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3.01 **MAYOR.** The Mayor shall be the chief executive officer. He shall be elected by the voters and shall have such powers and duties as prescribed by law. Commencing with the next regular Mayoral elections after adoption and publication of this ordinance the regular term of Mayor shall be three (3) years. Amended 6/4/13, 2067

3.02 **CITY TREASURER.** The City Treasurer shall be elected for a term of three (3) years at the next spring election and shall thereafter be appointed by a majority of the Common Council and shall have such powers and duties as are prescribed by law or by ordinance of the City of South Milwaukee. Appointed City Treasurers serve at the pleasure of the Common Council and may be removed by a $\frac{3}{4}$ vote of the members-elect of the Common Council. Amended 6/4/13, 2070

3.03 **CITY CLERK.** The City Clerk shall be elected or a term of three (3) years at the next spring election and shall thereafter be appointed by a majority of the Common Council and shall have such powers and duties as are prescribed by law or by ordinance of the City of South Milwaukee. Appointed City Clerks serve at the pleasure of the Common Council and may be removed by a $\frac{3}{4}$ vote of the members-elect of the Common Council. Amended 6/4/13, 2069

3.04 **CITY COMPTROLLER.** The Office of the City Comptroller is hereby dispensed with and the duties of said office shall be performed by the City Clerk. The City Clerk, in the performance of the duties of the Office of City Comptroller, shall be known and designated as Acting Comptroller.

3.05 **CITY TREASURER'S AND CITY CLERK'S BOND.** The City Treasurer and the City Clerk shall file surety bonds in the amount recommended by the Finance Committee, conditioned for the faithful performance of the duties of his/her office. The Clerk's bond shall apply to his/her duties as City Comptroller. The premium for said bond shall be paid from the general funds of the City. 04/21/98, 1705

3.06 CITY ATTORNEY. The City Attorney shall be elected for a term of three (3) years at the next spring election and shall thereafter be appointed by a majority of the common Council and shall have such powers and duties as are prescribed by law or by ordinance of the City of South Milwaukee. Appointed City Attorneys serve at the pleasure of the Common Council and may be removed by a $\frac{3}{4}$ vote of the members-elect of the Common Council. Amended 6/4/13, 2068

3.07 CITY ENGINEER.

- (1) The City Engineer shall be appointed by the Common Council and shall continue in office permanently unless and until removed for cause by the Common Council by a three-fourths vote.
- (2) No person shall be eligible for said office who shall not have had at least five years practical experience in Mechanical and Civil Engineering work; and who is not a Registered Professional Engineer in the State of Wisconsin, or in a state having a reciprocal Engineering Registration Agreement with the State of Wisconsin. Am. 10/29/53, 499

3.08 DUTIES OF CITY ENGINEER. Am. 02/12/53, 484

- (1) To supervise, under direction of the Water Utility Commission, the Pumping Station of the Waterworks System, including the reading of water meters and related matters.
- (2) To supervise, under the direction of the Mayor, the construction, installation and repair of all public works, including plumbing, water and sewer pipe, the making of pipe taps and the inspection of such work.
- (3) To supervise the inspection of electric wiring and wires hereafter installed in all buildings and structures.
- (4) To do, under the supervision of the Mayor, such mechanical and civil engineering work as the City's needs may require.
- (5) To make all purchases necessary to carry out and to successfully execute the duties of his office. All purchases shall be made in compliance with the provisions and procedures of the purchase policy. Rep. & Rec. 04/21/98, 1705
- (6) To perform such additional duties as the Mayor may from time to time prescribe.
- (7) For the purpose of enabling the City Engineer to perform the duties required of him by this Section, he is hereby authorized and empowered to engage or employ such assistants as he may deem necessary, providing funds for the same are provided by the Common Council in the departmental budget.

3.09 ASSESSOR.

- (1) There shall be one Assessor for the City of South Milwaukee. He shall be appointed by the Common Council and shall continue in office permanently unless and until removed for cause by the Common Council by a three-fourths vote.
- (2) The City of South Milwaukee shall constitute a single assessment district.

- (3) The Common Council shall provide suitable office quarters, office equipment and supplies for the Assessor.

3.10 DUTIES OF THE ASSESSOR.

- (1) The Assessor shall devote his entire time during usual business hours in the performance of his duties for the City. He shall spend as much time as may reasonable be required for doing the necessary assessment work and in obtaining and filing in his office information with respect to each and every piece of property in the City; also in preparing an up-to-date reference or card index system covering each separate piece of property.
- (2) He shall assist the City Clerk in the preparation of the tax roll, and when the tax roll has been delivered to the City Treasurer by the City Clerk, the Assessor shall assist the Treasurer in the collection of taxes and the preparation and return of delinquent taxes.
- (3) He shall investigate all claims made against the City for refund because of erroneous assessments and make full written report thereon to the Common Council.
- (4) He shall perform such other duties as the Common Council may from time to time prescribe.

3.11 MUNICIPAL COURT FOR THE CITY OF SOUTH MILWAUKEE.

- (1) Pursuant to the authority granted by Section 254.01 and Chapter 254, Wisconsin Statutes (1967), as created by Chapter 276, Laws of 1967, there is hereby established the Municipal Court of the City of South Milwaukee.
- (2) OFFICE OF MUNICIPAL COURT JUDGE CREATED. Pursuant to the authority granted by Section 254.01, there is hereby created the Office of Judge of the Municipal Court for the City of South Milwaukee, Wisconsin. Am. 04/21/98, 1705
- (3) ELECTION - TERM. The Municipal Judge shall be elected at large at the Spring Election for a term of three years. No person shall be eligible for the Office of Municipal Judge unless he is an attorney licensed to practice law by the State of Wisconsin. Am. 09/29/72, 949; Am. 04/21/98, 1705, Amended 6/4/13, 2066
- (4) SALARY. The Municipal Judge shall receive a salary as prescribed in the annual salary ordinance, which shall be in lieu of fees and costs. No salary shall be paid to the Judge for any time during his term for which he has not executed and filed his official bond and oath as required by Section 3.11(5) of this ordinance. Am. 04/21/98, 1705
- (5) BOND - OATH. The Municipal Judge shall execute and file with the Clerk of the Circuit Court for Milwaukee County the oath prescribed by Section 256.02 and a bond in the amount required by Wisconsin Statutes. Rep. & Recr. 04/21/98, 1705
- (6) JURISDICTION. The Municipal Judge shall have such jurisdiction as provided by law. Rep. & Recr. 04/21/98, 1705

(7) PROCEDURE.

- (a) The Municipal Court for the City of South Milwaukee, Wisconsin, shall be open as determined by order of the Municipal Judge. Am. 04/21/98, 1705
- (b) The procedure in Municipal Court for the City of South Milwaukee shall be as provided by this ordinance and state law including, but not excluding because of enumeration, Chapters 66, 254, 300, 301 and 960 of the Wisconsin Statutes. Renumbered 04/21/98, 1705
- (e) In the following cases, and no others, the Municipal Judge may punish, by a forfeiture not to exceed \$50.00, or upon default in payment of the forfeiture, a jail sentence not to exceed seven days, for contempt: Am. 04/21/98, 1705
 - (1) Persons guilty of disorderly, contemptuous and insolent behavior towards him, while engaged in any judicial proceedings, or other conduct, which tends to interrupt such proceeding or impair the respect to his authority.
 - (2) Persons guilty of resistance or disobedience to any lawful order or process made or issued by him. (7)(e) Cr. 10/03/72, 953

- (8) CLERK. The Judge may appoint a clerk who shall receive compensation as prescribed in the annual salary ordinance. Such clerk shall take and file the oath prescribed by law. Am. 04/21/98, 1705
- (9) EFFECTIVE DATE. This ordinance shall take effect upon passage and publication as provided by law, provided that the incumbent Municipal Judge shall continue to serve as the Municipal Judge of the Municipal Court for the City of South Milwaukee until the regular Municipal Judge is elected and qualified pursuant to this ordinance. Am. 02/26/68, 842; Am. 04/21/98, 1705

3.14 STREET SUPERINTENDENT.

- (1) The Office of Street Commissioner of the City of South Milwaukee is hereby dispensed with and the Office of Street Superintendent of the City of South Milwaukee is hereby created.
- (2) The Street Superintendent shall be appointed by the Common Council and shall continue in office permanently unless and until removed for cause by the Common Council by a three-fourths vote.

3.15 DUTIES OF STREET SUPERINTENDENT.

- (1) The Street Superintendent shall perform such duties as were formerly performed by the Street Commissioner and such other duties as may be assigned to him by the City Engineer and said Street Superintendent shall report to and work under the direction of the City Engineer.

- (2) The Street Superintendent shall, before he employs any person for steady work, obtain the approval of the City Engineer and certification from the City Comptroller that funds are available for this purpose. Before any steady employee shall be laid off or discharged, the Street Superintendent shall first obtain approval thereof by the City Engineer. In case of emergency, the City Engineer may, with the approval of the Mayor, authorize the Street Superintendent to employ such assistance as the emergency may require. (b) and (c) Rep. 06/21/70, 897

3.16 CHIEF OF POLICE. The Chief of Police shall be appointed in the manner prescribed by law, and he shall have such powers and duties as are properly prescribed by law or by ordinance of the City of South Milwaukee or by order or regulation of the Board of Police and Fire Commissioners.

3.17 CHIEF OF FIRE DEPARTMENT. The Chief of the Fire Department shall be appointed in the manner prescribed by law, and he shall have such powers and duties as are properly prescribed by law or by ordinance of the City of South Milwaukee or by order or regulation of the Board of Police and Fire Commissioners.

3.18 SEALER OF WEIGHTS AND MEASURES. The Sealer of Weights and Measures shall be selected in the manner prescribed by law and shall have such powers and duties as are prescribed by law or by ordinance of the City of South Milwaukee.

3.19 BUILDING INSPECTOR. There shall be a Building Inspector appointed in the manner prescribed in Chapter 16 of the South Milwaukee Code with such powers and duties as are prescribed by said chapter.

3.20 ELECTRICAL INSPECTOR. There shall be an Electrical Inspector appointed in the manner prescribed in Chapter 17 of the South Milwaukee Code with such powers and duties as are prescribed by said chapter.

3.21 PLUMBING INSPECTOR. There shall be a Plumbing Inspector appointed in the manner prescribed in Chapter 18 of the South Milwaukee Code with such powers and duties as are prescribed by said chapter. Rep. & Recr. 04/05/00, 1764

3.22 MEDICAL ADVISOR. There shall be a Medical Advisor appointed in the manner prescribed in Chapter 8 with such powers and duties as are prescribed by law or by ordinance of the City of South Milwaukee.

3.24 VACANCIES IN CITY OFFICES SHALL BE FILLED AS FOLLOWS:

- (1)(a) In the Office of Mayor, except as provided in Section 9.10, Wis. Stats., by appointment by the Common Council. In the Office of Alderman, by Common Council, except as provided in Section 9.10, Wis. Stats. A person so appointed shall hold office until a successor is elected and qualified. A successor shall be elected for the residue of the unexpired term on the first Tuesday of April next after the vacancy happens, in case it happens 90 days or more before such day, but if such vacancy happens within 90 days before such day, then the successor shall be elected on the following such date; but no election to fill a vacancy in such office shall be held at the time of holding the regular election for that office.
- (b) In the Office of Municipal Judge, by election pursuant to the provisions of Section 8.50, Wis. Stats.

- (c) In the office of any other elected officer, and except as provided in Section 9.10, Wis. Stats., by appointment by the Mayor subject to confirmation by the Council. A person so appointed and confirmed shall hold office until a successor is elected and qualifies. The successor shall be elected as provided in paragraph (a).
- (d) In appointive offices, by appointment for the residue of the unexpired term by the appointing power and in the manner prescribed by law for making regular full term appointments thereto. Cr. 08/14/79, 1098

3.25 ADMINISTRATIVE COORDINATOR. Cr. 12/15/98, 1721

- (1) The Administrative Coordinator shall be the Chief Administrative Officer of the city, responsible to the Mayor and the Council for the proper administration of the business affairs of the city. The Administrative Coordinator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Council. The Administrative Coordinator shall hold office for an indefinite term subject to removal at any time by a majority vote of the Council. The Administrative Coordinator shall serve at the pleasure of the Common Council.
- (2) No person shall be eligible for said office who shall not have achieved a bachelor's degree with attainment of a graduate degree(s) in public administration or related field. Said individual must possess municipal experience as a city manager/administrator or assistant manager/administrator with solid experience and orientation to the activities of a full-service city.

3.26 DUTIES OF THE ADMINISTRATIVE COORDINATOR. Cr. 12/15/98, 1721

- (1) Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered.
- (2) Be responsible for the administration of all day-to-day operations of the city government.
- (3) Establish necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with the general purpose of the position, or directives of the Mayor and Council.
- (4) Attend all board, commission and committee meetings of the City, except the Police and Fire Commission, Library Board, Wastewater Commission and Water Commission and except as specified by the Council or Wisconsin State Statutes, upon the request of the chairperson.
- (5) Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council.
- (6) Keep informed concerning the availability of Federal, State and County funds for local programs. Assist department heads and the Council in obtaining these funds under the direction of the Mayor and the Council.

- (7) Represent the City in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Mayor and Council.
- (8) Act as public information officer for the City, at the direction of the Mayor, with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- (9) Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- (10) Serve as Emergency Management Coordinator and ADA Coordinator.
- (11) Assist the Human Resources Committee when necessary in the administrative direction and coordination of all employee relations of the City according to the established organization procedures, and union contracts.
- (12) Assist the Council (where the Council is the appointing authority) with the appointment, promotion and, suspension or termination of department heads.
- (13) With the exception of the Police and Fire departments, in cooperation with the appropriate department head, assist with the appointment, promotion, and suspension or termination of employees below the department head level.
- (14) See that complete and current personnel records for union employees are maintained by the department heads, and that specific job descriptions for all City employees are kept in conjunction.
- (15) Assist department heads in the evaluation of the performance of all employees on a regular basis.
- (16) Assist the Council in establishing salary and wage scales for City employees not covered by collective bargaining agreements.
- (17) Develop and enforce high standards of performance by City employees.
- (18) Work in conjunction with department heads to assure that City employees have proper working conditions.
- (19) Work closely with department heads to promptly resolve personnel problems or grievances.
- (20) Assist the Human Resources Committee in labor contract negotiations.
- (21) Assist department heads in assuring that employees receive adequate opportunities for training to maintain and improve job-related knowledge and skills.
- (22) Assist (to help, aid) in the preparation of the annual budget with the elected City Clerk as adopted by the Council.
- (23) Administer (to manage, direct) the budget as adopted by the Council.

- (24) Oversee all contracts for the purchase of equipment, supplies and property to insure compliance with the City's purchasing policy and contract provisions and to assist the Public Works and Public Property Committee with bid preparation, analysis and compliance as requested.
- (25) For the purpose of enabling the Administrative Coordinator/City Administrator to perform the duties required of him/her by this section, he/she is hereby authorized and empowered to engage or employ such assistants as he/she may deem necessary, providing funds for the same are provided by the Common Council in the departmental budget.

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