

CHARTER ORDINANCE 2026-2

A Charter Ordinance to Create City of Fountain City Code of Ordinances Chapter 2 to Establish the Office of Administrator-Treasurer in the City of Fountain City, Wisconsin

The Common Council of the City of Fountain City do ordain as follows:

SECTION 1. So much of the Charter Ordinance adopted by the City of Fountain City on or about the 18th day of November, 1952, as pertains to the office of the City Treasurer is hereby repealed and made inapplicable effective as of the effective date of this Charter Ordinance 2026-2.

SECTION 2. City of Fountain City Code of Ordinances Chapter 2 is created to read as follows:

“§ 2-1 Position of Administrator-Treasurer Established.

Pursuant to the authority granted by *Wis. Stat. §66.0101*, as amended from time to time, there is hereby created and established in and for the City of Fountain City, Wisconsin, the office of Administrator-Treasurer in lieu of the office of Treasurer pursuant to *Wis. Stat. §62.09(9)*.

§ 2-2 Appointment; Term of Office.

The Administrator-Treasurer shall be appointed by the Mayor of the City of Fountain City, subject to confirmation by the City of Fountain City Common Council and shall serve at the pleasure of the Mayor of the City of Fountain City and of the City of Fountain City Common Council.

§ 2-3 Salary.

The Administrator-Treasurer shall receive a monthly salary as determined by resolution of the Common Council, which shall be in lieu of fees and costs. No salary shall be paid to the Administrator-Treasurer for any time during his or her term for which he or she has not executed and filed his or her official bond and oath as required by § 2-4 of this ordinance.

§ 2-4 Bond; oath.

The Administrator-Treasurer shall take and file with the City of Fountain City Clerk the oath prescribed by *Wis. Stat. §62.09(4)(a)*, as amended from time to time, and at the same time execute and file an official bond, as prescribed by *Wis. Stat. §62.09(4)(b)*, as amended from time to time, in the amount to be fixed by the Common Council.

§ 2-5 Powers and Duties.

- A. The Administrator-Treasurer shall have and perform the duties of the office of the Treasurer pursuant to *Wis. Stat. §62.09(9)*.
- B. In addition to the powers and duties under *Wis. Stat. §62.09(9)*, the Administrator-Treasurer shall have the following powers and duties:

1. Administrative & Executive Management
 - a. Direct and oversee the day-to-day administrative operations of the City in accordance with adopted ordinances, resolutions, policies, and Wisconsin statutes.
 - b. Serve as the primary administrative decision-maker for routine and recurring operational matters.
 - c. Ensure consistent application of policies, procedures, and precedent.
 - d. Implement directives and policies adopted by the Common Council.
 - e. Provide professional advice and recommendations to the Mayor and Common Council.
2. Legal Coordination & Risk Management
 - a. Serve as the primary administrative liaison to the City Attorney.
 - b. Identify, evaluate, and frame legal, procedural, and risk-related issues for review by legal counsel.
 - c. Apply prior legal guidance and established precedent to routine and repetitive matters.
 - d. Advise the Mayor and Council on procedural, legal, and risk considerations, escalating matters to legal counsel as appropriate.
3. Zoning & Land Use Administration
 - a. Provide administrative oversight of zoning and land use matters.
 - b. Make routine and precedent-based zoning determinations consistent with City ordinances and prior decisions.
 - c. Coordinate zoning matters with the Planning / Zoning Committee and the Board of Appeals.
 - d. Serve as the administrative liaison to the City Attorney on zoning and land use questions.
 - e. Identify zoning matters requiring legal interpretation or policy direction and refer them to the appropriate body.
4. Financial Management & Treasurer Duties
 - a. Serve as the City Treasurer with responsibility for overall financial administration and oversight.
 - b. Prepare and present the annual operating budget to the Finance Committee and Common Council.
 - c. Monitor city finances, including cash flow, fund balances, revenues, and expenditures.
 - d. Oversee city investments and financial accounts in accordance with council direction and state law.
 - e. Prepare financial reports, analyses, and fund balance summaries for the Mayor, Finance Committee, and Common Council.
 - f. Coordinate and manage the annual audit and serve as the primary contact with external auditors.
 - g. Assist with grant applications and administration as directed.

- h. Ensure compliance with applicable financial statutes, reporting requirements, and internal controls.
 - i. Provide administrative oversight of the City Clerk in performing routine billing, receipts, and day-to-day bookkeeping functions.
5. Public Works Oversight
 - a. Provide day-to-day administrative supervision and guidance to the Public Works Supervisor.
 - b. Serve as the primary decision-maker for operational questions, personnel guidance, and issue resolution related to Public Works.
 - c. Coordinate public works activities and priorities with the Mayor and Common Council as appropriate.
 - d. Ensure compliance with applicable regulations, safety requirements, and City policies.
 6. Council & Committee Support
 - a. Assist the Mayor in facilitating effective and orderly Common Council meetings.
 - b. Support agenda preparation and meeting organization in coordination with the City Clerk.
 - c. Attend Common Council and committee meetings as needed to provide administrative guidance and continuity.
 - d. Assist in keeping meetings focused on policy-level decision-making and established procedures.
 - e. Ensure follow-through and implementation of Common Council and committee actions.
 7. Personnel & Organizational Support
 - a. Provide administrative supervision and guidance to City staff as assigned.
 - b. Support employee performance management, discipline, and workplace issue resolution in coordination with the Mayor and Common Council.
 - c. Assist with administration of personnel policies and compliance with applicable labor laws.
 - d. Promote a professional, respectful, and consistent workplace environment.
 8. Intergovernmental & Professional Relations
 - a. Serve as the City's primary administrative contact with the City Attorney and other professional service providers.
 - b. Coordinate regulatory and compliance matters with state and county agencies as applicable.
 - c. Represent the City in professional or intergovernmental meetings as assigned."

SECTION 3. Charter ordinance.

- a) This ordinance shall be deemed to be an amendment to the charter of the City of Fountain City relating to the establishment of the office of the Administrator-Treasurer, and *Wis. Stat.*

§62.09 being a part of the general charter law of the City of Fountain City shall not apply to the City of Fountain City insofar as said section in any way conflicts with this ordinance.

- b) All ordinances or parts of ordinances in conflict herewith, including but not limited to so much of the Charter Ordinance adopted by the City of Fountain City on or about the 18th day of November, 1952, as pertains to the office of the City Treasurer, are hereby repealed.
- c) This is a charter ordinance and shall take effect 60 days after its passage and publication unless within such sixty-day period a referendum petition as provided by *Wis. Stat. §66.0101* shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority vote of the electors voting thereon.
- d) The City Clerk is directed to publish this ordinance as a Class 1 notice in the City's official newspaper.

ATTEST: Marcia Larson
Marcia Larson, Clerk

Ben Adank
Ben Adank, Mayor

Passed and adopted: April 21, 2026

Published: April 30, 2026