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February 19, 2021

Municipal Boundary Review
Wisconsin Dept. of Admin.

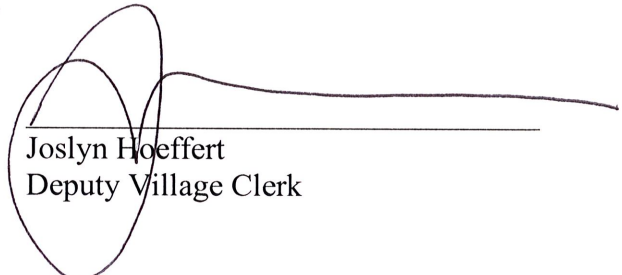
CERTIFICATION OF VILLAGE OF CALEDONIA
CHARTER ORDINANCE 2020-002

The undersigned, Joslyn, being the duly appointed Deputy Village Clerk for the Village Of Caledonia, Certify That The Attached Is A True And Correct Copy Of Charter Ordinance 2020-002.

**A CHARTER ORDINANCE TO REPEAL AND RECREATE SEC. 2-4-8 OF THE
VILLAGE OF CALEDONIA MUNICIPAL CODE OF ORDINANCES RELATED TO
THE OFFICE OF VILLAGE CLERK**

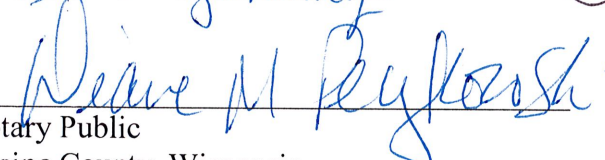
Approved by the Village Board of Caledonia, Racine County, Wisconsin on December 21st, 2020.

Dated this 8th day of January, 2021.



Joslyn Hoeffert
Deputy Village Clerk

Subscribed and sworn to before me
this 13th day of January, 2020.



Notary Public
Racine County, Wisconsin
My commission expires: 4-2-2024

CHARTER ORDINANCE NO. 2020-002

**A CHARTER ORDINANCE TO REPEAL AND RECREATE SEC. 2-4-8 OF THE
VILLAGE OF CALEDONIA MUNICIPAL CODE OF ORDINANCES RELATED TO
THE OFFICE OF VILLAGE CLERK**

**THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, DO
HEREWITH ORDAIN AS FOLLOWS:**

SECTION I

Pursuant to Sections 61.195 and 66.0101 of the Wisconsin Statutes, the Village of Caledonia hereby elects to (1) change the Village Clerk from an elected office to an appointed office and (2) further elects not to be governed by those provisions of Sections 61.19, 61.23, and 61.25, of the Wisconsin Statutes that are in conflict with this ordinance.

SECTION II

Section 2-4-8 of the Village of Caledonia Municipal Code of Ordinances pertaining to the Village Clerk is hereby repealed and recreated to read as follows:

"Sec. 2-4-8 VILLAGE CLERK

- (a) **Office Created.** In order to provide the Village of Caledonia with a more efficient, economical, coordinated, responsible, and responsive municipal government under a system of a part-time President and part-time Trustees and at a time when Village government is becoming increasingly complex, the position of an appointed Village Clerk is created.
- (b) **Appointment, Removal.** The Village Clerk shall be appointed by a majority vote of the Village Board. The Village Clerk shall serve at the pleasure of the Village Board or for a fixed term, as determined by the Village Board. The Village Clerk shall be considered an employee of the Village and shall comply with the Village's Personnel Manual, as revised from time to time.
- (c) **Duties and Responsibilities.** The Village Clerk shall serve under the general direction of the Village Board for proper administration of the Clerk's Office and all Village Clerk duties as set forth in this ordinance and the job description, as established by the Village Board. To this end, the Village Clerk shall have the following powers and duties:
 - (1) **Clerk of Village Board and other Village bodies.** Serve as Clerk of the Village Board under Sec. 61.25, Wis. Stats., and carry out the duties as specified in §61.25 of the Wisconsin Statutes for a Village Clerk and any other related duties as specified by the Village Board of Trustees including:

- a. Serve as Clerk of the Village Board, attend meetings of the Board and such other bodies of the Village as directed, and keep a full record of all such proceedings; and
 - b. File all accounts approved by the Village Board and enter a statement of the accounts in the Village's record books.
- (2) **Village Board Oversight.** Carry out all actions and directives of the Village Board which require administrative implementation or where the President and/or Village Board have so directed.
- (3) **Clerk's Office and Oversight.** Be responsible for and oversee and monitor the day-to-day administration and coordination of Village Clerk's office and supervise any appointed Deputy Clerk(s).
- (4) **Communications; Code of Ordinances.** Oversee the Code of Ordinances, publications including:
- a. Establish and maintain procedures to facilitate communication between citizens and Village government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.
 - b. Keep informed concerning current Federal, State and County legislation and administrative rules affecting the responsibilities of Village Clerks and submit appropriate reports and recommendations thereon to the Board.
- (5) **Elections and Appointments.**
- a. Perform the duties required by Chapters 5 to 12, Wis. Stats., relating to elections.
 - b. Transmit to the County Clerk, within ten (10) days after election or appointment and qualification of any Village Trustee, Treasurer, Assessor or Clerk, a written notice stating the name and post office address of the elected or appointed officer. The Clerk shall promptly notify the County Clerk of any subsequent changes in such offices.
 - c. Transmit to the Clerk of Circuit Court, immediately after the election or appointment of any Municipal Judge in the Village, a written notice stating the name of the Municipal Judge and the term for which elected or appointed. If the Judge was elected or appointed to fill a vacancy, the Clerk shall include in the notice the name of the incumbent who vacated the office.

- (6) **Sale of Real Property.** Execute the conveyance of real property of the Village.
- (7) **Notices.**
 - a. Publish and/or post ordinances and resolutions as required under Wisconsin Statutes.
 - b. Draft Agendas and give notice of regular and special Village Board and other Village committees, boards, commission and bodies of meetings as required under applicable ordinance and the Wisconsin Statutes.
- (8) **Records.**
 - a. Comply with Subch. II of Chapter 19, Wis. Stats., concerning any record of which the Clerk is legal custodian.
 - b. Demand and obtain the official books and papers of any Municipal Judge if the office becomes vacant and the Judge's successor is not elected or appointed and qualified, or if any Municipal Judge dies. The Village Clerk shall retain and dispose of the books and papers as required by law.
- (9) **Licenses.** Issue any license or permit granted by the Village Board when presented with a receipt from the Village Treasurer indicating that any required fee has been paid.
- (10) **Schools.**
 - (1) Perform any municipal clerk's duties under Chapters 115 to 121, Wis. Stats., relating to public instruction.
 - (2) Within ten (10) days after the Clerk's election or appointment, report his or her name and post office address to the administrator of each school district or schools which contains any portion of the Village.
 - (3) Make and keep in the Clerk's office a map of the Village, showing the exact boundaries of school districts within the Village.
 - (4) Apportion, as provided by law, tax revenues collected by the Village for schools.
- (11) **Highways and Bridges.** Perform any duties specified in Chapters 83-89 and 90, Wis. Stats., relating to highways, bridges, drains and fences.
- (12) **Property Taxes; Notice of Property Tax Revenue.** Comply with all requirements set forth in Chapters 70 to 79, Wis. Stats., assigned to municipal clerks. Notify the Treasurer of the county in which the Village is located, the proportion of property tax revenue and the credits under Sec. 79.10, Wis. Stats., by the deadlines set in that statute, that is to be disbursed by the County Treasurer to each taxing jurisdiction located in the Village.

- (13) **In General.** Perform all other duties required by law, ordinance or lawful direction of the Village meeting or Village Board.
- (d) **Compensation.** The compensation of the Village Clerk shall be fixed by the Village Board.
- (e) **Finance Book.** Maintain a finance book, which shall contain a complete record of the finances of the Village, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to Village finances prescribed by the Village Board. The financial records the Village Clerk is expected to maintain are in addition to, not in lieu of, those the Village Treasurer is expected to maintain."

SECTION III

Should any section, clause or provision of this charter ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be invalid.

SECTION IV

All ordinances, or parts thereof, in conflict with any of the provisions of this charter ordinance are hereby repealed.

SECTION V

This Charter Ordinance shall take effect sixty (60) days after its passage and publication unless within such sixty (60) day period a referendum petition as provided by Section 66.0101(5) of the Wisconsin Statutes shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

This charter ordinance was approved by at least a two-thirds (2/3) vote of the Village Board on this 21st day of December, 2020.

VILLAGE OF CALEDONIA

By: 

James R. Dobbs, President

Attest: 

Karie Pope, Clerk

