

ORDINANCE No. 2016-05

A CHARTER ORDINANCE ABOLISHING SEPARATE CLERK & TREASURER OFFICES AND CREATING A CONSOLIDATED 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.

Sections 2-3-3 and 2-3-4 of the Village of Wausaukee Code of Ordinances are repealed and Section 2-3-3 is created to read as follows; Section 2-3-4 shall be reserved for future use:

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

- (a) **Offices and Appointment Not to Be Governed by Statutes.** Pursuant to Section 66.0101, Wis. Stats., the Village of Wausaukee hereby elects by this Charter Ordinance not to be governed by those portions of Sections 61.19, 61.25 and 61.26, Wis. Stats., which relate to the separate offices, selection and tenure provisions regarding the Offices of Village Clerk and 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 offices shall be performed by the person appointed by majority vote of the Village Board as Village Clerk-Treasurer by the Village President.
- (b) **Term.** The Village Clerk-Treasurer shall hold office for an indefinite term, subject to removal as provided in Sec. 17.13, Wis. Stats.
- (c) **Audits.** Annual audits may be made of the records of the Clerk-Treasurer with the audit to be made by a certified public accountant.
- (d) **Duties as Clerk.** In his/her capacity as Village Clerk, the Village Clerk-Treasurer shall 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 of elections;
 - (2) Publish or legally post all legal notices unless otherwise provided by law; 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, committees and commissions as may be directed;
 - (5) Maintain a file of all Village records, ordinances, resolutions and vouchers;
 - (6) Prepare and distribute reports for the Village Board and subunits thereof, 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 in the Village pursuant to state law and Village ordinances;
 - (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) Prepare and file insurance claims on behalf of the Village;
 - (14) Identify suppliers of goods and 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 issues;
 - (19) Maintain personnel files under the direction of the Village Board; and
 - (20) Serve as secretary and treasurer of Village-operated utilities.
- (e) **Duties as Treasurer.** In his/her capacity as Village Treasurer, the Village Clerk-Treasurer shall 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 statement;
 - (3) Maintain fiscal records for the Village;
 - (4) Coordinate the preparation and compilation of the annual Village budget;
 - (5) Make reports to the State on assessments;
 - (6) Prepare and send invoices for services provided by municipal utilities.
 - (7) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all Village operations, including utilities;
 - (8) Collect all taxes for the Village and other taxing bodies;
 - (9) Invest idle funds for maximum interest earnings;
 - (10) Prepare monthly financial reports;
 - (11) Maintain payroll records and prepare payroll checks from approved employee time sheets;
 - (12) Prepare check vouchers for payment of approved claims for signature;
 - (13) Identify and evaluate ideas to achieve more efficient and effective municipal operations; and

- (14) Perform such other duties as may be directed by the Village Board.
- (f) **Duties Prescribed by Law.** The Village Clerk-Treasurer shall perform such other duties as are prescribed by the Wisconsin Statutes, Village ordinances, Village resolutions, adopted Village policies and procedures, and as directed by the Village Board. The Village Clerk-Treasurer generally shall perform, under the general direction of the Village President or other presiding officer of the Village Board, all duties pertaining to his/her office of Clerk-Treasurer, and shall be responsible for all the official acts of assistants.
- (g) **Bond.** The acts of the Village Clerk-Treasurer shall be covered by an official bond in an amount as the Village Board may direct.

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. EFFECTIVE DATE.

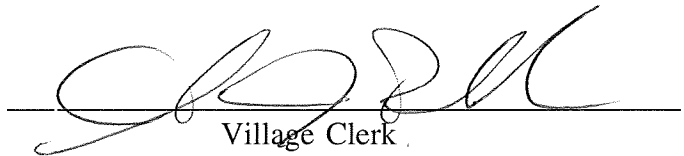
This Charter Ordinance, pursuant to Section 66.0101, Wis. Stats., shall take effect sixty (60) days after passage and date of publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by the Village and filed with the Wisconsin Secretary of State.

ADOPTED this 19th day of September, 2016.

VILLAGE OF WAUSAUKÉE, WISCONSIN



Village President



Village Clerk

PASSED: 9/19/16

PUBLISHED: 9/28/16

EFFECTIVE DATE: 11/28/16

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 19th day of September, 2016, and that said Charter Ordinance has not been repealed or amended and is in full force 60 days following passage and publication.

Dated the 19th day of September, 2016


Sara Pullen, Village Clerk-Treasurer