

CITY OF PORT WASHINGTON, WISCONSIN
Ordinance No. 2021-10

**Renumbering, Amending and/or Creating Provisions of Ch. 1, Municipal Code
relating to Mayor and Common Council**

The Common Council of the City of Port Washington, Wisconsin, do ordain as follows:

Section 1. The Table of Contents of Chapter 1 of the Municipal Code of the City of Port Washington, relating to the Mayor and Common Council, is hereby amended to read as follows:

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Mayor and Common Council

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Section 2. Section 1.01.000, Municipal Code, is hereby amended to read as follows:

1.01.000 **TIME OF MEETINGS.**

Section 3. Section 1.01.010, Municipal Code, is hereby created to read as follows:

1.01.010 **Regular Scheduled Council Meetings.** Except for the month of July, the Common Council shall hold regular meetings on the first and third Tuesday of each month. Pursuant to § 62.11(2), Wis. Stat., in July the Common Council shall meet on the first Tuesday. All regular Council meetings shall begin at 6:30 p.m. The starting time may be adjusted if needed, provided that public notice of the adjusted starting time shall be given at least twenty-four (24) hours prior to the commencement of such meeting.

When a regular scheduled meeting falls on a day designated as an election day, a state legal holiday under § 995.20, Wis. Stat., or an annual U.S. federal holiday, such meeting shall be held at the same hour on the next succeeding day not an election day, state legal holiday or annual U.S. federal holiday, or on the same day not a state legal holiday or annual U.S. federal holiday of the following week. Notwithstanding the foregoing, following a regular city election the new Council shall meet on the third Tuesday in April. All regular meetings may be held in person in a place reasonably accessible to members of the public, including, but not limited to, the Council Chambers at City Hall, or remotely via web-based video conferencing, teleconferencing, or other electronic means, provided that the means used allows the public to observe or listen to proceedings held in open session and to participate in open session proceedings during times such as a public hearing or public comment period, and provided further that the public meeting notice gives instructions how the public may access the remote meeting, whether it is to be held via video conference call or telephone conference call, and the video conference link, telephone number, and passcodes or other login information necessary to remotely monitor or participate in the open session proceedings.

Section 4. Section 1.01.020, Municipal Code, is hereby created to read as follows:

1.01.020 **Special Meetings.** The Mayor may call a special Common Council meeting by written notice delivered to each alderperson personally or left at the alderperson's usual abode at least twenty-four (24) hours before the commencement of such meeting. A fee may be charged to a person, business, organization, or entity for calling a special meeting that would require the Council to convene at a time or on a date other than at a regular scheduled Council meeting. The amount of the fee shall be established or revised from time to time by resolution of the Common Council.

Section 5. Section 1.02.000, Municipal Code, is hereby amended to read as follows:

1.02.000 **MEETING PROCEDURES.**

Section 6. Section 1.02.010, Municipal Code, is hereby amended to read as follows:

1.02.010 **Agenda.** The City Clerk, or the Clerk's designee, shall prepare an agenda of business for each regular scheduled Common Council meeting and file a copy in the office of the City Administrator not later than 12:00 p.m. on the Wednesday preceding the regular meeting. The agenda shall be prepared in accordance with the Order of Business. All reports, communications, ordinances, resolutions, or other

matters to be submitted for inclusion in the agenda shall be delivered to the office of the City Administrator not later than 12:00 p.m. on the Thursday preceding the regular meeting. Copies of the agenda shall be given or transmitted to the Mayor and each alderperson as far in advance of the meeting as time for preparation will reasonably permit. No item of business shall be considered unless it appears on the agenda for the regular meeting, or is approved by the City Administrator for consideration, subject to the state Open Meetings law requirements. A special meeting agenda shall be prepared by the City Clerk or the Clerk's designee, filed with the City Administrator, and given or transmitted to the Mayor and each alderperson along with all related records, as soon as reasonably practicable after the calling of such special meeting. No business shall be considered by the Council unless presented by an alderperson, the Mayor, a standing or statutory board, commission or committee, the City Administrator, or the City Attorney.

Section 7. Section 1.02.020, Municipal Code, is hereby amended to read as follows:

1.02.020 Presiding Officer. The presiding officer shall be the Mayor. In the Mayor's absence, the president of the Common Council, elected annually at the first meeting of the new Council, shall preside. The presiding officer shall take the chair at the appointed hour and shall call the meeting to order. In the Mayor's absence, the City Clerk shall call the roll.

Section 8. Section 1.02.040, Municipal Code, is hereby amended to read as follows:

1.02.040 Order of Business. Except where required or permitted by law to meet in closed session, all meetings of the Council shall be open to the public. Unless otherwise approved by unanimous consent of the Council, the business of the Council shall be taken up for consideration in the following order:

1. Roll Call
2. Pledge of Allegiance
3. Public Comments/Appearances
4. Consent Agenda
5. Approval of Minutes of Previous Meeting
6. Public Hearings
 - a. Related to individual agenda items
7. Mayor's Business
8. Officers' and Staff Reports
9. Committees
10. Boards and Commissions
11. Unfinished Business
12. New Business
13. Public Comments/Appearances
14. Adjournment

Section 9. Section 1.02.060, Municipal Code, is hereby created to read as follows:

1.02.060 Ordinance Review and Approval. All proposed ordinances shall be prepared by the City Attorney at the direction of the Common Council. Any proposed ordinance shall be first introduced at a Council Meeting with a first reading and discussion, but with no action to be taken at such meeting.

A proposed ordinance shall be voted on at a meeting held at least one week but not more than five weeks after the first reading. The Council may, in cases of emergency, by a three-quarter vote of those members present, waive the provisions of this ordinance requiring a first reading before the adoption of an ordinance. All adopted ordinances shall be incorporated into the Municipal Code as soon as possible.

Section 10. The first sentence of Section 1.03.000A. is hereby amended to read as follows:

1.03.000A. ALDERMANIC DISTRICTS.

1st Aldermanic District – Includes Ward 1 with the following boundaries:

Section 11. Section 1.03.000B., Municipal Code, entitled “**Location of Polling Places,**” is hereby renumbered as Section 1.03.000C.

Section 12. A new Section 1.03.000B., Municipal Code, is hereby created to read as follows:

1.03.000B. Description of Boundaries. Pursuant to § 4.003, Wis. Stat., wherever in this Chapter territory is described by geographic boundaries, the following conventions shall apply:

1. Each bound continues to the intersection with the bound next named, or to the intersection with a straight-line extension of such bound.
2. If the bound is a street, it follows the center line of such street or the center line of the street extended.
3. If the bound is a railroad right-of-way, it follows the center line of the railroad right-of-way.
4. If the bound is Lake Michigan, it follows the ordinary highwater mark of such lake.
5. If the bound is a river or stream, it follows the center of the main channel of such river or stream.
6. If the bound follows a municipal boundary, it coincides with such boundary.

Section 13. Section 1.04.000, Municipal Code, entitled “**ORDINANCES**” is hereby repealed.

Section 14. A new Section 1.04.000, Municipal Code, is hereby created to read as follows:

1.04.000 MAYORAL APPOINTMENTS TO STANDING AND STATUTORY BOARDS, COMMISSIONS AND COMMITTEES

Section 15. Section 1.04.010, Municipal Code, is hereby created to read as follows:

1.04.010 Adoption of Annual Mission Statements. Except for the Library Board and the Police and Fire Commission, each City board, commission, and committee shall annually present a mission statement to the Common Council for the Council’s review and approval at the first meeting of July. The mission statement will be submitted so that each board’s, commission’s, and committee’s mission is in strategic alignment with the City’s vision and mission. The mission statements shall be developed by the City staff who oversee each board, commission or committee, and that board, commission or committee

shall approve the mission statement before it is presented to the Council for review and approval. The mission statements shall contain the following information:

1. Definition of purpose.
2. Mission statement for the next one-year period.
3. Membership.
4. Meeting times and locations.
5. Authority and role of the board, commission or committee per statute or ordinance.
6. Responsibilities and duties of the board, commission, or committee.
7. Identified annual outcomes and adopted timeline for the year (includes all known actions or routine adoptions).

Section 16. Section 1.04.020, Municipal Code, is hereby created to read as follows:

1.04.020 Special Committee Appointments. The Mayor may, from time to time and with the consent of the Common Council, create and appoint persons to such special ad hoc advisory committee or committees as may be deemed advisable. Council consent shall be in the form of a motion or resolution stating the number of members and object of such committee and directing the members to perform such tasks as may be lawfully assigned to them and to advise the Council of the committee's activities. Residency within the City shall not be a requirement for appointment to such special committee.

Section 17. Sections 1.05.000 and 1.05.010, Municipal Code, entitled "MAYORAL APPOINTMENTS TO STANDING AND STATUTORY COMMITTEES" and "Required Appointments," respectively, are together hereby renumbered as Section 1.04.030, and, as renumbered, amended to read as follows:

1.04.030 Appointments to Standing and Statutory Boards, Commissions and Committees. The Mayor shall appoint alderpersons to the following standing and statutory boards, commissions, and committees:

1. Three alderpersons to the Board of Public Works.
2. Three alderpersons to the Finance Committee.
3. One alderperson to the Plan Commission.
4. Three alderpersons to the License Committee.
5. Two alderpersons to the Park Board.
6. One alderperson to the Commission on Aging.
7. One alderperson to the Library Board.
8. One alderperson to the Harbor Commission.
9. Three alderpersons to the Administration Committee.
10. Three alderpersons to the Personnel Committee.

Section 18. Section 1.05.020, Municipal Code, is hereby renumbered as Section 1.04.040, and, as renumbered, amended to read as follows:

1.04.040 Limitation on Appointments. The Mayor shall not appoint an alderperson to serve simultaneously on more than one of the following boards, commissions, or committees:

1. Board of Public Works.
2. Finance Committee.
3. Plan Commission

Section 19. Section 1.06.000, Municipal Code, is hereby renumbered as Section 1.05.000, and, as renumbered, amended to read as follows:

1.05.000 ADDRESSING THE COUNCIL. Any person desiring to address the Council regarding a particular subject matter shall do so during that portion of the Council meeting reserved for comments by the public. The Council may discuss, but shall not act on, any matter raised by the public during a comment period, provided, however, that extensive discussion and action on such matter shall be deferred until specific notice of the subject matter can be given as required by law.


Section 20. Section 1.07.000, Municipal Code, entitled "COUNCIL GOVERNED," is hereby renumbered as Section 1.06.000, and, as renumbered, amended to read as follows:

1.06.000 RULES GOVERNING COUNCIL PROCEEDINGS. Unless otherwise provided, the Common Council's proceedings shall be governed by the latest edition of Robert's Rules of Order Newly Revised.

Section 21. This ordinance shall become effective on October 1, 2021.

Passed and approved this 18th day of August, 2021.

ATTEST:



Susan Westerbeke, City Clerk



Theodore Neitzke IV, Mayor