

4. Any resolutions or declarations of policy shall be submitted in writing to the Alderpersons at least two days prior to the meeting of the Common Council which will action upon such resolutions, declarations or policy.
5. Reports of committees.
6. Consideration of old business.
7. Reception of petitions, memorials and resolutions.
8. Consideration of new business.

**RULE IV.** Every Alderperson, previous to speaking, shall first address the chair and be recognized. (Sec. 2.02(4) Mun. Code)

**RULE V.** All resolutions shall be in writing and every Alderperson present when the vote is taken shall vote thereon, unless excused, and the chair shall declare the result of all questions. (Sec. 2.02(5) Mun. Code)

**RULE VI.** The ayes and noes may be called for by an Alderperson, in which case names of the Alderpersons voting shall be recorded by the clerk. (Sec. 2.02(8) Mun. Code)

**RULE VII.** A motion to adjourn will always be in order and decided without debate. (Sec. 2.02(10) Mun. Code)

**RULE VIII.** All committees shall be appointed by the chair, unless otherwise directed by the Council. (Sec. 2.03(1) Mun. Code)

**RULE IX.** The following standing committees shall be appointed annually at the first meeting after election: Board of Public Works, Finance/Purchasing & Building Committee, Personnel Committee, Community Protection and Services Committee, Parking & Traffic Committee, and Parks & Recreation Committee. (Sec. 2.03(2) Mun. Code)

**RULE X.** Reports of committees shall be in writing, signed by the chairperson. (Sec. 2.03(3) Mun. Code)

**RULE XI.** All bids and claims against the city shall be shown on the regular listing of bills before their allowance; and may upon motion, be referred to the Finance/Purchasing & Building Committee for consideration. (Sec. 2.04 Mun. Code)

**RULE XII.** All ordinances must be presented and read at one meeting and laid over until the next regular meeting, before action is taken thereon. (Sec. 2.02(6) Mun. Code)

**RULE XIII. APPROPRIATIONS:** An appropriation is defined as the dedication of money to a specified account for a public purpose at the time of approving the annual budget, or in the course of increasing a specified account over the budgeted amount after the annual budget is approved which results in a net increase in the total annual budget over the original budget authorization. A proposed nonbudgeted appropriation of money for any purpose not specifically identified and contemplated in the annual budget must be approved by an affirmative vote of 3/4 of the entire membership of the Common Council. All appropriations of funds from contingency or undesignated budgetary accounts shall be treated as transfers of funds. (Sec. 3.055 Mun. Code)

**TRANSFER OF FUNDS:** A transfer of funds is defined as a reallocation of funding within the annual budget within specific budgetary categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the City Administrator. A transfer of funds up to \$5,000 may be authorized by the City Administrator. Any transfer of funds greater than \$5,000 up to \$10,000 may be authorized by a simple majority of the Common Council at any time. Any transfer of funds greater than \$10,000 must be authorized by an affirmative vote of 3/4 of the entire membership of the Common Council. (Sec. 3.06 Mun. Code)

**RULE XIV.** A fine of \$10.00 shall be assessed against each Alderperson for each unexcused absence at either a regular or special meeting of the Common Council. The Mayor in each case shall be requested before the absence occurs to excuse such absence which may be granted because of sickness, absence from city on business or, at the discretion of the Mayor, other good and sufficient reasons. (Sec. 2.07 Mun. Code)

**RULE XV.** A majority of all of the members of the Common Council shall be necessary for passage of any ordinance, resolution or any motion wherein money shall be appropriated or spent for any purpose. All other motions shall require a majority of those voting excepting that Rule XIII of these rules or the Wisconsin Statutes shall require a vote other than as herein provided. (Sec. 2.06 Mun. Code)

**RULE XVI.** The Common Council may by a vote of 3/4 of the entire membership of the Common Council suspend these rules for action upon any single matter immediately, thereafter, upon which the matter being considered may be approved by a simple majority of those members present, unless state law or other City ordinances specifically require an extraordinary majority. The suspension of the rules is only effective for the single matter acted upon for which the rules were suspended and the rules again automatically become effective for all subsequent matters, unless suspended again for another matter. A motion for a vote to suspend the rules in accordance with this rule may be made at any time and it may be made concurrently with a motion to reconsider any matter previously acted upon at the same session of the Common Council. (Sec. 2.08 Mun. Code)

Quorum = 5 (does not include Mayor); 2/3 vote = 5; 3/4 vote = 6

**City Hall**  
**421 Michigan Street**  
**Sturgeon Bay, WI 54235**  
**Telephone (920)746-2900 - (920)746-2905 (Fax)**  
**Website: www.sturgeonbaywi.org**

**ADMINISTRATION:**  
**421 Michigan Street**

**Telephone: 746-2900 - Fax: 746-2905**  
**Joshua J. VanLieshout, City Administrator**  
**Stephanie L. Reinhardt, City Clerk/Human Resources Director**  
**Valerie J. Clarizio, Finance Director/City Treasurer**

**COMMUNITY DEVELOPMENT:**  
**421 Michigan Street**

**Fax: 746-2905**  
**Martin J. Olejniczak, Community Development Dir.....746-2910**  
**City Assessor.....746-2908**  
**Chad Shefchik, City Engineer.....746-2913**

**INSPECTION DEPARTMENT:**  
**421 Michigan Street**  
**Telephone: 920-495-1863**

**MUNICIPAL SERVICES:**  
**835 N. 14<sup>th</sup> Avenue**  
**Fax: 746-2906**

**Mike Barker, Municipal Services Director**  
**Steve Wiegand, Public Works Crew Supervisor**  
**Public Works.....746-2912**  
**Park & Recreation..... 746-2912**  
**Weed Commissioner.....746-2912**  
**Harbor Master/City Forester...746-2912**

**POLICE DEPARTMENT:**  
**421 Michigan Street**

**Telephone: 746-2450 - Fax: 746-2453**  
**Clint J. Henry, Police Chief**  
**Daniel J. Brinkman, Assistant Police Chief**

**FIRE DEPARTMENT:**  
**421 Michigan Street**

**Telephone: 746-2916 - Fax: 746-2905**  
**Timothy M. Dietman, Fire Chief**  
**Kalin Montevideo, Assistant Fire Chief**

**STURGEON BAY UTILITIES:**  
**230 E. Vine Street**

**Telephone: 746-2820 - Fax: 746-2822**  
**James Stawicki, Utilities General Manager**



**2023 - 2024**  
**CITY OF STURGEON BAY**  
**OFFICERS AND COMMITTEES**

**DAVID J. WARD, MAYOR**  
**Dan Williams, Council President**

**COMMON COUNCIL**

**MAYOR.....DAVID J. WARD**  
**DISTRICT 1 - Wards 1 & 2 .....Helen L. Bacon**  
**DISTRICT 2 - Wards 3, 4 & 5 .....Dennis Statz**  
**DISTRICT 3 - Wards 6, 7, 8, & 9 .....Dan Williams**  
**DISTRICT 4 - Wards 10, 11, 12, & 22 .....J. Spencer Gustafson**  
**DISTRICT 5 - Wards 13, 14, & 15 ..... Gary Nault**  
**DISTRICT 6 – 16, 17, & 18..... Seth Wiederanders**  
**DISTRICT 7 – 19, 20, & 21.....Kirsten Reeths**

**BOARD OF PUBLIC WORKS**  
**MEETS AT THE CALL OF THE CHAIRPERSON**

<b>Mayor David J. Ward</b>	<b>Ald. J. Spencer Gustafson</b>
<b>Ald. Helen L. Bacon</b>	<b>Ald. Gary Nault</b>
<b>Ald. Dennis Statz</b>	<b>Ald. Seth Wiederanders</b>
<b>Ald. Dan Williams</b>	<b>Ald. Kirsten Reeths</b>

**STANDING COMMITTEES:**

**FINANCE/PURCHASING & BLDG.**  
**MEETS TUES. PRECEDING COUNCIL MTG – 4:30 PM**  
**Helen L. Bacon, Chr.**  
**Seth Wiederanders, Vice Chr.**  
**Dan Williams**

**PERSONNEL**  
**MEETS AT THE CALL OF THE CHAIR**  
**Dan Williams, Chr.**  
**J. Spencer Gustafson, Vice Chr.**  
**Dennis Statz**

**PARKS & RECREATION**  
**MEETS AT THE CALL OF THE CHAIRPERSON**

**Helen Bacon, Chr.**  
**Gary Nault, Vice Chr.**  
**Kirsten Reeths**

**COMMUNITY PROTECTION & SERVICES**  
**MEETS SECOND THURSDAY OF EACH MONTH – 4:30 PM**

**Dan Williams, Chr.**  
**Kirsten Reeths, Vice Chr.**  
**Seth Wiederanders**

8/15/23

**COMMISSIONS, BOARDS, & COMMITTEES:**

**CITY PLAN COMMISSION - 3 YEAR TERM**

MEETS THE THIRD WEDNESDAY OF EACH MONTH – 6:00 PM

- Helen Bacon (Chr. Parks & Rec.)..... Term expires May 1, 2024
- David Ward (Chr. City Plan Commission)..... Term expires May 1, 2024
- J. Spencer Gustafson (Council Rep.)..... Term expires May 1, 2024
- Mark Holey ..... Term expires May 1, 2025
- Jeff Norland ..... Term expires May 1, 2025
- Dennis Statz ..... Term expires May 1, 2026
- Amy Stephens..... Term expires May 1, 2024

**UTILITY COMMISSION - 7 YEAR TERM**

MEETS ON THE SECOND TUESDAY OF THE MONTH – 12:00PM

- David Ward (Mayor)..... Term expires Oct. 1, 2024
- Steve Christoferson..... Term expires Oct. 1, 2029
- Stewart Fett..... Term expires Oct. 1, 2030
- Dan Williams (Council Rep.)..... Term expires Oct. 1, 2024
- Gary Nault (Council Rep.)..... Term expires Oct. 1, 2024
- Dina Boettcher..... Term expires Oct. 1, 2025
- Seth Wiederanders (Council Rep.)..... Term expires Oct. 1, 2024

**POLICE & FIRE COMMISSION - 5 YEAR TERM**

- Sandy Hurley..... Term expires May 1, 2028
- Wayne Spritka..... Term expires May 1, 2024
- David Poulton..... Term expires May 1, 2025
- Michael Van Dyke..... Term expires May 1, 2026
- Lois Kurschner..... Term expires May 1, 2027

**HARBOR COMMISSION - 3 YEAR TERM**

- Nancy Schopf..... Term expires May 1, 2025
- Steve Propsom..... Term expires May 1, 2025
- Caitlin Oleson..... Term expires May 1, 2024
- Paul Mickelson..... Term expires May 1, 2024
- Robert Spude..... Term expires May 1, 2024
- Gary Nault (Council Rep.)..... Term expires May 1, 2024

**HISTORIC PRESERVATION COMMISSION - 3 YEAR TERM**

- Barry Mellen..... Term expires May 1, 2025
- Cameryn Ehlers-Kwaterski..... Term expires May 1, 2025
- J. Eric Paulsen..... Term expires May 1, 2026
- Dave Augustson..... Term expires May 1, 2026
- Chad Shefchik..... Term expires May 1, 2026
- Dennis Statz (Council Rep.)..... Term expires May 1, 2024
- Trudy Herbst..... Term expires May 1, 2024

**ZONING BOARD OF APPEALS - 3 YEAR TERM**

MEETS THE SECOND AND FOURTH TUESDAY OF EACH MONTH – 12:00PM

- Dave Augustson..... Term expires May 1, 2025
- William Chaudoir..... Term expires May 1, 2026
- Nancy Schopf..... Term expires May 1, 2026
- Morgan Rusnak..... Term expires May 1, 2024
- William Murrock, Chr..... Term expires May 1, 2024
- Vacant..... Term expires May 1, 2025
- Ronald Vandertie (Alt. No. 2)..... Term expires May 1, 2025

**LOCAL ARTS BOARD - 3 YEAR TERM**

- Helen Bacon (Council Rep.)..... Term expires May 1, 2024
- Stephanie Trenchard..... Term expires May 1, 2025
- Claire Morkin..... Term expires May 1, 2026
- Margaret Lockwood..... Term expires May 1, 2026
- Melaniejane..... Term expires May 1, 2024

**BOARD OF PARKS AND RECREATION - 3 YEAR TERM**

MEETS THE FOURTH WEDNESDAY OF EACH MONTH – 5:30 PM

- Helen Bacon, (Chr. Parks & Recreation Committee)..... Term expires May 1, 2024
- Gary Nault, (Vice-Chr. Parks & Recreation Committee)..... Term expires May 1, 2024
- Kirsten Reeths (Parks & Rec Committee Mem)..... Term expires May 1, 2024
- Mike Barker, Municipal Services Director
- Chris Larsen..... Term expires May 1, 2023
- Randy Morrow..... Term expires May 1, 2023
- Jay Renstrom..... Term expires May 1, 2026
- Debbie Kiedrowski..... Term expires May 1, 2025
- Thomas Hemminger..... Term expires May 1, 2025

**BOARD OF REVIEW - 5 YEAR TERM**

MEETS ACCODRING TO STATUTORY DEADLINES

- Howie Phipps..... Term expires May 1, 2028
- Ryan Hoernke..... Term expires May 1, 2028
- Danny Wiegand..... Term expires May 1, 2025
- Mike Herlache..... Term expires May 1, 2026
- Robert Loss..... Term expires May 1, 2027
- vacant (Alt.)..... Term expires May 1, 2024
- Jon Kruse (Alt.)..... Term expires May 1, 2028

**LOCAL TRANSPORTATION BOARD – 3 YEAR TERM**

- Kirsten Reeths, Chr..... Term expires May 1, 2024
- Gary Nault, Vice-Chr..... Term expires May 1, 2024
- J. Spencer Gustafson..... Term expires May 1, 2024
- Brian Weiss..... Term expires May 1, 2026
- Mark Smullen..... Term expires May 1, 2025

**CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL - 2 YEAR TERM**

- Dan Williams (Chr. Community Prot. & Srvcs. Comm.)..... Term expires May 1, 2024
- J. Spencer Gustafson (Govt)..... Term expires May 1, 2024
- Dan Tjernagel (Education)..... Term expires May 1, 2024
- Bob Loss..... Term expires May 1, 2024
- Vacant..... Term expires May 1, 2023
- Steve Propsom..... Term expires May 1, 2024
- Robert Moellenberndt..... Term expires May 1, 2024

**WATERFRONT REDEVELOPMENT AUTHORITY - 5 YEAR TERM**

- Dan Williams..... Term expires Jan. 1, 2024
- Dennis Statz..... Term expires Jan. 1, 2024
- John Hauser..... Term expires Jan. 1, 2024
- Chris Jeanquart..... Term expires Jan. 1, 2024
- Ryan Hoernke..... Term expires Jan. 1, 2026
- Barbara Pfeifer..... Term expires Jan. 1, 2026
- Carrie Tjernagel..... Term expires Jan. 1, 2026

**AESTHETIC DESIGN & SITE REVIEW BOARD – 3 YEAR TERM**

- Thad Birmingham..... Term expires May 1, 2025
- Nancy Schopf..... Term expires May 1, 2025
- Jolene Mc Mahon..... Term expires May 1, 2026
- Dave Augustson..... Term expires May 1, 2026
- Rick Wiesner..... Term expires May 1, 2024
- Matt Fox..... Term expires May 1, 2024
- Pam Jorns..... Term expires May 1, 2024

**LIBRARY BOARD - 1 YEAR TERM**

- Helen Bacon (Council Rep.)..... Term expires May 1, 2024
- J. Spencer Gustafson (Council Rep.)..... Term expires May 1, 2024

**INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM – 3 YEAR TERM**

- Gary Nault (Council Rep.)..... Term expires April 1, 2024
- Sandy Hurley (Economic Development Corp. Rep.)..... Term expires May 1, 2024
- Wm. Murrrock (Indust. Park Developed Prop. Owner)..... Term expires May 1, 2024
- Michelle Lawrie (DCEDC Executive Director)..... Alternate

**DOOR COUNTY ECONOMIC DEVELOPMENT CORP. - 2 YEAR TERM**

- David Ward (Council Rep.)..... Term expires Dec. 31, 2024
- Josh VanLieshout, City Administrator..... Ex Officio

**STURGEON BAY VISITORS CENTER - 1 YEAR TERM**

- Seth Wiederanders (Council Rep.)..... Term expires May 1, 2024

**DOOR COUNTY TOURISM ZONE COMMISSION - 1 YEAR TERM**

- Cameryn Ehlers-Kwaterski..... Term expires May 1, 2024
- Josh VanLieshout..... Term expires May 1, 2024

**WEED COMMISSIONER - 1 YEAR TERM**

- Mike Barker, Municipal Services Director..... Term expires May 1, 2024

**ETHICS BOARD - 3 YEAR TERM**

- Mark Jinkins..... Term expires May 1, 2023
- Jody Boes..... Term expires May 1, 2023
- Dan Powers..... Term expires May 1, 2021
- Don Herringa..... Term expires May 1, 2021
- Joan Wake..... Term expires May 1, 2022

**AD HOC NERR COMMITTEE**

- Mark Holey, Co-Chr.....
- Caitlin Oleson, Co-Chr.....
- Laurel Hauser.....
- Gregg Meissner.....
- Charlie Henrikson.....
- Matthew Peter.....
- Bill Hoag.....
- Ex-Officio:.....
- Marty Olejniczak.....
- Chris Sullivan-Robinson.....
- Steve Jinkins.....
- David Ward.....
- Josh Van Lieshout.....
- Pam Seiler.....

**COMMON COUNCIL RULES OF ORDER**

**RULE I.** The regular meetings shall be held on the first and third Tuesday of each month in the City Hall at a time to be set by the Common Council (6 p.m.). Any change in this section shall require a 2/3 vote of the Common Council. (Sec. 2.02(2) Mun. Code)

**RULE II.** The Mayor, or in his absence, the President shall preserve order, subject to any appeal to the Council. The parliamentary rules contained in Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the Common Council of the City of Sturgeon Bay and all its subordinate committees and commissions. (Sec. 2.02(9) Mun. Code)

**RULE III.** The following procedures and order of business shall be observed: (Sec. 2.02(3) Mun. Code)

- That at least two days prior to the regular meeting of the Council, the Alderpersons shall be provided with copies of the following:
  - The minutes of the last Common Council meeting together with those of all other committees, boards and commission of the City;
  - A list of all bills containing the names of the persons to whom money is owed, the amount and the account classification;
  - All reports to be made to the Council;
  - An agenda detailing the business to be considered at the coming meeting of the Common Council;
- That the minutes, reports, bills and agenda as submitted be approved or placed on file at the beginning of the meeting by a blanket motion of acceptance with the exception, that at the request of any Alderperson, any individual bill or any portion of the minutes, reports or agenda may be set aside for separate consideration and action.
- That the agenda once adopted shall be the order of business and any new business may only be introduced as a part of the agenda for the next meeting of the Common Council.