

City of Abbotsford

203 N. Frist Street, Abbotsford, WI 54405

City Hall (715) 223-3444 City Garage (715) 223-2933 Fax (715) 223-8891

AGENDA FOR THE SPECIAL COUNCIL MEETING TO BE HELD

August 29, 2018 AT 6:15 PM Following the License & Ordinance Meeting
IN THE COUNCIL CHAMBERS OF THE ABBOTSFORD CITY HALL
203 NORTH FIRST STREET, ABBOTSFORD WI

All items listed will be brought before the Abbotsford City Council for discussion and possible approval.

1. Call the Special meeting to order
 - a. Roll call
 - b. Pledge of Allegiance
2. Comments by the Public
3. Minutes from the Special Council held August 13, 2018
 - a. Waive the reading and approve the minutes
4. Discussion/Approve
 - a. Review/approve Solicitation of \$1,000,000 Construction Loan for CDBG project.
 - b. Review/approve Interim Administrators recommendation of hiring new Administrative Assistance-Account Clerk
 - c. Review/approve adapting a Charter Ordinance Abolishing the City Clerk-Treasurer Position and Creation a Consolidated City Administrator-Clerk-Treasurer Position.
5. Motion to adjourn into closed session pursuant to Wisconsin Statute § 19.85 (e) and (g) to discuss matters related to the nonmetallic mining conditional use permit issued to Haas Sons, Inc., to receive advice from counsel concerning strategy with respect to current and potential additional litigation, and for possible deliberations related to competitive or bargaining considerations. And pursuant to Section 19.85(1) (c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility Administrator Clerk/Treasurer position.
 - a. Roll call vote
6. Convene to open session
7. Discuss/recommend items, if any from closed session
8. Adjourn

Minutes from the August 13, 2018 Abbotsford City Council Special Meeting held in the Abbotsford City Hall Chambers.

Mayor called the meeting to order at 5:00 p.m.

Roll call: Mayor Voss, Horacek, Clement, Weideman, Kramer and Huther. Executed Absent Totzke, Anders and Faber.

Others present: Interim Administrator Gau, PW Dir. Stuttgen, and MSA Rasmussen.

Pledge of Allegiance-Held

Comments by the Public: None

Administrator Report: Gau gave a brief reported on the reason for the special meeting a how they relate to tonight's meeting.

Minutes: Motion by *Weideman /Clement* to approve the minutes of August 6, 2018. *Motion carried unanimously.*

Discussion/Approve

Resend Resolution No. 2018-3 Adopting the Project Plan Approving Territory Amendment #1 to Tax Increment Finance District No, 6 City of Abbotsford, Wisconsin. Motion by *Weideman/ Horacek* to resend Resolution No. 2018-3. *Motion carried unanimously.*

Action to Include Tax Parcels #201.0666.000 and 201.0667.000 to TIF # 6. Interim Administrator Gau and MSA Rep. Rasmussen reported to the Council that on July 31, 2018 Special Council when they acted on Resolution No. 2018-3 there was not a correct map to merger two parcels of property to create an amended TIF. Motion by *Weideman/Huther* to include Tax Parcels #201.0666.000 and 201.0667.000 to merger these two parcel to create amended TIF#6. *Motion carried unanimously.*

Resolution No. 2018-6 Approving Territory Amendment #1 to Tax Increment Finance District No, 6 City of Abbotsford, Wisconsin. Motion by *Weideman/ Horacek* to approve Resolution No. 2018-6 Approving Territory Amendment #1 to Tax Increment Finance District No, 6 City of Abbotsford, Wisconsin. *Motion carried unanimously.*

Bid from American Asphalt in the amount of \$36,749.24 on mill and overlay of Pine Street between the tracks an 3rd Ave seconded. PW Dir. Stuttgen went over the bid and the reasons to move forward with this project. Motion by *Weideman/ Horacek* to authorizing the Mayor to sign contract with American Asphalt in the amount of \$36,749.24 for a mill and overlay of Pine Street between the tracks an 3rd Ave seconded. *Motion carried unanimously.*

Consideration of Craig Stuttgen as project inspector for the 2018 Construction CDBG project after nominal working hours. Interim Administrator Gau requested the Council consider having Craig Stuttgen provide construction inspection on the 2018 Construction CDBG project beyond his nominal working hours and pay him hourly at time and half for this specific project. DPW Stuttgen felt he should be an hourly supervisor instead salary and gave an example of when he plowed snow for several hours beyond his normal working hours and didn't even get paid. The council at that time paid him time and

half for the hours worked beyond his normal hours. When asked if he would conduct this work on special bases and be paid time and half, he felt the process in place works fine. *No action taken.*

Discuss recommend completing Sycamore project – Stuttgen. DPW Stuttgen stated that the project is at a cost of \$396,000 to date and to complete the next block in replacing sanitary sewer it would take an additional \$60,000 of fund from the City outside of the USDA Grant funds. Interim Administrator Gau question that the project bid was for \$424,862.00 and that he felt they were not at max. \$500,000 of USDA grant funds. Engineer project inspector arrived at the meeting at Stuttgen request and he explained that additional fund to reach \$500,000 would be Engineering project inspection cost. Thereby if the City would want to proceed at this time to complete the next block of Sycamore Street they would need to authorize funding an additional \$60,000 of City funds. Stuttgen exemplified if the City didn't proceed with next block of Sycamore Street adding \$60,000 of City fund, the City would lose \$80,000 of USDA Grant Funds. Motion by *Horacek/ Weideman* to proceed with construction on the next block of Sycamore Street and authorize \$60,000 of City funds toward the project. *Motion carried unanimously.*

Close Session

Motion *Kramer/Huther* to adjourn into closed session pursuant to Wisconsin Statute § 19.85 (1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of receiving an update on the Hass Inc. CUP Roll call: Kramer yes, Horacek yes, Weideman yes, Clement yes, & Huther yes.

Open Session

Convene to open session. Motion by *Horacek/ Huther* to go into open session. *Motion carried unanimously.*

Discuss/recommend items, if any from closed session.

Motion by *Weideman/ Horacek* to Authorize Mayor to sign letter of engagement with Stafford Rosenbaum LLP Attorney's to retain legal advice with respect to the issuance of a conditional use permit for a nonmetallic mining operation of Hass Inc. *Motion carried unanimously.*

Motion by *Kramer/ Weideman* to Authorize Mayor to sign a proposal with Montgomery Associates to retain Hydrologist with respect to the issuance of a conditional use permit for a nonmetallic mining operation of Hass Inc. *Motion carried unanimously.*

Motion to adjourn at 6:30 p.m. by *Weideman /Huther*. *Motion carried unanimously.*

Minutes prepared by Interim Administrator Gau

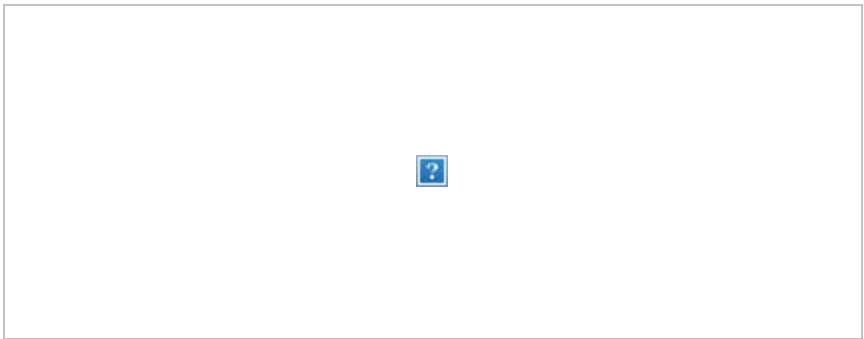
From: [Todd Trader](#)
To: [Duane Gau](#)
Subject: FW: Abbotsford Project Costs
Date: Tuesday, August 28, 2018 2:24:02 PM
Attachments: [image011.png](#)
[image012.png](#)
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[image014.png](#)
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[image003.png](#)
[image004.jpg](#)



Duane here are the project costs. I'd use \$900K for construction to allow a little contingency.

 **Todd Trader, PE** | Team Leader
MSA Professional Services, Inc.
+1 (715) 304-0460


From: Laura Jones
Sent: Tuesday, August 28, 2018 12:30 PM
To: Todd Trader <ttrader@msa-ps.com>
Subject: Abbotsford Project Costs

Hi Todd-
Here are the project costs I found.
If any of these seem off, let me know.
Laura



 **Laura Jones** | Municipal Advisor
MSA Professional Services, Inc.
146 North Central Avenue, Suite 201
Marshfield, WI 54449
+1 (715) 304-0463


ADMINISTRATIVE ASSISTANT-ACCOUNT CLERK
FULL TIME POSITION

The selection committee and Deputy Clerk/Treasurer have interviewed 4 candidates for the above position and their preferred candidate was Erin Clausnitzer from Withee, WI. She is a Medford Area Senior High school graduate and has 3.5 yrs. college at the UW Platteville. She is currently a customer service rep. and bookkeeper at a store in Medford. All her references described her as a team player, multi-tasker, quick study and is not afraid to ask questions.

I am recommending to the City Council to ratify hiring Erin Clausnitzer as full time Administrative Assistant-Account Clerk at a pay rate of \$13.00/hr. Her start date will be September 10, 2018.

Interim Administrator
Duane Gau

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ORDINANCE NO. _____

**A CHARTER ORDINANCE ABOLISHING THE
CITY CLERK-TREASURER POSITION
AND CREATING A CONSOLIDATED CITY
ADMINISTRATOR-CLERK-TREASURER POSITION**

The Common Council of the City of Abbotsford, Clark and Marathon Counties, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the City of Abbotsford Code of Ordinances is repealed and replaced with a new Section 2-3-3 which is adopted as follows:

Sec. 2-3-3 City Administrator-Clerk-Treasurer.

- (a) **Position Creation and Purpose.**
 - (1) **Consolidated Position Established.** In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Abbotsford may operate as efficiently as possible under a system of an elected part-time Mayor and Common Council, and to better ensure professional management of municipal responsibilities and services, the office of City Administrator-Clerk-Treasurer is created.
 - (2) **Position References.** Any references in this Code of Ordinances and other City documents to the position of "City Clerk-Treasurer" or "City Administrator" shall be construed to mean the City Administrator-Clerk-Treasurer position.
- (b) **Statutory Requirements for Consolidated Offices.** Pursuant to Sections 62.09(9) and (11) and 66.0101, Wis. Stats., the City of Abbotsford elects by charter ordinance not to be governed by those portions of Chapter 62, Wis. Stats., which relate to the separate offices, selection and tenure of the offices of City Clerk and City Treasurer and which are in conflict with this Section. The offices of City Clerk and City Treasurer are hereby consolidated and the duties of both statutory offices shall be performed by the person appointed as City Administrator-Clerk-Treasurer.
- (c) **Appointment; Term.** The City Administrator shall be appointed by the Mayor, subject to majority confirmation vote of the members elect of the Common Council. The City Administrator shall hold office for an indefinite term or as prescribed by employment contract, whichever is more restrictive,

subject to removal as provided in Sec. 17.13, Wis. Stats., and City personnel policies. The City Administrator is an at-will employee of the City.

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(d) **Responsibilities.** The responsibilities of the City Administrator shall be, but not limited to, the following:

(1) **Chief Administrative Official.** The City Administrator shall:

- a. Serve as the chief administrative official of the City of Abbotsford, responsible to and under the general direction of the Mayor and Common Council.
- b. Be responsible for implementing policies set forth by the Mayor and Common Council.
- c. Be responsible for City compliance with federal and state laws and City ordinances and adopted policies.
- d. Attend all Common Council meetings and other meetings as directed by the Mayor or Common Council.
- e. Assist City officials with compliance with the Wisconsin Open Meetings Law and Wisconsin Open Records Law.
- f. Assist the Mayor and Common Council in establishing procedures regarding evaluations of City programs and services, including conducting planning sessions with the Common Council and other City bodies.
- g. Provide recommendations to the Mayor and Common Council regarding City programs and services, and any organizational modifications deemed necessary.
- h. Confer with the Mayor, Common Council, department supervisors, and other City governmental bodies about projects, services, and possible issues.

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(2) **Supervision of Municipal Operations.** The City Administrator shall:

- a. Be responsible for the proper supervision and administration of all aspects of day-to-day operations, functions and programs of the City.
- b. Have supervisory and administrative authority and responsibility for all City departments, department heads and employees, except where such authority is vested by the Wisconsin Statutes in certain boards and commissions.
- c. Provide management and program leadership for City departments and operations.

(3) **Personnel Management.** The City Administrator shall direct the effective and efficient performance of all City employees, including the following duties:

- a. Assist the Mayor and Common Council in filling employee vacancies, negotiating employee contracts, and making revisions to the Employee Hand Book.
- b. Conduct annual performance evaluations of department heads and ensure the same evaluations are performed by department heads of employees under their supervision. The City Administrator may make recommendations to the Mayor and Common Council

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regarding the performance and continued employment status of employees.

- c. Serve as the City Personnel Officer, with responsibilities for the development, implementation, interpretation and enforcement of the City Employee Hand Book, associated policies and employment contracts. This includes recommending revisions to City Employee Hand Book and implementing disciplinary actions when warranted. The City Administrator shall recommend compensation for employees, and direct and oversee the process where personnel issues and/or grievances and citizen complaints regarding City personnel are resolved.
 - d. Maintain personnel files.
 - e. Make interim personnel appointments when necessary.
 - f. Implement an internal system by which employees are accountable to the City Administrator regarding their responsibilities and performance of duties.
 - g. Participate in the employee grievance process as defined in the Employee Hand Book and various contracts.
- (4) **Implementation of Council Directives; Legislative Management.**
The City Administrator shall:
- a. Effectuate all actions and directives approved by the Common Council which require administrative implementation through the active direction and coordination of the various City departments.
 - b. Seek compliance with federal and state laws and administrative rules and City ordinances and resolutions impacting City government and its administration.
 - c. Establish and implement administrative procedures to increase the effectiveness and efficiency of City government which are fully consistent with approved directives and policies established by the Common Council.
 - d. Disseminate information concerning proposed and current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council.
 - e. Provide recommendations to the Mayor and Common Council regarding modifications to the City of Abbotsford Code of Ordinances.
 - f. Assist legal, engineering and planning professionals in maintaining the Code of Ordinances, Employee Hand Book, and various municipal policies and procedures.
 - g. Represent the City in matters involving legislative and intergovernmental affairs as required.
- (5) **Establishment of City Goals and Objectives; Communications.** The City Administrator shall:
- a. Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the citizens of the City,

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- institute and direct a system whereby City departments, as well as persons having business with the Mayor and/or Common Council or any City department, may properly and efficiently conduct such business.
- b. Establish and maintain procedures to facilitate communication between citizens and City government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention and that all such matters are expeditiously resolved.
 - c. Maintain effective communications with the public through press releases and providing an effective City government website.
- (6) **General Budget and Fiscal Management Responsibilities.** In assisting the Mayor and Common Council, the City Administrator shall:
- a. Prepare and manage the annual City general fund, operating and capital budgets.
 - b. Administer special financial programs including debt management, investment of surplus funds, property tax stabilization, and grants management.
 - c. Assure that the City's financial operations are subject to adequate internal controls.
 - d. Coordinate the activities associated with the City's financial audits.
 - e. Maintain the City's payroll system:
 - 1. Calculate compensation from time cards, run sheets, records, etc.
 - 2. Allocate compensation to appropriate accounts (i.e. parks, utilities, snow removal, law enforcement, weed and grass cutting, etc.).
 - 3. Prepare and issue pay checks.
 - 4. Maintain Wisconsin Retirement System records and federal and state payroll reporting.
 - 5. Prepare payroll allocation reports for worker's compensation, retirement, and other benefits.
 - f. Assist the Mayor and Common Council in the establishment of financial performance goals and the development of City financial and budgeting policies and procedures.
 - g. Recommend financial benchmarks for debt management, property taxation rates, and user rates and fees.
 - h. Review and recommend appropriate user fees and license fees for City utilities, recreation user fees, special use fees, and City-issued licenses.
 - i. Maintain all contracts to which the City is a party to, including such representative contracts as:
 - 1. Central Fire & EMS District,
 - 2. Abbotsford-Colby Police Commission
 - 3. Any other contracts.

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- J. Administer billings and collections for City utilities, special assessments, etc.
 - k. Prepare specifications for and manage insurance coverage and bonds.
 - l. Maintain fixed asset records of the City of Abbotsford, including, but not limited to:
 - 1. Major City equipment (cost, service life, depreciation, insurance value).
 - 2. Infrastructure (streets, storm sewers, curb and gutter).
 - 3. Water utility assets (meters, mains, service wells, pumps, etc.).
 - 4. Sewer utility assets (mains, laterals, treatment plant, etc.).
- (7) **Property Tax Management.** The City Administrator shall:
- a. Serve on the Board of Review and keep the minutes of such body.
 - b. Work with the City Assessor on property assessment valuations.
 - c. Compute the property tax levy for preparation of tax statements, mail tax statements, and collect payments.
 - d. Compute the City's property tax settlements with other taxing entities such as the counties, school district, technical college system, etc.
- (8) **Capital Projects Management.** The City Administrator shall:
- a. Assist the Mayor and Common Council in the establishment and updating of current and long-range objectives, plans and policies.
 - b. Identify financial resources and options for community growth.
 - c. Manage implementation of the Five-Year Capital Improvement Program and other plans authorized in annual budgets.
- (9) **Economic Development.** The City Administrator shall:
- a. Assist the Mayor and Common Council in implementing economic development strategies and plans.
 - b. Recommend potential development incentives and opportunities to the Mayor and Common Council.
 - c. Evaluate and make recommendations regarding new residential and commercial development proposals.
 - d. Prepare special development plans and contracts as directed by the Mayor and Common Council, including for Tax Incremental Financing (TIF) district projects, Business Improvement District (BID) plans, and developer agreements.
 - e. Seek alternative funding sources and grants for City projects and programs.
 - f. Promote the economic well-being and growth of the City through public and private sector cooperation, and coordinate economic development efforts of the City.
- (10) **Purchasing.** The City Administrator shall:

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- a. Direct and oversee the City's purchasing policy as approved by the Common Council; obtain bids and quotations; identify possible suppliers and service providers.
 - b. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the purchase, operation and maintenance of City services and purchased goods authorized by the adopted budget for amounts up to and including Five Thousand Dollars (\$5,000.00); receive bids or proposals for purchases or contracts in excess of Five Thousand Dollars (\$5,000.00) for presentation to the Common Council for approval unless the taking of bids is waived by the Council.
 - c. Inform the Mayor or Common Council concerning any proposed change in service rendered City residents or City-located business which shall appreciably affect either the extent, quality, or cost of such service and purchases.
- (11) **Zoning and Land Use Planning.** The City Administrator shall:
- a. Coordinate the administration of City zoning, land division, extraterritorial zoning, property maintenance, floodplain, shoreland-wetland, stormwater management, and building code ordinances, and recommend amendments to the same as necessary.
 - b. Implement and revise, as necessary, the City of Abbotsford Comprehensive Plan.
- (12) **Constituent and Community Relations.** The City Administrator shall:
- a. Establish procedures and programs to facilitate communication between City government and the public.
 - b. Investigate and/or respond promptly to citizen inquiries, complaints, grievances and recommendations.
 - c. Establish procedures for monitoring and assessing public satisfaction with City services and programs, which may include the use of surveys and informational meetings.
 - d. Provide informational presentations to community organizations as requested and when directed by the Mayor and Common Council.
 - e. Participate in membership and community organizations as requested by the Mayor and Common Council.
 - f. Establish positive relationships with state, county and agency officials and with area governmental units and organizations.
- (e) **Audits.** Annual audits shall be made of the records of the Administrator with the audit to be made by a certified public accountant.
- (f) **Duties as Clerk.** In his/her statutory capacity as City Clerk pursuant to Sec. 6209(9), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city clerks, including, but not limited to, the following duties:
- (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records, voter registrations, and all property used in conjunction with holding of elections.

- (2) Prepare ballots for elections and publish required election notices.
 - (3) Train election poll workers.
 - (4) Supervise elections and tabulation of votes cast, and report and certify election results as required by law.
 - (5) Assist candidates in completing necessary nomination papers.
 - (6) Prepare meeting agendas in cooperation with the Mayor and provide proper notices for the Common Council and other City governmental bodies as required by the Wisconsin Statutes and local ordinances.
 - (7) Publish/post all legal notices as required by law.
 - (8) Serve as legal custodian of all City records in compliance with the Wisconsin Open Records Law except where other custodians are designated; file and preserve all City minutes, contracts, bonds, oaths of office, vouchers, financial records, and other City records and documents not required to be filed elsewhere.
 - (9) Issue City licenses required by ordinance or statute except as otherwise provided.
 - (10) Attend meetings, take minutes and maintain files for the Common Council, and such other official boards, committees and commissions as may be directed.
 - (11) Prepare and distribute reports for the Common Council and for federal and state agencies.
 - (12) Audit and obtain approval on claims charged against the City.
 - (13) Assist the City Assessor in maintaining property assessment records.
 - (14) Administer oaths.
 - (15) File required financial and other reports with federal, state and county agencies.
 - (16) File insurance claims on behalf of the City.
- (g) **Duties as Treasurer.** In his/her capacity as City Treasurer as prescribed in Sec. 62.09(11), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city treasurers, including, but not limited to, the following duties:
- (1) Prepare the tax roll and tax notices required by the State of Wisconsin.
 - (2) Prepare financial statements and fiscal reports.
 - (3) Maintain fiscal records for the City.
 - (4) Make reports to the State on assessments.
 - (5) Prepare and send invoices for services provided by municipal utilities and departments.
 - (6) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all City operations, including utilities.
 - (7) Collect all taxes for the City and other taxing bodies;
 - (8) Invest available and/or surplus funds pursuant to the Wisconsin Statutes, City Code of Ordinances and any Council-approved investment policy.
 - (9) Prepare a monthly financial report.

- (10) Maintain payroll records and prepare payroll checks from approved employee time sheets.
- (11) Prepare check vouchers for payment of approved claims for signature.
- (h) **Duties Prescribed by Law.** The City Administrator shall perform such other duties as are prescribed by the Wisconsin Statutes and City Code of Ordinances, and as directed by the Mayor or Common Council. The City Administrator shall be responsible for all the official acts of assistants.
- (i) **Bond.** The City Administrator shall execute to the City a surety company fidelity bond in an amount determined by the Common Council.

State Law Reference: Secs. 62.09 and 66.0101, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION III. CONFLICTING PROVISIONS REPEALED.

All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION IV. CHARTER ORDINANCE EFFECTIVE DATE.

This Charter Ordinance, pursuant to Sec. 66.0101, Wis. Stats., shall take effect sixty (60) days after passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by City and filed with the Wisconsin Secretary of State.

ADOPTED this _____ day of _____ 2018.

CITY OF ABBOTSFORD, WISCONSIN

Mayor

~~Interim Administrator~~-Clerk-Treasurer

Deleted: (Interim)

INTRODUCED: _____

ADOPTED: _____

PUBLISHED: _____

State of Wisconsin:
Counties of Clark & Marathon:

I hereby certify that the foregoing Charter Ordinance is a true, correct, and complete copy of a Charter Ordinance duly and regularly enacted by the City of Abbotsford Common Council on the _____ day of _____, 2018 and that said Charter Ordinance has not been repealed or amended and is in full force and effect sixty (60) days following passage and publication.

Dated this ___day of _____, 2018

~~Interim Administrator~~-Clerk-Treasurer

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ORDINANCE No. _____

**A CHARTER ORDINANCE ABOLISHING THE
CITY CLERK-TREASURER POSITION
AND CREATING A CONSOLIDATED CITY
ADMINISTRATOR-CLERK-TREASURER POSITION**

The Common Council of the City of Abbotsford, Clark and Marathon Counties, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the City of Abbotsford Code of Ordinances is repealed and replaced with a new Section 2-3-3 which is adopted as follows:

Sec. 2-3-3 City Administrator-Clerk-Treasurer.

- (a) **Position Creation and Purpose.**
- (1) **Consolidated Position Established.** In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Abbotsford may operate as efficiently as possible under a system of an elected part-time Mayor and Common Council, and to better ensure professional management of municipal responsibilities and services, the office of City Administrator-Clerk-Treasurer is created.
 - (2) **Position References.** Any references in this Code of Ordinances and other City documents to the position of "City Clerk-Treasurer" or "City Administrator" shall be construed to mean the City Administrator-Clerk-Treasurer position.
- (b) **Statutory Requirements for Consolidated Offices.** Pursuant to Sections 62.09(9) and (11) and 66.0101, Wis. Stats., the City of Abbotsford elects by charter ordinance not to be governed by those portions of Chapter 62, Wis. Stats., which relate to the separate offices, selection and tenure of the offices of City Clerk and City Treasurer and which are in conflict with this Section. The offices of City Clerk and City Treasurer are hereby consolidated and the duties of both statutory offices shall be performed by the person appointed as City Administrator-Clerk-Treasurer.
- (c) **Appointment; Term.** The City Administrator shall be appointed by the Mayor, subject to majority confirmation vote of the members elect of the Common Council. The City Administrator shall hold office for an indefinite term or as prescribed by employment contract, whichever is more restrictive,

subject to removal as provided in Sec. 17.13, Wis. Stats., and. City personnel policies. The City Administrator is an at-will employee of the City.

- (d) **Responsibilities.** The responsibilities of the City Administrator shall be, but not limited to, the following:
- (I) **Chief Administrative Official.** The City Administrator shall:
- a. Serve as the chief administrative official of the City of Abbotsford, responsible to and under the general direction of the Mayor and Common Council.
 - b. Be responsible for implementing policies set forth by the Mayor and Common Council.
 - c. Be responsible for City compliance with federal and state laws and City ordinances and adopted policies.
 - d. Attend all Common Council meetings and other meetings as directed by the Mayor or Common Council.
 - e. Assist City officials with compliance with the Wisconsin Open Meetings Law and Wisconsin Open Records Law.
 - f. Assist the Mayor and Common Council in establishing procedures regarding evaluations of City programs and services, including conducting planning sessions with the Common Council and other City bodies.
 - g. Provide recommendations to the Mayor and Common Council regarding City programs and services, and any organizational modifications deemed necessary.
 - h. Confer with the Mayor, Common Council, department supervisors, and other City governmental bodies about projects, services, and possible issues.
- (2) **Supervision of Municipal Operations.** The City Administrator shall:
- a. Be responsible for the proper supervision and administration of all aspects of day-to-day operations, functions and programs of the City.
 - b. Have supervisory and administrative authority and responsibility for all City departments, department heads and employees, except where such authority is vested by the Wisconsin Statutes in certain boards and commissions.
 - c. Provide management and program leadership for City departments and operations.
- (3) **Personnel Management.** The City Administrator shall direct the effective and efficient performance of all City employees, including the following duties:
- a. Assist the Mayor and Common Council in filling employee vacancies, negotiating employee contracts, and making revisions to the Employee Hand Book.
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regarding the performance and continued employment status of employees.

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- d. Maintain personnel files.
- e. Make interim personnel appointments when necessary.
- f. Implement an internal system by which employees are accountable to the City Administrator regarding their responsibilities and performance of duties.
- g. Participate in the employee grievance process as defined in the Employee Hand Book and various contracts.

(4) ***Implementation of Council Directives; Legislative Management.***

The City Administrator shall:

- a. Effectuate all actions and directives approved by the Common Council which require administrative implementation through the active direction and coordination of the various City departments.
- b. Seek compliance with federal and state laws and administrative rules and City ordinances and resolutions impacting City government and its administration.
- c. Establish and implement administrative procedures to increase the effectiveness and efficiency of City government which are fully consistent with approved directives and policies established by the Common Council.
- d. Disseminate information concerning proposed and current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council.
- e. Provide recommendations to the Mayor and Common Council regarding modifications to the City of Abbotsford Code of Ordinances.
- f. Assist legal, engineering and planning professionals in maintaining the Code of Ordinances, Employee Hand Book, and various municipal policies and procedures.
- g. Represent the City in matters involving legislative and intergovernmental affairs as required.

(5) ***Establishment of City Goals and Objectives; Communications.*** The City Administrator shall:

- a. Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the citizens of the City,

institute and direct a system whereby City departments, as well as persons having business with the Mayor and/or Common Council or any City department, may properly and efficiently conduct such business.

- b. Establish and maintain procedures to facilitate communication between citizens and City government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention and that all such matters are expeditiously resolved.
- c. Maintain effective communications with the public through press releases and providing an effective City government website.

(6) **General Budget and Fiscal Management Responsibilities.** In assisting the Mayor and Common Council, the City Administrator shall:

- a. Prepare and manage the annual City general fund, operating and capital budgets.
- b. Administer special financial programs including debt management, investment of surplus funds, property tax stabilization, and grants management.
- c. Assure that the City's financial operations are subject to adequate internal controls.
- d. Coordinate the activities associated with the City's financial audits.
- e. Maintain the City's payroll system:
 - 1. Calculate compensation from time cards, run sheets, records, etc.
 - 2. Allocate compensation to appropriate accounts (i.e. parks, utilities, snow removal, law enforcement, weed and grass cutting, etc.).
 - 3. Prepare and issue pay checks.
 - 4. Maintain Wisconsin Retirement System records and federal and state payroll reporting.
 - 5. Prepare payroll allocation reports for worker's compensation, retirement, and other benefits.
- f. Assist the Mayor and Common Council in the establishment of financial performance goals and the development of City financial and budgeting policies and procedures.
- g. Recommend financial benchmarks for debt management, property taxation rates, and user rates and fees.
- h. Review and recommend appropriate user fees and license fees for City utilities, recreation user fees, special use fees, and City-issued licenses.
- i. Maintain all contracts to which the City is a party to, including such representative contracts as:
 - 1. Central Fire & EMS District
 - 2. Abbotsford-Colby Police Commission
 - 3. Any other contracts.
- J. Administer billings and collections for City utilities, special assessments, etc.
- k. Prepare specifications for and manage insurance coverage and bonds.
 - 1. Maintain fixed asset records of the City of Abbotsford, including, but not limited to:

1. Major City equipment (cost, service life, depreciation, insurance value).
 2. Infrastructure (streets, storm sewers, curb and gutter).
 3. Water utility assets (meters, mains, service wells, pumps, etc.).
 4. Sewer utility assets (mains, laterals, treatment plant, etc.).
- (7) **Property Tax Management.** The City Administrator shall:
- a. Serve on the Board of Review and keep the minutes of such body.
 - b. Work with the City Assessor on property assessment valuations.
 - c. Compute the property tax levy for preparation of tax statements, mail tax statements, and collect payments.
 - d. Compute the City's property tax settlements with other taxing entities such as the counties, school district, technical college system, etc.
- (8) **Capital Projects Management.** The City Administrator shall:
- a. Assist the Mayor and Common Council in the establishment and updating of current and long-range objectives, plans and policies.
 - b. Identify financial resources and options for community growth.
 - c. Manage implementation of the Five-Year Capital Improvement Program and other plans authorized in annual budgets.
- (9) **Economic Development.** The City Administrator shall:
- a. Assist the Mayor and Common Council in implementing economic development strategies and plans.
 - b. Recommend potential development incentives and opportunities to the Mayor and Common Council.
 - c. Evaluate and make recommendations regarding new residential and commercial development proposals.
 - d. Prepare special development plans and contracts as directed by the Mayor and Common Council, including for Tax Incremental Financing (TIF) district projects, Business Improvement District (BID) plans, and developer agreements.
 - e. Seek alternative funding sources and grants for City projects and programs.
 - f. Promote the economic well-being and growth of the City through public and private sector cooperation, and coordinate economic development efforts of the City.
- (10) **Purchasing.** The City Administrator shall:
- a. Direct and oversee the City's purchasing policy as approved by the Common Council; obtain bids and quotations; identify possible suppliers and service providers.
 - b. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the purchase, operation and maintenance of City services and purchased goods authorized by the adopted budget for amounts up to and including Five Thousand Dollars (\$5,000.00); receive bids or proposals for purchases or contracts in excess of Five Thousand Dollars (\$5,000.00) for presentation to the Common Council for approval unless the taking of bids is waived by the Council.
 - c. Inform the Mayor or Common Council concerning any proposed change in service rendered City residents or City-located business which shall appreciably affect either the extent, quality, or cost of such service and purchases.

- (11) **Zoning and Land Use Planning.** The City Administrator shall:
 - a. Coordinate the administration of City zoning, land division, extraterritorial zoning, property maintenance, floodplain, shoreland-wetland, stormwater management, and building code ordinances, and recommend amendments to the same as necessary.
 - b. Implement and revise, as necessary, the City of Abbotsford Comprehensive Plan.
- (12) **Constituent and Community Relations.** The City Administrator shall:
 - a. Establish procedures and programs to facilitate communication between City government and the public.
 - b. Investigate and/or respond promptly to citizen inquiries, complaints, grievances and recommendations.
 - c. Establish procedures for monitoring and assessing public satisfaction with City services and programs, which may include the use of surveys and informational meetings.
 - d. Provide informational presentations to community organizations as requested and when directed by the Mayor and Common Council.
 - e. Participate in membership and community organizations as requested by the Mayor and Common Council.
 - f. Establish positive relationships with state, county and agency officials and with area governmental units and organizations.
- (e) **Audits.** Annual audits shall be made of the records of the Administrator with the audit to be made by a certified public accountant.
- (f) **Duties as Clerk.** In his/her statutory capacity as City Clerk pursuant to Sec. 62.09(9), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city clerks, including, but not limited to, the following duties:
 - (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records, voter registrations, and all property used in conjunction with holding of elections.
 - (2) Prepare ballots for elections and publish required election notices.
 - (3) Train election poll workers.
 - (4) Supervise elections and tabulation of votes cast, and report and certify election results as required by law.
 - (5) Assist candidates in completing necessary nomination papers.
 - (6) Prepare meeting agendas in cooperation with the Mayor and provide proper notices for the Common Council and other City governmental bodies as required by the Wisconsin Statutes and local ordinances.
 - (7) Publish/post all legal notices as required by law.
 - (8) Serve as legal custodian of all City records in compliance with the Wisconsin Open Records Law except where other custodians are designated; file and preserve all City minutes, contracts, bonds, oaths of office, vouchers, financial records, and other City records and documents not required to be filed elsewhere.
 - (9) Issue City licenses required by ordinance or statute except as otherwise provided.

- (10) Attend meetings, take minutes and maintain files for the Common Council, and such other official boards, committees and commissions as may be directed.
 - (11) Prepare and distribute reports for the Common Council and for federal and state agencies.
 - (12) Audit and obtain approval on claims charged against the City.
 - (13) Assist the City Assessor in maintaining property assessment records.
 - (14) Administer oaths.
 - (15) File required financial and other reports with federal, state and county agencies.
 - (16) File insurance claims on behalf of the City.
- (g) **Duties as Treasurer.** In his/her capacity as City Treasurer as prescribed in Sec. 62.09(11), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city treasurers, including, but not limited to, the following duties:
- (1) Prepare the tax roll and tax notices required by the State of Wisconsin.
 - (2) Prepare financial statements and fiscal reports.
 - (3) Maintain fiscal records for the City.
 - (4) Make reports to the State on assessments.
 - (5) Prepare and send invoices for services provided by municipal utilities and departments.
 - (6) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all City operations, including utilities.
 - (7) Collect all taxes for the City and other taxing bodies;
 - (8) Invest available and/or surplus funds pursuant to the Wisconsin Statutes, City Code of Ordinances and any Council-approved investment policy.
 - (9) Prepare a monthly financial report. Maintain payroll records and prepare payroll checks from approved employee time sheets.
 - (10) Prepare check vouchers for payment of approved claims for signature.
- (h) **Duties Prescribed by Law.** The City Administrator shall perform such other duties as are prescribed by the Wisconsin Statutes and City Code of Ordinances, and as directed by the Mayor or Common Council. The City Administrator shall be responsible for all the official acts of assistants.
- (i) **Bond.** The City Administrator shall execute to the City a surety company fidelity bond in an amount determined by the Common Council.

State Law Reference: Secs. 62.09 and 66.0101, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION III. CONFLICTING PROVISIONS REPEALED.

All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION IV. CHARTER ORDINANCE EFFECTIVE DATE.

This Charter Ordinance, pursuant to Sec. 66.0101, Wis. Stats., shall take effect sixty (60) days after passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by City and filed with the Wisconsin Secretary of State.

ADOPTED this 29th day of August 2018
CITY OF ABBOTSFORD, WISCONSIN

Mayor

Interim Administrator-Clerk-Treasurer

INTRODUCED: _____

ADOPTED: _____

PUBLISHED: _____

State of Wisconsin:
Counties of Clark & Marathon:

I hereby certify that the foregoing Charter Ordinance is a true, correct, and complete copy of a Charter Ordinance duly and regularly enacted by the City of Abbotsford Common Council on the 29th day of August, 2018 and that said Charter Ordinance has not been repealed or amended and is in full force and effect sixty (60) days following passage and publication.

Dated this 29th day of August, 2018

Interim Administrator-Clerk-Treasurer