

CITY OF PRINCETON
COMMON COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, SEPTEMBER 27, 2011
7:00 PM

1. CALL TO ORDER AND ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. APPEARANCES FROM THE PUBLIC
4. MAYOR'S REPORT
 - A.
5. ADMINISTRATORS REPORT
6. CONSENT CALENDAR
 - A. Minutes for Approval:
 - i. September 13, 2011
 - B. Licenses for Approval
 - i. Operator Licenses
 - A. Shanda L Karis (new)
 - B. Billie R Sieracki (new)
7. OFFICER REPORTS
 - A. Police Chief
 - B. Ambulance Director
 - C. Emergency Government Director
 - D. Building Inspector
 - E. Library Director
8. OLD BUSINESS
 - A. Grievance Procedure
 - i. For discussion and vote
 - B. Dollar General – Liquor License
 - i. Ted Duckrey to answer Council questions
 - ii. For discussion and/or vote
 - C. Plan Commission recommendation for Zoning Administrator
 - i. For discussion and vote
9. NEW BUSINESS
 - A. Date and time for Halloween tick-or-treating
 - i. For discussion and vote
10. COMMUNICATIONS
11. CLOSED SESSION
 - A. Adjourn into closed session pursuant to WI State Stats. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - i. Ambulance Services
 - ii. WPPA Contract Negotiations
 - iii. IBEW Local 2150 Negotiations
 - B. WI State Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Executive Assistant
12. ADJOURN

* The meeting room is accessible to all. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Administrator's office at 920.295.6612 with as much advance notice as possible.

6.3 GRIEVANCE PROCEDURES

It is the goal of the City to provide fair and equitable treatment to all employees, to provide employees with an easily accessible procedure for expressing dissatisfaction, and to foster sound employee-supervisor relations through communication and reconciliation of work-related problems. The employee Grievance Procedure described herein has been established as a primary means of meeting these policy objectives. Any City employee or group of employees, claiming unfair treatment pertaining to employee terminations, employee discipline, or dissatisfaction with working safety beyond their ability to change, may seek to resolve a problem through the grievance procedure described here. However, if the employee has already used another available grievance procedure in attempting to resolve a problem, such as a procedure established under laws and administrative rules of the federal or state government, or is covered by a procedure provided under terms of a labor-management agreement, the grievance procedure described here cannot be used. Other employees unable to access this grievance procedure include statutory/political appointees, limited term employees, seasonal employees, part-time employees, and independent contractors.

“Termination” actions excluded from this procedure include: layoffs, workforce reductions, job transfers or demotions, action taken as a result of an employee’s failure to meet the qualifications of the position, voluntary termination including, without limitation, quitting and resignation, job abandonment, end of employment due to disability, retirement, contract non-renewal, death, action taken pursuant to s. 19.59 (ethics violations), end of employment and/or completion of assignment of temporary, contract, or part-time employees.

“Employee discipline” actions excluded from this procedure include: terminations, layoffs, or workforce reduction activities, adverse employment actions other than a disciplinary suspension, disciplinary reduction in base pay, demotion, and/or reduction in rank, plans of corrective or performance improvement, performance evaluation or reviews, documentation of employee acts, oral or written reprimands, administrative suspension with or without pay pending the investigation of misconduct or non-performance, change in assignment or assignment location, provided base pay is not reduced, and action taken pursuant to s. 19.59 (ethics violations).

“Workplace Safety” includes safety of physical work environment, operations, tools, equipment, provisions of protective equipment, training and warning requirements, workplace violence, and accident risk.

“Workplace Safety” does not include hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

Grievances filed alleging workplace safety violations are personal to the individual employee filing the grievance (e.g. no “class actions”). This grievance procedure requires that employee(s) propose a remedy for the alleged violation. An impartial hearing officer has no discretion to force the expenditure of funds to remedy a grievance.

Verbal Grievance and Dispute Resolution. Within fifteen (15) working days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue and prior to filing a written grievance, the Grievant must discuss the dispute with the supervisor who make the decision. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the City Administrator of this meeting and the results of the meeting.

Pre-Grievance Procedure. While the pre-grievance procedure is not a part of the official grievance procedure, it is designed to ensure that procedural due process is met. The City will follow best practices used for dealing with disciplinary matters.

- The City will notify the Personnel Officer before making a decision on discipline
- The City will inform the employee of any misconduct or non-performance and provide the employee with an opportunity to explain and give evidence.
- The Department Head and the Personnel Officer should ultimately agree on discipline and implement the discipline with regard to due process considerations.
- If discipline or termination may be subject to the grievance procedure, then provide notice of the process.

If the matter is not subject to the grievance procedure, management staff retain the ability to react and administer corrective action as necessary and as soon as practicable.

Written Grievance Submission. The employee must file a written grievance within fifteen (15) working days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. Grievance must be in writing and must be filed with the supervisor and with a copy to the City Administrator. The grievance shall contain a clear and concise statement of the pertinent facts, the dates the incident occurred, the identities of the persons involved, documentation related to the grievance in possession of the grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the action of the supervisor should be overturned, if applicable, and the remedy that should be issued. *A grievance against workplace safety shall also identify the workplace rules allegedly violated, if applicable.*

Administrative Response. The Administration shall meet with the grievant within fifteen (15) working days of receipt of the written grievance to discuss voluntary resolution of the grievance. If those discussions do not resolve the grievance, then the Administration will provide a written response within five (5) working days of the meeting. The written response shall contain a statement of the date of the meeting, the decision to sustain or deny the grievance, and the deadline for the grievant to appeal the grievance to an Impartial Hearing Officer.

Impartial Hearing. The decision of the Administration shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing

Officer (IHO). The written appeal shall be filed with the City Administrator and within ten (10) working days of the Administrative Response. The Impartial Hearing Officer shall file a written response within fifteen (15) working days of the close of the hearing. The IHO shall have no power to issue any remedy, but may recommend a remedy by asking the following question. Based on the preponderance of the evidence presented, has the grievant proven the decision of the Administration was arbitrary or capricious?

Selection of the Impartial Hearing Officer. Following receipt of the appeal, the Administration shall provide the name of a person who shall serve as an Impartial Hearing Officer.

Conciliation. Prior to the hearing, the Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting is mandatory.

The grievant shall have the right to representation during the process. The representative shall not be a material witness to the dispute.

The Impartial Hearing Officer shall conduct proceedings, make a record of the proceedings, and provide the record to the City Clerk for preservation.

The grievant shall bear the burden of production and the burden of proof. No factual conclusion may be based solely on hearsay evidence. Not less than ten (10) days prior to any hearing, both the grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

Appeal for Review. The non-prevailing party may file a written request for review by the City Council within ten (10) working days of receipt of the Impartial Hearing Officer's written response by submitting a copy of the grievance, Administration's response, and the Impartial Hearing Officer's response. The request shall be filed with the Mayor and with a copy to the prevailing party.

The City Council shall review the record and determine whether a rational basis exists for the Impartial hearing Officer's decision. The findings of fact of the IHO shall not be overturned unless clearly erroneous. The City Council may decide, in each situation, whether it will review the record and make a decision, assign an Impartial hearing Officer to create a recommendation for the City Council's review, or hold a hearing and make an independent decision. The manner and process of the review is the sole choice of the City Council.

Decision of the Governmental Body. The City Council shall make a decision regarding whether or not a meeting will be held within thirty (30) calendar days of the appeal. A decision by the governmental body will be made within sixty (60) calendar days of the filing of the appeal unless the governmental body extends this time frame.

Limitations. The scope of the grievance that is grievance procedure in a collective bargaining agreement may not be brought forth under this policy. The scope of a grievance that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedure may not be brought forth under this policy.

CITY OF PRINCETON

Mayor
Bob Mosolf

531 S. Fulton Street · Princeton, Wisconsin 54968
920-295-6612 · Fax: 920-295-3441

City Alderpersons
Patti Garro
Greg Hardt
Dan Kallas
Jasper Kallenbach
Victor Magnus
Ernie Pulvermacher

City Administrator
John S. Weidl

To: City Council
From: City of Princeton Plan Commission
Date: 9/22/2011
RE: Code Enforcement Officer (Zoning Administrator)

On 9/12/11, the Plan Commission motioned to recommend the following code enforcement officer job description to the Common Council for recruitment and selection purposes.

CITY OF PRINCETON

Code Enforcement Officer

General statement of duties

Receives and responds to complaints of property maintenance ordinance violations across the City, and addresses other ordinance issues as directed by the City Administrator.

Distinguishing features of the position

The position is responsible for performing a range of duties related to enforcement of city ordinances, including communicating with citizens, inspecting properties, sending letters to landowners when violations are observed, working with staff on enforcement actions (citations, etc.) as needed, providing status reports, and advising the City Administrator whenever ordinance amendments may be desirable.

Examples of work

- Proactively enforce City zoning ordinances
- Monitor vacant properties for ordinance infractions
- Receive and log complaint; reply to complainants
- Inspect properties where complaints are received
- Review inspection results in light of city ordinances
- Take enforcement actions as deemed appropriate
- Work with staff to take legal action when needed
- Recommend ordinance changes when appropriate
- Meet regularly to give reports to City Administrator

Required knowledge, skills, and abilities

Must be able to interpret ordinance language and apply it to specific situations. Ability to act independently and exercise sound judgment is essential. Some background and basic understanding of municipal government is desirable.

Accepted experience and training

No particular experience or training is required. Training may be available as funding permits. Provided length-of-service requirements are met as outlined in the contract for services.

Prefer 1-5 years relevant training, education, and/or experience in general contracting, residential, commercial, and industrial property development. Applicant must possess good written and verbal communication skills.

Experience in making sound decisions and exercising good judgment is essential, and previous background that demonstrates an ability to work independently and with limited supervision is highly desired.

DOLLAR GENERAL

Dollar General Corporation
100 Mission Ridge
Goodlettsville, TN 37072
U.S.A.

April 18, 2011

TO: Municipal Clerk

RE: Class A License
Resident Agent Training Certificate of Completion
Wisconsin Dollar General Stores

Enclosed please find a certificate of completion for the resident agent for the Dollar General Store in your jurisdiction.

We are submitting this to finalize the application process for our Class A off-premise beer and wine license.

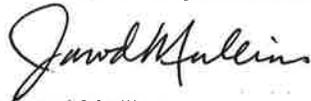
If this fulfills any outstanding requirements for licensing our store, please send the original license, along with any correspondence, renewal notices, and any renewal licenses to the following address:

Dolgencorp LLC
Director of Tax - BW Dept
100 Mission Ridge
Goodlettsville, TN 37072-2171
Fax: 877-364-4130
Email: Tax-beerandwinelicense@dollargeneral.com

Once we have processed the license at our corporate offices and have the appropriate number of employees with Operator's Licenses, we will send the original license to the store for display on premises.

If you have any questions or if you require additional information regarding this application please contact me. Please note that I am now the main contact at Dollar General regarding beer and wine licensing for our Wisconsin stores and would be happy to assist you.

Thank you for your assistance in processing our request.



Jarod Mullins
Tax Administrator
Beer and Wine Licensing
Dollar General Corporate
direct line: (615) 855-5479
jmullins@dollargeneral.com

enc: eTIPS Certificate of Completion

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Certificate of Completion

This Certificate of Completion of
eTIPS Off Premise
provided by Health Communications, Inc.
is hereby granted to:

Ted Druckrey
For an exam completed on April 11, 2011

Certification to be sent to: W8785 Cloverleaf Lake Rd, Clintonville, WI 54929-8519



Health Communications, Inc.
1101 Wilson Blvd. Suite 1709
Arlington, VA 22209
1-800-GET-TIPS
www.gettips.com

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