

CHO148

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06/26/2026

Municipal Boundary Review
Wisconsin Dept. of Admin.

RECORD CERTIFICATION

TO WHOM IT MAY CONCERN:

I, Rita Bulin, being the duly appointed and acting Clerk/Treasurer for the Village of Cazenovia, Richland & Sauk Counties, Wisconsin, do hereby certify that attached hereto is a true and correct copy of Charter Ordinance No. 2014 – 1, 3.202 CLERK-TREASURER

Dated this 18th day of December 2024.

VILLAGE OF CAZENOVIA

BY: *Rita Bulin*
Rita Bulin, Clerk/Treasurer

(Village of Cazenovia Seal)

VILLAGE OF CAZENOVIA

Ordinance No. 2014 – 1

CHARTER ORDINANCE COMBINING THE OFFICES OF CLERK AND TREASURER

WHEREAS, the Village wishes to make the administration of Village business more efficient and economical; and

WHEREAS, the Village has difficulty finding qualified people to serve as Clerk and Treasurer; and

WHEREAS, the Village has evaluated combining the positions of Clerk and Treasurer into a single Clerk-Treasurer position; and

WHEREAS, the Village believes it is in the best interests of the Village to combine the positions of Clerk and Treasurer into a single Clerk-Treasurer position;

NOW, THEREFORE, the Village Board of the Village of Cazenovia, on motion duly made and seconded, does hereby ordain, pursuant to §61.195 and §66.0101 Wis. Stats.,

- (a) to repeal §3.202 and §3.203 of the Cazenovia Code of Ordinances regarding the separate positions of Village Clerk and Village Treasurer; and
- (b) to adopt the following Charter Ordinance creating a new §3.202 of the Cazenovia Code of Ordinances which combines the separate positions of Clerk and Treasurer into a single position of Clerk-Treasurer; and
- (c) to amend §3.203 of the Cazenovia Code of Ordinances, as follows:

3.202 CLERK-TREASURER (Charter Ordinance Modifying §61.19, §61.25, & §61.26 Wis. Stats.)

- (1) **CONSOLIDATION OF OFFICES:** Pursuant to §61.195 and §66.0101, Wis. Stats., the offices of Village Clerk and Village Treasurer are hereby combined into the single office of Village Clerk-Treasurer.
- (2) **APPOINTMENT AND TERM:** Pursuant to §61.197, Wis. Stats., the Clerk-Treasurer shall be appointed on the basis of merit, with due regard to education, training, experience, administrative ability, and general fitness for office, by a majority vote of the Board. The Clerk-Treasurer shall serve at the pleasure of the Board, and shall hold office for an indefinite term subject to termination by the Board, with or without cause.
- (3) **BOND:** In lieu of a bond, the Village shall obtain a dishonesty insurance policy or other similar appropriate insurance policy covering the Clerk-Treasurer, in an amount determined from time to time by the Board.. (See, §61.25(1) & §61.26(1), Wis. Stats.)

(4) TERMINATION:

(a) By Village: The Board, by majority vote, may terminate the employment of the Clerk-Treasurer at any time, with or without cause. If termination is for cause, the Village may immediately terminate the employment upon service of written notice to the employee, and shall not be obligated to pay salary or provide benefits beyond the date of service of notice. If termination is without cause, the following procedures shall be used by the Village;

1. The Village shall provide a 60-day notice of such termination, during which time the Clerk-Treasurer's employment and all benefits thereof will continue; or
2. The Village shall immediately terminate the Clerk-Treasurer's employment, but shall pay a termination benefit equal to sixty days of salary and all benefits accruing during said 60-day period.

(b) By Clerk-Treasurer: The Clerk-Treasurer may terminate his/her employment with the Village at any time by serving a written notice of such termination upon the President at least thirty days prior to the proposed date of termination. The Clerk-Treasurer shall carry out the duties of his office through the date of termination, unless excused by the Board.

(5) COMPENSATION: The salary and other benefits payable to the Clerk-Treasurer shall be established by written contract, approved by the Board.

(6) RESIDENCY: There is no residency requirement for the position of Clerk-Treasurer.

(7) DUTIES AND POWERS: Subject to the limitations and responsibilities set forth in the Wisconsin Statutes and in the Resolutions and Ordinances of the Village, the Clerk-Treasurer shall have the following duties and powers:

(a) To perform the duties and responsibilities of Clerk set forth in the Wisconsin Statutes, Administrative Code, Village Ordinances and the instructions issued by the Board. (See, §61.25, Wis. Stats.)

(b) To perform the duties and responsibilities of Treasurer set forth in the Wisconsin Statutes, Administrative Code, Village Ordinances and the instructions issued by the Board. (See, §61.26, Wis. Stats.)

(c) To expend funds for equipment, supplies, repairs, maintenance, or other items costing less than \$500 and specifically budgeted by the Board in one of the following Budget line items:

- Clerk-Office Supplies
- Clerk-Other Expenditures
- Muni Bldg-Repair and Maint
- Muni Bldg-Other Expenditures
- Parks-Repair and Maint
- Parks-Other Expenditures

All expenditures for equipment, supplies, repairs, maintenance, or other individual items exceeding \$500 shall be submitted to the Board for approval prior to expenditure. However, in the case of an emergency, the Clerk-Treasurer may spend additional budgeted amounts with the approval of the Village President. Nothing herein shall authorize the Clerk-Treasurer to spend monies contained in any non-lapsing continuing appropriation account.

(8) **ADDITIONAL CONTRACTUAL OBLIGATIONS:** Nothing herein shall preclude or limit the Village from establishing, by written contract, other employment terms and conditions not inconsistent herewith.

3.203 (Reserved for future use)

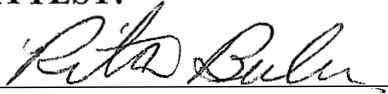
Introduced and adopted this 11th day of December, 2024.

APPROVED:



Jeffrey Even, Village President

ATTEST:



Rita Bulin, Village Clerk

Votes: 6 Yes 0 No 0 Abstentions

Date of Publication: 12/26/2024

Village of Cazenovia

303 N Hwy 58, PO Box 151, Cazenovia, WI 53924

May 23, 2025

Secretary of State, State of Wisconsin
B41 W. State Capitol
P.O. Box 7848
Madison, WI 53707

Re: Charter Ordinance
Village of Cazenovia, Richland County and Sauk County, Wisconsin

To Whom it May Concern:

Enclosed please find Ordinance No. 2014-1, 3.202 Clerk-Treasurer with certification. Said ordinance is a Charter Ordinance passed by the Village of Board of Trustees of the Village of Cazenovia, Richland County and Sauk County, Wisconsin on December 11, 2024. This purpose of this letter is to file the Ordinance with the Secretary of State pursuant to Sec. 66.0101(3), Wis. Stat.

If you have any questions or concerns, please don't hesitate to let me know.

Village of Cazenovia



Rita Bulin, Clerk-Treasurer

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Office Hours: 9am - 3pm Mon - Fri

Village Office Dropbox: located on the front door

Enclosures