

CHAPTER 1

GENERAL GOVERNMENT

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1.01 ELECTED OFFICIALS. (1) VILLAGE PRESIDENT. The Village President shall be elected at the regular spring election in odd-numbered years for a term of 2

years, commencing on the third Tuesday of April in the year of his election.

(2) TRUSTEES. There shall be 6 Village Trustees, 3 of whom shall be elected at the regular spring election in odd-numbered years and 3 in even-numbered years for 2 year terms, commencing on the third Tuesday of April in the year of their election.

1.02 APPOINTED OFFICIALS. (1) CLERK-TREASURER. The Clerk-Treasurer shall be appointed by a majority vote of the members-elect of the Village Board for an indefinite term. The Clerk-Treasurer shall perform the duties of clerks and treasurers as provided by law and shall perform such other duties as directed by the Village Board.

(2) ASSESSOR. The Assessor shall be appointed by a majority vote of the members-elect of the Village Board for a 3-year term, commencing January 1 of every third year. The Assessor shall perform the duties of assessors, as provided by law, and shall attend all Board of Review meetings.

(3) CHIEF OF POLICE. (Am. Ord. #5-97). (Am. Ord. #3-2005) The Chief of Police shall be appointed by a majority of the members-elect of the Village Board. The Chief shall be subject to an 18-month probationary period, with evaluations every 6-month, and after successfully completing the 18th month evaluation, the Chief shall serve for an indefinite term, subject to removal for cause. In the event the Village Board elects to employ an Officer in Charge of the Police Department rather than a Chief of Police, it may do so in its discretion. The employment of an Officer in Charge shall be by agreement between the Village Board and the employee.

(4) VILLAGE ATTORNEY. The Village Attorney shall be appointed by a majority vote of the members-elect of the Village Board for an indefinite term, subject to removal at the will of the Village Board.

(5) FIRE CHIEF AND FIRE INSPECTOR. (a) Appointment. The office of Fire Chief of the Fire Department of the Village of Hazel Green and the Town of Hazel Green Fire District shall be filled by a majority vote of the members of the Department. The Fire Chief shall hold office for a term of one year and until his successor is selected, approved and qualified. The Fire Chief shall, by virtue of his office, hold the office of Fire Inspector.

(b) Qualifications. The Fire Chief shall be a member of the Fire Department in good standing whose entire time, both day and night, is ordinarily spent within the Village limits and who has had training and experience in fire department operations.

(6) EMERGENCY GOVERNMENT DIRECTOR. See sec. 1.04(2) of this chapter.

(7) (Rep. Ord. #6-98)

(8) ZONING ADMINISTRATOR. See sec. 14.23 of this Code.

(9) WEED COMMISSIONER. The Weed Commissioner shall be appointed annually by the Village President.

1.03 BOARDS AND COMMISSIONS. (1) BOARD OF REVIEW.

(a) Membership. The Board of Review shall consist of the Village President, all 6 Trustees and the Clerk-Treasurer. The Village Assessor shall attend all meetings of the Board of Review.

(b) Powers and Duties. The Board of Review shall have the powers and duties prescribed in ss. 70.47, Wis. Stats.

(c) Records to be Held Confidential. (Ord. Created 2-2000) 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 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(1), Wis. Stats. If any portion of this section shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions of this section. The remainder of this section shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this section are hereby repealed as to those terms that conflict.

(2) PLAN COMMISSION. See sec. 14.21 of this Code.

(3) BOARD OF ZONING APPEALS. See sec. 14.22 of this Code.

(4) INDEPENDENT HEARING OFFICER. (Rep. & Recr. Ord. #4-2005) (Rep. & Recr. Ord. #5-2001, Rep. & Recr. Ord. #24-98).

An independent hearing examiner shall be appointed by the Village Board to act in lieu of a board of police and fire commissioners under Wisconsin Statute section (62.13(5) at a pay rate established and approved by the Village Board.

(5) HAZEL GREEN SEWER COMMISSION. The Village Board shall constitute the Hazel Green Sewer Commission.

(6) HAZEL GREEN LIGHT AND WATER COMMISSION. The Village Board shall constitute the Hazel Green Light and Water Commission.

(7) ADMINISTRATIVE REVIEW APPEALS BOARD. (a) Membership. The

Administrative Review Appeals Board shall consist of the Village President, one Trustee and one citizen member. The citizen member shall be appointed by the Village President for a 3-year term and the Trustee for a one-year term, subject to confirmation by the Village Board.

(b) Powers and Duties. See ch. 6 of this Code.

(8) VILLAGE OF HAZEL GREEN AND TOWN OF HAZEL GREEN FIRE DISTRICT BOARD. (a) Membership. (Am. Ord. #6-89; Am. Ord. #5-99). The Village of Hazel Green and the Town of Hazel Green Fire District Board shall consist of six members, three each from the Village Board and the Town Board. The Village President shall appoint three Village Trustees annually for one year terms, subject to confirmation by the Village Board. The Village President shall appoint one of the Village trustee members as the chairman of the district board and one of the citizen members Clerk-Treasurer of the District Board, subject to confirmation by the Village Board.

(b) Powers and Duties. The Board shall have the powers and duties set forth in the agreement entered into between the Village and the Town.

(9) (Rep. Ord. #9-98)

(10) (Rep. Ord. #7-98)

(11) PARK COMMITTEE. (Am. Ord. #3-2001, Cr. Ord. #4-98). A Park Committee shall be appointed by the Village President, subject to confirmation by the Village Board. The appointments to the Committee shall be made annually at the regular Village Board meeting in May.

(a) Membership. The Park Committee shall consist of 7 members, each member serving until his successor has been appointed and qualified. The 7-member Committee shall consist of at least one Village Board member and the remainder shall be citizens of the Village. The terms shall commence upon appointment and qualification.

(b) Powers and Duties. 1. To make recommendations to the Village Board on any aspect of park operations.

2. To establish reasonable rules relating to the use of the park.

3. To participate in advertising for and interviewing candidates for work available in the park not currently being performed by other Village employees.

4. To schedule and coordinate activities and programs and resolve disputes among groups and individuals seeking to use or using the park.

5. To organize and promote park use, volunteerism, youth recreation programs and other similar activities.

(12) **INDUSTRIAL PARK COMMITTEE.** (Cr. Ord. #11-99) An Industrial Park Committee shall be appointed by the Village Board.

(a) Membership. The Industrial Park Committee shall consists of 5 members, the Village President, one Village Board Member, and 3 Village citizens, for a term of one year.

(b) Responsibilities of the Industrial Park Committee. 1. Review and approve all plans and specifications for public or private development within the Industrial Park.

2. Oversee the enforcement of the protective covenants.

3. Promote the development of a well-designed Industrial Park.

(13) (Cr. Ord. #5-2012) A Memorial Park Committee shall be appointed by the Village Board.

(a) (Amended 11-2014) Membership. The Memorial Park Committee shall consist of 9 members who shall be 3 Village Board members, 5 citizen members and 1 community organization member. Each member shall serve a 1 year term.

1.04 EMERGENCY GOVERNMENT. A Joint Action Emergency Government ordinance between Grant County and the Village of Hazel Green to cope with emergencies resulting from enemy action and with emergencies resulting from natural disasters.

(1) **COUNTY ORDINANCE ADOPTED BY REFERENCE.** A joint action ordinance of the Board of Supervisors of Grant County providing for a county-municipal joint action emergency government plan of organization, adopted by said County Board, is made a part hereof, by reference, and is hereby ratified and accepted by the Village of Hazel Green, Grant and Lafayette Counties, Wisconsin. This ratification and acceptance of the Joint Action Ordinance shall constitute a mutual agreement between the Village of Hazel Green and Grant County, as provided by Sec. (4)(j) of said Joint Action Ordinance.

(2) **EMERGENCY GOVERNMENT DIRECTOR.** The County-Municipal Emergency Government Director, appointed and employed by the Grant County Board, as provided in the referred-to ordinance, is hereby designated and appointed Emergency Government Director for the Village or Hazel Green, subject to the conditions and provisions as set forth in the Wisconsin Statutes and the Grant County Joint Action Ordinance.

1.05 GENERAL REGULATIONS GOVERNING ALL VILLAGE OFFICERS.

(1) **EFFECT.** The provisions of this section shall apply to all officers of the Village, regardless of the time of creation of the office or selection of the officer, 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 commissions, shall, before entering upon his duties and within 5 days of his election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the office of the Clerk-Treasurer. Any person re-elected or reappointed 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 office, give 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 office. Official bonds shall be filed as are oaths, as provided in sub. (2) above.

(4) **SALARIES.** All officers of the Village shall receive such salaries as may be provided from time to time by the Village Board by ordinance. No officer receiving a salary from the Village shall be entitled to retain any portion of any fees collected by him for the performance of his 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. The regular pay day shall be every other Friday, except the Village President and Village Trustees shall be paid at the first Village Board meeting in April and December of each year.

(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) **RECEIPTS OF GIFTS PROHIBITED.** (Repealed 1-2010)

1.055 ETHICS CODE (Created 1-2010)

(1) **STATEMENT OF PURPOSE.** (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this Section a Code of Ethics for all Village of Hazel Green officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.

(b) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Hazel Green and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The Village Board believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their

personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials and employees. The Village Board hereby reaffirms that each elected and appointed Village official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Hazel Green.

(2) DEFINITIONS. The following definitions shall be applicable in this Section:

(a) Public Official. Those persons serving in statutory elected or appointed offices provided for in Chapter 61 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.

(b) Public Employee. Any person excluded from the definition of a public official who is employed by the Village.

(c) Anything of Value. Any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation or expense reimbursement paid by the Village, honorariums, fees and expenses under the standards and reporting requirements set forth in Sec. 19.56, Wis. Stats., campaign contributions as regulated by law, or hospitality extended for a purpose unrelated to Village business by a person or firm, corporation, partnership, or joint venture.

(d) Business. Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.

(e) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(f) Significant Interest. Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

(g) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(3) STATUTORY STANDARDS OF CONDUCT. There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin

Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) Sec. 19.59. Ethics
- (b) Sec. 946.10. Bribery of Public Officers and Employees.
- (c) Sec. 946.11. Special Privileges from Public Utilities.
- (d) Sec. 946.12. Misconduct in Public Office.
- (e) Sec. 946.13. Private Interest in Public Contract Prohibited.

(4) **RESPONSIBILITY OF PUBLIC OFFICE.** Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(5) **DEDICATED SERVICE.**

(a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

(b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk-Treasurer. The Village Board shall notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

(6) **FAIR AND EQUAL TREATMENT.**

(a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.

(b) **Use of Village Stationery.** Copies of any correspondence written on Village stationery shall be filed with the Village Clerk-Treasurer, or his or her designee.

(c) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.

(d) Political Contributions. No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Section is a candidate or treasurer.

(7) CONFLICT OF INTEREST.

(a) Financial and Personal Interest Prohibited.

(i) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Section or which would tend to impair independence of judgment or action in the performance of official duties.

(ii) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the Village Board involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

(iii) Any non-elected official, other than a Village employee, who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.

(iv) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board,

commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

(b) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

(c) Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair such official or employee's independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(d) Gifts and Favors.

(i) No official or employee shall accept or offer to accept anything of value from any person who, to his or her knowledge, is interested directly or indirectly, or is seeking an interest, directly or indirectly, in any manner whatsoever in business dealings with the Village, or from any person who conducts activities which are regulated by the Village, or from any person who has interests which may be substantially affected by actions of the Village.

(ii) No official or employee shall accept or offer to accept anything of value that may tend to influence such official or employee in the discharge of his or her duties, or grant in the discharge of his or her duties any improper favor, service, or thing of value.

(iii) Gifts received under unusual circumstances should be referred to the Ethics Board within ten (10) days for recommended disposition.

(iv) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

(e) Representing Private Interests Before Village Agencies.

(i) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.

(ii) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.

(f) Ad Hoc Committee Exceptions. No violation of the conflict of interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.

(g) Contracts with the Village. No official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which such officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the part of such official or employee, shall enter into any contract with the Village unless:

(i) The contract or activity is exempt from or otherwise deemed appropriate by Sec. 946.13, Wis. Stats.;

(ii) The Village Board waives this requirement after determining that it is in the best interest of the Village to do so and the Village Board determines that no law prohibits the making of such a contract.

(h) Disclosure of Interest in Legislation. To the extent known, any member of the Village Board who has a financial or personal interest in any proposed legislation before the Board shall disclose on the record of the Board the nature of and extent of such interest. Any other official or employee who has a financial or personal interest in any proposed legislative action of the Board and who participates in discussion with or gives official opinions or recommendations to the Board shall disclose on the record of the Board the nature of and extent of such interest.

(8) **ADVISORY OPINIONS.** When an official or employee has doubt as to the applicability of a provision of this Section, such official or employee may apply to the Village Attorney for an advisory opinion. The official or employee shall have the opportunity to present

his or her interpretation of the facts at issue and of the applicability of provisions of this Section before such advisory decision is made. This Section shall be operative in all instances covered by its provisions, except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary but determined to be more appropriate or desirable.

(9) **HIRING RELATIVES.** (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 37.02(E) as personal interests.

(b) Hiring an immediate family member of any current Village employee or elected Village official is discouraged and will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position.

(c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

(10) **SANCTIONS.** A determination that an employee's actions constitute improper conduct under the provisions of this Section shall constitute a cause of suspension, removal from office or employment or other disciplinary action."

1.06 ELECTIONS. (1) **CLERK-TREASURER'S ELECTION DUTIES.** As provided in ss. 7.15, Wis. Stats., the Clerk-Treasurer shall have charge of and supervise all elections held in the Village.

(2) **ELECTION OFFICIALS.** (a) Appointment. Election officials shall be appointed pursuant to ss. 7.30, Wis. Stats.

(b) Number. Except as provided in par. (c) below, there shall be 7 inspectors for each election.

(c) Reduction of Number. Pursuant to ss. 7.32, Wis. Stats., the Clerk-Treasurer may reduce the number of election inspectors for any given election to not less than 3.

(d) (Cr. Ord. 3-2012) Two (2) or more sets of officials may work at different times on election day and the Village Clerk or his/her designee may in his or her discretion establish different working hours for different officials assigned at the same polling place.

(3) POLLING HOURS. (Amended #1-2006) (Amended #15-2001) The polls of the Village shall open at 7:00 a.m. and close at 8:00 p.m. for all elections.

(4) POLLING PLACE. The polling place for the Village shall be the Village Hall.

1.07 PUBLIC RECORDS. (1) DESIGNATION OF LEGAL CUSTODIAN OF THE RECORDS OF THE VILLAGE. The Village Board hereby designates the Clerk-Treasurer as the official legal custodian of the public records of the Village. It shall be the responsibility of the Clerk-Treasurer to carry out all duties and responsibilities imposed upon the Village and the legal custodian by the Wisconsin Public Records and Property Law, as set forth in ss. 19.31 to 19.39, Wis. Stats. The Clerk-Treasurer shall be responsible for the timely response to any request for access to the public records, the release of the public records of the Village, the conditions under which records may be inspected and the collection of costs for the location and reproduction of such records.

(2) DESIGNATION OF DEPUTY LEGAL CUSTODIAN. The Village President is hereby designated as deputy legal custodian to act as legal custodian in the absence of the Clerk-Treasurer.

(3) NOTICE TO ALL EMPLOYEES. It is directed that all employees of the Village be informed, in writing, of the designation of the legal custodian and the deputy legal custodian of the public records of the Village. Employees shall be further informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this section.

(4) POWERS AND DUTIES OF THE OFFICIAL LEGAL CUSTODIAN. All requests for the release, inspection and/or reproduction of public records of the Village shall be directed or referred to the Clerk-Treasurer who is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law or this section. The Clerk-Treasurer shall establish hours when persons shall have access to records maintained in the Village Hall. The Clerk-Treasurer shall prepare and post a notice to the public regarding access to public records, pursuant to ss. 19.34, Wis. Stats.

(5) FEE SCHEDULE REGARDING THE COSTS OF LOCATING AND/OR REPRODUCING RECORDS AND PROPERTY OF THE VILLAGE. (Amended 2-2006)The cost of photocopying shall be \$.25 per page, color copying shall be \$.35 per page, video reproducing shall be \$25.00 per video, and police accident report request shall be \$5.00 each. The cost of printing out computer records shall be \$1 per page. The cost of providing information on a computer readable medium shall be \$50 per request. The actual full cost of providing a copy of other records not in printed form on paper, computer printouts and audiotapes or videotapes shall be charged.

(6) PRESERVATION OF RECORDS. The records of the Village shall be retained

and preserved by the legal custodian, as required by all applicable laws, and no records shall be destroyed without the prior written approval of the legal custodian. Further, no record of the Village shall be destroyed after the receipt of a request for such record until after the request is granted or until any dispute concerning the request has been completely and finally resolved.

(7) **DESTRUCTION OF OBSOLETE PUBLIC RECORDS.** (a) Financial Records. The Clerk-Treasurer 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 Ch. 442, Wis. Stats., but not less than 7 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 committee on public records, pursuant to ss. 16.61(3)(e), Wis. Stats., 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 Wisconsin Retirement Fund
7. Receipt forms
8. Special assessment records
9. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto

(b) Utility Records. The Clerk-Treasurer may destroy the following records of any municipal utility of which he is legal custodian and which are considered obsolete after completion of an audit by the State auditors or by an auditor licensed under Ch. 442, Wis. Stats., but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

1. Utility charge stubs
2. Receipts of current billings
3. Customers' ledgers

(c) Other Records. The Clerk-Treasurer may destroy the following records of which he is the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective.

1. Assessment rolls and related records, including Board of Review minutes
2. Contracts and papers relating thereto
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

(d) Notice Required. Prior to the destruction of any public record described above, at least 60 days' notice shall be given to the State Historical Society.

(e) Limitation. This section shall not be construed to authorize the destruction of any public records after a period less than prescribed by statute or State administrative regulation.

(f) (Cr. Ord. #16-98) In the event the Clerk-Treasurer determines to tape record meetings for his use in preparing minutes of such meetings, the tape recording may be destroyed no sooner than 90 days after the written minutes have been approved and published.

1.08 MUNICIPAL CITATIONS. (Cr. Ord. #3-88). (1) Violations of ordinances of the Village shall be enforced by the issuance of a Municipal citation.

(2) The Municipal Citation shall contain the following information:

(a) The name and address of the alleged violator.(b) Factual allegations describing the alleged violation.

(c) The time and place of the offense.

(d) The section of the Code violated.

(e) A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so.

(f) The time at which the alleged violator may appear in court.

(g) A statement which in essence informs the alleged violator:

1. That a cash deposit based upon the deposit schedule established by the

Village Board as a part of this section may be made and which, if made, shall be delivered or mailed to the Clerk of the Circuit Court for Grant County, Wisconsin, at the Courthouse in the City of Lancaster, Wisconsin, prior to the time of the scheduled court appearance.

2. That if a deposit is made, no appearance in court is necessary unless he is subsequently summoned.

3. That if a cash deposit is made and the alleged violator does not appear in court, he will be deemed to have entered a plea of no contest or, if the court does not accept the plea of no contest, a summons will be issued commanding him to appear in court to answer the complaint.

4. That if no cash deposit is made and the alleged violator does not appear in court at the time specified, an action may be commenced to collect the forfeiture or the alleged violator may be found in default and judgment may be rendered against him for the amount of the forfeiture set forth.

(h) A direction that if the alleged violator elects to make a cash deposit, the statement which accompanies the citation shall be signed to indicate that the statement required under par. (g) above has been read. Such statement shall be sent or brought with the cash deposit.

(i) Such other information as the Village deems necessary.

(3) The Village Board hereby adopts for use the Wisconsin Uniform Municipal Citation, Form MOSI, consisting of a 3 part citation, a sample of which is on file in the office of the Clerk-Treasurer and which is adopted by reference as though fully set forth herein.

(4) The schedule of cash deposits for use with citations issued under this section shall be as adopted by the Village Board from time to time and such schedule shall be on file in the offices of the Chief of Police and the Clerk-Treasurer. There is hereby adopted by reference as though fully set forth herein a schedule of deposits, a copy of which is attached hereto and made a part hereof. Deposits shall be in cash, money order or certified check to the Clerk-Treasurer, an authorized employee of the Hazel Green Police Department or the Clerk of Courts for Grant County, Wisconsin, who shall provide a receipt therefor.

(5) Any law enforcement officer employed by the Village is hereby authorized to issue citations under this section.

(6) Section 66.229(3), Wis. Stats., is hereby adopted and incorporated herein by reference.

(7) This section does not preclude the Village Board from adopting any other ordinance or providing for the enforcement of any law or ordinance relating to the same or other matter. The issuance of a citation hereunder shall not preclude the Village of Hazel Green or any authorized officer thereof from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.

1.09 SALARIES AND OTHER COMPENSATION FOR ELECTED OFFICIALS (Ord. Created 11-2005)

(1) The Village President shall be paid a salary of \$1,000.00 per year plus \$35.00 for every meeting which he or she attends in his or her position as Village President.

(2) Each Village Trustee shall be paid a salary of \$500.00 per year plus \$30.00 for every meeting which he or she attends in his or her position as trustee.

(3) Each official shall be reimbursed for out of pocket expenditures incurred while he

or she is engaged in authorized Village business (e.g. long distance telephone charges, mileage at the rate paid to Village employees, meals and hotel costs for conventions or conferences at which attendance has been authorized by the Board).

(4) Each official shall receive the sum of \$75.00 per day or part of a day on which he or she attends any out of town conference, legal proceeding or other similar occurrence.

(5) No elected official may receive payment for more than one meeting per day.