

Chapter 1
Mayor and Council
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CHAPTER 1

Mayor and Council

1.01.000 **TIME OF MEETING.** The Council shall hold regular meetings on the first and third Tuesday of each month, at 7:30 p.m., except for the third Tuesday in July. When the day fixed for any regular meeting falls upon a day designated as an election day or on a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. All regular meetings shall be held in the Council Chambers in the Municipal Building. Following a regular city election the new Council shall meet on the third Tuesday in April. The Mayor may call a special meeting by written notice to each member delivered to him personally or left at his usual abode at least six hours before the meeting for good cause if 24-hour notice is impossible or impractical.

1.02.010 **Agenda.** All reports, communications, resolutions or other matters to be submitted to the Council at a regular meeting shall be delivered to the City Administrator prior to 5:00 p.m. on the Thursday preceding the meeting. The Administrator shall arrange a list of such matters according to the Order of Business and furnish each member of the Council and the Mayor with a copy as far in advance as time for preparation will permit.

1.02.020 **Presiding Officer.** The presiding officer shall be the Mayor. In his absence, the president of the 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. The City Clerk shall call the roll.

1.02.030 **Quorum.** Two-thirds of the members shall be a quorum. The Mayor shall not be counted in determining whether a quorum is present.

1.02.040 **Order of Business.** All meetings of the Council shall be open to the public. The business of the Council shall be taken up for consideration in the following order:

1. Roll Call
2. Pledge of Allegiance
3. Consent Agenda
4. Approval of Minutes of Previous Meeting
5. Mayor's Business
6. Officers' Reports
7. Public Comments/Appearances
8. Committees
9. Boards/Commissions
10. Unfinished Business
11. New Business
12. Other Matters as Allowed by Law
13. Public Comments/Appearances
14. Adjournment

1.02.050 **Voting**. The ayes and noes may be required by any member. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money or creating any liability or charge against the City, the vote shall be by ayes and noes. Silence on a voice vote shall be deemed an affirmative vote.

1.03.000 **1st Aldermanic District** - Includes Ward 1 with the following boundaries:

WARD 1 – Beginning at the intersection of I-43 and N. Wisconsin Street, east along the east side of the I-43 right-of-way to city limits, then south to C.T.H. LL, then southwest along C.T.H. LL to city limits, then east along city limits to a point where city limits proceed south, then south along city limits to a point where city limits proceed east, then east along city limits to a point where city limits proceed south, then south along city limits to Norport Drive, then west on Norport Drive to a point where city limits proceed south, then south along city limits to Noridge Trail, then southwest on Noridge Trail to Briarwood Lane, then west on Briarwood Lane to Niesen Road, then south on Niesen Road to Hales Trail, then west on Hales Trail to Whitefish Road, then west on Whitefish Road to N. Wisconsin Street, then north on N. Wisconsin Street to the point of beginning, and including that detached tract of land lying north of I-43 and east of N. Wisconsin Street extended.

2nd Aldermanic District - Includes Wards 9 & 10 with the following boundaries:

WARD 9 – Beginning at the intersection of C.T.H. KK and N. Spring Street, then south on N. Spring Street to its intersection with W. Grand Avenue, then east on W. Grand Avenue to its intersection with Webster Street, then northwest following the east side of Sauk Creek to city limits, then west along city limits to Moore Road, then west on Moore Road to the point of beginning.

WARD 10 – Beginning at the intersection of Jefferson Street and Grant Street, then south along city limits to intersection with east side of Sauk Creek, then south along east side of Sauk Creek to the intersection of Webster Street and W. Grand Avenue, then north on Webster Street to Jackson Street, then east on Jackson Street to Milwaukee Street, then north on Milwaukee Street to Walters Street, then east on Walters Street to N. Wisconsin Street, then north on N. Wisconsin Street to Whitefish Road, then west on Whitefish Road to Stanford Street, then south on Stanford Street to Jefferson Street, then west on Jefferson Street to the point of beginning.

3rd Aldermanic District - Includes Wards 2 and 3 with the following boundaries:

WARD 2 – Beginning at the intersection of Norport Drive and Noridge Trail, then northeast on Norport Drive to city limits, then east along city limits to Lake Michigan, then south along Lake Michigan shoreline to Jackson Street, then west on Jackson Street to Milwaukee Street, then north on Milwaukee Street to Walters Street, then east on Walters Street to N. Wisconsin Street, then north on N. Wisconsin Street to Whitefish Road, then east on Whitefish Road to Hales Trail, then east on Hales Trail to Niesen Road, then north on Niesen Road to Briarwood Lane, then east on Briarwood Lane to Noridge Trail, then north on Noridge Trail to the point of beginning.

WARD 3 – Beginning at the intersection of E. Jackson Street and Lake Michigan, then south along Lake Michigan shoreline to city limits, then west along city limits to Division

Street, then north on Division Street to Western Avenue, then west and north on Western Avenue to Ravine Street, then north on Ravine Street to Oakland Avenue, then east on Oakland Avenue to Coe Avenue, then north on Coe Avenue to Michigan Street, then east on Michigan Street to Webster Street, then north on Webster Street to Chestnut Street, then east on Chestnut Street to Wisconsin Street, then north on Wisconsin Street to Grand Avenue, then west on Grand Avenue to Milwaukee Street, then north on Milwaukee Street to Jackson Street, then east on Jackson Street to the point of beginning.

4th Aldermanic District – Includes Wards 4 and 5 with the following boundaries:

WARD 4 – Beginning at the intersection of Jackson Street and Webster Street, then east on Jackson Street to Milwaukee Street, then south on Milwaukee Street to Grand Avenue, then east on Grand Avenue to Wisconsin Street, then south on Wisconsin Street to Chestnut Street, then west on Chestnut Street to Webster Street, then south on Webster Street to Michigan Street, then west on Michigan Street to Coe Avenue, then south on Coe Avenue to Oakland Avenue, then west on Oakland Avenue to Ravine Street, then south on Ravine Street to Western Avenue, then east on Western Avenue to Division Street, then south on Division Street to city limits, then west and south along city limits to Sunset Road, then east on Sunset Road to city limits, then north and east along city limits to Park Street, then south on Park Street along city limits, then east along city limits to Lake Michigan, then south along Lake Michigan shoreline to city limits, then following along city limits west, north, west, south, east, southwest, west, north, east, north, and east to C.T.H. C, then north along C.T.H. C to city limits, then west along city limits to a point where city limits proceed south, then south along city limits to a point where city limits proceed west, then west along city limits to a point where city limits proceed north, then north along city limits to a point where city limits proceed east, then east along city limits to a point where city limits proceed north, then north along city limits to a point where city limits proceed west, then west along city limits to railroad right-of-way, then northeast along east side of railroad right-of-way to a point where railroad right-of-way intersects with Sunset Road, then westerly across railroad right-of-way to west side of railroad right-of-way, then south along west side of railroad right-of-way to city limits, then west along city limits to S. Spring Street, then south along S. Spring Street to city limits, then west along city limits to C.T.H. LL, then north on C.T.H. LL to city limits, then southwest along city limits to a point where city limits proceed north, then north along city limits to Sunset Road, then east on Sunset Road to S. Spring Street, then north on S. Spring Street to city limits on west side of S. Spring Street, then east along city limits to railroad right-of-way, then south along west side of railroad right-of-way to Sunset Road, then east to east side of railroad right-of-way, then north along east side of railroad right-of-way to city limits, then west along city limits to S. Spring Street, then north on S. Spring Street to Grand Avenue, then east on Grand Avenue to Webster Street, then north on Webster Street to the point of beginning.

WARD 5 – Beginning at the intersection of Summit Drive and Lincoln Avenue, then south on Summit Drive to 2nd Avenue, then east on 2nd Avenue to Tower Drive, then south on Tower Drive to 4th Avenue, then east on 4th Avenue to its connection with 3rd Avenue, then east on 3rd Avenue to S. Spring Street, then north on S. Spring Street to Lincoln Avenue, then west on Lincoln Avenue to the point of beginning.

5th Aldermanic District – Includes Wards 7 and 8 with the following boundaries:

WARD 7 – Beginning at the intersection of S. Spring Street and Lincoln Avenue, then west on Lincoln Avenue to Port View Drive, then south on Port View Drive to 2nd Avenue, then west on 2nd Avenue extended to Jackson Road, then north on Jackson Road to Grand Avenue (Hwy. 33), then east on Grand Avenue to S. Spring Street, then south on S. Spring Street to the point of beginning.

WARD 8 – Beginning at the intersection of Grand Avenue and Spring Street, then west on W. Grand Avenue to the western-most city limits, then north along city limits to a point where city limits proceed east, then east along city limits to a point where city limits proceed south, then south along city limits to W. Grand Avenue, then east on W. Grand Avenue to point where city limits proceed north, then north along city limits to a point where city limits proceed east, then east along city limits to a point where city limits proceed north, then north along city limits to a point where city limits proceed east, then east along city limits (crossing C.T.H. LL) to a point where city limits proceed north, then north along city limits to Walters Street extended, then east on Walters Street extended to N. Spring Street, then south on N. Spring Street to the point of beginning.

6th Aldermanic District – Includes Ward 6 with the following boundaries:

Beginning at the intersection of 2nd Avenue and C.T.H. LL, then east on 2nd Avenue to Port View Drive, then north on Port View Drive to Lincoln Avenue, then east on Lincoln Avenue to Summit Drive, then south on Summit Drive to 2nd Avenue, then east on 2nd Avenue to Tower Drive, then south on Tower Drive to 4th Avenue, then south and east on 4th Avenue to its connection with 3rd Avenue, then east on 3rd Avenue to S. Spring Street, then south on St. Spring Street to Sunset Road, then west on Sunset Road to C.T.H. LL, then north on C.T.H. LL to the point of beginning.

7th Aldermanic District – Includes Ward 11 with the following boundaries:

Beginning at the intersection of N. Wisconsin Street and C.T.H. LL, then south on N. Wisconsin Street to Whitefish Road, then west on Whitefish Road to Stanford Street, then south on Stanford Street to Jefferson Street, then west on Jefferson Street to Grant Street, then north on Grant Street to city limits, then west along city limits to a point where city limits proceed north, then north along city limits to a point where city limits proceed east, then east along city limits to Grant Street, then north on Grant Street to city limits, then west along city limits to railroad right-of-way, then north along railroad right-of-way to Beutel Road extended, then east on Beutel Road extended to Grant Street, then north along city limits to C.T.H. LL, then east on C.T.H. LL to the point of beginning, and including that detached tract of land lying north of I-43 and west of N. Wisconsin Street extended.

1.04.000 **ORDINANCES.** 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 with no action to be taken at this 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 this section of the ordinance requiring a first reading before the adoption of an ordinance. All adopted ordinances shall be incorporated into the City Code as soon as possible.

Pursuant to Section 4.002, Wis. Stats., the following conventions pertaining to the above geographical boundary descriptions apply:

- (1) Each bound continues to the intersection with the boundary 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 such street extended.
- (3) If the bound is a railroad right-of-way, it follows the center line of such railroad right-of-way.
- (4) If the bound is Lake Michigan, it follows the highwater shoreline of such lake.
- (5) If the bound follows a municipal boundary, it coincides with such boundary

1.05.000 MAYORAL APPOINTMENTS TO STANDING AND STATUTORY COMMITTEES.

1.05.010 **Required Appointments.** The mayor shall appoint aldermen to the following standing statutory committees.

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

1,05.020 The Mayor shall not appoint an alderman to more than one of the following committees, boards, or commissions:

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

1.05.030 Commencing with the regular term of office for the City Clerk commencing the third Tuesday of April, 1985, selection of the City Clerk shall be by appointment by the Mayor subject to confirmation by the Council.

1.05.040 Commencing with the third Tuesday of April, 1985, said office shall be consolidated with the City Administrator of the City of Port Washington.

1.06.000 **ADDRESSING THE COUNCIL.** Any person desiring to address the Council shall do so during that portion of the Council Meeting reserved for comments by the public.

1.07.000 **COUNCIL GOVERNED.** Unless otherwise provided, the Council shall be governed by **Robert's Rules of Order.**