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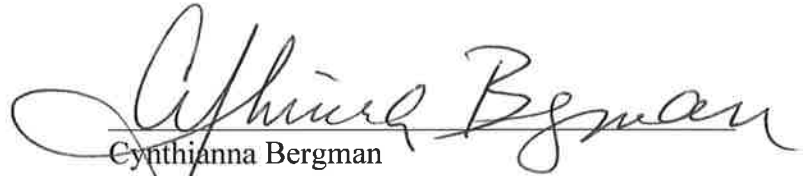
Received
04/20/2020
Municipal Boundary Review
WI Department of Administration

353 S Broadway St
P.O. Box 155
Stanley, Wisconsin
54768-0155
715-644-5758

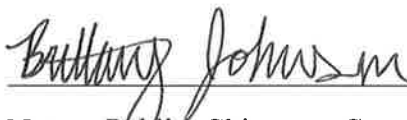
CERTIFICATION OF CITY OF STANLEY
CHARTER ORDINANCE NO. 2020-002

The undersigned, Cynthianna Bergman, being the duly appointed Clerk-Treasurer for the City of Stanley, certify that the attached hereto is a certified copy of Charter Ordinance 2020-002, A Charter Ordinance Abolishing The City Clerk-Treasurer Position And Creating A Consolidation City Administrator-Clerk-Treasurer Position. Approved by the City Council of the City of Stanley on January 20, 2020.

Dated this 20th day of April, 2020.


Cynthianna Bergman
City of Stanley

Subscribed and sworn to before me
this 20 day of April, 2020.


Notary Public, Chippewa County, Wisconsin

My Commission Expires: 3/17/2024



ORDINANCE NO.2020-002

**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 Stanley, Clark and Chippewa Counties, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the City of Stanley Code of Ordinances is repealed and replaced with a new Section 2-3-3 which is adopted as follows:

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

- (a) **Position Created and Purpose.**
- (a) **Consolidated Position Established.** In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Stanley 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 City Administrator-Clerk-Treasurer is created.
 - (b) **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 Stanley 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 the 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.** Pursuant to Section 3-3-2 the City Administrator shall be appointed by the Mayor, subject to majority confirmation vote of the members elect of the Common Council, based on merit appropriated education and appropriate experience. The City Administrator shall hold office for and 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:
- (1) **Chief Administrative Official.** The City Administrator shall:
 - a. Serve as the chief administrative official of the City of Stanley 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 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 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 government 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 supervisor 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 revising the City Personnel Manual.
 - b. Conduct annual performance evaluations of department heads and insure the same evaluations are performed by department heads of employees and their supervision. The City Administrator may make recommendations to the Mayor and Common Council 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 Personnel Manual, associated policies and employment contracts. This includes recommending revision to the City personnel policies and implementing disciplinary actions when warranted. The City Administrator shall recommend compensation for employees not covered by collective bargaining agreements and direct and oversee the process where personnel issues and/or grievance 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 City Personnel Manual 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 action 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 the City government and its administration.
 - d. Disseminate information concerning proposals 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 Stanley Ordinances.
 - f. Assist legal, engineering and planning professionals in maintaining the Code of Ordinance, City Personnel Manual, 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 communications between citizen and City government to ensure that complains, grievances, recommendations, and other matters received prompt attentions 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 Administrator shall:
- a. Prepare and manage the annual City general fund, operation and capital budgets.
 - b. Administer special financial programs including debt management, investment of surplus funds, property tax stabilization, and grant 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 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, recreations use fees, special user fees, and City issued licenses.
 - i. Maintain all contracts to which the City is a party to, including such representative contracts as:
 1. Emergency medical and fire services with surrounding local governments.
 2. Any other contracts.
 - j. Administer billing 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 Stanley, including, but not limited to:
 1. Mayor City equipment (cost, service life depreciations, 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.).
 5. Emergency services (vehicles, support equipment, 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 purchase 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 that taking of bids is waived by the Council. All public works construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder.
 - c. Inform the Mayor or Common Council concerning a prompt change in service rendered City residents or City-located business which shall 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 Stanley 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 the city clerks including, but not limited to, the following duties.
- (1) Perform all elections duties as required by Wisconsin Statute and keep and maintain all elections records, voter registrations, and all property used in conjunction with holding of elections.
 - (2) Prepare ballots for elections and publish required elections 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 notice for the Common Council and other City governmental bodies as required by the Wisconsin Statutes and local ordinances.
 - (7) Public/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, bond, 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:
- (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 provide by municipal utilities and departments.
 - (6) Perform record keeping, billing, collections, banking, investments, accounting 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 Ordinance 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 checks 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 Ordinance, 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 of applications of this Ordinance which can be given effect without 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 following passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by City and filed with Wisconsin Secretary of State.

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

ADOPTED this 20 day of January, 2020.

CITY OF STANLEY, WISCONSIN
Norman P. Christenson
 Mayor
William G. Bynon
 Clerk-Treasurer

INTRODUCED: 1/20/2020

ADOPTED: 1/20/2020

PUBLISHED: 1/31/2020

State of Wisconsin:
 Counties of Clark & Chippewa

I hereby certify that the foregoing Charter Ordinance is a true, correct, and complete copy of Charter Ordinance duly and regularly enacted by the City of Stanley Common Council on the 20th day of January 2020 and that said Ordinance has not been repealed or amended and is in full force and effect sixty (60) days following passage and publication.

Dated this 20 day of April, 2020


Cynthia Byman
City Clerk-Treasurer

PUBLIC NOTICE

ORDINANCE NO. 2020-002

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 Stanley, Clark and Chippewa Counties, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the City of Stanley 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 Created and Purpose.

(a) Consolidated Position Established. In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Stanley 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 City Administrator-Clerk-Treasurer is created.

(b) 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 Stanley 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 the 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. Pursuant to Section 3-3-2 the City Administrator shall be appointed by the Mayor, subject to majority confirmation vote of the members elect of the Common Council, based on merit appropriated education and appropriate experience. 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:

- (1) Chief Administrative Official.** The City Administrator shall:
 - a. Serve as the chief administrative official of the City of Stanley 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 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 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 government 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 supervisor 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 revising the City Personnel Manual.
 - b. Conduct annual performance evaluations of department heads and insure the same evaluations are performed by department heads of employees and their supervision. The City Administrator may make recommendations to the Mayor and Common Council 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 Personnel Manual, associated policies and employment contracts. This includes recommendation revision to the City personnel policies and implementing disciplinary actions when warranted. The City Administrator shall recommend compensation for employees not covered by collective bargaining agreements and direct and oversee the process where personnel issues and/or grievance and citizen complaints regarding City personnel and resolved.
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- (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 action 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 the City government and its administration.
 - d. Disseminate information concerning proposals 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 Stanley Ordinances.

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- i. Maintain all contracts to which the City is a party to, including such repair contracts as:
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- l. Maintain fixed asset records of the City of Stanley, including, but not limited to:
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 - a. Establish procedures and programs to facilitate communication betw government and the public.
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 - (1)** Perform all elections duties as required by Wisconsin Statute and keep and mai elections records, voter registrations, and all property used in conjunction with h elections.
 - (2)** Prepare ballots for elections and publish required elections notices.
 - (3)** Train election poll workers.
 - (4)** Supervise elections and tabulation of votes cast, and report and certify election r required by law.
 - (5)** Assist candidates in completing necessary nomination papers.
 - (6)** Prepare meeting agendas in cooperation with the Mayor and provide notice for the Council and other City governmental bodies as required by the Wisconsin Statutes ordinances.
 - (7)** Public/post all legal notices as required by law.
 - (8)** Serve as legal custodian of all City records in compliance with the Wisconsin Open Law except where other custodians are designated; file and preserve all City contracts, bond, oaths of office, vouchers, financial records, and other City rec 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 su official boards, committees and commissions as may be directed.
 - (11)** Prepare and distribute reports for the Common Council and for federal and state a
 - (12)** Audit and obtain approval on claims charged against the City.
 - (13)** Assist the City Assessor in maintaining property assessment records.
 - (14)** Administer oaths.

- 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 supervisor 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:
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 - b. Conduct annual performance evaluations of department heads and insure the same evaluations are performed by department heads of employees and their supervision. The City Administrator may make recommendations to the Mayor and Common Council regarding the performance and continued employment status of employees.
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- (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 communications between citizen and City government to ensure that complaints, grievances, recommendations, and other matters received prompt attention and that all such matters are expeditiously resolved.
 - c. Maintain effective communications with the public through press releases and
- a. Establish procedures and programs to facilitate communication between government and the public.
 - b. Investigate and/or respond promptly to citizen inquiries, complaints, grievance recommendations.
 - c. Establish procedures for monitoring and assessing public satisfaction with services and programs, which may include the use of surveys and inform meetings.
 - d. Provide informational presentations to community organizations as requested 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 governmental units and organizations.
- (e) **Audits.** Annual audits shall be made of the records of the Administrator with the aid of a certified public accountant.
- (f) **Duties as Clerk.** In his/her statutory capacity as City Clerk pursuant to Sec. 62.09(9), Wisconsin Statutes, the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for the city clerks including, but not limited to, the following duties:
- (1) Perform all elections duties as required by Wisconsin Statute and keep and maintain elections records, voter registrations, and all property used in conjunction with elections.
 - (2) Prepare ballots for elections and publish required elections notices.
 - (3) Train election poll workers.
 - (4) Supervise elections and tabulation of votes cast, and report and certify election results required by law.
 - (5) Assist candidates in completing necessary nomination papers.
 - (6) Prepare meeting agendas in cooperation with the Mayor and provide notice for the Common Council and other City governmental bodies as required by the Wisconsin Statutes and 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 Access Law except where other custodians are designated; file and preserve all City contracts, bond, 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 subcommittees, 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(10), Wisconsin Statutes, 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:
- (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 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 Ordinance and any Council-approved investment policy.

July 19 north of Withee. I saw lots of downed trees and a barn on County Highway O.

We were traveling to Port Washington, Wisconsin for the annual Port Fish Day celebration where I was scheduled to present a certificate issued by the Polish Consulate of Chicago to the Classic Rock group, Head East. The nomination for the certificate was initiated by our EECS group. Head East has been a supporter of cultural initiatives for many years. The trip was

Petrowski and Representative James Edming and presented after the parade to honor the former Lublin resident and her husband for their 68-year commitment to the village. Helene Posca is the last of the 11 Rosiejka siblings whose pioneering parents came to Lublin, Wisconsin via Harrisburg, Illinois from Jarocin, Poland in 1910. The EECS helped to coordinate that presentation.

After the polka party, members and supporters of the EECS gathered for the depar-

terested in following our adventures.

Several members attended other gatherings and events area wide throughout the year. Discussions took place on the continuance of the EECS. With many elderly members, we have been to more funerals than cultural events this past year. Many of the younger generation do not get actively involved and there seems to be a plethora of other priorities and interests for them. In our rural areas and communities, other groups are facing the

We still have some projects to finish up in 2020 and will announce that in the future, but the organization is officially ended as of January of this year.

The inspiration in forming our group began in 1995 in Lublin, Wisconsin when a Polish film crew doing a documentary stopped by for a visit. Christopher Karman and Thaddeus Slowinski were interviewing area residents at the old Lublin school. My first trip to Poland took place in 1997 when I joined a PAT Pol-

advisor from the Marshfield, Wisconsin chapter. We became charter members of Sister Cities International in 2001. We picked the big city of Lublin, Poland as our sister city from whose territory many of the communities' founders came. We officially signed our charter at a ceremony on July 29, 2001 at Lublin Days, which was attended by thousands-including international dignitaries. We participated in numerous events throughout the years doing cultural outreach. Our

I would like to thank and current organizers, members, and supporters for their dedication and perseverance in keeping our heritage and cultural alive for the past 19 years. I am eternally grateful for the opportunity in having been able to lead this group through the years.

Chris Kulinski, President
Post Office Box 6
Lublin, Wisconsin

PUBLIC NOTICE

FROM PAGE 8

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 following passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by City and filed with Wisconsin Secretary of State.

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

ADOPTED this 20 day of January, 2020.

CITY OF STANLEY, WISCONSIN
Norman J. Christianson
Mayor
Jeffrey R. Bergman
Clerk-Treasurer

INTRODUCED: 1/20/2020

ADOPTED: 1/20/2020

PUBLISHED: 1/31/2020

State of Wisconsin:
Counties of Clark & Chippewa

WNAXLP

CITY OF STANLEY REGULAR MEETING OF THE COMMON COUNCIL JANUARY 20, 2020 AT 7:00P.M.

Mayor Norm Christianson presiding.

On roll call, Norm Christianson, Rick Hodowanic, Kent Barby, James Schultze, Jesse Frey, Laurie Foster, Lance Johnson, and Jacob Huff. Quorum was present.

Others Present: Cyndi Bergman (Clerk), Lance Weiland (Police Chief)

A motion was made by Foster, seconded by Frey to approve the January 20, 2020 Council Agenda. Voice Vote: All ayes. Motion carried.

Presentation of the concerns from the Public present:

Lori Cooley discussed the Fire Service fee and what she feels the city should focus attention on.

Police Chief Lance Weiland brought up the clearing of sidewalks and how the

utilizing a single vote may act upon the following items. Individual items, which any member wishes to address in greater detail or as a separate item, may be removed upon the request of any council member.

a. Approve the January 6, 2020 Common Council Minutes.

b. Approve the January 15, 2020 Stanley Community Endowment Fund Committee Minutes.

c. Review the Bi-Monthly reports from the Water/Wastewater/Public Works/Police/Fire/Clerk.

d. Approve Clerk attending Municipal Clerks & Treasurers Institute July 12-17, 2020. Registration fee of \$489.

e. Approve Chippewa County Planning & Zoning Transient Non-Community water testing program fee \$30.

A motion was made by Barby, seconded by Huff to approve consent items a.

approve the removal of Andrew Johns probationary status January 2, 2020. Unanimous approval, back-pay 4 hours between 01/01/2020 per 2019 Police Contract. For vote. All ayes. Motion carried.

No motion was made with regards to the coin Street trailer removal. This item brought up in Zoning Committee and brought to City Council for approval.

A motion made by Barby, seconded by Bergman to approve Kwik Trip Fleet credit card program.

A motion made by Bergman, seconded by Foster to approve Charter Ordinance 2020-002 to be considered abolishing the City Treasurer position.

Vote: All ayes. Motion passed. At 7:22 pm a motion

NOTICE OF PUBLIC TEST FOR CLEAR BALLOT CLEAR CAST AND CLEAR ACCESS VOTING EQUIPMENT

