

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 bids 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. 14th Avenue
Fax: 746-2906
Mike Barker, Municipal Services Director
Benji Potier, 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
Kalin Montevideo, Interim Fire Chief

STURGEON BAY UTILITIES:
230 E. Vine Street
Telephone: 746-2820 - Fax: 746-2822
James Stawicki, Utilities General Manager



2024 - 2025
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 & 2Helen L. Bacon
DISTRICT 2 - Wards 3, 4 & 5 Matthew Huston
DISTRICT 3 - Wards 6, 7, 8, & 9Dan Williams
DISTRICT 4 - Wards 10, 11, 12, & 22J. 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

Mayor David J. Ward Ald. Helen L. Bacon Ald. Matthew Huston Ald. Dan Williams	Ald. J. Spencer Gustafson Ald. Gary Nault Ald. Seth Wiederanders Ald. Kirsten Reeths
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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.
Matthew Huston

PARKS & RECREATION
 MEETS AT THE CALL OF THE CHAIRPERSON
Helen Bacon, Chr.
Gary Nault, Vice Chr.
Kirsten Reeths

COMMUNITY PROTECTION & SERVICES
 MEETS FIRST WEDNESDAY OF EACH MONTH – 4:30 PM
Dan Williams, Chr.
Kirsten Reeths, Vice Chr.
Seth Wiederanders

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, 2025
- David Ward (Chr. City Plan Commission)..... Term expires May 1, 2025
- J. Spencer Gustafson (Council Rep.)..... Term expires May 1, 2025
- 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, 2027

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, 2029
- 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, 2027
- Paul Mickelson..... Term expires May 1, 2024
- Robert Spude..... Term expires May 1, 2024
- Gary Nault (Council Rep.)..... Term expires May 1, 2025

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
- Matthew Huston (Council Rep.)..... Term expires May 1, 2025
- Caitlin Olesen..... Term expires May 1, 2027

ZONING BOARD OF APPEALS - 3 YEAR TERM

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

- Dave Augustson, Chr..... Term expires May 1, 2025
- William Chaudoir..... Term expires May 1, 2026
- Nancy Schopf..... Term expires May 1, 2026
- Robert Moellenberndt..... Term expires May 1, 2027
- vacant..... Term expires May 1, 2024
- Robyn Bartel (Alt. No. 1)..... Term expires May 1, 2026
- Vacant (Alt. No. 2)..... Term expires May 1, 2024

LIBRARY BOARD - 1 YEAR TERM

- Helen Bacon (Council Rep.)..... Term expires May 1, 2025
- Kirsten Reeths (Council Rep.)..... Term expires May 1, 2025

LOCAL ARTS BOARD - 3 YEAR TERM

- Helen Bacon (Council Rep.)..... Term expires May 1, 2025
- 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, 2027
- Jared Santec..... Term expires May 1, 2026
- Shirley Wiesse Young..... Term expires May 1, 2027

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, 2025
- Gary Nault, (Vice-Chr. Parks & Recreation Committee)..... Term expires May 1, 2025
- Kirsten Reeths (Parks & Rec Committee Mem)..... Term expires May 1, 2025
- Mike Barker, Municipal Services Director
- Shauna Blackledge..... Term expires May 1, 2026
- Randy Morrow..... Term expires May 1, 2026
- 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, 2025
- J. Spencer Gustafson, Vice-Chr..... Term expires May 1, 2025
- Matthew Huston..... Term expires May 1, 2025
- 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, 2025
- J. Spencer Gustafson (Govt)..... Term expires May 1, 2026
- Dan Tjernagel (Education)..... Term expires May 1, 2026
- Bob Loss..... Term expires May 1, 2026
- Vacant..... Term expires May 1, 2023
- Steve Propsom..... Term expires May 1, 2026
- Robert Moellenberndt..... Term expires May 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, 2027
- Matt Fox..... Term expires May 1, 2027
- Pam Jorns..... Term expires May 1, 2024

INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM – 3 YEAR TERM

- Gary Nault (Council Rep.)..... Term expires April 1, 2025
- Sandy Hurley (Economic Development Corp. Rep.)..... Term expires May 1, 2027
- Wm. Murrock (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

- Matthew Huston (Council Rep.)..... Term expires May 1, 2025

DOOR COUNTY TOURISM ZONE COMMISSION - 1 YEAR TERM

- Cameryn Ehlers-Kwaterski..... Term expires May 1, 2025
- Josh VanLieshout..... Term expires May 1, 2025
- New member..... Term expires May 1, 2025

WEED COMMISSIONER - 1 YEAR TERM

- Mike Barker, Municipal Services Director..... Term expires May 1, 2025

ETHICS BOARD - 3 YEAR TERM

- Mark Jenkins..... 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 Jenkins.....
- 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.