

CHAPTER 2

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**CHAPTER 2  
OFFICIALS, BOARDS, COMMISSIONS AND EMPLOYEES**

**2.01 ORGANIZATION UNDER MAYOR PLAN. (1) General Organization.** The government of the City of Middleton is organized and constituted under Wis. Stat. Chapter 62 providing for a Mayor and Aldermanic Plan with a Common Council composed of the Mayor and eight (8) Alderpersons, one (1) from each district.

(2) Mayor. The Mayor shall be elected in each odd-numbered year for a term of two (2) years, commencing on the third Tuesday in April in the year of her or his election.

(3) Alderpersons. Each Alderperson shall be elected for a term of two (2) years, commencing on the third Tuesday in April in the year of his or her election. Each Aldermanic District shall be represented by one Alderperson, elected on the following schedule: Districts 2, 4, 6, and 8 in even numbered years; Districts 1, 3, 5, 7 in odd numbered years.

**2.02 COMPENSATION.** Pursuant to the provisions of Wis. Stat. s. 62.09(6), the salaries of the Mayor, Alderpersons, and Municipal Judge are hereby fixed at the annual rates hereinafter indicated. The salaries of the Mayor and Alderpersons shall not be increased or decreased during the term for which such officers are elected. The salary of the Municipal Judge may be increased before the start of the second or subsequent year of service of the term of the judge, but shall not be decreased during a term:

|                        |   |
|------------------------|---|
| <b>Mayor</b>           | <b>\$14,400 (effective May 1, 2007)</b> |
| <b>Alderpersons</b>    | <b>\$5,800 (effective May 1, 2008)</b>  |
| <b>Municipal Judge</b> | <b>\$14,400 (effective May 1, 2007)</b> |

Pursuant to Wis. Stat. s. 62.09(6)(c) said salaries shall be payable in monthly installments at the end of each month.

**2.03 APPOINTED OFFICIALS. (1) Appointments By Common Council.** The following offices shall be filled by appointment by a majority vote of the Common Council for a definite term, subject to removal by a two-thirds (2/3) vote of the Common Council for incompetency, misconduct, inefficiency or failure to perform duties:

- Director of Finance/City Clerk
- Engineer-Public Works Director
- Attorney
- Recreation Director
- Senior Citizens Coordinator

The length of term and compensation of each office shall be determined by the Common Council at the time of hiring.

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**(2) Offices of Comptroller, Constable, and Street Commissioner Abolished.**

The City, pursuant to Wis. Stat. s. 62.09(1)(b) hereby abolishes the office of Comptroller, the office of Constable, and the office of Street Commissioner. The statutory duties of the Comptroller shall be performed by the Treasurer; the statutory duties of the Constable shall be performed by the Chief of Police; and the statutory duties of the Street Commissioner shall be performed by the Engineer.

**(3) Weed Commissioner.** The Weed Commissioner shall be appointed by the Mayor in May of each year for a term of one (1) year. The duties and powers of the Weed Commissioner are as prescribed in Wis. Stat. s. 66.0517.

**(4) Other Officials.** The Mayor shall have the authority to appoint such other officials as are created from time to time by law or by the Common Council, whose appointments shall be confirmed by a majority vote of the Common Council and whose terms of office and compensation, if any, shall be prescribed by the Common Council.

**(5) Compensation.** The salaries of appointed City officials shall be as established by the resolution of the Common Council as adopted from time to time.

**2.04 CITY ADMINISTRATOR. (1) Appointment.** The office of City Administrator shall be appointed by the Mayor subject to confirmation by the City Council for a definite term, subject to removal by three-fourths (3/4) vote of all members of the Common Council for cause. The length of the term and compensation shall be determined by the Common Council at the time of hiring.

**(2) Authority.** The City Administrator shall possess the following powers within certain statutory limitations:

**(a) Complete authority and responsibility to direct and control all departments, except the police and library departments.**

**(b) Responsibility for preparation and submission of the annual budget to the governing body.**

**(c) Complete authority for budget implementation, including limited ability to transfer funds between items, up to \$1,000.**

**(d) Responsibility and authority to recommend to the Mayor and City Council measures for adoption which are deemed appropriate problems, with the**

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right to participate in all discussions on measures related to problems with the Mayor and governing body.

(3) Duties and Responsibilities. The City Administrator shall perform all of the following duties and responsibilities:

- (a) Attend all Common Council meetings.
- (b) Submit to the Mayor and Council and make available to the public a complete report on the finances and programs of the City annually.
- (c) Make reports to the Mayor and Council concerning the operation of City departments, offices and agencies periodically.
- (d) Keep the Mayor and Council fully advised as to the financial condition and future needs of the city and make such recommendations to the Council concerning the affairs of the City as he or she deems desirable.
- (e) Serve as purchasing agent.
- (f) Be responsible for the agenda for Council meetings and order of business for all board and committee meetings.
- (g) Prepare and update a capital improvement plan.
- (h) Serve as aids coordinator for state and federal assistance.
- (i) Submit recommendations to the Mayor and Council for the more efficient operation of the City.
- (j) Supervise, direct and coordinate the City's long range planning program.

**2.05 WATER RESOURCES MANAGEMENT COMMISSION.** (1) How Constituted. The Water Resources Management Commission of the City of Middleton shall consist of seven (7) members, as follows:

- (a) Chair of the Board of Park and Recreation and Forestry Commission, or a Commissioner appointed by him or her.
- (b) One (1) Alderperson member.
- (c) Five (5) citizen members, none of whom shall be required to be

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residents of the City of Middleton; two of whom shall possess expertise in water resource management, engineering or soil conservation, if available, and two of whom shall be selected for their concern and ability to work in attaining water management objectives in the public interest.

(2) **Appointment.** (a) The Chair of the Board of Park, Recreation and Forestry Commissioners, or her or his Commissioner appointee shall automatically hold membership on the Commission so long as he or she remains incumbent in his or her office.

(b) A Chair of the Commission and an Alderperson member shall be appointed annually by the Mayor on the third Tuesday of April in each year for a one (1) year term commencing on the first day of May following the appointment.

(c) The five (5) citizen members shall be appointed by the Mayor on the third Tuesday of April for terms of three (3) years; commencing on the first day of May following their appointments. Appointments shall be made annually as terms expire.

(3) **Objectives and Powers.** The Commission shall study, plan and implement programs involving the management of water resources both within and, insofar as possible, beyond the corporate limits of the City of Middleton. All specific and related storm drainage, flood control, flood plain, stream, lake and shoreline projects and improvements which affect or may affect the City of Middleton or its residents shall be reviewed and analyzed by the Commission and its conclusions transmitted to the Common Council. The Commission shall have the use of the facilities of the Public Works Department and Planning Office of the City and may appoint such technical sub-committees as it deems necessary to assist in its planning functions, provided that all sub-committee appointments are first submitted to and approved by the Mayor, and may propose to the Common Council an annual budget to cover the anticipated expenditures believed necessary to carry out its objectives. The Commission shall prepare and update on an annual basis a detailed program on its duties, responsibilities and objectives for submission to the Common Council.

**2.06 CITY PLAN COMMISSION.** (1) **How Constituted.** The City Plan Commission of the City of Middleton shall consist of seven (7) members as follows: the Mayor, who shall be its Chair and presiding officer, the Chair of the Board of Park

and Recreation Commissioners, an Alderperson, and four (4) citizens. Citizen members shall be persons of recognized experience and qualifications. The City Engineer shall be an alternate member of the Plan Commission who shall act and vote only in the absence of an appointed member or the inability of an appointed member to act due to conflict of interest [see Charter Ordinance adopted April 19,

1988].

(2) **Appointment.** (a) **Aldersperson Member.** The Aldersperson member of the Commission shall be elected by a two-thirds (2/3) vote of the Common Council on the third Tuesday in April in each year for a one (1) year term, commencing on the first day of May following his or her appointment.

(b) **Citizen Members.** The four (4) citizen members shall be appointed by the Mayor to hold office for a period of three (3) years, respectively. Except for every third year where two members shall be appointed, one member shall be appointed annually on the third Tuesday in April for a three (3) year term, commencing on the first day of May following his or her appointment.

(3) **Organization of Commission.** The Plan Commission shall organize at its first meeting held after May 1 in each year, and shall elect such officers as in the judgment of the Commission may be necessary in order to carry out its functions, provided, however, that the presiding officer of the Commission shall be the Mayor, in accordance with Wis. Stat. s. 62.23(1)(a), and that the Aldersperson member shall act as the presiding officer in the absence of the Mayor.

(4) **Meetings.** Meetings may be called by the Chair or Vice-Chair, and the secretary shall give such notices of meetings as the Commission may from time to time prescribe.

(5) **Record of Proceedings.** The City Plan Commission shall keep a written record of its proceedings, to include all actions taken, and a copy shall be filed with the City Clerk.

(6) **Quorum and Voting.** Four (4) members shall constitute a quorum, but all actions shall require an affirmative vote of a majority of all the members of the Commission.

(7) **Powers to Employ Experts.** The City Plan Commission shall have the power to employ expert advice and such staff as may be necessary, and to pay for their services and such other expenses as may be necessary and proper within the limits of the budget established by the Common Council or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the Common Council.

(8) **Powers and Duties.** The City Plan Commission shall have the powers and duties prescribed by Wis. Stat. s. 62.23, and such other powers and duties as

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shall be vested in it from time to time by the Common Council.

**2.07 BOARD OF REVIEW. (1) How Constituted.** The Board of Review of the City of Middleton shall consist of five (5) citizen members of diverse interests insofar as possible, and may include residents who hold public office or be publicly employed. Members shall be appointed by the Mayor, subject to confirmation by the Common Council. Each member shall be appointed for a term of five (5) years, ending on December 31 of the fifth full year of service.

(2) **Powers and Duties.** The Board of Review shall have the powers and duties prescribed by Wis. Stat. s. 70.47.

(3) **Compensation.** The members of the Board of Review shall receive such compensation as shall, from time to time, be fixed by resolution of the Common Council.

**2.08 BOARD OF POLICE COMMISSIONERS.** The Board of Police Commissioners of the City shall consist of five (5) citizens, appointed by the Mayor. The Board shall have the power and authority conferred under the provisions of Wis. Stat. ss. 62.13(1), (3), (4), (5), (5m), (7), (7m)(b) and (7n).

**2.09 PUBLIC WORKS COMMITTEE. (1) Board of Public Works Dispensed With.** The Board of Public Works is hereby dispensed with pursuant to the provisions of Wis. Stat. s. 62.14(1). [Ordinance adopted May 1, 1963].

(2) **Public Works Committee; How Constituted.** The statutory duties and functions of the "Board of Public Works", as prescribed by Wis. Stat. s. 62.14, shall be performed by the Public Works Committee which shall consist of two (2) Alderpersons and five (5) citizen members.

(3) **Appointment.** (a) **Aldersperson Members.** The Aldersperson members of the Committee shall be appointed by the Mayor, subject to confirmation by the Common Council on the third Tuesday of April in each year for a one (1) year term, commencing with their appointment.

(b) **Citizen Members.** Citizen members shall be appointed by the Mayor to hold office for a period of two (2) years. The full committee shall consist of the

Aldersperson members appointed and confirmed as provided in (a), above, and so many citizen members, but not less than two (2) nor more than five (5), as shall have from time to time been appointed by the Mayor.

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(c) **Alternate Member.** In addition to the members above mentioned, the City Engineer is appointed as an alternate member of such committee. The alternate shall act with full power when any other member of the committee is absent or refuses to act because of a conflict of interest.

(4) **Powers and Duties.** The Public Works Committee shall have the following powers and duties:

(a) The statutory powers and duties of the Board of Public Works as prescribed in Wis. Stat. s. 62.14.

(b) The charge and management of the municipal utilities pursuant to the provisions of Wis. Stat. s. 66.0805(6). The Committee shall supervise the operation of the utilities under the general control and supervision of the Common Council and subject to the provision of the Wisconsin Statutes.

**2.10 BOARD OF PARK, RECREATION AND FORESTRY COMMISSIONERS. (1) How Constituted.** The Board of Park, Recreation and Forestry Commissioners of the City of Middleton shall consist of seven (7) members, including one (1) Alderperson and six (6) citizens. The Board shall elect its own Chair annually at its first meeting in May of each year.

(2) **Appointment.** (a) **Alderperson Member.** The Alderperson member of the Board shall be appointed annually by the Mayor, subject to confirmation by the Common Council, on the third Tuesday of April for a one (1) year term, commencing the first day of May following his or her appointment.

(b) **Citizen Members.** The citizen members shall be appointed annually by the Mayor, subject to confirmation by the Common Council. Three (3) members shall be appointed and confirmed on the third Tuesday of April in each year for a two (2) year term, commencing on the first day of May following their appointment.

(3) **Powers and Duties.** The Board of Park, Recreation and Forestry Commissioners shall have the following powers and duties:

(a) To govern, control, maintain and improve all public parks, parkways, boulevards and pleasure drives within the City, as well as any which may be owned or from time to time acquired outside the corporate limits of the City, except those lands designated as conservancy under section 21.03(1) of this Code, Wis. Stat. s. 27.08, and to adopt and enforce rules and regulations to promote those purposes as described in Chapter 21 of this Code and Wis. Stat. s. 27.14.

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(b) To provide, conduct and supervise public playgrounds, playfields, indoor recreation centers and other recreation areas and facilities owned or controlled by the City, to have the power to conduct any form of recreational or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner, and may conduct such activities on properties under its control, on public properties with the consent of the authorities thereof, and on private properties with the consent of the owners.

(c) To have general supervision over the planting, trimming, spraying, protection and removal of all trees and shrubs in the City, except in lands designated as conservancy pursuant to section 21.03(1) of this code such supervision shall occur only for the purpose of addressing issues relating to the protection of the health or safety of the public or trees or shrubs located within or outside the boundaries of such lands. The Board shall also have general supervision of the activities of the Public Lands Manager as they relate to the powers and duties of the Board.

(d) The Board shall have the power to remove or cause the removal of any dead, diseased, infested, or structurally damaged tree, or portion of tree on private property when such tree constitutes a potential hazard to life and property within the right-of-way or on public property or constitutes a threat to the urban forest.

(e) The powers and duties in paragraphs (a), (b), and (c) above shall be construed as relating to planning and policy decisions, and ensuring the level of maintenance of the parks and recreational facilities, relating to the matters expressly stated in these paragraphs and shall not be construed as giving the Board of Park, Recreation and Forestry Commissioners control over the employees, equipment or budgetary matters except in an advisory sense or where otherwise provided by the Common Council.

(4) Dedication of Property for Park and Recreation Purposes. The Common Council shall accept all property given or dedicated to the City for park, recreational or forestry purposes only after such gift or dedication shall have first been referred to the Board and its recommendation considered by the Common Council. Failure of the Board to make such recommendation within thirty (30) days after referral shall permit the Common Council to accept or reject any gift or dedication without recommendation.

5) City Forester. The City Forester shall be appointed by the Mayor subject to confirmation by the Common Council, on the third Tuesday of April

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for a two (2) year term, commencing on the first day of May following his or her appointment. The City Forester shall have the powers and duties prescribed in Wis. Stat. s. 27.09 as well as those described in Chapter 20 of this code subject to the supervision and authority of the Public Lands Manager to whom he or she shall be directly responsible for all activities on public lands.

**2.11 LIBRARY BOARD. (1) How Constituted.** The Library Board of the City shall consist of nine (9) members, as follows: eight (8) citizen members and one (1) school administrator, or his or her representative, in accordance with Wis. Stat. s. 43.54(1)(c). Not more than one (1) member of the Common Council shall at any one time be a member of the Library Board.

(2) **Appointment.** The members shall be appointed by the Mayor, subject to confirmation by the Common Council, to hold office for a period of three (3) years. Three (3) members shall be appointed annually on the third Tuesday in April for a three (3) year term, commencing on the first day of July following their appointment.

(3) **Organization of Board.** The Library Board shall organize within thirty (30) days after the time designated for the beginning of terms. Thereupon, the Library Board shall elect a president and such other officers as it deems necessary.

(4) **Powers and Duties.** The Library Board shall have the powers and duties prescribed by Wis. Stat. ss. 43.58 and 43.60.

**2.12 COMMUNITY DEVELOPMENT AUTHORITY (1) Created.** Community Development Authority is hereby created pursuant to Wis. Stat. 66.1335. The Community Development Authority shall have all powers and authorities vested to it in the statute. The Common Council elects not to grant to the Community Development Authority the optional powers of the Plan Commission pursuant to Wis. Stat. 66.1335.

(2) By adoption of this ordinance the Common Council has declared that there exists in the City of Middleton the need for blight elimination, slum clearance, urban renewal and community development programs and projects and housing projects in the City.

(3) The Community Development Authority shall not exercise the powers of a Housing Authority, as the City has assigned its Housing Authority powers to the Dane County Housing Authority.

**2.13 EMERGENCY GOVERNMENT COMMISSION; EMERGENCY GOVERNMENT**  
September 08

DIRECTOR. See section 4.05 of this Code.

**2.14 COMMISSION ON YOUTH. (1) How Constituted.** The Commission on Youth shall consist of at least six (6) citizen members and one (1) Alderperson. Committee members shall include, whenever feasible, at least two (2) persons who are eighteen (18) years of age or younger, one (1) school teacher, one (1) Alderperson and at least three (3) citizens at large. In addition to the members above-mentioned, the City Recreation Director is appointed as an alternate member of such Commission. The alternate shall act with full powers when any other member of the Commission is absent or is unable to act because of a conflict of interest.

(2) **Term and Appointment.** All members shall be appointed by the Mayor, subject to confirmation by the Common Council, for terms of two (2) years, except the Alderperson member who shall serve a one (1) year term. All appointments shall be made on the third Tuesday in April in each year as the respective terms expire. Each member shall serve until his or her successor is appointed and takes office. Where citizen members have been appointed in excess of the minimum number established in subsection (1) and no successor has been appointed for a citizen member, that member's term shall expire on May 1 after the second year of the term

(3) **Election of Officers.** At its first meeting in May of each year, the Commission shall elect a Chair, a Vice-Chair, a secretary and such other officers as the members may deem necessary.

(4) **Meetings.** Meetings shall be called by the Chair or Vice-Chair, and the secretary shall give such notices of meetings as the Commission may, from time to time, prescribe. All meetings shall be noticed in accordance with the Wisconsin Open Meetings law.

(5) **Powers and Duties.** The Commission shall have the responsibility of studying the needs of the youth citizens in the Middleton community, shall from time to time make recommendations on effective ways to solve the problems faced by the young, and shall bring to the attention of the Common Council any special programs needed to aid the young people of the City.

**2.15 PLEASANT VIEW GOLF COURSE ADVISORY COMMITTEE. (1) How Constituted.** The Pleasant View Golf Course Advisory Committee shall consist of seven (7) members, as follows:

- (a) The Mayor or the Mayor's designee.
- (b) One (1) Alderpersons.

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(c) Five (5) citizen members.

(2) Appointment; Term. (a) The Mayor or the Mayor's designee shall serve a two year term ending on the third Tuesday in April of odd numbered years.

(b) The Alderperson member shall be appointed by the Mayor on the third Tuesday of April, or as soon thereafter as his or her successor is appointed and qualified, and shall serve one year terms.

(c) The initial citizen members shall be appointed by the Mayor as follows:

(1) One (1) citizen for a one year term, (2) citizens for a two year term, and two (2) citizens for three year terms each ending on the third Tuesday in April. Thereafter, the citizen members shall be appointed by the Mayor for three year terms.

(3) Operations. The Committee shall elect a Chairperson from its members at its first meeting following the first day of May. The Committee shall meet with the Golf Course Manager at least semi-annually to review golf course operations and financial matters and to discuss golf course improvements and other business. The Committee may call upon the Administrator to provide such staff assistance as may be required to carry out its functions. The City Administrator and City staff shall provide information to the Committee regarding the planning, development and operation of Pleasant View Golf Course.

(4) Objectives and Powers. The Committee shall advise the City Administrator and the Common Council with regard to planning, development and operation of the golf course within budgetary guidelines and legal requirements. The Committee shall annually prepare, with the assistance of the City Administrator, a recommended operating budget for the golf course. The Finance Director shall submit reports of all income and operating expenses to the City Council no less than quarterly, including a statement regarding the overall condition of the Pleasant View Golf Course property.

2.16 CONSERVANCY LANDS COMMITTEE. (1) How Constituted. The Conservancy Lands Committee of the City of Middleton shall consist of seven (7) members, as follows:

(a) Chair of the Board of Park, Recreation and Forestry Commission, or a Commissioner appointed by him or her.

(b) Chair of the Water Resources Management Commission, or a Commissioner appointed by him or her.

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(c) Chair of the Public Works Committee, or a member of that Committee appointed by him or her.

(d) One (1) Alderperson member.

(e) Two (2) citizen members, who shall be required to be residents of the City of Middleton; one of whom shall possess expertise in engineering or land conservation, if available, and one of whom shall be selected for his or her concern and ability to work in attaining land conservation objectives in the public interest.

(f) One citizen members who shall not be required to be a resident of the City of Middleton.

(2) Appointment. (a) The Chairs of the Board of Park, Recreation and Forestry Commission, Water Resources Management Commission and the Public Works Committee, or their appointments shall automatically hold membership on the Committee so long as he or she remains incumbent in his or her office.

(b) An Alderperson member shall be appointed annually by the Mayor on the third Tuesday of April in each year for a one (1) year term commencing on the first day of May following the appointment. The chair of the Committee shall be elected by the members of the Committee.

(c) The three (3) citizen members shall be appointed by the Mayor on the third Tuesday or April for terms of three (3) years; commencing on the first day of May following their appointments. Appointments shall be made annually as terms expire.

(3) Objectives and Powers. (a) To further the City's interest in management of its community forests, fields and wetlands for conservation purposes pursuant to Wis. Stats. §28.20, and subject to the limitations set forth herein, the Committee shall govern, maintain, improve and be responsible for studying all land conservation issues affecting all City of Middleton lands designated as conservancy under Section 21. 03 of this Code. It shall plan and implement programs designed to restore and develop such land so as to accomplish ecological restoration and natural scenic beauty as well as opportunities for education and recreation for the residents of the City. It shall also recommend, to the Common Council adoption of ordinances to further the above goals, as well as to further the general health, safety and welfare of the public. The Committee shall have general supervision over the planting, trimming, spraying,

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protection and removal of all trees, shrubs, plants, and grasses for conservation purposes except where the Board of Park, Recreation and Forestry Commissioners acts or intervenes pursuant to its authority under section 2.10(3)(c) of this code. The Committee shall also have general supervision over the activities of the Public Lands Manager as they relate to the objectives and powers of the Committee. The Committee shall have the use of the facilities of the Public Works and the Planning Office of the City and may appoint sub-committees to carry out technical studies and projects, provided that such sub-committee appointments are first submitted to and approved by the Mayor. The Committee may propose to the Common Council an annual budget to cover anticipated expenses required to fulfill its objectives. It will also consult with similar bodies from neighboring cities, towns, and the county to develop a regional response to issues concerning land conservation.

(b) The objectives and duties in paragraph (a) shall be construed as relating to planning and policy decisions relating to matters expressly stated therein and shall not be construed as giving the Committee control over any employees, equipment or budgetary matters except in an advisory sense or where otherwise provided by the Common Council.

**2.17 MUNICIPAL COURT. (1) Established.** Pursuant to the authority granted by Wis. Stat. Chapter 755 there is hereby established a Municipal Court for the City of Middleton.

(2) **Office of Municipal Judge Created.** Pursuant to the authority granted by Wis. Stat. Chapter 755 there is hereby created the office of Municipal Judge for the Municipal Court for the City of Middleton. The Municipal Judge shall be a resident of the City of Middleton and shall be licensed to practice law in the State of Wisconsin.

(3) **Election; Term.** The Municipal Judge shall be elected at large at the spring election on the even-numbered years for terms of two (2) years commencing on May 1 succeeding the election. The Municipal Judge shall be subject to the Wisconsin Code of Judicial Ethics and shall file an annual financial statement.

(4) **Salary.** The salary of the Municipal Judge is as set forth in Section 2.02 of this code and may be increased for a new term prior to the beginning of the term for the Judge, or for the second year of the term of Judge, but the salary shall not be decreased during the term of the Judge. Salaries may be paid annually or in equal installments as determined by the Common Council, but no Judge may be paid a salary for that portion of any term during which portion the Judge has not executed the official bond or official oath as required by Wis. Stat.

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s. 755.03, and filed the same under Wis. Stat. s. 19.01(4)(c), as amended.

(5) **Bond; Oath.** The Municipal Judge shall execute and file with the Clerk of the Circuit Court for Dane County the oath prescribed in Wis. Stat. s. 755.03, and an official bond in the amount of \$2,000.00 or in such amount as shall be fixed by the Common Council.

(6) **Procedure in Municipal Court.** (a) The procedure in Municipal Court for the City of Middleton shall be as provided in this section and state law, including, but not by way of limitation, Wis. Stat. Chapters 62, 66, 755 and 800.

(b) The Municipal Court shall be open as determined by the Municipal Judge.

(c) The Municipal Judge shall keep his or her office and hold court in the Municipal Building.

(d) If the Municipal Judge is temporarily absent, sick or disabled, the provisions of Wis. Stat. s. 800.06(1) shall apply, and if the Municipal Judge becomes incompetent, unable or fails to act, or in the event of a vacancy, the provisions of Wis. Stat. s. 800.06(2) shall apply. Any substitute Municipal Judge designated or assigned hereunder shall be compensated as authorized by the Common Council. The Municipal Judge shall satisfy all continuing education requirements for Municipal Judges.

(e) Upon the proper and timely written request for substitution of the Municipal Judge, the provisions of Wis. Stat. s 800.05 shall apply.

(f) The procedures of the Municipal Court shall be in accord with the applicable Wisconsin Statutes and City Ordinances. The Court shall abide by the Wisconsin Rules of Evidence and shall abide by the Uniform State Traffic Deposit Schedule. In non-traffic matters, the Chief of Police and Municipal Judge shall draft a bond schedule, which shall become effective upon approval by the Common Council. No bond shall exceed the maximum penalty which could be imposed for the ordinance violation.

(7) **Fees.** (a) Bonds for appearance, partial payments and other funds collected by the Court shall be treated as escrow funds and deposited with the City Clerk-Treasurer.

(b) The Municipal Court shall collect all forfeitures and costs in any action or proceeding before the court and shall promptly pay over such moneys to the City Clerk-Treasurer not later than the end of the workday next following the

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receipt of such moneys. At the time of payment, the Municipal Court shall report to the City-Clerk Treasurer the title of the action, the offense for which the forfeiture was imposed and the total amount of the forfeiture, fees, penalty assessments and costs, if any. The City Clerk-Treasurer shall disburse the fees as provided in Wis. Stat. s. 814.65, and disburse any penalty assessments pursuant to Wis. Stat. s. 66.0114(3)(b).

(8) **Board May Abolish Municipal Court.** The Common Council may, by ordinance or by law, abolish the Municipal Court at the end of any term for which the Judge has been elected.

(9) **Statutes Adopted by Reference.** Wis. Stat. Chapters 755 and 800 are hereby adopted by reference.

(10) **Contempt of Court.** (a) The Municipal Judge may punish for contempt of Municipal Court for any such persons guilty of either of the following acts:

1. Intentional misconduct in the presence of the court which interferes with a court proceeding or with the administration of justice, or which impairs the due respect for the Court.

2. Intentional disobedience, resistance or obstruction of authority, process or order of the Municipal Court.

(b) No person may be punished for contempt before a Municipal Judge until an opportunity has been given the person to be heard in his or her defense. If the contempt alleged involves disrespect or criticism of a Municipal Judge, that judge is disqualified from presiding at the trial of contempt unless the person charged consents to the judge presiding at the trial. For the purpose of hearing a persons defense, the Municipal Judge may, if the defendant does not appear for trial, issue a warrant for the person to be brought before the Municipal Judge.

(11) **Duties.** The following duties shall be performed by the City through a contract with the Municipal Court:

(a) File and review citations and complaints, assuring their correctness;

(b) Reply to departmental mail concerning routine matters as prescribed by the Municipal Judge;

(c) Assign docket numbers to citations and complaints, type the docket sheets and gather all material pertinent to cases;

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- (d) Determine and schedule court dates and facilities;
- (e) Communicate with law officers, attorneys and defendants regarding court proceedings;
- (f) Balance dockets at the conclusion of court proceedings;
- (g) Prepare and mail warrants and summons;
- (h) Prepare monthly report of financial activities;
- (i) Assist in the collection of traffic bonds;
- (j) Prepare necessary communications for jury trials and transfers to Circuit Court;
- (k) Perform such other duties as may be required by the Municipal Judge and Common Council.
- (l) All required or necessary physical record keeping and audit services.

(12 ) Dispositional Authority of Municipal Court Pursuant to the authority granted by Wis. Stat. 938.17(2) the Municipal Court is granted the authority to utilize the dispositional alternatives allowed to it in Wis. Stat. 938.343 and 948.344, except that the court shall not utilize the dispositional alternative of ordering alcohol or other drug assessment and treatment as provided in Wis. Stat. 938.343(10) or 938.344(2g)(a).

(13) For a juvenile adjudged to have violated an ordinance who violates a condition of a dispositional order of the Court under Sections 938.343 or 938.344, Wisconsin Statutes, the Municipal Court is authorized to impose any of the sanctions listed in Section 938.355(6)(d), Wisconsin Statutes, in accordance with the provisions of those statutes.

**2.18 AIRPORT COMMISSION.** (1) The airport commission shall consist of seven (7) members. The mayor or his/her designee shall serve as a member. Two (2) members shall be aldermen. Four (4) members shall be citizen members.

(2) The mayor or his/her designee and aldermanic members shall serve two-year concurrent terms ending on the third Tuesday in April of odd-numbered years or as soon thereafter as successors are appointed and qualified. Citizen members shall serve three-year terms which shall expire on the third Tuesday in

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April or as soon thereafter as a successor is appointed and qualified. To stagger the terms of citizen appointments shall be made as follows: two citizens for three (3) years and one each for two (2) years and one (1) year. The Commission shall elect a chairman annually.

(3) The City Administrator and members of his/her staff shall provide information to the commission regarding the planning, development and operation of airport facilities. The commission may call upon the administrator to provide such staff assistance as may be required to carry out its functions. The Commission shall, in cooperation with the City Administrator, establish an airport accounting system of sufficient detail to enable the Commission to accurately recommend rates and charges, eliminate inefficient operations and maintenance practices, and accomplish sound financial planning.

(4) The commission shall advise the administrator and the common council with regard to planning, development and operation of the airport within budgetary guidelines and legal requirements. The administrator shall submit a quarterly report of all income and operating expenses to the city council, including a statement regarding the overall condition of airport properties. The commission shall annually prepare, with the assistance of the city administrator, a recommended operating budget for the airport and submit it to the mayor for his/her use in preparation of the municipal budget.

(5) The commission may authorize such real property leases as it determines to be in the best interest of the City of Middleton, providing that further approval by the City Council shall be required for all leases. The Commission and the Manager shall meet at least semi-annually at the airport to review airport operations and financial matters and to discuss airport development and other business.

(6) The Commission shall recommend for adoption regulations and fees or charges for the use of the Airport not inconsistent with this Ordinance. Such regulations, fees, and charges will become effective when approved by the City Council.

(7) The Commission shall make studies and conduct surveys as appropriate to assist in improving the operation of the Airport. It shall cooperate with the Wisconsin Bureau of Aeronautics and the Federal Aviation Administration in airport and system planning functions and other activities.

(8) The Commission shall cooperate with, and receive the cooperation of, all municipal departments providing services or assistance to the airport.

**2.19 EMERGENCY MEDICAL SERVICES COMMISSION. (1) How Constituted.**

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The Emergency Medical Services Commission shall consist of seven (7) members, as follows:

- (a) One (1) Alderperson.
- (b) The Medical Director of the Emergency Medical Service.
- (c) One (1) representative of the Town of Middleton.
- (d) One (1) representative of the Town of Springfield.
- (e) One (1) citizen member from the City of Middleton.
- (f) Two (1) Emergency Medical Technicians (EMTs). The EMTs must have two (2) continuous years of service with the Middleton EMS directly prior to selection.
- (g) One (1) full time paramedic staff person

(2) Appointment; Term. (a) The Alderperson member shall be appointed annually by the Mayor on the third Tuesday of April in each year for a one (1) year term commencing on the first day of May following appointment.

(b) The Medical Director of the Middleton EMS shall be a permanent member of the Commission.

(c) The Town of Middleton and Town of Springfield members shall be appointed annually by the Town Board Chairperson on the third Tuesday of April in each year for a one (1) year term, commencing on the first day of May following appointment.

(d) The citizen member shall be appointed by the Mayor on the third Tuesday of April every three years for a three (3) year term commencing on the first day of May following appointment.

(e) The EMT representatives shall be appointed by the general membership of the Emergency Medical Service for a two (2) year term commencing on the first day of May following appointment. Thereafter, the EMT representative shall be appointed by the general membership of the Emergency Medical Service for a three (3) year term. The EMT member of the Emergency Medical Service Commission is eligible to serve as a member so long as he or she maintains active status in the Emergency Medical Service.

(f) The full time paramedic staff representative shall be appointed by the Mayor, with consideration of the recommendation of the EMS Director. This representative will have no voting authority regarding budgetary matters and shall be appointed on the third Tuesday in April for a two (2) year term.

(3) Objectives and Powers. (a) The Commission shall be responsible for preparing and recommending to the Common Council an annual budget to cover anticipated expenses required to fulfill its objectives. It will also consult with Emergency Medical Service oversight bodies from neighboring communities and

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the County to develop a regional response to issues concerning the Emergency Medical Service. The Commission shall be responsible for recommending to the Common Council for approval the standard of care and general policies under which the EMS shall operate.

(b) The EMS Director and Middleton Chief of Police shall serve as staff to the Commission, providing guidance and recommendations.

**2.20 GENERAL PROVISIONS GOVERNING ALL CITY OFFICERS. (1) Effect.** The provisions of this section 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 Common Council.

(2) Oath of Office. Every officer of the City, including members of City boards and commissions, shall before entering upon his or her duties and within five (5) days of his or her 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 Mayor; provided that the Municipal Judge shall take his or her official oath within ten (10) days after his or her election and file it with the Clerk of the Circuit Court. Any person reelected or reappointed to the same office shall take and file an official oath for each term of service.

(3) Bond. Every officer shall, if required by law or the Common Council, upon entering the duties of her or his office, give a bond in such amount as may be determined by the Common Council with such sureties as are approved by the Common Council, conditioned upon the faithful performance of the duties of the office. Official bonds shall be filed as are oaths as provided in subsection (2) of this section.

(4) Compensation. All officers of the City shall receive such salaries as may be provided from time to time by the Common Council.

(5) Vacancies. Vacancies in elective officers shall be filled by appointment by a majority vote of the Common Council for a term which expires on the third Tuesday in April next following such appointment. Vacancies in appointive offices shall be filled in the same manner as the original appointment for the remainder of the unexpired term or for an indefinite term, where no definite term is provided by ordinance.

(6) Code of Ethics.

(a) STATEMENT OF PURPOSE

(1) The proper operation of democratic government requires that public

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officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of it's government. In recognition of these goals, there is hereby established in this Chapter a Code of Ethics for all City of Middleton officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.

(2) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Middleton and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such roles and regulations as may be established are hereby declared to be in the best interests of the City of Middleton.

(b) **DEFINITIONS.** (1) **Public Official.** Means those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council pursuant to this Code of Ordinances, whether paid or unpaid.

(2) **Public Employee.** Means any person excluded from the definition of a public official who is employed by the City.

(3) **Anything of Value.** Means any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.

(4) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise or here, association, organization, self-employed individual or any other legal entity which engages in profit making activities.

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(5) **Personal Interest.** Means the following specific blood or marriage relationships:

(a) A person's spouse, mother, father, child, brother or sister; or

(b) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half (1/2) support from such person or from whom such person receives, directly or indirectly, more than one-half (1/2) of his or her support.

(6) **Significant Interest.** Means owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of any business.

(7) **Financial interest.** 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.

(c) **STATUTORY STANDARDS OF CONDUCT.** There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

(1) **Sec. 946.10 Bribery of Public Officers and Employees**

(2) **Sec. 946.11 Special Privileges from Public Utilities**

(3) **Sec. 946.12 Misconduct in Public Office**

(4) **Sec. 946.13 Private Interest in Public Contract Prohibited**

(d) **RESPONSIBILITY OF PUBLIC OFFICE.** Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(e) **DEDICATED SERVICE.** (1) Officials and employees should adhere to

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the roles of work and performance established as the standard for their positions by the appropriate authority.

(2) Officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality for their work.

(3) Members of the City staff are expected to follow their appropriate professional code of ethics.

(f) **FAIR AND EQUAL TREATMENT.** (1) Use of public property. No official or employee shall use or permit the unauthorized use of City owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorizes board, commission or committee.

(2) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to anyone beyond that which is available to every other person. No official or employee shall use or attempt to use his or her position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for him or herself or for a member of his or her immediate family.

(3) Political Contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign or committee for which the person subject to this Chapter is a candidate or treasurer.

(g) **CONFLICT OF INTEREST.**

(1) Financial and Personal Interest Prohibited.

(a) No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provision of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Any member of the Common Council who has a financial interest

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or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

(c) Any non-elected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.

(d) Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

### (3) Gifts and Favors.

(a) No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

(b) No official or employee personally or through a member of his or

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her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.

(c) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

(d) Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.

(e) Representing Private Interest Before City Agencies or Courts.

(1) Non-elected City officials and employees shall not appear on behalf of any private person (other than him or herself or spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.

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(2) Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, in disclosure requirements of Subsection (a) above shall be applicable to such appearances.

(4) Ad Hoc Committee Exceptions. No violation of the conflict of interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Common Council that such interest exists.

(5) Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City unless, within the confines of Sec. 946.13, Wis. Stats.

(a) The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this Section after determining that it is in the best interest of the City to do so.

(b) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

(h) ADVISORY OPINIONS

Any questions as to the interpretation of any provisions of this Code of Ethics Chapter shall be referred to the City Attorney. Such requests shall be as detailed as possible and shall be made in writing. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

(i) HIRING RELATIVES (1) This Section governs the proposed hiring of individuals for regular full-time or part-time work as City employees who are members of the immediate family of City employees or elected officials. Excluded from the provisions of this Section are seasonal or temporary employees. "Immediate family" includes those relatives by blood or marriage defined in Section 2.20(6)(2)(e) as personal interests.

(2) Hiring an immediate family member of any current City employee or elected City official is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job related qualifications that

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warrant consideration for the position. It is required that either the current employee or the relative seeking employment will make the personal interest relationship known to the hiring authority (department head, City board or commission or Common Council) before a hiring decision is made; in every case, the decision to hire an immediate family member or former spouse will be subject to Common Council approval, with notice, before the new employee is permitted to begin work. Marriage between two (2) individuals already employed by the City or their relatives will not be considered a violation of this policy.

(3) This Section does not apply to non-elected officials who are asked to accept appointment as members of the City board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the City.

### (j) SANCTIONS

A determination that an employee's actions constitute improper conduct under the provisions of this Chapter may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, that may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.

**2.21 PENSIONS OF OFFICERS AND EMPLOYEES.** The City of Middleton, pursuant to Wis. Stat. s. 40.21, elects to include eligible City personnel under the provisions of the Wisconsin Retirement Fund in accordance with the terms thereof. Election is made to provide prior service credits at rates equal to two (2) times the rate of municipality credits for current service, to be applicable to employees as defined by Wis. Stat. s. 40.21 who were employed by the City of Middleton on the effective date of January 1, 1948. (Charter Ordinance Adopted September 9, 1947).

**2.22 ELECTIONS. (1) Nomination of Elective Officers.** (a) **Circulation and Filing.** The nomination of all City Officers whose office is now or may hereafter be filled by election by the electors of the City of Middleton shall be made by the circulation and filing of nomination papers as prescribed by Wis. Stat. Chapter 5.

(b) **Time for filing.** Nomination papers for all offices to be filled at the spring election to be held on the first Tuesday in April in each year shall be filed not later than 5:00 P.M. on the first Tuesday in January immediately preceding the April election for which such nomination papers are filed.

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(2) **Registration.** (a) **Clerk's Duties.** The Clerk of the City of Middleton shall have charge and control of the registration of electors, and the Clerk and his or her assistants are authorized to execute such affidavits as may be required by the Wisconsin Statutes.

(b) **Non-Registered Voters.** No elector shall be permitted to vote at any election held in the City of Middleton unless such elector is registered as prescribed by the Wisconsin Statutes, except as provided in Wis. Stat. s. 6.44.

(3) **Primary for City Elections.** A primary election shall be held in any election district in the City of Middleton for the nomination of candidates for city office whenever three (3) or more candidates file nomination papers for a city office to be filled at the general city election. Such primary shall be held four (4) weeks before the election for which such primary is held and the ballot used at every such primary and the conduct of such primary shall be in accordance with the provisions of Wis. Stat. ss. 5.04, 5.05(8)(c), 5.22, 5.23, and 5.25. (Charter Ordinance adopted December 26, 1963).

(4) **Election Officials.** (a) **Compensation.** Election officials shall receive such compensation as shall from time to time be fixed by the Common Council, as provided by Wis. Stat. s. 6.325.

(b) **Tabulators.** The City Clerk is authorized to select tabulators who shall assist and be under the direction of election inspectors after the close of the polls, if required. The compensation of tabulators shall be determined and paid in the same manner as prescribed for election officials under subsection (b) above.

(c) **Relatives Shall Not Serve.** No person shall serve as an election official or tabulator at any election in which his or her relative (husband, wife, lineal issue, lineal ancestor, brother, sister, issue of a brother or sister, wife or widow of a son, husband or widower of a daughter, brother or sister of a father or mother, son or daughter of a brother or sister of the father or mother) appears on the ballot as a candidate.

(5) **Opening and Closing of Polls.** The polling places for all official general elections in the City of Middleton, whether a general election, primary election or special election, shall be opened at 7:00 in the morning and closed at 8:00 in the evening on election days, provided, however, that any elector waiting his or her turn to vote, whether within the polling booth or in the line outside of the booth at the time of the closing of the polls, shall be permitted to vote.

**2.23 PUBLIC RECORDS. (1) Definitions. (a) "Authority" means any of the following City entities having custody of a City record: an office, elected official, agency, board, commission, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.**

**(b) "Custodian" means that officer, department head, division head, or employee of the City designated under subsection (3) or otherwise responsible by law to keep and preserve any City records on file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.**

**(c) "Record" means any material on which is written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of the physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, (including computer tapes and disks and files), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working, materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of any authority other than a public library which are available for sale, or which are available for inspection at a public library.**

**(2) Duty to Maintain Records. (a) Except as provided under subsection (7), each officer and employee of the City shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.**

**(b) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to the Clerk, on behalf of the successor, to be delivered to such successor.**

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**(3) Legal Custodian.** (a) Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(b) Unless otherwise prohibited by law, the City Clerk or the Clerk's designee shall act as legal custodian for the Common Council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Common Council.

(c) For every authority not specified in subsections (a) or (b), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

(d) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee.

(e) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subchapter 11 of Wis. Stat. Chapter 19 and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

**(4) Public Access to Records.** (a) Except as provided in subsection (6) hereof, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stat. s. 19.35(1).

(b) Records will be available for inspection and copying during all regular office hours.

(c) If regular office hours are not maintained at the location where records are kept the records will be available for inspection and copying upon at least 48 hours advance notice of intent to inspect or copy.

(d) A requester shall be permitted to use facilities comparable to those available to City employees to inspect, copy or abstract a record.

(e) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

(f) A requester shall be charged a fee to defray the cost of locating and copying records as follows:

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(i) The cost of photocopying shall be \$.25 per page, plus \$.10 per page for each additional copy of the same page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.

(ii) If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing will be charged.

(iii) The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or video tapes, shall be charged.

(iv) If mailing or shipping is necessary, the actual cost thereof shall also be charged.

(v) There shall be no charge for locating a record unless the actual cost therefor exceeds \$50, in which case the actual cost shall be determined by the legal custodian and billed to the requester.

(vi) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.

(vii) Elected and appointed officials of the City of Middleton shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

(viii) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines the waiver or reduction of the fees is in the public interest.

(g) Pursuant to Wis. Stat. s. 19.34 and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at all its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of Wis. Stat. ss. 19.31 to 19.39. This subsection does not apply to members of the Common Council.

(5) Access Procedures. (a) A request to inspect or copy a record shall be

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made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Wis. Stat. s. 19.37. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under subsection (4)(f)6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

(b) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the City Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

(c) A request for a record may be denied as provided in subsection (6) if a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Wis. Stat. s. 19.37(1), or upon application to the Attorney General or a District Attorney.

(6) Limitations on Right of Access. (a) As provided in Wis. Stat. s. 19.36, the following records are exempt from inspection under this section:

1. Records specifically exempted from disclosure by State or Federal law or authorized to be exempted from disclosure by state law.

2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.

3. Computer programs, although the material used as input for a computer

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program or the material produced as a product of the computer program is subject to inspection; and

4. A record or any portion of a record containing information qualifying as a common law trade secret.

(b) As provided by Wis. Stat. s. 43.30, public library circulation records are exempt from inspection under this section.

(c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the City Attorney, may deny the request, in whole or in part, only if she or he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
2. Records of current deliberations after a quasi-judicial hearing.
3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any City officer or employee, or the investigation of charges against a City officer or employee, unless such officer or employee consents to such disclosure.
4. Records concerning strategy for crime detection or prevention.
5. Records of current deliberations or negotiations on the purchase of City property, investing of City funds, or other City business whenever competitive or bargaining reasons require non-disclosure.
6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
7. Communications between legal counsel for the City and any officer, agent or employee of the City, when advice is being rendered concerning strategy with respect to current litigation in which the City or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under Wis. Stat. s. 905.03.

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

(7) Destruction of Records. (a) City Officers may destroy or cause to be destroyed the following non-utility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Wis. Stat. Chapter 442, but not less than seven (7) years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Wis. Stat. s. 16.61(3)(e), and then after such shorter period. Examples of records which may destroyed include:

1. Bank statements
2. Canceled checks
3. Receipt forms
4. Vouchers, etc.

(b) City officers may destroy or cause to be destroyed the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Wis. Stat. Chapter 442, subject to Public Service Commission of Wisconsin regulations, but not less than seven (7) years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to Wis. Stat. s. 16.61(3)(e), and then after such shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two years. Examples of records that may be destroyed include:

1. Contracts
2. Excavation permits
3. Inspection records

(c) City officers may destroy or cause to be destroyed the following records of which they are the legal custodian and which are considered obsolete, but not less than seven (7) years after the record was effective unless a shorter period

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has been set by Statute, and then after such period, or unless a shorter period has been fixed by the State Public Records and Forms Board pursuant to Wis. Stat. s. 16.61(3)(e), and then after such shorter period. Examples of records which may be destroyed include:

1. Old insurance policies
2. Election notices
3. Cancelled registration cards.

(d) Unless notice is waived by the State Historical Society of Wisconsin, at least 60 days notice shall be given to the State Historical Society prior to the destruction of any record as provided by Wis. Stat. s. 19.21(4)(a).

(e) Any tape recordings of governmental meetings of the City may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

(f) Any audio or video tape produced by the Police Department may be destroyed, erased or reused no sooner than 120 days after it was produced, if the tape was produced in the ordinary course of department operations.

(8) Preservation Through Microfilm or Microfiche. Any City officer, or the director of any department or division of the City government may, subject to the approval of the Mayor and Common Council keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in Wis. Stat. ss. 16.61(7)(a) and (b), and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and subsections (4) through (6) of this section.

### 2.24 PROCEDURE TO DISPOSE OF SURPLUS AND ABANDONED PROPERTY.

(1) Unless specifically excepted from the procedure set forth herein, all personal property belonging to the City that is no longer needed for City use and all personal property which appears to be lost or abandoned, discovered by Police Officers or transferred to the Police Department by citizens, shall be disposed of as follows:

(a) The City Administrator shall, at least annually, require the Department heads to report regarding any surplus or abandoned personal property in their possession. Upon receiving such report, the Administrator shall cause the

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property to be sold at public sale to the highest bidder. Notice of the time and place of the sale of such property shall be published as a Class 3 notice in the official newspaper, and shall also be given in such manner by the Administrator as will attract probable purchasers in the most favorable market. The Administrator need not offer any property for sale if it appears the probable costs surrounding the sale exceed the value of the property. The Administrator is also authorized to have items appraised by qualified persons when deemed necessary.

(b) The City Administrator shall make and preserve an accurate record of any such sale, including an inventory of all property sold thereunder, the date and consideration for said sale, and the name and address of the purchaser of the property. Each such record shall be kept as a public record for at least two years from the date of sale. The proceeds of such sale shall be paid to the City Treasury after deducting the necessary expenses of keeping the property and conducting the sale.

(2) The following classes of property shall not be subject to subsection (1) of this section:

(a) All unclaimed and abandoned property subject to a specific method of disposal pursuant to Wis. Stat. ss. 66.0139(3) or (5) or 968.20 shall be disposed of as set forth in said statutes.

(b) All unclaimed and abandoned property not otherwise referred to herein which is usable for City operations shall, having remained unclaimed in City possession for 30 days, be transferred to the City department able to use the property unless the property must be processed pursuant to Wisconsin Statutes ss. 170.07-170.11.

(c) All unclaimed money and other chattels shall be disposed of pursuant to Wis. Stat. ss. 170.07-170.11.

(d) All unclaimed and abandoned property which is subject to a currently pending investigation by the Police Department for a criminal charge resulting therefrom shall be exempt from the disposal procedures of this ordinance until the Police Department closes its case file or the statute of limitations applicable to the charge expires, whichever first occurs, unless a court of record issues an order pursuant to Wis. Stat. s. 968.20 requiring earlier release of the property.

**2.25 CITATIONS FOR CERTAIN ORDINANCE VIOLATIONS. (1) Authority to Use Citations for Certain Offenses.** The use of citations for issuance for violations of ordinances other than those for which a statutory counterpart exists is hereby

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authorized. In addition to the authority granted hereunder, police officers are specifically authorized hereby to issue citations for ordinance violations for which a statutory counterpart exists.

(2) **Officials Authorized to Issue Citations for Certain Offenses.** The following Officers and Employees of the City are authorized to issue citations for the types of violations specified below:

(a) Police Officers are authorized to issue citations for the violation of any City Ordinance.

(b) Building Inspectors are authorized to issue citations for violations of Chapters 5, 8, 10, 11, 12, 13, 14, 17, 19, 22, 23, 24 and 28 of this Code.

(c) Zoning Inspectors are authorized to issue citations for violations of Chapters 8, 10, 11, 12, 13, 14, 17, 19, 22, 23, and 24 of this Code.

(d) The Weed Commissioner is authorized to issue citations for violations of Chapter 17 of this code relating to the existence and abatement of nuisance violations concerning noxious weeds.

(e) The Director of Public Works is authorized to issue citations for violations of Chapters 8, 10, 11, 12, 13, 14, 17, 19, 21, 22, 23, and 24 of this Code.

(f) Fire Inspectors are authorized to issue citations for violations of Chapters 5 and 15 of this Code.

(g) The Erosion Control Officer is authorized to issue citations for violations of Chapter 28 of this Code.

(h) The Recycling Coordinator is authorized to issue citations for violations of section 6.04 of this Code.

(i) The Public Lands Manager is authorized to issue citations for violations of Chapter 21 of this Code.

(j) The Code Compliance Manager is authorized to issue citations for the violation of any City Ordinance.

(3) **Contents of Citation.** The form of the citation shall contain the following information:

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- (a) The name and address of the alleged violator.
- (b) The factual allegations describing the alleged violation.
- (c) The time and place of the offense.
- (d) The section of the ordinances violated.
- (e) A designation of the offense in such manner as can be readily understood by a person making a reasonable effort to do so.
- (f) The time at which the alleged violator may appear in court.
- (g) A statement which in essence informs the alleged violator:

1. That he or she may make a cash deposit of a specified amount within a specified time.

2. That if he or she makes such a deposit, he or she need not appear in court unless subsequently summoned to do so.

3. That if he or she does make a cash deposit and does not appear in court, either he or she will be deemed to have tendered a plea of no contest and submitted to a forfeiture, a penalty assessment imposed by Wis. Stat. s. 165.87 and a jail assessment imposed by Wis. Stat. s. 53.46(1), not to exceed the amount of the deposit or he will be summoned into court to answer the complaint if the court does not accept the plea of no contest.

4. That if he or she does not make a cash deposit and does not appear in court at the time specified, an action may be commenced against him to collect the forfeiture.

(h) A direction that if the alleged violator elects to make a cash deposit, he or she shall sign an appropriate statement which accompanies the citation to indicate that he or she has read the statement required under subsection (g) hereof and shall send the signed statement with the cash deposit.

(i) Such other information as may be deemed necessary.

(4) **Schedule of Cash Deposits.** A schedule of the cash deposits for the violations of ordinances covered by this section follows this chapter and is incorporated herein as if fully set forth herein. The schedule of cash deposits sets forth the forfeiture portion of each deposit to which costs under Wis. Stats. § 814, including court costs of \$28.00, shall be added to determine the entire deposit.

**2.26 TOURISM COMMISSION. (1) How Constituted.** The Tourism Commission shall consist of six (6) members.

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(2) **Appointment.** (a) All members shall be appointed by the Mayor and shall be confirmed by a majority vote of the Council present when the vote is taken.

(b) **Hotel & Motel Member.** One of the Commissioners appointed shall be a representative of the Wisconsin hotel and motel industry.

(c) **Restaurant Member.** One of the Commissioners appointed shall be a representative of the restaurant industry in the City of Middleton.

(d) **Tourist Attractions Member.** One of the Commissioners appointed shall be a representative of City of Middleton tourist attractions. Tourist attractions shall not include businesses primarily devoted to retail or City operated attractions. If, after reasonable inquiry no tourist attraction candidate can be found, the Mayor may appoint and the Council may confirm a non-tourist attraction representative to fill a full term in lieu of a tourist attraction member.

(e) **Terms.** All Commissioners shall serve at the pleasure of the Mayor for a one year term and may be reappointed.

(3) **Organization of Commission.** The Commission shall organize by May 1 in each year. Thereupon, the Commission shall elect a Chair, a Vice-Chair, a secretary and such other officers as may in the judgment of the members be necessary.

(4) **Meetings.** Meetings shall be called by the Chair or Vice-Chair, and the secretary shall give such notices of meetings as the Commission may, from time to time, prescribe.

(5) **Record of Proceedings.** The Commission shall keep minutes of its meetings and a copy of the minutes shall be filed with the City Clerk.

(6) **Quorum and Voting.** Three (3) voting members shall constitute a quorum, but all actions shall require an affirmative vote of a majority of all voting members of the Commission.

(7) **Powers and Duties.** The Tourism Commission shall have the powers and duties prescribed by Wis. Stats. Sec. 66.0615.

2.27 COMMISSION ON AGING. (1) **How Constituted.** The Commission on Aging shall consist of eight citizen members and one alderperson. Committee members shall include, whenever feasible, at least six persons who are fifty-five

years of age, or older.

(2) **Term of Appointment.** All members shall be appointed by the mayor, subject to confirmation by the common council, for terms of two years. All regular terms shall commence on the first day of May in each year. Appointments shall be made by the third Tuesday in April in each year. Members may serve consecutive terms.

(3) **Officers.** The Commission shall elect a chairperson, vice-chairperson, and secretary at the next regular meeting following the first day of May in each year.

(4) **Meetings.** Meetings shall be called by the chair or vice-chair. The secretary shall issue notices of meetings in accordance with the Wisconsin open meetings laws.

(5) **Record of Proceedings.** The commission shall keep minutes of its meetings and a copy of the minutes shall be filed with the city clerk.

(6) **Quorum in Voting.** Five voting members shall constitute a quorum, but all actions shall require an affirmative vote of a majority of all voting members of the commission.

(7) **Powers and Duties.** The Commission on Aging shall have the responsibility of studying the needs of older adults of 55 years or older in the Middleton community. The commission shall bring to the attention of the Common Council, programs and services needed to aid older adults, and make recommendations on effective ways to solve these problems. These duties include, but are not limited to:

(a) Preparing and recommending to the Common Council an annual budget to cover anticipated expenses and fulfillment of its objectives.

(b) Studying, planning, implementing and updating policies and procedures for the operation of the Middleton Senior Center.

(c) Acting as leaders in the coordination of common goals with similar agencies within the community to promote the overall well being of senior citizens in Middleton.

(d) Creating special or ad-hoc committees to study and/or meet special needs or issues related to older adults.

(e) Acting as an advisory authority to the Common Council in the  
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formation and organization of all programs and services provided by the Middleton Senior Center.

(f) Performing such other responsibilities that the commission deems reasonably necessary or that are delegated to the commission by the common council.

(g) Recommending to the Personnel Committee the number and duties of personnel needed to provide for the management and operation of the Middleton Senior Center.

(8) Staff to the Commission on Aging. The senior services director will act as staff to the commission. The senior services director and members of his/her staff shall provide any requested or needed information regarding the planning, development, and operation of the Senior Center.

**2.28 PUBLIC SAFETY COMMITTEE.** (1) How Constituted. The Public Safety Committee shall consist of seven (7) members, as follows:

- (a) The Mayor or his/her designee.
- (b) One (1) Alderperson member.
- (c) Four (4) resident members of the City.
- (d) The Chief of Police or his/her designee.

(2) Appointment. (a) The Alderperson member shall be appointed annually by the Mayor with confirmation by the Council on the third Tuesday of April in each year for a one (1) year term commencing on the first day of May following appointment.

(b) Resident members of the City shall be appointed annually by the Mayor on the third Tuesday of April in each year for a two (2) year term commencing on the first day of May following appointment. After the initial appointment, resident members will be designated for staggered two (2) year terms so that two (2) shall be appointed each year.

(c) The Chief of Police shall be a permanent member of the committee, but may designate any employee of the Police Department to serve on the committee in his or her place at the Chief's discretion. The Police Department shall serve as staff to the Committee as directed by the Chief of Police.

(3) Objectives. The Committee shall be advisory to the Mayor and Common Council and shall have no powers or authority over Police Department operations nor shall it have any of the powers vested in the Board of Police Commissioners

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as stated in Middleton Ordinance 2.08, or the relevant Wisconsin Statutes cited therein. The role of the Public Safety Committee shall in no way interfere with the lawfully prescribed powers and duties of the Common Council, the Board of Police Commissioners, the Mayor, or the Chief of Police. The Committee shall:

- (a) Review service priorities and capital budget priorities of the Police Department;
- (b) Serve as liaison between the community and the City on public safety issues;
- (c) Consult with appropriate bodies from neighboring cities, towns, and Dane County to discuss and develop recommendations to address regional law enforcement issues;
- (d) Provide recommendations regarding general policies, plans and long range goals for the Police Department.

### 2.29 PUBLIC ARTS COMMITTEE.

The City of Middleton Public Arts Committee is hereby established.

(1) **Powers and Duties.** The Public Arts Committee is hereby charged with creating recommendations for the Common Council regarding plans and policies to further the City of Middleton's commitment to the promotion, creation and maintenance of public art as set forth in Chapter 32 of the City of Middleton Code of Ordinances. The Public Arts Committee shall annually appoint a chairperson and any other officers it deems necessary and shall adopt rules and procedures consistent with City ordinances and state and federal law for the conduct of its business.

(2) **How Constituted.** The Committee shall consist of seven (7) voting members and one (1) advisory member as follows:

(a) **Six (6) citizen members.** At least three (3) citizen members should, but are not required, to have a degree or professional background in art, architecture, or engineering. Unless, after reasonable inquiry, no other qualified and willing candidate can be located, citizen members shall reside in different aldermanic districts.

(b) **One (1) Alderperson.**

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**(c) One (1) City staff member. The staff member shall act in an advisory capacity only and shall not have a vote.**

**(3) Appointment. Each member shall be appointed bi-annually by the Mayor and confirmed by the Common Council on the third Tuesday of April for two year terms commencing May 1 of the year of appointment. At the initial appointment only, two (2) citizen members shall be appointed for three (3) year terms for the purpose of staggering the appointment of citizen members.**