

## Chapter 1

### GENERAL GOVERNMENT

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1.01 FORM OF GOVERNMENT. The City of Chilton, Calumet County, Wisconsin, is organized and operated under the Mayor-Council system of government, Ch. 62, Wis. Stats.

1.02 ELECTED OFFICIALS.

(1) The elected officials of the City shall be:

(a) Mayor.

(b) Two Aldermen from each aldermanic district.

(2) WHEN ELECTED. All elected officials shall be elected in even-numbered years except one alderman shall be elected from each aldermanic district annually.

1.03 APPOINTED OFFICIALS. The following appointed officials, the method of selection and the terms of office shall be as follows:

	<u>OFFICER</u>	<u>MANNER OF APPOINTMENT</u>	<u>TERM</u>
(1)	Director of Public Works/ (Ord. #810 11/21/95)	By Common Council	Indefinite
(2)	City Attorney	By Common Council	1 year
(3)	Chief of Police	Mayor, subject to Confirmation by Council	Indefinite
(4)	Fire Chief	Mayor, subject to Confirmation by Council	Indefinite
(5)	Building/Plumbing Insp. (Ord. #770 4/6/93)	Mayor, subject to confirmation by Council	Indefinite
(6)	Assistant Building/ Plumbing Inspector (Ord. #770 4/6/93)	Mayor, subject to confirmation by Council	Indefinite
(7)	Emergency Management Director (Ord. #943 12/18/01)	Mayor, subject to confirmation by Council	1 year
(8)	Health Officer (Ord. #1006 1/16/07) Director of Public Works is hereby appointed for the purpose of Section 9.03 of the Municipal Code of the City of Chilton.	Director of Public Works	
(9)	Policemen (Ord. #694 10/18/88)	Mayor, subject to confirmation by Council	Indefinite

(10)	Clerk/Treasurer (Ord. #834 02/11/97)	By Common Council	Indefinite
(11)	Weed Commissioner	The Weed Commissioner shall be appointed pursuant to Section 66.0517, Wis. Stats.	
(12)	Assessor	Council	Contract
(13)	Administrative Coordinator (Ord. #897 11/15/05)	Council	Indefinite

#### 1.04 BOARD OF REVIEW. (Ord. # 572 4/20/82)

- (1) COMPOSITION. The Board of Review shall consist of the Mayor, City Clerk, and three residents of the City, any one or all of whom may be public officer or public employee. All members, excepting for the Mayor and City Clerk, shall be appointed by the Mayor, subject to confirmation by the Council.
- (2) COMPENSATION. The members shall receive as compensation such sum as the Council shall determine for each day during which services are actually rendered, except no officer of the City who is a member of the Board of Review and who is a full time employee or officer of the City shall receive any further compensation for services on the Board beyond his regular salary or compensation.
- (3) CONFIDENTIALITY. Income and expense information submitted to an assessor pursuant to activities under Section 70.47(a-f), Stats, shall remain confidential, except that such information may be used by persons in the discharge of the duties imposed by law or of the duties of their office by order of a court. The information that is provided, unless a court determines that it is inaccurate, is not subject to the right of inspection a copying under Section 19.35(1), Stats. (Ord. #939 11/6/01)
- (4) OBJECTING TO PROPERTY TAX ASSESSMENTS. Pursuant to Wisconsin Statutes Section 70.47(7) (c) the Board of Review is authorized to grant a taxpayer a 60-day extension for a hearing related to the taxpayer's objection submitted under Section 70.47 provided the taxpayer submits with the objection a request to the board for an extension and pays the fee specified in Wisconsin Statutes Section 70.47(7) (c). The Board of Review procedure and extension shall be governed by the terms of Wisconsin Statutes Section 70.47(7) (c) and 70.47(8) (d) and (j). The City Assessor shall follow the procedure dictated in Wisconsin Statutes Section 70.47(7) (c). (Ord. #1032 6/3/08)

#### 1.05 LIBRARY BOARD.

- (1) COMPOSITION. (Ord. #967 3/16/04)
  - (a) The Library Board shall be composed of seven (7) members to be appointed by the Mayor, subject to confirmation by the Council, pursuant to Section 43.54, Wis. Stats.

(b) Calumet County Representation on the City Library Board shall be pursuant to Section 43.60, WI Statute.

- (2) COMPENSATION. No compensation shall be paid to members for their services, but they may be reimbursed for actual and necessary expenses incurred in performing duties outside the City, if so authorized by the Board.

#### 1.06 BOARD OF PUBLIC WORKS.

- (1) HOW CONSTITUTED. The Aldermen of the City of Chilton, the Director of Public Works and the City Clerk shall constitute the Board of Public Works, and each member shall have one vote thereon, the Mayor shall be the chairperson and the City Clerk shall be the secretary thereof.
- (2) DUTIES. The Board of Public Works shall perform such duties as are prescribed by the state statutes, particularly Chapter 62 thereof, and such other duties that the common council shall impose.

#### 1.07 PLAN COMMISSION.

##### (1) APPOINTMENT.

- (a) The City Plan Commission shall consist of seven members as follows: The Mayor, who shall be the presiding officer, a member of the Council, the Director of Public Works and 4 citizen members.
- (b) The alderman member of the Plan Commission shall be elected by a 2/3 vote of the Common Council during April of each year.
- (c) The citizen members shall be appointed by the Mayor, subject to confirmation by the Common Council, annually during April for terms of 3 years, in accordance with Sec. 62.23(1), Wis. Stats.
- (d) All vacancies on the City Plan Commission shall be filled for the un-expired term in the same manner as the appointment for the full term.
- (e) Should a Park Board for the City ever be created, the President of the Park Board shall succeed to a place on the Plan Commission when the next term of the annually appointed citizen member shall expire.
- (2) STAFF EXPENDITURES. The Plan Commission may employ experts and a staff, and pay for their services and such other expenses, as may be necessary and proper not exceeding, in all, the appropriation that may be made for such Commission by the Common Council. (Ord. #967 3/16/04)

1.08 BOARD OF ZONING APPEALS. The Board of Zoning Appeals shall consist of five members appointed by the Mayor, subject to confirmation by the Common Council, for terms of 3 years, except that of those first appointed one shall serve for one year, 2 for 2 years and 2 for 3 years. The members shall be removable by the Mayor for cause upon

written charges and after public hearing. The Mayor shall designate one of the members chairman. The Board may employ a secretary and other employees. The Mayor shall appoint an alternate member for a term of 3 years, who shall act with full power only when a member of the Board is absent or refuses to vote because of interest. Vacancies shall be filled for the unexpired terms of members whose terms become vacant. (Ord. #991 12/06/05)

#### 1.09 ADMINISTRATIVE COORDINATOR (Ord. #897 11/15/05)

- (1) **OFFICE OF ADMINISTRATIVE COORDINATOR.** In order to provide the City of Chilton with a more efficient, effective and responsible government under a system of a part-time mayor and part-time common council (hereinafter referred to as “council”) at a time when city government is becoming increasingly complex, there is hereby created the Office of Administrative Coordinator for the City of Chilton (hereinafter referred to as “coordinator”).
- (2) **APPOINTMENT, TERM OF OFFICE AND REMOVAL.** The coordinator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by a majority vote of the council. The coordinator shall hold office for an indefinite term subject to removal at any time through the procedures defined in sec. 17.12 of the Wisconsin Statutes. This section, however, shall not preclude the council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Chilton. The position is combined with Clerk/Treasurer.
- (3) **FUNCTIONS AND DUTIES OF THE COORDINATOR.** The coordinator, subject to the limitations defined in resolutions and ordinances of the City of Chilton and Wisconsin Statutes, shall be the chief administrative coordinator of the City, responsible only to the mayor and the council for the proper administration of the business affairs of the City, pursuant to Wisconsin Statutes, the ordinances of the City of Chilton, and the resolutions, board motions and directives of the council, with power and duties as follows:
  - (a) **GENERAL DUTIES**
    - (i) Carry out directives of the mayor and council that require administrative implementation, reporting promptly to the mayor and council any difficulties encountered herein;
    - (ii) Be responsible for the administrative coordination of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes;
    - (iii) Prepare a plan of administration, including an organization chart, and administrative procedure plan for the City;
    - (iv) Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current

practices in local government, not inconsistent with (ii) above or directives of the mayor and council:

- (v) Act as a nonvoting member of all boards, commissions and committees of the City, except as specified by the council or Wisconsin Statutes;
- (vi) Keep informed concerning current federal, state, and county legislation and administrative rules affecting the City and submits appropriate reports and recommendations thereon to the council;
- (vii) Keep informed concerning the availability of federal, state and county funds for local programs, and assist department heads and the council in obtaining these funds under the direction of the mayor and the council;
- (viii) Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council;
- (ix) Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed: ( Except: Emergency Management Plan)
- (x) Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
- (xi) Promote the economic well-being and growth of the City through public and private sector cooperation;

(b) RESPONSIBILITIES TO THE COUNCIL.

- (i) Attend all meetings of the council, assisting the mayor and the council as required in the performance of their duties.
- (ii) In coordination with the mayor, the council, and the clerk, ensure that appropriate agendas are prepared to all meetings of the council, all council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required, with nothing herein being construed as to give the coordinator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions;

- (iii) Assist in the preparation of ordinances and resolutions as requested by the mayor or the council, or as needed;
- (iv) Keep the mayor and council regularly informed about the activities of the coordinator's office by oral or written report at regular and special meetings of the council;

(c) PERSONNEL

- (i) Be responsible for the administrative coordination of all employees of the City according to the established organization procedures;
- (ii) Recommend to the council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads;
- (iii) Responsible to see that complete and current personnel records, including specific job descriptions and employee evaluations for all City employees are kept; recommend salary and wage scales for City employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; work closely with department heads to promptly resolve personnel problems or grievances. (Fire Department Evaluations: All fire department evaluations will be at the discretion of the Fire Chief).
- (iv) Coordinate the creation, maintenance and implementation of the Personnel Policy Manual.
- (v) Assist in labor contract negotiations and collective bargaining issues;

(d) BUDGETING AND PURCHASING

- (i) Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the council and in coordination with department heads and mayor, and pursuant to state statutes, for review and approval by the council;
- (ii) Administer the budget as adopted by the council;
- (iii) Report regularly to the council on the current fiscal position of the City;
- (iv) Supervise the accounting system of the City and insure that the system employs methods in accordance with current professional accounting practices.
- (v) Purchasing procedures established by the council and any limitations contained in Wisconsin Statutes;

(4) COOPERATION.

All officials and employees of the City shall cooperate with and assist the coordinator so that the city government shall function effectively and efficiently.

1.10 WARD BOUNDARIES. The City shall be divided into Five Wards as follows:  
(Ord. #1074 6/21/2011)

- (1) FIRST WARD. All the territory located within the following blocks as described in attachment A, shall constitute the First Ward.
- (2) SECOND WARD. All the territory located within the following blocks as described in attachment B, shall constitute the Second Ward.
- (3) THIRD WARD. All the territory located within the blocks as described in attachment C, shall constitute the Third Ward.
- (4) FOURTH WARD. All the territory located within the following blocks as described in attachment D, shall constitute the Fourth Ward.
- (5) FIFTH WARD. All the territory located within the following blocks as described in attachment E, shall constitute the Fifth Ward.

1.11 ALDERMANIC DISTRICTS. The City shall be divided into Four Aldermanic Districts as follows: (Ord. #555 11/3/81, Ord. #740 7/2/91, Ord. #930 7/17/01, Ord. #1075 8/16/2011)

- (1) FIRST ALDERMANIC DISTRICT. All the territory located within Ward One and the following blocks as described in Attachment 1, shall constitute Aldermanic District One.
- (2) SECOND ALDERMANIC DISTRICT. All the territory located within Ward Two and Ward Five and the following blocks as described in Attachment 2, shall constitute Aldermanic District Two.
- (3) THIRD ALDERMANIC DISTRICT. All the territory located within Ward Three and the blocks as described in Attachment 3 shall constitute Aldermanic District Three.
- (4) FOURTH ALDERMANIC DISTRICT. All the territory located within Ward Four and the following blocks as described in Attachment 4, shall constitute the Aldermanic District Four.

1.12 ANNEXATIONS.

1974: Ordinance No. 440 (Vogt-Steege Farms, Inc.)

1974 Ordinance No. 442 (Vogt-Steege Farms, Inc.)

1975: Ordinance No. 449	(Steege Farms, Inc.)
1976: Ordinance No. 463	(Steege Farms, Inc.)
1981: Ordinance No. 553	(Gervase & Kay Hephner)
1984: Ordinance No. 615	(Vogt Farm)
1984: Ordinance No. 618	(Gravesville)
1986: Ordinance No. 645	(Industrial Park)
1989: Ordinance No. 700	(Nennig, Michels, & Hephner)
1992: Ordinance No. 758	(Chilton Area Dev. Corp., Vogt, Steege Farms Inc.)
1992: Ordinance No. 764	(Wilbur & Phyllis Schnuell)
1992: Ordinance No. 765	(Kolbe Farm)
1995: Ordinance No. 807	(Hephner/Michels)
1996: Ordinance No. 816	(Steege Farms, Inc.)
1998: Ordinance No. 858	(Geiser/Vogt)
1998: Ordinance No. 867	(Steege Farms, Inc.)
1998: Ordinance No. 872	(Norbert Mallmann)
1999: Ordinance No. 883	(Daniel & Donna Vogt)
2000: Ordinance No. 913	(Steege Farms)
2003: Ordinance No. 955	(Daniel & Donna Vogt)
2007: Amended Ordinance No. 1033, No. 1022	(State of WI – Roadway)

11.13 WHEN POLLS OPEN. (Ord. #993 5/02/06, Ord. #967 3/16/04).

The polls on all election days shall be open from 7:00 a.m. to 8:00 p.m.