



City of Platteville

Member Handbook
for
Boards, Commissions and
Committees

Prepared by the City Manager's Office
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TABLE OF CONTENTS

INTRODUCTION..... 4

SECTION 1 – GENERAL INFORMATION ABOUT THE CITY OF PLATTEVILLE..... 5

SECTION II – MEMBER INFORMATION..... 5

 APPOINTMENTS 5

 TERM OF OFFICE 5

 RESIGNATION 6

 ATTENDANCE 6

SECTION III – COMMISSION EFFECTIVENESS 6

 FUNCTIONS AND BEHAVIORS 6

 EFFECTIVE CONFLICT MANAGEMENT 7

SECTION IV – RELATIONSHIPS..... 9

 RELATIONSHIP WITH STAFF 9

 RELATIONSHIP WITH COMMON COUNCIL..... 9

 COUNCIL POLICY ON LEGISLATIVE OR POLITICAL ISSUES..... 10

 RELATIONSHIP WITH THE PUBLIC 11

SECTION V – OPERATING PROCEDURES 11

 WISCONSIN OPEN MEETINGS LAW 11

 REGULAR MEETINGS 11

 PUBLIC MEETINGS 12

 INFORMAL PUBLIC HEARINGS..... 12

 FORMAL PUBLIC HEARINGS..... 12

 HEARING PROCEDURES 12

 MOTIONS 13

 ADJOURNMENT 13

 MINUTES 13

 AGENDA PACKETS 14

 AREA OF INTEREST 15

 SUB-COMMITTEES..... 15

 ROLE OF CHAIRMAN..... 15

SECTION VI – CITY GOVERNMENT STRUCTURE 16

 COMMON COUNCIL..... 16

 CITY MANAGER 17

 ADMINISTRATION DEPARTMENT 17

 COMMUNITY DEVELOPMENT DEPARTMENT 17

| | |
|--|-----------|
| FIRE DEPARTMENT | 18 |
| PLATTEVILLE PUBLIC LIBRARY | 18 |
| MINING MUSEUM, ROLLO JAMISON MUSEUM | 18 |
| POLICE DEPARTMENT | 19 |
| PUBLIC WORKS DEPARTMENT | 19 |
| RECREATION DEPARTMENT | 20 |
| SECTION VII – BOARDS, COMMITTEES, AND COMMISSIONS | 20 |
| AIRPORT COMMISSION | 20 |
| AREA AMBULANCE COMMITTEE | 20 |
| BOARD OF APPEALS (ZONING AND ET ZONING)..... | 21 |
| BOARD OF REVIEW | 21 |
| COMMISSION ON AGING..... | 21 |
| COMMUNITY DEVELOPMENT BOARD | 21 |
| COMMUNITY SAFE ROUTES COMMITTEE..... | 21 |
| FREUDENREICH ANIMAL CARE TRUST FUND COMMITTEE | 22 |
| HISTORIC PRESERVATION COMMISSION | 22 |
| HOUSING AUTHORITY..... | 22 |
| INDUSTRY PARK COVENANT COMMITTEE | 22 |
| JOINT EXTRATERRITORIAL ZONING COMMITTEE | 22 |
| LIBRARY BOARD | 22 |
| LICENSE COMMITTEE..... | 23 |
| MUSEUM BOARD | 23 |
| PARKS, FORESTRY, & RECREATION COMMITTEE | 23 |
| PLAN COMMISSION..... | 23 |
| POLICE AND FIRE COMMISSION | 23 |
| PUBLIC TRANSPORTATION COMMITTEE | 24 |
| REDEVELOPMENT AUTHORITY BOARD | 24 |
| TOURISM COMMITTEE | 24 |
| WATER AND SEWER COMMISSION | 24 |
| CONCLUSION..... | 24 |
| APPENDIX | 25 |
| HARASSMENT PREVENTION AND RESPECTFUL BEHAVIOR POLICY | 25 |

INTRODUCTION

This handbook has been prepared to orient you to the functions and activities of the various boards, committees, and commissions. The handbook is designed to increase your knowledge and understanding of public affairs and to aid you in fulfilling the responsibilities you have accepted within the framework of the City of Platteville's government.

As a member of one of the City's boards, committees, or commissions, you will focus upon community needs that require your understanding, dedication, enthusiasm, vision, and experience.

Your appointment to this position is an honor, which signifies the City Manager and Common Council's confidence in your wisdom and judgment. It demonstrates the City Manager and Council's desire to have the benefit of your input during the decision-making process.

As an advisor to the City Manager and Common Council, you must be continually aware that the decisions formed by that body, even after receiving and evaluating your recommendations, are not made easily. The City Manager and Council have the ultimate political and legal responsibility for the conduct of local government and the welfare of the entire community. Yours is an important role in assisting the City Manager and Common Council to fulfill their obligations to our citizens.

Participation on a board, committee, or commission can be a satisfying and challenging experience. It provides an opportunity to develop firsthand knowledge of the operating policies and problems of municipal government in general and of a specific departmental unit. It personifies citizen participation in policy determination. It gives you an opportunity to play a vital role in the communication process between citizen and elected representative.

A challenging and meaningful experience awaits you. Immediate satisfaction should come from sharing your thoughts and insights with your fellow committee members as you deal with a variety of conditions, problems, and situations in our City.

It is rewarding to see your interpretations and advice translated into action by the City Manager and Common Council, and the City Departments.

It must be recognized that not all of the recommendations made by the boards, committees, or commissions will be accepted. The rejection of advice in a given situation does not imply lack of confidence or disinterest in the body's decisions. Elected officials must weigh all advice against other information and considerations as they reach the decisions for which they are responsible.

SECTION I – GENERAL INFORMATION ABOUT THE CITY OF PLATTEVILLE

Platteville began as Platte River Diggings in 1827. Once home to the Winnebago Indians, Platteville was settled in the mid 1820's by European miners who were attracted by rich lead deposits. After the discovery of mineral lead in the area, the region's economy quickly began to flourish.

In 1827, Major John H. Rountree and Major John H. Campbell purchased Metcalf's lode and opened a general store. Two years later, this small 150-person community was named Platteville. The town was planned in a style reminiscent of Yorkshire, England – quaint and practical – with access to the town's mine entrances. In the 1800's, the town was further developed, and Platteville was incorporated in 1880.

Platteville is a friendly community nestled among unglaciated rolling hills of southwestern Wisconsin. With a population over 11,000, it is the largest city in this corner of the state. Platteville is conveniently located within 20 minutes of Dubuque, Iowa and 30 minutes of Galena, Illinois. Madison, Wisconsin (1 hour) and Chicago, IL (3 hours) are also within an easy driving distance. Platteville is located in Grant County, which boasts over 57 miles of Mississippi shoreline.

SECTION II – MEMBER INFORMATION

A. Appointments

Appointments to the City's boards, committees, or commissions are made by the Council President subject to confirmation by the Common Council. Applications for board, committee, and commission appointments must be submitted to the City Manager and applicants (in most cases) must be eligible electors of the City of Platteville.

When applying for membership of boards, committees, or commissions, applicants are referred to Wisconsin Statutes 19.59 to determine if the applicant would have a conflict of interest. Assistance from the office of the City Attorney is available if applicants have questions regarding this matter.

It is desirable that members of each board, committee, or commission are independent of the Common Council, of other boards and commissions, and of other local governmental units, and that the members of all boards, committees, and commissions exercise free and unbiased judgment in addressing issues and tasks before them.

It should be noted that appointment to a City board, committee, or commission is recognition of expertise and interest in a specific area as well as an honor bestowed upon a citizen.

B. Term of Office

The term of office for members of boards, committees, or commissions usually range from one to five years. Appointments made for vacancies created by expired terms are usually made at least two months in advance of the actual beginning of the term so that new members have an opportunity to attend meetings and can become familiar with the advisory body before becoming a voting member. Appointments made to fill vacancies created by resignations are effective upon date of appointment.

C. Resignation

If an appointee resigns from office before the end of the term, a letter announcing the resignation shall be forwarded to the City Manager's office.

D. Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any board, committee, or commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. Individuals appointed to any of the City's boards, committees, or commissions are required to attend a minimum of two-thirds of the meetings in each six (6) month period of their respective bodies, unless excused by the membership of their body. A member found to be in non-compliance may be subject to removal and replacement.

The purpose of this policy is to provide a vehicle whereby all boards, committees, or commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

SECTION III – COMMISSION EFFECTIVENESS

Organized groups exist to complete certain tasks and to achieve certain agreed upon purposes and goals. A board, committee, or commission is a set of individuals held together by a web of inter-relationships and feelings. Members have feelings about themselves, about the group, and the group's tasks.

The nature and intensity of these feelings set the "climate" of the advisory body at any given moment. A positive climate encourages member involvement and responsibility to take actions.

Optimum participation is achieved when members experience encouragement for their contributions, freedom to honestly and freely express their feelings, and freedom from internal group strife which interferes with carrying out the body's tasks.

Optimum productivity is achieved when the body's stated tasks are understood. Members should keep tasks visibly and clearly defined.

A. Functions and Behaviors

Effective boards, committees, and commissions usually pay attention to the following functions and behaviors:

1. Prioritizing tasks.
2. Anticipating problems.
3. Analyzing problems.
4. Setting clear objectives.
5. Developing actions-options.

6. Deciding.
7. Active listening.
 - a. Not interrupting.
 - b. Listening to feelings.
 - c. Not judging others
 - d. Summarizing and feeding-back.
8. Supporting your colleagues.
 - a. Accepting their ideas.
 - b. Showing concern.
 - c. Creating opportunities to involve members.
 - d. Building on members' ideas.
 - e. Encouraging different ideas.
9. Confronting what's happening.
 - a. Questioning your and others' assumptions.
 - b. Dealing directly with conflict.
 - c. Focusing attention on the idea, not the person.
10. Diagnosis skills.
 - a. How are you working together?
 - b. Who is not involved?
 - c. What is not being discussed?
 - d. Where is your help needed?
 - e. When are YOU going to help?

A. Effective Conflict Management

Public hearings or citizen input meetings are difficult to manage. Participants are usually highly motivated and often nervous. When you have a group of potential adversaries in one room, the possibility of uncontrolled conflict is very high. As board, committee, and commission members, your role is to guide conflict to positive results, not to eliminate it, which is usually not possible.

The following suggestions should help manage conflict and confrontation effectively:

1. Anticipate conflicts by doing your homework so you can concentrate on the dynamics of the meeting rather than learning about the topic at hand.
2. Treat all sides fairly. Set the rules of the hearing early and make sure everyone abides by them without exception.
3. Explain carefully the purpose of the public hearing and what action is expected at the conclusion of the hearing. Insistence on playing by the rules is your best tool for conflict management in public hearings.

4. All persons speaking must clearly identify themselves, not only for the record, but also so that you may address them by name.
5. Set an acceptable time limit for testimony (generally three minutes) and stick to it.
6. Make decisions as promptly as possible. It is all too easy to get so bogged down in procedural distractions, petty details, and endless searches for more information that the issue never seems to get resolved.
7. Try not to overreact to inflammatory comments. Most are expressions of frustration and do not require answers. Try to turn frustration to constructive avenues. Ask questions. Be specific if you can. Refer to the speaker by name. Reinforce areas where you agree. Do not return insult for insult. Your insults can turn the audience against you for your lack of control and perceived unfairness.
8. Try to avoid speaker-to-audience conversation. The purpose of the hearing is to help your board, committee, or commission act, not to engage in debate.
9. If other members have questions of the speaker, permit these questions only during the speaker's time at the podium.
10. Be careful not to prejudge the action of the board, committee, or commission. Use the hearing to gather necessary information about the project and individual desires concerning the proposal. Members should not express their views on the proposal until after testimony has ended. Their comments and questions should not suggest a position one way or the other.
11. Once testimony has ended, each member should be invited to discuss their views on the proposal.
12. View the public hearing as an example of basic democracy in action at the local level. Make it your personal goal to make the public hearing work.

SECTION IV – RELATIONSHIPS

A. Relationship with Staff

The City’s administrative staff works for and is responsible to the City Manager and it is, therefore, the City Manager’s responsibility to allocate staff’s time and efforts. Members should not attempt to direct or decide the priority of work for the department or the individual staff person. These bodies should, however, set priorities for their own agendas in order that staff may best use the time available for board, committee, or commission business. If the advisory bodies are in need of staff assistance for a project that is atypical of the normal assistance provided by staff, the request for assistance should be included in the minutes of the meeting.

It is not expected that every staff recommendation will be followed; but, based on the technical knowledge of staff personnel, consideration should be given to their proposals and recommendations. A board, committee, or commission may choose to agree or disagree with a staff recommendation. In the latter case, staff has the option of including its recommendations in the staff report to the Common Council. Any differences in opinion will be discussed at the Council meeting.

The Common Council expects that a mutually respectful and professional relationship is maintained between the staff personnel and the board, committee, or commission. The effectiveness of an advisory body is hampered by internal tension and personality conflicts. In the event a conflict does arise between an individual member and the staff, the member should approach the chairperson who will, in turn, try to mediate the conflict. If the problem can not be solved at that level, the chairperson will approach the City Manager. In the event a conflict does arise between an individual member and the Manager, the member should approach the chairperson who will approach the Council President. However, it should be emphasized that every effort should be made to maintain a respectful and professional relationship with staff in order to facilitate and enhance the body’s operation and effectiveness.

B. Relationship with Common Council

With the exception of the Library Board, Board of Appeals, Exterritorial Joint Review Board, Police and Fire Commission and the Water and Sewer Commission, it is the primary responsibility of boards, committees, and commissions to make recommendations to the Common Council. It is the Council’s role to consider the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the Common Council is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual boards, committees, and commissions.

Although there may be disagreement with the Common Council on an issue, once the Council has established its position, the board, committee, or commission, or individual members, should not act contrary to the established policies and programs adopted by the Common Council.

Whenever a board, committee, or commission has an item before the Common Council, it is desirable that a representative of that body or the staff liaison be present at the Council meeting.

Letters from boards, committees, or commissions, addressed to the public or other agencies and concerning official positions being taken, must first be forwarded to the Common Council for approval before being mailed.

When a member of a board, committee, or commission addresses the Common Council at a public meeting, it should be made clear whether he/she is speaking on behalf of the body or as an individual citizen.

C. Common Council Policy on Legislative or Political Issues

The Common Council is the body politic for the City of Platteville. Council members are responsible to the electorate to act as a body in establishing City policy and determining any public position of the City on legislative or political issues. The Common Council takes the position that public stands by boards, committees, or commissions on legislative or political issues are taken only upon review and approval by the Common Council.

This policy should not be construed to prevent boards, committees, and commissions from discussing regulations, procedures or other similar matters with administrative agencies, nor is it meant to discourage boards, committees, and commissions from carrying out their normal functions publicly and openly. It is assumed that normal responsibilities include making public recommendations to the Common Council on a variety of issues to include those of a legislative or political nature. The purpose of this policy is to ensure that boards, committees, and commissions do not make policy statements or take public positions which fall solely within the realm of the Common Council responsibilities, but which might nevertheless be construed as representing the official position of the City of Platteville.

In the event that a board, committee, or commission wishes the Common Council to take a public position or to approve or endorse a public stand on a legislative or political issue, this request should be clearly reflected on the record of the meeting at which this action is approved. The staff liaison person should be instructed to immediately submit the request or recommendation, in staff report format and addressed to the Common Council, to the City Manager's office for inclusion on the next Common Council agenda. In the interim, a copy of the request or recommendation will be made available to all Council members so that informal discussion, if deemed appropriate by the Council, can take place at the earliest possible time. The communication should include some indication of the degree of urgency which is perceived as necessary for receiving a response from the Council. This will facilitate the timeliness of policy statements as well as contacts with legislators during those times when they are in session.

City staff will assist in every way possible to achieve timely and effective communication with the Common Council as it relates to these issues. All such communications will be coordinated through the City Manager's office.

D. Relationship with the Public

Members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public meetings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and difference of opinion. They should also take care to maintain the appearance as well as observe the principle of impartiality.

The State of Wisconsin has set forth a code of ethics for local government officials governing conduct in office, which includes persons appointed to boards, committees, and commissions. No public official “may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for any organization with which he or she is associated”.

Any person who violates this State Statute may be required to forfeit not more than \$1,000.00 for each violation.

SECTION V – OPERATING PROCEDURES

A. Wisconsin Open Meetings Law

The Common Council supports the principles of the open meeting law and its guarantees of citizen access to governmental policy making and decision making processes. Therefore, all boards, committees, and commissions are directed to observe the requirements and constraints of the Wisconsin Open Meeting Law, Section 19.81 through 19.98, Wisconsin Statutes, in the conduct of all boards, committees, and commission meetings. The City staff personnel who act as administrative liaison to particular City boards, committees, and commissions are directed to present to the chairperson and officers of such boards, committees, and commissions, immediately following their appointments as such and at least annually, a copy of these State Statutes sections.

A notice giving the time, date, and place of each meeting, and its tentative agenda shall be posted at least 24 hours prior to the meeting of any board, committee, or commission. The notice should be posted on the official bulletin board in the lobby of City Hall, library bulletin board and also furnished to the news media.

B. Regular Meetings

All meetings of all boards, committees, and commissions of the City shall be held in public buildings of the City, in rooms or chambers which are handicapped accessible, the location designated by such committee by a vote of a majority of members. Regular meetings shall be held at regular times and places and consistent with the necessity for such meetings, shall be at regular days of the week, regular weeks of the month and regular months of the year. The time, date, place and tentative agendas of regular meetings of boards, committees, and commissions shall be made public in accordance with the requirements of the open meeting law.

C. Public Meetings

Any person shall have the right to be present at any meeting of any board, committee, or commission of the City except when closed meetings are permitted by State Statutes. However, any public agency may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings.

D. Informal Public Hearings

An informal public hearing is one which is not required by law but which is called in order to give the public a chance to comment on a subject. The board, committee, or commission can set rules for notifying the public of any informal hearing, establish a time frame, and conduct the hearing in any fair way it chooses.

E. Formal Public Hearings

A formal public hearing is one that must be conducted according to State Statutes or City ordinances and is designed to solicit comment from the general public.

An official Notice of Public Hearing must be published in the official newspaper.

F. Hearing Procedures

Hearings held by an advisory body should be fair and impartial. If a member is biased or has a personal interest in the outcome of the hearing, that member should disqualify himself/herself and not participate.

Persons and/or groups who may be affected by the subject of the hearing should be given sufficient notice of the time and place of the hearing and a reasonable opportunity to be heard. They may be represented by counsel and be permitted to present oral and documentary evidence.

At the appropriate time, the chair should open the hearing and explain to the audience the hearing procedures. If there are numerous persons who would like to participate, and all represent the same views and opinions, the chair may ask that a spokesperson be selected to speak for the group. If this arrangement can not be made, the chair may restrict each speaker to a limited time (generally three minutes) so all may be heard. Irrelevant and off-the-subject comments should be ruled out of order by the chair.

The usual procedure after the hearing has been opened is for staff to present the staff report, followed by committee members' questions relating to the report. Proponents should be given the opportunity to present their case first. This is followed by an opportunity for opponents to present their case.

After all interested persons have had an opportunity to speak, the hearing is closed, ending audience participation. Board, committee, or commission members may discuss the proposal and take an action on the proposal.

G. Motions

When a member wishes to propose an idea for the body to consider, the member must make a motion. This is the only way an idea or proposal from a member may be presented to the body for discussion and possible action. A motion goes through the following steps:

1. The member asks to be recognized by the chair.
2. After being recognized, the member makes the motion (I move...).
3. Another member seconds the motion.
4. The chair states the motion and asks for discussion.
5. When the chair feels there has been sufficient discussion, the debate is closed (i.e., “Are you ready for the question?” or “Is there any further discussion?”).
6. If no one asks for permission to speak, the chairs put the question to vote.
7. After the vote, the chair announces the decision (“The motion is carried” or “The motion fails”, as the case may be).

Phrasing a motion is often difficult and corrections may be necessary before it is acted upon. Until the chair states the motion (step 4), the member making the motion may rephrase or withdraw it. After an amendment, the motion as amended still must be seconded and then voted upon. It is particularly important when a motion is amended that the chair restate the motion in order that members are clear as to what they are voting on.

In making a motion, members should try to avoid including more than one proposal in the same motion. This is especially important when members are likely to disagree. If a member would prefer to see proposals divided and voted upon separately, the member should ask the chair to divide the motion. If other members do not object, the chair may proceed to treat each proposal as a distinct motion to be acted upon separately. The request to divide may also be made by motion.

H. Adjournment

When a commission, committee, or board has finished its business, a motion to adjourn is in order. This motion is not debatable; therefore, it is the duty of the chair to see that no important business is overlooked.

I. Minutes

Minutes of all meetings must be kept and will be prepared by staff. Written minutes, upon approval by the board, committee, or commission, constitute the official record of its activities.

Additions and corrections of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members.

It is the policy of the Common Council that minutes of boards, committees, and commissions be submitted to be included on the Council agenda in a timely fashion. A suggested time frame is between two and four weeks. Minutes may be labeled “Draft” if a meeting to approve the minutes can not be scheduled within that time frame.

It is the policy of the Common Council that minutes are not verbatim. They are, instead, action minutes, recording the essence of the decisions made and significant action. A summary of minority viewpoints should be included.

Boards, committees, and commissions should use an identical format for minutes. The following is recommended:

1. Members present.
2. Members absent.
3. Staff present.
4. Approval of minutes of the previous meeting.
5. Recommendation to the Common Council.
 - a. Items should be listed as separate agenda items to distinguish them from formal receipt and filing of minutes.
 - b. All recommendations should be accompanied by the appropriate staff report(s). Information pertaining to any alternatives that were considered and the rationale for the recommendation should be included when appropriate.
 - c. When items come to the Common Council for which there is a designated board, committee, or commission to which those items should be referred, that board, committee, or commission should consider them and report or comment back to the Common Council.
6. Requests to the City Manager for information or staff assistance.
7. List of matters pending Commission/Council disposition.
8. Summary of discussion and formal action(s) taken.

J. Agenda Packets

Agenda packets detailing the items of business to be discussed and any communications to be presented will be prepared by the staff and furnished to the members of the body within a reasonable amount of time before the meeting. In order to be prepared for meetings, members should read these packets and contact the chairperson or the staff liaison if there are any questions regarding information presented in the staff reports.

K. Area of Interest

When a board, committee, or commission is established by the Common Council, the specific duties of that body are set forth in the ordinance, resolution, etc., that creates it. It is implicitly understood that the advisory body is limited to the consideration of those matters which are specifically assigned to its jurisdiction. In special or unusual circumstances, when interest spreads into an area beyond its jurisdiction, the board, committee or commission should formally request specific authorization from the Common Council to consider the matter and to formulate a recommendation in that area.

L. Sub-Committees

In certain instances, a board, committee, or commission may determine that it is necessary to form a sub-committee to study a particular matter relating to that body in some detail.

1. A sub-committee may be formed by a majority vote of the board, committee, or commission members taken at a regular meeting but may not be comprised of a majority of the members.
2. Appointments to the sub-committee are made by the consensus of the board, committee, or commission.
3. After the completion of the particular study and presentation of recommendations to the board, committee, or commission, the sub-committee should be disbanded.

M. Role of Chairman

It is incumbent upon the chairperson of the board, committee, or commission to ascertain the responsibility of his/her advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

The chairperson position exists to encourage the input of ideas, to guide discussions in a logical and orderly fashion, and to generally facilitate the decision-making process. The chairperson should clarify ideas as they are discussed and repeat motions made in order that all members fully understand the wording of the item on which they are voting.

Each board, committee, or commission is comprised of a diverse group of people and it is inevitable that not everyone will agree on each issue all of the time; however, all efforts should be made to maintain amicable relationships among the individual members. Personality conflicts only hamper an organization's effectiveness. Nevertheless, in the event that a personality conflict does arise between individual members, it is the chairperson's responsibility to try to mediate and resolve the problem. If the conflict can not be resolved, the chairperson should approach the City Manager.

SECTION VI – CITY GOVERNMENT STRUCTURE

A. Common Council

The City of Platteville operates under the laws of the State of Wisconsin as a city of the fourth class and uses a manager-council form of government. The Common Council appoints a full-time City Manager who directs and coordinates the City's operations and services on a day-to-day basis.

Seven Alderpersons; four elected by districts and three elected at large for three years, staggered terms, comprise the Platteville Common Council. The Council serves as the legislative branch of city government, enacting ordinances and resolutions, approving the annual budget, setting policies and taking other actions to guide the operations of the City. Elections are held on a nonpartisan basis in April of each year, preceded by a February primary if there are more than double the candidates running for the seats available. At the annual organizational meeting in April, one Alderperson is elected Council President.

The Council regularly meets on the second and fourth Tuesday of each month at 7:00 p.m. in the Council Chambers located on the upper level of Platteville City Hall. Special meetings are also held when required. All meetings are open to the general public, although on occasion, the Council may meet in closed session to discuss a subject permitted by the Wisconsin Open Meeting Law to be held in closed session (e.g., personnel evaluations, labor negotiations or other strategic matters).

Public notice is given of all meetings, including closed sessions, with the notice stating the date, time, location and topics to be considered. All meeting notices are posted on the bulletin board located inside the lobby of City Hall, posted at public library, on the City website www.platteville.org, sent to one local paper, sent to the local radio station, and shown live on City Cable Channel 36. The full agenda packet with copies of ordinances, resolutions, reports and other supporting documents is available for public review on the City website or at the City Manager's office prior to each meeting.

The Council enacts legislation and takes official action in various ways, operating under Robert's Rules of Order; rules adopted in chapter 2 of the municipal code.

1. *Motions* are used to approve, reject or table procedural matters, such as appointing members to boards, committees, and commissions, accepting reports, authorizing contracts, paying claims, giving direction to City Staff and similar routine business.
2. *Ordinances* are local laws dealing with matters such as traffic, zoning, health and safety regulations, governmental organization, annexation, building and other construction codes, licenses, user fees, etc. Once an ordinance is adopted it can only be amended through enactment of another ordinance, and all ordinances must be published in the City's official newspaper before they become effective. Most ordinances of a general nature are compiled in a volume entitled the Code of Ordinances City of Platteville or simply the "Municipal Code".
3. *Resolutions* are used to establish policy, express the opinion of the Council in a more formal manner, direct or authorize administrative action, offer official congratulations or appreciation on behalf of the City, or to make various ceremonial acts.

B. City Manager

The City Manager is the chief executive officer for the City and is appointed by the Common Council. The City Manager is responsible to:

- Assist the Common Council in determining strategic priorities for the community.
- Provide technical expertise to assist the Common Council in vetting policy decisions. Implement policy decisions and legislative actions taken by the Common Council.
- Work with department heads to oversee day-to-day operations of the City
- Oversee preparation of the City budget. Make recommendations to maintain and improve the long term fiscal health of the community.
- Develop a high performance organization. Recruit hire, and supervise City staff.
- Facilitate cross functional initiatives both within and outside the organization.
- Represent and/or advocate the City with intergovernmental partners and stakeholders. Monitor legislative activity that may impact the City.
- Serve as economic development lead. Convene economic development partners. Negotiate economic development packages within parameters set by the Common Council.

C. Administration Department

The Administration Department oversees the finance, risk management, human resources, IT, and City Clerk functions. The Administration Office manages all financial operations of the City, and tax incremental districts; collects property taxes for the City and other taxing entities; oversees the maintenance of the City's financial accounts and records; assures compliance with generally accepted accounting practices, keeps the Common Council and City Manager apprised of financial issues and the City's fiscal condition; ensures proper procedures and controls are followed in the processing of financial data; develops financial management policies and procedures; and facilitates the audit firm's preparation of annual financial reports.

The City Clerk's office is responsible for ordinances, resolutions, minutes, official City records, and the Municipal Code. The office publishes public notices, ordinances and minutes as required by law and assists staff and the public in researching information. The Clerk's office issues all municipal licenses and provides required services for local, state and federal elections.

E. Community Development Department

The Community Development Department prepares, implements and updates current and long range City plans, meets with the general public regarding proposed neighborhood or community plans, and coordinates planning activities with those of neighboring communities and of other levels of government. This Department provides staff assistance to the Plan Commission, which is responsible for enforcing the City Comprehensive Plan and ensures orderly growth and development in the City. This Department also provides assistance to the Platteville Redevelopment Authority whose primary responsibility is to promote economic and community development activities in the City. Also serves on the Board of Appeals, ET Board of Appeals, Historic Preservation Commission and Joint ET Committee.

The Department is also responsible for administering the City's zoning ordinances. All requests for business development or expansion, changes in zoning and signs must be reviewed by this department and recommendations for approval/disapproval presented to the Plan Commission.

The Building Inspector enforces the City's construction standards, code for new buildings and remodeling of existing buildings. The department issues all building permits for residential, commercial and industrial buildings. All plumbing, electrical, heating, air conditioning and ventilating permits must be obtained from this department.

F. Fire Department

The Platteville Volunteer Fire Department's mission is to minimize the risk of death, injury, and/or property loss from fire, or disaster for the City and surrounding townships within the Fire District. In addition, provides a coordinated and timely response to emergencies, the Fire Department also attempts to enhance public safety through preventative activities such as code enforcement and public education programs.

G. Platteville Public Library

The Library Department offers many programs, including preschool story times, adult lectures and discussions, book discussions, summer programs for school age and preschool children.

The Children's Services has ongoing programs for infants and toddlers, preschoolers, and elementary age children with special summer programs for ages 6 month -11 years. Teen Services works to provide interesting activities and programs to keep teens excited about reading. Adult Services works to create community and allows for advancement by offering computer classes and summer library programs. Outreach and Senior Services provides the opportunity for the homebound to have access to library materials.

H. Mining Museum and Rollo Jamison Museum

The Mining Museum and Rollo Jamison Museum are located side by side at the eastern end of Platteville's Downtown Historic District. The museums include an underground tour of the 1845 Bevans Lead Mine, a ride in a 1931 mine train aboveground, and exhibits on Platteville and area history.

The Mining Museum promotes the historic significance of the mining industry in Platteville, Grant County and the Upper Mississippi Valley Lead-Zinc District. The Upper Mississippi Valley Lead-Zinc District includes parts of Grant, Iowa, Lafayette, and Green Counties in Wisconsin, part of Jo Daviess County in Illinois and parts of Clayton, Dubuque and Jackson Counties in Iowa.

The Rollo Jamison Museum promotes the public awareness of the history and material culture of southwest Wisconsin. To achieve these purposes, the Museum Department has developed collections, exhibitions, research resources, exhibition programs, and other means to disseminate and improve the public's knowledge of area and regional history.

F. Police Department

The Platteville Police Department is responsible for the fair and impartial enforcement of laws, statutes and ordinances relating to the prevention of crime, apprehension of offenders, traffic control, accident investigation and investigation of wrongdoing in our community. Equally important is the responsibility to protect the legal/constitutional rights and freedoms of all citizens.

The Police Chief, appointed by the Police and Fire Commission, oversees the day-to-day operations of the department. Platteville's full-service police department operates 24 hours a day providing law enforcement services to Platteville residents and serving as the emergency communications center for all police, fire and emergency medical services (EMS) calls.

In addition to normal patrol and investigative duties, the department provides the community with officers who are assigned to a variety of specialized duties on a full and part-time basis.

The Police Department provides specialized training to the officers to help meet the needs of the community. Some of the training includes crime prevention, evidence technician, interview and interrogation, accident investigation, verbalization skills, and standardized field sobriety training.

G. Public Works Department

The Public Works Director ensures that all public works improvements are constructed in full compliance with City requirements and meet accepted engineering standards by planning, coordinating and supervising public works design and projects administration; plans and administers the Capital Improvement Program; and serves as engineering resource for all City Departments.

The responsibilities of the Public Works Department fall into the following areas: streets, storm water, parks, sewer and water utility, wastewater treatment plant and building maintenance. The Public Works Director in coordination with other departments serves as maintenance supervisor for all buildings owned by the City.

Street Division employees sweep and patch streets; sand, salt and plow the streets; shovel City-owned sidewalks; trim and remove trees on municipal property; pick up brush and leaves; and clean out storm sewer drains as well as perform many storm sewer repairs.

Park Division Department takes care of over 200 acres of parkland. Maintains park buildings, ball fields and skating rinks. Works with community groups and athletic associations to determine needs to be executed. Ensures the pool and pool water meet safety standards.

Water and Sewer Utility Division checks all sewer pumps daily, responds to all sewer calls, changes filters at lift stations and cleans sewer lines. Water utility takes weekly water samples, checks all pumps and boosters, flushes and repairs hydrants, installs and repairs water meters, repairs well houses and repairs all water main breaks. They also handle "Diggers Hotline" requests.

H. Recreation Department

Recreation Department ensures citizens of Platteville an opportunity to participate in recreational activities of interest to them. This includes offering programs run directly through the department and coordinating programs run by volunteer organizations. The Recreation Department offers youth and adult programs including soccer, basketball, baseball and a variety of camps. The Recreation Coordinator oversees the operation of Platteville's outdoor swimming pool, which is, open from the weekend of Memorial Day through the Labor Day weekend.

The Platteville Senior Center offers a place for seniors to socialize and participate in adult programs. The Senior Center is open to the public Monday through Friday.

SECTION VII – BOARDS, COMMITTEES, AND COMMISSIONS

The Common Council is assisted by various citizen boards, committees, and commissions. These bodies are charged with the following responsibilities:

- Advise the Common Council and the City Manager on matters within their area of responsibility and interest, as prescribed by the Common Council and its ordinances.
- Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
- Act as channels of communication and information between City government, the general public, and special interest groups.
- Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
- Encourage broad citizen participation in the definition and formulation of City goals and actions for their achievement.

A. **Airport Commission** - Meets the 2nd Monday of each month at 6:00 p.m. at the Airport

The Airport Commission was formed per State Statutes, which says a City may vest jurisdiction over the Airport in an Airport Commission. The Commission's function is to maintain, operate and control the Airport per regulations and policy to provide a safe and effective Airport for the public.

B. **Area Ambulance Committee** – meets as needed.

The City of Platteville contracts for ambulance service with Southwest Health for City residents and residents in surrounding townships. The City and participating townships pay Southwest Health for this service in amounts set forth in the ambulance service Agreement. One member (in the City of Platteville's case, a member of the Common Council) from each participating jurisdiction is represented on the Area Ambulance Committee, which meets on an as-needed basis.

- C. **Board of Appeals (Zoning & ET Zoning)** - Meets the 3rd Monday of each month at 7:00 p.m. in the City Hall Council Chambers.

The Board of Appeals assists the zoning administrator in making interpretations; hears appeals for any person that is aggrieved by a decision of the zoning administrator and passes judgment on that appeal; and approves alternate methods of construction and materials.

- D. **Board of Review** - Meets in the City Hall Council Chambers annually the second Monday in May or within 30 days of that date. The meeting may last longer than one day.

The Board of Review is charged with the duty of correcting any errors in property assessment that it determines have been made. It is a quasi-judicial body whose duty is to hear sworn oral testimony regarding assessed values and to decide, based on that testimony, whether an individual has proven the Assessor's valuation incorrect.

- E. **Broske Center Care Committee** – Meets Monthly at the Broske Center

City of Platteville envisions such a committee to provide advice to the City of Platteville Parks, Recreation, & Forestry Department. That advice might include suggestions with regards to management and pricing; facility cleanliness and condition; and marketing and promotion. Additionally, this group may act as ombudsman to investigate and assist with the resolution of complaints and concerns raised by users. The primary mission of the Care Committee is to assure the Broske Center remains a 'highly sought after, revenue generating operation', for the city.

- F. **Commission on Aging** - Meets the 4th Monday of each month at 4:30 p.m. at the Senior Citizen Center.

The Commission on Aging was formed by resolution of the Common Council. The Commission's function is to determine the needs of Platteville senior citizens, to create community awareness of these needs, and to develop resources and services to meet these needs. This is accomplished by working with other area agencies and organizations.

- G. **Community Safe Routes Committee** - Meets the 3rd Monday of each month at 6:00 p.m. in the Council Chambers.

The Community Safe Routes Committee develops and assists with the implementation of the Safe Routes to School Plan that includes safe routes for bicyclists and pedestrians to access our schools and churches, parks and recreation areas, and retail shopping areas. This plan shall be updated every seven years. The Committee seeks to formulate a well-organized and interconnected community wide bike and pedestrian trail system within the City of Platteville. The Committee continues to pursue walking/biking recognition awards for the City of Platteville. The committee also provides recommendations to the Common Council regarding bicyclists and pedestrian access throughout the City.

H. **Freudenreich Animal Care Trust Fund** - Meets quarterly.

The Freudenreich Animal Care Fund was created after the City of Platteville received a monetary gift from the Georgeanne M. Freudenreich estate. Half of the annual earnings may be spent on animal care related expenses and programs. The principal balance may be spent for certain limited purposes but only by 2/3 vote of the Council. The Freudenreich Animal Care Advisory Committee shall be responsible for administration of the fund and presenting an annual budget to the Common Council.

I. **Historic Preservation Commission** – Meets on third Tuesday of each month at 6:00 p.m. in the City Hall Council Chambers.

The Historic Preservation Commission reviews plans for building projects having an exterior effect within the Platteville Main Street Commercial Historic District. The Commission also educates the public about historic preservation issues as well as the heritage of historic resources within the City. The Commission makes recommendations to the Plan Commission and Common Council regarding razing of buildings within the Historic District. The Commission also researches historic areas and landmarks within the City for possible designation of new historic districts.

J. **Housing Authority Board** - Meets the last Tuesday of each month at 3:30 p.m. in the Council Chambers at City Hall.

The Housing Authority Commission monitors the administration of the Federal Rent Supplement Program for the City of Platteville to ensure that the program operates within the rules and regulations as set forth by the Department of Housing and Urban Development.

K. **Industry Park Covenant Committee** – Meets as needed, at the request of the PAIDC Executive Director.

The Platteville Industry Park has adopted protective covenants to guide the development standards at the park. The Covenant Committee meets to review development plans at the park and ensure that they meet the requirements of the protective covenants.

L. **Joint Extraterritorial Zoning Committee** - Meets 4th Monday of each month (if necessary) at 7:00 p.m. in the City Hall Council Chambers

The Extraterritorial Zoning Committee makes recommendations to the Common Council regarding zoning decisions in Extraterritorial Zoning District. City representatives are members of the Plan Commission. Platteville Township representatives are appointed by the Township.

M. **Library Board** - Meets the 1st Tuesday of each month at 5:30 p.m. in the Platteville Public Library.

Platteville Public Library is established by Statute as an administrative agency of the City of Platteville. The Library is governed by a Board of Trustees, comprised of seven residents of the City of Platteville, one of whom is a current member of the Common Council. The Library Board has statutory control of library funds, property, and expenditures, and appoints a qualified Library Director. The Board also establishes policy for the library, and strives to provide materials in a variety of formats on a broad array of subjects to enrich the lives of individuals and the community.

N. **License Committee** – Meets the 2nd Thursday of the month at 9:00 am in the Council Chambers.

The License Committee reviews the license applications prior to each normally scheduled Council meeting. The members receive all application materials with their Council meeting packets and usually meet 15 minutes prior to the regularly scheduled Council meeting in order to give a recommendation to the Council. Any questionable applications could be delayed or denied approval upon recommendation of the License Committee to the Common Council. The License Committee may also be used to review and make recommendations for other licensing issues that may come forth for the City.

O. **Museum Board** - Meets the 3rd Wednesday of the month at 4:45 p.m. at the Museum.

The Museum Board sets policies for all aspects of the Jamison and Mining Museum relating to maintenance, staffing, public utility and the disbursements of monies belonging to the Museum Fund.

P. **Park, Forestry, and Recreation Committee** - Meets the 3rd Monday of each month at 7:00 p.m. in the Police Department Community Room.

The Park, Forestry and Recreation Committee was formed to develop a well-coordinated system of Parks within the City of Platteville and to develop and implement meaningful recreational activities for the citizens of the Community.

Q. **Plan Commission** - Meets the 1st Monday of each month at 7:00 p.m. in the Council Chambers.

The Plan Commission consists of 7 residents and two Common Council members, one of whom is the Council President. The mission of the Plan Commission is to create and implement Platteville's Comprehensive Plan and to make recommendations to the Common Council on requests for Conditional Use Permits, Planned Unit Developments, new subdivisions, and changes to the City's Official Map and the Zoning Map and other planning moves.

R. **Police and Fire Commission** - Meets the 1st Tuesday of each month at 5:00 p.m. in the All Purpose Room at the Police Station.

The Police and Fire Commission is responsible for the appointment, promotion, investigation of complaints, determining discipline, and, in some cases, termination of all sworn members of the police and fire departments. In addition, this commission oversees testing for the purposes of establishing eligibility pools of candidates for entry level positions as well as promotion to the ranks above the entry level positions.

- S. **Public Transportation Committee** - four (4) times per the academic year (tentatively February, April, September, and October) and additional times as called by the Chairperson. Meetings shall take place on the second Thursday of the month at 6:30 pm in the Council Chambers.

The Platteville Public Transportation Committee was formed to develop and promote a system of public transportation in various modes to support the needs of residents and UW– Platteville students, particularly handicapped and other disadvantaged populations within the City. The committee consists of five members appointed by UW-Platteville, one Council member, one member from the Platteville Public School District, one from Southwest Health Center, and two appointed by Council with due consideration to their knowledge in one of the following areas: transportation, transportation needs of disadvantaged populations, and/or interest in public transportation. The City Staff Liaison shall be the Community Planning Specialist.

- T. **Redevelopment Authority Board** – Meets the 4th Monday of each month at 5:00 p.m. at the Mound City Bank Motor Branch or as needed.

Redevelopment Authority Board’s (RDA) primary responsibility is to promote economic and community development activities in the downtown commercial and historic district.

- U. **Tourism Committee** - Meets at least quarterly or as needed in the Council Chambers.

The Tourism Committee provides advice and recommendations to the Council on the expenditure of Room Tax receipts collected for “tourism promotion and development”. The Committee, if requested by the Council, may make requests for and conduct a review of proposals for the funding specific marketing projects, transient information services, or tangible municipal development related to tourism promotion and development.

- V. **Water and Sewer Commission** - Meets the 2nd Wednesday of each month at 4:00 p.m. in the Council Chambers.

The Water and Sewer Commission governs the Water and Sewer Department. It has charge of the Water and Sewer utilities, makes rules and regulations governing them and has all other powers generally conferred by state statutes. All of this is subject to the general control and supervision of the Common Council in said statutes.

CONCLUSION

The City would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of this community. It is sincerely hoped that you will enjoy your participation in the governing process in the City of Platteville as a member of one of its boards, committees, or commissions, and that you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

Welcome aboard.



Policy II-16. Harassment Prevention and Respectful Behavior Policy

Overview

To establish behavior expectations for providing a work environment that is free from harassment, violence, discrimination or other offensive behavior.

Policy

The City is committed to providing a work environment that is free from harassment, violence, discrimination or other offensive behavior. Maintaining a respectful workplace is a responsibility shared by all employees.

Inappropriate behavior can be categorized as:

Discrimination: Unlawful conduct, employment decisions or inappropriate remarks that are made based on a person's protected status including race, color, creed, religion, sex (including pregnancy), national origin, ancestry, marital status, sexual orientation (including by definition, gender identity and transgender status), disability, age, genetic information or history, participation in the military reserve and veteran status, arrest and conviction record, declining to attend a meeting about religious or political matters, declining to participate in any communication about religious or political matters, use of lawful products off the employer's premises during nonworking hours, or any other category protected by law.

Harassment: Verbal or physical conduct that is threatening or hostile toward an individual because of a person's protected status.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct by an employee is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances, flirtations or propositions;
- Subtle pressure or requests for sexual favors;
- Sexually explicit or offensive jokes or innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters, suggestive or obscene letters, notes or invitations;
- The use of the internet, cell phones or e-mail system to transmit, communicate or receive sexually suggestive, pornographic or sexually explicit pictures, messages or material.

It is important to understand that stories, cartoons, gifts, nicknames and comments of a sexual nature may be offensive to others and will not be tolerated.

Harassment can happen regardless of the individuals' gender, including gender identity or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the victim.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

Retaliation: Harassment, discrimination, or a tangible employment action against any person who complains, reports or participates in an investigation of discrimination, harassment or other misconduct.

Offensive Behavior: Unwelcome work-related actions such as angry outbursts, inappropriate joking, name-calling, bullying or using disrespectful language.

Officeholder: Individuals elected to serve in public office as council members and those persons appointed to serve on a commission or committee.

Violent Behavior: The use of authority, physical force, threats of force or intimidation to cause fear or harm.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

Responsibilities of All Employees and Officeholders

Each employee and officeholder is responsible for assisting in the prevention of unlawful harassment, discrimination and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy;
- Encouraging any person who confides that he or she is being harassed, retaliated or discriminated against to report these acts; and
- reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation and other prohibited conduct;
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination and retaliation;

- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his or her line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to carry out these responsibilities may be grounds for discipline.

Procedures

Any employee or officeholder experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee or officeholder should document all incidents in order to provide the fullest basis for investigation if needed.

Any employee who believes that he or she is being harassed, discriminated or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination or retaliation, and so that appropriate investigative and corrective actions may be initiated:

- City Manager;
- Common Council President, Chief of Police, or City Attorney, if such conduct is engaged in by the City Manager;
- Common Council President or City Attorney, if such conduct is engaged in by a Council member/officeholder.

A supervisor who receives this information from a subordinate must report the information to the appropriate individual designated above.

An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against another officeholder should report the incident to the Common Council President or City Attorney. An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against a City employee or third party should report the incident to the City Manager or City Attorney.

The City will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The City may initiate its investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.

Through adoption of this Policy, the Common Council has authorized the Common Council President in conjunction with the City Manager, or the City Manager with the approval of the Common Council President, to initiate an investigation and designate an investigator for any matter involving allegations against Common Council members or any other appointed officeholder who is not also an employee. If the allegations are against the Common Council President, the Common Council reserves its right to address such allegations in the manner it deems necessary. If the allegations are against the City Manager, then the

Common Council may initiate an investigation and designate an investigator with regard to such allegations. The City Manager may initiate an investigation and designate an investigator in other circumstances.

If an investigation is conducted, then the investigator will meet with the victim and other persons having information and document the facts surrounding the incident complained of, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other factual information. The investigator will immediately notify the City Manager or Common Council President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

The City will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment. Disciplinary action may include, but is not limited to warning, reassignment, suspension, termination or removal. If the City does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the City's policy and appropriate remedial action will be taken.

Further, the City will correct any adverse employment action an employee experienced due to conduct prohibited by this policy. In all cases, the City will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the City Manager if they disagree with the investigation or disposition. If the allegations are against the City Manager, the complainant or City Manager may file an appeal with the Common Council President if they disagree with the investigation or disposition. If the complainant is an officeholder, or the allegations are against an officeholder, the officeholder may file an appeal with the Common Council President if they disagree with the investigation or disposition.

Retaliation

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying or participating in the investigation of such a complaint, is prohibited by the City and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Employees who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate as a result of the City's findings on the initial complaint. Because of the City's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and will likely result in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

Training

The City will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has any questions or concerns about this policy should talk with his or her supervisor or the City Manager.

Outside Agencies

Employees also have the ability to promptly report any violations of law, including assault, rape, battery or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111.