

Title I – Chapter 4

Officers and Employees

- § 4.01 Compensation of Officers & Employees
- § 4.02 Residency Requirement
- § 4.03 Administrator
- § 4.04 Assessor
- § 4.05 Attorney
- § 4.06 Building Inspector
- § 4.07 Clerk
- § 4.08 Treasurer
- § 4.09 Deputy Treasurer
- § 4.10 Chief of Police & PD Staff (Crossing Guards)
- § 4.11 Director of Public Works (Weed Commissioner)
- § 4.12 Reserved for Zoning Administrator

4.01 **Officers, Employees, Boards & Commissions.**

- (1) The Village Board shall establish the salaries and compensation for each year of all officers, employees, boards, and commissions of the Village. The salaries and compensation of all officers, boards, and commissions shall remain in effect and be unchanged until the Village Board determines a change in said salaries and compensation. Such changes shall be accomplished by resolution of the Village Board in the case of appointed persons, Such changes may be incorporated in the annual budget resolution.
- (2) Other fringe benefits for officers or employees, such as vacation, sick leave, and holiday schedules, shall be described in the Village Personnel manual for non-represented employees or in the several union agreements covering Village staff, as appropriate. Changes to the Personnel manual shall be by resolution of the Village Board.

4.02 **Residency Required for Village Employees.**

- (1) As a condition of employment, all regular, full-time employees of the Village of Poynette, with the exception of salaried personnel, shall reside within 30 minutes of Poynette corporate limits, as measured when driving at posted speed limits. Salaried personnel must live inside, or within five miles of the corporate limits of Poynette.
- (2) Any person who is employed by the Village subsequent to the effective date of this section shall comply with the requirements of subsection (1) within six months from the date of his or her appointment. The Village Board may, upon a showing of good cause, grant an extension of the time for compliance not exceeding an additional period of six months.

- (3) Any person who is employed by the Village as a regular, full-time employee on the effective date of this section, shall be exempt from the requirements of subsection (1) until said person ceases to reside at the residence occupied by him or her on the effective date of this section.
- (4) Any person who is employed by the Village as a regular, full-time employee on the effective date of this section, and who ceases to be employed by the Village at any time thereafter shall, upon reappointment, comply with the requirements of subsection (2).
- (5) Any employee who violates any provision of this section shall be dismissed from his or her employment with the Village.

4.03 **Village Administrator.**

- (1) **Office Created.** The office of Village Administrator is created. The individual holding the office of Village Administrator shall be appointed by a majority vote of the Village Board. The Village Administrator shall hold office for an indefinite term, subject to removal as provided by state law for officers appointed by the Village Board.
- (2) **Compensation and Duties.** The Village Administrator's compensation shall be set by the Village Board. The Village Administrator shall supervise all administrative, public works and police activities in the Village, and shall perform such other duties as shall be required by the Village Board.
- (3) **Substitution.** Wherever the term "Village Commissioner" appears in the Municipal Code of Village of Poynette, the term "Village Administrator" shall be substituted therefore.

4.04 **Village Assessor.** The Village Board shall by majority vote appoint a person to fill the Office of Village Assessor who shall take and file the official oath. The Assessor shall begin under Wis. Stat. § 70.10 to make an assessment of all of the property in the Village liable to taxation, as prescribed by law. The Assessor shall return the assessment roll to the Village Clerk at the same time and in the same manner in which town assessors are required to do. The Village Board shall fix the Assessor's compensation. No person may assume the Office of Village Assessor unless certified by the Department of Revenue under Wis. Stat. § 73.09, as qualified to perform the functions of the Office of Assessor.

4.05 **Village Attorney.** The Village Board shall appoint a Village Attorney who shall be the legal advisor to the Board, departments and officers, and who shall represent the Village in litigation. He shall aid in the drafting of ordinances and the proper organization of this Code of Ordinances. He shall serve until a successor is appointed.

4.06 **Building Inspector.**

- (1) **Appointment.** There is hereby created the position of Building Inspector who shall be appointed by the Village President, subject to the confirmation of the Village Board. He/she shall have an indefinite term of office. The Building Inspector shall review plans, collect building code-related fees and arrange for Assistant Inspectors to conduct on-site inspections. Building Inspectors shall be fully certified by the State of Wisconsin to enforce the One-and Two-Family Building Dwelling Code; Electrical Code; Plumbing Code; Heating, Ventilating and Air Conditioning (HVAC) Codes; and other Village building ordinances.
- (2) **Powers and Duties.**
 - (a) The Building Inspector shall enforce the Village's building and housing codes and all other ordinances, laws, and orders of the Village and State which relate to building construction, alteration, and repair. With the authorization of the Village Board, the Building Inspector may appoint one (1) or more Assistant Building Inspectors and may delegate to them the above-mentioned powers and duties.
 - (b) The Building Inspector shall make all on-site inspections necessary for enforcement of all Village ordinances.
 - (c) The Building Inspector shall have the power to order all work stopped on construction, alteration, or repair of buildings in the Village when such work is being done in violation of any Village ordinance. Work shall not be resumed after the issuance of such an order, except on written permission of the appropriate Building Inspector.
 - (d) The Building Inspector shall issue or cause to be issued all proper permits for such work after payment of the fees required therefor. The Building Inspector shall process all applications, make all inspections, and have authority to issue or cause to be issued a certificate of completion.
 - (e) The Building Inspector and his/her assistant(s) shall have the authority to issue citations for violations of the Village's building and housing codes.

4.07 **Village Clerk.**

- (1) **Appointed Office.** The office of Village Clerk shall be an appointed office. The individual holding the office of Village Clerk shall be appointed by a majority vote of the Village Board. The Village Clerk shall hold office for an indefinite term, subject to removal as provided by state law for officers appointed by the Village Board.
- (2) **Duties.** The Village Clerk shall execute and file an official bond. It shall be the Village Clerk's duty:

- (a) To perform any duties prescribed by law relative to elections, to keep subject to inspection all election returns required to be filed in his or her office, and to notify persons elected or appointed to Village offices.
- (b) To transmit to the County Clerk, within ten days after election and qualification, a certified statement of the name and term for which elected, of the President.
- (c) To attend all meetings of the Village Board; to record and sign the proceedings thereof and all ordinances, rules, by-laws, resolutions and regulations adopted, and to countersign and keep a record of all licenses, commissions and permits granted or authorized by them, and for such purpose to keep the following books: a minute book, in which shall be recorded in chronological order full minutes of all elections, general or special, and the statements of the inspectors thereof; full minutes of all the proceedings of the Board of trustees; the titles of all ordinances, rules, regulations and by-laws, with reference to the book and page where the same may be found; an ordinance book, in which shall be recorded at length, in chronological order, all ordinances, rules, regulations, and by-laws; a finance book, in which shall be kept a full and complete record of the finances of the Village showing the receipts, the date, amount and object for which paid out, and to enter in either such other matters as the Board shall prescribe, such other books as the Board directs.
- (d) To prepare a printed copy of the minutes of each Board meeting prior to the next regularly scheduled Board meeting, and to ensure that these minutes are delivered to each member for review no fewer than three days prior to the next meeting to permit members to communicate corrections to the Clerk prior to the next regularly scheduled Board meeting.
- (e) To countersign and cause to be published every ordinance, by-law or resolution as required by law, and to have proper proof thereof made and filed.
- (f) To be the custodian of the corporate seal and to file as required by law and to safely keep all records, books, papers, or property belonging to, filed or deposited in his office, and deliver the same to his successor when qualified; to permit any person with proper care to examine and copy any of the same, and to make and certify a copy of any thereof when required, on payment of the same fees allotted town clerks thereof.
- (h) To draw and countersign all orders on the Village treasury ordered by the Board and none other.
- (i) To make a tax roll and deliver the same to the Village treasurer, to make and transmit to the County Clerk a statement showing the assessed valuation of

all the property in the Village and separately the amount of all taxes levied therein, including highway and street taxes, for the current year, and the purposes for which they were levied.

- (j) To perform all other duties required by the Wisconsin Statutes or by an ordinance or other direction of the Village Board.

4.08 **Village Treasurer.**

- (1) **Appointed Office.** The office of Village Treasurer shall be an appointed office. The office of Village Treasurer may be consolidated with the office of Village Administrator. The individual holding the office of Village Treasurer shall be appointed by a majority vote of the Village Board. The Village Treasurer shall hold office for an indefinite term, subject to removal as provided by state law for officers appointed by the Village Board.
- (2) **Duties.** The Village Treasurer shall execute and file an official bond. It shall be the Village Treasurer's duty:
 - (a) To receive all monies belonging or accruing to the Village from any source whatever or directed by law to be paid to him or her; to deposit upon receipt thereof the funds of the Village in the name of the Village in the public depository designated by the Village Board, and failure to comply with the provisions hereof shall be prima facie grounds for removal from office; when the money is so deposited, the treasurer and bondsmen shall not be liable for such losses as are defined by Wis. Stat. § 34.01(6), and the interest arising therefrom shall be paid into the Village treasury.
 - (b) To pay Village monies only on the written order of the President, countersigned by the Treasurer, and specifying the number thereof, the payee and the amount and the object for which drawn.
 - (c) To keep just and accurate detailed accounts of all such transactions, showing when, to whom, and for what purpose all payments are made, in books provided by the Village Board.
 - (d) To preserve all vouchers filed in his office and all money in his hands as Treasurer.
 - (e) To perform such other duties as are required by the Wisconsin Statutes or by an ordinance or other direction of the Village Board.
 - (f) There shall be kept but one fund in the treasury, except as otherwise provided. On receipt of the tax roll the Village Treasurer shall, and while acting as collector of taxes, exercise the same powers and perform the same

duties as are by law conferred upon and required of town treasurers while acting in that capacity, and be subject to the same penalties and liabilities.

4.09 **Village Deputy Clerk, Deputy Treasurer and Deputy Administrator.**

- (1) **Deputy Clerk.** The Village Clerk may appoint a deputy clerk for whom the clerk shall be responsible, and who shall take and file the oath of office, and in case of the absence, sickness or other disability of the clerk, may perform the clerk's duties and receive the same compensation, unless the Village Board appoints a person to act as such clerk. The deputy shall receive such compensation as the Village Board shall determine. The acts of such deputy shall be covered by official bond as the Village Board shall direct.
- (2) **Deputy Treasurer.** The Village Treasurer, subject to approval by a majority of all the members of the Village Board, may in writing, filed in the office of the Village Clerk, appoint a deputy who shall act under the treasurer's direction and who, during the temporary absence or disability of the treasurer or during a vacancy in such office, shall perform the duties of treasurer. The deputy shall receive such compensation as the Village Board shall determine. The acts of such deputy shall be covered by official bond as the Village Board shall direct.
- (3) **Deputy Administrator.** The Village Administrator, subject to approval by a majority of all the members of the Village Board, may in writing, filed in the office of the Village Clerk, appoint a deputy who shall act under the administrator's direction and who, during the temporary absence or disability of the administrator or during a vacancy in such office, shall perform the duties of administrator. The deputy shall receive such compensation as the Village Board shall determine. The acts of such deputy shall be covered by official bond as the Village Board shall direct.

4.10 **Chief of Police.**

- (1) In addition to the duties imposed upon him or her by Title I, 2.03, the Chief of Police shall:
 - (a) Keep such books and records as may be specifically required by law and as may be requested by the Village Board.
 - (b) Not be absent from duty without first reporting to the Village Administrator or the Chairman of the Public Safety Committee or, in the absence of both, any Village Trustee.
 - (c) Submit reports of all activities and transactions of the Department during the preceding month and, upon request, attend any meeting of the Village Board or any meeting of a committee of the Village Board.

(2) Powers. The Chief shall have command of the police force of the Village and shall have custody and responsibility for care and maintenance of all property and equipment of the Department. The Chief shall report to the chairperson of the Public Safety Committee regarding the condition of all such property and equipment.

4.11 **Weed Commissioners.** As provided by § 66.0517, WI Stats., the President of the Village shall appoint one or more Commissioners of noxious weeds on or before the 15th day of May in each year. Such weed Commissioners shall take the official oath, which oath shall be filed in the office of the Village Administrator, and shall hold his office for one year until his successor is qualified. If more than one Commissioner is appointed, the Village President shall divide the Village into districts and assign each Commissioner a different district. The Commissioners shall have such powers and duties as provided by state law and the Ordinances of the Village.

4.12 ***Reserved for Zoning Administrator***