

ORDINANCE NO. 67

AN ORDINANCE TO CREATE THE POSITION OF TOWN ADMINISTRATOR
FOR THE TOWN OF GENEVA, WALWORTH COUNTY, WISCONSIN

1) **Purpose.** This ordinance is entitled "Town of Geneva Town Administrator Ordinance." The purpose of this ordinance is as follows:

- (a) To establish the position of Town Administrator as an integral part of the Town of Geneva's daily operations and make it feasible for the Town to appoint such a position, provided that The Town Board feels that it is in its best interest to do so, to serve at the pleasure of the Board in accordance with section 60.37(3)(a) of the Wisconsin Statutes for a term of one year with annual re-appointments at the pleasure of the Town Board.
- (b) To delineate the powers and scope of responsibility of the Town Administrator.
- (c) To empower the Town Administrator to carry out the details of implementation of policies and directives created by the Town Chair and Town Board.
- (d) To establish quantitative and qualitative items by which the effectiveness of the Town Administrator can be evaluated.
- (e) To enable the Town a means by which to seek grant funding available to the Town on a regular basis.
- (f) To provide for a sole representative who serves no political influence in order to maintain harmonious working relations among the Town Employees, while keeping in mind the best interest of the Town of Geneva.

2) **Authority.** The Town Board of the Town of Geneva has the specific authority, powers and duties, pursuant to Wisconsin Statute 60.37(3), and has additional statutory authority, power and duties to create the position of Town Administrator and to establish the qualifications, duties and powers, compensation and terms of employment except that no elected official may serve in such capacity pursuant to section 60.37(3)(c).

3) **Adoption of Ordinance.** The Town Board of the Town of Geneva has by the adoption of this ordinance, confirmed the statutory authority, powers and duties set forth in Wisconsin Statute 60.37, and has established pursuant to this chapter and this ordinance, other statutory authority, powers and duties of the Town Administrator, and to establish the qualifications, duties, powers, compensation and terms of employment.

4) **Appointment and Term of Office.** The Town Board of the Town of Geneva may establish the term of employment for the Town Administrator which shall be an annual appointment by the Town Chair, with the approval of the Town Board. The Town Administrator shall maintain employment at the pleasure of the Town Board.

5) **Termination of Appointment by Town Administrator.** The Town Administrator may terminate his or her employment by a written notice of termination, signed by the Town Administrator and provided to the Town Clerk

of the Town of Geneva by the Town Administrator.

6) Powers and Duties of the Town Administrator. The Town Administrator shall:

(a) Be responsible for the daily operation and daily management activities as directed by the Town Chair of the Town of Geneva, or the Town Chair's designee. Directives, orders or resolutions shall be implemented under the direction and prioritization by the Town Chair or designee.

(b) Be responsible for assisting the Town Chair and other delegated officials in preparing the annual budget of the Town of Geneva.

(c) Make recommendations to the town Chair and other delegated officials to improve the budget process of the Town of Geneva.

(d) Attend all Board, Commission and Committee meetings unless specifically excused by the Town Chair.

(e) Shall maintain records of Town Personnel, and shall assist the Town Board in preparing for employment, training, direction, promotion, supervision, lay-off, suspension and discharge of the following:

- 1) All positions of the Town of Geneva Highway Department.
- 2) All Town of Geneva general government clerical positions, with the exception of any elected positions.
- 3) Town of Geneva part-time or seasonal (excluding public safety positions which shall be governed by the Police Commission and Town Board.)
- 4) Such other employees as the Town Board directs.

(f) Assist the Town Board in employment contract negotiations.

(g) Assist the Town Chair or designee in conducting public relations for the Town.

(h) Establish procedures, and carry out same for receiving grievances, complaints, ideas and recommendations from the public and forward them to the Town Board and the Town Chair.

(i) Have a working understanding and knowledge of the duties and responsibilities of the Town Clerk and the Town Treasurer.

(j) Assist the Town Chair in all Plan Commission responsibilities including, but not limited to, meeting with developers and finalizing developer agreements.

(k) Work closely with the Building Inspector to monitor construction and developments.

(l) Have a working knowledge of Wisconsin State Statutes and this Municipal Code.

(m) Have a working knowledge of all computer software and computerized systems in the governmental offices of the Town of Geneva.

(n) Make recommendations for improving efficiency in the governmental offices of the Town of Geneva and strive to maintain harmonious working relationships among all employees of the Town of Geneva.

(o) Have a working knowledge of filing systems and may assist in retrieval of both past and current records.

(p) Be responsible for distribution of relevant information both to and from committees to the Town Chair and to all Town Board members.

(q) Communicate ideas for new ordinances to department heads for discussion with their respective committees.

(r) Obtain information relative to insurable improvements and report to the Town insurer(s), and solicit all insurance policies, claims and administration of said policies.

(s) Work closely with the Building Inspector and the Town Assessor in order to ensure that they are serving the best interest of the Town of Geneva.

(t) Actively seek such grant funding for any and all projects brought before the Town that may be found beneficial to the interests of Town residents and the operation of the Town of Geneva.

(u) Other tasks as assigned by the Town Board (60.37(3)(b)).

7) Compensation of the Town Administrator. The Town Board of the Town of Geneva shall establish the compensation and benefits for the Town Administrator of the Town of Geneva.

8) Evaluation of Town Administrative Coordinator. The Town of Geneva Town Board shall from time to time evaluate the Town Administrator on the performance of the duties delineated above and make every effort possible in order to ensure for the providing of tools to enable for efficient and effective fulfillment of those duties spelled out herein.

Daniel L. Lauderdale, Chairman

Keith Millard, Supervisor #2

Trish Fahey, Supervisor #3

Steve Kukla, Supervisor #4

ATTEST:

Debra L. Kirch, CMC/WCMC
Clerk/Treasurer

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