

## **ORDINANCE NO. 2**

### **VILLAGE OFFICIALS**

#### **SECTION 2-1. Elected Officials. [Amended 9-13-2021]**

- 1) Trustees. There shall be six Trustees of the Village of Friendship. Three Trustees shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April in the year of their election.
- 2) Other Elected Officials. The following officers of the Village of Friendship shall be chosen at the regular spring election in odd-numbered years for the terms of two years, commencing on the third Tuesday of April in the year of their election:
  - a. Village President
  - b. County Supervisor

#### **SECTION 2-2. Appointed Officials. [Amended 9-13-2021]**

- 1) Attorney, Assessor, Clerk/Treasurer, Building Inspector. The Village officials hereinafter set forth shall be appointed by the President, subject to confirmation by a majority vote of the members of the Board:
  - a. Assessor
  - b. Clerk/Treasurer
  - c. Attorney
  - d. Building Inspector
- 2) Director of Public Works. The Director of Public Works shall be appointed by a majority of the Village Board solely on the basis of merit, training, experience, administrative ability, efficiency and general qualifications and fitness for performing the duties of the position.
- 3) Weed Commissioner. The Weed Commissioner shall be the Village President. The Weed Commissioner shall hold office pursuant to and fulfill the duties as prescribed by Sec. 66.0517, Wis. Stats.
- 4) Duties. The duties of each office shall be those as required by the Wisconsin Statutes, rules and regulations, the Village ordinances, and Village Employee Manual, and as determined by the Village Board from time to time. No contract for an office shall limit the duties to be performed by the official. Reporting requirements and supervisory responsibilities shall be in accordance with the organizational chart as shall be established by the Village Board, and as may be amended from time to time.

#### **SECTION 2-3. Boards, Commissions and Committees. [Amended 9-13-2021]**

- 1) Creation. The following boards, commissions and committees are created to perform such duties as required by the Wisconsin Statutes, rules and regulations, the Village ordinances, and as determined by the Village Board from time to time.
  - a. Board of Review
    - i. Membership. The Board of Review of the Village of Friendship shall be composed of 3 members, appointed by the Village President and confirmed by the Village Board.

- ii. Duties. The Board of Review shall have the duties and powers prescribed by Sec. 70.47 of the Wisconsin Statutes.
- b. Plan Commission [**Amended 2-22-1968**]
  - i. Membership. The Village Plan Commission shall consist of seven members as follows: The President of the Board of Trustees, who shall be the presiding officer, a Trustee elected by a 2/3 vote of the Board of Trustees each April, and five citizen members appointed by the Village President and confirmed by the Village Board, to hold office for a period of 3 years, from the succeeding first day of May. Citizen members shall be persons of recognized experience and qualifications.
    - 1. Pursuant to Section 27.08 of the Wisconsin Statutes, whenever a park board is created or a village engineer appointed, the president of such board or such engineer shall serve on the Village Plan Commission in place of a citizen member, when the term of an additional citizen member shall expire.
  - ii. Compensation and Oath. No compensation shall be paid for service on the Village Plan Commission. Citizen members shall take the official oath required by Section 19.01 of the Wisconsin Statutes, which shall be filed with the Village Clerk/Treasurer.
  - iii. Duties. The Village Plan Commission shall have the powers and duties prescribed in Section 62.23 of the Wisconsin Statutes, and such other powers and duties as shall be vested in it from time to time by the Village Board of Trustees.
- c. Board of Appeals [**Amended 6-7-1971**]
  - i. Membership. The Board of Appeals shall consist of five regular members and three alternate members. Regular members shall be appointed by the President subject to confirmation by the Village Board of Trustees for a term of three-years, except that initial appointments shall be for two three-year terms, two two-year terms and one one-year term. Alternate members shall be appointed to three-year terms, except that initial appointments shall be for one three-year term, one two-year term and one one-year term.
  - ii. Duties. The purpose of the Board of Appeals is to act as Board of Appeals in appropriate cases and subject to appropriate conditions to safe-guard and make special exceptions to the terms of the zoning ordinance in harmony with its general purpose and intent and in accordance with general or specific rules therein contained. The Board of Appeals shall have powers as set forth in Section 62.23 of the Wisconsin Statutes.

**SECTION 2-4. General Regulations Governing All Village Officers.**

- 1) Effect. The provisions of this section shall apply to all officers of the Village unless otherwise specifically provided by ordinance or resolution of the Village Board.
- 2) Oath of Office. Every officer of the Village, including members of the Village Boards and commissioners where required by law, shall before entering upon his/her duties and within five days of his/her election or appointment or notice thereof take the oath of

office prescribed by law and file said oath in the office of the Village Clerk/Treasurer. Any person re-elected or re-appointed to the same office shall take and file an official oath for each term of service.

- 3) Bond. Every officer shall, if required by law or the Village Board, upon entering upon the duties of his/her office, give a bond in such amount as may be determined by the Village Board with such sureties as are approved by the Village President, conditioned upon the faithful performance of the duties of his/her office. Official bonds shall be filed as are oaths as provided in this Section.
- 4) Salaries. All officers of the Village shall receive such salaries as may be provided from time to time by the Village Board. No officer receiving a salary from the Village shall be entitled to retain any portion of any fees collected by him/her for the performance of his/her duties as such officer in the absence of a specific law or ordinance to that effect. Payment of regular wages and salaries established by the Village Board shall be by payroll, as provided in Sec. 14.03(3), Wis. Statutes. The regular pay day shall be as set forth in the Village Employee manual.
- 5) Vacancies. Vacancies in elective offices shall be filled by appointment by a majority vote of the Village Board for the remainder of the unexpired term. Vacancies in appointive offices shall be filled in the same manner as the original appointment for the residue of the unexpired term unless the term for such office is indefinite.
- 6) Outside Employment. No full-time officer of the Village shall engage in any other remunerative employment within or without the Village; provided that the Village Board may approve such outside employment or activity if it finds that it does not interfere or conflict with such officer's ability to perform his/her duties in an efficient and unbiased manner. Violation of this provision shall be grounds for removal from office of any such officer.

Adopted by the Village Board this 13th day of September, 2021.

  
Antone Sindelar, Village President

ATTEST:

  
Linda Hogan, Village Clerk/Treasurer

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