

# CHAPTER 1

## GENERAL GOVERNMENT

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**1.01 FORM OF GOVERNMENT.**

The City of Boscobel, Grant County, Wisconsin, operates under the Mayor - Council form of government pursuant to Ch. 62, Wis. Stats.

**1.02 CITY SEAL.**

The official City seal shall have in its center the symbol of the arms of the State of Wisconsin and around the edge the words The City of Boscobel, Wisconsin.

**1.03 ELECTED OFFICIALS.**

The elected officials of the City shall be the Mayor, who shall be elected in even numbered years for a term of two years, and two alderpersons from each ward, one of whom shall be elected each year for a term of two years. These officials shall be the members of the Common Council.

**1.04 APPOINTED OFFICIALS.**

- (1) ASSESSOR. The Assessor shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for a term of one year.
- (2) CITY ATTORNEY. The City Attorney shall be appointed by the Common Council for an indefinite term.
- (3) CITY CLERK/TREASURER. The City Clerk/Treasurer shall be appointed by a two-thirds vote of the Common Council for an indefinite term.
- (4) CITY ENGINEER. The City Engineer shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term. The City Engineer shall perform the duties of Street Director and Director of Public Works.
- (5) CHIEF OF POLICE. The Chief of Police shall be appointed by the Common Council for an indefinite term.
- (6) HEALTH OFFICER. The Health Officer shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term.
- (7) BLOCK GRANT ADMINISTRATOR. The Block Grant Administrator shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term.

- (8) **BUILDING INSPECTOR.** The Building Inspector shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term.
- (9) **ZONING ADMINISTRATOR.** The Zoning Administrator shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term.
- (10) Unless otherwise provided, all other officials shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council, for an indefinite term.

#### **1.05 REMOVAL OF CITY OFFICERS.**

City Officers may be removed as provided in Section 17.12, Stats.

#### **1.06 SALARIES.**

The salaries of all elected and appointed officials, including members of boards and commissions, shall be as determined by the Common Council from time to time, subject however to s. 66.196.

#### **1.07 BOARDS AND COMMISSIONS.**

The following shall be the Boards and Commissions of the City:

- (1) **BOARD OF HEALTH.** The Board of Health shall consist of the Health, Sanitation and Welfare Committee of the Common Council.
- (2) **BOARD OF REVIEW.** The Board of Review shall consist of the Mayor, the City Clerk, one Alderperson, whose term shall be for one year, and four other citizens, who may be public officials or city employees, or private citizens, one of whom shall be appointed each year for a five-year term. The assessor may not be appointed as a member of the Board of Review. Each member of the Board of Review, except the City Clerk, shall be compensated at the minimum wage rate established by the State.
- (3) **URBAN DEVELOPMENT ACTION GRANT REVOLVING LOAN COMMITTEE.** (See Cf. Ch. 3 of this Code.)
- (4) **PLAN COMMISSION.** (See Cf. Ch. 17 of this Code.)
- (5) **BOARD OF ZONING APPEALS.** (See Cf. Ch. 17 of this Code.)
- (6) **HOUSING AUTHORITY.** In addition to all other regulations governed in the Housing Authority pursuant to other resolutions and ordinances of the City, the

Housing Authority shall provide the Common Council with copies of all financial reports and audits which it prepared pursuant to any state or federal regulation.

(7) HISTORIC DISTRICT DESIGN COMMITTEE. (See Cf. Ch. 17 of this Code.)

(8) COMMUNITY DEVELOPMENT BLOCK GRANT FINANCE COMMITTEE.

(9) AIRPORT COMMISSION.

(a) The Airport Commission shall be responsible for the general supervision and oversight of the management of Boscobel Municipal Airport, including the application and enforcement of the standards and regulations established by Chapters 26 and 27 of the Municipal Code, subject to the direction of the Common Council.

(b) The Commission shall consist of eight members who shall be appointed by the Mayor, subject to confirmation by a majority vote of the Common Council. The term of each Commissioner shall be three years. A Commissioner shall hold office until his or her successor has been appointed and qualified. Vacancies shall be filled for the unexpired term in the same manner as other appointments.

(c) The commissioners shall receive no compensation for their services, but may be reimbursed for out-of-pocket expenses with the approval of the Common Council.

(10) PARK COMMISSION.

(a) Composition. The Park Commission shall consist of seven members, one appointed each year for a term of three years. Appointments to the Commission shall be made by the Mayor, subject to confirmation by a majority of the Common Council.

(b) Powers and Duties. The Commission shall have general supervision and management of the public parks of the City. It shall hold regular meetings once a month at the municipal building. The Commission shall elect a president who shall serve for a term of two years, but who may not serve more than two consecutive terms. The president shall chair the meetings of the Commission. In the absence of the president, a presiding officer from the Commission shall be elected pro tempore. The president may call special meetings of the Commission, notice of which shall be given by its Secretary to its members. The Secretary shall be responsible for providing notice of all meetings pursuant to Ch. 19, Stats., and shall keep a record of the meetings of the Commission and its minutes. A majority of the Commission shall constitute a quorum for the purpose of transacting business.

- (c) Claims, Contracts, Annual Reports. The Commission at its regular monthly meeting shall audit all bills contracted in the operation of the park system and shall order the same to be paid as certified. The Commission shall not contract any indebtedness in excess of \$5000 for public works or improvements without authorization from the Common Council and without seeking competitive bids. The Commission shall present an annual report and accounting at the first meeting of the Common Council in May of each year, showing the receipts and expenditures in operating the park system.

(11) BOARD OF PUBLIC WORKS.

- (a) Composition of Board. The Board of Public Works shall be composed of seven members consisting of the City Comptroller, the City Engineer, the City Attorney and four citizens of the City who are not members of the Common Council at the time of their appointment to the Board.
- (b) Terms of Office; Appointments. The City Comptroller, City Engineer and City Attorney shall be members of the Board during the time they hold their offices. The citizen members of the Board shall be appointed by the Mayor, subject to approval by a majority vote of the Common Council for a term of five years.
- (c) President, Secretary. On the first Tuesday of May of each year the Board shall choose from among its members a president to preside over meetings of the Board. The City Clerk shall be secretary of the Board.
- (d) Board to Act as Utility Commission. The water system, sewer system and City owned electrical utility shall be operated and managed as a single public utility under the direction and supervision of the Board of Public Works.
- (e) Certain Duties Excepted. The Board shall perform the statutory duties of such Board in addition to operating and managing the public utilities, except that the Street, Creek and Storm Sewer Committee of the Common Council shall superintend licensing unusual use of the streets, shall oversee maintenance of streets and alleys and restoration of streets. The Board shall be responsible for public works bids and contracts under s. 62.15, Stats.
- (f) Remuneration. The City Comptroller, City Engineer and City Attorney shall receive no additional remuneration for their services as members of the Board of Public Works. The remuneration received by the other members of the Board shall be set by the Common Council from time to

time. No alderman serving as a member of the Board shall be paid for such service during his term of office.

- (g) Enterprise Funds. The finances of the electric and water utilities shall be handled in an enterprise fund, separate and independent from the general City fund. The finances of the sewer system treatment plant shall also be handled in an enterprise fund, separate and independent from the general City fund.
- (12) LIBRARY BOARD. The Library Board shall be consisted as provided in s. 43.54, Stats., except that the term of any Common Council member appointed to the Board shall expire after a period of one year.
- (13) TUFFLEY COMMUNITY CENTER COMMISSION.
- (a) Composition. The Tuffley Center Commission shall consist of nine (9) members of whom at least five (5) shall be residents of the City and one (1) of whom shall be a member of the Common Council other than the Mayor. It is preferred that all members be City residents, but up to four (4) members may be appointed who are not City residents, but who are residents of the Boscobel and Rural Fire District. A Commissioner's term will be two (2) years. The members will be appointed by the Mayor, subject to confirmation by the Common Council
  - (b) Reports. The Commission shall keep a book of accounts showing receipts and disbursements and shall provide a monthly financial report to the Common Council. The Commission shall permit access by the Common Council, or its designee, to all books of accounts and other documents kept by the Commission. The Commission shall submit an annual accounting and operations report to the Common Council at the Council's first meeting in May each year. The Commission shall provide an independent audit of its finances and operations to the Common Council at its first meeting in May of every odd numbered year.
  - (c) Selection of Chairman, Procedural Rules. The Commission may make rules and regulations governing the selection of a Chairman to conduct its meeting and act as its chief executive officer, and such rules for the conduct of its meetings and such other rules as will expedite the business of the Commission. The Commission shall appoint a Secretary to keep the minutes of all its meetings, and the Secretary shall be responsible for providing public notice of all Commission meetings as provided by Section 19.84, Stats.
- (14) BOSCOBEL AND RURAL FIRE DISTRICT BOARD. The representatives of the City on the Boscobel and Rural Fire District Board shall consist of three citizens each appointed for a term of four years, and one member of the Common

Council appointed for a term of one year. Appointments shall be made by the Mayor, subject to confirmation by the Common Council.

- (15) HOSPITAL BOARD. One member of the Common Council shall be appointed to hold the City's seat on the Board of Directors of Boscobel Area Health Care. The term of office shall be one year. The appointment shall be made by the Mayor, subject to confirmation by the Common Council.

#### **1.08 WISCONSIN RETIREMENT FUND.**

The City elects to include all eligible City personnel under the provisions of the Wisconsin Retirement Fund.

#### **1.09 RETIREMENT OF EMPLOYEES.**

- (1) POLICE OFFICERS. No person shall be employed by the City as a police officer after he has reached his 60th birthday. Any person so employed shall retire at the end of the first pay period after reaching his 60th birthday.
- (2) Repealed by Ordinance 1992-9.
- (3) Prior to retirement, each employee shall cause an audit to be conducted of all books, records, and accounts for which the employee is responsible, and the same shall be submitted to the Common Council for approval.

#### **1.10 Fees**

Fees for the following permits, licenses, applications, hearings, meetings, and use of City facilities and equipment, shall be set by the Common Council annually as a part of the budget preparation process. The Clerk shall prepare and keep a schedule of such fees.

- (1) Alcohol beverage licenses, Sec. 12.01 and Ch. 125, Stats.;
- (2) Annexation petitions and ordinances;
- (3) Bicycle licenses, Sec. 12.08;
- (4) Blaine gym rental;
- (5) Bowling alley licenses, Sec. 12.05;
- (6) Cigarette sales licenses;
- (7) Circus/carnival licenses, Sec. 12.06;
- (8) City Parks;
- (9) City hall conference rental;
- (10) Clubroom rental;
- (11) Dance permits, Sec. 12.01(13);
- (12) Direct seller's licenses, Sec. 12.02;
- (13) Dog licenses, Sec. 12.12;
- (14) Furniture rental;

- (15) Junked or unlicensed vehicle permits, Sec. 12.14;
- (16) Junkyard permits, Sec. 12.10;
- (17) Library services;
- (18) Mobile home licenses, Sec. 12.09;
- (19) Mobile home park licenses, Sec. 12.09 and Sec. 66.0435(3), Stats.;
- (20) Parking fines, Sec. 7.05 and Sec. 7.16(4);
- (21) Pinball machine, electronic game, shooting gallery and arcade licenses, Sec. 12.05;
- (22) Police department services;
- (23) Pool table licenses, Sec. 12.05;
- (24) Public record fees for copying, mailing, searching, etc., Sec. 3.08;
- (25) Radiant heating unit permits, Sec. 14.07;
- (26) Recreational department programs;
- (27) Shelter rentals;
- (28) Supplemental heating unit permits, Sec. 14.08;
- (29) Swimming pool use;
- (30) Taxi cab licenses, Sec. 12.07;
- (31) Tuffley Center rent;
- (32) Zoning matters, such as application for permits, conditional uses, variances, appeals and code and district map amendments, including the costs of meetings of the Plan Commission, the Board of Zoning Appeals and the Common Council;