

**CITY OF PLATTEVILLE, WISCONSIN  
CHAPTER 3, CITY ADMINISTRATION  
TABLE OF CONTENTS**

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
3.01	POLICE DEPARTMENT.....	1
3.02	FIRE DEPARTMENT.....	1
3.04	CONSTABLES (ABOLISHED) .....	1
3.05	ASSESSOR.....	1
3.06	ENGINEER (ABOLISHED).....	1
3.07	STREET COMMISSIONER (ABOLISHED).....	1
3.08	DIRECTOR OF PUBLIC WORKS, CREATION .....	1
3.09	DIRECTOR OF PUBLIC WORKS, POWERS AND DUTIES .....	2
3.10	CITY SEALER .....	3
3.101	LIBRARY BOARD.....	3
3.12	CITY PLAN COMMISSION.....	4
3.13	BOARD OF REVIEW.....	5
3.14	WATER AND SEWER COMMISSION .....	7
3.15	AIRPORT COMMISSION .....	8
3.17	PUBLIC WORK WITHOUT BIDS .....	10
3.18	TAX ROLL PREPARATION.....	10
3.19	COLLECTION OF STATE AND COUNTY TAXES .....	10
3.20	USE OF CIVIC MEMORIAL BUILDING .....	10
3.21	EMERGENCY MANAGEMENT.....	11
3.22	PLATTEVILLE MUSEUM BOARD .....	13
3.23	OFFICIAL MAP.....	15
3.24	FREUDENREICH ANIMAL CARE FUND.....	17
3.25	LAW ENFORCEMENT STANDARDS BOARD PROGRAM.....	18
3.26	RECEIPT OF GIFTS OR GRATUITIES .....	19
3.27	CITY ECONOMIC DEVELOPMENT FUND .....	19
3.29	DISPOSITION OF ABANDONED PROPERTY.....	21
3.30	COMMUNITY DEVELOPMENT .....	22
3.32	WORK RELIEF AND GENERAL RELIEF .....	22
3.33	PUBLIC RECORDS.....	23
3.34	VOTING MACHINE .....	32
3.35	ROOM TAX.....	32
3.36	MOTOR VEHICLE REGISTRATION FEE.....	35
3.38	FEE FOR PROCESSING FINGERPRINT CARDS.....	37
3.39	FEE FOR PROCESSING TEMPORARY WI LICENSE PLATES .....	37
3.42	LIMITATION ON COUNCIL AUTHORITY TO MAKE EXPENDITURES ..	37
3.43	TOURISM .....	37
3.44	PARKS, FORESTRY AND RECREATION COMMITTEE.....	38
3.45	REDEVELOPMENT AUTHORITY.....	41
3.46	COMMUNITY SAFE ROUTES COMMITTEE .....	42
3.48	PUBLIC TRANSPORTATION COMMITTEE.....	43

## CHAPTER 3

### CITY ADMINISTRATION

**3.01 POLICE DEPARTMENT.** The police force of the City of Platteville shall consist of the Chief of Police and such number of subordinates as may be authorized by the Council.

**3.02 FIRE DEPARTMENT.** The Fire Department of the City is hereby established, and shall consist of such members, officers and employees as shall be authorized from time to time by the Common Council, or by the rules and regulations or bylaws of the department approved by the Council.

**3.03 REPEALED (74-14)**

**3.04 CONSTABLES.** The office of Constable is hereby abolished.

**3.05 ASSESSOR.** The City Assessor shall be appointed by the Council for a period of one year commencing on January 1 of each year in accordance with a charter ordinance adopted by the Council on July 22, 1986. (See Appendix for text)

**3.06 ENGINEER ABOLISHED.** The office of City Engineer is hereby abolished.

**3.07 STREET COMMISSIONER ABOLISHED.** The office of Street Commissioner is hereby abolished, and the duties of such office shall be performed by the Director of Public Works.

**3.08 DIRECTOR OF PUBLIC WORKS, CREATION.** (a) Position Created. There is hereby created the position of Director of Public Works for the City of Platteville.

(b) Selection. The Director of Public Works should be selected by the Common Council upon recommendation of the City Manager. Selection shall be made solely on merit upon the basis of training, experience, administrative ability, efficiency and general qualifications and fitness for performing the duties of the position.

(c) Term. The Director of Public Works shall serve a one year probation period immediately after hiring and shall not become a regular full time employee of the City until successful completion of the probationary period and until appointment thereafter as a regular full time employee by the Common Council. The term of

employment for the Director of Public Works shall be indefinite. The Director of Public Works shall be subject to dismissal from employment for just cause.

- (d) **Qualifications.** The Director of Public Works shall be a licensed professional engineer, with license to practice engineering in the State of Wisconsin. He shall preferably have had practical engineering experience including municipal engineering and be familiar by education or experience, with the field of public works management. The Council may in its discretion waive literal compliance with any of the requirements herein set forth if satisfied that the officer has substantially equivalent qualifications or can meet all qualifications within a reasonably short period of time.
- (e) **Compensation.** The salary of the Director of Public Works shall be established by the Common Council. The Director of Public Works shall not be engaged in any other remunerative employment or activity within or outside the City of Platteville except with approval of the Council.

**3.09 DIRECTOR OF PUBLIC WORKS, POWERS AND DUTIES.** The Director of Public Works shall have the following powers and duties:

- (a) Subject to the direction of the Common Council and City Manager, he shall be responsible for the administration of all public works, shall have general charge and supervision of all maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, traffic control devices, signs and markings, house numbering, storm sewers, culverts and drainage facilities, sanitary sewers, water and sewer mains, city dump, city buildings and structures, and all machinery, equipment and property used in any activity under his control.
- (b) He shall manage the water utility and sewerage treatment plant and shall be available in an advisory or supervisory capacity for all boards and commissions.
- (c) He shall have charge of such public services as snow and ice removal, street cleaning and flushing, mosquito and rodent control and such other activities as may be assigned to him from time to time by the Council.
- (d) He shall perform all duties heretofore assigned to and performed by the City Engineer whether required by law, ordinance, resolution, motion or other direction.
- (e) He shall be responsible for the keeping of all records and documents required by law and ordinance relating to property and activities under his supervision, and all such items shall remain the property of the City and be kept at the Municipal Building.
- (f) He shall be charged with the duty of receiving bids for public construction pursuant to Wisconsin Statutes. He shall have the authority to waive minor irregularities in

## CHAPTER 3 Administration

bids received as he deems necessary in the best interest of the City. He shall recommend to the Common Council the acceptance or rejection of bids received.

- (g) He shall make recommendations to the Council relating to zoning, shall prepare and keep up-to-date accurate maps and records of the public utility systems in and along the streets, alleys and public ways of the City, shall prepare and maintain up-to-date property maps and inventories relating to real and personal property owned by the City, shall install and maintain a property accountability system relating to municipal property used by employees and others, shall lay out systematic routines for regular maintenance work, snow removal, street, sidewalk and alley repair and improvement, and shall discharge the duties of sidewalk inspector.
- (h) He shall take orders on policy, procedure and activities only from the City Manager and Common Council. In case of conflict or of time limitations precluding the performance of all duties chargeable to him hereunder the orders of the Common Council shall be final and controlling.
- (i) He shall perform such additional duties as are imposed upon him from time to time by the City Manager or Common Council, who shall have authority to change his duties.
- (j) He shall have such clerical and secretarial help as may be necessary and as provided by the City Manager.

**3.10 CITY SEALER.** (a) The office of City Sealer is hereby created pursuant to Section 98.04 of the Wisconsin Statutes, with the duties imposed by said section.

- (b) The City Sealer shall be appointed by the Common Council for a one year term annually and shall hold office until his successor is duly appointed and qualified. Such term shall commence on January 1 of each year.
- (c) The pay for the City Sealer shall be as determined by the Common Council.
- (d) In lieu of appointment of City Sealer the City may enter into agreement with the Wisconsin Department of Agriculture for performing services of a City Sealer, as authorized by Section 98.04 (2) of the Wisconsin Statutes.

**3.101 LIBRARY BOARD.** (a) Section 43.54, Wisconsin Statutes, relating to the creation, organization and functions of the Municipal Library Board is hereby adopted by reference.

- (b) No member of the Municipal Library Board, except the Common Council and the school district administrator or the administrator's designee, shall upon completion of his or her full term shall be eligible for reappointment thereof, unless a period of at least one year shall have intervened between said terms as a board member.

## CHAPTER 3 Administration

- (c) No person shall succeed himself or herself as president of the Municipal Library Board unless at least one year shall have intervened between terms of office as president.
- (d) Members of the Municipal Library Board shall be appointed by the President of the Common Council, subject to confirmation by the Common Council.
- (e) The Municipal Library Board shall consist of seven members, including the school district administrator or the administrator's designee and one member of the Common Council.
- (f) The terms of members shall be for three years and shall commence on the first day of May. The terms of members shall be staggered so no more than three, nor fewer than two, members begin a three year term at the same time.
- (g) All members of the Municipal Library Board shall be residents of the City of Platteville, except the school district administrator or the administrator's designee.

### **3.11 REPEALED (11-27)**

**3.12 CITY PLAN COMMISSION.** (a) Creation. A City Plan Commission for the City of Platteville is hereby created.

(b) Appointment.

1. The City Plan Commission shall consist of nine voting members as follows: The Council President, who shall be its presiding officer; one other member of the Common Council; seven citizens. The City Manager shall be an ex-officio member.
2. The Council member shall be elected by vote of the Common Council at its organizational meeting on the third Tuesday of April each year. The term of such member shall be for one year, commencing on the fourth Tuesday in April of each year.
3. The citizen members shall be appointed by the Council President, subject to confirmation by the Common Council, for a term of three years, commencing on the 4<sup>th</sup> Tuesday in April.
4. All vacancies shall be filled for the unexpired term in the same manner as appointment for the full term.
5. The Chairman shall only vote to decide a tie vote.

## CHAPTER 3 Administration

6. Five members shall constitute a quorum.
7. The Council member shall be eligible to serve two successive one year terms, after which a period of at least one year shall have intervened before he/she can again be elected.
8. No citizen member of the Commission on completion of his or her term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such Commission member, but this provision shall not apply to a Commission member who fills the unexpired term of a previous member.

### (c) Organization.

1. As soon as all members of the first City Plan Commission have been appointed the City Clerk shall give each member a written notice of the appointment, and thereon shall fix the time and place of the first meeting, which shall be not less than five nor more than ten days thereafter. At the first meeting, the City Plan Commission shall organize by the election of a vice-chairman, secretary and such other officers as may in their judgment be necessary.
2. The City Plan Commission shall keep a written record of its proceedings, to include all actions taken, a copy of which shall be filed with the City Clerk.
3. The City Plan Commission shall have the power to employ experts and such staff as may be necessary, and to pay for their services and such other expenses as may be necessary and proper within the limits of the budget established by the Council or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the Council.
4. As far as possible, the City Plan Commission shall utilize the services of existing City officials and employees.

(d) Powers and Duties. The City Plan Commission shall have the powers and duties prescribed in Section 62.23 of the Wisconsin Statutes, and such other powers and duties as shall be vested in it from time to time by the Council.

**3.13 BOARD OF REVIEW.** (a) Members. Pursuant to Section 70.46 of the Wisconsin Statutes, the Board of Review for the City of Platteville shall consist of five residents of the City.

(b) Appointment. Such members shall be appointed by the Council President, subject to confirmation of the Common Council and shall hold office as members of the board for a term of five years and until their successors are appointed and qualified,

## CHAPTER 3 Administration

commencing on July 1 in the particular year for which appointed; provided however, that the initial appointments of such members shall be for periods of one, two, three, four and five years, respectively.

1. No member of the Board on completion of his or her term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such Board member, but this provision shall not apply to a Board member who fills the unexpired term of a previous member.
- (c) **Officers.** The members of the Board of Review shall elect a chairman for each annual session thereof, which election shall be held at the first annual meeting of the board. The City Clerk shall be the Clerk of the Board of Review and shall keep an accurate record of all its proceedings and give the notices of meetings and adjournments as provided for by statute.
  - (d) **Compensation.** The members of the Board of Review shall receive compensation from the City in such amount as shall be fixed by resolution of the Council for each day the board is in session for the purpose of hearing and considering testimony or in making their report and determination.
  - (e) **Objections to Valuations.** Persons objecting to the amount or valuation of property shall comply with Wisconsin Statutes Section 70.47. Objections shall be submitted on forms approved by the Department of Revenue and shall include stated valuations of the property in question.
  - (f) **Income and Expense Records.**
    - (1) **Requirement to Supply Information.** No person may appear before the Board of Review, testify to the Board by telephone or object to a valuation, if that valuation was made by the assessor or the objector using the income method; unless the person supplies to the assessor all of the information about income and expenses, as specified in the manual under Wis. Stat. § 73.03(2a), that the assessor requests.
    - (2) **Confidentiality of Information.** Whenever the assessor, in the performance of his or her duties, requests and obtains income and expense information pursuant to Wis. Stat. § 70.47(7)(af), or any successor statute thereto, such income and expense information that is provided to the assessor shall be held confidential by the assessor, except, however, that such information may be disclosed to and used by persons in the discharge of duties imposed by law, in the discharge of duties imposed by office including, but not limited to, use by the assessor in performance of official duties of the assessor's office and use by the Board of Assessors and

Board of Review in performance of their official duties, or pursuant to order of a court. Income and expense information provided to the assessor under Wis. Stat. § 70.47(7)(af), unless a court determines that it is inaccurate, is, pursuant to Wis. Stat. § 70.47(7)(af), Wis. Stats., not subject to the right of inspection and copying under Wis. Stat. § 19.35(1).

**3.14 WATER AND SEWER COMMISSION.** (a) Pursuant to the provisions of Section 66.068 of the Wisconsin Statutes, there is hereby constituted a board for the nonpartisan management of the City Water and Sewer Utility, to be known as the Water and Sewer Commission of the City of Platteville.

- (b) The Commission shall consist of seven members, all of whom shall be City residents, appointed by the Council President, subject to confirmation by the City Council, for terms of five years each, which terms shall expire on October 1 of the years for termination thereof.
- (c) At least three members of the Commission shall be members of the Council. The term of appointment for Council members shall be for one year only, subject to reappointment, beginning with the first regular meeting of the Commission in May of each year. (89-10, 5/9/89)
- (d) The Commission shall hold an organization meeting at its first meeting following October 1 of each year at which time they shall choose from among their number a president and secretary for the succeeding year. No president of the Commission so chosen shall be eligible to succeed himself in said capacity for a successive year. A period of at least one year shall intervene between such subsequent terms as president for any one person.
- (e) No member of the Commission shall be eligible for reelection thereon unless at least one year has intervened between such terms as a member thereof.
- (f) The Commission shall make rules for its own proceedings and the government of its department, except that no action may be taken except upon the affirmative vote of at least three members. It shall have the entire charge and management of said utility, the power to make rules and regulations governing said utility and all other powers generally conferred by Section 66.068, Wisconsin Statutes, subject to the general control and supervision of the Common Council. Notwithstanding the provisions of Section 62.09, Wisconsin Statutes, departmental expenditures may be audited by the Commission and if approved by the president and secretary thereof shall be paid by the City Treasurer in the manner provided by Section 66.042, Wisconsin Statutes. The Commission may further provide that utility receipts be paid to a bonded cashier appointed by the Commission, which receipts shall be turned over to the City Treasurer at stated intervals of at least once a month.



**3.15 AIRPORT COMMISSION.** (a) Creation. Pursuant to Section 114.14, Wisconsin Statutes, an Airport Commission for the City of Platteville is hereby created.

- (b) Composition, Appointment and Terms. 1. The Airport Commission shall consist of six members, at least four of whom are citizens of Platteville, and who are especially interested in aeronautics and one member of the Common Council, for a total of seven members.
2. The members shall be appointed by the Council President, subject to confirmation by the Common Council.
  3. The terms of the members shall be for three years each, except for the term of the Common Council member, who shall serve for one year, commencing on May 1 of each year, and for Commissioners appointed to fill vacancies resulting from the increase in the number of members of the Commission, who shall have terms expiring on November 1, 2005 and November 1, 2006, as designated by the Council President.
  4. Members shall serve without compensation and the Commission may, by majority vote, provide for reimbursement for expenses of its members.
  5. No member of the Commission on completion of his or her second term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such Commission member, but this provision shall not apply to a Commission member who fills the unexpired term of a previous member.
- (c) Organization. 1. The Commission shall elect one member chairman, one member vice-chairman and one member secretary at its initial organizational meeting, who shall hold such positions until the November meeting of the Commission. At the meeting in November next following the organizational meeting the Commission shall elect one member chairman, one member vice-chairman and one member secretary and these persons shall serve for one year. Thereafter, the Commission shall elect one member chairman, one member vice-chairman and one member secretary for one year terms at its November meeting. At the discretion of the Commission, the members may elect to vest the duties of Treasurer in a separate office from those of Secretary and elect a member for that position.
2. The secretary shall keep an accurate record of all Commission proceedings and transactions and shall report the same in writing to the Common Council at least monthly.
  3. The Commission shall meet at least monthly.
  4. Four members of the Commission shall constitute a quorum for the purpose of holding official meetings and conducting official business.

## CHAPTER 3 Administration

5. Meetings and deliberations of the Commission shall be governed by Robert's Rules of Order.
- (d) Powers and Duties.
1. The Commission shall have complete and exclusive control and management over the Platteville Municipal Airport and all of its property and appurtenances and shall have the power to make rules and regulations governing the same.
  2. The Commission shall have full power and control over all moneys appropriated by the Common Council or other governmental body for the construction, improvement, equipment, maintenance or operation of the Platteville Municipal Airport or earned by said airport and of all moneys made available for construction, improvement, equipment, maintenance, and operation of said airport in any manner whatsoever, except that all such funds shall be deposited with the treasurer of the City of Platteville. Such funds and moneys shall be kept by the treasurer of the City of Platteville in a special fund and shall be paid out only on order of the Airport Commission, drawn and signed by the secretary and countersigned by the chairman. If the Commission elects a Treasurer, then the Treasurer shall perform the duties listed above for Secretary.
  3. The Commission shall have all of the powers and authority set forth in Section 114.14(3), Wisconsin Statutes, and in addition shall have the power to borrow money or arrange credit for operations, maintenance and capital improvements at the Platteville Municipal Airport. However, the Commission may not pledge the credit of the City of Platteville and any and all permanent improvements made to or upon the Platteville Municipal Airport shall become the property of the City of Platteville, except improvements made by Lessees pursuant to private hangar lot leases.
  4. The Commission shall not hold title to any real property, but may acquire, hold, use and dispose of personal property as proper management and operation of the Platteville Municipal Airport requires.
  5. Because the seven member Commission is created by this section pursuant to Section 114.14(2), Wisconsin Statutes, all expenses of construction, improvement, equipment, maintenance and operation of the Platteville Municipal Airport shall be a charge upon the Commission and not upon the City of Platteville, except as otherwise expressly provided from time to time by the Common Council.

### 3.16 REPEALED (13-02)

**3.17 PUBLIC WORK WITHOUT BIDS.** The following classes of public work, namely, the construction, building, laying, maintaining and repair of water and sewer mains and their appurtenances, sidewalks, curb and gutter, streets, buildings and such other work as the Common Council shall direct, may be done directly by the City of Platteville, without submitting the same for bids.

**3.18 TAX ROLL PREPARATION.** (a) Pursuant to Section 70.65(2) of the Wisconsin Statutes, the City Clerk shall, in computing the tax roll, insert only the aggregate amount of state, county, and local taxes in a single column in the tax roll opposite the parcel or tract of land against which the tax is levied, or, in case of personal property, in a single column opposite the name of the person, firm or corporation against whom the said tax is levied.

**3.19 COLLECTION OF STATE AND COUNTY TAXES.** (a) The City of Platteville elects not to give the bond on the City Treasurer provided for by Section 70.67(1) of the Wisconsin Statutes.

(b) Pursuant to Section 70.67(2) of the Wisconsin Statutes, the City shall be obligated to pay, in case the City Treasurer fails to do so, all state and county taxes required by law to be paid by the City Treasurer to the County Treasurer.

(c) A copy of this section shall be filed with the County Treasurer.

**3.20 USE OF CIVIC MEMORIAL BUILDING.** (a) The rental rates for the use of the Auditorium, Common Council Chambers, and GAR Room of the Civic Memorial Building and Senior Citizen Center shall be established by the Common Council and amended from time to time via resolution.

(b) Definitions. 1. Public Use. Those events which are sponsored by, or otherwise under the auspices of, an individual, group, or organization which may be considered charitable, fraternal, religious, or civic-minded in nature.

2. Private Use. Those events sponsored by, or otherwise under the auspices of an individual, group or organization other than those listed under Public Use.

3. Non-Profit Use. Those events for which the sponsoring individual, group or organization charges a nominal fee or no fee at all, and are offered for purposes other than monetary gain.

4. Profit Use. Those events for which the sponsoring individual, group or organization charges a fee, offers items for sale, or otherwise seeks monetary gains as a result of the sponsored event.

## CHAPTER 3 Administration

- (c) **Damage Deposits.** All damage deposits shall be placed in escrow with the City Treasurer prior to the use of any facility and such damage deposits shall be returned in full upon leaving the facility used in as good condition as it was when it was rented, normal wear and tear excepted. If any damage occurs to the facility used, such damage shall be repaired and the cost of such repairs shall be deducted from the damage deposit prior to any refund being made.
- (d) **Adjustment of Rates.** The City Manager is hereby given the authority to adjust the above rates for any religious, charitable, civic or fraternal group. The adjustments shall be made upon the basis of the regularity of the group's use of the facilities, the financial condition and character of the group, the public interest served by the group and the expense of the City created by such use.

**3.21 EMERGENCY MANAGEMENT.** (a) **Policy and Purpose.** To prepare the City to cope with emergencies resulting from a disaster or the imminent threat of a disaster, it is hereby declared necessary:

1. To establish a local emergency management organization;
2. To provide for the exercise of necessary powers during emergencies; and
3. To provide for the rendering of cooperation and mutual aid between this City and other political subdivisions.

It is further declared to be the purpose of this section and the policy of the City that all emergency functions of this City be coordinated to the existing services and facilities of this City and with comparable functions of the federal, state and county government and other political subdivisions, and of various private agencies to the end that the most effective preparation and use may be made of manpower, resources, and facilities for dealing with any disaster that may occur.

(b) **Definitions.** In this chapter, unless the context clearly indicates otherwise:

1. "Disaster" means a severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of the City or a portion of the City, or critical systems, including computer, telecommunications, or agricultural systems.
2. "Emergency Management" shall mean all measures undertaken by or on behalf of the City and its subdivisions to do any of the following:
  - a. Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.

## CHAPTER 3 Administration

- b. Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.
- (c) Emergency Management Director. The City Manager is hereby designated the Emergency Management Director for the City.
- (d) Duties and Powers of the Emergency Management Director.
  - 1. The Director shall coordinate all activities for emergencies within the City and shall maintain liaison and cooperate with emergency agencies and organizations of other political subdivisions and of the state and federal government, and shall participate in county and state emergency activities upon request, and shall have such additional authority, duties, and responsibilities as are authorized by Wis. Stats Section 323.15, and as may from time to time be required by the Council.
  - 2. The Director shall prepare a comprehensive general plan for the emergency management of the City and shall present such plan to the Council for its approval. When the Council has approved the plan by resolution, it shall be the duty of all municipal agencies of the City to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner.
  - 3. In accordance with Wisconsin Statutes Section 323.14(4)(b), if, because of the emergency conditions, the Common Council is unable to meet with promptness, the Emergency Management Director shall exercise by proclamation all of the powers conferred upon the governing body by Wisconsin Statutes 323.14(4)(b), which within the Director's discretion appear necessary and expedient for the purposes set forth in that section. The proclamation shall be subject to ratification, alteration modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.
- (e) Utilization of Existing Services and Facilities. In preparing and executing the emergency plan, the Director shall utilize the services, equipment, supplies and facilities of the existing departments and agencies of the City to the maximum extent practicable; and the officers and personnel of all such departments and agencies are directed to cooperate with and extend such services and facilities to the Director.
- (f) Mutual Aid Agreements. The Emergency Management Director may, subject to the approval of the Council, enter into mutual aid agreements with other political subdivisions. Copies of such agreements shall be filed with the State Administrator of Emergency Management.

## CHAPTER 3 Administration

- (g) Penalties. Whoever intentionally fails to comply with an order issued by the Emergency Management Director or agent of the City who is engaged in emergency management activities under this Chapter or Chapter 323 of the Wisconsin Statutes, including training sessions, is subject to a forfeiture of not more than \$200.

**3.22 PLATTEVILLE MUSEUM BOARD.** (a) Sections 229.11-18, Wisconsin Statutes, are hereby adopted by reference as though fully set forth herein.

- (b) The Board of Trustees of the Platteville Museum shall consist of seven (7) regular members and one (1) ex-officio and non-voting member. The ex-officio and non-voting member shall not be counted for purposes of determining whether a quorum is present.
  1. One of the seven (7) regular members shall be the superintendent of schools of the Platteville School District or a person designated and appointed by the superintendent of schools. The term of this member shall be indefinite, but only as long as the person serves as superintendent of schools or until another person is appointed or designated by the superintendent of schools.
  2. One of the regular members shall be the president of the Jamison Museum Association Board of Directors or a member of such board designated by the president of such Board of Directors. The term of such member shall be indefinite, but only so long as the person holds the position of president of the Jamison Museum Association Board of Directors or until another Board member is appointed by said president.
  3. One member shall be an alderperson of the City of Platteville. Such member shall serve for a term of three years or as long as such person is an alderperson of the City of Platteville, whichever is shorter.
  4. Three members shall be selected from among the residents of the City of Platteville and one member shall be selected from the residents of the Platteville School District. The terms of such members shall be for four (4) years each or until any such member ceases to be a resident of the City of Platteville and/or the Platteville School District, whichever is shorter.
  5. The ex-officio and non-voting member shall be a trustee of the Rollo Jamison Trust other than the City superintendent of schools. The terms of such member shall be indefinite, but shall end when that person ceases to be a trustee of the Rollo Jamison Trust.
    - I. The terms of office for all members of the Board of Trustees except the City Superintendent of Schools, the president of the Jamison

Museum Association Board of Directors and the ex-officio member shall commence on July 1 next after their appointment. The appointment of such members after this ordinance becomes effective shall be for a term which will end on June 30, rather than on May 1, as under the previously effective provisions of Section 3.22 of the Municipal Code of the City of Platteville.

- II. Four members shall be required for a quorum and action may be taken by a majority of those members present.
  - III. The annual meeting of the Board of Trustees shall be held on the 3<sup>rd</sup> Wednesday in July of each year, at which meeting a president and a secretary shall be chosen annually from their number.
  - IV. No member of the Board on completion of his or her term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such Board member, but this provision shall not apply to a Board member who fills the unexpired term of a previous member.
- (c) The Board shall delegate unto the City Manager full administrative and operating authority over the Platteville Museums and shall authorize the City Manager to be the chief operating officer. The City Manager shall be subject to the direction of the Board, be responsible for all operations and shall direct and control all employees, including the Director, who shall be subject to the direction and control of the City Manager and all City personnel rules and regulations.
  - (d) The Board, from time to time, may appoint as honorary curators persons who have manifested a special interest in the museum or some particular department thereof. Such curators shall perform such duties and have such privileges as may be prescribed in the regulations of the museum, but shall not receive any pecuniary compensation.
  - (e) The funds appropriated to said institution by the Common Council shall not be used or appropriated, directly or indirectly for any purpose other than as shown in the City's adopted budget. All such moneys appropriated by the City shall be credited to said budgeted account and said Board shall provide for all necessary expenditures therefrom. Unless expressly provided to the contrary, said Board shall not expend or incur any liability for any sum in excess of the amount allocated therefor by the Council or otherwise available to them from outside sources.
  - (f) All moneys, specimens and other property received by devise, bequests or gift for the purpose of said institution shall unless otherwise directed by the donor or by legal agreement such as the Jamison Collection, be under the management and control of said Board; and all moneys derived from penalties for violation of regulations or from any other source including all moneys paid to the City on any

## CHAPTER 3 Administration

policy of insurance or other obligation for or on account of loss or damage to property pertaining to said institution, shall be credited to said fund and may be expended in the same manner as other funds appropriated to it. Said Board shall have the power and authority to purchase, hire, or lease buildings, lots, rooms and furniture for the use and accommodation of the institution, and shall enlarge, improve and repair same, but shall not erect, purchase, lease or enlarge any building or lot without express authorization by ordinance or resolution of the Council and all conveyances and leases entered into by said Board shall run to the City.

- (g) On or before the 1<sup>st</sup> day of March in each year, said Board shall make a report to the Common Council for the preceding calendar year containing a statement of the condition of the finances of the institution, an accounting of the moneys credited to funds and expenditures therefrom and such other information and suggestions as they may deem to be pertinent.
- (h) Jamison Museum Trustee. The president of the Common Council shall be the Trustee of the Jamison Museum appointed by the Common Council and shall serve in such capacity so long as he or she holds the office of president of the Common Council.

**3.23 OFFICIAL MAP.** (a) Intent. It is the intent of the Council to establish an Official Map for the purpose of serving and promoting the public health, safety, convenience, economy, orderliness and general welfare to the community; to further the orderly lay out and use of land; to stabilize the location of real property boundary lines; to facilitate adequate provision for transportation, parks, playgrounds, and storm water drainage and to facilitate the further subdivision of larger tracts into smaller parcels of land.

- (b) Authority. This section is enacted under the authority granted by Section 62.23(6) of the Wisconsin Statutes.
- (c) Official Map. The Official Map shall show the location and extent of all platted and existing streets, highways, parkways, parks and playgrounds within the corporate limits of the City of Platteville as heretofore laid out, adopted and established by law. There is hereby established, as the Official Map of the City of Platteville, the map which accompanies and is made a part of this section bearing the date of December 14, 1965. This map is hereby designated as the "Official Map of the City of Platteville" and all notations, references and other information shown thereon shall be as much a part of this section as though the matters and information thereon were fully described herein.
- (d) Changes and Additions. The Council may change or add to the Official Map so as to establish the exterior lines of; widen; narrow; extend; or close any platted, existing, proposed or planned streets, highways, parkways, parks or playgrounds.



## CHAPTER 3 Administration

The Council shall refer any changes or additions to the Official Map to the City Plan Commission for review and report thereon prior to adoption. The City Plan Commission shall report its recommendation to the Council within 60 days.

A public hearing of parties in interest and citizens before the Council shall be required before any changes or additions to the Official Map are effective. At least 20 days notice of said hearing shall be required by publication.

Changes and additions made by duly approved subdivision plats shall not require the public hearing if the changes or additions do not affect any land outside the area being platted.

- (e) Municipal Improvements. No public sewer or other municipal street utility or improvement shall be constructed in any street, highway or parkway within the corporate limits of the City until such street, highway, or parkway is duly placed on the Official Map.
- (f) Appeals. The Board of Zoning appeals shall have the power to review any administrative decision of the City Building Inspector to deny a permit for the erection of a structure under this section and to grant relief from the requirements of this section under the provisions of Section 62.23(6)(c), (f) and (g) of the Wisconsin Statutes.
- (g) Certified Copy of Map. There shall be a certified copy of the Official Map. The certified copy shall be kept in the office of the City Clerk, and shall be available for inspection by any interested person during regular office hours. The certified copy shall bear on its face a certification that it is a true copy of the Official Map described in and accompanying this section and shall show the date of adoption of this section and shall be signed by the City Manager and countersigned by the City Clerk. Thereafter no change or addition to such Official Map shall become effective until it shall have been indicated by the appropriate convention on the aforesaid certified copy of the Official Map and a certificate placed thereon or attached thereto, bearing the number and date of adoption of the amending ordinance. The certificate shall be signed by the City Manager and countersigned by the City Clerk.
- (h) Map to be filed with Register of Deeds. The City Clerk shall be responsible immediately upon adoption of the Official Map or any amendment thereto for recording a true copy of the amended Official Map with the Register of Deeds.
- (i) Enforcement. It shall be the duty of the City Building Inspector and the Chief of Police to enforce the provisions of this section.
- (j) Penalties. Any person, firm or corporation who fails to comply with the provisions of this section shall, upon conviction thereof, forfeit not more than \$200 and not less than \$50 and the cost of prosecution for each violation, and in default of payment of such forfeiture and costs shall be imprisoned in the County Jail until payment

thereof but not exceeding 30 days. No damages shall be allowed for any building erected in violation of this section, that is to be used by any government agency, for street, highway and parkway purposes.

**3.24 FREUDENREICH ANIMAL CARE FUND.** (a) Creation. On August 27, 1991, the Council voted to create the "Freudenreich Animal Care Fund". Since that date, a committee has advised the Finance Director on the administration of these funds. A Freudenreich Animal Care Advisory Committee for the City of Platteville is hereby officially created.

(b) Composition, Appointment and Terms.

1. The Freudenreich Animal Care Advisory Committee shall consist of five members who are residents of the Platteville School District, with at least three City residents, and have a demonstrated interest in the care and treatment of animals. In addition, there shall be three Ex-Officio non-voting members. These three will consist of a Council representative, a representative from the Treasurer's office, and a representative from the Police Department.
2. The members shall be appointed by the President of the Common Council, subject to confirmation by the Common Council. Vacancies for an unexpired term shall be filled in the same manner.
3. A representative will be on the Committee from each veterinary clinic in the City of Platteville. Three other members will be appointed. Initially, one member shall be appointed for a three-year term, one member for a two-year term, and one member for a one-year term. Thereafter, the terms of the members shall be for three years each expiring May 1. They may be reappointed for a 2<sup>nd</sup> term. No member on completion of his or her second term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such member, but this provision shall not apply to a member who fills the unexpired term of a previous member.
4. Members shall serve without compensation and the Committee may, by majority vote, request reimbursement for expenses of its members.

(c) Organization.

1. The Committee shall elect one member Chairperson, one member Vice-Chairperson, and one member secretary at its organizational meeting, who shall hold such positions until the June meeting of the Committee. At the meeting in June next following the organizational meeting, the Committee shall elect one member chairperson, one member vice-chairperson, and one

## CHAPTER 3 Administration

member secretary and these persons shall serve for one year. Thereafter, the Committee shall elect one member chairperson, one member vice-chairperson, and one member secretary for one year terms at its June meeting.

2. The secretary shall take minutes for each meeting.
3. The Committee shall meet at least quarterly.
4. Three members of the Committee shall constitute a quorum for the purpose of holding official meetings and conducting official business.
5. Members appointed to the Committee prior to May 1, 1999, shall serve until May 1, 2000.

### (d) Powers and Duties

1. The Committee shall be responsible for helping to administer the "Freudenreich Animal Care Trust Fund".
2. The Committee shall present an annual budget to the Common Council.

**3.25 LAW ENFORCEMENT STANDARDS BOARD PROGRAM.** (a) The City of Platteville hereby elects to participate in the recruit qualifications and training program of the Wisconsin Law Enforcement Standards Board.

- (b) Before an individual may commence employment on a probationary or temporary basis as a law enforcement officer, that individual must have met the recruit qualifications set by the Wisconsin Law Enforcement Standards Board, and before an individual may commence employment on a part-time or full-time permanent basis as a law enforcement officer, that individual must have been certified by the Board as having met the recruit qualifications and as having successfully completed the preparatory training course required under the Board's recruit training standards.

Such recruit training must be successfully completed by the trainee within his probationary period. Under justifiable circumstances, this period may be extended, but the total period during which a person may serve as a law enforcement officer on a probationary or temporary basis without successfully completing a preparatory training course approved by the Wisconsin Law Enforcement Standards Board shall not exceed two years.

- (c) The Board of Police and Fire Commissioners are hereby instructed and directed to make the necessary amendments to the Personnel Rules, the Manual of Rules of the Platteville Police Department, and the rules of said Board of Police and Fire

Commissioners, requiring that any person employed henceforth as a law enforcement officer by the Platteville Police Department must meet the recruit qualifications and training standards set by the Wisconsin Law Enforcement Standards Board.

**3.26 RECEIPT OF GIFTS OR GRATUITIES.** (a) No public employee or public official of the City of Platteville shall receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of value which he is not authorized by either the City Manager or the Common Council to receive from any person, if such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or any subdivision thereof or the Common Council of the City of Platteville; or
  2. Conducts operations or activities which are regulated by such employee's employer or by the Common Council of the City of Platteville; or
  3. Has interests which may be substantially affected by such public employee's employer or any subdivision thereof or the Common Council of the City of Platteville.
- (b) The terms public employee and public official, as used herein, shall include, without exclusion because of enumeration herein, all employees of the City of Platteville, all officers and officials in whatever capacity of the City of Platteville, all members of all official and ex-officio boards and commissions of the City of Platteville.
- (c) Any language to the contrary notwithstanding, this section shall not prohibit any public employee or any public official of the City of Platteville from accepting or receiving a business gift from any person of a retail value of not more than \$3.00 once in each calendar year and any meal with a retail value of not more than \$5.00 once annually from any one person, firm, corporation or organization.

**3.27 CITY ECONOMIC DEVELOPMENT FUND.** (a) **PURPOSE.** Promote and assist business development and redevelopment activities within the City of Platteville that result in achieving the Economic Development plans as expressed by the City, the Platteville Area Industrial Development Corporation and other local organizations.

The ED Fund is intended for the purpose of stimulating economic development projects that would not otherwise be implemented.

(b) **ECONOMIC DEVELOPMENT FUND PROFILE.** The Economic Development Fund (ED Fund) is a specialized fund designated, established and reserved by the City exclusively for economic development activities. The initial source of operating capital for the ED Fund will be specified revenues from the sale or lease of City-

## CHAPTER 3 Administration

owned commercial and industrial properties. This will include all properties optioned to the Development Corporation for purposes of marketing. Additional properties may be made part of the fund in the future.

- (c) **ELIGIBLE PROJECTS.** The following activities are examples of uses for which the ED Fund could be used. The Common Council shall determine if a project is eligible for funding.
1. Assist with land write-downs, infrastructure development and similar incentives deemed necessary and appropriate to assist business start-up or expansion in the City of Platteville.
  2. Assist with loans for business development. Such assistance would ultimately be repaid to the ED Fund.
  3. A portion of the funds may be reserved for future industrial and commercial land acquisition targeted toward maintaining a competitive supply of industrial lands and redeveloping blighted commercial areas within the City.
  4. Funds needed to support the Platteville Area Industrial Development Corporation annual operating budget for the purpose of marketing properties in the City of Platteville.
  5. Funds needed to support other organizations actively engaged in economic development.
- (d) **ED FUND ADMINISTRATION AND MANAGEMENT.** The ED Fund would be administered by the City as a special account. The decision to use funds for eligible projects would be made on a case-by-case basis by the City Council.
- (e) **ADMINISTRATION GUIDELINES.** The following guidelines are established to govern the administration of the Economic Development Fund (ED Fund) in the City of Platteville, Wisconsin. The City Manager is charged with the primary responsibility of administering projects undertaken by the ED Fund with assistance from the Platteville Area Industrial Development Corporation as needed. The City shall keep accurate financial records on all operations of the ED Fund. The following guidelines shall be used for administering the ED Fund.
1. ED Funds could be used for acquisition, demolition, site preparation or similar activities deemed necessary to stimulate economic development projects. The primary use of ED Funds should be to assist with loans where needed to make project financing feasible.
  2. The projects must be consistent with adopted City plans and be able to comply with City zoning and other development regulations.

## CHAPTER 3 Administration

3. Thorough project descriptions shall be narrated and justification for financial participation shall be fully documented to the satisfaction of the City Council. It must be demonstrated that without the City's economic participation in the amount requested, the private development would not be feasible or specific features of the project would have to be deleted.
4. The ED Fund investment shall be protected through such safeguards as Performance Bonds or other contractual mechanism.
5. The user shall retain ownership of the project for sufficient time to complete the project, stabilize its occupancy and establish the project's management.
6. The user shall provide the City with a market feasibility study establishing the probability for economic success.
7. City expenditures for appraisals, blight studies, soil borings and similar necessary consultant studies undertaken to review the developer's proposal may become the responsibility of the developer if the development does not proceed. If the development does proceed, these items shall become part of the project costs. This type of consideration shall be negotiated for each project, as applicable.
8. The user shall initially provide sufficient information as required by the City to establish its ability to develop the proposed project including, but not limited to, its previous development record.
9. All funded projects shall not have a damaging impact on designated City Landmarks. (87-15, 7/23/87)

### **3.28 REPEALED (08-04)**

### **3.29 DISPOSITION OF ABANDONED PROPERTY.**

- (a) DESIGNATION OF CUSTODIAN. The Chief of Police is hereby designated the official custodian of all property which shall come into the possession of the City of Platteville or any officer or agent of the City.
- (b) PROPERTY TO BE DISPOSED OF. The Chief of Police may dispose of any personal property which has been abandoned, or remained unclaimed for a period of thirty days after the taking of possession of the property by the City. Such disposition shall be by any means determined by the Chief of Police to be in the best interests of the City. If the property is not disposed of in a sale open to the public, the Chief of Police shall maintain an inventory of such property; a record of the date and method of disposal, including the consideration received for the

property, if any, and the name and address of the person taking possession of the property. Such inventory shall be kept as a public record for a period of not less than two years from the date of disposal of the property. The means of disposal may be public auction, private sale through sealed bid, private sale without bid, donation to a non-profit organization, or if the property is of inconsequential value, it may be disposed of as trash. If the disposal is in the form of a sale, all receipts from the sale, after deducting the necessary expenses of keeping the property and conducting the sale, shall be paid into the City treasury.

- (c) DISPOSITION OF ABANDONED OR UNCLAIMED SUBSTANCES, MATERIALS OR DEVICES POSING A THREAT TO LIFE OR PROPERTY. The City may safely dispose of abandoned or unclaimed flammable, explosive or incendiary substances, materials or devices posing a danger to life or property in their storage, transportation or use immediately after taking possession of the substances, materials or devices without a public auction. Such disposition shall be in accordance with applicable federal, state and local regulations. A reasonable attempt to return such property to the rightful owner shall be made if the substances, materials or devices have a commercial value in the normal business usage and do not pose an immediate threat to life or property. If the substance, material or device appears to be or is reported stolen, an attempt will be made to return the substance, material or device to the rightful owner.
- (d) DISPOSITION OF WEAPONS AND AMMUNITION. The City may retain or dispose of any abandoned, unclaimed or seized dangerous weapon or ammunition only under S.968.20.
- (e) DISPOSITION OF MOTOR VEHICLES. This section shall not apply to motor vehicles which come into the possession of the City of Platteville or the Police Department. The provisions of Chapter 39 shall apply to such motor vehicles.

**3.30 COMMUNITY DEVELOPMENT.** The City of Platteville Community Development Program Policy and Procedure Manual which is in booklet form, is hereby adopted by reference. Copies of such booklet shall be kept on file in the office of the City Clerk.

- (a) No member of the Board on completion of his or her term shall be eligible for reappointment thereon until at least a period of one year shall have intervened between said terms as such Board member, but this provision shall not apply to a Board member who fills the unexpired term of a previous member.

**3.31 (Moved 86-9, 8/5/86)**

**3.32 WORK RELIEF AND GENERAL RELIEF.** (a) Statement of Policy. Whereas, it is the declared legislative policy of the State of Wisconsin, as appears in Section 49.002,

## CHAPTER 3 Administration

Wisconsin Statutes, that refusal of a bona fide offer of employment or training without good cause or acceptance and subsequent inadequate performance through willful neglect, shall necessitate that local municipal or county welfare officials discontinue general relief payments to such individual; and

Whereas, it is contemplated that certain dependent persons, as defined in Section 49.01, Wisconsin Statutes, whose legal settlements are within the City of Platteville, will leave this municipality and apply for General Assistance in other municipalities within the State of Wisconsin; and

Whereas, certain of these individuals will leave this municipality for the express purpose of avoiding the City's Work Relief Program; and

Whereas, other counties and municipalities also maintain such programs and should place such individuals on their programs in their respective municipalities in light of a disability to force such persons to return to their municipalities of legal settlement,

Now therefore, the following programs and policies are adopted by the Common Council.

- (b) Work Relief Program. The City shall maintain a continuing work relief program for all eligible welfare recipients and hereby notifies all Wisconsin counties and, through each County Clerk, each municipality of same.
- (c) Notification. The City of Platteville hereby requests each county and/or municipality to notify each recipient whose legal settlement is presumed to be within the City of Platteville, of the work relief program within the City of Platteville.
- (d) Requests to Other Municipalities. The City, upon receiving a nonresident notice pursuant to Section 49.11(4), Wisconsin Statutes, for recipients whose legal settlement is presumed to be in the City of Platteville, shall contact the forwarding county or municipality and request that if such county or municipality has a work relief program the recipient in question shall be certified for placement therein.
- (e) Payment of Claims. The City of Platteville shall deny any claims submitted by a county or municipality for general relief for any recipient who refuses to accept a bona fide offer of employment from said county or municipality without good cause. Documentation as to the recipient's refusal shall be submitted to the City.

**3.33 PUBLIC RECORDS.** (a) Purpose. 1. The purpose of this ordinance is to establish a City records retention schedule and authorize destruction of City records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record had been photographically reproduced as an original record pursuant to Section 16.61(7) Wisconsin Statutes or converted to optical imaging pursuant to Section 16.61(7).



## CHAPTER 3 Administration

2. Any record not covered by this ordinance or any regulation or law shall be retained 7 years unless the record is added by amendment into the ordinance and the shorter time period approved by the State Public Records and Forms Board.
- (b) Authority. This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.
- (c) Definitions. 1. "Authority" means any of the following City entities having custody of a City record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and political created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
2. "Custodian" means that officer, department head, division head, or employee of the City designated under subsection (d) or otherwise responsible by law to keep and preserve any City records or file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.
  3. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.
- (d) Duty to Maintain Records. 1. Except as provided under subsection (i), each officer and employee of the City shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.
2. Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor

CHAPTER 3 Administration

all records then in his or her custody and the successor shall receipt therefor to the officer or employee, who shall file said receipt with the City Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

- (e) Legal Custodian(s). 1. Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate any employee on his or her staff to act as the legal custodian.
2. Unless otherwise prohibited by law, the City Clerk or the Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council.
3. For every authority not specified in subsections (1) and (2) the authority's chief administrative office is the legal custodian for the authority, but the officer may designate an employee on his or her staff to act as the legal custodian. The following offices or authorities shall have as a legal custodian of records the individual so named.

<u>Authority</u>	<u>Designated Legal Custodian</u>
Ambulance Records	Ambulance Administrator
City Assessors Office	City Assessor
City Attorney's Office	City Attorney
Community Planning & Development	Director
Engineering Records	Director of Public Works
Financial Records	Finance Director
Fire Department	Fire Chief
General City Records	City Clerk
Library Records	Library Director
Museum Records	Museum Director
Park & Recreation Records	Park & Recreation Director
Police Department	Police Chief
Police & Fire Commission	City Clerk
Street Department Records	Street Superintendent
Water & Sewer Records	Utility Office Manager

## CHAPTER 3 Administration

4. Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee and each legal custodian shall send notice of the designated deputy to the City Manager.
  5. The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subchapter 11 of Chapter 19, Wisconsin Statutes, and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this Subchapter.
  6. The City Manager shall set the criteria for establishing the records system in each area and shall cause the department/office records system to be reviewed on an annual basis.
- (f) Public Access to Records. 1. Except as provided in subsection (h), any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.35(1), Wisconsin Statutes.
2. Records will be available for inspection and copying during all regular office hours.
  3. If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours advance notice of intent to inspect or copy.
  4. A requester shall be permitted to use facilities comparable to those available to City employees to inspect, copy or abstract or record.
  5. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
  6. A requester shall be charged a fee to defray the cost of locating and copying records as established by resolution of the Common Council.
  7. Pursuant to Section 19.34, Wisconsin Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established time and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the Common Council.
- (g) Access Procedures. 1. A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record

without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Section 19.37, Wisconsin Statutes. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under subsection (f)(6)VI. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

2. Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the City Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.
3. A request for a record may be denied as provided in subsection (h). If a request is made orally, the request may be denied orally or if a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial, or if a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Section 19.37(1), Wisconsin Statutes, or upon application to the Attorney General or a District Attorney.

(h) Limitations on Right to Access. 1. As provided by Section 19.36, Wisconsin Statutes, the following records are exempt from inspection under this section:

- I. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law;
- II. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;
- III. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection; and

## CHAPTER 3 Administration

- IV. A record or any portion of a record containing information qualifying as a common law trade secret.
2. As provided by Section 43.30, Wisconsin Statutes, public library circulation records are exempt from inspection under this section.
3. In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the City Attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
  - I. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
  - II. Records of current deliberations after a quasi-judicial hearing.
  - III. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline or any City officer or employee, or the investigation of charges against a City officer or employee, unless such officer or employee consents to such disclosure.
  - IV. Records concerning current strategy for crime detection or prevention.
  - V. Records of current deliberations or negotiations on the purchase of City property, investing of City funds, or other City business when competitive or bargaining reasons require nondisclosure.
  - VI. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
  - VII. Communications between legal counsel for the City and any officer, agent or employee of the City when advice is being rendered concerning strategy with respect to current litigation in which the City or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under Section 905.03, Wisconsin Statutes.

## CHAPTER 3 Administration

4. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the City Attorney prior to releasing any such record and shall follow the guidance of the City Attorney when separating out the exempt material. If in the judgment of the custodian and the City Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

### (i) Destruction of Records. 1. General Provisions.

- I. Historical Records: Under Wisconsin Statutes Section 19.21(4)(a), municipalities must notify the State Historical Society of Wisconsin (SHSW) prior to destroying records. When referring to the records retention schedules in Section 3.33(1)3, the following designations indicate the status of the record.

- 1) The SHSW has waived the required statutory 60 day notice for any record marked "W" (waived notice).
- 2) SHSW must be notified prior to destruction of a record marked "N" (non-waived).
- 3) Notice is also required for any record not listed in this ordinance.
- 4) "N/A" indicates not applicable and applies to any record designated for permanent retention.

### II. Microfilming or Optical Imaging of Records.

- 1) Local units of government may keep and preserve public records through the use of microfilm or optical imaging providing the microfilm or optical imaging meets the applicable standards in Wisconsin Statutes Section 16.61(7) or Section 16.61 and thereafter shall be considered original records for all purposes. Retention periods and estimated costs and benefits of converting records between different media should be considered in deciding which records to microfilm or convert to optical imaging. After verification paper records converted to a different media should be destroyed. The retention periods identified in this ordinance apply to records in any media.

## CHAPTER 3 Administration

- III. Any tape recordings of a governmental meeting of the City may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.
  - IV. Destruction after Request for Inspection: No requested records may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Section 19.37 Wisconsin Statutes, the requested record may not be destroyed until after a court order is issued and all appeals have been completed. See Section 19.35(5) Wisconsin Statutes.
  - V. Destruction Pending Litigation: No record subject to pending litigation shall be destroyed until the litigation is resolved.
  - VI. Review and Approval by Public Records and Forms Board of the State of Wisconsin: This ordinance and the retention periods of less than 7 years have been reviewed and approved by the Public Records and Forms Board.
2. Destruction Procedures: The following section applies to all destruction of records unless otherwise stated in Section 3.33(I)1 or the Record Retention Schedule listed in Section 3.33(I)3.
- I. City officers may destroy the non-utility financial records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e) Wisconsin Statutes, and then after such shorter period.
  - II. City Officers may destroy the utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to State Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e) Wisconsin Statutes, and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two years.
  - III. City Officers may destroy the records of which they are legal custodian and which are considered obsolete, but not less than

seven years after the record was created unless another period has been set by statute, and then after such a period or unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e) Wisconsin Statutes, and then after such a shorter period.

3. Wisconsin Municipal Records Schedule approved by the State of Wisconsin Public Records Board on August 27, 2018.

Administrative and Related Records Schedule approved by the State of Wisconsin Public Records Board on August 23, 2010.

Budget and Related Records Schedule approved by the State of Wisconsin Public Records Board on May 14, 2012.

Facilities Management and Related Records Schedule approved by the State of Wisconsin Public Records Board on February 22, 2010.

Fleet and Aircraft Management Records Schedule approved by the State of Wisconsin Public Records Board on May 12, 2014.

Human Resources and Related Records Schedule approved by the State of Wisconsin Public Records Board on November 15, 2010.

Payroll and Related Records Schedule approved by the State of Wisconsin Public Records Board on August 22, 2011.

Purchasing and Procurement Records Schedule approved by the State of Wisconsin Public Records Board on November 11, 2013.

Risk Management and Related Records Schedule approved by the State of Wisconsin Public Records Board on February 25, 2013.

Wisconsin Public Libraries and Public Library Systems and Related Records Schedule approved by the State of Wisconsin Public Records Board on June 12, 2017.

4. Definitions.

- I. **Record ID #** is a unique control number for a record.

- II. **Brief Description** provides a brief description of the records. (Group specific items such as forms into logical groups that have the same function or purpose.



- III. **Retention** refers to the time that the identified records must be kept until destruction.
  - 1) **“CR”** stands for creation which usually refers to receipt or creation of the record.
  - 2) **“FIS”** stands for current fiscal year and the additional amount of time as indicated.
  - 3) **“EVT”** stands for event and refers to an occurrence that starts the retention “clock ticking”. Close of contract, termination of employee, and disposition of a case are common events.
  - 4) **“P”** stands for permanent retention.
- IV. **Period of Time** is expressed in years unless specifically identified as month or day.
- V. **Authority** refers to any specific statutory, administrative rule, or specific regulation that determines retention of the record. In most cases this will be blank because units of government have discretion to establish a time period.
- VI. **SHSW Notify** refers to whether or not the State Historical Society of Wisconsin has waived the required statutory notification prior to destruction of records. Refer to Section 3.33(i)1.I.

(j) Severability. The provisions of this section are severable. If a section, subsection, paragraph, sentence, clause or phrase shall be adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the entire section.

**3.34 VOTING MACHINES.** Pursuant to Section 5.40, Wisconsin Statutes, voting machines or electronic voting systems shall be used in every ward in the City of Platteville at every election, except that paper ballots may be used for special, primary or regular elections other than Presidential or Governor’s.

**3.35 ROOM TAX.** (a) Definitions. 1. “Gross Receipts” has the meaning given in Wisconsin Statutes Section 77.51(4), which are realized from the furnishing, at retail, of Hotel or Motel rooms or lodging to transients.

- 2. “Hotel” and “Motel” have the meaning given in Wisconsin Statutes Section 77.52(2)(a)1.

## CHAPTER 3 Administration

3. "Transient" has the meaning given in Wisconsin Statutes Section 77.52(2)(a)1.
  4. "Tourism" has the meaning given in Wisconsin Statutes Section 66.0615(1)(e).
  5. "Tourism promotion and development" has the meaning given in Wisconsin Statutes Section 66.0615(1)(fm).
- (b) Imposition of tax. A tax is hereby imposed on the privilege of furnishing, at retail, rooms or lodging to transients by Hotelkeepers, Motel Operators or other persons furnishing accommodations that are available to the public, regardless of whether membership is required for the use of the accommodations. Such tax shall be at the rate of 5% of the Gross Receipts. Such tax shall not be subject to the selective tax imposed by Section 77.52(2)(a)1, Wisconsin Statutes.
- (c) Collection of tax and reporting requirements.
1. The tax imposed in this section shall be paid on a quarterly basis, with the quarters of the year ending on March 31, June 30, September 30 and December 31 of each year.
  2. Persons subject to the tax shall file a room tax return within 30 days after the end of each quarter and shall pay the applicable tax with the return. All returns and payments of room taxes shall be filed with and made to the City Treasurer. The room tax return forms shall be as prescribed by the City Treasurer.
- (d) Allocation of tax. Funds received from the room tax shall be allocated and used as follows:
1. 2% of the total amount collected may be retained by the persons subject to the tax as reimbursement for the costs of collecting and reporting the room tax and for the accounting connected therewith, provided the required reports and payment of the room tax are timely made.
  2. 28% of the total amount collected shall be retained by the City of Platteville as reimbursement for the costs of administering and overseeing the room tax program and for community development projects, including but not limited to, parks, playgrounds and green spaces.
  3. 70% of the total amount collected shall be spent directly by the City of Platteville, as determined by the Common Council, on "tourism promotion and development" in the City of Platteville, Wisconsin.

## CHAPTER 3 Administration

- (e) Administration of room tax program. The City Treasurer shall administer the room tax program. The City Treasurer shall prepare an annual report to the Common Council by February 28 of each year showing the total amounts collected and the disbursement of such amounts as heretofore provided.
- (f) Permit. Every person subject to the tax shall file an application with the City Clerk for a permit to operate a Hotel or Motel within the City of Platteville within 15 days of the effective date of this ordinance or prior to the commencement of operation of a Hotel or Motel within the City of Platteville. The application shall be upon a form prescribed by the City Treasurer. The permit shall not be assignable and shall be valid only for the person in whose name it is issued and only for the place designated in the permit and shall expire when the Hotel or Motel for which it is issued ceases business. The permit shall be displayed in a public place on the premises.
- (g) Liability for room tax. The person to whom a permit has been issued shall be liable for any and all amounts of tax imposed under this section. Upon termination of business by any person to whom a permit is issued, any tax for that portion of the quarter in which the business was operated shall become immediately due and payable, and any tax due must be paid before a permit may be issued to any person to operate a Hotel or Motel at the same location.
- (h) Audit. Whenever the City of Platteville has probable cause to believe that the correct amount of room tax has not been assessed or that the return of any person to whom a permit has been issued is not correct, the City Treasurer or his designee may inspect and/or audit the financial records of such person and shall determine and assess the correct tax due.
- (i) Estimated assessment. If any person required to make a return fails, neglects or refuses to do so for the amount, in the manner and form, and within the time prescribed, the City Treasurer shall make, according to his or her best judgment, an estimate of the amount of the gross receipts received by such person and shall compute and assess the amount of tax required to be paid, based upon such estimate. No refund or modification of the payment determined may be granted until such person files a correct room tax return and permits the City of Platteville to inspect and audit his or her financial records under subsection (h).
- (j) Interest. All delinquent room taxes shall bear interest at the rate of 1% per month for every month or portion of a month during which such taxes are delinquent. No interest shall be payable by the City on overpayments of tax. All interest collected under this section shall be retained by the City of Platteville.
- (k) Confidentiality. All returns and other information provided by any person under this ordinance shall be confidential and may be disclosed by the City Treasurer only to the following: the person who filed the return or his or her authorized agents, successors and assigns; persons using the information in the discharge of the

duties of their office or in the discharge of duties imposed upon them by law; any person designated by court order. This disclosure prohibition does not include the dissemination by the City Treasurer of aggregate amounts of tax received from all Hotels and Motels within the City.

(l) Revocation of permit and operation of Hotel or Motel without permit.

1. No person may operate a Hotel or Motel within the City of Platteville without the permit required by this section. Enforcement of this prohibition may be by application to the appropriate court for an injunction or other lawful relief or by any other means provided by law.
2. Any permit required under this section may be revoked by the Common Council upon written notice to the Hotelkeeper to whom it was issued for one or more of the following reasons:
  - A. failure to file a return or pay the tax due within 45 days after the due date for filing the return and payment of the tax;
  - B. filing a return which contains false information;
  - C. refusing to permit the City of Platteville to inspect and audit the financial records of the person subject to the tax.

(m) Penalties for Certain Violations.

1. Any person who fails to comply with a request to inspect and audit such persons financial records as provided in subsection (h) of this ordinance shall be subject to a forfeiture not to exceed 5% of the tax imposed under subsection (b), plus court costs and assessments.
2. Any person who fails to pay the room tax due under subsection (b) or (i) shall be subject to a forfeiture in an amount not to exceed 25% of the room tax due for the previous year or \$5,000.00, whichever is less, plus court costs and assessments.
3. Any person who violates either subsection (l)1. or (k) of this ordinance shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00, plus court costs and assessments.

**3.36 MOTOR VEHICLE REGISTRATION FEE.** (1) Authority. This ordinance is adopted pursuant to the authority granted by Wisconsin Statutes Section 341.35, as from time to time amended or renumbered.

## CHAPTER 3 Administration

- (2) Purpose. The purpose of this ordinance is to provide the City of Platteville with a source of revenue, in addition to other revenue sources currently being utilized, to fund transportation purposes.
- (3) Definitions. Motor Vehicle – an automobile or motor truck registered under Section 341.35(1)(c) at a gross weight of not more than 8,000 lbs.
- (4) Imposition of Motor Vehicle Registration Fee. (a) Pursuant to Section 341.35 of the Wisconsin Statutes, an annual flat fee as set forth herein, in the amount of twenty dollars (\$20.00) is hereby imposed on all motor vehicles registered in the state of Wisconsin that are customarily kept in the City of Platteville.
  - (b) This fee shall be paid by the registration applicant at the time that a motor vehicle is first registered and at each time of registration renewal.
  - (c) The City registration fee shall be paid as provided in Wisconsin Statutes Section 341.35(5). The City registration fee shall be in addition to State registration fees.
- (5) Administrative costs. The Wisconsin Department of Transportation shall retain a portion of monies collected equal to the actual administrative costs related to the collection of these fees. The method for computing the administrative costs shall be reviewed annually by the Wisconsin Department of Transportation, as provided in Wisconsin Statutes Section 341.35.
- (6) Exemptions. The following motor vehicles are exempt from the annual City of Platteville vehicle registration fee:
  - (a) All vehicles exempted by Wisconsin Statutes Chapter 341 from payment of a state vehicle registration fee.
  - (b) All vehicles registered by the State of Wisconsin under Section 341.26 for a fee of five dollars (\$5.00).
  - (c) No City vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current City vehicle registration fee has been paid.
- (7) Deposit of Fee Revenues. All monies under the applicable statute and this chapter remitted to the City by the Wisconsin Department of Transportation or other applicable agency shall be deposited into the City's Capital fund and used solely for assisting with transportation related purposes.
- (8) Collection of Fees. Collection of fees by the Wisconsin Department of Transportation shall commence on March 1, 2017.

**3.37 REPEALED (12-09)**

**3.38 FEE FOR PROCESSING FINGERPRINT CARDS.** Applicants requesting the processing of fingerprints for firearms or other applications or permits by officers of the City shall be assessed a fee established by the Common Council and amended from time to time via resolution.

**3.39 FEE FOR PROCESSING TEMPORARY WISCONSIN LICENSE PLATES.** Individuals requesting application for vehicle title and the processing of temporary Wisconsin license plates by employees of the City shall be assessed a fee established by the Common Council and amended from time to time via resolution.

**3.40 REPEALED (11-25)**

**3.41 REPEALED (11-10)**

**3.42 LIMITATION ON COUNCIL AUTHORITY TO MAKE EXPENDITURES.** The Common Council of the City of Platteville shall not authorize or approve any contracts, relating to or for the construction of any public building where the total cost of the project exceeds \$1,000,000, and would result in an increase in real property taxes, unless the project is first submitted to a vote of the electors in a non-binding, advisory referendum. A majority of the members of the Council voting at a regular or special meeting may waive this requirement with respect to a specific project. This ordinance shall not be construed to require a referendum for contracts let to define the scope or space needs of a project, provide initial cost estimates, or produce preliminary design documents or concepts.

**3.43 TOURISM COMMITTEE.** (a) Creation. A Tourism Committee for the City of Platteville is hereby created. Any reference made to the Tourism Commission in the Ordinances of the City of Platteville shall be interpreted to mean the Tourism Committee as created and established by this Section.

(b) Composition, Appointment and Terms.

1. The Tourism Committee shall have five (5) voting members, three of which shall be residents of the City of Platteville and have a demonstrated interest in tourism in the City of Platteville, one member of the Common Council, one member of the hotel and motel industry within the City of Platteville. The Committee shall also have two (2) non-voting or ex-officio members, consisting of the Executive Director of the Chamber of Commerce and

## CHAPTER 3 Administration

Manager of the Main Street Program.

2. The members shall be appointed by the President of the Common Council, subject to confirmation by the Common Council. Vacancies for an unexpired term shall be filled in the same manner.
3. The terms of the members shall be for one year each and they may be reappointed.
4. Members shall serve without compensation and the Committee may, by majority vote, request reimbursement for expenses of its members.

### (c) Organization.

1. The Committee shall elect one member Chairperson, one member Vice-Chairperson and one member Secretary for one year terms at its July meeting.
2. The Committee shall meet at least quarterly.
3. Three members of the Committee shall constitute a quorum for the purpose of holding official meetings and conducting official business.
4. Meetings of the Committee shall be governed by Robert's Rules of Order.
5. Members appointed during the course of any term shall fill the unexpired term.

- (d) Powers and Duties. The Committee shall provide advice and recommendations to the Common Council on the expenditure of Room Tax receipts collected under the provisions of Section 3.35 and Wis. Stat. Section 66.0615, for "tourism promotion and development" as defined in Wis. Stat. Section 66.0615(1) (fm). The Committee, if requested by the Council, may make requests for and conduct a review of proposals for the funding of specific marketing projects, transient information services, or tangible municipal development related to "tourism promotion and development".

**3.44 PARKS, FORESTRY AND RECREATION COMMITTEE.** (a) Creation. A Parks, Forestry and Recreation Committee is hereby created. Any reference made to the Board of Park Commissioners or the Tree Advisory Board in the Ordinances of the City of Platteville or the rules, regulations and statutes of the State of Wisconsin shall be interpreted to mean the Parks, Forestry and Recreation Committee as created and established by this Section.

### (b) Composition, Appointment and Terms.

## CHAPTER 3 Administration

1. The Parks, Forestry and Recreation Committee shall have seven (7) members, consisting of:
    - A. One (1) member shall be an alderperson of the City of Platteville. Such member shall serve for a term of one year, or as long as such person is an alderperson of the City of Platteville, whichever is shorter.
    - B. Six (6) members shall be selected from among the residents of the City of Platteville. The initial terms of such members shall be staggered, with three (3) members having terms of one, two and three years and two (2) members having terms of two years and one (1) member having a term of three years, and successive terms of three years or until such member ceases to be a resident of the City of Platteville, whichever is shorter.
  2. The members shall be appointed by the President of the Common Council on the second Tuesday in May, subject to confirmation by the Common Council, for a term commencing on June 1. Vacancies for an unexpired term shall be filled in the same manner. A member of the Committee, upon completion of the member's term shall not be eligible for reappointment until at least a period of one year shall have intervened between said terms as a Committee member, but this provision shall not apply to persons who fill an unexpired term of a previous member or whose initial term was less than three years, or to the appointment of an alderperson.
- (c) Organization.
1. The Committee shall elect a Chairperson and Vice Chairperson from among its members at its first meeting in June. Officers shall serve a term of one year. Other officers may be selected as necessary.
  2. The Chairperson shall conduct the meetings and serve as Representative of the Committee. The Vice Chairperson shall serve in the absence of the Chairperson. The City Manager or his/her assigned representative shall serve as secretary and staff the Committee.
  3. Four members shall constitute a quorum for the purpose of holding meetings and conducting business. A member may be counted for quorum purposes if attending remotely so long as the said member can hear and be heard by the committee members and other persons attending the meeting.
- (d) Powers and Duties. The Committee shall have the following powers and duties:
1. Provide advice and recommendations to the Common Council on the matters set forth in Wis. Stat. Sections 27.08, 27.09 and 27.10 and shall:



## CHAPTER 3 Administration

- a. Review proposals for residential development with respect to the need of parkland, trails and recreational facilities and whether existing facilities are sufficient or new or additional facilities will be required as a result of the proposed development and shall file a report on such matters to the City Plan Commission and City Council for their review in a timely manner.
  - b. Make recommendations for the appropriation of the City's Parks Impact Fee.
  - c. Consider and pursue grants for the improvement of city parks, recreation programs, and forestry initiatives.
  - d. Recommend changes in recreation, park, or forestry fees and programs and present same by resolution to the City Council.
2. Act as the Tree Advisory Board under Chapter 10 Urban Forestry and:
- a. Serve in an advisory capacity to the Common Council relating to trees and shrubs located within street right-of-ways, parks, cemeteries, and other public places in the City and to trees and shrubs located on private property that are diseased or infested or endangers the life, health or safety of persons or property on public areas.
  - b. Prepare and maintain an inventory of trees and shrubs located on public areas within the City and on private property along streets where street trees cannot be planted due to site limiting factors.
  - c. Prepare and recommend to the Common Council a management plan for the planting, care and maintenance of trees in the City, including the number, species and location.
  - d. Identify, improve and promote desirable tree and shrub species within the City.
  - e. Apply for county, state, federal and private grant funds for the City's tree program.
  - f. Recommend such persons or firms who are qualified in urban forestry to assist with the City's urban forestry tree program.
  - g. Provide a forum for and encourage public comments on City tree and shrub projects and the urban forestry program.

## CHAPTER 3 Administration

- h. Encourage public participation in urban forestry within the City of Platteville and the surrounding extraterritorial area.
    - i. Conduct an Arbor Day observance each year.
    - j. Inform and educate City residents about the care of natural areas in their neighborhoods.
    - k. Maintain "Tree City USA" status of the City of Platteville.
  - 3. Perform such other duties and responsibilities as the Common Council shall from time to time direct.
- (e) The Common Council shall exercise all the responsibilities and powers of the Board of Park Commissioners as provided in Wis. Stat. Section 27.08(3).

**3.45 REDEVELOPMENT AUTHORITY.** (a) Creation. The Redevelopment Authority of the City of Platteville, created by Resolution No. 05-08 adopted and approved by the City Council on June 14, 2005, is hereby ratified and confirmed.

- (b) Composition, Appointment and Terms. The composition, appointment and terms of commissioners of the Redevelopment Authority shall be as set forth in Wis. Stat. Section 66.1333(3). One of the seven commissioners shall be a member of the Council. No more than two commissioners may be officers of the City. Commissioners shall be appointed by the President of the Common Council, subject to confirmation by a 4/5 vote of the membership of the Common Council. Vacancies for an unexpired term shall be filled in the same manner.
- (c) Organization.
- 1. The commissioners shall elect a Chairperson and Vice Chairperson from its members at its first meeting in June. Officers shall serve a term of one year. Other officers may be selected as necessary.
  - 2. The Chairperson shall conduct the meetings and serve as authorized representative of the Authority. The Vice Chairperson shall serve in the absence of the Chairperson.
- (d) Powers and Duties. The Redevelopment Authority shall have the powers and duties as set forth in Wis. Stat. Section 1333, the Blight Elimination and Slum Clearance Act. In addition, the Redevelopment Authority shall serve in an advisory capacity to the Council on long range planning and individual adjustments to parking within Redevelopment District(s), or in areas adjacent to such District(s) as requested by the Common Council.

**3.46 COMMUNITY SAFE ROUTES COMMITTEE.** (a) Creation. The Community Safe Routes Committee of the City of Platteville, created, adopted and approved by the City Council on September 9, 2008 is hereby ratified and confirmed.

(b) Composition, Appointment and Terms.

1. The Community Safe Routes Committee shall consist of seven members; one member shall be appointed by the Platteville Area School District, one member shall be a city council member, one member shall be from the Platteville Community Arboretum/Friends of the Rountree, and the remaining four members shall be appointed with due consideration to their knowledge in one of the following areas: public safety, medical/health expertise, and/or real estate development. The Staff Liaison shall be the Director of Public Works and/or the Recreation Coordinator.
2. The Council President shall appoint the members, subject to confirmation by the Common Council. Vacancies for unexpired terms shall be filled in the same manner.
3. The terms of the members shall be for three years each. The initial appointees shall have staggered terms of 1, 2, and 3 years respectively.
4. Members shall serve without compensation.

(c) Organization.

1. At the first meeting held after the Common Council organizational meeting, the Community Safe Routes Committee shall elect one member Chairperson and one member Vice-Chairperson.
2. The Community Safe Routes Committee shall meet on the third Monday of the month at 6:00 pm in the G.A.R. Room.
3. Four (4) members of the Community Safe Routes Committee shall constitute a quorum for the purpose of holding official meetings and conducting official business.

(d) Duties and Responsibilities.

1. The mission/purpose of the Community Safe Routes Committee is to formulate the Safe Routes to School Plan that includes safe routes for bicyclists and pedestrians to access our schools and churches, parks and recreation areas, and retail shopping areas. This plan shall be updated every seven years.

## CHAPTER 3 Administration

2. The Committee shall facilitate the implementation of the Safe Routes to School Plan.
3. The Committee seeks to formulate a well-organized and interconnected community wide bike and pedestrian trail system within the City of Platteville.
4. The Committee shall continue to pursue walking/biking recognition awards for the City of Platteville.
5. The Committee may also provide recommendations to the Common Council regarding bicyclists and pedestrian access throughout the City.

### **3.47 REPEALED (17-06)**

**3.48 PUBLIC TRANSPORTATION COMMITTEE** (a) Creation. The Public Transportation Committee of the City of Platteville, created, adopted and approved by the City Council on March 12, 2019 is hereby ratified and confirmed.

1. The Platteville Public Transportation Committee shall consist of ten (10) members; five (5) members shall be appointed by the University of Wisconsin – Platteville, one (1) member shall be a Common Council member, one member shall be from the Platteville Public School District, one member shall be from Southwest Health Center and two (2) members shall be appointed with due consideration for their knowledge in one of the following areas: transportation, transportation needs of disadvantaged populations, and/or interest in public transportation. The University of Wisconsin – Platteville may appoint an ex-officio staff liaison. The City Staff Liaison shall be the Community Planning Specialist.
2. The Council president shall appoint the members other than the ones appointed by the University of Wisconsin – Platteville, subject to confirmation by the Common Council. Vacancies for unexpired terms shall be filled in the same manner.
3. The terms of the members shall be for three years each. The initial appointees shall have staggered terms.
4. Members shall serve without compensation.

(b) Organization.

1. At the first meeting after September 1, the Platteville Public Transportation Committee shall elect one member as Chairperson and one member as Vice-Chairperson.

## CHAPTER 3 Administration

2. The Platteville Public Transportation Committee shall meet four (4) times per year and additional times as called by the Chairperson. Meetings shall take place on the second Thursday of the month at 6:30 pm in the G.A.R. Room.

3. Six (6) members of the Platteville Public Transportation Committee shall constitute a quorum for the purpose of holding official meetings and conducting official business.

### (C) Duties and Responsibilities.

1. The mission/purpose of the Platteville Public Transportation Committee is to develop and promote a system of public transportation in various modes to support the needs of residents and University of Wisconsin – Platteville students, particularly handicapped and other disadvantaged populations within the City.

2. The Committee shall make recommendations to the Common Council including, but not limited to the following areas:

- a. Routes of fixed route systems.
- b. Fares for fixed route and demand responsive systems.
- c. Budget for fixed route and other demand responsive systems.
- d. ADA paratransit system services in excess of those required under Federal and State guidelines.