

 **PUBLIC NOTICES** 

**AMENDED ORDINANCE 2023 – 790 OF THE ORDINANCES FOR THE CITY OF CUMBERLAND FOR 2023.**

An ordinance creating Section 1.011 City Administrator, creating Section 1.012 Office of City Clerk and Office of City Treasurer, amending Section 1.05 Appointed Officers, and repealing and recreating Section 1.11 Utility Commission of the City Code.

THE COMMON COUNCIL OF THE CITY OF CUMBERLAND DO ORDAIN AS FOLLOWS:

Section 1. Section 1.011 City Administrator is hereby created to read as follows:

**1.011 City Administrator**  
 (1) OFFICE OF THE CITY ADMINISTRATOR. In order to provide the City of Cumberland with a more efficient, effective, and responsible government under a system of Mayor and Common Council (hereinafter referred to as "Council") at a time when city government is becoming increasingly complex, there is hereby created the Office of City Administrator for the City of Cumberland (hereinafter referred to as "Administrator"). All reference to the Administrator in any other part of the Municipal Code of the City of Cumberland or other City policy documents shall now hereby apply to the position of "City Administrator."

(2) APPOINTMENT, TERM OF OFFICE, AND REMOVAL. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability, and general fitness for the office by a majority vote of the Council. The Administrator shall hold office for an indefinite term subject to removal at any time by a majority vote of the Council. This section, however, shall not preclude the Council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Cumberland.

(3) FUNCTIONS AND DUTIES OF THE ADMINSTRATOR. The Administrator, subject to the limitations defined in resolutions and ordinances of the City of Cumberland and Wisconsin State Statutes, shall be the chief administrative officer of the City responsible only to the Mayor and the Council for the proper administration of the business affairs of the City, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Cumberland, and the resolutions and directives of the Council with power and duties as follows:

- (a) Supervise and direct the administration of all departments, divisions, offices, municipal functions, and services under the control of the Council, except as otherwise provided by law.
- (b) Develop and issue administrative policies, rules, regulations, and procedures necessary to ensure the proper management of all departments, divisions, and offices.
- (c) Enforce all laws, city ordinance provisions, and resolutions of the City and, as necessary, make recommendations for revisions or additions.
- (d) Attend and participate in all discussions at all meetings of the Council and other bodies as required. Prepare the agenda for Council meetings with supporting materials and recommend action to be taken. The City Administrator shall represent the City at all functions as appropriate and not in conflict with the prerogatives of the Mayor and the Council.
- (e) Prepare and submit an annual budget to the Council and administer it after receiving Council approval.
- (f) Administer and manage the finances of the City subject to Council approval.
- (g) Advise the Council as to the financial condition of the City.
- (h) Supervise the City employees and direct all personnel matters as provided for by the personnel policies established by the Council. Oversee planning and zoning issues.
- (i) Recommend and submit to the Council for consideration of:
  - i. Approval or disapproval of employment promotions, transfers, suspensions, discipline, or removal of City employees.
  - ii. Wages, salaries, and other benefits.
  - iii. Hiring of new employees including recruitment, screening, and interviewing of prospective employees.
- (j) Supervise purchasing, including the making or letting of purchases and contracts in accordance with policies established by the Council and applicable laws; provide for the receipt of estimates, quotations, and sealed bids and submit to the Council as appropriate.
- (k) Monitor all consultant and contract work performed for the City.
- (l) Coordinate the City Attorney's activities for the City.
- (m) Prepare and/or provide periodic reports, summaries, information, and recommendations relating to municipal services, projects, and issues for submittal to the Council.
- (n) Perform such other duties as may be placed under the City Administrator's jurisdiction by Council action, job description, or as required by law.

(4) GENERAL SUPERVISION. No member of the Council or the Mayor shall interfere with, or prevent the City Administrator from exercising the City Administrator's own good faith judgment in the administration of the City. Except for the purpose of inquiry, no member of the Council or the Mayor shall individually dictate to or exercise control over the administration of the City, and no member shall give orders to any department head or employee except through a majority vote of the Council.

Section 2. Section 1.012 Office of City Clerk and Office of City Treasurer is hereby created to read as follows:

**1.012 Office of City Clerk and Office of City Treasurer.**

(1) APPOINTMENT NOT TO BE GOVERNED BY STATUTES. The City of Cumberland, 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 of this section.

(2) 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.

(3) DUTIES OF CITY CLERK. The City Clerk shall be responsible for performing those duties required by Wis. Stat. § 62.09(11) and for duties identified in the job description of the position to include but not be limited to:

- (a) 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;
- (b) 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;
- (c) Issue all licenses required by ordinance or statute except as otherwise provided;
- (d) Prepare the tax roll and tax notices required by the State of Wisconsin;
- (e) Attend meetings, take minutes, and maintain files for the Common Council and such other official boards and commissions as may be directed;
- (f) Maintain a file on all City records, ordinances, resolutions, and vouchers;
- (g) Administer oaths and affirmations including serving as a Public Notary; and
- (h) Perform other such duties as may be required of the office.

(4) DUTIES OF CITY TREASURER. The City Treasurer shall be responsible for performing those duties required by Wis. Stat. § 62.09(9) and for duties identified in the job description of the position to include but not be limited to:

- (a) Maintain fiscal records for the City;
- (b) Assist the City Assessor and Building Inspector in maintaining property assessment records;
- (c) Make reports to the State on assessments;
- (d) Perform recordkeeping, billing, collections, banking, investments, accounting, and financial reporting of all municipal operations;
- (e) Develop and implement improved internal control and financial reporting procedures as necessary or as requested;
- (f) Collect all taxes for the City and other taxing bodies;
- (g) Invest idle funds for maximum interest earnings;
- (h) Prepare or coordinate monthly financial reports;
- (i) Prepare or coordinate check vouchers for payment of approved claims for signature;
- (j) Assist the City Administrator with the preparation and compilation of the annual budget with approval of the Common Council;
- (k) File financial and other reports with various state or federal agencies;
- (l) Make property tax settlement with the County Treasurer and turn over to other taxing jurisdictions their proportionate share of property tax collections; and
- (m) Perform such other duties as may be required of the office.

Section 3. Section 1.05 Appointed Officers is hereby amended to read as follows:

**1.05 Appointed Officers**  
 (1) ENUMERATED. The appointed officers of the City shall consist of the following:  
 (g) City Administrator

Section 4. Section 1.11 Utility Commission is hereby repealed and recreated in its entirety to read as follows:

**Section 1.11 Utility Committee**

(1) REFERENCE. Any reference to a Utility Commission in this Code, except as provided in Section 1.11(3), is to be construed as the Utility Committee created and authorized pursuant to this Section.

(2) MEMBERSHIP; TERMS. The Utility Committee shall consist of 5 members. One of the 5 members shall be a council member, who shall serve on the Committee without additional compensation and whose term shall be for one year. The council member will be subject to reappointment annually at the organizational meeting. The remaining 4 members shall be citizens of the City who are people of recognized experience and qualifications having a professional interest in the area of utilities, each of whom shall serve a 4-year term and whose terms shall be staggered so that no more than one member's term shall expire each year. The Mayor and City Administrator shall be ex-officio members of the Committee without the authority to vote. Each appointed citizen member shall serve on the Committee without compensation.

(3) INITIAL APPOINTMENTS: The current Utility Commission members will transfer their membership to the newly created Utility Committee. The members' terms will be converted to maintain the staggered term setup. All members with two or more years remaining in their term, will have their term reduced by one year.

(4) APPOINTMENTS. The Mayor shall nominate and the City Council shall elect the members at its organizational meeting in April for terms to commence on May 1 following appointment. In the case of a vacancy on the Committee, the City Council, at a regular meeting, may appoint a member to fill the vacancy for the remainder of the term.

(5) CHAIRPERSON. At the initial meeting and at the first meeting following the organizational meeting, the Committee shall elect a Chairperson.

(6) QUORUM. A majority of the members of the Committee shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned. If the Chair is absent, the City Administrator or their designee shall call the meeting to order, and the Committee shall elect a Chair for that meeting.

(7) POWERS OF COMMITTEE

(a) Provide policy direction to the Common Council for the expansion, repair, and maintenance of the City's utilities under City of Cumberland jurisdiction contained in the budget and coordinated with the City Administrator.

(b) Ensure all projects reviewed under its jurisdiction have an identified funding source in compliance with the adopted budget policy. Monitor the budget during the fiscal year and recommend the budget for the upcoming fiscal year. The Committee shall have the authority to authorize projects to give immediate relief to special projects not anticipated with funding using the sanitary sewer contingency/reserve fund. Any such expenditure shall be immediately reported to the City Administrator.

(c) Oversee the management of the City's utilities, under City control, coordinated with the City Administrator.

(d) To encourage quality standards for the utility systems of Cumberland and develop procedures to ensure those standards.

(e) To foster and promote the development and utilization of improved methods affecting the utility systems.

(f) To respond, when requested, to citizen interests or inquiries associated with the utility systems of the City of Cumberland. This shall include the right and responsibility to hear and investigate any complaints formally received pertaining to the quality of service under the jurisdiction of the Committee.

(g) Review and propose appropriate action on all aspects of a community interest pertaining to the operation of the utility systems to the Common Council as may be required.

(h) To promote area-wide coordination and liaison with the adjacent counties, cities, villages, townships, state and federal government on matters of mutual concern under the jurisdiction of the Committee.

(i) To understand the interface and working relationship between the City's utility systems with other agencies as appropriate for the purposes of utilizing resources in an optimum manner.

(j) To work with the City Administrator and review annually the rate/fee structure and recommend and appropriate rate/fee(s) to the Common Council to maintain the fiscal integrity of the systems.

(k) To make rules for its proceedings so long as they do not conflict with other City procedures. Rules and regulations as may be required under which the customers of the systems shall be served are subject to the approval of the Common Council.

(l) To propose rules, regulations, resolutions, or ordinances for the operation of the utility systems as may be appropriate **OR PROVIDED BY LAW.**

(m) The Committee shall utilize staff in the handling of all utility issues in the City. In the event the work involved causes conflicts with other staff priorities, it shall be the responsibility of the City Administrator to determine the priorities.

(n) Work with the City Administrator in scheduling projects related to capital improvements adhering to the adopted capital improvement plan for the City.

(o) The Committee shall follow all directives of the Public Service Commission of Wisconsin, as provided by law.

Section 5. This ordinance shall take effect upon the date of publication as provided in Section 62.11(4)(a), Wisconsin Statutes.

ADOPTED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

DANIEL C. SHOEMAKER, MAYOR

ATTEST:

Published in the *Cumberland Advocate* on November 8, 2023 WNAJLP

**Barron County Land Auction**

Barron County Real Estate Property will be sold on Wisconsin Surplus Online Auction, Auction Number 23-1397. Listed below are the parcels that are up for bids. The auction is running Now through November 27, 2023. Please visit [www.wisconsinsurplus.com](http://www.wisconsinsurplus.com) for registration and bidding instructions along with property information. Information can also be found on the Barron County website at [www.barroncountymi.gov](http://www.barroncountymi.gov) under the "News" section or call the Treasurer's office at (715) 537-6280.

Parcel Number	Description	Minimum Bid
014-2200-37-000	Tn Clinton - Vacant Lot - 0.17 acres	5,000
036-1300-09-000	Tn Prairie Lake Vacant Lot w/ well & septic 1.55 acres	20,000
026-4088-49-000	Tn Lakeland Vacant Lot w/ electric, sewer & shared well 0.2 acres	5,000

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**NOTICE OF ANNUAL MEETING  
LAKELAND SANITARY DISTRICT # 1**

Lakeland Sanitary District #1 Barronett, Wisconsin, will be holding their budget hearing meeting on Wednesday, November 15th, 2023 at 7:00 P.M. The meeting will be held at the Lakeland Township Town Hall in Barronett. Immediately after the budget hearing, the Sanitary District will hold their annual meeting to approve the 2024 budget. The regular monthly meeting will follow.

**Kristine Strom, Secretary  
Lakeland Sanitary District #1**

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**NOTICE OF PUBLIC BUDGET HEARING FOR  
THE TOWN OF CUMBERLAND**

NOTICE IS HEREBY GIVEN that on Monday, November 13, 2023, at 6:00 p.m. at the Cumberland Town Hall, a PUBLIC HEARING on the 2024 PROPOSED BUDGET of the Town of Cumberland will be held. The 2024 proposed budget, in detail, is available for inspection at the clerk's office by appointment on Monday thru Friday. The 2024 proposed budget summary will be posted.

**NOTICE OF SPECIAL TOWN MEETING  
OF THE ELECTORS OF THE  
TOWN OF CUMBERLAND, BARRON COUNTY, WI**

NOTICE IS HEREBY GIVEN that on Monday, November 13, 2023, immediately following completion of the Public Hearing on the proposed 2024 budget, which begins at 6:00 p.m. at the Town Hall, a special town meeting of the electors called pursuant to Section 60:12 (1) of Wisconsin Statutes by the town board for the following purposes will be held:

1. To adopt the 2023 tax levy to be paid in 2024 pursuant to Section 60.10 (1) (a) of Wisconsin Statutes.
2. To establish salaries of elected officials for the terms of office to begin in April 2025 pursuant to Section 60:32 of Wisconsin Statutes.

**NOTICE OF MONTHLY TOWN BOARD MEETING**

The Monthly Board Meeting for the Town of Cumberland will be held on Monday, November 13, 2023, following the Budget Hearing and Special Town Meeting which begins at 6:00 p.m. in the Town Hall. The hall is accessible to all persons. The agenda will be posted 24 hours before the meeting.

**Holly Nyhus, Clerk  
Town of Cumberland**

Published in the *Cumberland Advocate* November 1 & November 8, 2023 WNAJLP

**PUBLIC NOTICE  
INVITATION FOR BIDS ON  
TIMBER STUMPAGE**

Sealed bids will be received by the Barron County Forestry Department, Barron County, Wisconsin at the Barron County Government Center 335 E. Monroe Ave.; Barron, WI 54812 Rm. 2151, until 10:00 a.m. on Monday, November 13th 2023.

Sale areas are located on the Barron County Forest in the Towns of Cedar Lake, and Bear Lk. (2).

Three (3) tracts are being offered on the Barron County Forest with the following combined volumes:

- 154 MBF (thousand board feet) of Hardwood Sawtimber.
- 540 cords of Mixed Hardwood cordwood.
- 4525 cords of Aspen
- 48 cords of Basswood cordwood.
- 27 cords of oak cordwood.

For more information or a timber sale prospectus containing bid forms and detailed information on each tract contact the John Cisek, Barron County Forest Administrator the above address or call 715-537-6296. Sale prospectus containing bid forms and detailed information is also available online @ <http://www.barron-countymi.gov>, follow the links to the County Forest web page and click on Timber Sales.

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Statewide public notice website  
[www.wisconsinpublicnotice.org](http://www.wisconsinpublicnotice.org)

**Barron County  
Tipster Line**



**1-800  
532-9008  
OR TEXT TO:  
BCTIPS  
& the tip  
information to:  
tip411  
(847411).**

**Non Emergency  
Phone Numbers:**

**Cumberland  
Police Dept.  
822-2754**

**Barron  
County  
Sheriff  
537-3106**

**Tipster Line  
1-800  
532-9008**

**Polk County  
Sheriff  
485-8300**

**Emergency  
911**