

ORDINANCE 2005-

ORDINANCE CREATING THE POSITION, DUTIES AND RESPONSIBILITIES OF THE “OFFICE OF CITY ADMINISTRATOR/ UTILITY MANAGER” AS CHAPTER 41, OF THE MUNICIPAL CODE OF THE CITY OF RICHLAND CENTER

The Common Council of the City of Richland Center does ordain as follows:

Section 1. Chapter 1A of the Municipal Code of the City of Richland Center is hereby created to read as follows:

1A.01 Office of the City Administrator/ Utility Manager In order to provide the City of Richland Center with a more efficient, effective and responsible government under a system of a part-time Mayor, part-time Common Council and a part – time Utility Commission at a time when city government is becoming increasingly complex, there is hereby created the Office of City Administrator/ Utility Manager for the City of Richland Center.

1A.02 Appointment, Term of Office and Removal. The Administrator / Utility Manager shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Common Council and by the Utility Commission. The Administrator/ Utility Manager shall hold office for an indefinite term subject to removal at any time by a two – thirds vote of the Common Council. This section, however, shall not preclude the Common Council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Richland Center.

1A.03 Residency: The Administrator/ Utility Manager shall become a resident of the City of Richland Center within one year following the date of appointment, unless this requirement is specifically waived by the Council and Utility Commission or by contract authorized by both parties and entered into with the Administrator / Utility Manager covering the terms and conditions of residency.

1A.04 Functions and Duties of Administrator / Utility Manager: The Administrator / Utility Manager, subject to the limitations defined in resolutions and ordinances of the City of Richland Center and Wisconsin State Statutes, shall be the Chief Administrative Officer for the City, responsible only to the Mayor, Common Council and the Utility Commission for administration of the business affairs of the City, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Richland Center, and the resolutions and directives of the Common Council and the Utility Commission with powers and duties as determined by resolutions of the Common Council and the Utility Commission upon recommendation of the Joint Administrative Personnel Oversight Committee.

Adopted this 18th day of January, 2005

Mayor Rita Kidd

Attest:

Jude Elliott, City Clerk / Treasurer