

CHAPTER 3

Municipal Officers and Employees

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SEC. 2-3-1 GENERAL PROVISIONS.

- (a) Officers shall have generally the powers and duties prescribed for like officers of towns and villages, except as otherwise provided, and such powers and duties as are prescribed by law and except as to the Village President, shall perform such duties as shall be required of him by the Village Board. Officers, whose powers and duties are not enumerated in Chapter 61 of the Wisconsin Statutes, shall have such powers and duties as are prescribed by law for life officers or as are directed by the Village Board.
- (b) All officers and departments may make the necessary rules for the conduct of their duties and incidental proceedings.
- (c) The general laws for the punishment of bribery, misdemeanors and corruption in office, shall apply to Village officers.
- (d) Whenever a Village official in his official capacity proceeded against or obliged to proceed before any Court, Board or Commission, to defend or maintain his official position, or because of some act arising out of the performance of his official duties, and he has prevailed in such proceedings, or the Village Board has ordered the proceedings discontinued, the Board may provide for payment to such official such sum as it sees fit, to reimburse him for the expenses reasonably incurred for costs and attorney's fees.

SEC. 2-3-2 VILLAGE ADMINISTRATOR

- (a) OFFICE OF THE VILLAGE ADMINISTRATOR. In order to provide the Village of Prairie du Sac with a more efficient, effective and responsible government under a system of a part-time Board, at a time when Village Government is becoming increasingly complex, there is hereby created the Office Village Administrator for the Village of Prairie du Sac (hereinafter referred to as “Administrator”).
- (b) APPOINTMENT, TERM OF OFFICE AND REMOVAL. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Board. The Administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds vote of the Board. This section shall not preclude the Board from establishing other employment terms and conditions not inconsistent with the provisions of this Ordinance or the Code of Ordinances.
- (c) RESIDENCY. The Administrator shall become a resident of the Village within one year following the date of appointment, unless this requirement is specifically waived or varied by the Board.
- (d) FUNCTIONS AND DUTIES OF THE ADMINISTRATOR. The Administrator, subject to the limitations defined in the Resolutions and Ordinances of the Village, or in State Statutes, shall be the chief administrative officer of the Village, responsible only to the President and the Board for the proper administration of the business affairs of the Village, pursuant to the State Statutes, the Code of Ordinances and the Resolutions, motions and directives of the Board, with the following specific duties and powers:
 - (1) General Duties:
 - a. Carry out directives of the President and Board which require administrative implementation, reporting promptly to the President and Board any difficulties encountered therein;
 - b. Be responsible for the administration of all day-to-day operations of Village Government including the monitoring of all Village Ordinances, Resolutions, minutes and State Statutes;
 - c. Prepare a plan of administration, including an organizational chart, which shall define the authority and responsibility for all statutory and non-statutory positions of the Village; and submit it to the Board for adoption as the official organizational and administrative procedure plan for the Village;
 - d. Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with paragraph c. above or the directives of the President or Board;
 - e. Serve as ex-officio nonvoting member of all Boards, Commissions and Committees of the Village, except as specified by the Board or State Statutes;
 - f. Keep informed about current Federal, State and County legislation and administrative rules affecting the Village; and submit appropriate reports and recommendations thereon to the Board;
 - g. Keep informed about the availability of Federal, State and County funds or grants for local programs; and assist department heads and the Board in obtaining those funds;
 - h. Represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed by the President or Board;

- i. Act as public information officer for the Village with the responsibility of assuring that the news media are kept accurately informed about the operations of the Village and that all open meeting and open records rules and regulations are followed;
- j. Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the appropriate official or Village employee, and to assure that reasonable efforts are made to expeditiously resolve all such matters;
- k. Establish and maintain procedures to facilitate and coordinate communications between Village government and consultants retained by the Village, such as attorney, engineer, building inspector, and others;
- l. Promote the economic well-being and growth of the Village through public and private sector cooperation;
- m. Serve as Deputy Village Clerk and be responsible for the duties of Clerk as set forth in Chapter 61 of the Wisconsin Statutes in the absence of the Village Clerk or has the authority, subject the Village Board approval, to appoint a Deputy Village Clerk; and
- n. Serve as Deputy Village Treasurer and be responsible for the duties of Treasurer as set forth in Chapter 61 of the Wisconsin Statutes; and administer the receipts, deposits and appropriate investment of all moneys received by the Village in the absence of the Village Treasurer.

History: Code of Ordinances, 1986. Sec. 2-3-2 (d) (1) m, n revised. Ordinance No. 1, Series of 2000.
 History: Code of Ordinances, 1986. Sec. 2-3-2 (m), amended. Ordinance No. 4, Series of 2007.

- (2) Responsibilities to the Village Board:
 - a. Attend all meetings of the Board, unless excused by the President or a majority of the Board, assisting the President and Board as required in the performance of their duties;
 - b. In coordination with the President and the Board, ensure that appropriate agendas (together with such supporting materials as may be helpful or required) are prepared for all Board, Committee and Commission meetings;
 - c. Assist in the preparation of Ordinances and Resolutions as requested by the President or Board, and in consultation with the Village attorney where appropriate;
 - d. Keep the President and Board regularly informed about the activities of the Administrator's office by oral or written reports and regular and special meetings of the Board; and
 - e. In the event that action normally requiring Board approval is necessary at a time when the Board cannot meet, The Administrator shall receive directives from the President.

- (3) Personnel Duties:

- a. Be responsible for the administrative direction and coordination of all employees of the Village according to the Village's established organizational procedures;
 - b. Evaluate the performance of all department heads and, when necessary to fill a vacancy, be responsible for recommending to the Board the appointment of a qualified replacement;
 - c. Consult with the appropriate department head regarding the appointment, promotion and, when necessary for the good of the Village, the discipline, suspension or termination of employees below the department head level;
 - d. Serve as personnel officer for the Village; and be responsible for maintaining complete and current personnel records, including specific job descriptions, for all Village employees;
 - e. Evaluate, in conjunction with department heads, the performance of all employees on a regular basis;
 - f. Recommend salary and wage scales for all Village employees not covered by a collective bargaining agreement;
 - g. Develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances;
 - h. Assist in labor contract negotiations and collective bargaining issues, together with the appropriate department head and Board representation; and
 - I. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job related knowledge and skills; and act, in consultation with the department head, as the approving authority for requests of employees to attend conference meetings, training schools and other programs, provided that funds have been budgeted for those activities.
- (4) **Budgeting and Purchasing Duties:**
- a. Be responsible, under the direction of the President and the Board, for the timely accumulation of all information required
 - b. Be responsible, in conjunction with department heads, for preparing and annually updating a recommended 5-year capital budget for adoption by the Board;
 - c. Be responsible for developing, and regularly reporting to the President and the Board about, a cash-flow management plan for the Village;
 - d. Be responsible for the preparation, posting and publishing of all official notices required for Village budget proceedings;
 - e. Administer the budget as adopted by the Board;
 - f. Report regularly to the Board on the current fiscal position of the Village and its utilities and commissions;
 - g. Supervise the accounting system of the Village and insure that the system employees methods in accordance with current professional accounting practices; and

- h. Serve as the purchasing agent for the Village, supervising all purchasing and contracting for supplies and services subject to the purchasing procedures established by the Board and the provisions of State Statutes.
- (e) COOPERATION. All officials and employees of the Village shall cooperate with and assist the Administrator so that Village government will function effectively and efficiently.
- (f) CONSTRUCTION OF TERMS. Whenever the terms “Village Clerk,” “Clerk,” “Deputy Treasurer” or “Administrator” appear in the Code or Ordinances, they shall be construed to include the term “Administrator” as created and defined by this ordinance.

History: Code of Ordinances, 1986. Sec. 2-3-2 (f) revised. Ordinance No. 1, Series of 2000.

SEC. 2-3-3 VILLAGE CLERK

The Village President shall appoint a Village Clerk for an indefinite term of office on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, subject to confirmation by a majority of all the members of the Village Board. The Village Clerk shall be responsible for the duties of Clerk as set forth in Chapter 61.25 of the Wisconsin Statutes unless otherwise directed by the Village Board. The Village Clerk may, in the absence of the Village Administrator, perform the duties of the Administrator, if so authorized by the Village Board. The acts of the Village Clerk shall be covered by an official bond as the Village Board shall direct. The Village Clerk may be removed at any time by a two-thirds vote of the Village Board.

State Law Reference: Section 61.25, Wis. Stats.

History: Code of Ordinances, 1986. Sec. 2-3-3 amended to strike “in odd-numbered years” for appointment, 1994.

History: Code of Ordinances, 1986. Sec. 2-3-3 revised. Ordinance No. 1, Series of 2000.

History: Code of Ordinances, 1986. Sec. 2-3-3 amended. Ordinance No. 4, Series of 2007.

SEC. 2-3-4 VILLAGE TREASURER

The Village President shall appoint a Village Treasurer, subject to confirmation by a majority of all the members of the Village Board. The Village Treasurer shall have a two-year term of office and shall report to the Village Administrator. The Village Treasurer shall be responsible for the duties of Treasurer as set forth in Chapter 61 of the Wisconsin Statutes; and administer the receipts, deposits and appropriate investment of all moneys received by the Village. The Village Treasurer, in the absence of the Administrator, may perform the duties of Administrator, if so appointed by the Village Board. The acts of the Treasurer shall be covered by official bond as the Village Board shall direct.

State Law Reference: Section 61.26, Wis. Stats.

History: Code of Ordinances, 1986. Sec. 2-3-4 repealed and recreated. The remaining section to be renumbered accordingly. Ordinance No. 1, Series of 2000.

SEC. 2-3-5 VILLAGE ATTORNEY.

- (a) ELECTION. The office of Village Attorney is an appointed position. The Village President shall appoint a Village Attorney, subject to confirmation by a majority of

the members of the Village Board. The Village Attorney's term shall commence on the first day of May succeeding his appointment.

- (b) The Village Attorney shall have the following duties:
- (1) The Attorney shall conduct all of the law business in which the Village is interested.
 - (2) He shall, when requested by Village officers, given written legal opinions, which shall be filed with the Village.
 - (3) He shall draft ordinances, bonds and other instruments as may be required by Village officers.
 - (4) He may appoint an assistant, who shall have power to perform his duties and for whose acts he shall be responsible to the Village. Such assistant shall receive no compensation from the Village, unless previously provided by ordinance.
 - (5) The Village Board may employ and compensate special counsel to assist in or take charge of any matter in which the Village is interested.
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- (6) The Village Attorney shall perform such other duties as provided by State law and as designated by the Village Board.

History: Code of Ordinances, 1986. Sec. 2-3-5(a) amended to strike "annually" for appointment, 1994.

SEC. 2-3-6 CHIEF OF POLICE.

- (a) APPOINTMENT:
- (1) The Chief of Police shall be appointed by the Police Commission. The Chief of Police shall hold office during good behavior, subject to suspension or removal by the Commission for cause. The Chief of Police shall serve a probationary period of one (1) year, unless otherwise approved for a different period by the Police Commission, or if extended for a just cause by the Police Commission. During the probationary period, the Village Board may, at its option, lay off, or terminate with or without cause, said probationary employee without recourse to any grievance and arbitration procedures.
 - (2) The compensation to be paid the Chief of Police for their services, the hours of active duty, rest days, vacation periods and other involvement of his or her employment shall be such as may be determined by the Police Commission from time to time.
- (b) GENERAL DUTIES:
- (1) The Chief of Police shall have command of the Police Department. He shall have general administration and control of the Department and shall be responsible for the Department's government, efficiency and general good conduct. He shall perform all duties prescribed to him by laws of the State and the Ordinances of the Village and shall obey all lawful written orders of the Village President or Village Board.
 - (2) The Chief of Police shall cause the public peace to be preserved and may arrest and with reasonable diligence take before the proper court every person found in the Village engaged in any disturbance of the peace or violating any law of the State or Ordinance of the Village. The Chief shall cooperate with other law enforcement officers in the arrest or apprehension of persons charged with crime.

SEC. 2-3-7 FIRE CHIEF AND FIRE INSPECTOR.

- (a) APPOINTMENT.
 - (1) The Fire Chief shall be selected according to the bylaws of the Prairie du Sac Volunteer Fire Department and shall be subject to confirmation by the Village Board.
 - (2) The Fire Chief may act as the Fire Inspector or may designate one or more employees of the Fire Department to perform these duties.
- (b) DUTIES AND POWERS.
 - (1) FIRE CHIEF. The Chief shall have general supervision of the Fire Department personnel, apparatus and equipment, subject to the ordinances of the Village and the bylaws of the Department. He shall enforce or cause to be enforced all fire prevention ordinances, laws and regulations of the Village and State. The Fire Chief may make such further rules, regulations and policies for the government of the Fire Department as he/she may deem necessary.
 - (2) FIRE INSPECTOR.
 - a. The Fire Inspector(s) shall have the right and authority to enter any building or upon any premises in the Village of Prairie du Sac at all reasonable hours for the purpose of making inspections or investigations which, under the provision of this Code of Ordinances, he/she may deem necessary.
 - b. The Fire Inspector(s) shall inspect all buildings, premises, and public thoroughfares, except the interiors of private dwellings for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violation of any law or ordinance relating to the fire hazard or to the prevention of fires. Such inspections shall be made at least once in six (6) months in all of the territory served by the Fire Department, and not less than once in three (3) months in any territory determined by the Village Board as within the fire limits or as a congested district subject to conflagration, and oftener as the Chief of the Fire Department orders. Each six-month period shall begin on January 1 and July 1, and each three-month period on January 1, April 1, July 1, and October 1 of each year. The Fire Inspector may inspect the facilities where hazardous chemicals are stored.
 - c. Written reports of inspections shall be made and kept on file in the office of the Chief of the Fire Department in the manner and form required by the Department of Industry, Labor, and Human Relations.

History: Code of Ordinances, 1986. Sec. 2-3-8 repealed and recreated, 1994.

SEC. 2-3-8 ASSESSOR.

- (a) The Village of Prairie du Sac hereby elects not to be governed by those portions of Section 61.19 of the Wisconsin Statutes relating to the method of selection of the Village Assessor which are in conflict with this Section. (Charter Ordinance.)

- (b) Hereafter, instead of being elected, the Assessor or assessing firm, shall be appointed by the Village President, subject to confirmation by a two-thirds vote of the members-elect of the Village Board. A corporation or an independent contractor may be appointed as the Village Assessor. The corporation or independent contractor so appointed shall designate the person responsible for the assessment. The designee shall file the official oath under Sec. 19.01, Wis. Stats., and sign the affidavit of the Assessor attached to the assessment roll under Sec. 70.49, Wis. Stats. No person may be designated by any corporation or independent contractor unless he or she has been granted the appropriate certification under Sec. 73.09, Wis. Stats. For purposes of this subsection, "independent contractor" means a person who either is under contract to furnish appraisal and assessment services or is customarily engaged in an independently established trade, business or profession in which the services are offered to the general public.
- (c) Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, then, such income and expense information that is provided to the assessor shall be held by the Assessor on a confidential basis, except, however, that said information may be revealed to and used by persons; in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in the performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), unless a court determines that it is inaccurate, is, per Section 70.47(7)(af), not subject to the right of inspection and copying under Section 19.35(l), Wis. Stats.
- (d) The term of said Assessor shall be for one (1) year, or until his successor is selected and qualifies. The term shall commence on January 1st following appointment.
- (e) SEVERABILITY. If any provision of this ordinance is found to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is found to be 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.

State Law Reference: Public Officials oaths and bonds, Section 19.01, Wis. Stats.; corporation as assessor, Section 61.197 and 61.27, Wis. Stats.; affidavit of assessor, Section 70.49, Wis. Stats.; assessor certification, Section 73.02, Wis. Stats.; assessors in cities, Section 70.05, Wis. Stats.

History: Code of Ordinances, 1986. Chapter 3 of Title 2, Section 8 (c) & (e) amended. Ordinance No. 6, Series of 2000.

SEC. 2-3-9 HEALTH OFFICER.

- (a) SELECTION. The Village President shall appoint a Health Officer, subject to confirmation by the Village Board. Such Health Officer shall be a physician, or in lieu thereof, a person with training and experience in public health administration which shall meet training and experience requirements established by the State

Department of Health and Social Services. If the Health Officer is not a physician, the Board of Health shall arrange for and provide in addition such services of a physician as may be necessary on either a part-time or full-time basis and provide reasonable compensation therefor. The Health Officer shall serve for a term of two years.

- (b) VACANCY. If a vacancy in the position of Health Officer occurs, the Village President shall immediately fill the position.
- (c) RESPONSIBILITIES.
 - (1) The Health Officer shall provide such additional rules and regulations as are necessary for the preservation of health, to prevent the spread of communicable diseases, and to cause the removal of all objects detrimental to health and to enforce the health laws. All proposed rules and regulations shall be reported to the Village Board by the Health Officer, and if the Board approves the same by a vote of a majority of its members, they shall have the force and effect of ordinances, including penalty for violation.
 - (2) The Health Officer shall from time to time recommend to the Village Board such sanitary measures, to be executed by the Village as seem necessary, and shall discharge such other duties as may be imposed upon by the Board by ordinance or resolution.

State Law Reference: Section 141.015, Wis. Stats.; HSS 139.05, Wis. Adm. Code.

SEC. 2-3-10 WEED COMMISSIONER.

The Superintendent of Public Works shall be the Weed Commissioner for the Village.

History: Code of Ordinances, 1986. Sec. 2-3-10 recreated, Ordinance No.1, Series of 1995.

SEC. 2-3-11 BUILDING INSPECTOR

- (a) BUILDING INSPECTOR POSITION.
 - (1) There is hereby created the position of Building Inspector who shall be appointed by the Village President, subject to confirmation by the Village Board. His appointment shall continue during good behavior and satisfactory service. He shall not be removed from office except for cause after full opportunity has been given him to be heard on specific charges. He shall be fully certified by the State of Wisconsin to enforce the Village's building code.
 - (2) During temporary absence or disability of the Building Inspector, the appointing authority shall designate an acting Building Inspector.
 - (3) The manner and amount of compensation to be paid to the Building Inspector shall be fixed by the Village Board.
- (b) POWERS AND DUTIES.
 - (1) It shall be the duty of the Building Inspector to see to the enforcement of all ordinance provisions relating to building permits and zoning.
 - (2) The Building Inspector shall make all inspections necessary for compliance and enforcement of the zoning code.
 - (3) The Building Inspector shall have the power to order all work stopped on construction, alteration or repair of buildings, plumbing equipment, gas piping or of electrical facilities 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 inspector.

- (4) The Building Inspector shall issue or cause to be issued all proper permits for such work after payment of the fees required therefor. He shall process all applications, make all inspections and have the authority to issue or cause to be issued a certificate of completion.
- (c) **RIGHT OF ENTRY.** The Building Inspector shall have the power to make or cause to be made an entry into any building or premises where the work of altering, repairing or constructing any building or structure is going on, including plumbing and electrical work.

SEC. 2-3-12 DIRECTOR OF PUBLIC WORKS/UTILITIES.

- (a) **APPOINTMENT.** The Director of Public Works/Utilities shall be appointed by a majority vote 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. The Director of Public Works/Utilities shall report to and take direction from the Village Administrator. The Village Administrator shall conduct annual performance appraisals of the Director of Public Works/Utilities.
- (b) **TERM.** The Director of Public Works/Utilities shall hold office for an indefinite term. The Director of Public Works/Utilities may be removed for cause. Consideration for removal shall be reviewed by the Village Administrator. Upon recommendation for removal, the Administrator shall request a hearing before the Village Board. A majority vote of the Board or not less than four (4) shall be required for removal.
- (c) **DUTIES AND POWERS.** The Superintendent of Public Works shall have the following duties and powers:
 - (1) General charge and supervision of all public works and utilities in the Village and the employees of those departments.
 - (2) Responsibility for the maintenance, repair and construction activities and operations of utilities, maintenance of Village equipment and maintenance and repair of streets and sewers.
 - (3) Coordination of engineering activities.
 - (4) Supervision of the maintenance of Village building and property.
 - (5) Responsibility for supervision of refuse and snow removal, street cleaning, pest control, and other activities as designated from time to time by the Administrator and Village Board.
 - (6) Responsibility of Weed Commissioner.
 - (7) Shall report to the Village Administrator for all activities and responsibilities in the administration of the duties and powers aforementioned or as directed by the Village Board.

History: Code of Ordinances, 1986. Sec 2-3-12 (a) and (b) repealed and recreated. Ordinance No. 5, Series of 1997. Sec 2-3-12 (c) repealed and recreated. Ordinance No. 1, Series of 1995. Sec. 2-3-12(c)(7) amended.

SEC. 2-3-13 SALARY ESTABLISHMENT REQUIREMENTS.

The Village Board shall establish the salaries for each year of all officers and employees, at the time of adoption of the budget.

SEC. 2-3-14 ELIGIBILITY FOR OFFICE.

- (a) No person shall be elected by the people to a Village office, who is not at the time of his election, a citizen of the United States and of this State, and an elector of the Village, and in case of a ward office, of the ward, and actually residing therein.
- (b) An appointee by the Village President, requiring to be confirmed by the Village Board, who shall be rejected by the Board, shall be ineligible for appointment to the same office for one year thereafter.

State Law Reference: Section 62.09(2), Wis. Stats.

SEC. 2-3-15 OATHS OF OFFICE.

- (a) **REQUIREMENT.** After the election or appointment of any Village officer, and before taking office, the Village Administrator shall notify the person so selected. Every person elected or appointed to the office of Village President or Administrator shall take and file the official oath before assuming office.
- (b) **FORM, PROCEDURE.** The form, filing and general procedure for the taking of oaths shall be governed by Ch. 19, subchapter I, Wis. Stats.

State Law Reference: Ch. 19, Subch. I, Wis. Stats.

History: Code of Ordinances, 1986. Sec 2-3-15 (a) repealed and recreated. Ordinance No. 1, Series of 1995.

SEC. 2-3-16 VACANCIES.

- (a) **HOW OCCURRING.** Except as provided in Subsection (c) below, vacancies in elective and appointive positions occur as provided in Sections 17.03 and 17.035, Wis. Stats.
- (b) **HOW FILLED.** Vacancies in elective and appointive offices shall be filled by appointment by a majority of the members of the Village Board for the remainder of the unexpired term or until a special election is held, per Sec. 17.24(b) Wis. Stat., unless otherwise required by state statutes.
- (c) **TEMPORARY INCAPACITATION.** If any officer be absent or temporarily incapacitated from any cause, the Board may appoint some person to discharge his duties until he returns or until such disability is removed.

State Law Reference: Section 61.23, Wis. Stats.

History: Code of Ordinances, 1986 Sec.2-3-16 (b) repealed and recreated. Ordinance No. 1, Series of 1995.

SEC. 2-3-17 REMOVAL FROM OFFICE.

- (a) **ELECTED OFFICIALS.** Elected Village Officers may be removed from office by a majority vote of all members of the Village Board, because of continued physical inability to perform the duties of office or gross neglect of duty.

- (b) APPOINTED OFFICIALS. Any appointive Village Officer shall be removed from office by a majority vote of all members of the Village Board at their pleasure.

History: Code of Ordinances, 1986. Sec 2-3-17 repealed and recreated. Ordinance No. 1, Series of 1995.

SEC. 2-3-18 CUSTODY OF OFFICIAL PROPERTY.

Village officers must observe the standards of care imposed by section 19.21, Wis. Stats.. with respect to the care and custody of official property.

State Law Reference: Section 19.21, Wis. Stats.

SEC. 2-3-19 OFFICIAL BONDS; OFFICERS NOT TO BE SURETIES.

Every bond required of a Village officer shall be executed with sufficient sureties in a sum fixed by the Village Board when not otherwise prescribed and be approved by the Village President.

State Law Reference: Section 61.22, Wis. Stats.