

RECEIVED

10/28/2019

Municipal Boundary Review
Wisconsin Dept. of Admin.ORDINANCE No. 2019-12

**A CHARTER ORDINANCE ABOLISHING THE
VILLAGE CLERK-TREASURER POSITION
AND CREATING A CONSOLIDATED VILLAGE
ADMINISTRATOR-CLERK-TREASURER POSITION**

The Village Board of the Village of Wausaukee, Marinette County, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the Village of Wausaukee Code of Ordinances is repealed and replaced with a new Section 2-3-3 which is adopted as follows:

Sec. 2-3-3 Village Administrator-Clerk-Treasurer.

- (a) **Position Creation and Purpose.**
- (1) **Consolidated Position Established.** In order that the various officers, officials and employees and departments executing policy and administering the affairs of the Village of Wausaukee may operate as efficiently as possible under a system of an elected part-time Village President and Village Board, and to better ensure professional management of municipal responsibilities and services, the office of Village Administrator-Clerk-Treasurer is created.
 - (2) **Position References.** Any references in this Code of Ordinances and other Village documents to the position of "Village Clerk-Treasurer" or "Village Administrator" shall be construed to mean the Village Administrator-Clerk-Treasurer position.
- (b) **Statutory Requirements for Consolidated Offices; Charter Ordinance.** Pursuant to Sections 61.19, 61.25, 61.26 and 66.0101, Wis. Stats., the Village of Wausaukee elects by Charter Ordinance not to be governed by those portions of Chapter 61, Wis. Stats., which relate to the separate offices, selection and tenure of the offices of Village Clerk and Village Treasurer and which are in conflict with this Section. The offices of Village Clerk and Village Treasurer are hereby consolidated and the duties of both statutory offices shall be performed by the person appointed as Village Administrator-Clerk-Treasurer.
- (c) **Appointment; Term.** Pursuant to Section 2-3-2, the Village Administrator shall be appointed by majority vote of the members elect of the Village Board, on the basis of merit, appropriate education and appropriate

experience. The Village Administrator shall hold office for an indefinite term or as prescribed by employment contract, whichever is more restrictive, subject to removal as provided in Sec. 17.13, Wis. Stats., and Village personnel policies. The Village Administrator is an at-will employee of the Village of Wausauke.

(d) **Duties and Responsibilities.** The responsibilities of the Village Administrator shall be, but not limited to, the following:

(1) **Chief Administrative Official.** The Village Administrator shall:

- a. Serve as the chief administrative official of the Village of Wausauke, responsible to and under the general direction of the Village President and Village Board.
- b. Be responsible for implementing policies set forth by the Village President and Village Board.
- c. Be responsible for Village compliance with federal and state laws and Village ordinances and adopted policies.
- d. Attend all Village Board meetings and other meetings as directed by the Village President and/or Village Board.
- e. Assist Village officials with compliance with the Wisconsin Open Meetings Law and Wisconsin Open Records Law.
- f. Assist the Village President and Village Board in establishing procedures regarding evaluations of Village programs and services, including conducting planning sessions with the Village Board and other Village governmental bodies.
- g. Provide recommendations to the Village President and Village Board regarding Village programs and services, and any organizational modifications deemed necessary.
- h. Confer with the Village President, Village Board, department supervisors, and other Village governmental bodies about projects, services, and possible issues.

(2) **Supervision of Municipal Operations.** The Village Administrator shall:

- a. Be responsible for the proper supervision and administration of all aspects of day-to-day operations, functions and programs of the Village of Wausauke.
- b. Have supervisory and administrative authority and responsibility for all Village departments, department heads and employees, except where such authority is vested by the Wisconsin Statutes in certain boards and commissions.
- c. Provide management and program leadership for Village departments and operations.

(3) **Personnel Management.** The Village Administrator shall direct the effective and efficient performance of all Village employees, including the following duties:

- a. Assist the Village President and Village Board in filling employee vacancies, negotiating employee contracts, and making revisions to the Village Personnel Manual.

- b. Conduct annual performance evaluations of department heads and ensure the same evaluations are performed by department heads of employees under their supervision. The Village Administrator may make recommendations to the Village President and Village Board regarding the performance and continued employment status of employees.
- c. Serve as the Village Personnel Officer, with responsibilities for the development, implementation, interpretation and enforcement of the Village Personnel Manual, associated policies and employment contracts. This includes recommending revisions to Village personnel policies and implementing disciplinary actions when warranted. The Village Administrator shall recommend compensation for employees not covered by collective bargaining agreements and direct and oversee the process where personnel issues and/or grievances and citizen complaints regarding Village personnel are resolved.
- d. Maintain personnel files.
- e. Make interim personnel appointments when necessary.
- f. Implement an internal system by which employees are accountable to the Village Administrator regarding their responsibilities and performance of duties.
- g. Participate in the employee grievance process as defined in the Village Personnel Manual and various contracts.

(4) ***Implementation of Board Directives; Legislative Management.***

The Village Administrator shall:

- a. Effectuate all actions and directives approved by the Village Board which require administrative implementation through the active direction and coordination of the various Village departments.
- b. Seek compliance with federal and state laws and administrative rules and Village ordinances and resolutions impacting Village government and its administration.
- c. Establish and implement administrative procedures to increase the effectiveness and efficiency of Village government which are fully consistent with approved directives and policies established by the Village Board.
- d. Disseminate information concerning proposed and current federal, state and county legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Village Board.
- e. Provide recommendations to the Village President and Village Board regarding amendments to the Village of Wausauke Code of Ordinances.
- f. Assist legal, engineering and planning professionals in maintaining the Code of Ordinances, Village Personnel Manual, and various municipal policies and procedures.
- g. Represent the Village in matters involving legislative and intergovernmental affairs as required.

(5) ***Establishment of Village Goals and Objectives; Communications.***

The Village Administrator shall:

- a. Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the citizens of the Village, institute and direct a system whereby Village departments, as well as persons having business with the Village and/or Village Board or any Village department, may properly and efficiently conduct such business.
- b. Establish and maintain procedures to facilitate communication between citizens and Village government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention and that all such matters are expeditiously resolved.
- c. Maintain effective communications with the public through press releases and providing an effective Village government website.

(6) ***General Budget and Fiscal Management Responsibilities.***

In assisting the Village President and Village Board, the Village Administrator shall:

- a. Prepare and manage the annual Village general fund, operating and capital budgets.
- b. Administer special financial programs including debt management, investment of surplus funds, property tax stabilization, and grants management.
- c. Assure that the Village's financial operations are subject to adequate internal controls.
- d. Coordinate the activities associated with the Village's financial audits.
- e. Maintain the Village's payroll system:
 1. Calculate compensation from time cards, run sheets, records, etc.
 2. Allocate compensation to appropriate accounts (i.e. parks, utilities, snow removal, law enforcement, weed and grass cutting, etc.).
 3. Prepare and issue pay checks.
 4. Maintain Wisconsin Retirement System records and federal and state payroll reporting.
 5. Prepare payroll allocation reports for worker's compensation, retirement, and other benefits.
- f. Assist the Village President and Village Board in the establishment of financial performance goals and the development of Village financial and budgeting policies and procedures.
- g. Recommend financial benchmarks for debt management, property taxation rates, and user rates and fees.
- h. Review and recommend appropriate user fees and license fees for Village utilities, recreation user fees, special use fees, and Village-issued licenses.

- i. Maintain all contracts to which the Village is a party to, including such representative contracts as:
 - 1. Emergency medical, law enforcement and fire services with surrounding local governments.
 - 2. Any other contracts.
 - j. Administer billings and collections for Village utilities, special assessments, ambulance services, etc.
 - k. Prepare specifications for and manage insurance coverage and bonds.
 - l. Maintain fixed asset records of the Village of Wausaukee, including, but not limited to:
 - 1. Major Village equipment (cost, service life, depreciation, insurance value).
 - 2. Infrastructure (streets, storm sewers, curb and gutter).
 - 3. Water utility assets (meters, mains, service wells, pumps, etc.).
 - 4. Sewer utility assets (mains, laterals, treatment plant, etc.).
 - 5. Emergency services (vehicles, support equipment, etc.).
- (7) **Property Tax Management.** The Village Administrator shall:
- a. Serve on the Board of Review and keep the minutes of such body.
 - b. Work with the Village Assessor on property assessment valuations.
 - c. Compute the property tax levy for preparation of tax statements, mail tax statements, and collect payments.
 - d. Compute the Village's property tax settlements with other taxing entities such as the counties, school district, technical college system, etc.
- (8) **Capital Projects Management.** The Village Administrator shall:
- a. Assist the Village President and Village Board in the establishment and updating of current and long-range objectives, plans and policies.
 - b. Identify financial resources and options for community growth.
 - c. Manage implementation of the Five-Year Capital Improvement Program and other plans authorized in annual budgets.
- (9) **Economic Development.** The Village Administrator shall:
- a. Assist the Village President and Village Board in implementing economic development strategies and plans.
 - b. Recommend potential development incentives and opportunities to the Village President and Village Board.
 - c. Evaluate and make recommendations regarding new residential and commercial development proposals.
 - d. Prepare special development plans and contracts as directed by the Village President and Village Board, including for Tax Incremental Financing (TIF) district projects, business Improvement District (BID) plans, and developer agreements.
 - e. Seek alternative funding sources and grants for Village projects and programs.

- f. Promote the economic well-being and growth of the Village through public and private sector cooperation, and coordinate economic development efforts of the Village.
- (10) **Purchasing.** The Village Administrator shall:
- a. Direct and oversee the Village's purchasing policy as approved by the Village Board; obtain bids and quotations; identify possible suppliers and service providers.
 - b. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the purchase, operation and maintenance of Village services and purchased goods authorized by the adopted budget for amounts up to and including Five Thousand Dollars (\$5,000.00); receive bids or proposals for purchases or contracts in excess of Five Thousand Dollars (\$5,000.00) for presentation to the Village Board for approval unless the taking of bids is waived by the Board.
 - c. Inform the Village President or Village Board concerning any proposed change in service rendered Village residents or Village-located business which shall appreciably affect either the extent, quality, or cost of such service and purchases.
- (11) **Zoning and Land Use Planning.** The Village Administrator shall:
- a. Coordinate the administration of Village zoning, land division, extraterritorial zoning, property maintenance, floodplain, shoreland-wetland, stormwater management, and building code ordinances, and recommend amendments to the same as necessary.
 - b. Implement and revise, as necessary, the Village of Wausaukee Comprehensive Plan.
- (12) **Constituent and Community Relations.** The Village Administrator shall:
- a. Establish procedures and programs to facilitate communication between Village government and the public.
 - b. Investigate and/or respond promptly to citizen inquiries, complaints, grievances and recommendations.
 - c. Establish procedures for monitoring and assessing public satisfaction with Village services and programs, which may include the use of surveys and informational meetings.
 - d. Provide informational presentations to community organizations as requested and when directed by the Village President and Village Board.
 - e. Participate in membership and community organizations as requested by the Village President and Village Board.
 - f. Establish positive relationships with state, county and agency officials and with area governmental units and organizations.
- (e) **Audits.** Annual audits shall be made of the records of the Village Administrator with the audit to be made by a certified public accountant.

- (f) **Duties as Clerk.** In his/her statutory capacity as Village Clerk pursuant to Sec. 61.25, Wis. Stats., the Village Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for village clerks, including, but not limited to, the following duties:
- (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records, voter registrations, and all property used in conjunction with holding of elections.
 - (2) Prepare ballots for elections and publish required election notices.
 - (3) Train election poll workers.
 - (4) Supervise elections and tabulation of votes cast, and report and certify election results as required by law.
 - (5) Assist candidates in completing necessary nomination papers.
 - (6) Prepare meeting agendas in cooperation with the Village President and provide proper notices for the Village Board and other Village governmental bodies as required by the Wisconsin Statutes and local ordinances.
 - (7) Publish/post all legal notices as required by law.
 - (8) Serve as legal custodian of all Village records in compliance with the Wisconsin Open Records Law except where other custodians are designated; file and preserve all municipal minutes, contracts, bonds, oaths of office, vouchers, financial records, and other Village records and documents not required to be filed elsewhere.
 - (9) Issue Village licenses required by ordinance or statute except as otherwise provided.
 - (10) Attend meetings, take minutes and maintain files for the Village Board, and such other official boards, committees and commissions as may be directed.
 - (11) Prepare and distribute reports for the Village Board and for federal and state agencies.
 - (12) Audit and obtain approval on claims charged against the Village.
 - (13) Assist the Village Assessor in maintaining property assessment records.
 - (14) Administer oaths.
 - (15) File required financial and other reports with federal, state and county agencies.
 - (16) File insurance claims on behalf of the Village.
- (g) **Duties as Treasurer.** In his/her capacity as Village Treasurer as prescribed in Sec. 61.26, Wis. Stats., the Village Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for village treasurers, including, but not limited to, the following duties:
- (1) Prepare the tax roll and tax notices required by the State of Wisconsin.
 - (2) Prepare financial statements and fiscal reports.
 - (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 and departments.

- (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 available and/or surplus funds pursuant to the Wisconsin Statutes, Village Code of Ordinances and any Board-approved investment policy.
 - (9) Prepare a monthly financial report.
 - (10) Maintain payroll records and prepare payroll checks from approved employee time sheets.
 - (11) Prepare check vouchers for payment of approved claims for signature.
- (h) **Duties Prescribed by Law.** The Village Administrator shall perform such other duties as are prescribed by the Wisconsin Statutes and Village Code of Ordinances, and as directed by the Village President or Village Board. The Village Administrator shall be responsible for all the official acts of assistants.
- (i) **Bond.** The Village Administrator shall execute to the Village a surety company fidelity bond in an amount determined by the Village Board.

State Law Reference: Secs. 61.19, 61.25, 61.26 and 66.0101, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION III. CONFLICTING PROVISIONS REPEALED.

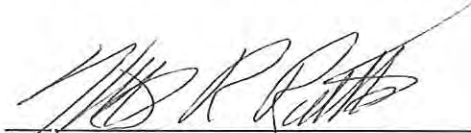
All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION IV. CHARTER ORDINANCE EFFECTIVE DATE.


This Charter Ordinance, pursuant to Sec. 66.0101, Wis. Stats., shall take effect sixty (60) days after passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by Village of Wausaukee and filed with the Wisconsin Secretary of State.

ADOPTED this 16th day of October, 2019.

VILLAGE OF WAUSAUKEE, WISCONSIN



Village President



Clerk-Treasurer

INTRODUCED: 10/16/19

ADOPTED: 10/16/19

PUBLISHED: 10/23/19

State of Wisconsin:
County of Marinette:

I hereby certify that the foregoing Charter Ordinance is a true, correct, and complete copy of a Charter Ordinance duly and regularly enacted by the Village Board of the Village of Wausaukee on the 16th day of October, 2019 and that said Charter Ordinance has not been repealed or amended and is in full force and effect sixty (60) days following passage and publication.

Dated this 16th day of October, 2019



Village Clerk-Treasurer

AFFIDAVIT OF PUBLICATION

STATE OF WISCONSIN)
Marinette County)

ss.

Patricia Schneider....., being duly sworn, doth depose and say that he (she) is an authorized representative of the PESHTIGO TIMES, a weekly news- paper published in the City of Peshtigo, County of Marinette, State of Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on

**Village of Wausaukee
NOTICE OF
ADOPTED CHARTER
ORDINANCE**

NOTICE IS HEREBY GIVEN that at a regular board meeting at the Wausaukee Village Hall at 6:00 p.m., October 16, 2019, the Village of Wausaukee Board adopted the following **Charter Ordinance**:

- 1. 2019-12: A Charter Ordinance Abolishing the Village Clerk-Treasurer Position and Creating A Consolidated Village Administrator-Clerk-Treasurer Position.

A copy of this ordinance in its entirety is available to all interested persons during normal business hours, Monday through Friday, 9 am to 5 pm, in the office of the Village Clerk at the Wausaukee Village Hall, 428 Harrison Avenue, Wausaukee, Wisconsin. To access a printable PDF copy of the ordinance please visit <http://www.VillageofWausaukee.com> and click on 'Ordinances'.

Sara Pullen
Municipal Clerk/Treasurer
Village of Wausaukee

C10-23
WNAXLP

Oct 23, 2019.....

Adopted Charter
Ordinance.....

Village of Wausaukee.....

(Signed) *Patricia Schneider*.....
Treasurer.....(Title)

Subscribed and sworn to before me this *24th*.....day of

October....., 20 *19*.....

Paul P. Taylor
Notary Public, Marinette County, Wisconsin

My Commission expires *May 3*....., 20 *23*.....

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