

# **CHAPTER 1**

## **MUNICIPAL OPERATIONS**

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## **1.01 ELECTED OFFICIALS**

**VILLAGE BOARD:** The Village Board shall consist of the president and four (4) trustees. Two (2) trustees will be elected at the spring election in even years and two (2) elected in the odd year, each for a two (2) year term. Trustees are elected every year to ensure staggered terms and coverage. Elected officials must live within the Village of Loganville or own a business or property therein.

**VILLAGE PRESIDENT:** The President shall be chosen at the spring election in the odd numbered year for a two (2) year term.

**DUTIES OF THE PRESIDENT:** The President will preside at all meetings and vote in case of a tie, sign ordinances, rules, by-laws, regulations, licenses, permits, contracts, checks and other documents as adopted or authorized by the board. Maintain peace and good order at meetings, enforce ordinances or set in place process to do so. Appoint qualified officials, fill openings on boards, committees or as needed.

**DUTIES OF THE TRUSTEE:** Trustees are to attend meetings, consider all agenda items and vote as constituents' would support. Authorize payment of the bills and treasurer's report for audit. Enforce ordinances' or assist with process. Serve on committees as appointed by President of Board to fill need in the village.

## **1.02 APPOINTED OFFICIALS**

**VILLAGE CLERK:** The Village Board shall appoint a clerk for a term of three (3) years who shall perform duties prescribed by law, including WI stat. 61.25. Duties include attendance at meetings, prepare and post agendas, record and sign proceedings, maintain records, of minutes, ordinances, by-laws and resolutions. Prepare and submit all legal paperwork required by the county and state. Oversee all elections, education of workers, and submission of reports. Pay bills monthly with board approval. Work with treasurer on yearly reports and finances.

**VILLAGE TREASURER:** The Village Board shall appoint a treasurer for a term of three (3) years. Maintain and prepare a tax roll, collect taxes and report

to county and state as required. Maintain a detailed account of all financial transactions and provide a monthly report to the board. Work with clerk on budget, reports and all finances.

**VILLAGE ATTORNEY:** The village shall retain a licensed attorney to represent in case of need. Per contract with details on record with clerk.

**VILLAGE ASSESSOR:** The village shall have a certified assessor under DOR WI stat. 73.09 as qualified to perform the functions as required. Contract shall be on file with clerk.

**BUILDING INSPECTOR:** Responsible for all building inspections required per code and set forward by the village board. Contract shall be on file.

**CHIEF ELECTION CLERK:** Appointed by clerk with approval of board to oversee the election workers and support the clerk in reporting, set up and conduct of all elections. Election clerks, two persons, will be appointed by the village clerk with approval of the chief election clerk. All election workers must live in the village and have yearly updated training with the clerk.

**EMERGENCY GOVERNMENT:** The Village Board may appoint a qualified individual to represent the village in case of emergency. The board may opt to have the Fire Chief assume this roll or he may appoint a member to this position. This officer will work with the County Emergency Gov. for duties and education.

**PLANNING AND ZONING COMMITTEE:** Shall be responsible for all building within the village. They allow the Public Works Dept. to give out permits for construction that does not go up or out from the original building ie roofs or a new window. There will be three members – the Board President, one trustee and one villager at large. The President appoints the members with approval of the board. See fee schedule for cost of meeting.

**TIF/TID COMMITTEE:** Shall be comprised of representatives of Reedsburg School District, MATC, Sauk County, One villager, appointed by the Village President and include one board member. Three must be present to vote.

All appointed positions shall be reviewed yearly by the village board and contracts renewed as required or appointments as needed.

## **MEETINGS**

**REGULAR MEETING OF THE BOARD:** The board shall meet in the Village Hall on the second Tuesday of every month at 6:30pm. Exceptions may be granted for legal holidays, elections or conflicts, then meeting will be held on a date set by the board and notice posted. All meetings and agendas must be published or posted.

**SPECIAL MEETINGS:** Special meetings of the Board may be called by the President with notice of reason. Members are to be given at least (24) twenty four hour notice of special meeting. Open meeting laws shall be complied with at all meetings. See fee schedule for cost.

**BOARD OF REVIEW:** The BOR shall consist of the Village President, Clerk, and at least two (2) trustees who meet with the Assessor for review of the current assessments. At least one (1) member must have state approved training class for BOR member.

**COMMITTEES:** The committees appointed by the board – Parks, Beautification, Finance, Streets, etc. shall consist of at least one (1) trustee or board member. Compensation for committee attendance is set by the Board.

### **1.03 OPEN MEETING**

Except as provided in WI stat 19.85 all meetings of the Board or of any Village Board, committee etc. shall be open sessions. The subject matter/agenda of all meetings must be published or posted no less than 24 hours prior to meeting. In the event of a special need, the President may announce the subject matter of any closed session as to comply with WI stat. 19.85

#### **1.04 CONDUCT OF MEETINGS**

**CALL TO ORDER:** The president shall preside and call to order at the appointed hour. In the absence of the President, he/she will appoint a trustee to preside.

**ROLL CALL:** The clerk will record all persons present at the meeting

**ORDER OF BUSINESS:** Per agenda – including Approval of previous meeting minutes, treasurer's report, payment of the bills, President comments, committee reports, Maintenance report, Old business, New business, Public comment, adjournment.

**RULES OF ORDER:** Unless otherwise provided, the conduct of business by the board shall be in accord with Robert's Rules of Order.

**VOTING:** a majority of the members of the Board shall constitute a quorum. A majority must be present for rule. The president will vote to break a tie vote.

**CITIZEN'S RIGHTS TO ADDRESS BOARD:** Any citizen may appear and speak on any item of business that is on the agenda. The President may also recognize speaker to present item. Speakers may be limited in length of address by majority vote of board.

#### **1.05 PUBLIC HEARINGS**

A public hearing may be held to allow members of the community to express opinion related to village business, ie to adopt an ordinance, etc. In conducting a public hearing, the Board shall allow all interested parties an opportunity to speak on the subject matter of the hearing.

#### **1.06 VILLAGE RECORDS**

The Village Clerk is responsible for maintaining all records, accounts and ledgers of the Village. All records are to be safely kept for at least seven (7) years. After that time, the records may be destroyed upon giving sixty (60) days written notice to the State of Wisconsin Historical Society.

#### **1.07 PUBLIC UTILITY**

See Chapter 9 for all Utility services and information

#### **1.08 PUBLIC WORKS DEPARTMENT**

The Village Board shall establish and direct the duties of the Public Works Supervisor. Such person shall be hired with qualifications to fill the position with annual review of duties and performance. Benefits and duties shall be included in contract signed yearly by employee and Board member or President.