



The Muskego Mayor, City Council and City staff are pleased that you have become a member of the City's governing body. Our community relies on the dedication of individuals with pride in their community and the initiative to become involved in the local municipal government process.

As a member of the City Council, you will be asked to make policy decisions, enact laws, levy taxes, and act for the benefit and best interest of the residents of the City of Muskego. You will be performing a valuable service by addressing community issues and needs as you represent your constituents. It is a service that is needed and that carries with it great responsibilities, which, hopefully, this manual will help you meet without feeling overwhelmed.

City officials look forward to your contribution as we all work together to provide efficient municipal services that is responsive to local needs and expectations. The City Council appreciates your willingness to work in this capacity and hopes your experience will be stimulating, enjoyable and satisfying. May you be productive in this endeavor.

## **Introduction**

This manual has been prepared to help elected officials of the City of Muskego in carrying out the duties and responsibilities of public office. Its intent is to be used for reference purposes only. This publication is based on state and federal legislation, general local government reference works, other detailed municipal manuals and similar publications dealing with municipal governments that have been published by the League of Wisconsin Municipalities.

In the various sections of the manual, information has been provided on the basic structure of city government, as well as some guidance on conducting council meetings, budgets and adopted plans. In addition, some actions that public officials sometimes do not realize could create criminal liability are listed in the hope that such problems are best avoided through receiving good information.

Finally, the City of Muskego has established a number of committees, commissions and boards to review city programs, projects and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the City Council on specific areas. These bodies are all organized either through city ordinance or state statutes, which also prescribe their duties and authority.

If you have questions regarding your role, authority or area of responsibility within the aspect as a member of the City Council of the City of Muskego, please feel free to direct your questions or concerns to the Mayor.

## General Information for Newly Elected Council

- It's the responsibility of each council member to come to the meetings fully prepared. This means that you should be reading through the entire packet of information made available to you. If you have any questions regarding the information please contact city department heads to research the answer to your question prior to the meeting. Contact names can be found in the links on the Orientation page of this manual.
- Department heads are professionals in their related fields. They are one of your best sources of information about an item on the agenda. Council members are encouraged to contact department heads with questions. However, in order to make meetings more efficient and provide full information about agenda items, council members should contact department heads with their question(s) prior to the meeting at which such question(s) will be asked. This will allow the department head time to perform thorough research necessary to answer the question.
- The City of Muskego is fortunate enough to have very dedicated, loyal and intelligent employees who are extremely knowledgeable in their employment positions. Be supportive to all employees, they are the ones who make this city operate smoothly on a daily basis. Remember that work is not assigned by an individual alderperson, rather, the assignment of work comes from the common council, a committee (or board or commission) or the Mayor.
- Listen courteously and keep an open mind to all views when members of the gallery, staff or alderpersons are speaking. Treat everyone with respect, just as you would want to be treated.
- Arrive at all meetings on time. If you will be unable to attend or will be late, email the Mayor, City Clerk, or Chairperson of the Committee.
- If you feel you have a conflict of interest on a certain vote, you may abstain from voting on that issue. You should also abstain from discussion on this issue. Should you have any questions regarding a conflict of interest, please consult with the City Attorney before the vote.
- Keep your comments concise to the topic that is being discussed.

# NEWLY ELECTED OFFICIALS

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## Orientation Contents/Links

- [Overview/Role of Aldermen](#)
  - [Council Orientation & Open Meetings Law](#)
  - [General Duties of Public Office \(State Statute\)](#)
  - [Employment Policy Handbook](#)
  - [Your payroll and HR Contacts](#)
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## Important Dates

Regular Common Council meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each at 7:00 p.m.

**3<sup>rd</sup> Tuesday in April** - Swearing in Ceremony of Newly Elected Officials at the Common Council meeting. This begins your official duty.

**3<sup>rd</sup> Tuesday in April** - Organizational Meeting

- Common Council elects the Council President
- Common Council elects Council Representative to the Plan Commission
- Common Council elects Council Representative to the Little Muskego Lake District

**4<sup>th</sup> Tuesday in April**

- Mayor presents various committee appointments at Common Council meeting

**Date TBD** - Tour of City Facilities/Overview of Departments

- DPW and Parks will be in conjunction with committee meetings. City Hall tour will be at your convenience. Please contact the Mayor.

## Other Resources

- [League of Wisconsin Municipalities](#)
- [LWM Conferences & Workshops](#)

## Miscellaneous Information

- All meeting packets will be emailed.
- An email account will be set up for you
- Other materials can be picked up in your mailbox at City Hall.
- Budget Process ([Adopted Budgets](#))

Mayor presents his/her operating budget to the Council in August after receiving and reviewing compiled department budgets from the Finance Director. The Common Council then reviews and can make changes followed by final adoption. The Common Council members determine the capital budget and borrowing based on the 5-year capital plan.

- [Audits](#) are performed annually by Contracted Independent Auditors.
  - [Municipal Code](#)
  - Strategic Adopted Plans –  
[2020 Comprehensive Plan](#)  
[5-Year Parks and Conservation Plan](#)  
[Economic Development Strategic Plan](#)  
[Marketing Plan](#)  
5-year Capital Budget Plan (*TBD*)
  - [Boards and Commissions](#)
  - [Handbook for Wisconsin Municipal Officials](#)  
*Order through LWM*
  - [City Departments](#)
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**Questions or In Person Orientation:**  
**262-679-5675 (Mayor's Office)**