



City of Verona

111 Lincoln Street
Verona, WI 53593-1520

www.ci.verona.wi.us

COMMON COUNCIL ORGANIZATIONAL MEETING

TUESDAY, APRIL 16, 2019

6:30 P.M. VERONA CITY CENTER

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Oath of Office for Elected Officials
5. Mayor's Business
 - A. Election of City Council President
 - B. Election of City Council Representative to the Plan Commission
 - C. Appointment of Citizen Members to the Plan Commission
 - D. Council Member Committee, Commission and Board Appointments
 - E. Announcements
6. Designation of Official Newspaper
7. Adjournment

Luke Diaz
Mayor

POSTED: Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATIONS TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

City Council Organizational Meeting Procedures

The annual organizational meeting of the Common Council is held on the third Tuesday of April. At this meeting, newly elected officials take the ceremonial oath of office, the City Council elects the Council President, and Council Member appointments are made to committees, boards, and commissions.

Election of Council President

Members of the City Council choose one of their members to serve as President of the Council who presides at Council meetings in the absence of the Mayor. If more than one person is interested in serving as Council President, the Council may vote by secret ballot to select someone. In the event of a tie vote, the Mayor may, but is not required to, vote to break the tie.

Council Representative to the Plan Commission

City Ordinances state that at the annual meeting the Common Council shall, by a two-thirds majority vote of its members, elect one Council Member to serve on the Plan Commission. The alderperson selected must receive a minimum of six votes. If no one receives six votes, the Common Council must re-vote until one alder is selected by at least six members. While the Mayor may recommend an alderperson to the Common Council, the Mayor does not vote.

Citizen Appointments to the Plan Commission

City Ordinances state that citizen members of the Plan Commission shall be appointed by the Mayor on the third Tuesday in April. According to Wisconsin Statutes and City Ordinances, the Mayor's citizen appointments to the Plan Commission are not subject to confirmation by the City Council.

Appointments to Standing Committees

At the organizational meeting, the Mayor appoints three alderpersons to each of the City's standing committees. These appointments are subject to the confirmation by the City Council. In the event of a tie vote, the Mayor may, but is not required to, vote to break the tie. The Mayor also designates the chairperson of each committee.

Council Member Appointments to Other Committees, Boards, and Commissions

At the organizational meeting, the Mayor may appoint alderpersons to other committees, boards, and commissions as provided for in City Ordinances. These appointments may be subject to the confirmation by the City Council if required by Ordinance. In the event of a tie vote, the Mayor may, but is not required to, vote to break the tie.

City of Verona
Standing Council Committees
City Ordinances and Areas of Responsibility

Ordinance Section 2-2-5 Standing Committees; Action on Committee Reports

- (a) Standing Committees.** At the organizational meeting of the Common Council in each year following the annual election, the Mayor shall appoint three (3) Alderpersons to the following standing committees, subject to Council confirmation. Each committee shall adopt its own rules of procedure and meeting times. Each committee shall have such duties and responsibilities as prescribed by the Mayor and this Code of Ordinances, and shall make whatever recommendations to the Council as it deems appropriate or as may be directed by the Council:
- (1) **Finance Committee.** This Committee will be responsible for claims of and against the City, purchasing insurance, preparation of a preliminary City budget.
 - (2) **Public Works, Building, Sewer and Water Committee.**
 - a. This Committee shall perform the duties of the board of public works as provided by Sec. 62.14, Wis. Stats.
 - b. The Committee shall have the general management and supervision of the City sewer system utility and the City water system public utility and all matters connected therewith and shall have the general power and authority to make rules and regulations for the management of said departments as it shall from time to time find necessary for the safe, economical and efficient management and protection of the sewer and water systems.
 - c. The Sewer and Water Superintendent and the City Engineer shall attend meetings of the Committee.
 - (3) **Public Safety and Welfare Committee.** This Committee will be responsible for matters involving police, traffic, relief, nuisances and weeds and business licenses.
 - (4) **Senior Services Committee.** This Committee will be responsible for matters involving the provision of services provided for senior citizens including the operations of the Verona Senior Center.
- (e) Personnel Committee.** The Personnel Committee shall consist of the Chairpersons of the Finance, Public Works, Public Safety and Welfare Committees, or as appointed by the Mayor. This Committee will deal with:
- (1) Employment, reprimands, promotion, demotion and dismissal of all department heads;
 - (2) Negotiations concerning wages, hours and conditions of employment with all employees or their bargaining agent;
 - (3) Act as review board for any employee grievances; and
 - (4) Review all personnel actions of department heads and the City Administrator.

**City of Verona
Plan Commission
City Ordinance – Composition and Appointment**

Ordinance Section 2-4-6 City Plan Commission

(a) Composition. The Plan Commission shall consist of the Mayor, who shall be the presiding officer, the Chairperson of the Park Board, one (1) Alderperson and four (4) citizens. The four (4) citizen members shall be persons of recognized experience and qualifications. The City's Zoning Administrator shall serve as staff to the Commission.

(b) Appointment.

- (1) ***Election/Appointment of Alderman Members.*** At its annual meeting in April of each year the Common Council shall, by a two-thirds (2/3) majority vote of its members, elect one (1) of its number as a member of the City Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
- (2) ***Appointment and Terms of Citizen Members.*** The four (4) citizen members shall be appointed by the Mayor on the third Tuesday of April in each year to hold office for a term of three (3) years commencing on May 1 of that year.

**Recommended appointments to Standing Committees,
Plan Commission and Library Board.**

(Changes are in red)

NAME	ADDRESS
<u>FINANCE COMMITTEE - 1 year appointment</u>	
Chad Kemp, Chair	374 Mesa Road
Kate Cronin	204 N. Shuman
Christine Posey	741 Aspen Ave
<u>PERSONNEL COMMITTEE - 1 year appointment</u>	
Sarah Gaskell, Chair	633 Diana Drive
Heather Reekie	742 Schubert Street
Charlotte Jerney	126 Meadowside Drive
<u>PUBLIC SAFETY & WELFARE COMMITTEE - 1 year appointment</u>	
Heather Reekie, Chair	742 Schubert Street
Katie Kohl	552 Hickory Court
Evan Touchett	612 E. Hillcrest Drive
<u>PUBLIC WORKS/SEWER & WATER COMMITTEE - 1 year appointment</u>	
Evan Touchett, Chair	612 Hillcrest Drive
Sarah Gaskell	633 Diana Drive
Chad Kemp	374 Mesa Road
<u>SENIOR SERVICES COMMITTEE - 1 year appointment</u>	
Christine Posey	741 Aspen Ave
Katie Kohl, Chair	552 Hickory Court
Charlotte Jerney	126 Meadowside Drive

<u>PLAN COMMISSION - 3 year appointment</u>	
Steven Heinzen	221 Westridge Pkwy
Patrick Lytle	605 East View Ct

<u>LIBRARY BOARD - 3 year appointment</u>
Kate Cronin