

**CITY OF PESHTIGO
OATH OF OFFICE
APPOINTED CITY POSITIONS**

Appointee Name: _____

Board / Commission / Committee: _____

Appointment Date: _____

Term Begins: _____

Term Ends: _____

Council Approval Date (if applicable): _____

STATE OF WISCONSIN, }
MARINETTE COUNTY } ss. I, the undersigned, having been appointed to the
_____ Committee, in and for the **CITY OF PESHTIGO**, in said County, for a
term of _____ beginning _____ and ending _____, but
have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United
States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the
best of my ability.

So help me God.

Signature _____

Subscribed and sworn to before me this _____ day of _____, _____

Clerk-Treasurer

MINUTES

PLAN COMMISSION

THURSDAY, MAY 22, 2025 – 4:30 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members Present: Presiding Officer Katie Berman, Alderperson Robert Warren, Public Works Director Matt Decur, Karen Pluff, and Jamie Bayer.

Members Excused: Doug VanWinkle and John Berendt

Others Attending: Clerk-Treasurer Tammy Kasal, Katie Devroy-Peshtigo Vet Clinic, Jo Hipke, and Attorney Nathaniel Johnson.

Presiding Officer Katie Berman called the meeting to order and took roll call at 4:30 p.m.

Motion by Pluff and seconded by Warren to approve the agenda as presented. Motion carried 5/0.

Minutes:

Motion by Berman and seconded by Warren to approve the minutes of the April 30, 2025 meeting as presented. Motion carried 5/0.

Public Hearing:

Berman opened the Public Hearing.

- 1) Consideration of granting a Conditional Use Permit to Cameron Hayes of Hayes Property Services, LLC for retail sales at 916 Frontage Rd. (parcel #271-02417.002), Light Industrial I-2 District:

Attorney Nathaniel Johnson spoke on behalf of the Peshtigo Vet Clinic with concerns for possible drainage issues.

Berman called three times for public comment.

Public Hearing was closed at 4:38 p.m.

Conditional Use Permit request from:

- Cameron Hayes of Hayes Property Services, LLC for retail sales at 916 Frontage Rd. (parcel #271-02417.002), Light Industrial I-2 District.

The Statement of Purpose, Permitted Uses, and Conditional Uses for I-2 Light Industrial District were reviewed. Discussion was held and Section 52-690 Standards were reviewed. Drainage plans were reviewed and discussed with watershed directed to the ditch area. Peshtigo Vet Katie Devroy voiced concerns of pets coming and going if large trucks are present. Atty. Johnson questioned and requested compliance of Industrial Park covenant requirements for outdoor storage in the front yard, storage of combustible material, and fencing requirements.

Motion by Warren and seconded by Pluff to approve Conditional Use Permit for Cameron Hayes of Hayes Property Services, LLC for retail sales at 916 Frontage Rd. (parcel #271-02417.002), Light Industrial I-2 District. Motion carried 5/0.

Such other Matters: None

Motion by Berman and seconded by Warren to adjourn at 5:10 p.m. Motion carried 5/0.

Tammy Kasal
Clerk-Treasurer

[illegible]

554.38'

294.38'

260.00'

111.00'

128.00'

226.93'

113.86'

33.5'

400.09'

126.94'

395.80'

201.92'

256.26'

374R341

374R341

(S)

271-629

421R187
435R445
2.10 AC

271-624.1

GSM 652
LOT 2
2.57 AC

271-624

GSM 652
LOT 1
.53 AC
113.87'

202.04'

202.04'

461.90'

260.00'

630

473R763
.66 AC

CERTIFIED SURVEY MAP NO. _____

Lot 1 and part of Lot 2 in Certified Survey Map 652,
as recorded in Document Number 492069 in the
Marinette County Records and being located in part
of the Southeast 1/4 of the Southwest 1/4 in Section 20,
Town 30 North, Range 23 East, City of Peshtigo,
Marinette County, Wisconsin

OWNER
Stellar Center Peshtigo Times LLC
801 Maple Street
Peshtigo Wis. 54157

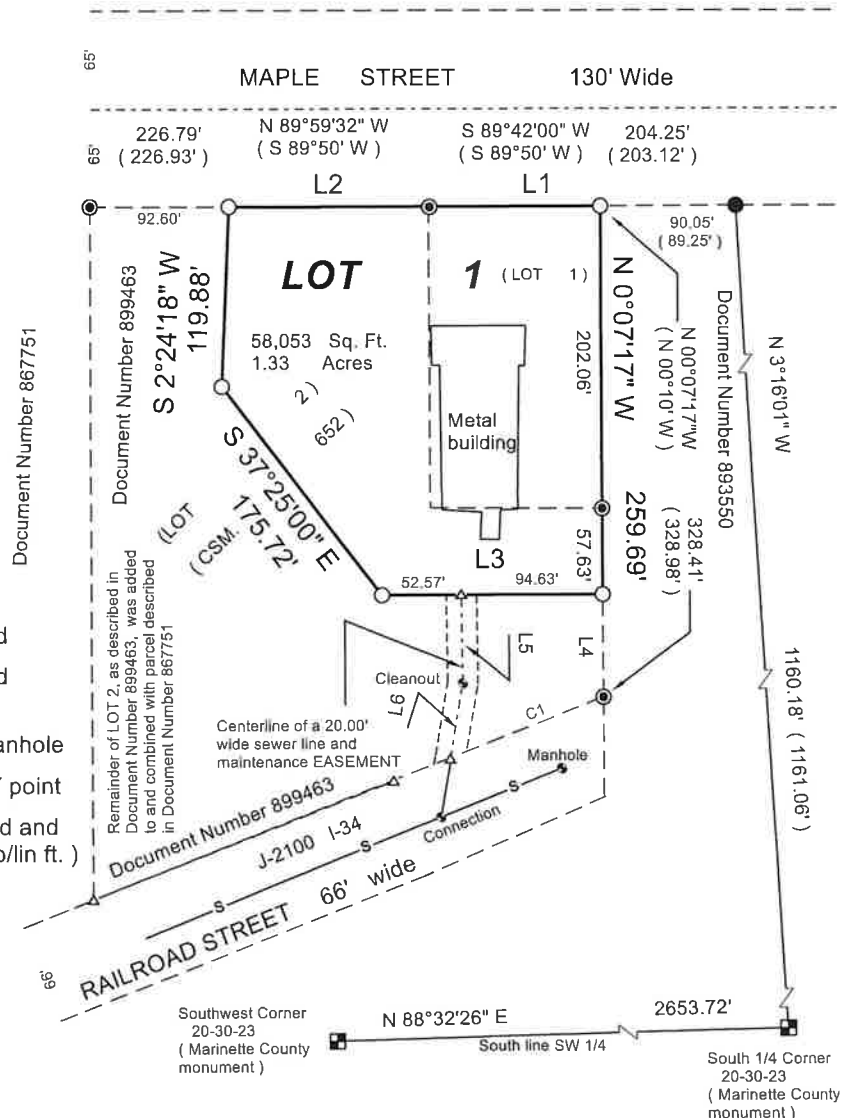
SCALE 1" = 100'



Bearings referenced to Grid North in the
Marinette County Coordinate System

LEGEND

- Section Corner
- 2" iron pipe found
- ⊙ 1" iron pipe found
- Sewer cleanout,
connection or manhole
- △ Computed ONLY point
- 3/4" x 18" iron rod and
cap set (1.501 lb/lin ft.)
- () Recorded as



CURVE	BEARING	HORIZ DIST	RADIUS	ARC	DELTA
C1	S68°14'36"W	110.57'	11344.00'	110.57'	0°33'30"
LINE	BEARING	HORIZ DIST			
L1	S89°42'00"W	114.20'			
L2	N89°59'32"W	134.19'			
L3	N89°54'36"E	147.20'			
L4	N0°07'17"W	68.72'			
L5	N0°31'15"W	59.18'			
L6	N9°31'27"E	51.09'			

[Signature]
Hugh W. Guy Jr. PLS # 1301

DATED this 17th day of January, 2026.

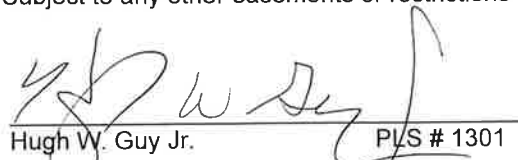
CERTIFIED SURVEY MAP NO. _____

CERTIFICATE

I, Hugh W. Guy Jr, Professional Land Surveyor, hereby certify that I have under the direction of Stelar Center Peshtigo Times LLC, Owner of said land, and that I have surveyed and mapped the lands hereon described and that this map is a correct representation of all the exterior boundaries of the land surveyed. I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Land Division Ordinance for the City of Peshtigo.

Lot 1 and part of Lot 2 in Certified Survey Map 652, as recorded in Document Number 492069 in the Marinette County Records and being located in part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ in Section 20, Town 30 North, Range 23 East, City of Peshtigo, Marinette County, Wisconsin. Described as follows to-wit: Commencing at the Southwest Corner of Section 20; thence N88°32'26"E along the South line of the Southwest $\frac{1}{4}$ of Section 20, 2653.72' to the South $\frac{1}{4}$ Corner of Section 20; thence N03°16'01"W 1160.18' to a 2" iron pipe on the South line of Maple Street; thence S 89°42'00"W along the South line of Maple Street, 90.05' to a $\frac{3}{4}$ " iron rod marking the Northeast Corner of Lot 1 in Certified Survey Map 652, said point also marking the PLACE OF BEGINNING of the lands hereon described; thence continue S89°42'00"W along the South line of Maple Street and along the North line of Lot 1 in Certified Survey Map 652, 114.20' to a 1" iron pipe, marking the Northeast Corner of Lot 2 in Certified Survey Map 652; thence N89°59'32"W along the North line of Lot 2 in Certified Survey Map 652, 134.19' to a $\frac{3}{4}$ " iron rod, marking the Northeast Corner of a parcel described in Document Number 899463 in the Marinette County Records, thence S02°24'18"W along the East line of the parcel described in Document Number 899463, 119.88' to a $\frac{3}{4}$ " iron rod; thence S37°25'00"E along the Northeasterly line of the parcel described in Document Number 899463, 175.72' to a $\frac{3}{4}$ " iron rod; thence N89°54'36"E along the North line of the parcel described in Document Number 899463, 147.20' to a $\frac{3}{4}$ " iron rod on the East line of Certified Survey Map 652; thence N00°07'17"W along the East line of Certified Survey Map 652, 259.69' the place of beginning

Subject to any other easements or restrictions of record, if any.


 Hugh W. Guy Jr. PLS # 1301

DATED this 17th day of January, 2026.



CERTIFIED SURVEY MAP NO. 652

OWNER CERTIFICATE

As Owners Agent, I hereby certify that I have caused the land described herein to be surveyed, divided and mapped as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval: The City of Peshtigo Wisconsin


 Keith R. Boye President
 Stellar Center Peshtigo Times LLC.

Personally, came before me on this 24 day of March, 2020, the
 above, named Keith R. Boye, to me known to be the person that executed the
 foregoing instrument and acknowledge the same.

 ID: 225187
 Notary Public

County of Marquette, State of Wisconsin

My commission expires: May 12, 2030

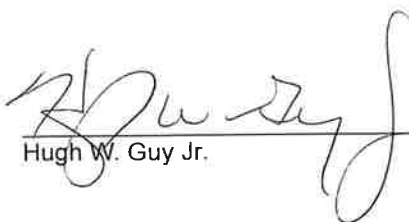


CERTIFICATE OF THE CITY OF PESHTIGO

Resolved that this Certified Survey Map, located in the City of Peshtigo, Marinette
 County Wisconsin, has hereby been reviewed and approved for recording
 by the City Council, on this _____ day of _____, 2020.

 Mayor

 Clerk


 Hugh W. Guy Jr. PLS # 1301

DATED this 17th day of January, 2026.

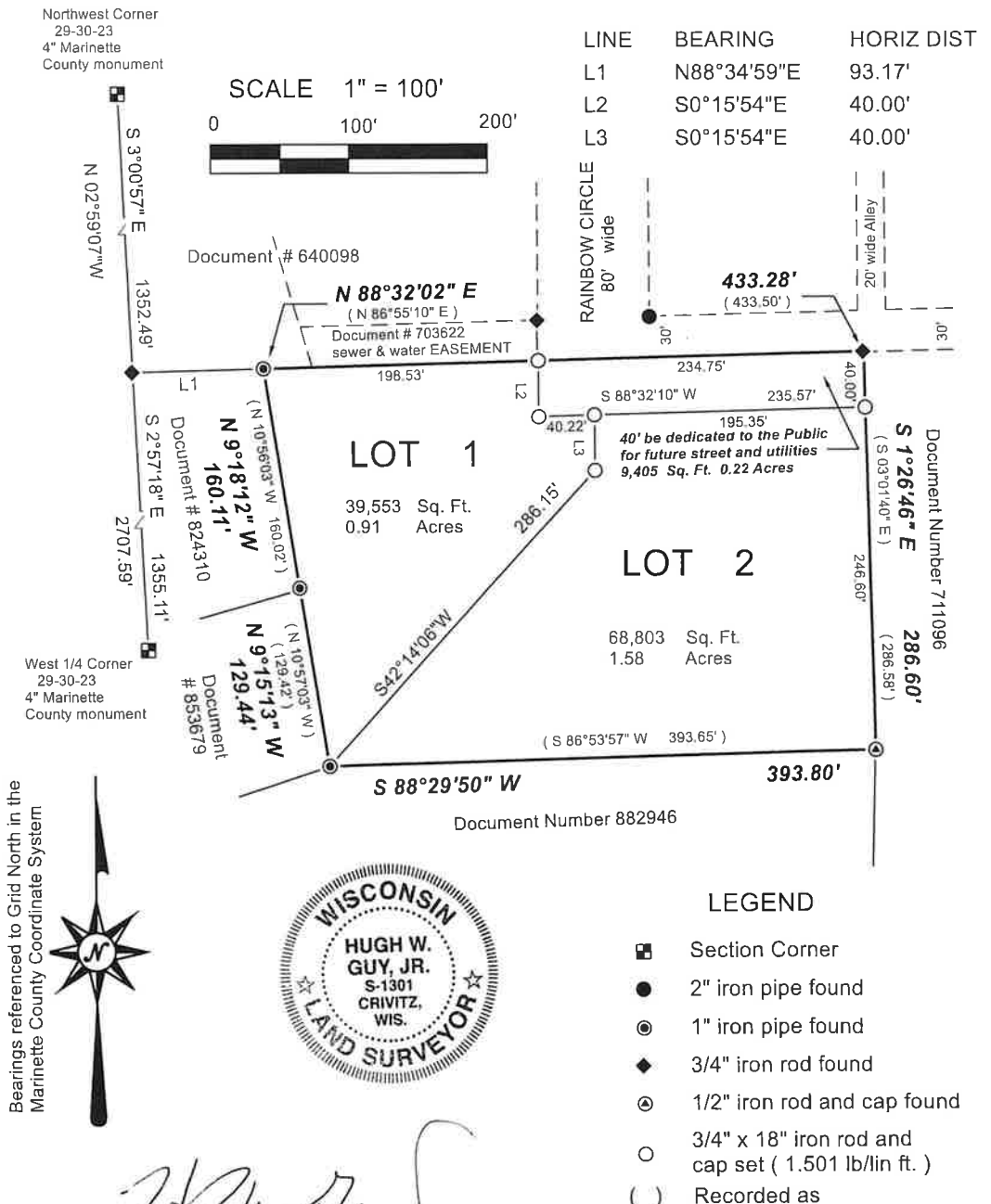


CERTIFIED SURVEY MAP NO. _____

Part of Lot 1 in Certified Survey Map 884, as recorded in Document Number 528418 in the Marinette County Records and being located in part of the Southwest 1/4 of the Northwest 1/4 in Section 29, Town 30 North, Range 23 East, City of Peshtigo, Marinette County, Wisconsin

OWNERS

Crosscut Maintenance Services LLC
W 3390 Robert Ridge Road
Peshtigo Wis. 54157



Bearings referenced to Grid North in the
Marinette County Coordinate System



Hugh W. Guy Jr.

PLS # 1301

DATED this 28th day of January, 2026.

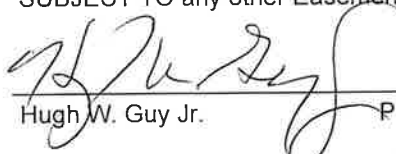
CERTIFIED SURVEY MAP NO. _____

CERTIFICATE

I, Hugh W. Guy Jr, Professional Land Surveyor, hereby certify that I have under the direction of the Matthew G. Siegwart, President of Crosscut Maintenance Services LLC, Owner of said land, and that I have surveyed, divided, dedicated and mapped the lands hereon described and that this map is a correct representation of all the exterior boundaries of the land surveyed. I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes, the Marinette County Land Division Ordinance, and the Land Division Ordinance for the City of Peshtigo. Located in part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 29, Town 30 North, Range 23 East, City of Peshtigo, Marinette County, Wisconsin. Described as follows to-wit: Part of Lot 1 in Certified Survey Map 884, as recorded in Document Number 528418 in the Marinette County Records, Described as follows to-wit: Commencing at the West $\frac{1}{4}$ Corner of Section 29; thence $N02^{\circ}59'07''W$ along the West line of the Northwest $\frac{1}{4}$ of Section 29, 2707.59' to the West $\frac{1}{4}$ Corner of Section 29; thence $S03^{\circ}00'57''E$ 1352.49' to a $\frac{3}{4}$ " iron rod; thence $N88^{\circ}34'59''E$ 93.17' to a 1" iron pipe marking the Northwest Corner of Lot 1, in Certified Survey Map 884, said point also marking the PLACE OF BEGINNING of the lands hereon described; thence $N88^{\circ}32'02''E$ along the North line of Lot 1, in Certified Survey Map 884, 433.28' to a $\frac{3}{4}$ " iron rod marking the Northeast Corner of Lot 1, in Certified Survey Map 884; thence $S01^{\circ}26'46''E$ along the East line of Lot 1, in Certified Survey Map 884, 286.60' to as $\frac{1}{2}$ " iron rod; thence $S88^{\circ}29'50''W$ 393.80' to a 1" iron pipe on the West line of Lot 1, in Certified Survey Map 884; thence $N09^{\circ}15'13''W$ along the West line of Lot 1, in Certified Survey Map 884, 129.44' to a 1" iron pipe; thence $N09^{\circ}18'12''W$ along the West line of Lot 1, in Certified Survey Map 884, 160.11' to the place of beginning.

Bearings referenced to Grid North in the Marinette County Coordinate System.

SUBJECT TO any other Easements and restrictions of record, if any.



Hugh W. Guy Jr. PLS #1301

DATED this 18th day of January, 2026.



CERTIFIED SURVEY MAP NO. _____

OWNERS CERTIFICATE

As Owner's Agent, I hereby certify that I have caused the land described herein to be surveyed, divided, dedicated and mapped, as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval: City of Peshtigo Wisconsin.

Matthew G. Siegwart President
Crosscut Maintenance Services LLC.

Personally, came before me on this _____ day of _____, 2026,
the above-named Matthew G. Siegwart, to me known to be the person that
executed the foregoing instrument and acknowledge the same.

Notary Public

County of _____, State of _____

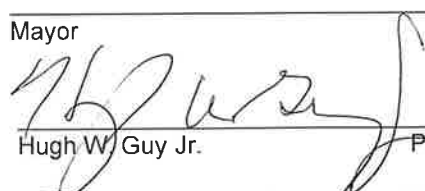
My commission expires _____

APPROVAL OF THE CITY OF PESHTIGO WISCONSIN

Resolved that this Certified Survey Map, located in the City of Peshtigo,
Marinette County, Wisconsin, has hereby been reviewed and approved for
recording by the City Council, of the City of Peshtigo, on this _____ day of
_____, 2026.

Mayor

City Clerk

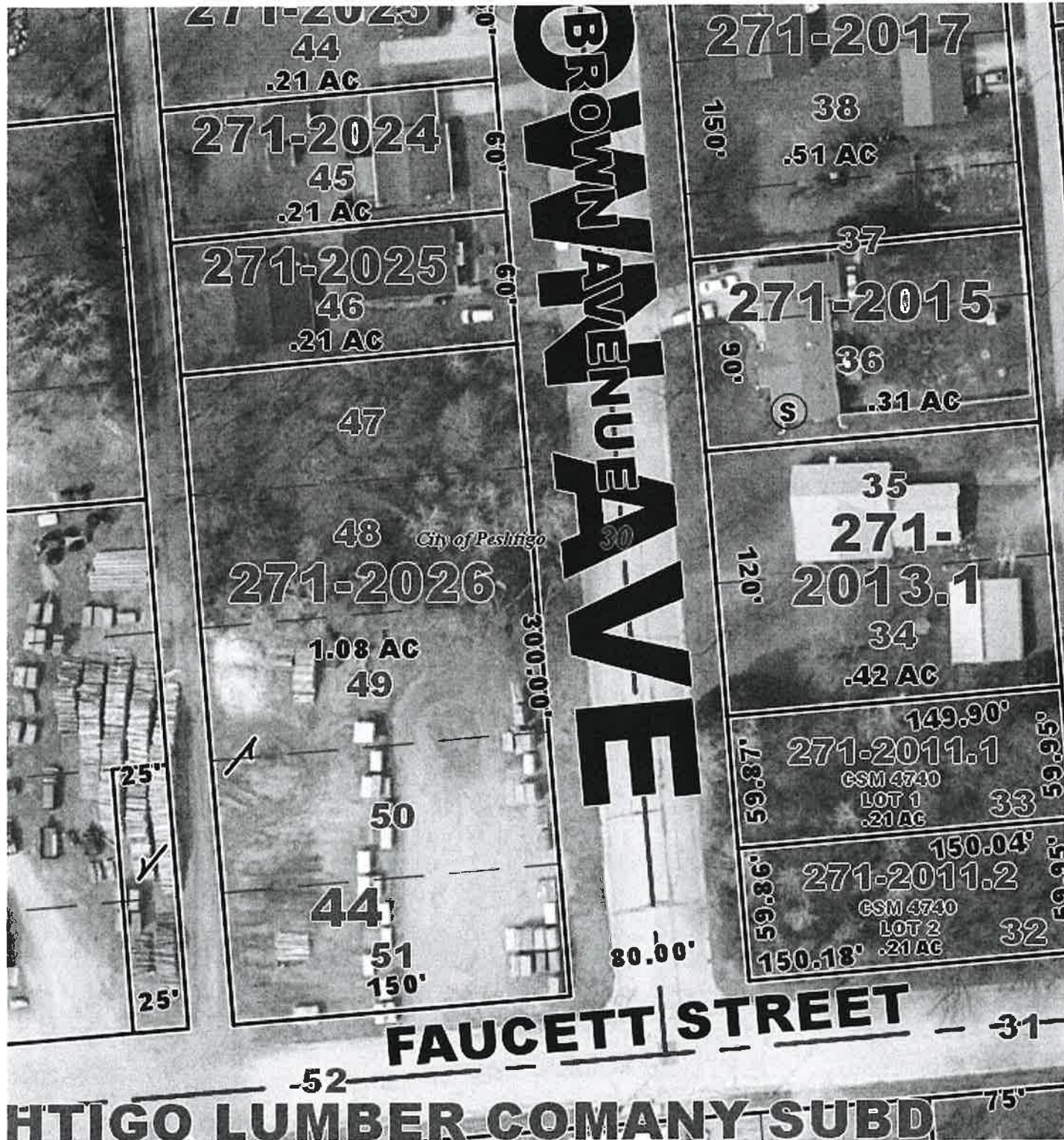


Hugh W. Guy Jr.

PLS # 1301

DATED this 28th day of January, 2026.

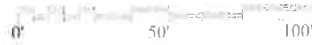




Agenda Item #8 \$9

SURVEY OF LOTS 47,48,49 AND 50 OF BLOCK 44 OF PESHTIGO LUMBER
COMPANY'S SUBDIVISION ALL IN PART OF SECTION 30, T30N, R23E,
CITY OF PESHTIGO, MARINETTE COUNTY, WISCONSIN

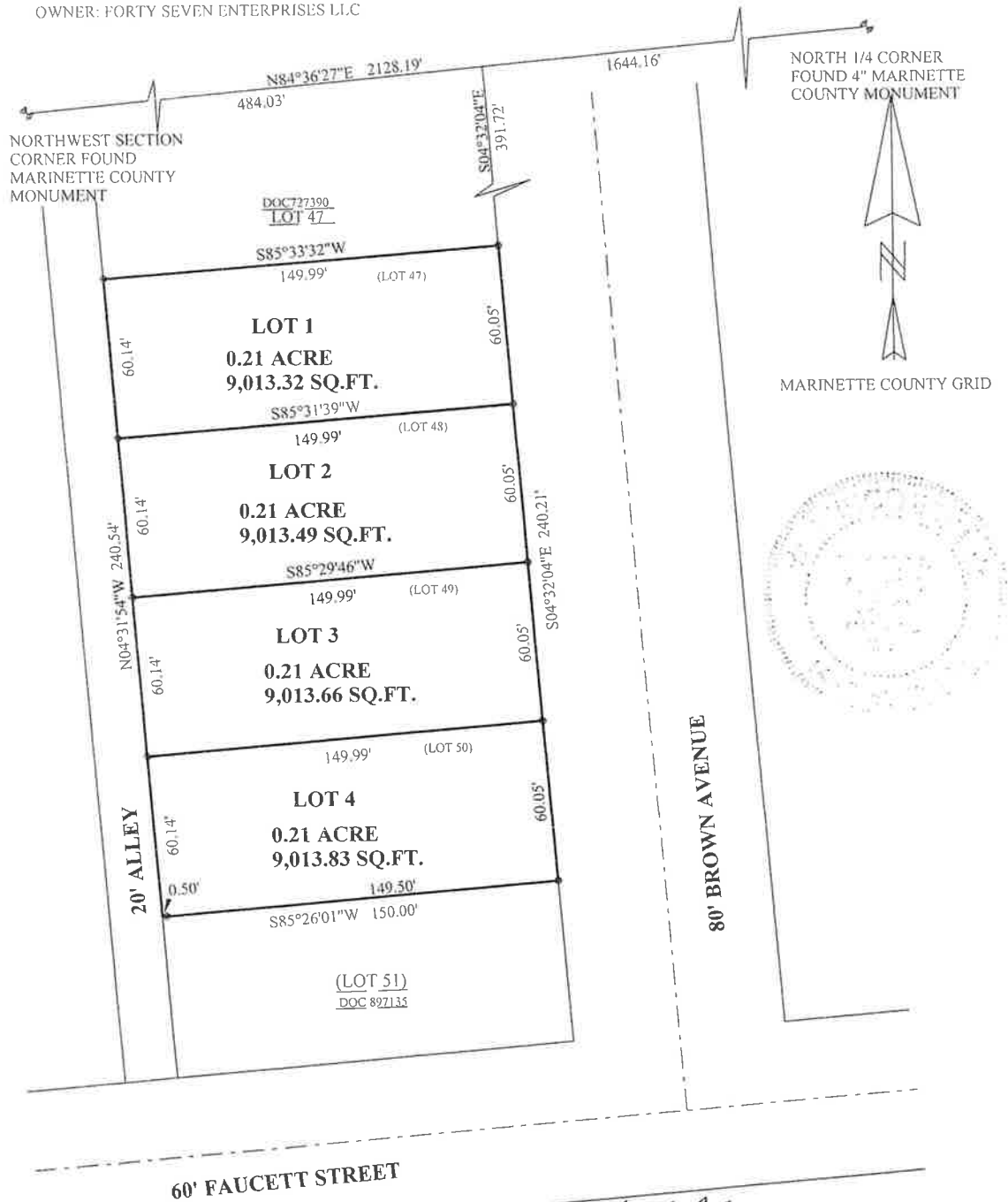
LEGEND



SCALE: 1" = 50'

• = SET 3/4" X 18" IRON REBAR (1.50lb/ft)

OWNER: FORTY SEVEN ENTERPRISES LLC



THOMAS J. MCGUIRE PLS 1783 DATE: 03-03-2026

CERTIFIED SURVEY MAP

VOL

PAGE

SURVEYORS CERTIFICATE:

I, Thomas J. McGuire, Registered Land Surveyor, do hereby certify that I have surveyed, divided and mapped, all of Lots 47,48,49 and 50 of block 44 of Peshtigo Lumber Company's Subdivision of Block 29,33, and 44 all in part of the fractional NW 1/4 of Section 30, T30N, R23E, City of Peshtigo, Marinette County, Wisconsin. Described as follows:

Commencing at the Northwest corner of said Section; thence N 84° 36' 27" E along Section line, a distance of 484.03 feet; thence S 04° 32' 04" E, a distance of 391.72 feet to an iron rebar on the West line of Brown Avenue and the **POINT OF BEGINNING**; thence continuing S 04° 32' 04" E along said line, a distance of 240.21 feet to an iron rebar; thence S 85° 26' 01" W, a distance of 150.00 feet to a point on the East line of an Alley; thence N 04° 31' 54" W along said line, a distance of 240.54 feet to an iron rebar; thence N 85° 33' 32" E, a distance of 149.99 feet to the **POINT OF BEGINNING**; said described tract containing 1.03 acres (43,068.31 square feet), more or less.

I FURTHER CERTIFY:

That I have made such survey and plat by the direction of Forty Seven Enterprises L.L.C. owner, that the plat is a correct representation of the exterior boundaries of the land, surveyed and division thereof. That I have complied with the provisions of Chapter 236.34 of the Marinette County Wisconsin Statutes, dated this 6th day of March, 2026

Thomas J. McGuire RLS 1783

OWNERS CERTIFICATE:

As owner I hereby certify that I have caused the land described on this map to be dedicated, surveyed, divided and mapped as represented on this map.

Daryl Joy Member

CITY OF PESHTIGO APPROVAL:

This map has been reviewed, accepted and approved on this date: _____

City Clerk

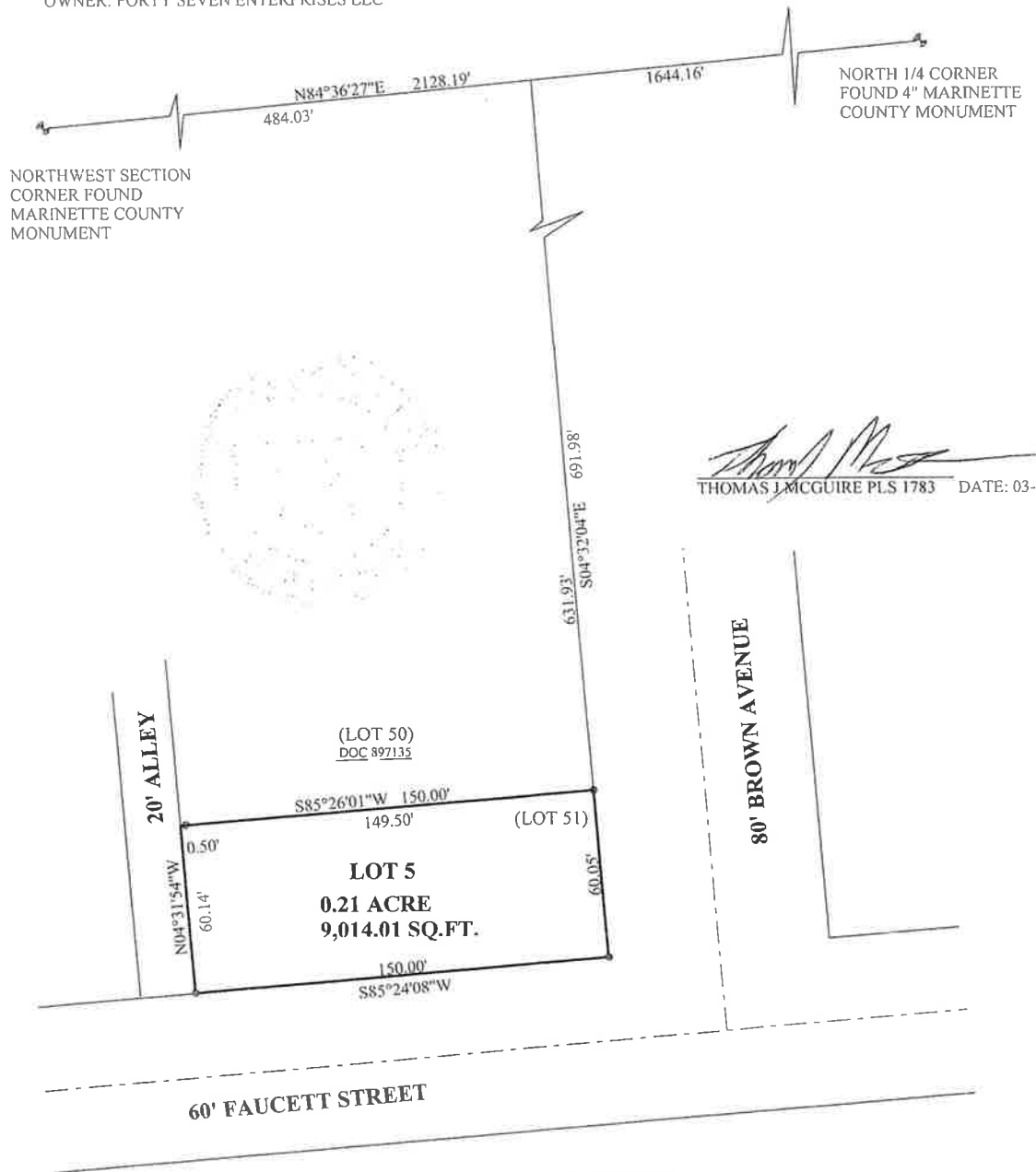
Mayor

SURVEY OF LOTS 51 OF BLOCK 44 OF PESHTIGO LUMBER COMPANY'S
SUBDIVISION ALL IN PART OF SECTION 30, T30N, R23E, CITY OF PESHTIGO,
MARINETTE COUNTY, WISCONSIN

LEGEND
0' 50' 100'
SCALE: 1"=50'
• = SET 3/4" X 18" IRON REBAR (1,50lb/ft)

MARINETTE COUNTY GRID

OWNER: FORTY SEVEN ENTERPRISES LLC



CERTIFIED SURVEY MAP

VOL

PAGE

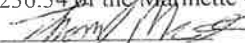
SURVEYORS CERTIFICATE:

I, Thomas J. McGuire, Registered Land Surveyor, do hereby certify that I have surveyed, divided and mapped, all of Lot 2 51 of Block 44 of Peshtigo Lumber Company's Subdivision of Block 29,33, and 44 all in part of the fractional NW 1/4 of Section 30, T30N, R23E, City of Peshtigo, Marinette County, Wisconsin. Described as follows:

Commencing at the Northwest corner of said Section; thence N 84° 36' 27" E along Section line, a distance of 484.03 feet; thence S 04° 32' 04" E, a distance of 631.93 feet to an iron rebar on the West line of Brown Avenue and the **POINT OF BEGINNING**; thence continuing S 04° 32' 04" E along said line, a distance of 60.05 feet to an iron rebar on the North line of Faucett Street; thence S 85° 24' 08" W along said line, a distance of 150.00 feet to an iron rebar on the East line of an Alley; thence N 04° 31' 54" W along said line, a distance of 60.14 feet; thence N 85° 26' 01" E, a distance of 150.00 feet to the **POINT OF BEGINNING**; said described tract containing 0.21 acre (9,014.01 square feet), more or less.

I FURTHER CERTIFY:

That I have made such survey and plat by the direction of Forty Seven Enterprises L.L.C. owner, that the plat is a correct representation of the exterior boundaries of the land, surveyed and division thereof. That I have complied with the provisions of Chapter 236.34 of the Marinette County Wisconsin Statutes, dated this 6th day of March, 2026


Thomas J. McGuire RLS 1783

OWNERS CERTIFICATE:

As owner I hereby certify that I have caused the land described on this map to be dedicated, surveyed, divided and mapped as represented on this map.

Daryl Joy Member

CITY OF PESHTIGO APPROVAL:

This map has been reviewed, accepted and approved on this date: _____

City Clerk

Mayor

Sheet 2 of 2



Request Zoning Change

1. Property Information

- Property address: Brown Ave
- Parcel number: 271-02026.000 (Proposed Survey to 5 Residential Lots)
- Current zoning classification: Residential (Lots 47, 48, 49) and Commercial (Lots 50, 51)
- Proposed zoning classification (what you would like it changed to): All Residential

2. Description of Proposed Use

- Please describe what you intend to do with the property: Proposed Survey to 5 Residential Lots
- Is this a short-term or long-term plan? Long-term

3. Reason for Rezoning Request

- Why does the current zoning not meet your needs? Proposed Survey to 5 Residential Lots
- Why do you believe the proposed zoning is appropriate for this location? Part of the Parcel in Residential already and part is Commercial. It should be under one classification.

4. Surrounding Area / Compatibility

- Brief description of surrounding properties (residential, commercial, industrial, vacant, etc.): Residential to the North adjoining lot as well as across the street to the East. Commercial to the South and West of alley.
- Any anticipated impacts (traffic, access, utilities, noise, etc.): None

5. Site Map or Sketch

- Please include a simple map or image showing the property location and area you are requesting to rezone Included in Survey

6. Property Ownership

- Confirm that you are the property owner Joy Properties, LLC Owner per attached (If not, please include written authorization from the owner)

7. Acknowledgement of Process

Rezoning requests require review through the following steps:

- Staff review
- Plan Commission review and public hearing
- Final consideration by the City Council

Thank You,
Daryl Joy
Joy Properties, LLC
W3269 State Highway 64
Marinette, WI 54143

Marinette County

PARCEL HAS ALERTS. Check [Notes](#) for details.

Owner (s):

JOY PROPERTIES LLC

Location:

FRAC-NW,Sect. 30, T30N,R23E

Mailing Address:

JOY PROPERTIES LLC

W3269 STATE HIGHWAY 64

MARINETTE, WI 54143-9612

[Request Mailing Address Change](#)

School District:

4305 - Peshtigo School District

Tax Parcel ID Number:

271-02026.000

Tax District:

271-CITY OF PESHTIGO

Status:

Active

Alternate Tax Parcel Number:

Government Owned:

Acres:

1.0800

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

1.08AC PESHTIGO LBR CO SUBD LOTS 47 THRU 51 & E25' OF LOTS 78 & 79 BLK 44 STATE ASSESSED-MFG

Site Address (es): *(Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)*

CITY OF PESHTIGO
(715) 582-3041

REC#: 00003228 4/24/2026 12:00 PM
OPER: CL TERM: 003
REF#: 1116/REZONING APP
PAID BY: JOY PROPERTIES LLC

TRAN: 135.0000 L&P-ZONING APP
10 -44410
 LICENSE & PERMITS - 300.00CR

TENDERED: 300.00 CHECK
APPLIED: 300.00-

CHANGE: 0.00

Sec. 2-260. - City Plan Commission.

- (a) *Composition.* The Plan Commission shall consist of seven members as follows: The Mayor, one Alderperson, the Director of Public Works, and four citizen members.
- (b) *Appointment.*
 - (1) *Election/appointment of Alderperson members.* At its annual meeting in April of each year the Common Council shall, by a two-thirds majority vote of its members, elect one of its number as a member of the City Plan Commission for a period of one year from and after May 1 next ensuing.
 - (2) *Appointment and terms of citizen members.* The four citizen members shall be appointed by the Mayor on the third Tuesday of April in each year to hold office for a term of three years commencing with the third Tuesday of April.
- (c) *Organization of Commission.* The Mayor shall serve as Presiding Officer. The Plan Commission shall organize by the election of a vice-chairman, secretary and such other officers as may in their judgment be necessary.
- (d) *Record.* The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk-Treasurer. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
- (e) *Duties.*
 - (1) *The Master Plan.*
 - a. The Plan Commission may make, adopt and, as necessary, amend, extend or add to the Master Plan, subject to Common Council confirmation, for the City's physical development including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the City. The Master Plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.
 - b.

The Commission may adopt the Master Plan as a whole by a single resolution, or, as the work of making the whole Master Plan progresses, may from time to time by resolution adopt a part thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Common Council. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Commission, and a copy of the plan or part thereof shall be certified to the Common Council. The purpose and effect of the adoption and certifying of the Master Plan or part thereof shall be solely to aid the Plan Commission and the Common Council in the performance of their duties.

- (2) *Mandatory referrals to Commission.* The Common Council or City officer having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Common Council, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the City or within the territory over which the City is given platting jurisdiction by Wis. Stats. ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use regulations. Unless such report from the Commission is made within 30 days, or such longer period as may be stipulated by the Common Council, the Common Council or other public body or officer may take final action without it.
- (3) *Miscellaneous powers.* The Commission may make reports and recommendations relating to the plan and City's development to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Common Council programs for public improvements. All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Common Council.
- (f) *Vacancies.* Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.

(g) *Compensation.* Compensation shall be paid for service on the Commission. Citizen members shall take the official oath as required by Wis. Stats. § 19.01, said oath to be filed with the City Clerk-Treasurer.

(Code 1991, § 2-4-5)



CITY OF PESHTIGO

CODE OF CONDUCT MANUAL

FOR APPOINTED CITIZEN MEMBERS OF BOARDS, COMMISSIONS, AND COMMITTEES

Introductory Note for Appointed Positions

This manual is intended for appointed citizen members serving on City of Peshtigo boards, commissions, and committees.

Service in these roles is a public trust. Members are expected to act with fairness, civility, integrity, respect for process, and respect for the community they serve.

This manual is meant to provide general guidance and should be read together with any specific ordinance, statute, policy, or procedural rule governing the body on which the member serves.

Return signed acknowledgment page to the City Clerk's office

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This manual is designed as a practical guide for appointed citizen members. It may be used as part of appointment, orientation, and acknowledgment materials.

1. PURPOSE AND APPLICATION

It is the policy of the City of Peshtigo to uphold, promote, and expect high standards of ethics, fairness, honesty, respect, and integrity from all appointed citizen members serving on City boards, commissions, and committees.

Appointed citizen members play an important role in municipal government. Their service helps the City gather public input, apply ordinances and policies, make recommendations, and, in some cases, hear and decide matters in a fair and impartial manner. In carrying out these duties, appointed members are expected to act in the best interests of the City of Peshtigo and the public.

This Code is intended to provide general guidance for appointed citizen members in their relationships with one another, with City staff, with elected officials, with the public, and with outside agencies or organizations.

This Code applies to all appointed citizen members of City boards, commissions, and committees unless a City ordinance, state statute, or specific adopted rule provides otherwise. Members remain subject to all applicable provisions of the City of Peshtigo Code of Ordinances and Wisconsin law.

2. GENERAL STANDARDS OF CONDUCT

A. Act with Integrity

Carry out duties honestly, fairly, respectfully, and in good faith.

B. Serve the Public Interest

Make decisions and recommendations based on what is believed to be in the best interest of the City as a whole, rather than personal, political, or private interests.

C. Follow the Law and City Policy

Comply with applicable ordinances, policies, procedures, and state law.

D. Respect the Role of the Body

Understand the purpose, authority, and limitations of the board, commission, or committee on which the member serves.

E. Avoid Improper Use of Position

Do not use an appointment, title, or access for personal gain or to secure special treatment for oneself or others.

3. CONDUCT WITH FELLOW MEMBERS

A. Use Civility and Respect

Members shall treat one another with courtesy and professionalism, even when there is disagreement.

B. Respect Differing Viewpoints

Members are expected to listen carefully, keep an open mind, and respect the fact that reasonable people may reach different conclusions.

C. Avoid Personal Attacks

Members shall not engage in hostile, threatening, abusive, demeaning, slanderous, or personally disparaging comments or conduct.

D. Honor the Role of the Chair

Members shall respect the authority of the Chair to maintain order, manage the agenda, and keep discussion focused on the business before the body.

4. CONDUCT WITH CITY STAFF

A. Treat Staff as Professionals

Members shall treat City staff with respect and professionalism and recognize the different roles of appointed members and administrative staff.

B. Do Not Direct Staff Improperly

Unless specifically authorized by ordinance, policy, or the direction of the governing body, appointed citizen members shall not direct, supervise, or attempt to manage City employees.

C. Route Requests Through Proper Channels

Requests for information, documents, or administrative support should be made through the Chair, designated staff liaison, department head, Clerk, or other appropriate contact, depending on the structure of the body.

D. Do Not Publicly Demean Staff

Members shall not publicly criticize or personally attack City employees regarding job performance.

5. CONDUCT WITH THE PUBLIC

A. Treat the Public with Respect

Members shall be courteous, patient, and respectful toward all members of the public.

B. Be Fair and Professional

Members shall not show favoritism, hostility, prejudice, or disrespect toward any person appearing before the body.

C. Listen Carefully

Members should make every effort to hear and consider public input fairly and thoughtfully.

D. Do Not Make Promises on Behalf of the City

Members shall not promise outcomes, approvals, or actions on behalf of the City, the board, commission, committee, or Common Council unless duly authorized

6. CONDUCT IN MEETINGS AND HEARINGS

A. Be Prepared

Members should review agendas and available materials in advance and come prepared to participate.

B. Stay Focused on the Matter Before the Body

Discussion should remain relevant to the agenda item or issue under consideration.

C. Follow Proper Procedure

Members shall respect adopted procedures, parliamentary rules when applicable, and the direction of the Chair.

D. Ask Questions for Clarification

Questions should be asked to better understand the issue, not to harass, embarrass, or argue unnecessarily with applicants, witnesses, staff, or members of the public.

E. Maintain Decorum

Members shall conduct themselves in a manner that supports orderly, fair, and effective meetings.

F. Closed Session and Confidential Matters

When confidential, legally protected, or closed session information is received, members shall not disclose that information except as authorized by law.

7. CONFLICTS OF INTEREST AND IMPARTIALITY

A. Avoid Conflicts of Interest

Members shall not participate in matters in which they have a prohibited personal or financial interest, or where their participation would otherwise violate applicable law or City ordinance.

B. Disclose Potential Conflicts

If a member believes there may be a conflict or appearance of conflict, it should be disclosed promptly to the Chair, Clerk, City Attorney, or other appropriate official.

C. Recusal When Appropriate

When required by law, ordinance, or legal advice, the member shall refrain from participating in discussion, deliberation, or voting on the matter.

D. Remain Impartial

Members serving on bodies that hear appeals, complaints, disciplinary matters, ethics matters, or other quasi-judicial matters shall remain fair and impartial and avoid prejudging issues before the meeting or hearing.

E. Avoid Ex Parte Communications in Quasi-Judicial Matters

When serving on a body that may hear contested matters, members should avoid private communications about the substance of a pending case or appeal outside the meeting process.

8. CONDUCT WITH MEDIA AND OUTSIDE PARTIES

A. Do Not Speak for the City Unless Authorized

Appointed citizen members may express personal views, but they shall not represent that they are speaking on behalf of the City, their board, commission, or committee unless authorized to do so.

B. Make Personal Capacity Clear

If speaking publicly about City matters outside an official meeting, members should clearly state whether they are expressing a personal opinion or an officially authorized position.

C. Avoid Improper Influence

Members shall not use their role to improperly influence City staff, elected officials, applicants, contractors, or other parties.

9. ATTENDANCE, PREPARATION, AND PARTICIPATION

A. Attend Meetings Regularly

Members are expected to attend meetings consistently and to notify the appropriate contact if they are unable to attend.

B. Participate Responsibly

Members should take their responsibilities seriously, contribute thoughtfully, and support the body in carrying out its work.

C. Review Materials in Advance

Members should make a reasonable effort to familiarize themselves with meeting materials before participating in discussion or action.

D. Understand the Role of Service

Service on a board, commission, or committee is a public trust and should be approached with care, seriousness, and respect for the community.

10. ENFORCEMENT AND REMOVAL

A. Concerns Regarding Conduct

Concerns regarding the conduct of an appointed citizen member may be raised with the Chair, Mayor, Clerk, City Attorney, or Common Council, as appropriate to the circumstances and the structure of the body.

B. Progressive Response When Appropriate

When practical and appropriate, concerns should first be addressed informally through clarification, education, or corrective discussion.

C. Formal Action

If circumstances warrant, the City may take formal action consistent with applicable ordinance, policy, appointment terms, or state law, including censure, recommendation for removal, or removal where authorized.

D. Controlling Authority

If a specific board, commission, or committee is governed by a particular ordinance or statute regarding appointment, discipline, or removal, that authority shall control.

ACKNOWLEDGMENT

I have received a copy of the City of Peshtigo Code of Conduct Manual for Appointed Citizen Members of Boards, Commissions, and Committees. I have read and understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand and to comply with the expectations set forth in this Manual, along with applicable City ordinances, policies, and laws.

Signature _____

Printed Name _____

Board/Commission/Committee _____

Date Signed _____

After signing, please return this acknowledgment page to the City Clerk's