



Council Orientation Manual

A Handbook for City of Neenah Council Member



Neenah
W I S C O N S I N[®]

City of Neenah
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City Clerk



INTRODUCTION

Welcome to the Neenah Common Council. We are glad that you have been chosen to represent your district and their interests. It is important for you to always be aware that you also represent the interests of the entire City of Neenah. Sometimes you will find it very difficult to balance the two positions. However, if you keep yourself informed by attending committee meetings and asking questions, keep an open mind to all viewpoints, and listen to your colleagues, the differences of opinion and variety of viewpoints will generally lead to the best solution for the City of Neenah.

If we all practice the following rule, we will avoid many of the problems that might arise from these differences of opinion.

When in doubt, do what is best for the City of Neenah

ALDERMANIC TERM

The office of Alderperson is a three-year term commencing on the third Tuesday in April. At the Council meeting that evening, new alderpersons will take their oaths of office. The City of Neenah has three aldermanic districts. Three alderpersons oversee each district.

BUSINESS CARDS

The office of Alderperson entitles you to receive business cards printed at city expense. They will be printed with your office title, name and address. To order, stop at the Finance Department and a staff member will order these for you.

COMMUNICATIONS

Each Alderperson is provided with a key to a mailbox located in the lobby of City Hall. Daily mail, internal distributions and communications (i.e. agenda, minutes and misc. correspondence) are made throughout the week into your mailbox. The Clerk's Office will collect all the mail on Friday and have a Community Service Officer deliver your mail to your home. You are asked to return the expandable folder to your mailbox the next time you are at City Hall so it can be reused the following week.

CITY INTRANET/EMAIL

Elected Alderpersons have the option to connect to the City Intranet via their home computers. You will also be given a City email account to be used for city business only. You will be asked to sign an Intranet Policy. Please stop in our Information Systems Department to get this set up. The City Intranet provides such things as:

- City Reports and Publications
- City Calendars
- Employee Forms and Policies
- Phone Directories
- Resource Reservations
- Employee Information
- Important Notes and Dates

ALDERMANIC COMPENSATION

After being elected to the position of Alderperson, payroll forms must be completed and returned to the Human Resources Department no later than the day you take your oath of office.

Alderpersons are compensated on a monthly basis, payable on Thursdays coinciding with the second City Payroll of each month. Payroll Calendar is available on the City Intranet. Alderpersons are compensated \$4,075 on an annual basis for terms beginning April 2014; \$4,475 on an annual basis for terms beginning April 2015; and \$4,800 on an annual basis for terms beginning April 2016. Aldermanic salaries are paid in monthly installments of 1/12th of the annual pay. The President of the Common Council is paid an additional \$50.00 per month.

Your compensation **MUST** be sent electronically to your financial institution. Direct Deposit forms are available in the Human Resource Department or on the City Intranet. A copy of your check will be distributed in lieu of the actual paycheck and will be placed in your mailbox to be delivered with your packet on Friday. Any changes in payroll withholding exemptions should be handled through the Human Resources Department.

Municipal Code

Elected Alderpersons have the option to receive a hard copy of the Municipal Code as a reference tool. If you receive a hard copy of the code, you will be responsible to insert quarterly updates as requested by the City Clerk. If you choose not to received a hard copy of the code, it can also be accessed from the City website.

Committees/Boards/Commissions

Appointments to the various Committees/Boards/Commissions are made at the Organizational Meeting on the third Tuesday in April.

The Mayor will contact you to see what Committees, Boards and/or Commissions you are interested in serving on. He will make the following appointments:

Standing Committee:

- Finance & Personnel Committee (4 alderpersons plus Council President)
- Public Services & Safety Committee (4 alderpersons plus Council President)
- Committee on Rules (3 alderpersons)
- Legislative Review Committee (Mayor plus (2) alderpersons)
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee (2 alderpersons)

Other Committees/Boards/Commissions:

- Community Development Authority (CDA) (2 alderpersons)
- Board of Public Works (2 members of Public Services & Safety Committee)
- Emergency Government Committee (1 alderperson)
- Mayor's representative on the Bergstrom Mahler Museum Board of Directors (1 alderperson)
- Council Representative to the Library Board (1 alderperson)
- Council Representative to the Business Improvement District Board (BID Board) (1 alderperson)
- Council Representative to the Cable TV Committee (1 alderperson – chairman of the Finance & Personnel Committee)

The Council President will also contact you to see which of the following Committees, Boards and/or Commissions you are interested in serving on as the Council Representative.

- Joint Review Board
- Water Works Commission
- Plan Commission
- Loan Assistance Board
- Park & Recreation Commission
- Landmarks Commission

IMPORTANT EVENTS

REGULAR COUNCIL MEETINGS – The regular meetings of the Common Council are held on the first and third Wednesday of each month. Special meetings may be called upon request. If you are unable to attend a scheduled meeting, please contact the City Clerk or the Mayor so you can be marked “excused”.

ORGANIZATIONAL MEETING - The Organizational Meeting is held on the third Tuesday in April at 7:00 p.m. It is at this meeting that the Rules of the Council are discussed, amended and approved. New Alderpersons take their oaths of office and are seated at this meeting. The Standing Committees set meeting times and dates at the organizational meeting.

MEMORIAL DAY PARADE – Neenah officials are invited to participate in the annual Memorial Day Parade. This parade takes place on the last Monday in May.

LEAGUE OF MUNICIPALITIES MEETINGS – The City of Neenah is a member of the League of Wisconsin Municipalities. As an alderperson, you are invited to attend various meetings/conferences/seminars throughout the year.

- The League of Wisconsin Municipalities Annual Conference is held in early October of each year. The meetings start on Wednesday evening and run through Friday. Pre-Conference Workshops are held on Wednesday. The Conference and Concurrent Workshops are held on Thursday with the Closing Session and adjournment on Friday. The City Clerk will notify you when this information becomes available.
- The League of Wisconsin Municipalities conducts a one-day workshop “Local Government 101” for new officials and/or other officials who wish to brush up on their knowledge of local government. The workshop is held in late May or early June and are very beneficial to newly elected aldermen. The City Clerk will notify you when this information becomes available.

OPERATING BUDGET MEETINGS & WORKSHOPS – four workshops are scheduled prior to the Operating Budget Public Hearing to discuss various portions of the following year’s budget. They are scheduled late October early November usually following a committee meeting. The budget hearing is scheduled early November.

CAPTIAL IMPROVEMENTS PROGRAM (CIP) BUDGET MEETINGS & WORKSHOPS - two workshops are scheduled prior to the Capital Improvements Program public input session to discuss various projects in the five-year plan. They are scheduled early spring usually following a committee meeting. The CIP Public Input Session is scheduled early spring.

GUIDELINES OF CONDUCT FOR COUNCIL MEMBERS

1. Listen to and keep an open mind to all viewpoints.
2. Treat everyone with respect, just as you would want to be treated.
3. Always be honest with your fellow Alderpersons.
4. Deal openly with city staff. **Use and trust their expertise and assistance.**
5. As a member of a committee or commission:
 - a. Learn your committee's role.
 - b. Arrive at all appointments and meetings on time. If you will be unable to attend or will be late, call the chairperson or committee designee.
 - c. Read all materials before the meeting.
 - d. Maintain a professional attitude.
 - e. Speak only after being recognized by the chairperson. Keep the discussion on the topic.
 - f. Let others have a chance to speak. Do not make comments while others are speaking.
 - g. When members of the audience are speaking, listen courteously.
6. As a member of the Common Council:
 - a. If you must miss a Council meeting, inform the Mayor and the City Clerk prior to the meeting date.
 - b. A mailbox is provided in the lobby of City Hall for all city distributions and correspondence from city staff and/or constituents.
 - c. A weekly packet of information containing agendas, minutes and misc. correspondence will be delivered to your home each Friday. If you will be out of town and would like your packet held, please notify the City Clerk. Return the expandable folder to your mailbox each week for use in delivering the following week's packet.
 - d. Study all information PRIOR to the Council meeting. **BE PREPARED.**
 - e. Remember, the members of the audience judge the council by the conduct displayed by each individual. If you embarrass yourself, you embarrass all members of the Common Council.
 - f. Be respectful to your fellow colleagues and citizens. Open your beverages or snacks before the Council meeting begins. Consuming snacks is discouraged, as you never know when you may be on camera or asked to comment.
 - g. Do not move around the room or leave the Council Chambers during Council meeting except when necessary. This is a distraction for others and may cause you to miss a vote.
 - h. When referring to another Alderperson, use the formal manner of

- “Aldersperson Jones” or “my colleague” rather than first names.
- i. When referring to other elected officials and department heads, use the formal manner of “Police Chief Jones,” “the police chief,” or by a surname such as “Mr. Jones”, rather than first names.
 - j. The Mayor should always be addressed formally, using “Mayor Jones” or “Your Honor.”
 - k. DO NOT HOLD side conversations while business is being conducted. Not only do you miss what is being discussed, but so does the person you are talking to and other Alderspersons may have difficulty hearing or concentrating over your conversation.
 - l. During the public participation portion of the meeting, listen respectfully to the speakers.
 - m. Know and obey the Rules of Order of the Common Council of the City of Neenah as approved and published after each April’s organizational meeting.
 - n. If you feel you have a conflict of interest on a certain vote, you may abstain from voting on that issue. You should also abstain from discussion on the issue. Should you have any questions regarding a conflict of interest, please consult with the City Attorney before the vote.
 - o. Try not to needlessly re-hash or over-analyze and issue; dragging out a meeting numbs your judgement.
 - p. Don’t be afraid to disagree with a fellow Aldersperson or staff member, but do not make your disagreement a personal attack. Learn to AGREE TO DISAGREE.
 - q. Try to keep an open mind to all viewpoints before you cast your vote.

TEN IDEAS FOR KEEPING YOUR COOL WHEN OTHERS AREN'T

- 1. Keep your attention focused on the issue, not the person.**
It's easy to make personal attacks and statements - don't. Just continually keep in mind the issue and focus on it. You do not have to react to personal attacks - just refocus on the issue.
- 2. Develop norms and expectations for interaction.**
Whenever possible, set up standards for personal interactions, i.e., no interruptions, listen with respect, time limits, etc. Be very clear about what your expectations are and make sure you understand what other people's expectations are. Often times, conflict develops over misunderstandings of expectations.
- 3. Use objective description/avoid judgmental statements about others.**
Describe what you see happening. Ask questions rather than making assumptions.
- 4. Adopt an abundance mentality.**
Power with vs. Power over - we need to hear many different ideas and have many different citizens participating to solve the problems and meet the challenges in our communities. The more that power is shared, the more likely benefits and chances for success, which positively impact formal leaders and community members alike will occur.
- 5. Control your emotions. Wait until you are calm to interact.**
When your negative emotions are getting the best of you, step back and wait until you can focus on the problem.
- 6. Find something to support in what others are saying or doing.**
This helps the dialogue move forward in a collaborative way.
- 7. Use "and" instead of "but." How can we...and still....**
When you use the word "but," people tend to get polarized into two sides. When you use the word "and," you can connect many ideas that are thought of as being opposite, which are not. Think about how ideas can co-exist.
- 8. Brainstorm other options - don't get stuck in either/or. Be willing to learn.**
Instead of digging into your position, think of other alternatives. When there is deadlock, ask yourself what other ways there are to solve the problem besides the ones currently being articulated. Find out what the interests are behind positions and then you will recognize that there are many more options. You will have a better chance of finding one that the majority can agree on. Think outside the box.

9. **Don't make convincing everyone a goal - know that some will be convinced and some never will.**

State your points and describe how you arrived at your decisions or ideas. Invite the other Council members to comment on your ideas. Ask others how they have arrived at their decision. Balance the use of inquiry and advocacy. Even if you "lose" on a vote, remember that you have spoken for some people.

10. **Celebrate and enjoy our amazing system of governance.**

"...Life, Liberty and the Pursuit of Happiness" -- these are the things worth working for. Besides, think of all the stories you'll be able to tell about the part you played in Neenah history.

RULES OF CIVILITY

Excerpted from "Civility"
by
Prof. Stephen L. Carter
Yale University School of Law

1. Civility assumes that we will disagree; it requires us not to mask our differences but to resolve them respectfully.
2. Civility requires that we listen to others with knowledge of the possibility that they are right and we are wrong.
3. Civility requires that we express ourselves in ways that demonstrate our respect for others.
4. Civility requires resistance to the dominance of social life by the values of the marketplace. Thus, the basic principles of civility--generosity and trust-- should apply as fully in the market and in politics as in every other human activity.
5. Civility allows criticism of others, and sometimes even requires it, but the criticism should always be civil.
6. Civility discourages the use of legislation rather than conversation to settle disputes, except as a last, carefully considered resort.
7. Teaching civility, by word and example, is an obligation of the family. The state must not interfere with the family's effort to create a coherent moral universe for its children.
8. Civility values diversity, disagreement, and the possibility of resistance, and therefore the state Our duty to be civil toward others does not depend on whether we like them or not.
9. Civility requires that we sacrifice for strangers, not just for people we happen to know.
10. Civility has two parts: generosity, even when it is costly, and trust, even when there is risk.
11. Civility creates not merely a negative duty not to do harm, but an affirmative duty to do good.
12. Civility requires a commitment to live a common moral life, so we should try to follow the norms of the community if the norms are not actually immoral.
13. We must come into the presence of our fellow human beings with a sense of awe and gratitude.
14. We must not use education to try to standardize our children.

Five reasons for a democracy to value the sacrificial civility:

1. By encouraging us to see even those with whom we disagree as full equals before God, civility enables us to hold the respectful dialogues without which democratic decision- making is impossible.
2. Civility reminds us that in a democracy all our actions must meet the test of morality, and that our ability to discipline ourselves to do what is right rather than what we desire is what distinguishes us from animals.
3. That self-discipline, in turn, enables us to resist the tendency of the values of politics and the market to swallow all of social life.
4. Our adherence to standards of civil behavior serves, in Arthur Schlesinger's term, as our letter of introduction to our fellow citizens, thus helping us to build community.
5. By treating each other with the respectful civility that our shared createdness requires, we help make bearable the many indignities and frictions of everyday life.

Carter, *Civility*, pg. 111

COUNCIL MEETINGS/ROBERTS RULES OF ORDER

The Neenah Common Council meetings are recorded by UW Fox and played back on Channel 2 on Thursday evenings at 6:00 p.m. A copy is kept at the Neenah Public Library for your constituents to check out and view.

Reminder: The Council Chamber microphones are open at all times. If you wish to speak to your neighbor and not be heard, depress the button on the bottom of your microphone stand to silence your microphone. When speaking, speak directly into your microphone, DO NOT turn toward the person you are speaking to.

The Roll Call-Pro Voting System is used to conduct the Council meetings. A remote key keypad will be left at your desk in the Council Chambers for use during meetings. To record a vote, press “yes” to vote in favor of a motion, “no” to vote against a motion or “abstain” to abstain from voting, then depress “Confirm”.

The Common Council operates under Roberts Rules of Order. When used properly, they will keep the agenda moving at a workable pace. The following is a brief description of the most common Roberts Rules of Order used in Council debates and instructions for using the Roll Call-Pro Voting System:

- I. **ROLL CALL** is taken by each member of the Council recording their presence on the Roll Call-Pro System and responding to the City Clerk as she reads aloud the names of each member of the Council. To record your presence at the meeting, press “Yes” and “Confirm” on your remote key keypad.
- II. **INTRODUCING BUSINESS** - Most Council business is introduced by a motion to approve a committee/commission/board report. Occasionally other items of business are introduced by the Mayor or motions are made under “Other Business” on the agenda.
- III. **CONSENT AGENDA** consists of items from committee that should need no additional discussion prior to approval. Consent agenda items are listed individually on the agenda but voted on as one item.
- IV. **OBTAINING THE FLOOR** - To obtain the floor, you should press your “Request to Speak” button on your remote keypad and wait until you are recognized by the Chair. The Chair will call your name in the same order in which your button was pressed.
- V. **MOVE TO AMEND** - A move to amend is usually in order whenever a motion is on the floor. If the move to amend receives a second, then discussion centers first on the amendment. A vote to approve or disapprove the amendment must take place before moving back to the debate and vote on the main motion.
- VI. **SEPARATING AN ITEM** - You may separate any item from a committee report by obtaining the floor and then requesting a separate vote on a particular item. After debate, a separate vote is taken before moving back to deal with the remaining report.

- VII. **DIVISION OF A QUESTION** - To further divide an item from a committee report, obtain the floor and make a motion to divide the question into separate votes in the fashion you desire. After receiving a second, the motion is debatable and must be voted on before proceeding.
- VIII. **A POINT OF ORDER** - A point of order may be raised at any time for the purpose of clarifying a particular point or item. To raise a point of order, obtain the floor and clearly state your point. If you are not satisfied with the explanation, you may request additional information. If your point of order deals with procedure and you are not satisfied, you can appeal the decision of the Chair.
- IX. **APPEAL (A QUESTION OF ORDER)** - A question of order takes precedence over all business and must be decided by the presiding officer without aldermanic debate. If the Alderperson objects to the decision of the Chair, he/she says, "I appeal the decision of the Chair." If the appeal is seconded, the Chair immediately states the question as follows; "Shall the decision of the chair stand as the judgment of the Council?" and a vote of the members present will be taken. If there is a "yes" or "tie" vote, the decision of the Chair is sustained. If the Council votes "no," debate moves back to the original question.
- X. **WITHDRAWAL OF A MOTION** - If a motion came through a committee, and the mover wishes to withdraw his/her motion, and no one objects, the presiding officer grants the permission. If any objection is made, a motion to withdraw is in order; this motion cannot be debated or amended.
- XI. **SUSPENSION OF THE RULES** - This motion is not debatable and cannot be amended, nor can any other motion be applied to it. The rules of the council must be suspended by a two-thirds vote of the members of the council. This rule is most commonly used on the Council to change the order of the agenda. It is customary to express a valid reason for suspending the rules.
- XII. **MOTION TO TABLE** - This motion takes precedence over another motion, is not debatable, and cannot be amended. It removes the subject from consideration until the Council or Committee votes to take it from the table.
- XIII. **MOTION TO POSTPONE TO A CERTAIN DAY** - The effect of this motion is to postpone the entire question to a time specified. Until that time it cannot be taken up except by a two-thirds vote of those present. When that time arrives, it is entitled to be taken up in preference to other motions.
- XIV. **MOTION TO CLOSE DEBATE** - In order to close debate on a subject say, "I call the question," "I move to close debate," or "I call the previous question." If the call is seconded, the presiding officer must immediately call for a vote on the motion. A two-thirds vote is required.
- XV. **MOTION TO REFER BACK** - The Council Rules allow for an automatic refer back on an item at the request of an Alderperson. If you desire to refer an item back for a second time, it must be by a regular motion and requires a majority vote of the Council. A second request for a refer back is debatable.

- XVI. **MOTION TO RECONSIDER** - This motion is in order at any time but must be made by an alderperson who voted with the prevailing side at the present or immediately succeeding meeting or by one who was excused from the preceding meeting. A move to reconsider requires a majority vote of the total members of the council. No item can be reconsidered twice unless a suspension of the rules is called for.
- XVII. **COMMITTEE OF THE WHOLE** - When the Council has to consider a subject, which it does not wish to refer to a committee or when, for any reason, it is desirable for the Council to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the "Committee of the Whole." If it is desired to consider the question at once, the motion is made that "the Council resolve itself into a Committee of the Whole to take under consideration...the subject." If the motion is seconded, a two-thirds majority of the members present is required. When the Council is through with the consideration of the referred subject, a motion is made that "the Committee rise and report." The council president or committee chair reports to the Mayor the decision of the group. An Alderperson can then move to adopt the Report of the Committee of the Whole.
- XVIII. **NOTWITHSTANDING VOTE** - The effect of this vote is to reverse the recommendation of the committee of jurisdiction. The Chair may be asked to state what an "aye" or "nay" vote will mean.
- XIX. **A TIE VOTE** is when members present vote equally aye or nay. An abstention does not count as a no for the purpose of a tie vote. The Mayor only votes to break a tie vote.
- XX. **COUNCIL DIRECTIVES** are instructions issued by the Council typically to Department Heads, Committees, Boards, Commissions, staff or other sections of the Cities' government by a member of the Council. Directives are proposed in the form of a motion and shall require a second from another alderperson. To be placed on the current list of Directives a majority of the Council must vote for its inclusion. Directives may be removed from the current listing when the majority of the Council agrees (by vote) that the Directive has been satisfactorily completed and/or is deemed no longer necessary.
- XXI. **MOTION TO ADJOURN** is always in order. It always requires a second and a majority vote.

Misconduct In Public Office
Chapter 946.12 Wisconsin Statutes

946.12 Misconduct in public office. Any public officer or public employee who does any of the following is guilty of a Class I felony:

946.12(1) **(1)** Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law; or

946.12(2) **(2)** In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity; or

946.12(3) **(3)** Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another; or

946.12(4) **(4)** In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies; or

946.12(5) **(5)** Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Subchapter III, Chapter 19, *Wisconsin Statutes*

19.58 Criminal penalties. (1) (a) Any person who intentionally violates any provision of this subchapter except s. 19.45 (13) or 19.59 (1) (br), or a code of ethics adopted or established under s. 19.45 (11) (a) or (b), shall be fined not less than \$100 nor more than \$5,000 or imprisoned not more than one year in the county jail or both.

(b) Any person who intentionally violates s. 19.45 (13) or 19.59 (1) (br) is guilty of a Class I felony.

(2) The penalties under sub. (1) do not limit the power of either house of the legislature to discipline its own members or to impeach a public official, or limit the power of a department to discipline its state public officials or employees.

(3) In this section “intentionally” has the meaning given under s. 939.23.

19.59 Codes of ethics for local government officials, employees and candidates.

(1) (a) No local 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 an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11.

(b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official’s vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.

(br) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under s. 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.

(c) Except as otherwise provided in par. (d), no local public official may:

1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the

official is associated has a substantial financial interest.

2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

(d) Paragraph (c) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

(f) Paragraphs (a) to (c) do not apply to the members of a local committee appointed under s. 289.33 (7) (a) to negotiate with the owner or operator of, or applicant for a license to operate, a solid waste disposal or hazardous waste facility under s. 289.33, with respect to any matter contained or proposed to be contained in a written agreement between a municipality and the owner, operator or applicant or in an arbitration award or proposed award that is applicable to those parties.

(g) 1. In this paragraph:

a. "District" means a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229.

b. "District board member" means a member of the district board of a district.

2. No district board member may accept or retain any transportation, lodging, meals, food or beverage, or reimbursement therefore, except in accordance with this paragraph.

3. A district board member may receive and retain reimbursement or payment of actual and reasonable expenses for a published work or for the presentation of a talk or participation in a meeting related to processes, proposals and issues affecting a district if the payment or reimbursement is paid or arranged by the organizer of the event or the publisher of the work.

4. A district board member may receive and retain anything of value if the activity or occasion for which it is given is unrelated to the member's use of the time, facilities, services or supplies of the district not generally available to all residents of the district and the member can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held a public office and was paid for a purpose unrelated to the purposes specified in subd. 3.

5. A district board member may receive and retain from the district or on behalf of the district transportation, lodging, meals, food or beverage, or reimbursement therefor or payment or reimbursement of actual and reasonable costs that the member can show by clear and convincing evidence were incurred or received on behalf of the district and primarily for the benefit of the district and not primarily for the private benefit of the member or any other person.

6. No district board member may intentionally use or disclose information gained in the course of or by reason of his or her official position or activities in any way that could result in the receipt of anything of value for himself or herself,

for his or her immediate family, or for any other person, if the information has not been communicated to the public or is not public information.

7. No district board member may use or attempt to use the position held by the member to influence or gain unlawful benefits, advantages or privileges personally or for others.

8. No district board member, member of a district board member's immediate family, nor any organization with which the district board member or a member of the district board member's immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving a payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from district funds unless the district board member has first made written disclosure of the nature and extent of such relationship or interest to the government accountability board and to the district. Any contract or lease entered into in violation of this subdivision may be voided by the district in an action commenced within 3 years of the date on which the government accountability board, or the district, knew or should have known that a violation of this subdivision had occurred. This subdivision does not affect the application of s. 946.13.

9. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of the district with which he or she was associated as a district board member within 12 months prior to the date on which he or she ceased to be a district board member.

10. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of a district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasi-judicial proceeding which was under the former member's responsibility as a district board member within 12 months prior to the date on which he or she ceased to be a member.

11. No former district board member may, for compensation, act on behalf of any party other than the district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasijudicial proceeding in which the former member participated personally and substantially as a district board member.

(1m) In addition to the requirements of sub. (1), any county, city, village or town may enact an ordinance establishing a code of ethics for public officials and employees of the county or municipality and candidates for county or municipal elective offices.

(2) An ordinance enacted under this section shall specify the positions to which it applies. The ordinance may apply to members of the immediate family

of individuals who hold positions or who are candidates for positions to which the ordinance applies.

3) An ordinance enacted under this section may contain any of the following provisions:

(a) A requirement for local public officials, other employees of the county or municipality and candidates for local public office to identify any of the economic interests specified in s. 19.44.

(b) A provision directing the county or municipal clerk or board of election commissioners to omit the name of any candidate from an election ballot who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.

(c) A provision directing the county or municipal treasurer to withhold the payment of salaries or expenses from any local public official or other employee of the county or municipality who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.

(d) A provision vesting administration and civil enforcement of the ordinance with an ethics board appointed in a manner specified in the ordinance. A board created under this paragraph may issue subpoenas, administer oaths and investigate any violation of the ordinance on its own motion or upon complaint by any person. The ordinance may empower the board to issue opinions upon request. Records of the board's opinions, opinion requests and investigations of violations of the ordinance may be closed in whole or in part to public inspection if the ordinance so provides.

(e) Provisions prescribing ethical standards of conduct and prohibiting conflicts of interest on the part of local public officials and other employees of the county or municipality or on the part of former local public officials or former employees of the county or municipality.

(f) A provision prescribing a forfeiture for violation of the ordinance in an amount not exceeding \$1,000 for each offense. A minimum forfeiture not exceeding \$100 for each offense may also be prescribed.

(4) This section may not be construed to limit the authority of a county, city, village or town to regulate the conduct of its officials and employees to the extent that it has authority to regulate that conduct under the constitution or other laws.

(5) (a) Any individual, either personally or on behalf of an organization or governmental body, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit, an advisory opinion regarding the propriety of any matter to which the person is or may become a party. Any appointing officer, with the consent of a prospective appointee, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The county or municipal ethics board or the county corporation counsel or attorney shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor shall be in writing. It is prima facie evidence of intent to comply

with this section or any ordinance enacted under this section when a person refers a matter to a county or municipal ethics board or a county corporation counsel or attorney for a local governmental unit and abides by the advisory opinion, if the material facts are as stated in the opinion request. A county or municipal ethics board may authorize a county corporation counsel or attorney to act in its stead in instances where delay is of substantial inconvenience or detriment to the requesting party. Except as provided in par. (b), neither a county corporation counsel or attorney for a local governmental unit nor a member or agent of a county or municipal ethics board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion.

(b) A county or municipal ethics board, county corporation counsel or attorney for a local governmental unit replying to a request for an advisory opinion may make the opinion public with the consent of the individual requesting the advisory opinion or the organization or governmental body on whose behalf it is requested and may make public a summary of an advisory opinion issued under this subsection after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the county or municipal ethics board, the county corporation counsel or the attorney for the local governmental unit in connection with the request for an advisory opinion.

(6) Any county corporation counsel, attorney for a local governmental unit or statewide association of local governmental units may request the board to issue an opinion concerning the interpretation of this section. The board shall review such a request and may advise the person making the request.

(7) (a) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that the accused has violated sub. (1) (br), the court may, in addition, order the accused to forfeit an amount equal to the amount or value of any political contribution, service, or other thing of value that was wrongfully obtained.

(b) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that a local public official has violated sub. (1) (br) and no political contribution, service or other thing of value was obtained, the court may, in addition, order the accused to forfeit an amount equal to the maximum contribution authorized under s. 11.26 (1) for the office held or sought by the official, whichever amount is greater.

(8) (a) Subsection (1) shall be enforced in the name and on behalf of the state by action of the district attorney of any county wherein a violation may occur, upon the verified complaint of any person.

(b) In addition and supplementary to the remedy provided in sub. (7), the district attorney may commence an action, separately or in conjunction with an action brought to obtain the remedy provided in sub. (7), to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or

declaratory judgment, as may be appropriate under the circumstances.

(c) If the district attorney fails to commence an action to enforce sub. (1) (a), (b), or (c) to (g) within 20 days after receiving a verified complaint or if the district attorney refuses to commence such an action, the person making the complaint may petition the attorney general to act upon the complaint. The attorney general may then bring an action under par. (a) or (b), or both.

(cm) No complaint alleging a violation of sub. (1) (br) may be filed during the period beginning 120 days before a general or spring election, or during the period commencing on the date of the order of a special election under s. 8.50, and ending on the date of that election, against a candidate who files a declaration of candidacy to have his or her name appear on the ballot at that election.

(cn) If the district attorney for the county in which a violation of sub. (1) (br) is alleged to occur receives a verified complaint alleging a violation of sub. (1) (br), the district attorney shall, within 30 days after receipt of the complaint, either commence an investigation of the allegations contained in the complaint or dismiss the complaint. If the district attorney dismisses the complaint, with or without investigation, the district attorney shall notify the complainant in writing. Upon receiving notification of the dismissal, the complainant may then file the complaint with the attorney general or the district attorney for a county that is adjacent to the county in which the violation is alleged to occur. The attorney general or district attorney may then investigate the allegations contained in the complaint and commence a prosecution.

(d) If the district attorney prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the county wherein the violation occurs. If the attorney general prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the state.

Wisconsin Open Meetings Law

Compliance Guide by Dept. of Justice Atty. General J.B. Van Hollen

Use the following link to familiarize yourself with the Wisconsin Open Meetings Law:
<http://www.doj.state.wi.us/dls/open-government>

Wisconsin Public Records Law Wis. Stat. §§19.31-19.39

Use the following link to familiarize yourself with the Wisconsin Public Records Law:

<http://www.doj.state.wi.us/dls/open-government>

The City of Neenah has adopted the following Resolution regarding procedures for release of Public Records and Property.

RESOLUTION NO. 7170

A RESOLUTION OF THE CITY OF NEENAH REGARDING PROCEDURES FOR RELEASE OF PUBLIC RECORDS AND PROPERTY

WHEREAS, the City of Neenah ("CITY") is a Wisconsin municipal corporation, and

WHEREAS, the CITY is subject to the requirements of the Wisconsin Public Records and Property Law (sec. 19.31 – 19.39, Wis. Stats.), and

WHEREAS, the CITY believes that it is in the best interest of its citizens to provide the greatest possible access to information regarding the affairs of government and the official records of the CITY, its officers and employees, and

WHEREAS, this resolution supercedes Res. No. 6233 adopted December 1, 1982.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council that the following policies relating to the release, inspection and reproduction of public record and property are hereby enacted:

1. DESIGNATION OF PUBLIC RECORDS. The CITY hereby recognizes and designates all of its records as defined by sec. 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.
2. LEGAL CUSTODIAN DESIGNATION. The CITY hereby designates each elected official as the legal custodian of his or her records and/or the records of his or her office. Each department head shall be the legal custodian of records relating to their department. The City Clerk or the City Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council.

The following offices or authorities shall have as a legal custodian of records the individual so named. It shall be the responsibility of said individuals to execute all duties and responsibilities as set forth in the Wisconsin Public Records and Property Law.

Authority	Designated Legal Custodian
Community Development/Assessor's	Dir. of Community Dev.
General City Records (Including Council records)	City Clerk
Dept. of Legal & Administrative Services - City Attorney/Clerk/HR	City Attorney
Financial Records	Dir. of Finance
Fire Department	Fire Chief
Health Department	Dir. of Public Health
Information Systems	Dir. of Information Systems
Library	Dir. of Library Services
Park & Recreation	Dir. of Parks & Recreation
Police Department	Police Chief
Public Works	Dir. of Public Works
Water Department	Dir. of Water Works

- (a) For every authority not specified above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
- (b) Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee, and each legal custodian shall send notice of the designated to the City Clerk.
- (c) The City Clerk shall establish criteria for establishing the records system and shall cause the department/office records system to be reviewed on an annual basis.

3. POWERS OF THE OFFICIAL CUSTODIAN OF THE RECORDS OF THE CITY.

All requests for the release, inspection and/or reproduction of the public records of the CITY shall be directed or referred to the CITY'S official legal custodian. The official legal custodian is hereby vested with the full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all the duties and responsibilities required by either the Wisconsin Public Records and Property Law or this Resolution.

4. RELEASE, INSPECTION AND REPRODUCTION PROCEDURE. The CITY hereby adopts the Notice (attached as Exhibit A) as the official procedure of the CITY in responding to requests for the release, inspection or reproduction of the records and property of the City.

If any records of the CITY are requested which are necessary for the day-to-day operation of the CITY, then the official legal custodian may arrange for the

records to be inspected after normal working hours.

If the official legal custodian determines that portions of any record requested contain information, which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

Any requests for computer records of the CITY will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

Requests may be made orally, however, for accuracy, it is desirable that all requests for any records of the CITY be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records of the CITY identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the CITY state any reason for his or her request.

Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

Any person shall have not only the right to inspect the records of the CITY, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the CITY, that person shall be informed of the costs of locating and reproducing such records.

5. NOTICE: The official notice required by §§19.34 shall be in the form shown as Exhibit A attached hereto.

This Notice is intended to provide all necessary information, which might be required by a member of the public in order to obtain access to the records and property of the CITY. Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the CITY.

This Notice may be modified from time to time by the CITY, but absent such modifications the decision of the official legal custodian of the records of the CITY shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the CITY and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

6. ESTABLISHMENT OF FEES REGARDING THE COST FOR THE LOCATION AND/OR REPRODUCTION OF RECORDS AND PROPERTY. The CITY hereby adopts the following fee schedule to cover the actual and necessary costs relating to the location and reproduction of any of the public records of the CITY. It is intended that this fee schedule shall cover the payment of actual, necessary and direct costs incurred in locating a document or in providing any person with a reproduction of any of the records of the CITY.

FEE SCHEDULE (See Exhibit B)

7. RECORD PRESERVATION. The records of the CITY shall be retained and preserved by the official legal custodian as required by all applicable laws and no records shall be destroyed without prior written approval of the custodian.

No record of the CITY shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

Passed: October 19, 2005

/s/ George Scherck
MAYOR

Attest:

Approved: October 19, 2005

/s/Patricia A. Peterson
CITY CLERK

OFFICIAL NOTICE

Pursuant to Wisconsin Law, this Notice has been previously adopted by the City of Neenah, a Wisconsin municipal corporation.

The Common Council of the City of Neenah has directed that this Notice be placed in prominent and conspicuous locations throughout the city so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the City of Neenah.

THE CITY OF NEENAH IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCES TO THE RECORDS OF THE CITY.

1. The CITY hereby designates each elected official as the legal custodian of his or her records and/or the records of his or her office. Each department head shall be the legal custodian of records relating to their department. The City Clerk or the City Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council. The following offices or authorities shall have as a legal custodian of records the individual so named. It shall be the responsibility of said individuals to execute all duties and responsibilities as set forth in the Wisconsin Public Records and Property Law.

Authority	Designated Legal Custodian
Community Development/Assessor's	Dir. of Community Dev.
General City Records (Including Council records)	City Clerk
Dept. of Legal & Administrative Services - City Attorney/Clerk/HR	City Attorney
Financial Records	Dir. of Finance
Fire Department	Fire Chief
Health Department	Dir. of Public Health
Information Systems	Dir. of Information Systems
Library	Dir. of Library Services
Park & Recreation	Dir. of Parks & Recreation
Police Department	Police Chief
Public Works	Dir. of Public Works
Water Department	Dir. of Water Works

- (a) For every authority not specified above, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal

custodian.

- (b) Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee, and each legal custodian shall send notice of the designated to the City Clerk.
 - (c) The City Clerk shall establish criteria for establishing the records system and shall cause the department/office records system to be reviewed on an annual basis.
1. Any public record of the CITY will be made available for inspection at the offices of the official legal custodian during normal regular business hours upon proper request. The normal regular business hours of the office of the City Clerk are from 7:30 a.m. to 4:30 p.m., Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday.

No original public record of the CITY shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the CITY may be inspected and copied. However, the decisions of the official custodian of the record shall be governed by this Notice.

3. The policy of the City of Neenah regarding the release, inspection and/or reproduction of public records is as follows:

After the receipt of any written request for access to the public records of the CITY, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.

If a request is denied, it will be denied in writing no later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.

EXHIBIT "B"

I. COSTS OF LOCATING DOCUMENTS:

Most of the City's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$50.00.

Some of the records of the CITY are in off-site storage, archived, not on-line on the CITY'S computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The CITY will determine the cost of locating a record by using the hourly rate of \$25.00/hour for employees involved in attempting to locate the record.

II. REPRODUCTION EXPENSES:

1. Costs of copying and reproduction of records where equipment is available:

- A. 25¢/1st page (per copy) and 15¢/page (per copy) for each additional page.*
- B. Clerical employee' time in photocopying public record requests is included in the per copy cost above.*
- C. The person making the request shall also pay the actual cost to the CITY of the tapes or other medium used for reproduction.*
- D. Requests exceeding \$5.00 must be paid in advance.*
- E. The fee for Voter Registration Lists of \$25 plus \$5 per 1,000 names has been established by the Government Accountability Board and adopted by Resolution No. 7242 on May 16, 2007.*

2. Costs of reproduction of records where equipment is not available within the CITY.

- A. If equipment necessary for any reproduction is not available within the CITY, then the CITY will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged would be actual costs paid by the CITY to the third party vendor.*
- B. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.*

The actual cost to the CITY of the tape or other medium used for reproduction shall also be paid by the person make the request.

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Property assessment	Assessor	886-6115
Open Book	Assessor	886-6115
Pre-Trials	City Attorney	886-6106
Notary Service	City Attorney	886-6106
Legislation Drafting	City Attorney	886-6106
Elections – Absentee Ballots	City Clerk	886-6100
Licenses	City Clerk	886-6100
Liability Claims	City Clerk	886-6100
Notary Services	City Clerk	886-6100
Annexation	Community Development	886-6125
Community block grants	Community Development	886-6125
Dial-A-Ride Tickets	Community Development	886-6125
Notary Service	Community Development	886-6125
Parking lot design	Community Development	886-6125
Zoning	Community Development	886-6125
Fence Problems	Community Development	886-6125
Fire wood storage	Community Development	886-6125
Building permit problems	Community Development	886-6125
Business in home/garage	Community Development	886-6125
Condition of neighbors yard	Community Development	886-6125
Grass/weeds not cut	Community Development	886-6125
Variance	Community Development	886-6125
Junk in yard	Community Development	886-6125
RV, boat, trailer parked in yard	Community Development	886-6125
Building too close to lot line	Community Development	886-6125
Site Plan Review	Community Development	886-6125
Parking Tickets	Finance	886-6376
Parking Permits	Finance	886-6376
Tax bills	Finance	886-6376
Water (Billing info only)	Finance	886-6149
Water Meter Readings	Finance	886-6149
Lottery Credit	Finance	886-6376
Cemetery Deeds (Oak Hill Cemetery)	Finance	886-6376
Pet Licenses	Finance	886-6378
Burning Permits	Finance	886-6378
Employee Payroll Info	Finance/Payroll	886-6148
Notary Service	Finance	886-6140

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Tours of Fire Department	Fire	886-6200
Fire Inspection	Fire	886-6200
Smoke Detectors	Fire	886-6200
Fireworks	Fire	886-6200
Rats and other pests	Health - Winnebago County	232-3000
Garbage in yard	Health - Winnebago County	232-3000
Standing water	Health - Winnebago County	232-3000
Immunization Clinics	Health - Winnebago County	232-3000
Public Health	Health - Winnebago County	232-3000
School Nurses	Health - Winnebago County	232-3000
Staffing levels	Human Resources	886-6102
Hiring Procedures	Human Resources	886-6102
Employee Insurance Questions	Human Resources	886-6102
Employee Benefit Questions	Human Resources	886-6102
Job Applications	Human Resources	886-6102
Mayor	Mayor's Office	886-6104
Court Dates/Fines/Questions	Municipal Court	886-6285
Dust from ball diamonds	Parks and Rec	886-6060
Diseased trees	Parks and Rec	886-6060
Recreation Programs	Parks and Rec	886-6060
Ice rinks	Parks and Rec	886-6060
Pool Passes	Parks and Rec	886-6060
Whiting Boathouse Rental	Parks and Rec	886-6060
Park Facility Rental	Parks and Rec	886-6060
Work Permits	Parks and Rec	886-6060
Police response time	Police	886-6000
Pet problems/strays	Police	886-6000
Railroad crossing problems	Police	886-6000
Speeding problems	Police	886-6000
Police Non-Emergency	Police	886-6000
Block Party Permits	Public Works	886-6240
Notary Services	Public Works	886-6240
Engineering	Public Works	886-6240

WHO DO I CALL FOR

(City Business)

<u>PROBLEM</u>	<u>DEPARTMENT</u>	<u>TELEPHONE</u>
Recycling	Public Works	886-6240
Sidewalks not shoveled	Public Works	886-6240
Lawns not mowed	Public Works	886-6240
Street flooding	Public Works	886-6240
Street not swept	Public Works	886-6240
Street potholes	Public Works	886-6240
Traffic control signs	Public Works	886-6240
Mini-sewer information	Public Works	886-6240
Assessment for street/side-walk	Public Works	886-6240
Damaged sidewalks	Public Works	886-6240
Curb damage	Public Works	886-6240
New sidewalk	Public Works	886-6240
No parking signs	Public Works	886-6240
Snow plowing/ice on Streets	Public Works	886-6240
Garbage not picked up	Public Works	886-6240
Street lighting	Public Works	886-6240
Curb Cuts	Public Works	886-6240
Street Construction	Public Works	886-6240
Dust from Street	Public Works	886-6240
Handicap Ramps	Public Works	886-6240
Water Drainage problem	Public Works	886-6240
Read Water Meter	Water Dept.	886-6180
Misc. Water Questions	Water Dept.	886-6180

WHO DO I CALL FOR

(Unrelated to City Business)

<u>PROBLEM/REQUEST</u>	<u>ORGANIZATION</u>	<u>TELEPHONE</u>
Animal Welfare	Humane Society 951 County Road GG, Neenah	920-722-9544
Birth Certificates	Winnebago County Courthouse	920-727-2880
Cable TV (billing/service)	Time Warner Cable	920-738-3160
Clerk of Courts	Winnebago County Courthouse	920-727-2880
Community Events	Future Neenah	920-722-1920
Digging	Diggers Hotline	800-242-8511
DNR/Wildlife	Wisconsin DNR	920-832-2826
Nuisance Wildlife		800-433-0688
Hospital	Theda Clark Hospital	920-739-3100
Human Services	Winnebago County 211 N. Commercial St., Neenah	920-729-2750
Marriage License	Register of Deeds	920-727-2880
Sewerage Issues	NM Sewerage Plant 101 Garfield Ave., Menasha	920-751-4760
Neenah Joint School District	Administration Building	920-751-6800
Historical Issues	Neenah Historical Society 343 Smith Street, Neenah	920-729-0244
Parole/Probation	Division of Corrections 1348 American Drive, Neenah	920-729-4540
Post Office	Neenah Post Office	920-725-0577
Small Claims Court	Winnebago County Courthouse	920-727-2880
Sheriff	Winnebago County Sheriff	920-236-7300
Social Security Questions	Social Security Administration 607 W. Northland Ave., Appleton	920-739-7744
Street Lights Out	WeEnergies	800-662-4797

CONCLUSION

This guide should help to make your term of office go smoothly. It does not cover all aspects of the office nor will it solve every problem or answer every question that might arise. It is not designed to do so. This is a guide, not a crutch. You will be an effective Alderperson if you work hard at the job. Like a good scout, BE PREPARED. Read over all of the materials and seek out the information you lack from all available sources.

Above all, enjoy your office. This is not just a job you do for a stipend, but it is an opportunity for you to serve your community.

Receipt of Guide for New Council Members

As a new member of the Common Council of the City of Neenah, I have been provided with a copy of the "Guide for New Council Members".

Date: _____

Signature of Newly Elected Alderperson

Print Name