 12 months following the employee's return to duty. Follow up testing may be done for up to 60 months. If the SAP determines that the testing is no longer necessary, the SAP can terminate the requirement for the follow up testing in excess of the minimum at any time.

13.10 Results of Positive Test

Effective Date: xx/xx/xxxx

Any employee who tests positive for controlled substances is subject to discipline, up to and including termination. Any employee who tests positive for alcohol with a concentration of greater than 0.04 is subject to discipline, up to and including termination.

13.11 Confidentiality of Records

Effective Date: xx/xx/xxxx

The City of Two Rivers respects the confidentiality and privacy rights of all its employees. Accordingly, the results of any test administered under the Policy and the identity of any employee participating in the City's EAP or other assessment or treatment program will not be revealed by the City to anyone except as required by law.

The City will release an employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the City will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of an individual to the City. The City may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas.

The Medical Review Officer (MRO) will not reveal individual test results to anyone except the City of Two Rivers, unless the MRO has been presented with a written authorization from the tested employee. The MRO may reveal to the City relevant information as to whether the employee is qualified to perform safety-sensitive functions or whether the employee has tested positive for alcohol or a controlled substance. The City may disclose this information to the employee or to the decision maker in a lawsuit, grievance or other proceeding on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas; or upon the tested employee's written authorization and consent.

Chapter 14 – FMLA Policy

14.01 Family and Medical Leave Act (FMLA)

Effective Date: xx/xx/xxxx

This policy outlines the Federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the Federal or Wisconsin law, the provisions of the law shall control. The Department of Labor's summary of the Federal law follows our FMLA policy.

- The City's policy regarding Federal FMLA is administered using a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- The City's policy regarding Wisconsin FMLA is administered on a calendar year (January 1-December 31) period as required by the State of Wisconsin.
- Definitions of terms such as "serious health condition," "child," "parent," "spouse," and "domestic partner" are applied as defined in Wisconsin and Federal law.
- Both Wisconsin and Federal FMLA will run concurrently with each other and concurrently with any other leave available to the employee under City policies or collective bargaining agreements, and under Federal or Wisconsin law, including worker's compensation, to the extent such leave qualifies for FMLA.
- Leave taken under this Policy will not result in any disciplinary action.

Eligibility for Leave.

- Wisconsin – Employees are eligible for Wisconsin family and medical leave if the employee worked at least 52 consecutive weeks and has worked at least 1,000 hours (including paid leave) in the 52-week period before leave begins.
- Federal – Employees are eligible for Federal family and medical leave if the employee has worked for at least 12 months (not necessarily consecutive) and has worked 1,250 hours (including only actual hours worked) in the 12-month period immediately before leave begins.

Initiation of Leave.

- It is the City's responsibility to initiate the process for FMLA leave even if the employee has not requested it. The City will following the FMLA Triggering Events test listed below to determine if the FMLA process will be initiated.
- Employees cannot elect to use available paid time off in lieu of starting FMLA to delay or save their FMLA allocation.

FMLA Triggering Events.

The following test will be asked to determine if FMLA is initiated:

- Is the employee is eligible for FMLA; and
- Has the employee been out for 72 hours continuously or admitted as an inpatient; or is the employee out for service member care, service member deployment, to care for an incapacitated family member, or for the birth or adoption of a child; and
- Is the need for leave or reason for being gone known.

Serious Health Condition.

- Under Federal FMLA, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
- Under Wisconsin FMLA, a serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

Type and Amount of Leave Available.

- Wisconsin FMLA.
 - o Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement.
 - o Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of the employee's spouse or domestic partner) with a serious health condition.
 - o Up to 2 weeks for the employee's own serious health condition.
- Wisconsin Bone Marrow and Organ Donation Leave Act: Employees will receive up to 6 weeks as a bone marrow and/or organ donor upon written verification.
- Federal FMLA.
 - o Up to 12 weeks of leave for:
 - The birth of a child and to care for the newborn within one year of birth.
 - The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement.
 - To care for a spouse, child, or parent who has a serious health condition.
 - A serious health condition that makes the employee unable to perform the essential functions of their job.
- Military Caregiver Leave. Employees may take unpaid leave of up to 26 weeks to care for their parent, spouse, child, or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation, or therapy, whether inpatient or outpatient, or is assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.
- Qualifying Exigency: Unpaid leave of up to 12 weeks may be taken by the employee for any "qualifying exigency" that arises because of their spouse, child, or parent serving on active duty, or being notified of an impending call to active-duty status to support a contingency operation. Federal FMLA regulations define a "qualifying exigency" to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member's rest and recuperation, and attending post-deployment briefings. Employees may be required to provide documentation to verify eligibility for leave, including providing a copy of active-duty orders.

Pay During FMLA Leave.

- In general, both Wisconsin and Federal FMLA leaves are unpaid. The City will require employees to substitute paid leave (such as vacation days, sick leave, or compensatory time) for unpaid leave available under the Federal FMLA; or, employees may elect to substitute any available accrued leave for unpaid Wisconsin FMLA.

Notification of Need for FMLA Leave.

- Employees must notify the City of their need for FMLA leave. The employee should request leave in writing on forms provided by the Human Resources office. The information provided must be sufficient to allow the City to determine that the leave qualifies for FMLA.
- Employees will need to respond to inquiries as needed so that the City may determine if an absence qualifies as FMLA. If the employee does not provide sufficient information to support a determination, the leave may be denied or delayed.
- Employees need to provide 30 days advance notice of FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, notice must be provided as soon as possible. If the employee cannot give 30 days' advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fails to satisfy FMLA notice obligations, the request for FMLA leave may be denied or delayed.

Medical Certification.

- If leave is for the employee's own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, the employee may be required to provide a medical certification form completed by the health care provider. Employees must submit the certification form within 15 calendar days of the request. If the employee makes a diligent good faith effort but cannot meet the 15 calendar day deadline, the City will give the employee additional time to provide the certification. The City may require employees to provide updated medical certification forms periodically to the extent permitted by law.
- If the employee does not provide the medical certification form as requested, the request for leave (or the continuation of leave) may be denied or delayed until provided. If the employee never produces a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.
- Genetic Information Nondiscrimination Act (GINA) Notice. GINA prohibits employers and other covered entities from requesting or requiring genetic information, except as allowed by the law. Employees should not provide any genetic information when responding to a request for a medical certification. Genetic information includes the employee's family medical history, the results of the employee's or a family member's genetic tests, that the employee or a family member sought or received genetic services, and genetic information of a fetus carried by the employee or a family member or an embryo held by the employee for a family member receiving reproductive services.

Insurance and Benefits.

- Employees may continue to receive health, vision, dental, and life insurance coverage while on FMLA on the same terms as if the employee continued to work. Employees must continue to pay the employee share of the premiums through payroll deduction or by direct payment on the first of the month. Subject to COBRA, FMLA, and any other applicable laws, the City's obligation to maintain health, vision, and dental benefits will stop if the employee informs the City of their intent not to return to work at the end of the leave period, if the employee fails to return to work when the leave entitlement is exhausted, or if the employee fails to make required payments while on leave. Employees will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

Return to Employment.

- When an employee returns from FMLA for their own serious health condition, the employee must provide a return-to-work release signed by their treating physician showing that the employee

can return to duty with or without restrictions. The City will delay the employee's return to work until it is received.

- At the end of the FMLA leave, the employee will be returned to the position held at the commencement of leave or, if the position is filled, to an equivalent position. The return-to-work entitlement will be no greater than if the employee had continued in employment without taking leave.
- Under Federal FMLA, the return-to-work entitlement does not apply to "key" employees. The City will notify the employee regarding key employee status and its possible implications on job restoration at the end of leave.
- Employees must notify their immediate supervisor if their return-to-work date changes. If an employee wants to return to work before leave is scheduled to end, and work is available, the employee must notify the City at least 2 work days prior to the desired return date.
- If the employee does not return to work from an FMLA leave at the designated time, the City will consider that the employee has voluntarily ended their employment, unless they were unable, because of an emergency, to notify the City.
- If the employee's FMLA leave expires, and they remain unable to perform the essential functions of their position, the employee's right under the FMLA to their job will end with the expiration of the FMLA leave period. The employee should contact the Human Resources Office to discuss options, which will take into consideration the circumstances of the particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

Chapter 15 – Department Policies

Nothing in this policy statement shall prevent individual department policies being instituted as long as they are consistent with the intent of this Personnel Policy.

Chapter 16 – Separability

If a section of this Personnel Policy should be held invalid, the remainder of the agreement shall remain in effect.

Chapter 17 – Amendment

When it becomes necessary to amend one or more provisions of this Personnel Policy, such amendment may be made by action of the City Council.

Appendix A – Acknowledgement of Receipt & Statement of Employee Understanding

City of Two Rivers Personnel Policy Manual Council Adoption Date: XX/XX/XXXX

I have received the Personnel Policy Manual. I understand that it is my responsibility to read and to comply with the policies contained in it and any revisions made to it. I understand that if I have any questions about the content of the Manual, I can speak with the Human Resources office for answers to my questions.

I understand the City of Two Rivers has the right to change any provision in this Manual at any time and that I will be bound by any such change. I acknowledge that nothing in the Manual constitutes a guarantee of employment or an employment contract of any kind. I understand that my employment is “at-will” unless otherwise provided by Civil Service, applicable law or ordinances, or a collective bargaining agreement. Where employment is “at-will”, I understand that it can be terminated at any time for any reason, with or without cause or notice.

Employee Signature

Date

Printed Name

Department

FULL TIME: Cost of Moving Certain Employees to Different Scales

Employee Name	Department	Annual Hours	Per Hour Change	Annual Total	Notes
Lisa Krall	Library	2080	-	-	Backwards 1 step (C to B)
				-	TOTAL BUDGET CHANGE
Michelle Michels	Senior Center	2080	0.08	166.40	Forward 1 step (C to D)
				166.40	TOTAL BUDGET CHANGE
Scott Kinnunen	Cemetery	2080	0.09	187.20	Forward 1 step (D to E)
				187.20	TOTAL BUDGET CHANGE
Kim Luebke	Customer Service	2080	0.08	166.40	Forward 1 step (C to D)
Marla Krizek	Customer Service	2080	0.10	208.00	
				374.40	TOTAL BUDGET CHANGE
Brian Dellemann	Electric	2080	0.04	83.20	Forward 2 steps (B to D)
Gina Sampe	Electric	2080	0.08	166.40	
				249.60	TOTAL BUDGET CHANGE
Scott Duessing	Public Works	2080	0.10	208.00	
Jeremiah Brey	Public Works	2080	0.10	208.00	Forward 1 step (D to E)
Kevin Chaloupka	Public Works	2080	0.10	208.00	Forward 1 step (D to E)
Kristian Wondrash	Public Works	2080	0.10	208.00	Forward 1 step (D to E)
Cory Augustine	Public Works	2080	0.10	208.00	Forward 1 step (D to E)
Travis Christensen	Public Works	2080	0.10	208.00	Forward 1 step (D to E)
				1,248.00	TOTAL BUDGET CHANGE
Teresa Haupt	Fire	2080	0.10	208.00	
				208.00	TOTAL BUDGET CHANGE
Vicky Berg	Inspections	2080	0.12	249.60	Forward 2 Steps (F to H)
				249.60	TOTAL BUDGET CHANGE
Dave Dassey	IT	2080	0.06	124.80	
				124.80	TOTAL BUDGET CHANGE
Cory Johnson	Parks & Rec	2080	-	-	Backwards 2 steps (D to B)
Rebecca Hansen	Parks & Rec	2080	0.08	166.40	Forward 1 step (C to D)
Ethan Jones	Parks & Rec	2080	0.08	166.40	Forward 1 step (C to D)
Tammy Stadler	Parks & Rec	2080	0.12	249.60	
JR Seebantz	Parks & Rec	2080	0.07	145.60	
				728.00	TOTAL BUDGET CHANGE
Dee Dee Dirkman	Finance	2080	0.03	62.40	Forward 2 Steps (C to E)
				62.40	TOTAL BUDGET CHANGE
Jamie Jackson	Clerk	2080	0.01	20.80	Backwards 2 steps (D to B)
				20.80	TOTAL BUDGET CHANGE
				3,619.20	GRAND TOTAL BUDGET CHANGE FOR FULL TIME POSITIONS

CITY OF TWO RIVERS
2022 Salary Schedule for Full-Time Employees

Updated 2/16/2022

Section 11, Item F.

PAY GRADE	Annually	BEGIN	6 MO.	NORMAL	BASIC MERIT			ADVANCED MERIT			MAX	Job Title
	Hourly	A	B	C	D	E	F	G	H	I	J	
1	A	\$ 33,322.00	\$ 34,320.00	\$ 35,360.00	\$ 36,421.00	\$ 37,523.00	\$ 38,646.00	\$ 39,811.00	\$ 40,997.00	\$ 42,224.00	\$ 43,493.00	Parks/Cemetery Maintenance Worker
	H	\$ 16.02	\$ 16.50	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.14	\$ 19.71	\$ 20.30	\$ 20.91	Library-Custodian
2	A	\$ 37,461.00	\$ 38,584.00	\$ 39,749.00	\$ 40,934.00	\$ 42,162.00	\$ 43,430.00	\$ 44,741.00	\$ 46,093.00	\$ 47,466.00	\$ 48,880.00	Recreation Clerk
	H	\$ 18.01	\$ 18.55	\$ 19.11	\$ 19.68	\$ 20.27	\$ 20.88	\$ 21.51	\$ 22.16	\$ 22.82	\$ 23.50	Customer Service Rep-Cashier Parks-Maintenance Worker Athletics
3	A	\$ 38,688.00	\$ 39,853.00	\$ 41,038.00	\$ 42,266.00	\$ 43,555.00	\$ 44,845.00	\$ 46,197.00	\$ 47,590.00	\$ 49,026.00	\$ 50,502.00	Customer Service Rep-Collections Recreation & Special Events Coordinator
	H	\$ 18.60	\$ 19.16	\$ 19.73	\$ 20.32	\$ 20.94	\$ 21.56	\$ 22.21	\$ 22.88	\$ 23.57	\$ 24.28	Recreation Supervisor Snr Ctr-Program/Sp. Events Coord. Accounting Clerk/Assessing Tech
4	A	\$ 41,746.00	\$ 42,994.00	\$ 44,283.00	\$ 45,614.00	\$ 46,987.00	\$ 48,402.00	\$ 49,858.00	\$ 51,355.00	\$ 52,894.00	\$ 54,475.00	Rec-Administrative Assistant
	H	\$ 20.07	\$ 20.67	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	Library-Customer Service Coordinator FT Community Service Officer
5	A	\$ 42,515.00	\$ 43,784.00	\$ 45,094.00	\$ 46,446.00	\$ 47,840.00	\$ 49,275.00	\$ 50,752.00	\$ 52,270.00	\$ 53,830.00	\$ 55,453.00	Police Clerk I
	H	\$ 20.44	\$ 21.05	\$ 21.68	\$ 22.33	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.88	\$ 26.66	
6	A	\$ 44,283.00	\$ 45,614.00	\$ 46,987.00	\$ 48,402.00	\$ 49,858.00	\$ 51,355.00	\$ 52,894.00	\$ 54,475.00	\$ 56,118.00	\$ 57,803.00	Rec-Building & Grounds Maintenance City Hall-Building & Grounds Maintenance Fire-Administrative Assistant W&L-Administrative Assistant
	H	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	\$ 26.98	\$ 27.79	Parks & Rec Lead Worker Senior Center Supervisor
7	A	\$ 45,115.00	\$ 46,467.00	\$ 47,861.00	\$ 49,296.00	\$ 50,773.00	\$ 52,291.00	\$ 53,851.00	\$ 55,474.00	\$ 57,138.00	\$ 58,843.00	Customer Service Rep-Billing
	H	\$ 21.69	\$ 22.34	\$ 23.01	\$ 23.70	\$ 24.41	\$ 25.14	\$ 25.89	\$ 26.67	\$ 27.47	\$ 28.29	Police Clerk II
8	A	\$ 46,800.00	\$ 48,214.00	\$ 49,670.00	\$ 51,168.00	\$ 52,686.00	\$ 54,267.00	\$ 55,890.00	\$ 57,574.00	\$ 59,301.00	\$ 61,090.00	City Manager-Admin. Asst/Dep. City Clerk
	H	\$ 22.50	\$ 23.18	\$ 23.88	\$ 24.60	\$ 25.33	\$ 26.09	\$ 26.87	\$ 27.68	\$ 28.51	\$ 29.37	Payroll/Assessing Tech
9	A	\$ 48,464.00	\$ 49,920.00	\$ 51,418.00	\$ 52,957.00	\$ 54,538.00	\$ 56,181.00	\$ 57,866.00	\$ 59,592.00	\$ 61,381.00	\$ 63,232.00	Meter Reader
	H	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.22	\$ 27.01	\$ 27.82	\$ 28.65	\$ 29.51	\$ 30.40	Cemetery Lead Worker
10	A	\$ 50,586.00	\$ 52,104.00	\$ 53,664.00	\$ 55,266.00	\$ 56,930.00	\$ 58,635.00	\$ 60,403.00	\$ 62,213.00	\$ 64,085.00	\$ 65,998.00	WWTP Mechanic PW-Equipment Mechanic PW-Equipment Operator PW-Utility Person
	H	\$ 24.32	\$ 25.05	\$ 25.80	\$ 26.57	\$ 27.37	\$ 28.19	\$ 29.04	\$ 29.91	\$ 30.81	\$ 31.73	
11	A	\$ 52,437.00	\$ 54,018.00	\$ 55,640.00	\$ 57,304.00	\$ 59,030.00	\$ 60,798.00	\$ 62,629.00	\$ 64,501.00	\$ 66,435.00	\$ 68,432.00	Customer Service Supervisor Accountant
	H	\$ 25.21	\$ 25.97	\$ 26.75	\$ 27.55	\$ 28.38	\$ 29.23	\$ 30.11	\$ 31.01	\$ 31.94	\$ 32.90	Inspections/Zoning Administrator Rec Supervisor-Facilities Information Systems Technician
12	A	\$ 52,998.00	\$ 54,579.00	\$ 56,222.00	\$ 57,907.00	\$ 59,654.00	\$ 61,443.00	\$ 63,294.00	\$ 65,187.00	\$ 67,142.00	\$ 69,160.00	PW-Equipment Operator + 2% Longevity
	H	\$ 25.48	\$ 26.24	\$ 27.03	\$ 27.84	\$ 28.68	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	
13	A	\$ 56,056.00	\$ 57,741.00	\$ 59,467.00	\$ 61,256.00	\$ 63,086.00	\$ 64,979.00	\$ 66,934.00	\$ 68,952.00	\$ 71,011.00	\$ 73,133.00	PW-Equip Mechanic II w/ Snow Watch Duties
	H	\$ 26.95	\$ 27.76	\$ 28.59	\$ 29.45	\$ 30.33	\$ 31.24	\$ 32.18	\$ 33.15	\$ 34.14	\$ 35.16	Water-Certified Plant Operator-Grade 1
14	A	\$ 58,344.00	\$ 60,091.00	\$ 61,901.00	\$ 63,752.00	\$ 65,666.00	\$ 67,642.00	\$ 69,680.00	\$ 71,781.00	\$ 73,944.00	\$ 76,170.00	Water Foreman (NEW)
	H	\$ 28.05	\$ 28.89	\$ 29.76	\$ 30.65	\$ 31.57	\$ 32.52	\$ 33.50	\$ 34.51	\$ 35.55	\$ 36.62	WWTP-Certified Operator Grade 4 & Subgrades
15	A	\$ 60,590.00	\$ 62,400.00	\$ 64,272.00	\$ 66,206.00	\$ 68,182.00	\$ 70,221.00	\$ 72,322.00	\$ 74,485.00	\$ 76,710.00	\$ 79,019.00	Library-Service Coordinator
	H	\$ 29.13	\$ 30.00	\$ 30.90	\$ 31.83	\$ 32.78	\$ 33.76	\$ 34.77	\$ 35.81	\$ 36.88	\$ 37.99	
16	A	\$ 62,670.00	\$ 64,542.00	\$ 66,477.00	\$ 68,474.00	\$ 70,533.00	\$ 72,654.00	\$ 74,838.00	\$ 77,085.00	\$ 79,394.00	\$ 81,786.00	Water Utility Supervisor Public Works Foreman
	H	\$ 30.13	\$ 31.03	\$ 31.96	\$ 32.92	\$ 33.91	\$ 34.93	\$ 35.98	\$ 37.06	\$ 38.17	\$ 39.32	Electric-Meter Technician (NEW) 1st Year Apprentice Lineman
17	A	\$ 66,768.00	\$ 68,765.00	\$ 70,824.00	\$ 72,946.00	\$ 75,130.00	\$ 77,376.00	\$ 79,706.00	\$ 82,098.00	\$ 84,552.00	\$ 87,110.00	IS Supervisor
	H	\$ 32.10	\$ 33.06	\$ 34.05	\$ 35.07	\$ 36.12	\$ 37.20	\$ 38.32	\$ 39.47	\$ 40.65	\$ 41.88	Civil Engineer II 2nd Year Apprentice Lineman, Cert. Meter Tech (OLD)
18	A	\$ 70,221.00	\$ 72,322.00	\$ 74,485.00	\$ 76,710.00	\$ 79,019.00	\$ 81,390.00	\$ 83,824.00	\$ 86,341.00	\$ 88,941.00	\$ 91,603.00	Certified Electric Meter Technician (NEW)
	H	\$ 33.76	\$ 34.77	\$ 35.81	\$ 36.88	\$ 37.99	\$ 39.13	\$ 40.30	\$ 41.51	\$ 42.76	\$ 44.04	Electrician with Inspection Certification 3rd Year Apprentice Lineman

PAY GRADE	Annually Hourly	BEGIN A	6 MO. B	NORMAL C	BASIC MERIT			ADVANCED MERIT			MAX J	Job Title
19	A	\$ 75,171.00	\$ 77,418.00	\$ 79,747.00	\$ 82,118.00	\$ 84,573.00	\$ 87,131.00	\$ 89,752.00	\$ 92,435.00	\$ 95,202.00	\$ 98,051.00	Parks & Recreation Director
	H	\$ 36.14	\$ 37.22	\$ 38.34	\$ 39.48	\$ 40.66	\$ 41.89	\$ 43.15	\$ 44.44	\$ 45.77	\$ 47.14	Library Director
20	A	\$ 78,291.00	\$ 80,642.00	\$ 83,054.00	\$ 85,550.00	\$ 88,109.00	\$ 90,750.00	\$ 93,475.00	\$ 96,283.00	\$ 99,174.00	\$ 102,149.00	WWTP Superintendent
	H	\$ 37.64	\$ 38.77	\$ 39.93	\$ 41.13	\$ 42.36	\$ 43.63	\$ 44.94	\$ 46.29	\$ 47.68	\$ 49.11	Assistant Police Chief
21	A	\$ 79,934.00	\$ 82,326.00	\$ 84,802.00	\$ 87,339.00	\$ 89,960.00	\$ 92,664.00	\$ 95,451.00	\$ 98,322.00	\$ 101,275.00	\$ 104,312.00	City Clerk/Human Resources Director
	H	\$ 38.43	\$ 39.58	\$ 40.77	\$ 41.99	\$ 43.25	\$ 44.55	\$ 45.89	\$ 47.27	\$ 48.69	\$ 50.15	4th Year Apprentice Lineman
22	A	\$ 83,387.00	\$ 85,883.00	\$ 88,462.00	\$ 91,125.00	\$ 93,850.00	\$ 96,658.00	\$ 99,549.00	\$ 102,544.00	\$ 105,622.00	\$ 108,784.00	Fire Assistant Chief**
	H	\$ 40.09	\$ 41.29	\$ 42.53	\$ 43.81	\$ 45.12	\$ 46.47	\$ 47.86	\$ 49.30	\$ 50.78	\$ 52.30	
23	A	\$ 84,448.00	\$ 86,986.00	\$ 89,586.00	\$ 92,269.00	\$ 95,035.00	\$ 97,906.00	\$ 100,859.00	\$ 103,917.00	\$ 107,037.00	\$ 110,240.00	Journeyman Lineman
	H	\$ 40.60	\$ 41.82	\$ 43.07	\$ 44.36	\$ 45.69	\$ 47.07	\$ 48.49	\$ 49.96	\$ 51.46	\$ 53.00	Water Utility Director (NEW)
24	A	\$ 84,947.00	\$ 87,506.00	\$ 90,126.00	\$ 92,830.00	\$ 95,618.00	\$ 98,488.00	\$ 101,442.00	\$ 104,478.00	\$ 107,619.00	\$ 110,843.00	Expert Lineman
	H	\$ 40.84	\$ 42.07	\$ 43.33	\$ 44.63	\$ 45.97	\$ 47.35	\$ 48.77	\$ 50.23	\$ 51.74	\$ 53.29	
25	A	\$ 85,072.00	\$ 87,630.00	\$ 90,251.00	\$ 92,955.00	\$ 95,742.00	\$ 98,613.00	\$ 101,566.00	\$ 104,603.00	\$ 107,744.00	\$ 110,968.00	Finance/Administrative Services Director
	H	\$ 40.90	\$ 42.13	\$ 43.39	\$ 44.69	\$ 46.03	\$ 47.41	\$ 48.83	\$ 50.29	\$ 51.80	\$ 53.35	Police Chief
26	A	\$ 85,800.00	\$ 88,379.00	\$ 91,021.00	\$ 93,746.00	\$ 96,554.00	\$ 99,445.00	\$ 102,419.00	\$ 105,498.00	\$ 108,659.00	\$ 111,925.00	Electric-Crew Leader
	H	\$ 41.25	\$ 42.49	\$ 43.76	\$ 45.07	\$ 46.42	\$ 47.81	\$ 49.24	\$ 50.72	\$ 52.24	\$ 53.81	
27	A	\$ 88,130.00	\$ 90,771.00	\$ 93,496.00	\$ 96,304.00	\$ 99,195.00	\$ 102,170.00	\$ 105,227.00	\$ 108,389.00	\$ 111,634.00	\$ 114,982.00	Expert Lineman w/1% Longevity
	H	\$ 42.37	\$ 43.64	\$ 44.95	\$ 46.30	\$ 47.69	\$ 49.12	\$ 50.59	\$ 52.11	\$ 53.67	\$ 55.28	Fire Chief
28	A	\$ 92,768.00	\$ 95,555.00	\$ 98,426.00	\$ 101,379.00	\$ 104,416.00	\$ 107,557.00	\$ 110,781.00	\$ 114,109.00	\$ 117,541.00	\$ 121,077.00	Electric-Line Crew Foreman
	H	\$ 44.60	\$ 45.94	\$ 47.32	\$ 48.74	\$ 50.20	\$ 51.71	\$ 53.26	\$ 54.86	\$ 56.51	\$ 58.21	
29	A	\$ 95,160.00	\$ 98,010.00	\$ 100,942.00	\$ 103,979.00	\$ 107,099.00	\$ 110,302.00	\$ 113,610.00	\$ 117,021.00	\$ 120,536.00	\$ 124,155.00	Community Development Director/City Planner
	H	\$ 45.75	\$ 47.12	\$ 48.53	\$ 49.99	\$ 51.49	\$ 53.03	\$ 54.62	\$ 56.26	\$ 57.95	\$ 59.69	
30	A	\$ 105,914.00	\$ 109,096.00	\$ 112,362.00	\$ 115,731.00	\$ 119,205.00	\$ 122,782.00	\$ 126,464.00	\$ 130,250.00	\$ 134,160.00	\$ 138,195.00	Public Works Director
	H	\$ 50.92	\$ 52.45	\$ 54.02	\$ 55.64	\$ 57.31	\$ 59.03	\$ 60.80	\$ 62.62	\$ 64.50	\$ 66.44	Electric Utility Director
												City Manager

** The pay rate for Assistant Fire Chiefs is the Range 27 rate shown, plus 4 percent in lieu of longevity pay, plus 3 percent upon attaining 15 years of service with the City (per Personnel Manual amendment approved by City Council - September 18, 2000), plus 5% WRS agreement

PAY GRADE	Annually Hourly	BEGIN A	6 MO. B	NORMAL C	BASIC MERIT			ADVANCED MERIT			MAX J	Job Title
PL-1	A	\$ 66,435.00	\$ 68,432.00	\$ 70,491.00	\$ 72,613.00	\$ 74,797.00	\$ 77,043.00	\$ 79,352.00	\$ 81,723.00	\$ 84,178.00	\$ 86,694.00	Police Lieutenant
	H	\$ 31.94	\$ 32.90	\$ 33.89	\$ 34.91	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.29	\$ 40.47	\$ 41.68	
PL-2	A	\$ 68,744.00	\$ 70,803.00	\$ 72,925.00	\$ 75,109.00	\$ 77,355.00	\$ 79,685.00	\$ 82,098.00	\$ 84,552.00	\$ 87,090.00	\$ 89,710.00	Police Lieutenant w/o longevity
	H	\$ 33.05	\$ 34.04	\$ 35.06	\$ 36.11	\$ 37.19	\$ 38.31	\$ 39.47	\$ 40.65	\$ 41.87	\$ 43.13	
PL-3	A	\$ 71,094.00	\$ 73,237.00	\$ 75,442.00	\$ 77,709.00	\$ 80,038.00	\$ 82,430.00	\$ 84,906.00	\$ 87,443.00	\$ 90,064.00	\$ 92,768.00	Police Lieutenant w/o longevity & retiree health
	H	\$ 34.18	\$ 35.21	\$ 36.27	\$ 37.36	\$ 38.48	\$ 39.63	\$ 40.82	\$ 42.04	\$ 43.30	\$ 44.60	

PART TIME: Cost of Moving Certain Employees to Different Scales

Employee Name	Department	Annual Hours	Per Hour Change	Annual Total	Notes
Sharon Baetz	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
Wendy Brandt	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
Amy Buth	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
Diana Gleason	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
John Kieselhorst	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
Lynn Zarn	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
Leon Laurin	Crossing Guard	300	0.02	6.00	*Move from Step I to Step G.
				42.00	TOTAL BUDGET CHANGE
Robin Powell	Custodial	1456	0.02	29.12	*Move from Step F to Step D. Equivalent scale with other custodial.
				29.12	TOTAL BUDGET CHANGE
Joe Jacobs	Electric	650	0.17	110.50	
				110.50	TOTAL BUDGET CHANGE
Amy Raboine	Engineering	1456	0.11	160.16	
Bill Thiele	Engineering	1456	0.30	436.80	
				596.96	TOTAL BUDGET CHANGE
Tami Feuerstein	Library	1456	0.03	43.68	
Toni Pierce	Library	1456	0.05	72.80	
				116.48	TOTAL BUDGET CHANGE
Linda Sheeter	Parks & Rec	900	0.02	18.00	*Move from Step I to Step G.
				18.00	TOTAL BUDGET CHANGE
Nicole Atwell	Public Works	1456	0.13	189.28	
				189.28	TOTAL BUDGET CHANGE
Serena Kreie	Senior Center	1456	0.18	262.08	
Kim Graves	Senior Center	1199	0.04	47.96	*Move from Step B to Step C.
				310.04	TOTAL BUDGET CHANGE
				1,412.38	GRAND TOTAL BUDGET CHANGE FOR PART TIME POSITIONS

CITY OF TWO RIVERS
2022 Salary Schedule for Regular Part-Time Employees

Updated 2/16/2022

Section 11, Item F.

PAY GRADE	BEGIN	6 MO.	NORMAL	BASIC MERIT			ADVANCED MERIT			MAX	Job Title
	A	B	C	D	E	F	G	H	I	J	
1	9.19	9.46	9.75	10.04	10.34	10.65	10.97	11.30	11.64	11.99	Recreation - Office Assistant Crossing Guards
2	9.83	10.12	10.43	10.74	11.06	11.39	11.73	12.08	12.44	12.81	Library - Customer Service Clerk
3	11.95	12.31	12.68	13.06	13.45	13.85	14.27	14.70	15.14	15.59	
4	13.37	13.77	14.18	14.61	15.05	15.50	15.97	16.45	16.94	17.45	Public Works - Custodian Library - Early Literacy Specialist Water & Light - Custodian City Hall - Custodian
5	14.26	14.69	15.13	15.58	16.05	16.53	17.03	17.54	18.07	18.61	Senior Center - Meal Site Coordinator
6	15.12	15.57	16.04	16.52	17.02	17.54	18.07	18.61	19.17	19.75	Library - Reference Associate
7	15.56	16.03	16.51	17.01	17.52	18.05	18.59	19.15	19.72	20.31	Engineering - Secretary Public Works - Secretary Sen Ctr - Volunteer/Nutrition Coordinator
8	16.98	17.49	18.01	18.55	19.11	19.68	20.27	20.88	21.51	22.16	Police - Community Service Officer (PT) Engineering - Technician
9	18.60	19.16	19.73	20.32	20.94	21.56	22.21	22.88	23.57	24.28	Meter Reader (PT)
10	20.07	20.67	21.29	21.93	22.59	23.27	23.97	24.69	25.43	26.19	
11	57.97	59.71	61.50	63.35	65.25	67.21	69.23	71.31	73.45	75.65	Building Inspector (PT)



**TWO
RIVERS**
WISCONSIN

CITY CLERK

1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

Section 11, Item F.



MEMO

DATE: March 3, 2022
TO: City Manager Greg Buckley & City Council
FROM: Jamie Jackson, City Clerk/Human Resources Director
SUBJECT: Payscale Consolidation

PAYSCALE CONSOLIDATION:

Previous versions of the annual salary survey included a combined list of part-time and full-time positions with scales broken out for specific union groups and job categories that no longer exist following Act 10 (2011). Many of the scales still reflected past union agreements and did not offer consistent percentage increases between steps across City departments. Employees covered by current collective bargaining agreements are not factored into these scales.

The new scale is broken out separately into a full-time scale and a part-time scale with a large reduction in the total number of scales accomplished by grouping positions of similar complexity in the same scale. To decrease the total number of scales, minor pay adjustments needed to be made to many employees' wages in order to place them on a step within the new scales. The cost of making these adjustments is detailed in the attached documents. Scales are updated annually to reflect the cost-of-living adjustment authorized by the City Council for that year, if any.

RECOMMENDATION BY PERSONNEL & FINANCE COMMITTEE:

The new proposed payscales were presented to the Personnel & Finance Committee on March 2nd along with the 2022 budget impact of making small pay adjustments to identified employees to bring their pay up to a step on the new payscale. Due to the minimal budget impact, each department will be able to absorb the increases in pay and there is not a need for a budget amendment. There was a unanimous recommendation by the Committee to the full Council for adoption of the new payscales and implementation of the pay adjustments as presented effective with the next pay period.

