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Municipal Boundary Review
Wisconsin Dept. of Admin.

**VILLAGE OF DEER PARK, ST. CROIX COUNTY, WISCONSIN
CHARTER ORDINANCE
2026-01**

**A CHARTER ORDINANCE AMENDING CHARTER SECTIONS 2-3-3 AND 2-3-4
REGARDING THE SEPARATION OF THE OFFICES OF CLERK AND TREASURER,
DEPUTY CLERK AND DEPUTY TREASURER.**

Whereas Ordinance Title 2, Chapter 3, Section 2-3-3, consolidated the offices of Village Clerk and Village Treasurer into one office titled Village Clerk-Treasurer for the Village of Deer Park in St. Croix County, Wisconsin; and

Whereas the Village Board finds that it is in the best interest of the Village of Deer Park that the positions be separated, establishing the Office of Village Clerk and the office of Village Treasurer.

Now, therefore, the Village Board of the Village of Deer Park ordains as follows:

Section 1. The Village of Deer Park elected to be governed by the provisions of Wisconsin Statutes §62.09 providing that the Village shall have a separate Clerk and Treasurer, and that therefore Charter Ordinance Section 2-3-3 is hereby amended and restated in its entirety to state the following:

Sec. 2-3-3 Village Clerk.

Pursuant to Sections 61.195, 61.197 and 66.0101, Wis. Stats., the Village of Deer Park hereby elects not to be governed by those portions of Section 61.19, 61.25 and 61.26, Wis. Stats., which relate to the selection and tenure of the Clerk, and which are in conflict with this Section. The office of Village Clerk shall be appointed by the Village President subject to confirmation by the Village Board (Charter Ordinance).

(a) Term. The Village Clerk shall be appointed by a two-thirds vote of the Village Board and shall hold office for an indefinite term, subject to removal as provided in Sec. 17.13, Wis. Stats.

(b) Duties as Clerk. In his/her capacity as Village Clerk, the Clerk will be responsible for performing those duties required by the Wisconsin Statutes and for the following additional duties:

1. Perform all election duties as required by Wisconsin Statute and keep and maintain all election records and all property used in conjunction with holding elections;
2. Publish all legal notices unless otherwise provided; file and preserve all contracts, bonds, oaths of office and other documents not required to be filed elsewhere;
3. Issue all licenses required by ordinance or statute except as otherwise provided;
4. Attend meetings, take minutes and maintain files for the Village Board, and such other official boards and commissions as may be directed;
5. Maintain a file on all Village records, ordinances, resolutions and vouchers;
6. Type and distribute reports for the Village Board and for federal and state agencies;
7. Audit and obtain approval on claims charged against the Village;

8. Assist the Assessor in maintaining property assessment records;
9. Administer oaths and affirmations;
10. Issue licenses to various vendors in the Village;
11. Develop and implement improved internal control and financial reporting procedures as necessary or as requested;
12. File financial and other reports with various state agencies;
13. File insurance claims on behalf of the Village;
14. Locate suppliers of goods or services and obtain quotes;
15. Advertise for bids, receive them and summarize the results;
16. Identify and evaluate ideas to achieve more efficient and effective operation;
17. Coordinate, supervise and conduct elections;
18. Confer with Village President, department heads and Village Board committees about projects and problems;
19. Maintain personnel files under the direction of the Village Board.

(c) Duties Prescribed by Law. The Village Clerk shall perform such other duties as are prescribed by State Statutes, Village ordinances, and by order of the Village President or other presiding officer of the Village Board, all duties pertaining to his/her office of Clerk, and shall be responsible for all the official acts of assistants.

(d) Bond. The Village Clerk shall execute to the Village a surety company fidelity bond in an amount determined by the Village Board.

Sec. 2-3-3(a) Village Treasurer.

Pursuant to Sections 61.195, 61.197 and 66.0101, Wis. Stats., the Village of Deer Park hereby elects not to be governed by those portions of Section 61.19, 61.25 and 61.26, Wis. Stats., which relate to the selection and tenure of the Treasurer, and which are in conflict with this Section. The office of Village Treasurer shall be appointed by the Village President subject to confirmation by the Village Board (Charter Ordinance).

(a) Term. The Village Treasurer shall be appointed by a two-thirds vote of the Village Board and shall hold office for an indefinite term, subject to removal as provided in Sec. 17.13, Wis. Stats.

(b) Duties as Treasurer. In his/her capacity as Village Treasurer, the Treasurer will be responsible for performing those duties required by the Wisconsin Statutes and for the following additional duties:

1. Prepare the tax roll and tax notices required by the State of Wisconsin;
2. Prepare financial and bank statements;
3. Maintain fiscal records for the Village;
4. Make reports to the State on assessments;
5. Prepare and send invoices for services provided by municipal utilities;
6. Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all Village operations, including utilities;

7. Collect all taxes for the Village and other taxing bodies;
8. Invest idle funds for maximum interest earnings;
9. Prepare monthly financial reports;
10. Maintain payroll records and prepare payroll checks from approved employee time sheets;
11. Prepare check vouchers for payment of approved claims for signature.

(c) Duties Prescribed by Law. The Village Treasurer shall perform such other duties as are prescribed by State Statutes, Village ordinances, and by order of the Village President or other presiding officer of the Village Board, all duties pertaining to his/her office of Treasurer, and shall be responsible for all the official acts of assistants.

(d) Bond. The Village Treasurer shall execute to the Village a surety company fidelity bond in an amount determined by the Village Board.

Section 2. The Village of Deer Park elected to be governed by the provisions of Wisconsin Statutes §62.09 providing that the Village shall have a separate Clerk and Treasurer, and that therefore Charter Ordinance Section 2-3-4 is hereby amended and restated in its entirety to state the following:

Sec. 2-3-4 Deputy Clerk and Deputy Treasurer.

(a) Deputy Clerk. The Village Clerk may appoint a Deputy Clerk(s), subject to confirmation by a majority of all the members of the Village Board. The Deputy Clerk(s) shall have an indefinite term of office. The Deputy Clerk(s) shall act under the Village Clerk's direction and, during the temporary absence or disability of the Village Clerk or during a vacancy in such office, shall perform the duties of Village Clerk. The acts of the Deputy Clerk(s) shall be covered by official bond as the Village Board shall direct (Charter Ordinance).

(b) Deputy Treasurer. The Village Treasurer may appoint a Deputy Treasurer(s), subject to confirmation by a majority of all the members of the Village Board. The Deputy Treasurer(s) shall have an indefinite term of office. The Deputy Treasurer(s) shall act under the Village Treasurer's direction and, during the temporary absence or disability of the Village Treasurer or during a vacancy in such office, shall perform the duties of Village Treasurer. The acts of the Deputy Treasurer(s) shall be covered by official bond as the Village Board shall direct (Charter Ordinance).

Section 3. This Charter Ordinance shall take effect 60 days after its passage and publication, unless a petition meeting the requirements of Wisconsin Statutes §66.0101(5) is filed and referendum is held, in which case this Charter Ordinance shall not take effect unless it is approved by a majority of the electors voting in the referendum.

Section 4. If any provisions of this Charter Ordinance or any application of this Charter Ordinance to any person or circumstance is found to be invalid or unconstitutional, such a finding shall not affect the other provisions or applications of this Charter Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Adopted by the Village Board on January 5, 2026.

VILLAGE OF DEER PARK

By: 
Randy Olson, Village President

Attest: 
Morgan Olson, Village Clerk-Treasurer

Published: January 15, 2026.

Voted for:	<u>2</u>
Voted against:	<u>0</u>
Abstained:	<u>1</u>
Absent:	<u>0</u>
Date enacted:	<u>01/05/2026</u>