

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Council Meetings**
- 2.06 Matters Before the Council**
- 2.08 City Officers**
- 2.12 Wards and Aldermanic Districts**
- 2.13 Licenses—Payment of Taxes and Other Obligations**
- 2.16 City Assessor**
- 2.19 City Administrator**
- 2.20 City Clerk**
- 2.21 City Treasurer**
- 2.22 Director of Public Works**
- 2.23 Building Inspector**
- 2.24 City Health Officer**
- 2.28 Fire Department**
- 2.32 Police Department**
- 2.36 Board of Fire and Police Commissioners**
- 2.38 Personnel Committee**
- 2.40 Library Board**
- 2.44 Board of Review**
- 2.46 Legislation Committee (Repealed)**
- 2.48 Board of Public Works**
- 2.49 Public Works Committee (Repealed)**
- 2.50 Budget Committee**
- 2.51 Finance Committee**
- 2.52 Zoning Board of Appeals**
- 2.53 Senior Citizens Committee (Repealed)**
- 2.56 Plan Commission**
- 2.57 Parks and Recreation Committee**
- 2.58 Altoona Promotional Committee (Repealed)**
- 2.59 Municipal Building and Property Committee (Repealed)**
- 2.60 Residence Requirements**
- 2.68 Civil Defense**
- 2.72 Personnel**
- 2.76 Real Estate Marketing Committee (Repealed)**
- 2.78 Ad Hoc Knollwood Restrictive Covenant Review Committee**
- 2.80 Mileage Reimbursement**
- 2.81 Economic Development Committee (Repealed)**
- 2.82 Solis Circle Housing Committee**

Chapter 2.04

CITY COUNCIL MEETINGS

Sections:

- 2.04.010 Regular meetings.**
- 2.04.020 Special meetings—Notice required.**
- 2.04.030 Meeting location.**
- 2.04.040 Quorum designated and required when—Mayor's vote counted when.**
- 2.04.045 Agenda.**
- 2.04.050 Order of business.**
- 2.04.051 Citizen participation period.**
- 2.04.052 Consent Agenda.**
- 2.04.060 Presiding officer—Authority—Appeal from decision—Procedure.**
- 2.04.070 Council president to preside when.**
- 2.04.080 Committee appointment.**
- 2.04.090 Suspension of rules permitted when.**
- 2.04.100 Committee members—Attendance—Absences and removal—Procedure.**
- 2.04.110 Committee/commission and board meetings—Quorums.**
- 2.04.150 Remote Attendance at Meetings Allowed.**

2.04.010 Regular meetings.

Regular meetings of the city council shall be held on the second and fourth Thursdays of each month at six o'clock p.m. When the day for such meeting falls on a legal holiday, the council shall not meet in regular session unless the council, by motion or resolution, provides for the holding of a regular session during the same week. The council may adjourn from time to time. When notice has been given to the city clerk by members of their anticipated absence at a scheduled regular meeting so that there will not be a quorum under Section 2.04.040 at that meeting, the regular meeting may be canceled; and if such meeting is canceled, the city clerk shall give notice of the cancellation due to an insufficient quorum. (Ord 12E-06, (part) 2006; Ord 7A-05, 2005; Ord. 10C-92 (part), 1992; Ord. 12H-81, 1981; Ord. A-108, 1975; Ord. A-62, 1971; prior code § 1.01(1))

2.04.020 Special meetings—Notice required.

Special meetings of the council may be called by the mayor by giving written notice to each member, such notice to be delivered to him personally or left at his usual place of abode at least six hours before the meeting. Special meetings may be held without notice when all members of the council are present or consent in writing to the holding of said meeting. (Prior code § 1.01(2))

2.04.030 Meeting location.

Unless the agenda for a city council meeting designates otherwise, meetings of the city council shall be held in the City Hall. (Ord. 11B-89, 1989; prior code § 1.01(3))

2.04.040 Quorum designated and required when—Mayor's vote counted when.

Two-thirds of the aldermen shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members. The mayor's vote may be counted in determining whether a sufficient number of the council has voted favorably or unfavorably on a measure only when the mayor's vote has been cast to break a tie. (Ord. A-122, 1976; prior code § 1.01(4))

2.04.045 Agenda.

An agenda shall be prepared for all meetings of the city council by the city administrator. The city administrator shall advise the mayor and council president of the items included on the agenda. An item may be placed on the agenda by the mayor, the council president, the city administrator, by written request of two members of the council, or by formal motion of a council member with a second (no additional vote needed) at a regular council meeting for inclusion on the agenda for the next city council meeting. (Ord. 12B-97, 1997)

2.04.050 Order of business.

The business of the city council at regular meetings shall be conducted in the following order:

- A. Call to order by presiding officer;
- B. Pledge of allegiance; (Ord 10A-15)
- C. Roll call. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date;
- D. Citizen participation, pursuant to Section 2.04.051;
- E. Reading, correction and approval of minutes of previous meeting;
- F. Reports of city officers;
- G. Committee reports;
- H. Consent Agenda.
- I. Unfinished business from previous meeting;
- J. New business, including introduction of ordinances and resolutions;
- K. Communications and miscellaneous business. (Ord. 10C-92 (part), 1992; Ord. 8A-88, 1988; Ord. 17 (part), 1978; prior code § 1.02)

2.04.051 Citizen participation period.

At every meeting of the council there shall be as the fourth order of business a citizen participation period described as follows:

- A. The citizen participation period be no greater than twenty minutes. (Ord 5A-06, part, 2006)
- B. The citizen participation period time limitation shall be established at the beginning of the period by the presiding officer, and if a council member objects to the time period, the time period shall be subject to the approval of the majority vote of the council.
- C. The citizen participation period may be extended only by a two-thirds vote of the council.
- D. This section shall not restrict orderly citizen speech or questioning on matters before the council during ensuing council proceedings under the discretionary powers of the mayor. (Ord. 17 (part), 1978)

2.04.052 Consent Agenda

A. While preparing the agenda, the city administrator shall make an initial determination, in his or her sole discretion, as to what matters he or she deems routine and that are not subject to a public hearing at the upcoming meeting of the city council. Those items shall be listed under the heading of "Consent Agenda" on the agenda.

B. When the item labeled "Consent Agenda" comes before the city council for action, the council may act to approve the item in total, disapprove the item in total, or approve some components and disapprove others, all without discussion by the city council.

C. If any one or more members of the city council decides that any given component of the consent agenda should be removed therefrom and subjected to individual discussion at that time, such component shall be immediately removed from the consent agenda further discussion or debate. No reason for the requested removal need be given by the council member. The request for removal shall be made at the time of the council meeting or in writing prior to the meeting. When an item has been removed from the consent agenda, it shall, at that time, be acted upon individually, and subjected to

debate, with council action taken in accordance with established council procedures. (part Ord. 4D-20, 2020).

2.04.060 Presiding officer—Authority—Appeal from decision—Procedure.

A. The presiding officer shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

B. The presiding officer may speak upon any question or make any motion. (Prior code § 1.03(1), (3))

2.04.070 Council president to preside when.

If the mayor is absent at any meeting the president of the council shall call the meeting to order and preside. (Prior code § 1.03(2))

2.04.080 Committee appointment.

A. The mayor shall appoint all committee members and designate the chairperson, but such appointments and designations shall be effective only upon confirmation by majority vote of the council.

B. The mayor shall submit such appointments to the council for confirmation. (Ord. 5B-08, 2008, Ord. 25, 1978: prior code § 1.04)

2.04.090 Suspension of rules permitted when.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present. (Prior code § 1.05)

2.04.100 Committee members—Attendance—Absences and removal—Procedure.

Any committee member, commission member or board member who misses three meetings in any calendar year of a regularly scheduled or a special meeting of that body, shall be removed from that body by the mayor. The procedure for removal shall be the following:

A. The committee chairperson or person in charge of the commission or board shall make a written report to the mayor detailing the absences of the person in question.

B. The mayor may then summarily remove that person from the committee, commission or board, immediately appointing another member to fulfill the unexpired term.

C. After two absences in any calendar year, the committee chairperson shall give a written notice to the member in question that one or more absence will mean removal from the body.

D. The committee chair or person in charge of that governmental body, may give written excused absences to any committee member requesting it upon a showing of good cause. (Ord. 8A-85, 1985)

2.04.110 Committee/commission and board meetings—Quorums.

The quorum for all meetings of city committees, commissions and/or boards shall be one-half of the current members of said committee, commission or board, unless a different quorum is specified by ordinance or Wisconsin Statutes. (Ord. 5D-91, 1991)

2.04.150 Remote Attendance at Meetings Allowed.

Giving consideration to advances in audio and video technology that facilitates practical remote connection to meetings, and understanding the importance of participatory, representative government and the need for quorums to conduct City business, City Council members may, at their own discretion, attend, and fully participate in both regular and special meetings from a remote location via an audio connection with enhancement by video where possible. (12B-16, 2016)

Chapter 2.06

MATTERS BEFORE THE COUNCIL

Sections:

2.06.010 Information review.

2.06.010 Information review.

A. All resolutions, ordinances and proposals which are to be considered by council members shall be in their possession at least forty-eight hours before any meeting at which a vote can be taken on such a matter.

B. The purpose of the ordinance codified in this section is to provide council members with the information and time to review necessary information to make informed decisions.

C. This provision may be waived by a majority vote of the council, if the members deem it a necessity.

D. Noncompliance with the provisions of this section shall not invalidate, void or make voidable any resolution, ordinance or proposal otherwise duly passed by the city council. (Ord. 10C-87, 1987; Ord. 5A-85, 1985)

Chapter 2.08

CITY OFFICERS

Sections:

- 2.08.010** Effect of provisions.
- 2.08.020** Oath of office—Filing.
- 2.08.030** Bond required when—Filing.
- 2.08.040** Salaries determined by city council—Retaining fees prohibited.
- 2.08.045** Salaries of mayor and city council.
- 2.08.050** Accepting gifts or gratuities prohibited when.
- 2.08.060** Vacancy filling.
- 2.08.070** Mayor—Office created—Powers and duties.
- 2.08.080** Elected officials—Election and term—Generally.
- 2.08.100** Appointed officials—Designated—Term.
- 2.08.120** Appointed officials—Probationary period.

2.08.010 Effect of provisions.

The provisions of this chapter shall apply to all officers of the city, regardless of the time of creation of the office or selection of the officer, unless otherwise specifically provided by ordinance or resolution of the city council. (Prior code § 2.11(1))

2.08.020 Oath of office—Filing.

Every officer of the city, including members of the city council and commissions shall, before entering upon his duties and within five days of his election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the office of the city clerk, except the city clerk who shall file his oath in the office of the city treasurer. Any person re-elected or re-appointed to the same office shall take and file an official oath for each term of service. (Prior code § 2.11(2))

2.08.030 Bond required when—Filing.

Every officer shall, if required by law or the city council, upon entering upon the duties of his office give a bond in such amount as may be determined by the city council with such sureties as are approved by the mayor, conditioned upon the faithful performance of the duties of his office. Official bonds shall be filed as provided for oaths in Section 2.08.020. (Prior code § 2.11(3))

2.08.040 Salaries determined by city council—Retaining fees prohibited.

All officers of the city shall receive such salaries as may be provided from time to time by the city council by ordinance. No officer receiving a salary from the city shall be entitled to retain any portion of any fees collected by him for the performance of his duties as such officer in the absence of a specific law or ordinance to that effect. (Prior code § 2.11(4))

2.08.045 Salaries of mayor and city council.

A. The salary of the mayor shall be seven thousand two hundred dollars (\$7,200) per year commencing with the mayor whose term begins on or after the third Tuesday in April, 2020.

B. The salaries of the members of the council shall be three thousand dollars (\$3,000) per year commencing with those councilmen whose terms begin on or after the third Tuesday in April, 2020.

C. The salary of the mayor and members of the council for special council meetings shall be twenty-five dollars per meeting commencing with the mayor and those council members whose terms begin on or after the third Tuesday in April, 2020. The mayor and council members shall receive

additional compensation for committee meetings and other city-related meetings consistent with applicable city policy (reference Resolution 11E-11). (Ord. 3B-19, 2019, 12A-07, 2007, Ord. 12G-81, 1981)

D. For travel outside of a 20-mile radius from Altoona City Hall, the mayor and members of the council shall be reimbursed for mileage consistent with the City's approved policy for other city employees as outlined in the personnel and policy manual. (part Ord 3B-19, 2019)

2.08.050 Accepting gifts or gratuities prohibited when.

A. It is unlawful for any public employee or public official to receive or offer to receive, either directly or indirectly, any gift or gratuity or any thing of value which he is not authorized to receive from any person, if such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or the governmental body of the public official; or

2. Conducts operations or activities which are regulated by such public employee's employer or the governmental body of a public official; or

3. Has interests which may be substantially affected by such public employee's employer or the governmental body of the public official.

B. The receipt of any gift or gratuity or anything of value as denoted in subsection A of this section is contrary to the public policy of the common council of the city. (Ord. A-87, 1974: prior code § 2.11(7))

2.08.060 Vacancy filling.

Vacancies in elective offices shall be filled as follows:

A. In the office of mayor, by appointment by the common council;

B. In the office of alderman, by appointment by the common council;

C. In all other elective offices, by appointment by the mayor, subject to confirmation by the council. (Ord. 33, 1979: prior code § 2.11 (5))

2.08.070 Mayor—Office created—Powers and duties.

There shall be a mayor elected at the spring election for a term of two years. The mayor shall have all powers and duties conferred upon mayors of cities of Altoona's classification by all state and federal laws and city ordinances and resolutions. The mayor shall be a voting member of all city committees, commissions and boards where pertinent statutes or ordinances so provide. Additionally, he/she shall be an ex-officio, nonvoting member of all other city committees. (Ord. 6J-91, 1991: prior code § 2.01(1))

2.08.080 Elected officials—Election and term—Generally.

The following officers of the city shall be chosen at the regular spring election for terms of two years commencing on the third Tuesday of April in the year of their election.

A. Mayor (who shall be elected at the regular spring election in even-numbered years);

B. City councilpersons (who shall be elected pursuant to Chapter 2.12 of this code and any other ordinances or statutes pertaining to election of councilpersons). (Ord. 70-91, 1991: Ord. 4A-90 (part), 1990; prior code § 2.01(2) (part))

2.08.100 Appointed officials—Designated—Term.

The city officials shall be appointed by the mayor at the first regular meeting of the city council in May of even-numbered years, subject to confirmation by majority vote of the council. The term of office of each official so appointed shall be two years. All terms shall commence on the fifteenth of May following appointment.

A. Assessor;

B. City attorney. (Ord. 4B-98, 1998: Ord. 4A-90 (part), 1990; prior code § 2.01(1))

2.08.120 Appointed officials—Probationary period.

All appointed officials of the city, after October 1, 1968, shall have a probationary period of one year during which they may be discharged without cause by the appointing authority. (Ord. A-46 § 1, 1968: prior code § 2.11(6))

Chapter 2.12

WARDS AND ALDERMANIC DISTRICTS

Sections:

- 2.12.010 Common council representation.**
- 2.12.020 Wards.**
- 2.12.030 Aldermanic Districts.**

2.12.010 Common council representation.

There shall be one city councilperson from each aldermanic district, who shall serve for two year terms commencing on the third Tuesday in the April following his/her election. (Ord. 7N-91, 1991)

2.12.020 Wards.

A. As of January 10, 2019, the city shall be divided into sixteen wards as follows:

1. Ward 1. Ward 1 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 5006, 5009, 5010, 5011, 5015, 5016, 5017, 5018, 5019, 5020, 5021, 5022, 5023, 5024, 5025, 5026, 5027, 5028, 5029, 5030, 5032, 5033, 5034, 5035, 5036, 5038, 5045, 5046, 5047, 5048, 5049, 5050, 5051, 5053, 5054, 5055, 5056, 5059, 5060.

Block (302) 1049, 1050, 1052, 1056, 1058, 1059, 1060, 1061, 1062, 1063, 1065, 1066, 1069, 1070, 1133.

2. Ward 2. Ward 2 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 3032, 3033, 3034, 3046, 3050, 3051, 3052, 3053, 3054, 4000, 4001, 4002, 4003, 4004, 4005, 4006, 4007, 5037, 5044.

3. Ward 3. Ward 3 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 5039, 5040, 5041, 5042, 5043.

4. Ward 4. Ward 4 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 4009, 4011, 4013, 4014, 4028, 4029, 4030, 4031, 4032.

5. Ward 5. Ward 5 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 4008, 4010, 4012, 4015, 4016, 4017, 4018, 4019, 4026, 4027,

6. Ward 6. Ward 6 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029, 3030, 3031, 3036, 3037, 3044, 3045, 3047, 3048, 3049.

7. Ward 7. Ward 7 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 3014, 3015, 3016, 3017, 3018, 3019, 3020, 3021, 3038, 3039, 3040, 3041, 3042, 3043, 3055, 4020, 4021, 4022, 4023, 4024, 4025.

8. Ward 8. Ward 8 shall consist of that portion of the city consisting of the following Federal Census Blocks:

Block (400) 2000, 2001, 2002, 2003.

Block (302) 1067.

9. Ward 9. Ward 9 shall consist of that portion of the City consisting of the following Federal Census Blocks:

Block (400) 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2044, 2045, 2046, 2047.

10. Ward 10. Ward 10 shall consist of that portion of the City consisting of the following Federal census Blocks:

Block (400) 1041, 1045, 1046, 1047, 1051, 1052, 3000, 3001, 3035, 5002, 5003, 5004, 5008, 5052,

11. Ward 11. Ward 11 shall consist of that portion of the City consisting of the following Federal Census Blocks:

Block (400) 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1015, 1016, 1017, 1018, 1030, 1034, 1039, 1040, 1044, 1048, 1049, 1054, 1055, 1056.

12. Ward 12. Ward 12 shall consist of that portion of the City consisting of the following Federal Census Blocks (or portion thereof):

Block (400) 5001 [portion thereof]

13. Ward 13. Ward 13 shall consist of that portion of the City consisting of the following Federal Census Blocks (or portion thereof):

Block (302) 1165 [portion thereof]

14. Ward 14. Ward 14 shall consist of that portion of the City consisting of the following Federal Census Blocks (or portion thereof):

Block (302) 1074 [portion thereof] (Ord. 10B-15, part, 2015)

15. Ward 15. Ward 15 shall consist of that portion of the City consisting of the following Federal Census Blocks (or portion thereof):

Block (400) 5005 [portion thereof] (Ord. 11C-15, part, 2015)

16. Ward 16. Ward 16 shall consist of that portion of the City consisting of the following Federal Census Block (or portion thereof). (Ord 1A-19, 2019)

Block (4) 1051 [portion thereof]

B. When property is annexed to the city, it shall be included in the ward and aldermanic district as set forth in the annexation ordinance or subsequent city council ordinances or resolutions.

C. The polling places for the city shall be as designated by city council resolution, subject to the requirements of the Wisconsin Statutes.

D. The number of election officials shall be set by the city clerk, subject to the requirements of the Wisconsin Statutes.

Attached to the ordinance codified in this section and incorporated by reference herein, is a map of the city which illustrates the geographical locations of the above-described wards.

2.12.030 Aldermanic Districts.

As of the 2019 spring election, there shall be six aldermanic districts, which shall consist of the following:

A. Aldermanic District 1 shall consist of Ward Number 1, Ward Number 12, Ward Number 13, Ward Number 14 and Ward Number 16. (Ord. 1A-19, 2019 part, Ord 10B-15, 2015 part)

B. Aldermanic District 2 shall consist of Ward Number 2 and Ward Number 3.

C. Aldermanic District 3 shall consist of Ward Number 4 and Ward Number 5.

D. Aldermanic District 4 shall consist of Ward Number 6 and Ward Number 7.

E. Aldermanic District 5 shall consist of Ward Number 8 and Ward Number 9.

F. Aldermanic District 6 shall consist of Ward Number 10, Ward Number 11, and Ward Number 15. (Ord 11C-15, part, 2015)

For purposes of this section, the wards referred to above shall be the wards described in Section 2.12.020 to be in effect on January 10, 2019. (Ord 1A-19, 2019, Ord 10B-15, 2015 part, 8A-11, 2011)

Chapter 2.13

LICENSES—PAYMENT OF TAXES AND OTHER OBLIGATIONS

Sections:

2.13.010 Licenses and permits—Conditions for issuance.

2.13.010 Licenses and permits—Conditions for issuance.

A. The following are conditions precedent to the issuance by the city clerk or building inspector of any license or permit provided under this code:

1. The payment of all personal property taxes, all forfeitures or judgments resulting from conviction for violation of any ordinance, except moving traffic violations, and all other claims or judgments due and owing from the applicant to the city at the time of the application for such license or permit;

2. The payment of all taxes, forfeitures, claims or judgments, as described in paragraph 1 of this subsection relating to the property or business previously licensed, if the new license is granted consequent or conditionally upon the sale or transfer of the business or stock in trade or furnishings or equipment of the premises, or the sale or transfer of the ownership or control of a corporation.

B. No license or permit application shall be granted until all required payments have been made.

C. A determination made under this section may be appealed by the applicant to the city council, which shall provide for due notice and hearing. The city council shall make findings of fact and issue its conclusions. In the event the city council makes a determination that error was committed, any amount improperly paid by the applicant shall be promptly refunded, together with interest at the rate of six percent per annum from the date the amount was paid to the city to the date of refund. (Ord. 10D-92 (part), 1992)

Chapter 2.16

CITY ASSESSOR

Sections:

- 2.16.010 Exemption from state statutes.**
- 2.16.020 Appointment.**
- 2.16.030 Term.**
- 2.16.040 Incumbents not affected.**

2.16.010 Exemption from state statutes.

The city elects not to be governed by those portions of Wis. Stat. § 62.09(3)(b) relating to the method of selection of the city officers which are in conflict with this chapter. (Ord. A-71 § 1, 1971)

2.16.020 Appointment.

Hereafter, instead of being elected, the city assessor of the city shall be appointed by the mayor, subject to confirmation by a majority vote of the members-elect of the common council. (Ord. A- 71 § 2, 1971)

2.16.030 Term.

The city assessor shall hold office for a two-year term, subject to removal by majority vote of the common council. (Ord. A- 71 § 3, 1971)

2.16.040 Incumbents not affected.

This chapter shall not in any way affect the right of any person whose term of office has begun but has not yet expired on February 20, 1972, to complete his term of office. (Ord. A-71 § 4, 1971)

Chapter 2.19

CITY ADMINISTRATOR

Sections:

- 2.19.010 City administrator office created.**
- 2.19.020 Appointment.**
- 2.19.030 Term.**
- 2.19.040 Employee status.**
- 2.19.050 State laws controlling.**

2.19.010 City administrator office created.

There is created and established the office of city administrator. The city administrator shall be the chief administrative staff employee of the city, equally responsible to the mayor and the city council for the proper administration of the business and affairs of the city pursuant to the statutes of the state of Wisconsin, the ordinances of the city, and the resolutions and directions of the city council and mayor, with duties and responsibilities as formally described in a job description passed by the city council and mayor by resolution. Any such resolution defining said job description shall be kept on file at the office of the city clerk and be open for public inspection during normal working hours. (Ord. 3A-88 (part), 1988)

2.19.020 Appointment.

The person filling the office of city administrator shall be appointed by the mayor, subject to confirmation by a majority vote of the members-elect of the city council. (Ord. 3A-88 (part), 1988)

2.19.030 Term.

The city administrator shall hold said position for an indefinite term, subject to removal by a majority vote of the members-elect of the city council. (Ord. 3A-88 (part), 1988)

2.19.040 Employee status.

The city administrator shall be considered for all purposes a city employee, and shall comply with all rules, policies, procedures and practices required of all city employees. (Ord. 3A-88 (part), 1988)

2.19.050 State laws controlling.

The authority and responsibility of the city administrator shall be subject to limitations and restrictions imposed by state law. (Ord. 3A-88 (part), 1988)

Chapter 2.20

CITY CLERK

Sections:

2.20.010	Purpose.
2.20.020	Duties.
2.20.030	Appointment.
2.20.040	Term.

2.20.010 Purpose.

This Chapter shall establish the office of the city clerk of the City of Altoona.

2.20.020 Duties.

The city clerk shall perform all of those duties set forth for the office at §62.09(11), Wis. Stats., as well as otherwise under state law, together with all of those duties prescribed for said office by the Common Council, from time to time.

2.20.030 Appointment.

The city clerk shall be appointed by the Mayor, subject to confirmation by a majority vote of the members-elect of the Common Council.

2.20.040 Term.

The city clerk shall hold office for an indefinite term, subject to removal by a majority vote of the members-elect of the Common Council. (Ord. 3C-03).

Chapter 2.21

CITY TREASURER

Sections:

- 2.21.010 Purpose.**
- 2.21.020 Duties.**
- 2.21.030 Appointment.**
- 2.21.040 Term.**

2.21.010 Purpose.

This Chapter shall establish the office of the city treasurer of the City of Altoona.

2.21.020 Duties

The city treasurer shall perform all of those duties set forth for the office at § 62.09(9), Wis. Stats., as well as otherwise under state law, together with all of those duties prescribed for said office by the Common Council, from time to time.

2.21.030 Appointment

The city treasurer shall be appointed by the Mayor, subject to confirmation by a majority vote of the members-elect of the Common Council.

2.21.040 Term

The city treasurer shall hold office for an indefinite term, subject to removal by a majority vote of the members-elect of the Common Council. (Ord. 3C-03).

Chapter 2.22

DIRECTOR OF PUBLIC WORKS

Sections:

- 2.22.010 Director of public works office created.**
- 2.22.020 Appointment.**
- 2.22.030 Term and employment status.**
- 2.22.040 State laws controlling.**

2.22.010 Director of public works office created.

There is created and established the office of director of public works. The director of public works shall be responsible for planning, directing and supervising the public works functions of the city; shall function as the superintendent of sewer water utility; as the liaison to the public works committee of the city council in coordinating administration of the department and providing research and counsel for policy development in public works; with such additional job duties and responsibilities as formally described in the job description passed by the city council and mayor by resolution. Any such resolution defining said job description shall be kept on file at the office of the city clerk and be open for public inspection during normal working hours. (Ord. 4C-98 (part), 1998)

2.22.020 Appointment.

The person filling the director of public works position shall be appointed by the mayor, subject to confirmation by a majority vote of the member-elect of the city council. (Ord. 4C-98 (part), 1998)

2.22.030 Term and employment status.

The director of public works shall hold such position for an indefinite term, shall be considered for all purposes a city employee, and shall be subject to and comply with all rules, policies, procedures and practices required of all city employees. (Ord. 4C-98 (part), 1998)

2.22.040 State laws controlling.

The authority and responsibility of the director of public works shall be subject to limitations and restrictions imposed by state law. (Ord. 4C-98 (part), 1998)

Chapter 2.23

BUILDING INSPECTOR

Sections:

- 2.23.010 Building inspector duties.**
- 2.23.020 Appointment.**
- 2.23.030 Term.**

2.23.010 Building inspector duties.

The building inspector shall carry out all duties and have all powers imposed upon a city building inspector under this code of ordinances, state statutes, the State Administrative Code and all other applicable law. (Ord. 4A-90 (part), 1990)

2.23.020 Appointment.

The building inspector shall be appointed by the mayor, subject to confirmation by a majority vote of the members-elect of the common council. (Ord. 4A-90 (part), 1990)

2.23.030 Term.

The building inspector shall hold office for an indefinite term at the pleasure of the common council, subject to removal by a majority vote of the members-elect of the common council. (Ord. 4A-90 (part), 1990)

Chapter 2.24

CITY HEALTH OFFICER

Sections:

- 2.24.010** City health officer designated.
- 2.24.020** Administrative powers and duties.
- 2.24.030** Powers and duties generally.
- 2.24.040** Right of entry for inspection.
- 2.24.050** Abatement of nuisances—State statute adopted by reference.

2.24.010 City health officer designated.

A. The city building inspector shall be authorized to perform adjunct duties of the city health officer, to include:

1. Inspection of deteriorated or dilapidated buildings;
2. Inspection of obvious health hazards within the city.

B. The city building inspector shall have the right of entry for inspection as per Section 2.24.040 of the Municipal Code, the power to abate nuisances as per Section 2.24.050 of the Municipal Code, and the authority to issue municipal citations under any other provisions of the Municipal Code. (Ord. 12C-85, 1985: prior code § 2.08)

2.24.020 Administrative powers and duties.

A. It shall be the duty of the city-county health officer to assume the general administration of health and sanitation laws and regulations in the city and to attend to the administration and enforcement of the health laws of the state and the rules and regulations prescribed by the State Board of Health and the ordinances of the city.

B. The city-county health officer shall take such measure and make such rules and regulations as shall be necessary and effectual for the preservation and promotion of the public health in the city. All orders and regulations of the board shall be published in the official newspaper, and after publication shall have the force and effect of ordinances, including penalty for violation. (Prior code § 10.01 (part))

2.24.030 Powers and duties generally.

The city-county health officer or his agents under the supervision of the district State Health Officer shall:

- A. Make an annual sanitary survey and maintain continuous sanitary supervision over his territory;
- B. Make a periodic sanitary inspection at least every six months of all school buildings, restaurants, dairies, grocery stores, meat markets and places of public assemblage and report thereon to those responsible for the maintenance thereof;
- C. Promote the spread of information as to the causes, nature and prevention of prevalent diseases and the preservation and improvement of health;
- D. Enforce the health laws, rules and regulations of the State Board of Health, the state and the city, including the laws relating to communicable diseases contained in Wis. Stat. Ch. 252; (Ord. 2B-15, 2015)
- E. Take steps necessary to secure prompt and full reports by physicians of communicable diseases and prompt and full registration of births and deaths;
- F. Keep and deliver to his successor a record of all his official acts. (Prior code § 10.02 (part))

2.24.040 Right of entry for inspection.

The health officer shall have the right to enter and examine any public premises or any place where meat, fish, poultry, game, milk, bakery goods or other foodstuffs are stored, prepared or dispensed for public consumption and to inspect or examine any vehicle transporting such foodstuffs for the purpose of enforcing the provisions of this chapter. Any person who shall hinder, obstruct or prevent the health officer from entering or carrying out his examination of such premises or vehicle shall upon conviction thereof forfeit not less than ten dollars nor more than one hundred dollars together with the costs of prosecution and in default of payment of such forfeiture or costs shall be imprisoned in the county jail of Eau Claire County until such forfeiture and costs are paid but not exceeding sixty days. (Prior code § 10.12)

2.24.050 Abatement of nuisances—State statute adopted by reference.

The health officer, together with the city-county health officer shall have the power to abate health nuisances in accordance with Wis. Stat. § 254.59 which is adopted by reference and made a part of this section as if fully set forth herein. (part, Ord. 2B-15, 2015; prior code § 10.13)

Chapter 2.28

FIRE DEPARTMENT

Sections:

- 2.28.010 Fire Department.**
- 2.28.020 Organization and composition of the Altoona Fire Department.**
- 2.28.030 Physical fitness requirements.**
- 2.28.040 Chief—Powers and duties.**
- 2.28.050 Citations.**

2.28.010 Fire Department.

The Altoona Fire Department has been established as a municipal fire department pursuant to Wisconsin statutes. The department shall be responsible for fire and emergency protection for people and property within the city. The Altoona Fire Department shall maintain, review and update appropriate mission statements, organizational structure and goals, which shall be reviewed at least annually, and which shall be submitted to and approved by the city council. (Ord. 6M-91 (part), 1991)

2.28.020 Organization and composition of the Altoona Fire Department.

The fire department shall consist of the fire chief, officer positions as authorized by the common council, and firefighting and emergency response personnel as authorized by the city council. All appointments, removals and other disciplinary actions shall be made pursuant to the procedures set forth in Wis. Stat. § 62.13. The organizational chain of command of the department shall comply with pertinent Wisconsin statutes and Wisconsin Administrative Code. (Ord. 6M-91 (part), 1991)

2.28.030 Physical fitness requirements.

The Altoona Fire Department shall observe all state and federal laws pertaining to the physical fitness of its members, and the Fire Department shall promulgate and update policies and procedures to assure compliance with said laws. (Ord. 6M-91 (part), 1991)

2.28.040 Chief—Powers and duties.

The fire chief shall have all powers, duties and responsibilities as set forth in pertinent Wisconsin Statutes and Wisconsin Administrative Code. (Ord. 6M-91 (part), 1991)

2.28.050 Citations.

Pursuant to Wis. Stat. § 66.0113, and this section, the fire chief and any fire inspectors designated by the fire chief are authorized to issue citations for violations of ordinances pertaining to fire prevention or firefighting, provided the form and use of such citations meet the requirements for such citations as set forth in pertinent Wisconsin statutes. (part, Ord. 2B-15, 2015; Ord. 6M-91 (part), 1991)

Chapter 2.32

POLICE DEPARTMENT*

Sections:

2.32.010	Membership.
2.32.020	Chief—Powers and duties.
2.32.030	Officers—Appointment—Discipline.
2.32.040	Powers and duties.
2.32.045	Physical fitness requirements.
2.32.060	Bystanders required to assist when.
2.32.070	Citations.

* For provisions of this code on interference with official acts of peace officers, see Ch. 9.06 of this code.

2.32.010 Membership.

The police department of the city shall consist of the chief of police and such other police officers as the city council may prescribe from time to time by ordinance or resolution. (Prior code § 3.01)

2.32.020 Chief—Powers and duties.

In addition to the duties imposed upon him by Section 2.32.040, the powers and duties of the chief of police shall be as follows:

A. He shall keep in his office a record of all arrests made by members of the department, traffic tickets issued, the dates, hours and places thereof, names of persons arrested, arresting officers, offenses charged, actions taken and results.

B. He shall have command of the police force of the city and shall have custody, care and control of the property and equipment of the department. (Ord. 11K-91 (part), 1991; prior code § 3.04 (part))

2.32.030 Officers—Appointment—Discipline.

Police officers shall be selected and disciplined pursuant to the procedure set forth in Wisconsin Statutes Section 62.13 (1989- 90, and as subsequently amended and/or renumbered by the Wisconsin Legislature). (Ord. 6L-91 (part), 1991; prior code § 3.02)

2.32.040 Powers and duties.

The police chief and all police officers of the city shall possess the powers, enjoy the privileges and be subject to the responsibilities conferred and imposed by pertinent law on city peace officers. The specific job descriptions of the police chief and police officers shall be as set forth in the city's personnel manual and in pertinent Wisconsin Statutes. (Ord. 11K-91 (part), 1991)

2.32.045 Physical fitness requirements.

The Altoona Police Department shall observe all state and federal laws pertaining to the physical fitness of its members, and the police department shall promulgate and update policies and procedures to assure compliance with said laws. (Ord. 6L-91 (part), 1991)

2.32.060 Bystanders required to assist when.

It shall be the duty of all persons in the city, when called by any police officer or peace officer, to promptly aid and assist him in the execution of his duties and whoever shall neglect or refuse to give such aid or assistance shall be subject to a penalty as provided in Chapter 1.08 of this code. (Prior code § 3.05)

2.32.070 Citations.

A. Wis. Stat. § 66.0113, and this section, the police department is authorized to use a citation to be issued for violations of ordinances, provided the form of such citation meets the requirements for such a citation as set forth in the Wisconsin Statutes. (part, Ord. 2B-15, 2015)

B. The cash deposits required by this section may be posted with the police department, the city clerk, or the Eau Claire County clerk of courts. (Ord. 12B-89 (part), 1989; Ord. 18, 1978)

Chapter 2.36

BOARD OF FIRE AND POLICE COMMISSIONERS

Sections:

- 2.36.010 Commissioners—Appointment—Term.**
- 2.36.020 Fire and police chiefs—Appointment—Term—Vacancy filling.**
- 2.36.030 Compliance with state statutes required.**

2.36.010 Commissioners—Appointment—Term.

The city shall have a board of police and fire commissioners consisting of five citizens, three of whom shall constitute a quorum. The mayor shall annually, between the last Monday of April and the first Monday of May, appoint in writing one member for a term of five years. Such appointment is subject to confirmation by the common council, and upon confirmation of that appointment by the common council, such appointment shall be filed with the secretary of the board. Whenever any other vacancies arise on the board, such vacancies shall be filled by written appointment by the mayor, with such appointments being subject to confirmation by the common council. No appointment shall be made which will result in more than three members of the board belonging to the same political party. The board shall keep a record of its proceedings. (Ord. 26, 1978; Ord. A-79 (part), 1972: prior code § 2.16(1))

2.36.020 Fire and police chiefs—Appointment—Term—Vacancy filling.

The board shall appoint the chief of police and the chief of the fire department, who shall hold their offices during good behavior, subject to suspension or removal by the board for cause. Upon occurrence of a vacancy in the office of chief, the ranking officer of the department shall perform the duties of the chief until such vacancy is filled. The fire chief shall by virtue of his office hold the office of fire inspector. (Ord. A-79 (part), 1972: prior code § 2.16(2))

2.36.030 Compliance with state statutes required.

The city shall follow all provisions of Wis. Stat. § 62.13 regarding police and fire departments, except subsection 62.13(6) regarding optional powers of the board. The board of fire and police commissioners shall have those optional powers only if the electors of the city adopt said optional powers pursuant to the procedures set forth in said subsection. (Ord. 6L-91 (part), 1991; Ord. A-126, 1976; Ord. A-79 (part), 1972: prior code § 2.16(3))

Chapter 2.38

PERSONNEL COMMITTEE

Sections:

- 2.38.010 Purpose and duties of personnel committee.**
- 2.38.020 Membership and terms of office.**
- 2.38.030 Relationship of personnel committee to city council, city officials and city employees.**

2.38.010 Purpose and duties of personnel committee.

The general purpose of the personnel committee shall be to assist the mayor and city council in carrying out their duties in areas pertaining to city personnel. Specific duties of the committee shall include the following:

- A. It shall review city policies pertaining to personnel, and it shall give its recommendations regarding personnel policies to the city council and mayor;
- B. It shall review present and future personnel needs of the city, and it shall make recommendations regarding personnel planning and appropriate personnel levels to the city council and mayor;
- C. It shall review wage and salary ranges of city employees not represented by unions, and it shall make its recommendations to the mayor and city council regarding said wage and salary ranges;
- D. It shall oversee a collective bargaining subcommittee, which shall conduct all labor negotiations with city employee labor unions. Said subcommittee shall consist of the mayor, the city administrator and a member of the personnel committee appointed by the committee. The subcommittee shall report to the personnel committee, and the personnel committee shall make its recommendations regarding collective bargaining agreements and findings to the city council and mayor;
- E. It shall act as a reviewing body regarding employee grievances, pursuant to procedures set forth in the city personnel policy. (Ord. 6A-91 (part), 1991)

2.38.020 Membership and terms of office.

The personnel committee shall consist of the following members, all of whom shall have votes:

- A. The mayor;
- B. Three city council members, to be appointed by the mayor for one year terms, subject to confirmation by the city council at each year's city council organizational meeting; (Ord. 6B-01)
- C. Two city residents, who shall have staggered two year terms, and who shall be appointed by the mayor subject to city council confirmation. (Ord. 6A-91 (part), 1991)

2.38.030 Relationship of personnel committee to city council, city officials and city employees.

Because the city council and mayor are ultimately responsible for adopting all city policy, and because the mayor is the chief executive officer of the city, and because there is a direct chain of administrative responsibilities flowing therefrom, the personnel committee's role is limited to the purposes and duties set forth above. (Ord. 6A-91 (part), 1991)

Chapter 2.40

LIBRARY BOARD*

Sections:

2.40.010 Membership—Appointment—Duties—Compensation.

2.40.020 Power and duties of library board.

* Prior ordinance history: Ordinance A-11.

2.40.010 Membership—Appointment—Duties—Compensation.

The library board for the Altoona Public Library shall consist of seven members, not more than one of whom may be a member of the city council. The board shall be appointed by the mayor and shall be subject to confirmation by the city council. Members shall be residents of the city, except that not more than two members may be residents of towns adjacent to the municipality. One of the members shall be a school district administrator or his representative to represent the public school district. The terms of office for each position on the library board shall be three years, and members shall serve without pay. (Ord. 6B-91 (part), 1991)

2.40.020 Power and duties of library board.

The library board is established for the express purpose of carrying out the duties imposed upon the municipal library board by Wisconsin Statutes. Wis. Stat. § 43.58 is adopted by reference. Therefore, the powers and duties regarding control and expenditure of moneys; auditing and approval of vouchers; consideration of claims or demands; supervision of administration of the public library; employment of lecturers; making of annual reports; receiving, managing and disposing of gifts and donations; and all other powers and duties described in said statutes, shall be conferred upon the Altoona Library Board. (Ord. 6B-91 (part), 1991)

Chapter 2.44

BOARD OF REVIEW

Sections:

2.44.010 Membership—Duties.

2.44.020 Confidentiality of Financial Information.

2.44.010 Membership—Duties.

The board of review of the city shall consist of the mayor, council and clerk. The board of review shall have the duties and powers prescribed by Section 70.47 of the Wisconsin Statutes. (Prior code § 2.09)

2.44.020 Confidentiality of Financial Information.

Information about income and expenses that is provided to the assessor pursuant to §70.47(7)(af), Wis., Stats., shall be maintained as confidential by the assessor except as otherwise provided in this section. Such information may only be disclosed as follows: to persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. Such information is not subject to the right of inspection and copying under §19.35(1), Wis. Stats., unless a court determines that the information is inaccurate. (Ord 8B-03 (part), 2003).

Chapter 2.48

BOARD OF PUBLIC WORKS*

Sections:

2.48.010 Board of public works dispensed with.

* Prior history: Prior code Section 2.06.

2.48.010 Board of public works dispensed with.

Pursuant to Wis. Stat. § 62.14, the board of public works is dispensed with, and its duties and powers shall be exercised by the city council. (Ord. 6D-91, 1991)

Chapter 2.50

BUDGET COMMITTEE

Sections:

- 2.50.010 Purpose and duties of budget committee.**
- 2.50.020 Membership and terms of office.**
- 2.50.030 Relationship of budget committee to city council, city officials and city employees.**

2.50.010 Purpose and duties of budget committee.

The purpose of the budget committee shall be to review the fiscal needs and resources of the city in the preparation of the annual comprehensive budget for the city, and make its recommendations to the city council regarding adoption of said budget. Specifically, the budget committee shall review the preliminary draft of a comprehensive budget prepared by the mayor and city administrator in conjunction with city department heads. It shall give its recommendations and input to the mayor and city administrator, as the mayor and city administrator prepare the final draft of the budget for submission to the city council for public review, public hearing and city council consideration. (Ord. 6F-91 (part), 1991)

2.50.020 Membership and terms of office.

The budget committee shall consist of all members of the city council and the mayor, all of whom shall have votes. (Ord. 6F-91 (part), 1991)

2.50.030 Relationship of budget committee to city council, city officials and city employees.

Because the mayor is charged with the duty of submitting to the city council a proposed budget, with the assistance of the city administrator, and because the city council is responsible for passage and adoption of the annual budget, the budget committee's role is limited to the purposes and duties set forth above. (Ord. 6F-91 (part), 1991)

Chapter 2.51

FINANCE COMMITTEE

Sections:

- 2.51.010 Purpose and duties of finance committee.**
- 2.51.020 Membership and terms of office.**
- 2.51.030 Relationship of finance committee to city council, city officials and city employees.**

2.51.010 Purpose and duties of finance committee.

The general purpose of the finance committee shall be to assist the mayor and city council in carrying out their duties in areas pertaining to city finances. Specific duties of the committee shall include the following:

A. It shall monitor the ongoing financial operations of the city and review the bills paid each month, and report any concerns or recommendations regarding these items to the city council and mayor;

B. It shall work with the city administrator, the city treasurer, and any city financial consultants to formulate recommendations to the city council and mayor regarding the city's long-term financial planning;

C. It shall review with the city administrator, the city treasurer and auditors the city's annual comprehensive financial report;

D. It shall review, study and/or investigate any financial matters referred to it by the city council and/or mayor, and it shall report its recommendations and findings to the city council and mayor. (Ord. 6G-91 (part), 1991)

2.51.020 Membership and terms of office.

The finance committee shall consist of four city council members, and one citizen member, to be appointed by the mayor for one-year terms at each year's city council organizational meeting, subject to confirmation by the city council. (Ord. 7B-96, 1996; Ord. 6G-91 (part), 1991)

2.51.030 Relationship of finance committee to city council, city officials and city employees.

Because the city council and mayor are ultimately responsible for all city financial policies, and because other ordinances and statutes provide for the mayor and the city treasurer to have ultimate responsibility for other financial duties, the finance committee's role is limited to the purposes and duties set forth above. (Ord. 6G-91 (part), 1991)

Chapter 2.52

ZONING BOARD OF APPEALS*

Sections:

2.52.010 Establishment.

* For provisions establishing a board of appeals, see Ch. 18.12.

2.52.010 Establishment.

A. The Board of Appeals is hereby established and have the jurisdiction and duties consistent with Wis. Stats. 62.23(7)(e).

B. For provisions describing the jurisdiction and duties of the Board of Appeals, see Altoona Municipal Code Chapter 19.12. (Ord 2B-18, 2018)

Chapter 2.56

PLAN COMMISSION

Sections:

- 2.56.010** Created.
- 2.56.020** Composition
- 2.56.030** Alderman member—Election—Term.
- 2.56.040** Citizen members—Appointment—Term.
- 2.56.050** Citizen members—Vacancies
- 2.56.060** Park Board president—Succession to commission when.
- 2.56.070** Power and authority.
- 2.56.080** Functions and duties
- 2.56.090** Matters referred to Plan Commission

2.56.010 Created.

There is hereby created a City Plan Commission, with the powers, duties and qualifications as set forth in this Chapter and in Wis. Stats § 62.23 as a committee of the City Council which acts on matters pertaining to planning and zoning. (Ord 2B-18, 2018)

2056-020 Composition.

A City Plan Commission shall consist of seven (7) voting members. The Mayor, who shall be its presiding officer, two (2) aldermen and four (4) citizens. (Ord 9D-06, Ord. 5B-01, Ord. 4E-98, 1998: Ord. A-30 (part), 1966: prior code § 2.07(a))

2.56.030 Alderman member—Election—Term.

The aldermen members of the Commission shall be appointed by the Mayor for one year terms, subject to confirmation by the City Council, at each year's City Council organizational meeting. (Ord 4A-12 (part)).

2.56.040 Citizen members—Appointment—Term.

The citizen members shall be appointed by the Mayor, subject to City Council confirmation, upon the creation of the Commission, to hold office for periods ending in one (one member), two (one member) and three years (two members), respectively, from the succeeding first day of May, and thereafter annually one or two such member shall be appointed for a term of three years. (Ord 4A-12 (part), Ord 9D-06, Ord. 5B-01, Ord. A-30 (part), 1966: prior code § 2.07(a), (b) (part))

2.56.050 Citizen members—Vacancies.

Any citizen member position that becomes vacant for any reason other than the normal ending of a term shall be filled by appointment of the Mayor. The new citizen member shall serve a term beginning immediately upon appointment and ending at the end of the position's normal term. (Ord 9D-06).

2.56.060 Park Board president—Succession to commission when.

Whenever a Park Board is created, the president of such board shall succeed to a place on the Plan Commission when the term of the additional citizen member expires. (Ord. A-30 (part), 1966: prior code § 2.07(b) (part))

2.56.070 Power and authority.

The City Plan Commission shall have power and authority to employ experts and a staff, and to pay for their services and such other expenses as may be necessary and proper, not exceeding the appropriation that may be made for such Commission by the legislative body, or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the governing body. The Plan Commission shall have the powers prescribed by Wis. Stats. §62.23 and this code, and such other and further powers as may be prescribed by statute, by ordinance, or by the City Council. (Ord 7A-14 (part), 2014, Ord. A-30 (part), 1966: prior code § 2.07(d))

2.56.080 Functions and duties.

It shall be the function and duty of the Commission to make and adopt a comprehensive plan for the physical development of the city, and any areas within the city's extraterritorial jurisdiction that in the Commission's judgment bear relation to the development of the city. Such adoption shall be consistent with the procedural requirements outlined in Chapter 66.1001(4) of Wisconsin State Statutes. The Commission may from time to time amend, extend or add to the Comprehensive Plan, or carry any part or subject matter into greater detail. The Commission may make reports and recommendations consistent with the spirit and intent of the Comprehensive Plan, to the City Council, public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens. The Commission may adopt rules for the transaction of its business, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record. (Ord 7A-14, (part), 2014).

2.56.090 Matters referred to plan commission.

The City Council, committees and officers of the city shall refer to the Commission, for its consideration and report before final action is taken by the City Council, committee or officer, all of the following matters:

- A. The location and architectural design of any public building;
- B. The location of any statue or memorial;
- C. The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for, or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds;
- D. The location, extension, abandonment or authorization for any public utility whether publicly or privately owned;
- E. All plats of lands in the city or within the territory over which the city is given platting jurisdiction by Wis. Stat. ch. 236;
- F. The location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and
- G. The amendment or repeal of any ordinance adopted pursuant to Wis. Stat. § 62.23.

The Plan Commission shall have the powers prescribed by Wis. Stats. §62.23 and this code, and such other and further powers as may be prescribed by statute, by ordinance, or by the City Council.

Unless such report is made within 30 days, or such longer period as may be stipulated by the City Council, the Council, committee or officer may take final action without it. (Ord. 7A-14, (part), 2014.)

Chapter 2.57

PARKS AND RECREATION COMMITTEE

Sections:

- 2.57.010 Purpose and duties of parks and recreation committee.**
- 2.57.020 Membership and terms of office.**
- 2.57.030 Relationship of parks and recreation committee to city council, city officials and city employees.**

2.57.010 Purpose and duties of parks and recreation committee.

The general purpose of the parks and recreation committee shall be to assist the mayor and city council in carrying out their duties in areas pertaining to city park facilities and recreational programs. Specific duties of the committee shall include the following:

A. It shall review city policies pertaining to stewardship of city parks and recreational facilities, with a special responsibility to utilize those assets to the greatest advantage of all present and future members of the Altoona community. It shall give its recommendations regarding such matters to the city council and mayor;

B. It shall review city recreational programs, and make any recommendations or findings regarding recreational programs to the city council and mayor;

C. It shall be familiar with long term planning goals and objectives of the city, and it shall formulate its policy recommendations and report them to the mayor, city council and, where applicable, the city plan commission, regarding long-term planning of parks and recreational facilities. (Ord. 6I-91 (part), 1991)

2.57.020 Membership and terms of office.

The parks and recreation committee shall consist of the following members, all of whom shall have votes:

A. One city council member, to be appointed by the mayor for a one year term at the city council organizational meeting, subject to confirmation by the city council;

B. One member of the Altoona school board, to be appointed by the mayor for a one-year term at each year's city council organizational meeting, subject to confirmation by the city council;

C. Five city residents, who shall have staggered terms of three years, and who shall be appointed by the mayor, subject to confirmation by the city council. (Ord. 6I-91 (part), 1991)

2.57.030 Relationship of parks and recreation committee to city council, city officials and city employees.

Because the city council and mayor are ultimately responsible for all city policy, and because the mayor is the chief executive officer of the city, and because there is a direct chain of administrative responsibilities flowing therefrom, the parks and recreation committee's role is limited to the purpose and duties set forth above. (Ord. 6I-91 (part), 1991)

Chapter 2.60

RESIDENCE REQUIREMENTS

**(Chapter 2.60 was repealed regarding residency requirements for City employees, in its entirety.
Ordinance 12F-06, December 28, 2006.)**

Chapter 2.68

CIVIL DEFENSE

Sections:

2.68.010 County defense plan adopted by reference—Participation agreement.

2.68.020 Director—Appointment.

2.68.010 County defense plan adopted by reference—Participation agreement.

An ordinance of the county board of supervisors of Eau Claire County prescribing a county-municipal civil defense plan of organization, adopted by said county board on the seventh day of November, 1961, a copy of which ordinance is hereto attached and made a part hereof by reference, is ratified and accepted by the city. The ratification and acceptance shall constitute a mutual agreement between the city, the county of Eau Claire, and each participating municipality as provided by Section 9 of the ordinance of the county board herein referred to. (Ord. A-6 § 1, 1962)

2.68.020 Director—Appointment.

The county-municipal civil defense director, appointed and employed by the county board as prescribed in the ordinance referred to in Section 2.68.010 is designated and appointed civil defense director for the city, subject to the conditions and provisions set forth in the Wisconsin Statutes and in said county ordinance. (Ord. A-6 § 2, 1962)

Chapter 2.72

PERSONNEL

Sections:

- 2.72.005 Applicant Investigation.**
- 2.72.010 Policies and procedures adopted by reference.**
- 2.72.020 Rehiring of Employees Restricted.**

2.72.005 Applicant Investigation.

An applicant for employment with the City of Altoona may be subjected to an investigation of the applicant's arrest and conviction record prior to an employment offer. Per the discretion of the city administrator, the police chief may perform each investigation and may request information from multiple sources, including, but not limited to, the state, surrounding municipalities, and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. The police chief shall furnish to the city administrator a report setting forth the information derived from any such investigation. The information contained in the report shall be utilized by the City consistent with Wis. Stat. §111.335. In the event the applicant is applying for the position of police chief, the highest ranking member of the Altoona Police Department not seeking the position of police chief shall perform the investigation and reporting duties. (Ord. 2E-05, 2005).

2.72.010 Policies and procedures adopted by reference.

The policies and procedures set forth in the personnel manual approved by the city council on September 24, 1987, and thereafter formally amended by formal action of the city council, are adopted as the personnel policies and procedures of the city. Copies of said manual, as amended by official action of the city council, shall be updated and kept on file and made available for inspection in the office of the city clerk. (Ord. 4A-91, 1991; Ord. 10D-87, 1987; Ord. 10B-84 (part), 1984; Ord. 4A-81, 1981; Ord. 56, 1979; Ord. 53, 1979)

2.72.020 Rehiring of Employees Restricted.

No employee shall be rehired for employment with the City of Altoona who previously was terminated with or without cause from the City's employ unless and until the common council, by a unanimous vote of all elected members thereof either acts to rehire such person or acts to confirm his or her appointment by the Mayor. This restriction shall apply to all employees filling part time or full time positions of employment with the City. (Ord. 3D-03).

Chapter 2.78

AD HOC KNOLLWOOD RESTRICTIVE COVENANT REVIEW COMMITTEE

Sections:

- 2.78.010** **Committee established.**
- 2.78.020** **Membership on committee.**
- 2.78.030** **Powers and duties of ad hoc Knollwood restrictive covenant review committee.**

2.78.010 **Committee established.**

The ad hoc Knollwood restrictive covenant review committee is formally established, in order to carry out the city's powers and responsibilities regarding restrictive covenants. (Ord. 4G-04, (part) 2004; Ord. 6A-89 (part), 1989)

2.78.020 **Membership on committee.**

The ad hoc Knollwood restrictive covenant review committee shall be comprised of the mayor, the zoning administrator and three citizen members. The sitting mayor and zoning administrator shall be ex officio members, and therefore their terms shall correspond to their terms of office. The citizen members shall be appointed by the mayor, with council approval, with their terms ending the following May 15th. One of the committee members shall be a resident of a subdivision which is subject to restrictive covenants enforced by the city. (Ord. 4G-04 (part) 2004; Ord. 4B-91, 1991; Ord. 6A-89 (part), 1989)

2.78.030 **Powers and duties of ad hoc Knollwood restrictive covenant review committee.**

The ad hoc Knollwood restrictive covenant review committee is empowered to review all plans, grant, deny and/or condition all approvals necessary under any restrictive covenants which the city has the responsibility to enforce and/or administer. The committee shall have the further power to enforce all violations of restrictive covenants on behalf of the city. (Ord. 4G-04, (part) 2004; Ord. 6A-89 (part), 1989)

Chapter 2.80

MILEAGE REIMBURSEMENT

Sections:

- 2.80.010 Reimbursement of mileage to city officers and employees.**
- 2.80.020 Documentation required.**
- 2.80.030 Mileage shall be payable only once for each vehicle used on any trip.**

2.80.010 Reimbursement of mileage to city officers and employees.

Whenever any city officer or employee uses a private, noncity- owned vehicle in the course of his/her official duties on behalf of the city, the city shall reimburse such officer or employee for the use of such vehicle on a per mile basis, using the maximum mileage rate recognized by the Internal Revenue Service for business income tax deduction purposes at the time of such travel. City officers and employees who get a set mileage allowance shall be entitled to reimbursement hereunder only for trips outside the area covered by their allowance. (Ord. 2A-92 (part), 1992)

2.80.020 Documentation required.

Payment under this chapter shall be made only after the officer or employee submits to the city treasurer a written form, signed by the officer or employee, indicating the dates of said travel, the actual mileage incurred, a brief description of the city business pursued and any other information the city treasurer requires to verify entitlement to reimbursement under this section. (Ord. 2A-92 (part), 1992)

2.80.030 Mileage shall be payable only once for each vehicle used on any trip.

If more than one official or employee travel together in a vehicle, only one officer or employee shall be entitled to mileage for that vehicle for that trip. (Ord. 2A-92 (part), 1992)

Chapter 2.82

Solis Circle Housing Committee

Sections:

- 2.82.010** **Establishment of committee.**
- 2.82.020** **Membership—Appointment—Compensation—Removal.**
- 2.82.030** **Conduct of Meetings—Quorum—Voting.**
- 2.82.040** **Power and duties of committee.**
- 2.82.050** **Designation of agent.**

2.82.010 **Establishment of committee.**

The Common Council of the City of Altoona hereby establishes a committee to oversee the day-to-day operations of the rental housing owned by the City of Altoona located at 1511 Devney Ave., Altoona, Wisconsin (the “Rental Housing”). The committee shall hereafter be known as the Solis Circle Housing Committee.

2.82.020 **Membership—Appointment—Compensation—Removal.**

The Solis Circle Housing Committee shall consist of seven (7) voting members, comprised from the following groups: 1) the mayor; 2) one (1) member of the city council; 3) one (1) member of city staff; 4) one (1) member representing Jonah, Inc.; 5) one (1) member representing Western Dairyland Economic Opportunity Council, Incorporated; 6) one (1) member representing the Cody and Molly Filipczak Family Foundation; and 7) one (1) City of Altoona community member at large. There shall also be four (4) ex officio, non-voting members, comprised of the following: 1) one (1) member who has personally experienced housing insecurity; 2) one (1) mental health professional; and 3) one (1) person from Catholic Charities, provided the City does not have a contractual relationship with Catholic Charities; and 4) one (1) resident of Solis Circle.

The members shall be appointed by the mayor, and, other than the mayor, shall be subject to confirmation by a majority vote of city council members; in the case of a tie vote, the mayor shall cast a vote. Except as otherwise provided for herein, members need not be residents of the City.

The terms of office for each member of the committee shall be three years, and members shall serve without pay. Members may serve an unlimited number of terms. Members will continue to serve after the expiration of their term until a successor is appointed and confirmed.

A member is subject to removal, with or without cause, by the mayor subject to confirmation of the city council. In the event of removal, resignation, death or other incapacity of a member, the mayor shall appoint a replacement member, subject to confirmation by the city council.

2.82.030 **Conduct of Meetings—Quorum—Voting**

All meetings shall be conducted in compliance with Wisconsin’s Open Meetings Law, Wis. Stat. § 19.81, et seq. The mayor shall serve as chairperson of each meeting. If the mayor is not present, a majority vote of the voting members then present shall appoint a chairperson of the meeting.

A majority of all voting members shall constitute a quorum of the committee. Action shall be taken by a majority vote of the voting members present.

2.82.040 **Power and duties of committee.**

The committee is established for the express purpose of carrying out the duties imposed upon it in this Ordinance, which is to generally assist the mayor and city council in efficiently managing the Rental Housing. Specifically, the committee shall have the following powers and duties:

- 1) recommendation of a third-party contractor(s) to manage the Rental Housing, subject to approval by the city council;
- 2) recommend improvements to be made to the Rental Housing to the city council;
- 3) providing annual reports, and additional reports as requested, to the city council regarding the operations of the Rental Housing;
- 4) conduct studies and/or obtain reports to determine appropriate rental amounts, with such amounts being subject to approval by the city council;
- 5) draft and revise a form lease to be used with tenants, with such form lease being subject to review and approval by the city council;
- 6) conduct studies and/or obtain reports necessary to improve the operations of the Rental Housing;
- 7) purchase equipment or other supplies necessary for the continued successful operation of the Rental Housing subject to budget approval by city council.

Notwithstanding anything herein to the contrary, the committee shall not have any authority to expend city funds unless funds are appropriated for committee use by the city council and are within the scope of the powers and duties set forth herein. Further, and notwithstanding anything herein to the contrary, actions of the committee shall be consistent with approved city council policies or, in the absence of such policies, shall be approved by the city council.

2.82.050 Designation of agent.

The city council authorizes the City Administrator or designee to direct the commencement of eviction or other appropriate legal actions against tenants in the event the tenant is in breach of the lease between said tenant and the City of Altoona.” (Ord 12C-19, 2019, 5A-19, 2019).