



**CHARTER ORDINANCE NO. 2022-001**

**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Section 2-4-8 of the Village of Caledonia Municipal Code of Ordinances pertaining to the Village Clerk is hereby repealed and recreated to read as follows: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 and abide by the Village's Employee Handbook, as revised from time-to-time, and the organizational structure and requirements therein.
- (c) **Duties and Responsibilities.** The Village Clerk shall serve as the Clerk of the Village Board and the other Village bodies pursuant to Sec. 61.25, Wis. Stat., and perform and carry out the duties and have the powers as specified in Sec. 61.25, Wis. Stat., for a Village Clerk and as further specified by Wisconsin Statutes, this Code of Ordinances, the job description and an may be specified by the Village Board from time-to-time including the following:
  - (1) **Meeting Attendance.** attending meetings of the Village Board and such other bodies of the Village as directed, and keep a full record of all such proceedings;

- (2) **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).
- (3) **Communications; Code of Ordinances.** Oversee the Code of Ordinances, and maintain the Code of Ordinances by updating and including all adopted ordinances in the official Code of Ordinance. The Village Clerk shall keep informed concerning current Federal, State and County legislation and administrative rules affecting the responsibilities of Village Clerk and submit appropriate reports and recommendations thereon to the Board.
- (4) **Elections and Appointments.**
  - a. To perform any duties prescribed by law relative to elections and abide by such laws, specifically Chapter 5 to 12, Wis. Stats., to keep subject to inspection all election returns required to be filed in the clerk's office, and to notify persons elected or appointed to village offices.
  - 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.
- (5) **Sale of Real Property.** Execute the conveyance of real property of the Village.
- (6) **Notices.**
  - a. Publish and/or post ordinances and resolutions as required under Wisconsin Statutes and this Code of Ordinances.
  - b. Draft agendas and notices as directed by the Village President and Village Administrator and give notice of regular and special Village Board and other Village committees, boards, commissions, and bodies of meetings as required under applicable ordinance and the Wisconsin Statutes.
  - c. Comply with the open meetings requirements of Chapter 19 of the Wisconsin Statutes.
- (7) **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.

Final 8-11-22

- (8) **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 as required by ordinance and Wisconsin Statutes.
- (9) **Property Taxes; Notice of Property Tax Revenue.** Comply with all requirements set forth in Chapters 70 to 79, Wis. Stats., assigned to municipal clerks
- (10) **In General.** Perform all other duties required by law, ordinance or lawful direction of the Village Board.
- (11) **Compensation.** The compensation of the Village Clerk shall be fixed by the Village Board.”

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

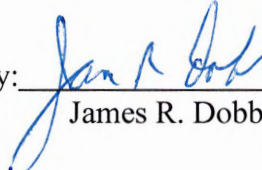
All ordinances, or parts thereof, in conflict with any of the provisions of this charter ordinance are hereby repealed.


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 15 day of August, 2022.

VILLAGE OF CALEDONIA

By:  \_\_\_\_\_  
James R. Dobbs, President

Attest:  \_\_\_\_\_  
Megan O'Brien, Deputy Village Clerk



\*\*\* Proof of Publication \*\*\*

CHARTER ORDINANCE NO.  
2022-001

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, RA-  
CINE 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 Ordinan-  
ces 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, re-  
sponsible, 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 and abide by the Village's  
Employee Handbook, as revised from  
time-to-time, and the organizational  
structure and requirements therein.

(c) Duties and Responsibilities. The  
Village Clerk shall serve as the Clerk  
of the Village Board and the other  
Village bodies pursuant to Sec. 61.25,  
Wis. Stat., and perform and carry out  
the duties and have the powers as  
specified in Sec. 61.25, Wis. Stat., for  
a Village Clerk and as further specified  
by Wisconsin Statutes, this Code of  
Ordinances, the job description and an  
may be specified by the Village Board  
from time-to-time including the follow-  
ing:

(1) Meeting Attendance. attending  
meetings of the Village Board and  
such other  
bodies of the Village as directed, and  
keep a full record of all such  
proceedings;

(2) 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).

(3) Communications; Code of Ordinan-  
ces. Oversee the Code of Ordinances,  
and  
maintain the Code of Ordinances by  
updating and including all adopted  
ordinances in the official Code of  
Ordinance. The Village Clerk shall  
keep informed concerning current  
Federal, State and County legislation  
and administrative rules affecting the  
responsibilities of Village Clerk and  
submit appropriate reports and recom-  
mendations thereon to the Board.

(4) Elections and Appointments.

a. To perform any duties prescribed by  
law relative to elections and abide  
by such laws, specifically Chapter 5 to  
12, Wis. Stats., to keep subject to  
inspection all election returns required  
to be filed in the clerk's office, and to  
notify persons elected or appointed to  
village offices.

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.

**\*\*\* Proof of Publication \*\*\***

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.

(5) Sale of Real Property. Execute the conveyance of real property of the Village.

(6) Notices.

a. Publish and/or post ordinances and resolutions as required under Wisconsin Statutes and this Code of Ordinances.

b. Draft agendas and notices as directed by the Village President and Village Administrator and give notice of regular and special Village Board and other Village committees, boards, commissions, and bodies of meetings as required under applicable ordinance and the Wisconsin Statutes.

c. Comply with the open meetings requirements of Chapter 19 of the Wisconsin Statutes.

(7) 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.

(8) 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 as required by ordinance and Wisconsin Statutes.

(9) Property Taxes; Notice of Property Tax Revenue. Comply with all requirements set forth in Chapters 70 to 79, Wis. Stats., assigned to municipal clerks

(10) In General. Perform all other duties required by law, ordinance or lawful direction of the Village Board.

(11) Compensation. The compensation of the Village Clerk shall be fixed by the Village Board."

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 15 day of August, 2022.

VILLAGE OF CALEDONIA

By: /s/ James R. Dobbs

James R. Dobbs, President

Attest: /s/ Megan O'Brien

Megan O'Brien, Deputy Village Clerk

PUB: October 20, 2022 WNAJLP