

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Finance & Personnel Committee Sub Committee
DATE OF MEETING: September 10, 2015 (Thursday)
PLACE OF MEETING: City Hall – 415 Main Street (Room 112)
TIME OF MEETING: 4:00 p.m.

PURPOSE OF MEETING

1. Call to order and roll call
2. Approval of minutes from the previous meeting
3. Public Input (limited to 3 minutes per individual)

Consideration and possible action on the following items:

4. Review and consideration of hiring a full-time City Administrator or City Manager and review of options for Mayor position.

Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

Mayor Joe Chilsen
Ald. Jim Olson
Ald. Jim Bialecki
*Ald. Harvey Bertrand
Ald. Jim Binash
Ald. Barry Blomquist
*Ald. Bob Muth - Chair
City Attorney Dept Heads Charter Com.
La Crosse Tribune WLSU WKBT WXOW
Onalaska Holmen Courier Life
WIZM WKTY WLXR WKBH
*Committee Members

*Ron Johnson
*Lori Olson

Tourism
Omni
Onalaska Public Library

Date Notices Mailed and Posted: 09/08/15

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

City Management

Karl Green, Associate Professor

UW Extension Department of Community Resource Development

Tonight's presentation will:

- ▶ Illustrate City of Onalaska's options for professional management services
- ▶ Review Wisconsin State Statutes allowing professional management
- ▶ Provide timing / suggestions on logistics of decision

Disclosure

- ▶ My position at UW Extension is as an educator
 - ▶ I will be presenting you with options, as defined by state statute
 - ▶ Not to be constituted as advocacy for, or against, any form of municipal government
 - ▶ While the information I present is accurate (I believe), it should not be construed as “legal counsel” and any “legal” questions should be answered by City of Onalaska’s Legal Counsel !!!

What State Statutes reference professional management services?

- ▶ Wisconsin SS. 62 (Cities):
<https://docs.legis.wisconsin.gov/statutes/statutes/62>
- ▶ Wisconsin SS. 64 (Other forms of Government):
<https://docs.legis.wisconsin.gov/statutes/statutes/64>
- ▶ Wisconsin SS. 66 (General Municipal Law):
<https://docs.legis.wisconsin.gov/statutes/statutes/66>

Most definitive language re: professional management

- ▶ SS. 64 Other forms of Government
 - ▶ City Manager (plan)
 - ▶ Executive & Administrative position hired by City Council based on merit
 - Vs
 - ▶ City Commission (plan)
 - ▶ Mayor & City Council (alderpersons) elected by electorate
 - ▶ Terms defined by state statute
 - ▶ # of alderpersons defined by municipality (Charter Ordinance)
 - ▶ Either version of City government require a Charter Ordinance indicating the form of government the municipality will use to govern
 - ▶ Charter ordinance also includes:
 - ▶ # of council members
 - ▶ Council terms (not >2 years)
 - ▶ Nomination/election practice (district or city at large)

City Manager

Wisconsin SS. 64 (64.09)

- ▶ (1) A City manager shall have charge of the executive side of city government, and
 - ▶ Shall be responsible for the efficiency of (city's) administration
- ▶ (2) A City manager shall be elected by council purely on merit
 - ▶ Training, experience, executive & administrative ability, efficiencies & general qualifications and fitness for performing duties of such office
- ▶ (3) Residence in city or state shall not be a qualification for the office of city manager
- ▶ (6) City manager salary fixed by city council
- ▶ (7) City council has power to remove the city manager at any time the city manager's conduct of city administration becomes unsatisfactory
- ▶ (8) Any "cause" for termination requires 60 day notice, unless willful neglect of duty, malfeasance, misfeasance, etc.

City Manager

Wisconsin SS. 64 (64.105)

- ▶ Optional Powers. Any city or village which has determined by ordinance or petition and referendum to operate under the city manager form of government may by charter ordinance allocate powers:
 - ▶ to the council,
 - ▶ to the president of the council
 - ▶ to the city manager in a manner other than provided by this chapter

City Manager – The Powers of Wisconsin SS. 64 (64.11)

- ▶ (1) Shall be chief executive officer and head of city administration and shall possess and exercise all the executive and general administrative power imposed and conferred by general law or special charter
- ▶ (2) City manager shall have power to create minor administrative offices and positions, and to discontinue these positions according to the needs of the city
- ▶ (3) City manager shall have the power to appoint all heads of departments, all subordinate city officials, and all city employees
 - ▶ Special exceptions for police & fire boards and chief of fire and police.....
- ▶ (4) Cannot create fixed term employment for department heads, city officials or city employees
- ▶ (5) all appointments shall be made on merit
- ▶ (6) No residency requirements can be qualification for appointments
- ▶ In essence - the City manager works for the City Council

City Commission

Wisconsin SS. (62.25)

- ▶ Legislative branch: Common Council
 - ▶ Primary business is to pass laws (policy) in the form of ordinances and resolutions
 - ▶ Fixes salaries of all officers and employees of the city
- ▶ Executive branch: Mayor
 - ▶ President of the Council (ss. 64.29(2))
 - ▶ Under this form of governance - Mayor has no veto power
 - ▶ Council shall elect one of its members Vice mayor to serve when Mayor is absent or disabled

City of Onalaska's governance system

- ▶ Current form of government for City of Onalaska mayor-council
 - ▶ Defined by City ordinance as following Ch. 62 & 66
- ▶ City of Onalaska Code of Ordinances (Chapter 1)
- ▶ Mayor has veto power
- ▶ City council elects council president

So how can a city manager style government be enacted?

- ▶ Change to charter ordinance
 - ▶ Voted on by City council
 - ▶ Requires passage by 2/3 vote of council
 - ▶ City council may elect to bring decision to referendum
 - ▶ Petition signed by 7% of most recent general election electorate
 - ▶ 7,708 electorate voted last general election
 - ▶ 540 signatures
 - ▶ Or Both!
- ▶ Charter Ordinance changes do not take effect until 60 days following passage & publication
- ▶ Referendum may be requested during this 60 day waiting period, delaying enactment until referendum has taken place.

What about other the titles?

- ▶ Wisconsin State Statutes 59 (Counties) defines
 - ▶ County executive,
 - ▶ County Administrator
 - ▶ County Administrative Coordinator
- ▶ But City related statutes 62, 64 & 66 do not define anything other than City manager.....

Questions to reflect upon?

- ▶ What is the most effective form of governance for Onalaska?
- ▶ What form would be best received by electorate?
- ▶ Does a Mayor provide accountability that a non-elected City manager does not?
- ▶ Would the City council be able to “hire” a city manager of better caliber than a mayor willing to run for office?
- ▶ Onalaska has experienced both forms of administration - what worked? What didn't work? Why?

Questions

Contact info:

Karl Green, UW Extension

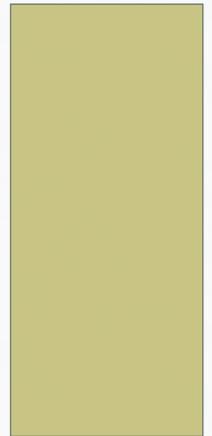
Department of Community Resource Development

608-785-9763

Karl.green@ces.uwex.edu

STATE STATUTE INFORMATION

[HTTPS://DOCS.LEGIS.WISCONSIN.GOV/2007/STATUTES/STATUTES](https://docs.legis.wisconsin.gov/2007/statutes/statutes)
/62/1/09



MAYOR §62.09(8)

- **(8)** MAYOR.
- **(a)** The mayor shall be the chief executive officer. The mayor shall take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.
- **(b)** The mayor shall from time to time give the council such information and recommend such measures as the mayor may deem advantageous to the city. When present the mayor shall preside at the meetings of the council.
- **(c)** The mayor shall have the veto power as to all acts of the council, except such as to which it is expressly or by necessary implication otherwise provided. All such acts shall be submitted to the mayor by the clerk and shall be in force upon approval evidenced by the mayor's signature, or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the clerk. If the mayor disapproves the mayor's objections shall be filed with the clerk, who shall present them to the council at its next meeting. A two-thirds vote of all the members of the council shall then make the act effective notwithstanding the objections of the mayor.
- **(d)** Except in cities that have adopted s. [62.13 \(6\)](#), the mayor shall be the head of the fire and police departments, and where there is no board of police and fire commissioners shall appoint all police officers, and the mayor may, in any city, appoint security personnel to serve without pay, and in case of riot or other emergency, appoint as many special police officers as may be necessary.
- **(e)** The council at its first meeting subsequent to the regular election and qualification of new members, shall after organization, choose from its members a president, who, in the absence of the mayor, shall preside at meetings of the council, and during the absence or inability of the mayor shall have the power and duties of the mayor, except that the president shall not have power to approve an act of the council which the mayor has disapproved by filing objections with the clerk. The president shall when so officiating be styled "Acting Mayor".

COMMON COUNCIL §62.11

- **62.11 Common council.**

- **(1) HOW CONSTITUTED.** The mayor and alderpersons shall be the common council. The mayor shall not be counted in determining whether a quorum is present at a meeting, but may vote in case of a tie. When the mayor does vote in case of a tie the mayor's vote shall be counted in determining whether a sufficient number of the council has voted favorably or unfavorably on any measure.
- **(2) TIME OF MEETING.** The council shall meet at least once a month, and on the first Tuesday unless a different day be fixed by the council. More frequent regular meetings may be established by the council, and the mayor may call a special meeting by written notice delivered personally to each member or left at the member's usual abode at least 6 hours before the meeting. Following a regular city election the new council shall first meet on the 3rd Tuesday of April.
- **(3) PROCEDURE.**
- **(a)** The council shall be the judge of the election and qualification of its members, may compel their attendance, and may fine or expel for neglect of duty.
- **(b)** Two-thirds of the members shall be a quorum, except that in cities having not more than 5 alderpersons a majority shall be a quorum. A less number may compel the attendance of absent members and adjourn. A majority of all the members shall be necessary to a confirmation. In case of a tie the mayor shall have a casting vote as in other cases.
- **(c)** Meetings shall be open to the public; and the council may punish by fine members or other persons present for disorderly behavior.
- **(d)** The ayes and noes may be required by any member. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the city or any fund thereof, the vote shall be by ayes and noes. All aye and nay votes shall be recorded in the journal.
- **(e)** The council shall in all other respects determine the rules of its procedure.
- **(f)** The style of all ordinances shall be: "The common council of the city of do ordain as follows".

CITY MANAGER PLAN §64.01

- **64.01 How to organize under 64.01 to 64.15.**
- **(1)** Any city of the second, third or fourth class may reorganize under the provisions of ss. [64.01](#) to [64.15](#), either by enactment of a charter ordinance or by a petition and referendum election as provided by s. [66.0101](#). Such petition and election shall be governed by s. [9.20 \(1\)](#) to [\(6\)](#).
- **(2)** When adopted in the manner hereinbefore provided, the provisions of ss. [64.01](#) to [64.15](#) shall take effect and become operative on the third Tuesday in April.

CITY MANAGER QUALIFICATIONS

§64.09

- **64.09 City manager; qualifications, selection, removal.**
- **(1)** The council first elected after the reorganization of a city under the provisions of ss. [64.01](#) to [64.15](#) shall as soon after the reorganization as possible engage for an indefinite term a city manager who shall have charge of the executive side of the city government and who shall be responsible for the efficiency of its administration.
- **(2)** The city manager shall be elected purely on merit. In electing the city manager the council shall give due regard to training, experience, executive and administrative ability, and efficiency and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of city manager who is not by training, experience, ability, and efficiency well qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the council to nationality, political, or religious affiliations, or to any other considerations except merit and direct qualifications for the office.
- **(3)** Residence in the city or state shall not be a qualification for the office of city manager.
- **(4)** The council may advertise for applicants in such newspapers, magazines, advertising agencies, employment bureaus or other advertising mediums and for such length of time as it shall deem necessary to secure applications from the available persons best qualified to fill such office.

CITY MANAGER QUALIFICATIONS

§64.09 (CONTINUED)

- (5) Except as provided in s. [19.36 \(7\)](#), the applications, records, recommendations and qualifications of all applicants for the office of city manager shall be immediately placed and thereafter kept on file and shall be matters of public record and open to the examination and inspection of the public at all reasonable times.
- (6) The salary of the city manager shall be fixed by the council.
- (7) The council shall have the power to remove the city manager at any time that the city manager's conduct of the city administration becomes unsatisfactory and to engage a successor after the manner prescribed in this section, but such city manager shall serve until a successor is elected and qualifies.
- (8) Before the council shall remove the city manager for any cause other than willful neglect of duty, malfeasance, or misfeasance in office, it shall give such city manager at least 60 days' notice of its contemplated action and in all cases shall present in writing a statement of the specific grounds or reasons for such removal and shall give such city manager an opportunity to be heard in regard thereto. Such statement of reasons shall be immediately placed and thereafter kept on file and shall be matter of public record open to the examination and inspection of the public at all reasonable times, and such hearing shall be a public hearing.
- (9) The action of the council in removing the city manager shall be final.
- (10) In case of vacancy in the office of city manager by reason of removal, resignation or other cause the council may elect an acting city manager for a period of not exceeding 6 months to fill the vacancy while considering the selection of a city manager. Provided, if the council is unable within such 6 months' period to secure a qualified city manager specified in this section it may by a majority vote of its members present at any regular meeting extend the employment of such acting city manager or elect another acting city manager for an additional 6 months. The acting city manager shall have all the powers and perform all the functions of city manager. The acting city manager may be removed by the council without cause or regard to sub. [\(8\)](#) and such removal shall be final.

CITY MANAGER OPTIONAL POWERS

§64.105

- **64.105 Optional powers.** Any city or village which has determined by ordinance or petition and referendum to operate under the city manager form of government may by charter ordinance allocate powers to the council, president of the council and city manager in a manner other than provided by this chapter.

CITY MANAGER POWERS §64.11

- **64.11 Powers of city manager, appointments.**
- (1) The city manager shall be the chief executive officer of the city and head of the city administration and shall possess and exercise all the executive and general administrative powers imposed and conferred by general law or special charter upon the mayor and common council and upon the various boards, commissions and officers and in force in such city at the time of its reorganization under ss. [64.01](#) to [64.15](#), and such additional powers as are herein imposed and conferred.
- (2) The city manager shall have the power to create minor administrative offices and positions and to discontinue such offices and positions according to the city manager's judgment of the needs of the city.
- (3) The city manager shall have the power to appoint all heads of departments, all subordinate city officials and all city employees and to remove such appointees at any time their services or the conduct of their offices becomes unsatisfactory to the city manager. This subsection shall not be construed as depriving the board of fire and police commissioners or the chiefs of fire or police departments of any city of all the powers conferred by s. [62.13](#).
- (4) No head of a department, city official, or city employee shall be appointed for a fixed term, but during good behavior and satisfactory service.
- (5) All appointments shall be purely on merit and with a view to securing the best available appointee for the place. Due consideration shall be given to training, experience, ability, and general qualifications and fitness for performing the duties of the office and no weight or consideration shall be given to residence, nationality, or to political or religious affiliations.
- (6) Residence in the city or state shall not be a qualification for any such appointment.
- (7) Except as provided in s. [19.36 \(7\)](#), the applications, records, recommendations and qualifications of all applicants shall be immediately placed and thereafter kept on file and shall be matters of public record subject to the examination and inspection of the public at all reasonable times.
- (8) In the event that such a city has established under the provisions of s. [66.0509](#) a civil service system, then the powers and duties of the city manager as provided in this section shall be limited and governed by such rules and regulations as may be promulgated under such civil service system.

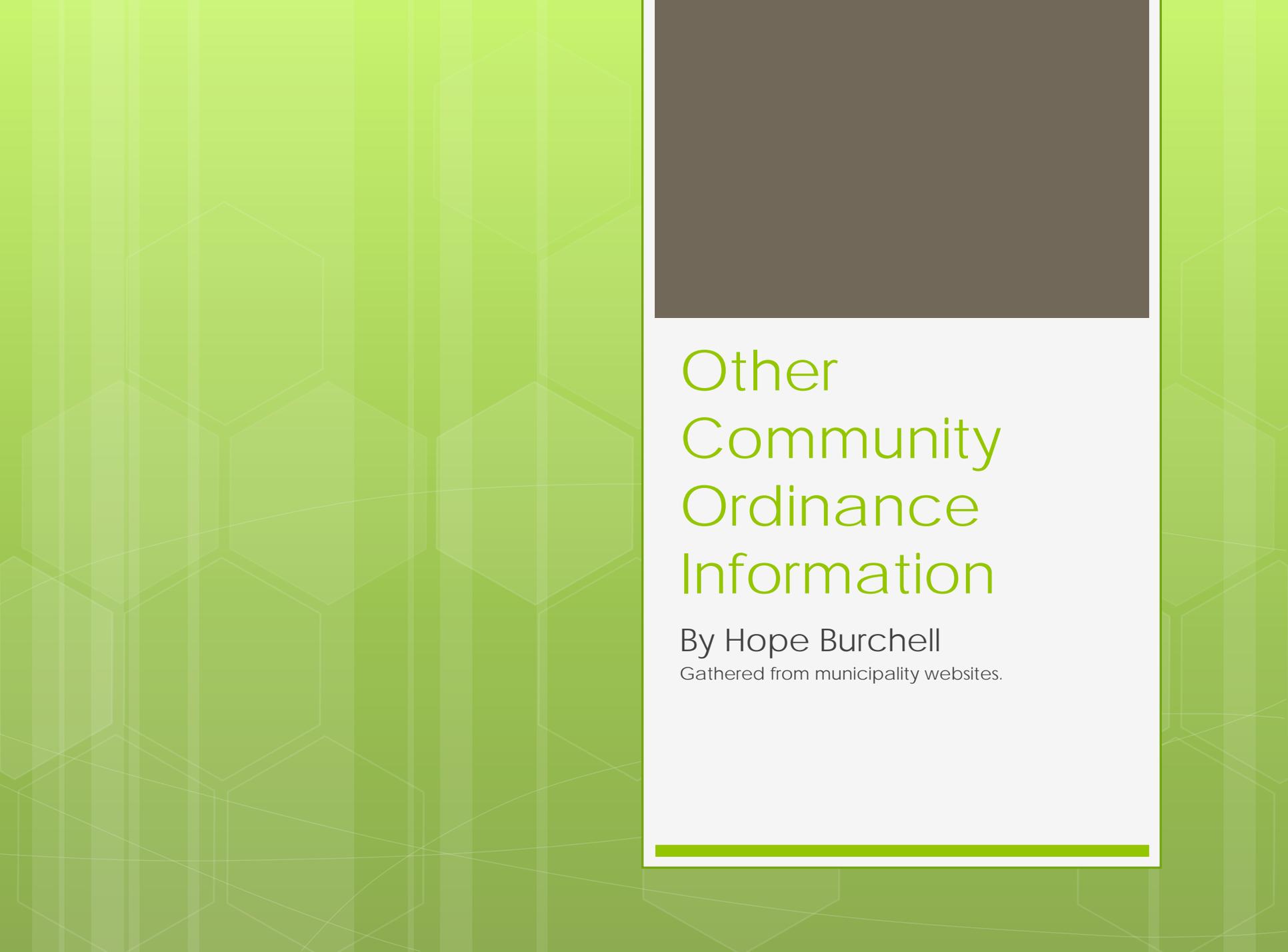
CITY MANAGER MONTHLY REPORTS

§64.12

- **64.12 City manager to present monthly reports and accounts.**
- **(1)** The city manager shall each month prepare and present to the council a summarized statement of the income and expenditures of the city for the preceding month arranged in standard form and detailed as to appropriations, funds, and character of expenditures.
- **(2)** Such summaries shall be accompanied by a general account balance sheet, a capital account balance sheet, a statement of current assets and liabilities, a statement of funded assets and liabilities, and a consolidated financial statement showing the exact financial condition of the city at the end of such month. The city manager shall also prepare and present to the council such other detailed schedules and statements of account as the council may by ordinance require.
- **(3)** All such summaries, schedules, and statements, together with a summary of the acts and proceedings of the common council for such month, shall be published in pamphlet form and copies thereof shall be furnished to all the newspapers and libraries of the city and to all persons who shall apply therefor.
- **(4)** At the end of each fiscal year the council shall cause a full and complete examination of all the books and accounts of the city to be made by competent certified public accountants licensed or certified under ch. [442](#) who shall report in full to the council. The summaries of such audits shall be presented and furnished to all newspapers and libraries of the city and to such other persons as shall apply therefor.

TOWN ADMINISTRATOR §60.37(3)

- **3)** TOWN ADMINISTRATOR.
- **(a)** The town board may create the position of town administrator and establish the qualifications, compensation and terms of employment for the position. The town administrator may be employed to serve at the pleasure of the town board or for a fixed term. If employed for a fixed term, the town board may suspend or remove the town administrator for cause.
- **(b)** The town administrator shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.
- **(c)** No elected town officer may serve as town administrator.
- **(d)** A town may join with one or more towns, villages or cities, in any combination, to employ a person as administrator for the towns, villages or cities. The governing body of each town, village and city may enter into an agreement for this purpose, which may include agreement to share the costs of the position. The town board may not enter into an agreement under this paragraph to employ an administrator for more than 3 years unless the town meeting approves the agreement.



Other Community Ordinance Information

By Hope Burchell

Gathered from municipality websites.

City of Eau Claire

City Manager Ordinance

- 2.04.012 City Manager; qualifications, selection, removal. The Council shall engage for an indefinite term a city manager who shall have charge of the executive side of the city government and who shall be responsible for the efficiency of its administration. (Ord. 5521 §2, 1995). 2.04.013 Powers of city manager, appointments. A. The city manager shall be the chief executive officer of the city and head of the city administration and shall possess and exercise all the executive and general administrative powers imposed and conferred by general law or special charter. B. The city manager shall have the power to create minor administrative offices and positions and to discontinue such offices and positions according to the city manager's judgment of the needs of the city. C. The city manager shall have the power to appoint all heads of departments, all subordinate city officials, and all city employees and to remove such appointees at any time their services or the conduct of their offices becomes unsatisfactory to the city manager. (Ord. 5521 §3, 1995).
- <http://ci.eau-claire.wi.us/departments/administration-services/city-attorney/code-of-ordinances>

City of Eau Claire

Acting City Manager

- 2.04.060 Acting city manager. The city manager may, in writing filed in the office of the city clerk, appoint an acting city manager who, during the absence or disability of the city manager, shall perform the duties and responsibilities of the city manager. When so appointed, the acting city manager shall have the same powers, obligations and authority as the city manager. The acting city manager may participate as a member with full power and authority on those boards, committees, commissions or other bodies of which the city manager is a member, unless, in the opinion of the acting city manager, such participation is in conflict with the principal duties and responsibilities of the acting city manager. (Charter Ord. 4862 §2, 1988).

City of Middleton

Ordinance – City Administrator

- 2.04 CITY ADMINISTRATOR.
- (1) Appointment. The office of City Administrator shall be appointed by the Mayor subject to confirmation by the City Council for a definite term, subject to removal by threefourths (3/4) vote of all members of the Common Council for cause. The length of the term and compensation shall be determined by the Common Council at the time of hiring.
- (2) Authority. The City Administrator shall possess the following powers within certain statutory limitations: (a) Complete authority and responsibility to direct and control all departments, except the police and library departments. (b) Responsibility for preparation and submission of the annual budget to the governing body. (c) Complete authority for budget implementation, including limited ability to transfer funds between items, up to \$1,000. (d) Responsibility and authority to recommend to the Mayor and City Council measures for adoption which are deemed appropriate problems, with the right to participate in all discussions on measures related to problems with the Mayor and governing body.
- <http://www.ci.middleton.wi.us/DocumentCenter/View/12>

City of Middleton

City Administrator Duties - Ordinance

- (3) Duties and Responsibilities. The City Administrator shall perform all of the following duties and responsibilities: (a) Attend all Common Council meetings. (b) Submit to the Mayor and Council and make available to the public a complete report on the finances and programs of the City annually. (c) Make reports to the Mayor and Council concerning the operation of City departments, offices and agencies periodically. (d) Keep the Mayor and Council fully advised as to the financial condition and future needs of the city and make such recommendations to the Council concerning the affairs of the City as he or she deems desirable. (e) Serve as purchasing agent. July 2015 Chapter 2 Page 8 (f) Be responsible for the agenda for Council meetings and order of business for all board and committee meetings. (g) Prepare and update a capital improvement plan. (h) Serve as aids coordinator for state and federal assistance. (i) Submit recommendations to the Mayor and Council for the more efficient operation of the City. (j) Supervise, direct and coordinate the City's long range planning program.

City of Tomah

Ordinance – City Administrator

- **Sec. 2-65. - City administrator.**
- (a) *Office established; purpose.* To provide the city with a more efficient, effective and responsible government under a government system of a parttime mayor and council, there is hereby created the office of city administrator.
- (b) *Appointment; term.* The city council shall appoint the city administrator who shall hold office for an indefinite term, subject to suspension or removal for cause by the council.
- https://www.municode.com/library/wi/tomah/codes/code_of_ordinances

City of Tomah

City Administrator Duties - Ordinance

- (c) *Powers and duties.* The city administrator shall have the authority and duty formerly exercised by the city comptroller, which office has been abolished. Specifically, the powers and duties of the city administrator shall include, but not be limited to, the following. The city administrator shall:
 - (1) Recommend to the mayor and council to appoint, suspend, remove or discipline all department heads in a manner that is not inconsistent with state law, this Code, and the ordinances of the city;
 - (2) Carry out directives of the city council involving administrative implementation or direction and coordination of the various city departments;
 - (3) Direct, coordinate and expedite the activities of all city departments, except for the authority vested by the state law in certain boards and commissions;
 - (4) Have responsibility for the administration of all day-to-day operations and services provided by the city, including the supervision of all departments in the monitoring and enforcement of all city ordinances, resolutions, state statutes and council directives;
 - (5) Have responsibility for establishing and implementing administrative procedures to increase the effectiveness and efficiency of city government operations that are fully consistent with approved policies established by the city council;
 - (6) Represent the city in matters involving legislative and inter-governmental affairs as required;
 - (7) Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the city, its employees and its citizens;
 - (8) Promote economic well-being and growth of the city through public and private sector cooperation;
 - (9) Keep the mayor and council informed about activities of city departments through oral and written reports;

City of Tomah

City Administrator Duties – Ordinance (Continued)

- (10) Serve as city personnel officer, which shall include the development, implementation, interpretation and enforcement of all city personnel rules and regulations as approved by the council, including recommending revision of the personnel policy when necessary, recommending salary and wage scales for all city employees not covered by collective bargaining agreements, and directing and overseeing the process whereby personnel problems and grievances are promptly resolved;
- (11) Be a member of the city management negotiation team that is responsible for the negotiation of all collective bargaining agreements with city-recognized bargaining units;
- (12) Coordinate and supervise all negotiations with developers seeking annexation or rezoning;
- (13) Be an ex officio member of the planning commission;
- (14) Attend all council meetings and all other committee and commission meetings as directed by the mayor or council;
- (15) Direct and coordinate the preparation of the annual city budget and administer same;
- (16) Direct and oversee the city's purchasing policy;
- (17) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and to act as the approving authority for requests by employees to attend conferences, meetings, training schools, and similar events, provided funds have been budgeted for these activities; and
- (18) In coordination with the mayor and the clerk, cause to be prepared the agenda for all meetings of the council, together with the supporting material as may be required with nothing herein being so construed as to give the administrator authority to limit or in any way prevent matters from being considered by the city council.

Village of Holmen

Ordinance – Village Administrator

- **§ 5-5. Village Administrator.**
- A. Creation and purpose. In order that various officers, officials, and employees and departments executing policy and administering the affairs of the Village of Holmen, Wisconsin, operate as efficiently as possible under a system of part-time President and part-time Trustees, and to better ensure competent, expeditious, efficient and harmonious administration and action in respect to any activity common to any one or more of the Village's officers, officials and departments, and in order that there may be a uniform administration of policy, there is hereby created the office of Village Administrator for the Village of Holmen, Wisconsin.
- B. Office of Village Clerk and Village Administrator may be combined. The offices of Village Clerk and Village Administrator may be held by the same person. The Village Administrator shall be appointed and shall hold office for an indefinite term, subject to removal by the Village Board. [Amended 2-9-2012 by Ord. No. 2-2012]
- http://www.holmenwi.com/index.asp?SEC=158B357E-EABE-44F5-B17E-8F1DD759F20B&DE=D752AEF5-3F09-46F9-9768-39FCA704F13A&Type=B_BASIC

Village of Holmen

Village Administrator Duties- Ordinance

- C. The power and duties of Village Administrator shall be: [Amended 2-9-2012 by Ord. No. 2-2012]
- (1) To attend all official meetings of the Board and its committees unless excused by the Board or the committee, and collaborate with the Board on important matters pertaining to Village administration, business and affairs; and to make recommendations from time to time for improving the quality and efficiency of the services performed by the Village.
- (2) Unless otherwise prearranged or at the option of the Village President and Committee Chairman, prepare the agenda and order of business for all board and committee meetings. Nothing herein shall be so construed as to give the Village Administrator authority to limit or in any way prevent matters from being considered by the Board or its committees.
- (3) To establish such methods of handling details of administration as will, in his opinion, best promote efficiency in municipal government.
- (4) To administer the operation and maintenance of all Village-owned property, lands, buildings, improvements and equipment, and all public ways, ditches and drains and storm sewers.
- (5) To administer the construction and maintenance of all public ways, public works, and improvements undertaken either directly or indirectly by the Village.
- (6) To prepare annually and submit to the Board a financial budget of anticipated income and expenditures for the ensuing fiscal year, and supervise and control the expenditures of money and the administration of such budget as adopted.
- (7) Act as purchasing agent directing the purchase of materials, supplies, equipment, and service of every kind and character for any and all departments and subdivisions of the Village.
- (8) Act as personnel officer for the Village, recommend salary and wage scales and working conditions for those officers, officials, or employees not covered by collective bargaining agreements and maintain a current personnel file for all the departments.

Village of Holmen

Village Administrator Duties- Ordinance (Continued)

- (9) Inquire into and settle pursuant to existing Village policy or otherwise report to the Village Board any dispute concerning the activities of any department or office in connection with interdepartmental relations or with persons having business with the Village.
- (10) Such other administrative duties and powers not inconsistent with ordinances may be prescribed by the Board from time to time.
- (11) See that all Village ordinances are efficiently enforced.
- (12) Serve as the Village Human Resource Director.
- (13) Supervise all department heads, and indirectly supervise all other subordinate staff.
- (14) Serve as the Village Planning, Community and Economic Development Director.
- (15) Negotiate, review and oversee contracts on behalf of the Village.
- (16) Serve as the primary Village agent responsible for intragovernmental and intergovernmental communication, promoting public relations, efficiencies and quality control.