



Office of the City Manager
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MEMORANDUM

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To: Common Council
From: John Weidl, City Manager; Taylor Zeinert, Chief of Staff
Date: December 29, 2023
Re: Filling the Common Council Vacancy of the Member at Large/ Even

City staff reviewed internal policies, state laws, and collaborated with Attorney Claire Silverman from the League of Municipalities regarding procedures for filling vacancies. In 2021, guided by President Binnie, the Common Council established a policy for handling council vacancies. This policy was utilized in 2021 when a vacancy occurred on the Common Council, leading to the appointment of Lukas Schreiber.

City staff has looked internally at policy, state statutes, and worked with Attorney Claire Silverman, at the League of Municipalities about the next steps to fill these vacancies. During 2021 the Common Council, under the guidance of President Binnie created a policy of what to do when a vacancy occurs on Common Council. This was the guide post in 2021, as a vacancy on the Common Council was made and Lukas Schreiber was appointed.

This same policy has once again guided staff as to what to do in this challenging time. A crucial note about this policy is that it is based on Wisconsin State Statutes 17.03 and 17.23.

Mr. Allen's vacancy falls under 17.03 (1). Once the validity of the vacancy is established, the next step is determining the factor for the timeline in which the vacancy occurred. Due to the timeline of Mr. Allen's passing, we would follow Section 2, Subsection B. This states that the council is to appoint a successor for these vacancies.

Following our policy, we will publicly announce the vacancy at this Council meeting and have a notice to follow in the Register, the City Official Newspaper, and various posts on social media. Applications will be available on our website and in person at the municipal building. **At this Council meeting, the staff is requesting that the Council set a deadline for applications.** Once all of the applications are submitted, City Staff will prepare them and send them to the Common Council for review. Once the Council has reviewed the applications they are to interview the applicants. Once the Council has concluded this process they are to appoint a person to fill the appropriate vacancy.

Warm regards,

John S. Weidl, City Manager

