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ARTICLE I. IN GENERAL

Secs. 2-1—2-18. Reserved.

ARTICLE II. BOARD OF TRUSTEES

Sec. 2-19. Composition; compensation.

There shall be six trustees who, together with the president, shall constitute the board of trustees. The trustees and president receive compensation as established in an annual wage schedule resolution.

(Prior Code, § 1.01(1), (2))

Sec. 2-20. Meetings.

- (a) *Regular meetings.* Regular meetings of the village board shall be held on the second Thursday of each month. Notice of such regular meeting shall be required at least 24 hours in advance unless for good cause such notice is impossible or impractical. If good cause exists the notice should be given as soon as possible and must be given at least two hours in advance of the meeting pursuant to Wis. Stats. § 19.84(3). When the day so designated falls on a legal holiday or unsuitable date, such meeting shall be held on a day to be set by the board. The meeting place of the board shall be at such place as shall be ordered by the board.
- (b) *Special meetings.* Special meetings may be called by the president of the village or by two trustees upon at least 48 hours' notice to all members. Public notice shall be in the same manner as for regular meetings.

(Prior Code, § 1.01(3), (4))

Sec. 2-21. President and president pro tem.

- (a) The village president shall be the president of the board of trustees. He shall be the presiding officer at all regular and special meetings of the board of trustees. He shall be the chief executive officer of the village and shall perform all duties that may be required of him by statute or ordinance. He shall have supervision over all executive officers of the village and shall have the power and the authority to inspect, at any reasonable time, all books and records kept by any village officer or employee.
- (b) During a temporary absence or disability of the village president, the board of trustees shall elect one of its members to act as president pro tem, who, during the absence or disability of the president, shall perform the duties pertaining to the office.

(Prior Code, § 1.01(5), (6))

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Sec. 2-22. Procedure.

- (a) *Order of business.* The order of business for regular monthly meetings of the board of trustees is as follows:
- (1) Call to order and pledge to the flag;
 - (2) Roll call;
 - (3) Public comment;
 - (4) Public hearings, if necessary;
 - (5) Trustee and committee reports;
 - (6) President's report;
 - (7) Administrator's report;
 - (8) Consent items and "receive and file" items;
 - (9) Minutes of previous regular and special board meetings;
 - (10) Presentation of bills;
 - (11) Referrals.
- (b) *Written resolutions.* On request of any two members of the board, any resolution submitted to the board of trustees shall be reduced to writing before being voted on.
- (c) *Addressing meetings.* No person other than a member of the board of trustees shall address that body at any regular or special meeting unless recognized by the president.
- (d) *Robert's Rules applicable.* Roberts' Rules of Order shall govern the deliberations of the board of trustees except when in conflict with any of the foregoing rules.
- (e) *Suspension of rules.* The rules of order may be suspended at any time by consent of a majority of the members present at any meeting.

(Prior Code, § 1.01(7)—(11))

Sec. 2-23. Quorum.

A majority of the village board of trustees shall constitute a quorum to transact business.

(Prior Code, § 1.01(12))

Sec. 2-24. Standing and special committees.

The board may establish such standing committees as it determines, which committees, unless otherwise ordered by the board shall be appointed by the president. Special committees shall be created from time to time as directed by the board of trustees.

(Prior Code, § 1.01(13), (14))

Secs. 2-25—2-51. Reserved.

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ARTICLE III. OFFICERS AND EMPLOYEES

DIVISION I. GENERALLY

Sec. 2-52. Elected and appointed officers; compensation; compensation of officers and employees.

- (a) The elected officers of the village shall be president and trustees. The board shall have power to appoint assistants to officers and determine the compensation paid them. The regular term of village president and trustees shall commence on the third Tuesday of April in the year of their election, and they shall serve for a two-year period.
- (b) The board of trustees shall fix the compensation to be paid to elective and appointed officers and all other employees of the village according to the annual wage schedule resolution.

(Prior Code, § 2.01)

Sec. 2-53. Receipt of gifts or gratuities prohibited.

- (a) It is unlawful for any public employee or public official to receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of value which he is not authorized to receive from any person, if such person:
 - (1) Has or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or the governmental body of the public official;
 - (2) Conducts operations or activities which are regulated by such public employee's employer or the governmental body of a public official; or
 - (3) Has interests which may be substantially affected by such public employee's employer or the governmental body of the public official.
- (b) The receipt of any gift, gratuity or anything of value prohibited in this section is contrary to the public policy of the village.

(Prior Code, § 2.07)

Sec. 2-54. Village clerk.

- (a) *Appointment; term; vacancies.* The village clerk shall be appointed by the board of trustees for an indefinite term unless the board of trustees in the action appointing the clerk shall fix a term. In case the office of village clerk shall become vacant for any reason, the president and board of trustees shall appoint a successor as provided by state law.
- (b) *Deputy clerk.* The clerk may appoint a deputy, by and with the consent of the president and board of trustees, who in the temporary absence of the clerk in case of sickness or otherwise, shall be empowered to perform all or specifically designated duties of the village clerk.
- (c) *General duties.* The clerk shall keep the corporate seal, and all papers belonging to the village; shall attend all meetings of the president and board of trustees and keep a full report of its proceedings in the journal; and shall keep a full index of the minute book, keeping the same up-to-date from month to month. The clerk shall perform the following duties and all other duties imposed by law or by ordinance, resolution or direction of the board:

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- (1) Issue notices to the members and to all officers of the board of trustees and other persons, when directed so to do by the board or the chairperson of any committee of said board, and when required by law.
 - (2) Attest all licenses granted by the president and board of trustees, under the ordinances of the village and all other documents required to be signed by the president.
 - (3) Without delay, deliver to the officers of the village and to all committees of said board, all resolutions and communications referred to those officers or committees by that body.
 - (4) Without delay, deliver to the president of said village, all ordinances or resolutions under his charge, which may require to be approved or otherwise acted upon by the president, with all papers on which the same were founded.
 - (5) Within five days after the result of any election is declared or appointment made, notify such person so elected or appointed to any village office of the election or appointment and unless such person shall qualify respectively in five days after such notice, the office shall become vacant.
- (d) *Records.* In addition to the record of ordinances and other records which the clerk is required by state law to keep, the clerk shall keep a register of all licenses and permits issued and the payments thereon; a record showing all of the officers and regular employees of the village; and such other records as may be required by the board of trustees.
- (e) *File and preserve records.* The clerk shall file and preserve in convenient form for reference and use, according to date of filing and subject matter, all official bonds, oaths of office, written reports of officers and committees, vouchers and all papers and documents filed or deposited in the care of the clerk.
- (f) *Monies received.* The clerk shall turn over all money received on behalf of the village to the village treasurer promptly upon receipt and shall keep accounts showing all money received and its source and disposition and such other accounts as may be required by state law or village ordinance.

(Prior Code, § 2.03)

Sec. 2-55. Village treasurer.

- (a) *Appointment; term; deputy.* The village treasurer shall be appointed by the board of trustees for an indefinite term unless the board of trustees in the action appointing the treasurer shall fix a term. The village board may appoint a deputy treasurer who they may empower to perform all or specifically designated duties of the village treasurer.
- (b) *Duties.* The treasurer shall perform such duties as may be prescribed by state law or village ordinance; shall receive all money paid into the village either directly from the person paying the money or from the hands of such other officer or employee who may receive it; and shall pay out money only on vouchers or orders properly signed by the president, unless otherwise provided by state law or village ordinance or order of the board of trustees.
- (c) *Deposit of funds.* The treasurer shall deposit the village funds in such depositories as may be selected from time to time as is provided by law.
- (d) *Records.* The treasurer shall keep the records showing all money received, showing the source from which it is received and the purpose for which it is paid; and shall keep accurate records at all times showing the financial status of the village.
- (e) *Accounting.* The treasurer shall keep such books and accounts as may be required by ordinance and shall keep them in the manner required by the board of trustees.
- (f) *Reports.* The treasurer shall make a monthly report to the board of trustees showing the receipts and disbursements during the month previous, an annual report showing all activities of the office and such other financial reports as the board of trustees may require.

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- (g) *Bond waived.* The village elects not to require the treasurer's bond provided for in Wis. Stats. § 70.67(1) and shall be liable for default of treasurer. Pursuant to Wis. Stats. § 70.67(2), the village shall be obligated to pay, in case the treasurer shall fail to do so, all state and county taxes required by law to be paid by such village treasurer to the county treasurer.

(Prior Code, §§ 2.02, 2.04)

Sec. 2-56. Village attorney.

- (a) *Appointment.* The village attorney shall be appointed by the president and approved by the board of trustees.
- (b) *Duties.* The village attorney shall be the legal advisor of the village and shall render advice on all legal questions affecting it, whenever requested to do so by any village official. Upon request by the president or by the board, he shall reduce any such opinion to writing. He shall prosecute or defend any and all suits of actions at law or equity to which the village may be a party or in which it may be interested or which may be brought against or by, any officer of the village on behalf of the village or in the capacity of such person or an officer of the village.
- (c) *Special counsel.* The president may, with the consent of the board of trustees, retain special counsel to advise or represent the village on special matters or to assist the village attorney.

(Prior Code, § 2.05)

Secs. 2-57—2-85. Reserved.

DIVISION 2. VILLAGE ADMINISTRATOR

Sec. 2-86. Office created; purpose.

To provide the village with a more efficient, effective and responsible government under a system of a part-time village president and part-time board at a time when village government is becoming increasingly complex, there is hereby created the office of village administrator.

(Prior Code, § 1.04(1))

Sec. 2-87. 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 majority vote of the entire board. This section, however, shall not preclude the board from establishing other employment terms and conditions not inconsistent with the provisions of this Code.

(Prior Code, § 1.04(1))

Sec. 2-88. Functions and duties.

- (a) *Act as chief administrative officer.* The administrator, subject to the limitations defined in resolutions and ordinances of the village and state law, shall be the chief administrative officer of the village,

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responsible only to the board for the proper administration of the business affairs of the village, pursuant to state law, the ordinances of the village, and the resolutions and directives of the board, with power and duties as provided in this section.

- (b) *General duties.* The village administrator shall have the following general duties:
- (1) Carry out directives of the board that require administrative implementation, reporting promptly to the board any difficulties encountered herein;
 - (2) Be responsible for the administration of all day-to-day operations of the village government including the monitoring of all village ordinances, resolutions, board meeting minutes and state statutes;
 - (3) Establish when necessary administrative procedures to increase the effectiveness and efficiency of village government according to current practices in local government;
 - (4) Serve as ex-officio nonvoting member of all boards, commissions and committees of the village, except as specified by the board or state statutes;
 - (5) Keep informed concerning current federal, state, and county legislation and administrative rules affecting the village and submits appropriate reports and recommendations thereon to the board;
 - (6) Keep informed concerning the availability of federal, state and county funds for local programs;
 - (7) Assist department heads and the board in obtaining these funds under the direction of the board;
 - (8) Represent the village in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the board;
 - (9) Act as public information officer for the village with the responsibility of ensuring that the news media are kept informed about the operations of the village and that all open meeting rules and regulations are followed;
 - (10) Establish and maintain procedures to facilitate communications between citizens and village government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved; and
 - (11) Promote the economic well-being and growth of the village through public and private sector cooperation.
- (c) *Responsibilities to the village board.* The administrator shall have the following responsibilities to the village board:
- (1) Attend all meetings of the board, assisting the board as required in the performance of its duties;
 - (2) In coordination with the village president and village board, ensure that appropriate agendas are prepared for all meetings of the board, all board committees, and all other appropriate committees and commissions of the village, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the board, or any of its committees and commissions;
 - (3) Assist in the preparation of ordinances and resolutions as requested by the board, or as needed;
 - (4) Keep the board regularly informed about the activities of the administrator's office by oral or written report at regular and special meetings of the board; and
 - (5) Receive directives from the village president in the event that action normally requiring board approval is necessary at a time when the board cannot meet.
- (d) *Duties regarding village personnel.* The administrator shall have the following duties with regard to village personnel:
- (1) Be responsible for the administrative direction and coordination of all employees of the village according to the established organizational procedures of the village and state law;

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- (2) Recommend to the board the appointment, promotion, and when necessary for the good of the village, the suspension or termination of department heads and staff, except those officials selected by boards and commissions defined by state law;
 - (3) Serve as personnel officer for the village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all village employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for village employees; develop and enforce high standards of performance by village employees; ensure that village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
 - (4) Work closely with department heads and staff to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- (e) *Duties regarding budgeting and purchasing.* The administrator shall have the following duties with regard to budgeting and purchasing:
- (1) Be responsible for the preparation of the annual village budget, in accordance with guidelines as may be provided by the village board and in coordination with department heads, and pursuant to state statutes, for review and approval by the board;
 - (2) Administer the budget as adopted by the board;
 - (3) Report regularly to the board on the current fiscal position of the village;
 - (4) Supervise the accounting system of the village and ensure that the system employs methods in accordance with current professional accounting practices;
 - (5) 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 any limitation contained in state law.

(Prior Code, § 1.02(2))

Sec. 2-89. Combining administrator position with other village positions.

The position of administrator may be combined with the positions of clerk, treasurer, or any other position by resolution of the board.

(Prior Code, § 1.03)

Sec. 2-90. Personnel to cooperate with administrator.

All officials and employees of the village shall cooperate with and assist the administrator so that the village government shall function effectively and efficiently.

(Prior Code, § 1.04)

Secs. 2-91—2-108. Reserved.

ARTICLE IV. DEPARTMENTS

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Sec. 2-109. Police department.

The board of trustees shall be empowered to provide police protection for the village.

(Prior Code, § 13.02)

Sec. 2-110. Fire department.

The board of trustees shall be empowered to provide fire protection and rescue service for the village.

(Prior Code, § 13.01)

Secs. 2-111—2-133. Reserved.

ARTICLE V. BOARDS, COMMISSIONS AND SIMILAR BODIES

Sec. 2-134. Board of review.

The board of review shall consist of the president, clerk, and all the trustees. The board shall meet as required by state law. Each member of the board of review shall be paid such compensation as the village board may direct.

(Prior Code, § 4.03)

Secs. 2-135—2-151. Reserved.

ARTICLE VI. FINANCE

Sec. 2-152. Fiscal year.

The fiscal year of the village is from January 1 to December 31.

(Prior Code, § 4.01(4))

Sec. 2-153. Village budget procedure.

(a) *Preparation and submission of budget; content.* On or before October 31 of each year, the village president shall prepare and submit to the village board a proposed budget presenting a financial plan for conducting the affairs of the village for the ensuing calendar year. The budget shall include the following information:

- (1) The expense of conducting each department and activity of the village for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increases and decreases recommended as compared with appropriations for the current year;
- (2) An itemized statement of all anticipated income of the village from sources other than general property taxes and bond issues, with a comparative statement of the amounts received by the village from each of the same or similar sources for the last preceding and current fiscal years;

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- (3) An estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary for the proposed expenditures;
 - (4) Such other information as may be required by the village board.
- (b) *Appropriation ordinance.* The village president shall submit to the village board, at the time the annual budget is submitted, the draft of an appropriation ordinance providing for the expenditure proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the village board, it shall be deemed to have been regularly introduced.
 - (c) *Public hearing.* The village board shall hold a public hearing on the budget and the proposed appropriation ordinance as required by law. Following the public hearing, the proposed appropriation ordinance may be changed or amended and shall take the same course in the board of trustees as other ordinances.
 - (d) *Unencumbered balance.* Upon recommendation of the village president, the village board may at any time transfer any portion of an unencumbered balance of an appropriation to any other purpose or object. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to re-appropriation; but appropriations may be made by the village board, for capital improvements or public works which will not be completed within such year shall not lapse into the general fund, and any such appropriation shall continue in force until the purpose for which it was made shall have been accomplished or abandoned.

(Prior Code, § 4.01(1)—(4))

Sec. 2-154. Claims procedure.

- (a) *Clerk to audit and approve.* The clerk shall audit each claim against the village and, upon determining that the following conditions have been complied with, shall approve and endorse each claim as a proper charge that:
 - (1) Funds are available therefore pursuant to the approved budget;
 - (2) The item or service covered by such claim has been duly authorized by the proper official;
 - (3) The item or service has been actually supplied or rendered in conformity with such authorization;
 - (4) The claim is just and valid pursuant to law.
- (b) *Treasurer to pay approved claims.* Upon receipt of such approved claims, the treasurer is authorized to pay such claims.
- (c) *Monthly list of claims to be submitted to board.* Not less than monthly, the clerk shall file with the village board a list of the claims approved, showing the date paid, the name of the claimant, the purpose and the amount.
- (d) *Annual detailed audit.* The village board shall authorize an annual detailed audit of its financial transactions and accounts in accordance with Wis. Stats. § 66.0609.
- (e) *Procedure valid only if clerk is covered by fidelity bond.* The procedure shall be operative only if the clerk is covered by a fidelity bond of not less than \$5,000.00, as provided by Wis. Stats. § 66.0609.

(Prior Code, § 4.02)

Sec. 2-155. Public works construction insurance; bond for work on public property.

- (a) *Public works contract insurance required.* Before any contract shall be let or renewed for the construction of public facilities or the performance of public works for the village the contractor shall

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execute to the village and have on file with the village clerk proof of insurance to be approved by the president and village attorney to indemnify, reimburse and save harmless the village, as follows:

- (1) In a sum not less than \$300,000.00 from all damage to and loss of property of the village and expense arising therefrom which may be incurred by the village.
 - (2) In a sum not less than \$500,000.00 per person and \$1,000,000.00 per occurrence against any liability or expense which may be imposed by law against the village for damages on account of bodily injury, including death at any time resulting therefrom sustained by any person or persons.
 - (3) In a sum not less than \$1,000,000.00 against any liability and expense which may be imposed by law on the village for damages to property of others; if such damage, loss of property, liability or expense occurs as a consequence of or arising out of work performed by such contractor, or his subcontractors, servants, agents or employees or from the operation of any vehicle in connection therewith.
- (b) *Bond for work performed on public property.* Before any permit is granted to any person for the opening of public ways, the tapping or connection to a water main or any other work to be performed in or upon public property whether for a public or private purpose, the applicant shall execute to the village and have on file with the village clerk his bond of undertaking to indemnify, reimburse and save harmless the village in the sums stated in this section against any damage, loss of property liability or expense which occurs as a consequence of or arising out of work performed by such applicant, his contractor, subcontractor, servants, agents or employees or from the operation of any vehicle in connection therewith.
- (c) *Limitations on type of bond/insurance used to comply with this section.* Any person required to file a bond of undertaking pursuant to this section shall insure the liabilities assumed through an insurance corporation licensed to do business in this state which insurance shall provide that it shall remain in full force and effect and may be terminated only after notice in writing to the village clerk, and such other officials as the village may designate; at least ten days prior to the cancellation, expiration, or termination thereof. Such person shall provide a certificate from the insurer, issued to the village, showing the coverage carried, and containing the language set forth in this section with respect to the cancellations or termination of the policy of insurance.
- (d) *Other performance bonds may be required by village board.* When any construction or work is to be performed for the village, or when any construction or work is to be performed for a private person which work or construction is intended to be or is agreed to be dedicated to the village, the village shall require such performance bond as shall be necessary or desirable to protect the interests of the village prior to issuing any permit required by village ordinances for such construction work.

(Prior Code, § 7.04)

Secs. 2-156—2-178. Reserved.

ARTICLE VII. RECORDS MANAGEMENT

Sec. 2-179. Obsolete records.

Destruction of obsolete records shall be in accordance with the guidelines as set forth in the Wisconsin Municipal Records Manual. The schedule may be modified or updated as determined appropriate by the village board.

(Prior Code, § 4.04(intro.))

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Sec. 2-180. Financial records.

Village officers may destroy the following nonutility records of which he is the legal custodian and which are considered obsolete, after completion of an audit by state auditors or an auditor licensed under Wis. Stats. ch. 442, but not less than seven years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the public records board pursuant to Wis. Stats. § 16.61(3)(e), and then after such shorter period:

- (1) Bank statements, deposit books, slips and stubs.
- (2) Bonds and coupons after maturity.
- (3) Canceled checks, duplicates and check stubs.
- (4) License and permit applications, stubs and duplicates.
- (5) Official bonds.
- (6) Payrolls and other time and employment records of personnel included under the state retirement fund.
- (7) Receipt forms.
- (8) Special assessment records.
- (9) Vouchers, requisitions, purchase orders and all other pertinent supporting documents.
- (10) Vouchers and supporting documents pertaining to charges not included in plant accounts of the municipal utilities.
- (11) Other municipal utility records with the written approval of the state public service commission.

(Prior Code, § 4.04(1))

Sec. 2-181. Utility records.

Village officers may destroy the following records of any municipal utility subject to the regulations by the state public service commission, of which he is the legal custodian and which are considered obsolete, after completion of an audit by the state auditors or by an auditor licensed under Wis. Stats. ch. 442, but not less than two years after payment or receipt of the sum involved in the applicable transaction:

- (1) Water stubs.
- (2) Sewer rental charge stubs.
- (3) Receipts for current billings.
- (4) Customer ledgers.

(Prior Code, § 4.04(2))

Sec. 2-182. Other records.

Village officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state public records board and then after such a shorter period:

- (1) Assessment rolls and related records, including board of review minutes.
- (2) Contracts and papers relating to contracts.

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- (3) Correspondence and communications.
- (4) Financial reports other than annual financial reports.
- (5) Insurance policies.
- (6) Oaths of office.
- (7) Reports of boards, commissions, committees and officials duplicated in the village board minutes.
- (8) Resolutions and petitions.
- (9) Voter record cards.

(Prior Code, § 4.04(3))

Sec. 2-183. Tape recordings.

Any tape recordings of a governmental meeting of the village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

Sec. 2-184. Preservation on microfilm or electronically.

Any authority or custodian may, subject to the approval of the village board, keep and preserve public records in its possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in state law and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and this article.

Sec. 2-185. Historical society notification.

- (a) Prior to the destruction of any public record described in Wis. Stats. § 19.21(4)(a), (b), or (c), at least 60 days' notice in writing shall be given the state historical society unless such notice is waived by the society.
- (b) The state historical society has waived the required 60-day notice for any record designated "waived" (notification requirement waived) in the retention schedules published as part of the most recent edition of the Wisconsin Municipal Records Manual. The state historical society must be notified 60 days prior to destruction of any record designated with "Notify" (notification required). The term "N/A" in the schedules indicates "not applicable" and applies to any record designated for permanent retention with the original custodian.

(Prior Code, § 4.04(4))

Sec. 2-186. State law and rules applicable and controlling.

This article shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations. In the event that this article is contrary to any state statute or state administrative regulation, or any other binding law, the said state statute, state administrative regulations or other law shall be controlling.

(Prior Code, § 4.04(5), (6))

Secs. 2-187—2-210. Reserved.

ARTICLE VIII. MUNICIPAL COURT

Sec. 2-211. Court established.

Pursuant to Wis. Stats. § 755.01 and the agreement between the villages of Wind Point, Wisconsin, and North Bay, Wisconsin, dated May 9, 1996, the village has established the Joint Municipal Court for the Village of Wind Point and the Village of North Bay and the office of municipal judge.

(Prior Code, § 3.01(1))

State Law reference— Options of municipality regarding municipal court, Wis. Stats. § 755.01.

Sec. 2-212. Municipal judge.

The municipal judge shall be licensed to practice law in this state, and may be elected from either the villages of Wind Point or North Bay to serve a term of four years, commencing on May 1 of the year of election. The municipal judge shall receive a salary as provided in the annual wage schedule resolution; provided, however, that no salary shall be paid to the judge for any time during his term for which he has not executed and filed his official bond and oath as required by this section. The municipal judge shall execute and file with the clerk of the county circuit court the oath prescribed by Wis. Stats. § 757.02(1) and a bond in the penal sum of \$2,000.00 as prescribed by Wis. Stats. § 61.22.

(Prior Code, § 3.01(2))

State Law reference— Oath of municipal judge, Wis. Stats. § 757.02; official bonds of village officers, Wis. Stats. § 61.22.

Sec. 2-213. Jurisdiction.

The municipal court and the municipal judge shall have jurisdiction pursuant to state law to enforce the state and local laws and ordinances and any infractions thereof occurring within the boundaries of the villages of Wind Point and North Bay.

(Prior Code, § 3.01(3))

Sec. 2-214. Forfeitures.

The municipal judge may impose forfeiture for contempt as provided by Wis. Stats. § 800.12.

(Prior Code, § 3.01(4))

State Law reference— Municipal court contempt procedure, Wis. Stats. § 800.12.

Chapter 2 ADMINISTRATION

Sec. 2-215. Procedure; time court is open; collection of funds and payment to village treasurer.

The procedure in municipal court shall be as provided by state law. The municipal court shall be open at such times as shall be determined by the municipal judge as required for the administration of justice. The municipal judge shall collect all forfeitures, fines and taxable costs in any action or proceeding before him, and shall pay over such moneys to the village treasurer.

(Prior Code, § 3.01(5))

Sec. 2-216. Court clerk.

The municipal judge shall appoint a clerk for the court. Such clerk may be the village clerk. The clerk shall file such bond as is required by law.

(Prior Code, § 3.01(6))