

Chapter 1

GENERAL GOVERNMENT

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GENERAL PROVISIONS AS TO OFFICIALS

1.01 ELECTED OFFICIALS.

(1) ENUMERATED. The elected officials of the Village are a Village President and 6 trustees.

(2) ELECTION AND TERM. Three trustees are elected to 2 year terms at the annual spring election in even numbered years, and the Village President and 3 trustees are elected to 2 year terms at the annual spring election in odd numbered years.

1.02 APPOINTED OFFICIALS.

(1) The following Village officials are appointed in the manner and for the term indicated:

<u>Official</u>	<u>How Appointed</u>	<u>Term</u>
Assessor	Village Board	1 year
Attorney	Village Board	1 year
Clerk-Treasurer	Village Board	Indefinite
Engineer/Dir.of Public Works	Village Board	Indefinite
Police Chief	Village Board	Indefinite
Weed Commissioner	Village Board	1 year

(2) The Village President may vote on the confirmation of any official only in case of a tie.

(3) All terms commence on the 3rd Tuesday of April following appointments according to S61.23 (2), Wis. Stats.

1.03 OATHS AND BONDS. Elected and appointed officials shall take and file the official oath within 5 days after notice of their election or appointment as provided in S 61.21, Wis. Stats., and shall execute and file the official bond as required by State Statutes and this Municipal Code.

1.04 REMOVALS.

- (1) ELECTED OFFICIALS. Elected officials may be removed by the Village Board as provided in S 17.13(2), Wis. Stats., or by the judge of the Circuit Court for cause pursuant to S 17.13(1), Wis. Stats., or as provided by S 17.16, Wis. Stats.
- (2) APPOINTED OFFICIALS. The Village Board may remove appointed officials as provided in SS 17.13(1), Wis. Stats., or as provided by S 17.16, Wis. Stats.

1.05 VACANCIES.

- (1) HOW OCCURRING. Vacancies in elective and appointive positions are caused as provided in SS 17.03 and 17.035, Wis. Stats.
- (2) HOW FILLED. Vacancies in elective and appointive offices will be filled as provided in S 17.24, Wis. Stats.

1.06 SALARIES. (Am. #2003-2) The Village Board shall determine the salaries of all elected and appointed officials. However, the salary of the President and the Trustees shall not be increased during the term of office. Effective April 1993 the salary of the Village President shall be \$1200 per year and the salaries of the Trustees shall be \$1000 per year. In addition to the annual salary, each Board member shall receive \$10 for each Board or Committee meeting the member attends if s/he is elected or assigned to that Board or Committee. If a properly noticed Village Board or Board Committee meeting is not held because of lack of a quorum, any member who appears at the noticed time shall nevertheless be paid the \$10 per meeting compensation.

1.07 RECEIPT OF GIFTS AND GRATUITIES.

- (1) RESTRICTED. No Village employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or other thing of value which he is not authorized to receive from any person who:
 - (a) Has or is seeking to obtain contractual or other business or financial relationships with the Village or Village Board; or
 - (b) Conducts operations or activities which are regulated by the Village or Village Board; or
 - (c) Has interests which may be substantially affected by the Village or Village Board.
- (2) PENALTY. The receipt of any gift, gratuity or other thing of value as denoted above is contrary to the public policy of the Village and is punishable as provided under S 946.12, Wis. Stats. Such conduct shall also be punishable under S 25.04 of this Municipal Code.

OFFICIALS

1.10 VILLAGE PRESIDENT AND TRUSTEES.

- (1) Election and Term. See S 1.01.
- (2) Powers and Duties.
 - (a) Village President. See S 61.24, Wis. Stats.
 - (b) As Village Board. The President and Trustees shall constitute the Village Board and shall have the duties and powers enumerated in Ch. 61, Wis. Stats., and elsewhere in the statutes.
- (3) Authority. The Village Board has all the powers of the Village not specifically given to some other body or officer. Except as otherwise provided by law, the Village Board has power over property, finances, highways, streets, utilities and the public service and may act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public and may carry its powers into effect by license, regulations, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeitures and other necessary or convenient means. The Village Board may appoint such officials from time to time as may be deemed necessary for the benefit of the community. In addition, the Board shall have the powers enumerated in S 61.34, Wis. Stats. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
- (4) Other Provisions. See also Ch. 2 of this Municipal Code.

1.11 ASSESSOR.

- (1) Appointment and Term. See S 1.02.
- (2) Applicable Statute. See S 61.27, Wis. Stats.
- (3) Powers and Duties
 - (a) Applicable Statutes. See S 70.12, 70.13, 70.17, 70.18, 70.23, 70.29, 70.30, 70.32, 70.325, 70.34, 70.345, 70.35, 70.365, 70.43, 70.44, 70.45, 70.48, 70.49, 70.50, 70.501 and 70.503. Wis. Stats., in particular.
 - (b) Other Duties Prescribed by Law. The assessor shall perform such other duties as shall be prescribed by State law, supervisory personnel of the State Department of Revenue and the Village Board, including attendance at all meetings of the Board of Review.

1.12 VILLAGE ATTORNEY.

- (1) Appointment and Term.. See S 1.02 of this chapter.
- (2) Powers and Duties. The Village Attorney shall perform such duties as directed by the Village Board.

1.13 CLERK-TREASURER.

- (1) Appointment and Term. See S 1.02 of this chapter.
- (2) Powers and Duties.
 - (a) As Clerk. See S 61.25, Wis. Stats.
 - (b) As Treasurer. See S 61.25, Wis. Stats.

1.14 DIRECTOR OF PUBLIC WORKS.

- (1) Appointment and Term. The Director of Public Works shall be appointed to an indefinite term by a majority vote of the Village Board solely on the basis of merit, training, experience, administrative ability, efficiency, and general qualifications and fitness for performing the duties of the position.
- (2) Powers and Duties. The Director of Public Works has the following duties and powers:
 - (a) He shall have general charge and supervision of all public works in the Village.
 - (b) Responsibility for the maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, storm sewers, culverts and drainage facilities, sanitary sewers, Village buildings, and structures and all machinery, equipment and property used in any activity under his control.
 - (c) Charge of all public services, snow and ice removal, street cleaning and flushing, mosquito and rodent control.
 - (d) Other activities and duties as are imposed upon him by the Village Board.

1.15 CHIEF OF POLICE.

- (1) Appointment and Term. See S 1.02 of this chapter.
- (2) Powers and Duties. The Chief of Police shall exercise the powers and as provided by the Village Board. Also see Ch. 4 of this Municipal Code.

BOARDS AND COMMISSIONS

1.20 BOARD OF REVIEW. The Board of Review shall be composed of 8 members, including the Village President, the Clerk-Treasurer and all members of the Village Board. The Board of Review has the duties and powers prescribed by S 70.47, Wis. Stats.

1.21 PLAN COMMISSION.

(1) How Constituted. The Village Plan Commission consists of seven members as follows: the Village President, the Village Public Works Director, a Village Trustee, the Chair of the Park Board, and three other citizens.

(2) Appointment.

(a) Trustee Member. The trustee member of the Commission shall be elected by a 2/3 vote of the Village Board each April.

(b) Citizen Members. Upon creation of the Commission the Village President shall appoint 3 citizen members to hold office for a period ending one, 2 or 3 years respectively. Thereafter each April the Village President shall appoint one member for a 3-year term commencing on the first day of May. Citizen members shall be persons of recognized experience and qualifications. Citizen members shall take the official oath required by S 19.01, Wis. Stats., which shall be filed with the Clerk-Treasurer.

(c) Vacancies. All vacancies on the Commission are filled for the unexpired term in the same manner as appointment for a full term.

(d) Compensation. No compensation is paid for service on the Plan Commission.

(3) ORGANIZATION.

(a) The Village President shall serve as the Chairman of the Plan Commission. Annually the members of the Plan Commission shall organize by the election of a vice chairman, secretary and such other officers as may in their judgment be necessary.

(b) The Plan Commission shall keep a written record of its proceedings, including all actions taken. A copy of the record shall be filed with the Clerk-Treasurer. Four members of the Commission shall constitute a quorum, but all actions require the affirmative approval of a majority of all of the members of the Commission.

(c) The Plan Commission may employ experts and staff as may be necessary and pay for their services and such other expenses as may be necessary and proper within the limits of the budget established by the Village Board or placed at its disposal through

gift and subject to any ordinance or resolution enacted by the Board.

(d) As far as possible, the Plan Commission shall utilize the services of existing Village officials and employees.

- (4) **POWERS AND DUTIES.** The Village Plan Commission shall have the powers and duties prescribed in S 62.23, Wis. Stats., and such other powers and duties as shall be vested in it from time to time by the Village Board.

1.22 PARK BOARD

- (1) How Constituted. The Park Board shall consist of five members as follows: the Village President, the Village Public Works Director, and three citizens. Citizen members shall be appointed by the Village President with approval of the Village Board.
- (2) Term. Members shall serve a three-year term commencing on the first day of May.
- (3) Officers. The Park Board shall annually elect a Chairperson who shall also serve on the Plan Commission, and a secretary who shall record actions and recommendations of the Board.
- (4) Vacancies shall be filled for the unexpired term.
- (5) Compensation. No compensation is paid for service on the Park Board.

ELECTIONS

1.25 SPRING PRIMARY.

- (1) A Spring primary may be held in the Village for nomination of candidates for Village Office.
- (2) Whenever 3 or more candidates file nomination papers for a Village office, a primary to nominate candidates for office shall be held.
- (3) Whenever electors equal to at least 10% of the vote for governor in the Village at the last general election file petitions requesting a primary within 3 days after the deadline for filing nominations papers, there shall be a primary for any specific election.
- (4) When the number of candidates for any Village office does not exceed twice the number to be elected to the office, no primary shall be held for the office and the candidates names shall be printed on the ballot for the ensuing election.
- (5) Section 8.05, Wis. Stats., relating to nominations in towns and villages as it affects the Village shall cease to be in effect in the Village in accordance with the provisions of S66.01(4), Wis. Stats.
- (6) Determination of the Village Board to provide for such primary under S 8.11(1) (a), Wis. Stats., shall be made not later than December 15 preceding the election.