



COUNCIL HANDBOOK

ABSTRACT

This Council Handbook is an introduction to your role as a Councilmember for the City of Mondovi. Please consider this a guide for you during your tenure as an elected official for the City. This is a companion to the League of Wisconsin Municipalities publication: "Handbook for Wisconsin Municipal Officials" also provided to you.

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CHAPTER I: CITY OF MONDOVI, WISCONSIN

Welcome to the exciting position as an elected official with the City of Mondovi Common Council. You will find that a leadership position in municipal government can be both rewarding and challenging. This handbook is created to assist in your transition to this position. It will provide an overview of Mondovi and its government, as well as your primary responsibilities, and how elected and appointed officials as well as additional staff can work together in the most efficient and effective way to best serve the Mondovi community. While the handbook is designed to answer many of the commonly asked questions of new Councilmembers, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Mondovi and feel free to ask any questions you may have.

MONDOVI'S FORM OF GOVERNMENT

The City of Mondovi is a Municipal Corporation with authority vested in the City Council and the Mayor, who is the Chief Executive Officer (CEO) of the City. Mondovi, like many other Wisconsin cities under the Home-Rule charter of Wisconsin, has the power to govern itself regarding local matters except where the State has specifically prohibited that power. Individual members of the governing body have no authority to make decisions on behalf of the City unless they have been given specific authority from the governing body as a whole. Currently, Council meets on the 2nd and 4th Tuesdays of every month January through October, and the 2nd Tuesdays of November and December at 6:30 p.m., with Special Meetings called as necessary.

The Mayor has the authority to perform executive responsibilities by monitoring the Administrator and various departments of the city government. The Mayor also serves as the policy leader, holds veto power, he or she is also the chief representative of the city with media relations, meetings and presentations to other governmental units. The Mayor is responsible for appointing most committee and commission positions within the city, with the approval of the Council (Municipal Code Chapter 1).

The Council has all the powers of the City that have not been specifically given to some other body or officer. The City Council has the management and control of city property, finances, highways, streets, utilities, and public service. The Council may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeiture and other necessary or convenient means. As an individual, a Councilmember, has no power or authority. Whereas, you serving on the Common Council as a Councilmember and acting as a whole can give direction to staff, approve the Mayor's signature on an agreement, set the budget, and so forth.

It is your position and duty to set policy, and make decisions based on the City as a whole, not one individual or a group of individuals. Your decisions, directions, and motives, should benefit the City's residents and property owners equally. This means you are not here to serve on Council to protect your interest, an employee, your friends, or family acquaintances. Any conflicts of interest with a decision to be made by the Council must be disclosed to the rest of the Council and publicly at an open meeting. (See the section on Ethics for further information).

The City Administrator serves as the Chief Operating Officer (COO) of the City. In order to provide a more efficient and effective government a professional manager is responsible for the direction and coordination of all City employees. The Administrator is a direct report to the Mayor and Council.

MONDOVI HISTORY

There are four different history texts cited by the Mondovi Historical Society, care of Lou Anne Roby. Although they differ in who settled in the area first the City started off as the Village of Mondovi in 1855. These texts were titled "Kessinger 1888", "History of Buffalo and Pepin Counties...", "Historical and Biographical Album

of the Chippewa Valley...”, and “History of Northern Wisconsin The Western Historical Company...”. All of these excerpts can be found at: <http://www.mondovihistory.org/histories.htm>.

BOARDS, COMMITTEES, AND COMMISSIONS

The City Council relinquishes some control over the City to Committees. These committees review information, provide input, sometimes guidance to staff, and make recommendations to Council. All committees to take any action must go through and be formally approved by Council, no formal action is permitted through Committee action. Minutes are generated at Committee meetings and are presented in as much of a timely manner as possible, for formal approval by Council. Please remember, that as a Council you do not have to accept their recommendation, Council may amend or change a committee’s recommended action. It is your authority to lead the City into a prosperous and bright future. If you believe the correct action is something different than recommended, do not be afraid to make that motion.

The Mayor appoints Committee Members, Library Board, and any commission representation with Council approval. Furthermore, Committees can be created and disbanded at any time that the Mayor and Council deem that it is an appropriate measure. [Some committees may need to have an ordinance to disband – such as the Library Board].

Currently, the Library Board, Residential Rehabilitation Committee, and the Mondovi Housing Authority (MHA) can make direction with their annual budget and make personnel actions. According to State Statute, you as the Council as a whole, only have the direction of establishing the Library budget. Once the Library Board is given their budget for each year, it is the Library Board as a whole, that is able to determine how that budget amount is spent. The Residential Rehabilitation Committee generally does not have an annual budget, but they oversee a fund of dollars to be used for low income residential housing to be improved.

As for the MHA, once a board member is appointed and approved by the Common Council, no further action or oversight is completed by the Council. The MHA, the MHA Director and their property are under direction, control and responsibility of the MHA Board. The City has no say in their annual budget, who is hired, or what is done with the property, or their reporting and inspection requirements through the United State Housing and Urban Development Agency.

As of 2019 the current standing committees are as follows:

<u>Committee/Board/Commission</u>	<u>Members</u>	<u>Meet Date</u>	<u>Time</u>	<u>Other Information</u>
Finance	5	2 nd Monday of month	6:30 p.m.	
Personnel	8	As needed		Council as a whole
CDBG Residential Rehab	3	As needed		
Citizen Participation	5	As needed		
Redevelopment Authority	7	As needed		
Utility	3	As needed		
Solid Waste & Recycling Management	3	As needed		
Local Road Improvement	2	As needed		
Board of Review	3	As needed		
Police Chief Hiring	5	As needed		
Administrative Clerk Hiring	5	As needed		
Mondovi Housing Authority	5			
Veteran’s Memorial Advisory	4	As needed		
Park Board of Commissioners	5	As needed		

Planning Commission	6	As needed	
Board of Appeals	5	As needed	
Library Board	7	2 nd Tuesday of mo.	4:30 p.m.
Ambulance Commission	5	1 st Monday of mo.	6:30 p.m.

Although five members are appointed to the Ambulance Commission, the Mondovi Area Ambulance Commission is a stand-alone entity. The City Administration and Council have no authority over the daily operations, finances, personnel issues, or any other concerns or direction with the Ambulance service. The Mayor is able to appoint to the Commission five (5) members to serve on and assist with the direction of the Ambulance service, and that is where the authority ends with the City of Mondovi.

At times, as an elected official you may be asked to serve on other committees from other agencies. Please think carefully about serving any additional committee(s) that will be a benefit to the City and not over burden yourself and take time away from family and friends.

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CHAPTER II: POLICIES & PRACTICES

Much of the responsibility of serving as an elected official lies in learning exactly what is expected of you. This chapter defines the primary duties associated with elected positions and provides a detailed guide to some of the most basic operations you will encounter. In addition, you should familiarize yourself with City of Mondovi Common Council Bylaws. These bylaws provide clarity and summarize City ordinances and policies, or guide the operations of the City Council in matters not otherwise covered by State Law, City ordinance or elsewhere. State law, City Code or specific policies, will supersede these bylaws in the event of conflicting language.

ROLE OF MAYOR Municipal Code

A. Duties: The Mayor shall perform the following duties as part of the base salary of the office.

1. The Mayor shall serve as the Chief Executive Officer (CEO) of the City, performing executive responsibilities by monitoring the activities of the administrator and various departments of city government to see that city ordinances and state laws are enforced. This will require knowledge of city ordinances and state laws and a procedure for monitoring municipal activities.
2. The Mayor shall serve as the policy leader for the community, providing policy information and recommendations to the council.
3. The Mayor shall preside over the City Council.
4. The Mayor shall vote in the event of a tie vote by the council.
5. The Mayor shall have the authority to veto ordinances passed by the council.
6. The Mayor shall represent the City in meetings with and presentations to other governmental units, businesses, community groups, and other groups.
7. The Mayor shall work with residents of the community in receiving their comments and complaints and seeking appropriate responses in conjunction with the administrator and, if necessary, the council.
8. The Mayor shall serve on standing and special committees of the City as well as on boards and commissions to which he/she is appointed or elected in accord with the law.
9. The Mayor shall perform any other duties not specified here that are defined in other ordinances of the City.

B. Description of the Duties of the Mayor.

1. The Mayor is the CEO of the City. In this role, the Mayor is responsible for the general welfare of the City. This responsibility is exercised in both a policy-making role by recommending policies to the council, breaking tie votes, and vetoing legislation, and an executive role by seeing that laws are enforced and that City officers and employees properly do their jobs.
2. These responsibilities are mandated by State Statute (Chapter 62.09(8)) and consequently apply to Mayors in municipalities with and without administrators. The difference is in the manner that the Mayor exercises his or her executive responsibility.
3. In municipalities with administrators, the Mayor exercises the executive responsibility indirectly by monitoring the activities of the administrator and the various departments of City government. The administrator is responsible for day-to-day operations of government, including the supervision of Department Directors (Municipal Code _).

RESPONSIBILITIES OF COUNCIL MEMBERS**Powers and Duties**

Councilmembers and the Mayor shall constitute the City Council and shall have such powers and duties as are enumerated in Ch. 62, Wis. Stats., and elsewhere in the statutes.

Authority

The City Council shall have all powers of the City not specifically given to some other body or officer. Except as otherwise provided by law, the City Council shall have the management and control of the City property, finances, highways, streets, utilities and the public service, and may act for the government and good order of the City, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeiture and other necessary or convenient means. The City Council may appoint such officers from time to time as may be deemed necessary for the benefit of the community. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

Councilmembers

- A. There shall be seven councilmembers elected to the City Council, two (2) members from each of the three (3) aldermanic districts and one (1) member elected at large.
- B. Councilmembers shall be elected from Districts 1, 2 and 3 in odd-numbered years, along with one (1) at-large councilmember (also cited as a 4th district in the Municipal Code). Councilmembers shall be elected from Districts 1, 2 and 3 in even-numbered years, along with the Mayor. Each councilmember so elected shall serve for two years and may be re-elected thereafter for any number of additional terms as the voters of the City or applicable district may choose (Municipal Code Chapter 1).

COUNCIL GOALS & PRIORITIES

The City Council and City Administrator meet to create a direction of work to be completed. This direction is in the Mondovi Activity Chart (MAC) and is a summary of work to be completed by the City Administrator and staff. These directions should be summarized into the following categories:

1. Ensuring Financial Sustainability (Finance)
2. Consistently Delivering Quality Municipal Services (Operations)
3. Promoting Economic Vitality (Managed Goals)
4. Connecting with Community Members (Gathering Places & Spaces)
5. Considering Future Generations (Sustainability)

AGENDAS & MINUTES

Council meeting agendas and the supporting materials are an important element in preparing for a Council meeting. City staff will work with the Mayor to compile the agenda, gathering all pertinent information that should be addressed by Council. It is important that Council members notify staff of any particular topics that they would like to be included on the agenda. Decisions may only be made at public meeting regarding items listed on the agenda.

Staff is responsible for originating the agenda and supporting documents. The Council Agenda and Packet are compiled electronically and posted to the City's website on the Friday prior to a Council meeting. At that time, the agenda will also be posted at City Hall, Library, Police Department, United States Post Office (USPS), and the Mondovi Herald-News office. It is required by Wisconsin State Law that an agenda be posted at least twenty-four (24) hours prior to a public meeting. The agenda will not change after 1:00 p.m. the day before a regular or special meeting of the Common Council.

An important part of your role as a member of the Council is to review agenda materials prior to the Council meeting so that you are adequately informed of the topics to be discussed and can ask questions prior to the meeting and make decisions in an educated manner.

Following each Council meeting, staff will compose the minutes from that meeting. The minutes are a way to record attendees present and document important decisions that took place at the meeting. At the beginning of each Council meeting, you will be asked to approve the minutes from the previous meeting.

PARLIAMENTARY PROCEDURES

More information regarding the protocol for Council procedures can be found in Chapter 2 of the City Code and should follow "Roberts Rule of Order" where the City Code prevails with any conflict.

Quorums & Open Public Meetings

It is important that a quorum, or minimum number of four Council members, is present at any meeting so that votes can take place. Additionally, for some issues such as annexations or budget matters, a certain number of Council members need to be present in order to vote on the items. Any decision made by Council with fewer than five (5) or the required number of members present is not considered valid. It is also important to understand that any time more than two members of Council are together, a meeting of the Council is technically taking place.

Attendance at Meetings

Because of the necessity for a quorum, it is important that all Council members are present. If, due to illness or another important reason, you are unable to attend a scheduled Council meeting, please notify the Administration Office (715.926.3866), City Clerk, or Mayor prior to the meeting time.

Types of Council Meetings

In addition to the regularly-scheduled Council meetings on the second and fourth Tuesdays, special meetings and/or workshops may be held to address certain topics. Both can be scheduled, when necessary, but public notice is to be made similarly to that required for a regular meeting. Typically, workshops are opportunities for Staff to report to the Council on certain issues and/or items; formal decisions are not normally made during workshops.

Order of Business

The business of the council shall be conducted substantially in the following order. Notwithstanding anything to the contrary contained in the ordinances, the council meetings shall commence at such time as the council may from time to time establish by resolution provided all meetings are noticed according to statute (Municipal Code 2.04).

- (a) Call to order by Presiding Officer.
- (b) Pledge of Allegiance.
- (c) Roll Call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.)
- (d) Certification of Compliance with Open Meetings Law.
- (e) Citizen Comments.
- (f) Consent Agenda:
 - i. Accept the Agenda as Posted
 - ii. Approval of Minutes of Previous Meeting
 - iii. Committee Reports
 - iv. Mondovi Activity Chart
- (g) Items removed from the Consent Agenda
- (h) Regular Agenda
- (i) Reports of City Officers
- (j) Approval of License Applications
- (k) Communications and Other Business
- (l) Set Next Meeting Date
- (m) Adjourn

Approval Methods

There are several ways in which the Council can make decisions during a public meeting. The subject of discussion determines which method should be used.

Formal Motions are used to approve policy, establish procedures, or provide direction to staff members relating only to topics listed on the agenda. Council members may make a motion by stating, "I move that..." Most formal motions need to be "seconded." This is done when another councilmember other than the one who made the motion states, "I second that motion," or "second."

A motion can be amended or withdrawn during discussion by the councilmember that originally made the motion. Before moving on to a new topic, the current topic must be closed in one of three ways:

1. The original author of the motion may withdraw his motion at any time during the discussion.
2. The motion may be "tabled." Tabling a motion is a procedural act (see below) that requires a Council vote. A tabled item can be brought back into debate with a motion to remove it from the table.
3. The Council can take a vote on the motion. See the discussion below on voting procedures.

Procedural Motions are made to determine the proceedings of a meeting. They, like formal motions, require a "second" and can order the adjournment of a meeting, the tabling a motion for later discussion, a temporary recess, or a number of other procedural events. The generally-accepted guide to meeting procedures is the book *Robert's Rules of Order*, which further explains procedural motions and other rules of public meetings.

Council Voting is required to finalize the opinions of the Council. Generally, a roll call vote on a formal or procedural motion can take place under one of two conditions. First, the Mayor may call for a vote regarding a motion when it is clear that debate over the matter has stopped. Second, during debate, a Council member may call for a vote on an open item by making a motion to vote on the measure on the floor. If this motion is seconded, then the Council takes a vote *on whether to vote on the original motion*. If a majority votes "yes," THEN the main motion (with any accepted amendments) can be voted upon.

The process of making motions and voting can be a bit confusing at first, but over time, you will become more familiar with the process. If you are ever confused as to the action being requested in a motion or vote, take the time to ask the Mayor to explain what is taking place.

Lawmaking

Final decisions of the Council are conveyed to the public through the adoption of ordinances and resolutions.

ORDINANCE REQUIREMENTS

1. Every ordinance shall be presented in writing and shall be presented before the council prior to passage. Reading of the title shall be sufficient unless full reading is demanded by any member of the council present, in which case a full reading shall be given. Each member of the council shall be furnished with a copy of the proposed ordinance at or before its first reading.
2. At the time and place set in the notice, all persons interested shall be given an opportunity to be heard. After such reading and hearing if necessary, the council may pass the ordinance with or without amendment, except that if it makes an amendment which constitutes a substantive change it shall not finally pass upon the ordinance until it has caused a like notice to be published at least once with a summary of the proposed amendment and the time and place when and where such amended ordinance shall be further considered.
3. Every ordinance shall be filed with the City Clerk at or before the time of its first reading and shall remain on file, until it is passed, and if passed, it shall become and remain a part of the permanent files of the City.

RESOLUTION REQUIREMENTS

1. Every resolution shall be presented in writing before a vote is taken thereon. Reading of the title shall be sufficient unless full reading is demanded by any member of the council present, in which case a full reading shall be given. All other motions shall be stated in full by the presiding officer before they are submitted to the vote of the council. Motions shall be recorded in full in the minutes of the council meeting except that where a resolution has been formally introduced in writing, it may be referred to by title only and provided that the resolution be numbered and filed in the clerk's office as part of the permanent records of the City.
2. Petitions addressed to the council shall be in writing and be read in full upon presentation. Nothing herein shall be construed to prohibit citizens from appearing before the council and, should they be recognized by the presiding officer, allowed to present their petitions or communications directly to the council.

Closed Sessions

Closed sessions of the Council may only be held for a select number of reasons as set forth in Section 19.85 of the Wisconsin State Statutes. While the public is prohibited from attending these sessions, notice must still be made of their existence. Closed meetings are only allowed to discuss personnel matters, litigation, or for some strategic reasons (such as when the discussion of purchase of a piece of real estate could be reasonably expected to increase the price the governmental body would have to pay for that property). Either part or all of a Council meeting may be closed to the public.

No audio or video recording is allowed in the closed session. As soon as the Council calls for and approves for the closed session, the closed session is considered in operation as soon as the majority vote has been cast. Any Councilmember can request a break prior to the vote by Council of a closed session motion and should be considered part of the motion. If an official break is not called for, any Councilmember can feel free to take a break during the course of the closed session and the times of the Councilmembers absence will be indicated in the Closed Session minutes. During these "breaks" if you leave the building you may not be able to return to the closed session until readmitted. Please recall that closed session material and discussions are not to be discussed with anyone until deemed appropriate by a vote of the Common Council in open session.

Abstaining from a Vote

Every Councilmember should vote on all matters. However, a member has the right to abstain from voting whenever they so desire. They should also abstain from voting whenever there is a conflict of interest. When abstaining from a vote, it is recommended that a reason be given by the abstaining Councilmember.

Tie Votes

In the event of a tie vote, the Mayor will cast the deciding vote.

Consent Agenda

A consent agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. Council members may pull any item from the consent agenda if they wish it to be separately considered.

The Public's Role in the Meeting

It is important that the public play an active role in the legislative process. During Council meetings, they have several opportunities to do so. Please remember that this is a courtesy to the public. Council Meetings are meetings held in public, not public meetings.

Public Hearing- Hearings are held on matters required by law or ordinance, such as adoption of the annual budget and amending the zoning ordinance. They may be held as standalone meetings, or a part of a regularly-scheduled Council meeting. Public hearings are opportunities to inform the general public and for any individual to speak on the topic while the hearing is open. Once the public hearing is closed, the public will no longer be able to comment on the topic during the meeting unless approved to do so by the Mayor.

Public Comments from Citizens- This is the public's opportunity to address the City Council on any item not listed on the agenda. The Council cannot take action on any matter not listed on the agenda for the meeting. Topics may, however, be placed on future agendas for Council action. Particularly if multiple individuals wish to speak regarding the same topic, the City Administrator shall limit each comment to a five-minute time limit, and this amount of time cannot pass from individual to the next.

ETHICS

As elected public officials, it is required that you act in an independent and impartial way that is responsible to the people that elected you. In order to protect these values and so that the public may maintain confidence in the integrity of its government, the City has adopted a Code of Ethics for all elected and appointed employees, including Council, staff, and members of boards and committees. The Code of Ethics, which can be found in Chapter 1.06 (C) of the City Code, is meant to establish guidelines for ethical conduct for all officials and employees and to define what the "best interests of the City of Mondovi" are. Ethical conduct is an extremely important part of your role as a representative of the City, and the Code should be read carefully and referred to often during your tenure as a Council member.

In addition to those guidelines set forth by the City's Code of Ethics, several State of Wisconsin statutes define the manner in which publicly-elected officials should act. Section 19.59, the State Ethics Law for Local Government Officials, Employees, and Candidates is attached at the end of this handbook (Appendix C) and should also be carefully reviewed. Generally, they prohibit using your office for private gain, exerting illegal influence, and taking action in a matter that you have invested interest in.

If you have a question about ethics, you may contact the City Attorney, City Administrator, the League of Wisconsin Municipality's Legal Team, or the Wisconsin Attorney General.

OTHER POLICIES & PROTOCOLS:Paychecks

Each Councilmember shall receive a base salary of \$100.00 per month, \$50.00 per each regular scheduled meeting, and \$20.00 per each special meeting attended; and the Mayor shall receive a base salary of \$400.00 per month. The checks are dispersed on the second payroll period each month for the previous month.

Opportunity for Training and Outside Meetings

The City will pay for training and outside meeting opportunities that will help you accomplish your goals as a member of the City Council. One of many sources of this training is the League of Wisconsin Municipalities. The per diem shall not exceed \$30 per day and shall be calculated upon the basis of an eight-hour day. "Per diem" means, for purposes of this section, the payment of a stipend to members of the common council and Mayor for attendance at conventions, conferences or other educational or training sessions deemed to be of value to the City, each time and every event, as well as a payment to members of the common council or to the Mayor in compensation to them for attendance at common council meetings other than regularly scheduled common council meetings which, because of their timing, take a councilmember or the Mayor away from their employment and to include travel time that requires losing employment time. Further, the City will pay for any necessary housing and mileage to travel to and from said training. In addition, each councilmember and the Mayor shall, in exchange for the City's willingness to compensate them in this fashion, shall provide the common council with an oral presentation at the next regular common council meeting on the education or training which he or she received at the convention, conference or educational or training session in question.

Vacancies in Municipal Office

Vacancies in elected or appointed offices can be caused by death, removal, resignation, if the individual ceases to be a resident of the City of Mondovi, when an individual's term expires, or when an individual is convicted and sentenced by a state or federal court for treason, felony or other crime of any nature punishable by imprisonment in any jail or prison for one year or more, or for any offense involving a violation of the incumbent's official oath.

Resignations must be made in writing and delivered to the City Clerk, who is responsible for informing other Council members and the Mayor. The effective date of resignation should be included in the letter.

Vacancies in the office of Mayor or councilmember are to be filled by appointment of the Council, and that person is to serve for the remainder of the originally elected Councilmember according to the Municipal Code Section 1.04 (1) Eligibility:

- (a) *In general, all appointive offices shall be filled by appointment by the Mayor with confirmation by the Common Council unless otherwise provided by law.*
- (b) *An appointee by the Mayor required to be confirmed by the Common Council, and who has been rejected by the Council, shall be ineligible to appointment to the same office for one year thereafter.*

Violation of Ethical Standards

Any violation of the ethical standards could subject the offending Councilmember to fines and or removal from the Common Council. This is to be determined on an agenda at an open meeting. If the Council finds the offending Councilmember(s) in violation they can proceed in a number of ways:

1. Official Sanction – the means of a public statement motioned on and approved by a vote of the Common Council with the offending Councilmember abstaining from the vote. The motion indicates what the ethical standard that was allegedly violated by another Councilmember and indicates what those violations were.
2. Suspension from pay or fine;

3. Removal – for this to occur, after the finding there must be a public hearing held with or without the offending Councilmember’s attendance. At the Public Hearing the facts will be presented with detail on why the Council has reached their decision. After the public meeting, the decision shall be made and this process shall follow Wisconsin State Statute (see State Statutes 17.12, 17.13, 17.16, and 17.001). It is highly recommended that if this was to ever occur that the City Attorney be in attendance at all meetings until it is formally resolved and unless otherwise directed by Council the City Administrator will advise and request the City Attorney’s attendance; and/or
4. Criminal charges.

CHAPTER III: STAFF

While the City Council, boards, and committees of Mondovi make a majority of policy decisions and guide the actions of staff members, those staff members take on the responsibility of implementing decisions of the Council. It is important that the Council understands and respects the role staff plays and that an open line of communication exists between all parties.

STAFFING HIGHLIGHTS:

The City employs 27 people in four (4) different departments ranging from Mayor, City Administrator, to City Public Works staff and Library Aides in addition to several volunteers, seasonal, and contract positions. People not included as staff are Councilmembers and committee, board, or commission members; even though most of them do receive a salary.

ROLE OF CITY ADMINISTRATOR Municipal Code 2.10.040

The administrator, subject to the limitations defined in resolutions and ordinances of the City and Wisconsin State Statutes, shall be the chief administrative officer (CAO) of the City, responsible only to the Mayor and the council for the proper administration of the business affairs of the City, pursuant to the Statutes of the state of Wisconsin, the ordinances of the City, and the resolutions and directives of the council, with power and duties as follows (from the Mondovi Municipal Code section 1.04 Appointed Officials, subsection 2a (Amended 03/2017):

- The office of City Administrator shall be filled by the same person who is appointed as City Clerk. The City Administrator shall have the following duties and responsibilities:
- (a) Work with the Mayor and City Council to establish City goals and objectives and create a strategic plan. The plan will be communicated to citizens and stakeholders along with a periodic reporting on the progress of obtaining said goals and objectives.
 - (b) Directs and coordinates the administration of city operations in accordance and consistent with all policies established by City Council and ensures that all City Ordinances, Resolutions, City Council motions and State Statutes are enforced by the City through the appropriated City staff.
 - (c) Prepare a proposed annual City Budget by working in coordination with all department heads, the Mayor and the City Council and submitting the proposed budget pursuant to Section 3.04 of the Mondovi City Code and in accordance with guidelines as may be provided by the Common Council.
 - (d) Manage all City budgets to assure that spending is consistent with appropriations and that all operations are subject to proper internal controls. Coordinate activities associated with the City’s Annual Financial Report and audit. Responsible for all other financial reports including Tax Increment Financing (TIF) and bond reporting.

- (e) Perform accounting and bookkeeping activities including: enter or approve any journal entries as needed, reconcile all bank accounts, maintain general ledger, check register, receipt register and journal entry register, maintain machinery and equipment fund on a monthly basis.
- (f) Attend City Council meetings, finance meetings and any other committee meetings held for the City. Coordinate the preparation of an agenda with the Mayor, prepare supporting documentation, making presentations, and taking minutes of meetings. Review and recommend ordinance and policy amendments as necessary or directed. The City Administrator does not have the authority to limit or in any way prevent matters from being considered by the Common Council.
- (g) Act as purchasing agent by working with the City Engineer on major street and/or building projects, taking bids on vehicles and equipment, bidding out City employee health, life and disability insurance, bidding out liability, workers comp, property and auto insurance, purchasing capital items and equipment and selling surplus equipment and vehicles.
- (h) Serve as human resources officer for the City ensuring that all appropriate personnel records are kept, assisting with the negotiation of labor contracts, recommending wage adjustments for non-representing employees, conducting performance evaluations, review and update the City's Personnel Manual, including employee benefits, as needed.
- (i) Responsible for all City records including, licenses and permits, billings and collections, special assessments, contracts, insurance policies, cemetery and fixed assets.
- (j) Responsible as the City's economic development activities including: marketing, financial packages, site development, sales of industrial park land, infrastructure needs and community information. Also, responsible for maintaining a positive working relationships and good communication with commercial and business sectors in the City and with prospective businesses interested in locating within the City.
- (k) Responsible as Zoning Administrator including: receive and review applications for planning / building and zoning variances, scheduling Zoning Board of Appeals meeting to hear variance requests, contacting neighbors of pending variance, sending information to Board members, sending letters to applicant after determination is made and issuing violations when someone violates zoning ordinance.
- (l) Serve as Residential Rehabilitation Program Administrator by: organizing and preparing the loan application process, meeting with applicant to gather and send out verifications of information for qualification, preparing documents for loan process to contractors, legal filings, insurance, distribute payments for work, correspond with contractors gathering documents and issue payments for work inspected, verify general ledger account balance, homeowner real estate taxes are paid and insurance is kept current on all loan holders throughout the year as policies change / renew / expire, prepare and send correspondence to loan holders for non-compliance, calculate fees and send billings to those who do not comply.
- (m) Monitors and researches availability of State, Federal and other funding sources for community projects. Determines capital needs and obtains financing through outside consultants as appropriate. Recommends and oversees the implementation of Tax Increment Districts.
- (n) Act as Emergency Government Director for the City by overseeing the planning and coordinating the activities for emergency programs and operations including disaster recovery programs.
- (o) Receive and evaluate communications from citizens and promptly direct appropriate responses to address and resolve issues presented.
- (p) Establish and administer procedures to facilitate communication between citizens and City operations.
- (q) Act as public information officer for the City. As such act as lead spokesperson on all matters within their authority.
- (r) Meet regularly with the Mayor to keep the Mayor informed about activities of City Hall.
- (s) Keep City Council informed of ongoing activities of the City.
- (t) Maintain City website, post agendas, minutes, City Ordinances, maintain calendar of events and any other updates as necessary.
- (u) Administer oaths and affirmations, commissioned as notary public.

- (v) Establish and maintain positive relationships with Federal, State and local officials. Complete and return surveys and questionnaires requested by State, Federal and other agencies to meet funding or reporting requirements. Serve as City representative on Buffalo County Recycling Commission.
- (w) Attend Board of Review as Certified Board of Review member.
- (x) Fill in for Administrative Receptionist and City Treasurer when needed.

ROLE OF CITY ATTORNEY Municipal Code 1.04 (6)

The City Attorney shall be appointed by the Mayor, subject to confirmation by a majority of the Council, on an even year basis and shall serve for a two-year period; beginning on May 15 after the appointment is made. The Attorney's duties include attending Council meetings as requested by Council, providing legal advisement to City Council and staff, representing the City in all court cases, and assisting in drafting and reviewing proposed ordinances and resolutions if necessary.

ROLE OF CITY TREASURER/DEPUTY CITY CLERK

The City Treasurer/Deputy City Clerk are appointed by the Council. The City Treasurer shall have the powers and duties as may be adopted in the form of a job description.

OTHER KEY POSITIONS, STAFF, & CONTRACTING AGENCIES

Department Directors

Working under the direction of the City Administrator, Department Directors lead staff in carrying out the directives of the Mayor and Council and daily administrative functions. They assist the Administrator in the hiring process for employees in their departments. Department Directors include the Police Chief, Fire Chief, Library Director, Public Works Director, and Street Superintendent. Although the Fire Department is staffed primarily by volunteers, it is a City department.

Other Key Staff

City Council appoints the City Assessor on an annual basis. The Assessor is responsible for assessing and reassessing the value of land and property located within City Limits.

EXISTING BARGAINING UNITS

Note: 2011 Wisconsin Act 10 significantly altered the City's relationship with bargaining units. For more information on the current labor/management environment, see the City Administrator.

AFSCME Local 284 – this union is the bargaining agent for all full-time Public Works employees. Due to Act 10 this Union is only able to negotiate hourly wage on an annual basis.

Wisconsin Professional Police Association – this union is the bargaining agent for all full-time Police Officers and the Sergeant. The Police Chief is not covered by this union. Act 10 did not restrict the ability of the Police Officers, much like that of Public Works employees. Most of the negotiation ability of the Police Unions remains intact.

COMMUNICATION WITH STAFF MEMBERS

While City Council is responsible for determining the policy of the City and providing direction for staff action, the City Administrator is the CAO for the City. Though Council requests and direction play an important role in determining employees' work plans, it is important that the City Administrator be able to coordinate and monitor work efforts of all staff members. For this reason, Council requests for staff action and task assignments should be conveyed to the City Administrator except in cases of emergency. In this way, Council requests will be fulfilled while the Administrator maintains his advisory position with staff. This distinction is important as

Council members may not be aware of the most appropriate staff member to direct requests towards or the current workload of individual employees. It helps in making sure that efficiency and order are maintained in City operations.

Similarly, Council should communicate with the City Administrator any concerns about individual employees before directly addressing problems with the employee. In this way, Council can maintain an active role in municipal government while allowing the proper chain of command to remain intact. It is recommended that if you are approached by a staff member regarding a personnel issue, that you should advise them to contact the City Administrator or Mayor if it is about the City Administrator. You should not at any time become involved in a Personnel Issue as this could inhibit your role at a future date, with an appeal process. It is your job to be unbiased when a personnel issue comes before the Council.

CHAPTER IV: FINANCE

The budget acts as a policy tool with which to identify the community's priorities and can function as a work plan for the upcoming year. This chapter is a good starting point and will offer you the basic knowledge to ask intelligent questions regarding the budget process. You should review the current budget and any other financial plans as you learn about your role as an alderperson and use these documents in your decision-making process. The City Treasurer is the individual primarily responsible for the City's accounting procedures. The City Administrator is charged with presenting a budget to the Council. City Councilmembers are appointed to committees and one such committee is the Finance Committee, which as a whole act as a quasi-comptroller.

The City Administrator and City Treasurer work together to present a recommended budget to the Council in September/October. The Council is then responsible for holding a public hearing, making any desired changes, and ultimately approving the budget and tax levy for the coming year.

FINANCIAL POLICIES

State-Mandated Policies

The State of Wisconsin imposes many requirements for preparing the annual budget and managing the finances of the City. For instance, the State requires that an annual budget be created listing all revenues and expenditures, that the public hearing notice include certain information, and that the public hearings are held regarding the proposed budget. The City's fiscal year begins on January 1.

Municipally-Adopted Policies

The City has also adopted several policies with regard to financial management. Some of these can be found in Chapter 3 of the City Code. At each monthly Council meeting, the Finance Committee will present to the Council for approval identifying all of the bills, accounts, and claims recommended for payment. In addition, an independent auditor conducts an annual audit of City finances every year. City Staff also rely on industry best practices to guide financial decisions when policies are not already established by the State or Council. In 2017, the City implemented a Debt Services Fund and a Capital Improvement Fund to assist with debt and infrastructure respectively.

FUND EXPLANATION

The City's finances are divided into several separate fund types to facilitate proper management and use. Below is a basic description of each fund.

General Fund – accounts for all revenues and expenditures that are not required to be accounted for in other funds. The General Fund includes major property-tax based services such as police, fire and transportation.

Special Revenue Funds – account for proceeds from revenue sources that are legally restricted to expenditures for specified purposes. Such as tax increment funds, and special revenue funds.

Debt Service Fund – used to account for the annual principal and interest payments relating to the City’s general obligation long-term debt.

Capital Projects Fund – accounts for the financial resources to be used for the acquisition or construction of major capital assets.

Enterprise Funds – account for operations that are financed and operated in a manner similar to a private business. The operations of the Water and Waste Water Utilities are accounted for in the City’s enterprise funds.

REVENUE SOURCES: TAXES, LICENSSE FEES, USER FEES

A large percentage of the City’s annual revenue comes from local taxes and from fees charged for services provided by the City. The property tax is levied on the value of real and personal property located in the City. Municipalities in Wisconsin have been granted very little authority to levy other types of taxes, such as sales or income tax.

The City also collects revenues through licenses and user fees. Fees are charged for City services such as the use of recreational facilities and the processing of building permits so that the users of those services are directly responsible for covering costs of providing the service.

HISTORY OF MONDOVI LEVY

The City of Mondovi’s levy experience has been a rollercoaster since 2005, as with many communities across the nation. As the City’s expenses have increased so has the levy amount taxed. In 2005 the City levied a total of \$552,884.00 and in 2018 the total amount levied is \$923,904.00. That is an increase in taxes on average of 4.8% per year. For the 2018 Budget Year, the City decreased 0.75% in property taxes levied from 2017 property values. A quick view of the property tax levy is to the right.

It is the desire of current Council and Administration to keep the trend beginning with the 2018 Budget and attempt to reduce property taxes if possible at 1% or less per year. Though it is a worthy goal, it may not be entirely possible due to the City’s current needs for infrastructure improvements and other capital improvement needs.

YEAR	AMOUNT	INCREASE %
2005	\$552,884	-
2006	\$609,406	
2007	\$682,505	10.2%
2008	\$701,655	12.0%
2009	\$722,816	2.8%
2010	\$830,367	3.0%
2011	\$868,735	14.9%
2012	\$909,000	4.6%
2013	\$913,869	4.6%
2014	\$817,001	0.5%
2015	\$814,797	-10.6%
2016	\$859,110	-0.3%
2017	\$931,011	5.4%
2018	\$923,904	8.4%
2019	\$937,763	-0.75%
		1.50%

ROLE OF INTERGOVERNMENTAL REVENUES

The most significant non-property tax revenue source in the annual budget is the amount received in intergovernmental appropriations, particularly from the State. Until 2002, these funds had been steadily increasing. Since 2002, they have been on a gradual decline. The following are revenues that the City receives annually from the State.

State Shared Revenues

This includes the “Shared Revenue” program for general operating aid and the “Expenditure Restraint” program that rewards communities for fiscal restraint of the general fund.

The State reallocates money collected through the personal income tax back to municipalities through the Shared Revenue program. Revenue is distributed among municipalities using a formula that consists of four components:

- 1) *Aid able Revenue Component*: This component of the formula aims to offset variances in taxable property wealth across the state.
- 2) *Per Capita Component*: This component is more broad-based and is allocated based on population.
- 3) *Public Utility Component*: This component provides payments to replace property tax revenues lost because utilities are exempt from property taxation.
- 4) *Minimum Guarantee & Maximum Growth Component*: This component is designed to prevent large annual shifts in payments.

Transportation Aid

This program allocates State revenue to the City to offset the City's related street expenditures.

TAX INCREMENT DISTRICTS (TIDs)

Tax Increment Financing (TIF) is an economic development tool that helps promote local tax base expansion by using property tax revenues to fund site improvements to attract new development or eliminate blight. A TID (Tax Incremental District) is the actual area designated for expansions and where improvements are being made. Owners of property in a TID pay the same rate of taxes that owners outside the TID pay. TID is neither a tax freeze nor a tax increase, but a special allocation method for taxes collected on property value increases within the district.

Property tax rates for the school, county, technical college, and municipality are based on the total taxable value of the property located in the TID at the time it is created (base year). Those organizations continue to receive this amount of property tax revenue during the life of the TID. As the value of the property increases due to development, the additional property tax revenue created is allocated to the municipality for a set number of years. Development costs are paid from these revenues before the added tax base is shared with other taxing entities.

The City of Mondovi currently has two (2) Tax Increment Districts (TIDs):

- TID #1 includes the loop, a 40-acre parcel north of the loop, and the eastern half properties along Industrial drive, and the residential development referred to as "Countryside Estates" on the eastern side of State Highway 37.
- TID #2 includes the parcels along the west side of Industrial Drive and the residential development referred to as "Peeso Creek Terrace".

CAPITAL IMPROVEMENT PLAN (CIP)

The City operates a Capital Improvements Plan (CIP) as a planning document to anticipate future large expenditures. It is a tool to chart both capital revenue (including bonds, grants, interest payments, and transfers from the General Fund) and expenditures. Capital items that are typically expected to cost more than \$10,000 or have a life of more than one year are placed in the CIP so that the City can plan for future funding needs and coordinate major construction and purchasing projects. Just because an expense item appears within the CIP, does not mean it will automatically be approved. Each year Council approves the budget, and this is when Council can formally decide what projects to include within the annual budget.

PAYMENT IN LIEU OF TAXES

Utilities: Capital assets for electric and water utilities are based on the current value of assets multiplied by the City Mill rate.

Housing Authority: Makes an annual payment in lieu of tax payment based on revenue collected less Utility costs.

Chapter V: Legal Issues

The City Code establishes local law which governs matters of local concern within the City and pertaining to its governance. In addition, the City is a creature of state law and statutes adopted by the State Legislature together with state administrative code also apply and to the extent that the legislature has determined that certain state enactments are to be of statewide concern or that the courts have concluded that state law has primacy even with respect to local affairs, state law prevails. Ordinances and applicable statutes not only govern the actions of natural and artificial person but the manner in which the City and its elected and appointed officers and employees conduct business. Listed below are some of the more important legal topics of which you should be aware. However, it is important that you ask the City Attorney or City Administrator if you have questions on particular topics.

CITY OF MONDOVI'S ORDINANCES

The City's Code constitutes a set of permanent rules of order and regulation of conduct within the City. The Common Council is responsible for adopting, amending and repealing City ordinances to meet the best interests of the City. The City Code addresses many aspects of local government, including but not limited to appointment and empowerment of committees, boards and commissions but also City finance and taxation procedures, traffic and health and welfare regulations, the public peace and order and the procedural and substantive frameworks for local licenses and permits, the operation of public utilities, establishment of zoning, subdivision and building codes and rules governing the conduct of business by the Common Council, committees, boards, commissions and officers and employees of the City.

PUBLIC MEETINGS

All business transacted by the Common Council, its committees, commissions and boards on behalf of the City must be undertaken in the course of a duly posted meeting. All meetings shall be open to the public in locations which are accessible to those who are interested in attending. Public notice and other criteria pertaining to the holding of meetings and the transaction of business are governed by Wisconsin's Open Meetings Law, Subch. V, Ch. 19, Wis. Stats. To transact business, a quorum of a governmental body must be present. Closed sessions, from which the public is excluded, are the exception to open meetings and must be conducted strictly in accord with State Statute 19.85, Wis. Stats., and interpreting case law.

PUBLIC RECORDS

Wisconsin law holds that all persons are entitled to the greatest possible information about governmental affairs as well as pertaining to official acts undertaken by the officers and employees of a governmental body. Accordingly, Wisconsin has adopted a Public Records Law, found at Subch. II, Ch. 19, Wis. Stats., which defines and applies not only each of the physical forms of records subject to public review but, additionally, the type of records which may be accessed by the public. Interested persons may request access to and the making of copies of any public record without the necessity of expressing a reason; therefore, subject to certain exceptions. Questions pertaining to the application of the Public Records Law to a specific request for access should be referred to the City Administrator. In the matter of any pending litigation, the City Administrator will respond within the required timeline, inform the requestor that their request has been forwarded to the appropriate attorney for review, and in a timely manner will be answered by said attorney. This may include the requested documents as determined by said attorney.

CONFLICTS OF INTEREST

State law and local ordinances define the proper course of action to take when there is or may be a conflict of interest on the part of an officer or employee. In particular, state and local ethics codes provide guidelines for dealing with questions concerning potential or actual conflicts of interest.

A Common Council member with a personal or financial interest in proposed action should disclose to the Council the nature of his or her interest prior to debate or, in some circumstances, before action is taken in the form of a vote. Because both elected and appointed officers and employees may influence the Common Council in matter in which he or she has a personal or financial interest, such interests should be disclosed to avoid either the appearance of or actual impropriety. Once disclosed that individual should remove themselves from the dais during that discussion. If a conflict of interest is not disclosed, it is the responsibility of each individual Councilmember, if they know of a conflict of interest, to address the conflict with the fellow elected official prior to the discussion to take place. Any perceived or factual Conflict of Interest that is not properly disclosed, and the individual with the conflict refuses to remove themselves, Council shall motion to direct the City Administrator/Clerk to report the incident to the appropriate authority depending on the severity of such conflict of interest.

Sometimes, it is not clear whether or not a conflict of interest, as defined by law, is present. Even though it may be legal to act on a matter, it may give the appearance of impropriety to do so. Questions regarding conflict of interest can be directed to the City Attorney, League of Wisconsin Municipalities legal team, and the Wisconsin Attorney General.

1. Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction, nor shall such official or employee act in regard to financial or other personal interest, direct or indirect, when such actions are incompatible with the proper discharge of his or her official duties or when such actions impair his or her independence of judgment or action in the performance of his or her official duties.
2. Definitions.
 - a) "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - b) "Personal Interest" means any interest arising from blood, marital relationships, friendships, or familial friendships or from business or political associations, whether or not any financial interest is involved and that could have an impact on the individual's decision.
 - c) "Person" means any person, corporation, partnership or joint venture.
3. Specific Conflicts Enumerated.
 - a) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is Incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law and unless disclosure is made as herein provided.
 - b) Disclosure of Confidential Information. No official or employee shall disclose confidential information concerning the property, government or affairs of the City nor shall he or she use such information to advance the financial or other private interest of himself or herself or other. This includes attorney/client privileged matters subject to litigation. Confidential information also includes discussion or disclosure of privileged subject matter integral to and relating to a closed meeting exception purpose, if the Council has properly moved into closed session on such matter and such confidentiality continues while the purpose of the closed meeting exception still applies.
 - c) Representing Private Interests Before City Agencies or Courts. No officer or employee shall appear on behalf of any private person, other than himself or herself, his or her spouse or minor children, before any City agency or municipal court. However, a member of the council may appear before City agencies on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations.

ACCEPTING GIFTS

Neither officers nor employees of the City shall accept gifts, favors or hospitality where it could be expected that they may be offered to influence official actions or be considered as a reward for an official act or which might impair the independence of your judgment. For purposes of this policy, a gift is considered anything of value (cash, meals, amusement tickets, “gift” card, fuel, etc.) with a face value of more than \$20.00 in any given day or exceeding \$30.00 in monetary value in a one-month period, or more than \$250.00 per year from a party of interest. A party of interest is someone who is conducting business with the City, who may do business with the City or anyone who resides within the City.

A gift is not considered a gift within this policy if it is granted to the entire staff or portions of the staff, but made available to all staff: such as cookies, and cake given to City Hall, Public Works, Fire Department, Library, or Police Departments’ staff members. The City Attorney should be consulted if questions arise. This policy shall not apply for a dependent of a Councilmember, who has applied in an open application process for an educational scholarship.

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Chapter VI: Land

PLANNING & ZONING

Planning and zoning are methods of achieving the orderly physical development of a community. Planning lays out the intended path of development for a City and is typically done through a formal comprehensive plan. The City Council, makes decisions regarding the planned development of public infrastructure in the City through the adoption of the Comprehensive Plan, CIP, and other long-range plans. In 2017, the City Council approved the Capital Improvement Plan, the Comprehensive Park Plan, Mirror Lake Master Plan, and the Mirror Lake Dredging Plan – all but the CIP are currently in the planning stages and should be completed shortly. These plans will help establish long-term visions to ensure that the parks are suitable for the community, now and in the future. You should consider the future needs of residents and businesses and how your current decisions will affect that future.

The City has adopted an extensive Zoning Ordinance (Chapter 16 of the City Code) to promote the health, safety, morals, prosperity, aesthetics, and general welfare of the community. This Ordinance is the legal way to facilitate good development and aid long-range plans. It regulates use of land and structures, lot coverage, population distribution and density, and the size and location of structures to promote the safety of citizens and efficient use of public infrastructure. Zoning districts permit various uses, including residential, business, industry, and Planned Unit Development. The Zoning Ordinance and Building Code are targeted 2018 to be revisited and improved through the City of Mondovi’s Planning Commission in 2018.

Property owners must apply for a zoning permit and pay any applicable fees whenever a change or update in zoning is requested. Their request for a zoning designation or change will first be brought before the Planning Commission, who will make a recommendation to the Council.

Owners must apply for a building permit and pay a fee when completing any construction or significant remodeling of property.

ANNEXATION

Annexation is a way for cities to expand their borders. In some instances, cities may wish to annex neighboring land in order to reap its benefits, such as gaining additional land to build an industrial park on. In other cases, residents living outside city limits may request that they be annexed so that they may receive City services such as water and sewer. Below is a brief description of several ways in which annexation can take place. There are several methods to accomplish annexation, including: 1) direct annexation by unanimous

approval, 2) annexation by residents' referendum, 3) annexation of owned territory, and 4) annexation on City initiative by referendum and court order. The most commonly-used practice is the first. Further questions regarding annexation may be directed to the City Administrator or Attorney.

Direct Annexation by Unanimous Approval

If a single property owner or a group of property owners unanimously decide that they want their properties to be annexed by the City, they may provide a petition to the City Clerk that they currently are part of, and the Wisconsin Department of Administration. The Council may adopt an annexation ordinance by a two-thirds vote.

VARIANCES

Residents and business owners are able to apply for variances from the Zoning Ordinance when they desire to use land or buildings in a way that doesn't conform to the Ordinance. This application is to be filed with the Zoning Administrator. The Board of Appeals will be responsible for granting a variance if the desired action is not considered harmful to the public interest and if a literal enforcement of the ordinance will result in unnecessary hardship to the property owner.

Chapter VII: Resources

Ultimately, you are elected by the citizens, and are responsible solely to them. However, you may wish to consider the following advice.

EFFECTIVENESS & EFFICIENCY

Because of the complex nature of municipal government, it can sometimes seem difficult to make decisions and act in an efficient and effective manner. It is important to work as both a leader and a team member in making decisions that affect the City. Keeping these suggestions in mind can help to ensure that each alderperson, as well as the Council as a whole, is able to efficiently accomplish their goals.

Respect

Each Council member and member of the public provides a unique perspective. It may be helpful, as you join the Council, for you to share with your colleagues your background and special interests, and to learn as much about theirs as you can. This mutual learning will assist in the development of both your professional and personal relationships. The best Council is one in which members have strong individual identities but work effectively as a team.

Teamwork

All Council members have a responsibility to represent a diverse community. Being able to pass any legislation requires that individuals are tolerant of other's viewpoints. Part of the democratic process is the difference in opinion of our representatives; it is ineffective, however, to allow that difference to halt the decision-making process. The art of compromise is very important in Council discussions, as it takes a majority vote to achieve anything. When facing opposition, try to understand the values that are driving the individual. Work for creative solutions that may or may not be the first choice of the parties involved, but address the core needs and values of each party. Remember, all formal actions of the Council require at least four affirmative votes.

Address Critical Issues

While it is important as a Council person to communicate with and address the needs of citizens, it is also important to keep those needs in perspective. Work to balance the needs of individuals with the needs of the community as a whole. To reiterate this important point again, your position is not to protect one resident or one employee, or a particular group of citizens or employees, but to protect the community as a whole.

Alders as Leaders

As a Council member, you are asked to be a leader. While it is your job to represent your constituents, it is also your job to help them see the bigger picture. Sometimes, government issues are complicated and not easily understood by the general public. During those times, you should work to help your constituents understand the issue. Occasionally, you may even need to take a leadership role contrary to the view of your constituents based on your position as an educated Council person looking out for the best interests of the community as a whole.

Process vs. Product

Council members must balance the value of public input in meetings with the value of decision making. Though it is important to allow public comment, drawn out or repetitive comments prolong council discussion and may leave little time for productive discussion on items found later in the agenda.

Conflict Management

Although certain topics may ignite personalities and anger both Council members and members of the public, little is accomplished when there is a lack of courtesy for others. It is important that the Mayor maintain control of meetings and that Council not get drawn in by emotional members of the public.

Personal Attacks

Attacks on individuals, whether Council members, staff, or the general public, are never appropriate. If an individual does or says something wrong, you should not hesitate to address it. Most often, however, the appropriate time and place to address problems is not during a public meeting. This includes addressing work product issues with staff.

This Too Shall Pass

During times of high conflict, it is sometimes hard not to take problems home or take them out on others. Keep in mind that these issues will fade and will be replaced by new ones. While it is your job to address difficult issues, it is understood that you will never be able to completely solve many of them. The key is to keep a positive perspective and work with the other members of your team.

INTERACTING WITH THE PUBLIC

You have been elected by the public to represent the public. Both in formal meetings and daily life on the street, a large component of your job is to be attentive to their concerns. These are opportunities for you to inform them about what the government is doing and gather their opinion on matters that concern the City government.

Chapter II addressed the public's role during Council meetings and public hearings. In addition to these circumstances, you will have the opportunity to interact with the public as you make public appearances and talk to individuals on a daily basis. At such appearances, you are representing the City. They are opportunities for you to explain your position on issues, respond to citizen complaints, test new ideas, or ask for citizen involvement on a project. It is also important to keep in mind that what you say may influence what people will think about the City for years to come.

As a Council member, you can expect many questions and complaints from the public. By answering honestly and being available to provide information whenever possible, you can make your life, as well as other City officials' and staff members', much easier. Often you will be able to answer a question or complaint yourself. If you need to pass the question on to another individual, follow up to make sure that that person adequately addressed the citizen's needs. When addressing citizen requests for action, it is always appropriate to offer to look into the situation personally or discuss with staff.

No matter what the issue, you should welcome all questions and/or complaints. They often provide valuable insights and help you to better represent citizens. While you may occasionally be inclined to dismiss some complaints, it is almost always in the City's best interest for you to remain attentive and professional when interacting with the public.

DEALING WITH THE MEDIA

Especially if considering a controversial decision, working with the media can be one of the most challenging aspects of your position as an alderperson. Expect media representatives to be present at most City functions. Keep in mind that it is their job to get the news that you are making to the rest of the community. Building a positive relationship with journalists can help you both to attain your goals.

Establishing good relations with local newspapers, radio stations, and TV channels is a big step toward these goals. By welcoming reporters and sharing relevant information with the media, you will be building a relationship that can benefit you when news coming from City Hall may be controversial. Whenever, possible, avoid using the phrase "no comment" or refusing to answer questions, as it breaks down media-Council relationships and often pushes a reporter to look harder for Council faults. "I don't have the answer right now, but I can follow up and get back to you," is always an appropriate way to answer a question that you don't have the answer to at the moment. Remember that you have specifically assigned the City Administrator the responsibility of your Public Information Officer. It is also appropriate to ask the media to contact him for further information on any topic.

Make sure that when you talk with reporters, they receive all of the facts and fully understand the details of a situation. Sometimes, governmental procedures can be complex; the additional time that it takes to explain something is well worth it. If necessary, follow up with reporters. If you feel it is appropriate, volunteer to review an article before it goes to print in order to check its accuracy. Don't be afraid to contact them if there is an inaccuracy in information they provide to the public.

While working hard to build a positive relationship is important, sometimes reporters will not seem to be on your side. As professional news reporters, they will quote you however they hear you, regardless of what you intended to say. At other times, they will scrutinize your actions. It is important to remain patient and professional and remember that ultimately, they are also working to serve the public.

ADDITIONAL RESOURCES

League of Wisconsin Municipalities

122 W Washington Ave
Suite 300
Madison WI 53703
608-267-2380
www.lwm-info.org

The League is a voluntary not-for-profit association that works with local governments and provides legal resources, conference and networking opportunities, educational handbooks and publications for elected officials and appointed staff, assistance on a multitude of topics via their website, lobbying for municipalities at

the state and federal level, and opportunities for municipalities to participate in insurance and investment pools to strengthen bargaining and buying power.

Legislative Bulletin

The League provides a weekly update covering proposed legislation at the State level on their website. It is a helpful way to remain up-to-date on State legislation that may affect Mondovi residents.

UW-Extension, Local Government Center

229 Lowell Center
610 Langdon Street
Madison, WI 53703
608-262-9960
www.uwex.edu/lgc

The Government Center provides a variety of educational options to assist municipalities. They provide workshops, conferences, online and print educational materials, research, and assistance in special requests from governments.

City of Mondovi

156 S Mondovi St
Mondovi, WI 54755
715-926.3866
<http://www.mondovi.com>

State of Wisconsin

Listed below are some of the potentially helpful resources and contact information for various State agencies:

- Department of Revenue (608) 266-2772 www.dor.state.wi.us
- Department of Natural Resources 608-266-2621 www.dnr.state.wi.us
- Department of Transportation (715) 836-2891 www.dot.state.wi.us
- Bureau of Transit & Local Roads 608-266-2350 *Website*
- State Ethics Board 608-266-8123 www.ethics.state.wi.us
- Wisconsin Elections Board 608-266-8005 www.elections.state.wi.us

National League of Cities

1301 Pennsylvania Ave NW
Suite 550
Washington DC 20004
202-626-3000
www.nlc.org

The NLC represents municipal governments through the country. Its mission is to strengthen and promote cities as centers of opportunity, leadership, and governance. It provides a variety of learning and networking opportunities, as well as municipal representation at the federal level.

Chapter VIII: City Staff Directory

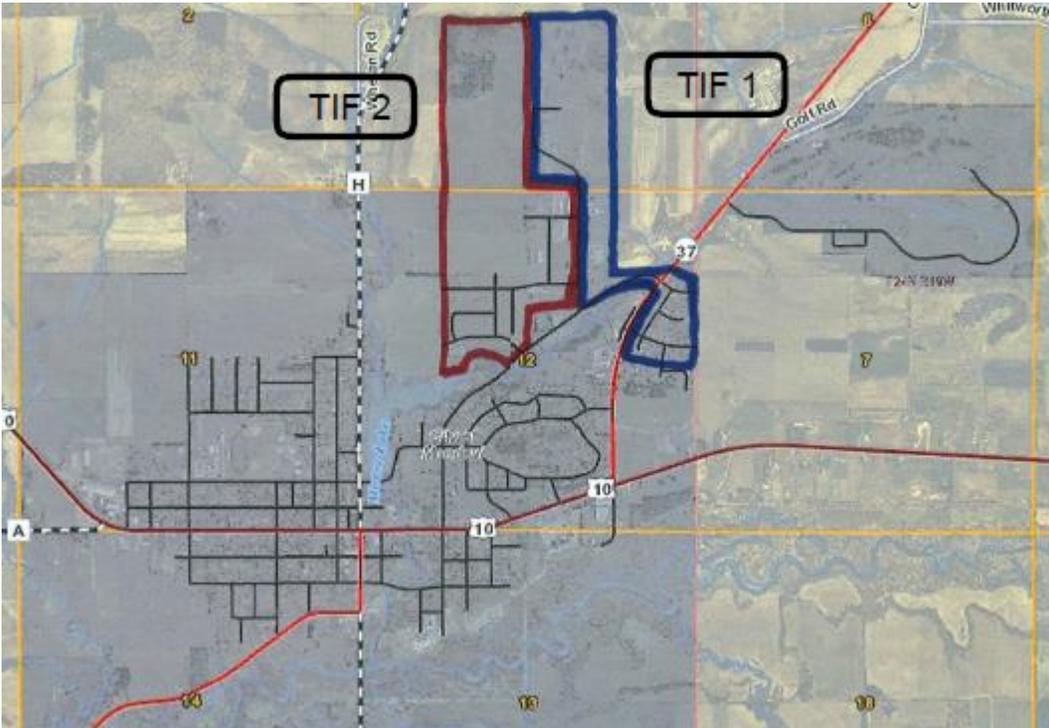
NAME	POSITION	EMAIL	CITY YRS	TOT. EXP.
<i>CITY HALL</i>	<i>715.926.3866</i>	<i>156 S Franklin St, Mondovi, WI 54755</i>		
Bradley J. Hanson	City Administrator/Clerk	cityadmin@mondovi.com	2	7
Dawn Moy	City Treasurer/Deputy Clerk	dawn@mondovi.com	13	13
Jackie Dregney	Administrative Receptionist	adminrecep@mondovi.com	1	1
<i>POLICE DEPARTMENT</i>	<i>715.926.4423</i>	<i>225 E Main St, Mondovi, WI 54755</i>		
Colin Severson	Police Chief	cseverson@mondovi.com	1	24
Tim Hollister	Sergeant	thollister@mondovi.com	4	16
Adam Julson	Police Officer		4	10
Cole Tenold	Police Officer		2	2
<i>PUBLIC WORKS</i>	<i>715.926.3866</i>	<i>156 S Franklin St, Mondovi, WI 54755</i>		
Randy Gruber	Utility Director	randy@mondovi.com	30	30
Jim Rud	Street Superintendent		19	19
Cody LaDuke	Street Worker Employee		6	6
Darrell Rognholt	Water/Waste Water Emp.		4	14
Jeff Tiegs	Street Worker Employee		4	4
Joe Larson	Street Worker Employee		2	2
<i>LIBRARY</i>	<i>715.926.4403</i>	<i>146 W Hudson St, Mondovi, WI 54755</i>		
Katelyn Noack	Library Director	mondovipl@wrlsweb.org	1	3

APPENDIX A: ALDERMANIC DISTRICTS



The above map indicates the boundaries of the City of Mondovi’s three distinct Wards. Ward 1 is the area north of W. Main Street (U.S. Highway 10) and west of N. Eau Claire Street (Buffalo County Road H). Ward 2 is composed of all residents south of Main Street (U.S. Highway 10 west of S. Eau Claire Street and U.S. Highway 10/State Highway 37 east of S. Eau Claire Street). Ward 3 comprises those residents north of E. Main Street (U.S. Highway 10/State Highway 37) and East of N. Eau Claire Street (Buffalo County Road H), and includes the Valley Estates residential development.

APPENDIX B: TAX INCREMENTAL FINANCE DISTRICTS (TIF OR TID)



APPENDIX C: WISCONSIN STATUTE 19.59

Codes of ethics for local government officials, employees and candidates.

- (1) (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11.
- (b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.
- (br) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
- (c) Except as otherwise provided in par. (d), no local public official may:
1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
 2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.
- (d) Paragraph (c) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.
- (f) Paragraphs (a) to (c) do not apply to the members of a local committee appointed under s. 289.33 (7) (a) to negotiate with the owner or operator of, or applicant for a license to operate, a solid waste disposal or hazardous waste facility under s. 289.33, with respect to any matter contained or proposed to be contained in a written agreement between a municipality and the owner, operator or applicant or in an arbitration award or proposed award that is applicable to those parties.
- (g) 1. In this paragraph:
- a. "District" means a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229.
 - b. "District board member" means a member of the district board of a district.
2. No district board member may accept or retain any transportation, lodging, meals, food or beverage, or reimbursement therefor, except in accordance with this paragraph.
 3. A district board member may receive and retain reimbursement or payment of actual and reasonable expenses for a published work or for the presentation of a talk or participation in a meeting related

to processes, proposals and issues affecting a district if the payment or reimbursement is paid or arranged by the organizer of the event or the publisher of the work.

4. A district board member may receive and retain anything of value if the activity or occasion for which it is given is unrelated to the member's use of the time, facilities, services or supplies of the district not generally available to all residents of the district and the member can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held a public office and was paid for a purpose unrelated to the purposes specified in subd. 3.
5. A district board member may receive and retain from the district or on behalf of the district transportation, lodging, meals, food or beverage, or reimbursement therefor or payment or reimbursement of actual and reasonable costs that the member can show by clear and convincing evidence were incurred or received on behalf of the district and primarily for the benefit of the district and not primarily for the private benefit of the member or any other person.
6. No district board member may intentionally use or disclose information gained in the course of or by reason of his or her official position or activities in any way that could result in the receipt of anything of value for himself or herself, for his or her immediate family, or for any other person, if the information has not been communicated to the public or is not public information.
7. No district board member may use or attempt to use the position held by the member to influence or gain unlawful benefits, advantages or privileges personally or for others.
8. No district board member, member of a district board member's immediate family, nor any organization with which the district board member or a member of the district board member's immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving a payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from district funds unless the district board member has first made written disclosure of the nature and extent of such relationship or interest to the commission and to the district. Any contract or lease entered into in violation of this subdivision may be voided by the district in an action commenced within 3 years of the date on which the commission, or the district, knew or should have known that a violation of this subdivision had occurred. This subdivision does not affect the application of s. 946.13.
9. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of the district with which he or she was associated as a district board member within 12 months prior to the date on which he or she ceased to be a district board member.
10. No former district board member, for 12 months following the date on which he or she ceases to be a district board member, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of a district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasi-judicial proceeding which was under the former member's responsibility as a district board member within 12 months prior to the date on which he or she ceased to be a member.
11. No former district board member may, for compensation, act on behalf of any party other than the district with which he or she was associated as a district board member in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a

judicial or quasi-judicial proceeding in which the former member participated personally and substantially as a district board member.

- (1m) In addition to the requirements of sub. (1), any county, city, village or town may enact an ordinance establishing a code of ethics for public officials and employees of the county or municipality and candidates for county or municipal elective offices.
- (2) An ordinance enacted under this section shall specify the positions to which it applies. The ordinance may apply to members of the immediate family of individuals who hold positions or who are candidates for positions to which the ordinance applies.
- (3) An ordinance enacted under this section may contain any of the following provisions:
- (a) A requirement for local public officials, other employees of the county or municipality and candidates for local public office to identify any of the economic interests specified in s. 19.44.
 - (b) A provision directing the county or municipal clerk or board of election commissioners to omit the name of any candidate from an election ballot who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.
 - (c) A provision directing the county or municipal treasurer to withhold the payment of salaries or expenses from any local public official or other employee of the county or municipality who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.
 - (d) A provision vesting administration and civil enforcement of the ordinance with an ethics board appointed in a manner specified in the ordinance. A board created under this paragraph may issue subpoenas, administer oaths and investigate any violation of the ordinance on its own motion or upon complaint by any person. The ordinance may empower the board to issue opinions upon request. Records of the board's opinions, opinion requests and investigations of violations of the ordinance may be closed in whole or in part to public inspection if the ordinance so provides.
 - (e) Provisions prescribing ethical standards of conduct and prohibiting conflicts of interest on the part of local public officials and other employees of the county or municipality or on the part of former local public officials or former employees of the county or municipality.
 - (f) A provision prescribing a forfeiture for violation of the ordinance in an amount not exceeding \$1,000 for each offense. A minimum forfeiture not exceeding \$100 for each offense may also be prescribed.
- (4) This section may not be construed to limit the authority of a county, city, village or town to regulate the conduct of its officials and employees to the extent that it has authority to regulate that conduct under the constitution or other laws.
- (5) (a) Any individual, either personally or on behalf of an organization or governmental body, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit, an advisory opinion regarding the propriety of any matter to which the person is or may become a party. Any appointing officer, with the consent of a prospective appointee, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The county or municipal ethics board or the county corporation counsel or attorney shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor shall be in writing. It is prima facie evidence of intent to comply with this section or any ordinance enacted under this section when a person refers a matter to a county or municipal ethics board or a county corporation counsel or attorney for a local governmental unit and abides by the advisory opinion, if the material facts are as stated in the opinion request. A county or municipal ethics board may authorize a county corporation counsel or attorney to act in its stead in instances where delay is of substantial inconvenience or detriment to the requesting party. Except as provided in par. (b), neither a county corporation counsel or attorney for a local

governmental unit nor a member or agent of a county or municipal ethics board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion.

- (b) A county or municipal ethics board, county corporation counsel or attorney for a local governmental unit replying to a request for an advisory opinion may make the opinion public with the consent of the individual requesting the advisory opinion or the organization or governmental body on whose behalf it is requested and may make public a summary of an advisory opinion issued under this subsection after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the county or municipal ethics board, the county corporation counsel or the attorney for the local governmental unit in connection with the request for an advisory opinion.
- (6) Any county corporation counsel, attorney for a local governmental unit or statewide association of local governmental units may request the commission to issue an opinion concerning the interpretation of this section. The commission shall review such a request and may advise the person making the request.
- (7) (a) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that the accused has violated sub. (1) (br), the court may, in addition, order the accused to forfeit an amount equal to the amount or value of any political contribution, service, or other thing of value that was wrongfully obtained.
- (b) Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that a local public official has violated sub. (1) (br) and no political contribution, service or other thing of value was obtained, the court may, in addition, order the accused to forfeit an amount equal to the maximum contribution authorized under s. 11.1101 (1) for the office held or sought by the official, whichever amount is greater.
- (8) (a) Subsection (1) shall be enforced in the name and on behalf of the state by action of the district attorney of any county wherein a violation may occur, upon the verified complaint of any person.
- (b) In addition and supplementary to the remedy provided in sub. (7), the district attorney may commence an action, separately or in conjunction with an action brought to obtain the remedy provided in sub. (7), to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.
- (c) If the district attorney fails to commence an action to enforce sub. (1) (a), (b), or (c) to (g) within 20 days after receiving a verified complaint or if the district attorney refuses to commence such an action, the person making the complaint may petition the attorney general to act upon the complaint. The attorney general may then bring an action under par. (a) or (b), or both.
- (cm) No complaint alleging a violation of sub. (1) (br) may be filed during the period beginning 120 days before a general or spring election, or during the period commencing on the date of the order of a special election under s. 8.50, and ending on the date of that election, against a candidate who files a declaration of candidacy to have his or her name appear on the ballot at that election.
- (cn) If the district attorney for the county in which a violation of sub. (1) (br) is alleged to occur receives a verified complaint alleging a violation of sub. (1) (br), the district attorney shall, within 30 days after receipt of the complaint, either commence an investigation of the allegations contained in the complaint or dismiss the complaint. If the district attorney dismisses the complaint, with or without investigation, the district attorney shall notify the complainant in writing. Upon receiving notification of the dismissal, the complainant may then file the complaint with the attorney general or the district attorney for a county that is adjacent to the county in which the violation is alleged to occur. The attorney general or district attorney may then investigate the allegations contained in the complaint and commence a prosecution.

- (d) If the district attorney prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the county wherein the violation occurs. If the attorney general prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the state.

APPENDIX D: CITY OF MONDOVI ETHICS ORDINANCE

ORDINANCE 0-18-03-01
City of Mondovi, Wisconsin**1.06(C) CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES**

- (1) Pursuant to Wisconsin Statute §19.59(1m) the common council enacts this ordinance to establish a code of ethics for public officials and employees of the City of Mondovi and candidates for elective offices. The council declares that high moral and ethical standards among City officials and employees are essential to the conduct of free government. This ordinance applies to all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City. The purpose of this chapter is to establish guidelines for moral and ethical standards of conduct and to prescribe penalties and sanctions if not exercised. The provisions and purposes of this chapter are declared to be in the best interest of the City.
- (a) No public official or employee may use their position to obtain any private, financial, economic, or other interests in matters affecting the City.
 - (b) Actions from public officials and employees shall be for the benefits of the public. Such public officials and employees are to follow all laws and shall adhere to standards for their positions, including standards, established by any law, manual, handbook, and otherwise which are not prohibited by law.
 - (c) No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
 - (d) No official or employee shall grant any special consideration, treatment or advantage to any citizen, including family members, beyond that which is available to every other citizen.
 - (e) No official or employee, whether paid or unpaid, shall engage in any business or transaction, nor shall such official or employee act in regard to financial or other personal interest, direct or indirect, when such engagements or actions are incompatible with the proper discharge of his or her official duties or when such actions impair his or her independence of judgment or action in the performance of his or her official duties.
 - (f) No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law and unless disclosure is made and approved by the Common Council.
 - (g) No official or employee shall disclose confidential information concerning the property, government or affairs of the city nor shall he or she use such information to advance the financial or other private interest of himself or herself or other. This prohibition includes disclosure of closed meeting information while the purpose of the closed meeting still exists.
 - (h) Any member of the city council who has a financial or personal interest in any proposed legislation shall disclose on the record to the council the nature and extent of such interest.
 - (i) Any other official or employee who has a financial or personal interest in any proposed legislative action of the council and who participates in discussion with or gives an official

opinion or recommendation to the council shall disclose on the records of the council the nature and extent of such interest.

- (j) Additionally, the ethical official and employee should:
- a. Properly administer the affairs of the City to the best of their ability.
 - b. Promote decisions that only benefit the public interest.
 - c. Actively promote public confidence in City government.
 - d. Conduct and perform duties diligently.
 - e. Maintain a positive image to pass constant public scrutiny.
 - f. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
 - g. Inject the prestige of office into everyday dealings with the public, employees and associates.
 - h. Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
 - i. Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the City.
 - j. Faithfully comply with all laws and regulations applicable to the City and impartially apply them to everyone.

(2) Penalties and Sanctions. Any violations of any provisions of this code of ethics may constitute a cause for suspension, removal from office or employment or censure. Additionally, any person who violates any provision of this code shall, upon conviction thereof, forfeit not less than five (\$5.00) dollars, nor more than five hundred (\$500.00) dollars. For any second and subsequent offenses, any person found guilty of violating this subsection who has previously been convicted of a violation within three (3) years of the date of a subsequent citation shall, upon conviction, forfeit not less than ten (\$10.00) dollars, nor more than one thousand (\$1,000.00) dollars for each offense.

APPENDIX E: QUICK REFERENCE

Swearing-In: Prior to Common Council meeting on the 3rd Tuesday in April you must be sworn into your newly elected position.

E-mail: You will have the opportunity of getting a City E-mail account, remember information in this e-mail account is public information. Please make an effort to check your e-mail frequently.

Paycheck and HR Forms: You are paid on a monthly basis. Contact the City Treasurer/Deputy Clerk to fill out the appropriate paper work for your paycheck and stipends.

Municipal Code Book: The Mondovi Municipal Code is available online. Click the blue link.

City Website: City information can be found on the City website at www.mondovi.com.

Meeting Schedules: Common Council meetings are held the 2nd and 4th Tuesdays of the month at 6:30 p.m.

If you are unable to attend a meeting: Please contact the City Administrator/Clerk at 715.926.3866. This communication is vital so that we know whether or not we have quorums for the meetings. If we don't know you're not coming to a meeting, you'll be marked as "absent" rather than "excused."

Agenda & Minutes: Council meeting agendas and the supporting materials are an important element in preparing for a Council meeting. City staff will work with the Mayor to compile the agenda, gathering all pertinent information that should be addressed by Council. It is important that Council members notify staff of any particular topics that they would like to be included on the agenda. Decisions may only be made at public meeting regarding items listed on the agenda.

Staff is responsible for originating the agenda and supporting documents. The Council Agenda and Packet are compiled electronically and posted to the City's website (www.mondovi.com) on the Friday prior to a Council meeting. At that time, the agenda will also be posted at City's five (5) recognized public posting locations: City Hall, Library, Police Station, Mondovi Herald-News, and the United States Post Office.

It is required by Wisconsin State Law that an agenda be posted at least twenty-four (24) hours prior to a public meeting. Changes can occur at least those same 24 hours prior to a meeting with notification to all Council members. Therefore, City staff and the Mayor will not allow any changes to the agenda after 1:00 p.m. the day before the scheduled Council Meeting. This will give staff enough time to make the changes, post the new agenda, and deliver to all Councilmembers at least 24 hours prior to the meeting time. The 24-hour meeting time does not include Sundays and Holidays. Although this change in agenda is allowed, it is good practice to not change the agenda after the original posting the Friday before, and you as a Council, and we as a Staff, should strive to meet this goal for a transparent appearance with the public.

An important part of your role as a member of the Council is to review agenda materials prior to the Council meeting so that you are adequately informed of the topics to be discussed and can ask questions prior to the meeting and make decisions in an educated manner.

Following each Council meeting, staff will compose the minutes from that meeting. The minutes are a way to record attendees present and document important decisions that took place at the meeting. At the beginning of each Council meeting, you will be asked to approve the minutes from the previous meeting.