

CITY OF PLYMOUTH, WISCONSIN
Ordinance No. 6 of 2018

**AN ORDINANCE REPEALING AND RECREATING SECTION 2-3-2
OF THE CITY OF PLYMOUTH CODE OF GENERAL ORDINANCES RELATED
TO THE OFFICE OF CITY CLERK/TREASURER**

WHEREAS, §§62.09 Wis. Stats. requires the offices of City Clerk and City Treasurer; and

WHEREAS, the Municipal Code Section 2-3-2 (c) has a three year term of office for the City Clerk-Treasurer and that it is the desire of the Common Council to eliminate the term requirements; and

WHEREAS, the Municipal Code Section 2-3-3(b) combines the offices of City Clerk and City Treasurer requiring that the same person serves in both roles; and

WHEREAS, the Common Council of the City of Plymouth has determined it is necessary to have flexibility in the appointment of the City Clerk and City Treasurer by making the combined offices optional versus mandatory;

NOW, THEREFORE, the Common Council of the City of Plymouth does hereby ordain as follows:

Section 1. Repealing Code. Section 2-3-2 is hereby repealed in its entirety.

Section 2. Recreating Code. Section 2-3-2 Office of City Clerk and Office of City Treasurer is hereby recreated to include the following:

(a) **Appointment Not to be Governed by Statutes.** The City of Plymouth, pursuant to Wis. Stat. §§62.09 and 66.0101 hereby elects not to be governed by those portions of Wis. Stat. Ch. 62 which are in conflict with this Section (Note: Charter Ordinance.)

(b) **Option to Combine Offices.** The offices of City Clerk and City Treasurer may be consolidated and the duties of both offices performed by the person appointed as City Clerk/Treasurer.

(c) **Duties of City Clerk.** The City Clerk shall be responsible for performing those duties required by Wis. Stats. §§62.09 (11) and for duties identified in the job description of the position to include but not limited to:

- (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records and all property used in conjunction with holding of elections;
- (2) Publish all legal notices unless otherwise provided, file and preserve all contracts, bonds, oaths of office and other documents not required to be filed elsewhere;
- (3) Issue all licenses required by ordinance or statute, except as otherwise provided;
- (4) Prepare the tax roll and tax notices required by the State of Wisconsin;
- (5) Attend meetings, take minutes, and maintain files for the Common Council, and such other official boards and commissions as may be directed;
- (6) Maintain a file on all City records, ordinances, resolutions and vouchers;
- (7) Administer oaths and affirmations including serving as a Public Notary;
- (8) Perform other such duties as may be required of the office.

(d) **Duties of City Treasurer.** The City Treasurer shall be responsible for performing those duties required by Wis. Stats. §§62.09 (9) and for duties identified in the job description of the position to include but not limited to:

- (1) Maintain fiscal records for the municipality and serve as City Comptroller;
- (2) Assist the City Assessor, Building Inspector in maintaining property assessment records;
- (3) Make reports to the State on assessments;
- (4) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all municipal operations;
- (5) Develop and implement improved internal control and financial reporting procedures as necessary or as requested;
- (6) Collect all taxes for the City and other taxing bodies;

- (7) Invest idle funds for maximum interest earnings;
- (8) Prepare or coordinate monthly financial reports;
- (9) Prepare or coordinate check vouchers for payment of approved claims for signature;
- (10) Assist the City Administrator/Utilities Manager with the preparation and compilation of the annual budget with approval of the Common Council;
- (11) File financial and other reports with various state or federal agencies;
- (12) Make property tax settlements with the County Treasurer and turn over to other taxing jurisdictions their proportionate share of property tax collections;
- (13) Perform such other duties as may be required of the office.

State Law Reference: Wis. Stat. §§62.09 (9) and (11)

Section 3. Severability. Should any portion of this Ordinance or the affected Code of General Ordinances be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 4. Effective Date. This Ordinance shall take effect on the day after publication.

Enacted on February 13, 2018.

CITY OF PLYMOUTH
DONALD O. POHLMAN, Mayor
PATRICIA HUBERTY, Clerk

