



## MEMORANDUM

Date: April 14, 2015

To: Donald Merkes, Mayor

From: Pamela A. Captain, City Attorney

RE: CITY ASSESSOR

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There is an apparent conflict in the Code of Ordinances, SEC. 2-3-2(a) and (b), with regard to the appointment process for the city assessor. The City's Charter Ordinance O-28-83 confirms that we should be following the method under (b).

The Charter Ordinance provides for a 3-step process:

1. The Personnel Committee nominates an individual or corporation to act as city assessor;
2. If the Mayor accepts the nomination;
3. The nomination by the Mayor must be confirmed by the Common Council.

If the nomination is not accepted by the Mayor, the Personnel Committee shall make another nomination and the process continues until a nomination is accepted by both the Mayor and the Common Council.

If a corporation is appointed to act as the city assessor, under §62.09(1)(c), Wis. Stats., the corporation will designate a specific person responsible for the assessment who shall file an oath of office and sign the assessment roll affidavit.