

Chapter 2.00
Village Officials

Sections:

- 2.00.010 Elected officials.**
- 2.00.020 Appointed officials.**
- 2.00.030 Administrative guidance.**

2.00.010 Elected officials.

The Village of Oakfield Board of Trustees shall consist of a president and six trustees elected to office for two-year terms by the electors of the village. The president and three trustees shall be elected to office at the spring election in odd-numbered years; the remaining three trustees shall be elected to office at the spring election in the even-numbered years. (Ord. 2001-21)

2.00.020 Appointed officials.

The village president shall appoint the village officials listed below at the first regular village board meeting in May, subject to confirmation by a majority vote of the village board. The village president shall not vote on the confirmation of such appointments, except in case of a tie. The term of office for all appointed officials shall be one year, commencing on the fifteenth day of May following appointment. The appointed officials and their duties are listed below:

The **Clerk-Treasurer** shall:

- A. Be bonded by the village.
- B. Perform any duties prescribed by law relative to elections, to keep subject to inspection all election returns required to be filed in the village office, and to notify persons elected or appointed to village offices.
- C. Transmit to the county clerk, within 10 days after election or appointment and qualification, a certified statement of the name and term for which elected or

appointed, of the president, clerk, treasurer and assessor; and to the clerk of the circuit court immediately after their election or appointment and qualification, a like statement of the time and term for which elected or appointed of the chief of police of the village.

D. Attend all meetings of the village board; to record and sign the proceedings thereof and all ordinances, rules, bylaws, resolutions and regulations adopted, and to countersign and keep a record of all licenses, commissions and permits granted or authorized by them, and for such purpose to keep the following books: A minute book, in which shall be recorded in chronological order full minutes of all elections, general or special, and the statements of the inspectors thereof; full minutes of all the proceedings of the board of trustees; the titles of all ordinances, rules, regulations and bylaws, with reference to the book and page where the same may be found. An ordinance book, in which shall be recorded at length, in chronological order, all ordinances, rules, regulations and bylaws. A finance book, in which shall be kept a full and complete record of the finances of the village, showing the receipts, the date, amount and sources thereof, and the disbursements, with the date, amount and object for which paid out; and to enter in either such other matters as the board prescribes, and such other books as the board directs.

E. Countersign and cause to be published or posted every ordinance, bylaw or resolution as required by law, and to have proper proof thereof made and filed.

F. Be the custodian of the corporate seal, and to file as required by law and to safely keep all records, books, papers or property belonging to, filed or deposited in the village office, and deliver the same to the clerk's successor when qualified; to permit any person with proper care to examine and copy

any of the same, and to certify a copy of any thereof when required, on payment of the same fees allowed town clerks therefor.

G. Draw and countersign all orders on the village treasury ordered by the board and none other.

H. Stamp or endorse street trade permits at the request of an employer under s. 103.25 (3m) (b).

I. To stamp or endorse traveling sales crew worker permits at the request of an employer under s. 103.34 (11) (c).

J. Make a tax roll and deliver the same to the village treasurer; and to make and transmit to the county treasurer, on blanks provided by the department of revenue, a statement showing the total amount of all taxes levied therein.

K. Notify the treasurer of the county in which the village is located, by February 20, of the proportion of property tax revenue and of the credits under s. 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the village.

L. Develop and implement office procedures and policies in conjunction with the village president.

M. Perform all other duties required by law or by any ordinance or other direction of the village board.

N. Except as provided in s. 66.0608, receive all moneys belonging or accruing to the village or directed by law to be paid to the treasurer.

O. Except as provided in s. 66.0608, deposit upon receipt the funds of the village in the name of the village in the public depository designated by the board. Failure to comply with this subsection shall be prima facie grounds for removal from office. When the money is deposited, the treasurer and bonders are not liable for the losses defined by s. 34.01 (2), and the interest shall be paid into the village treasury.

P. Pay money only on the written order of

the president, countersigned by the clerk and specifying the number thereof, the payee and the amount and the object for which drawn.

Q. Keep just and accurate detailed accounts of all transactions showing when, to whom, and for what purpose all payments are made, in books provided by the village board, and preserve all vouchers filed in the office.

R. Render an account and settlement of all official transactions to the board at its last meeting prior to the annual election, and at all other times when required by the board.

S. Deliver to the successor, when qualified, all books of account, papers and property of the office and all money on hand as treasurer.

T. Keep but one fund in the treasury, except as otherwise provided.

U. On receipt of the tax roll, and while acting as collector of taxes, exercise the same powers and perform the same duties as are by law conferred upon and required of town treasurers while acting in that capacity, and be subject to the same penalties and liabilities.

V. Manage the payroll, the water and sewer billing, insurance policies and payment, and perform other duties as are required by law or the village board.

W. May appoint a deputy clerk-treasurer, subject to approval by the Village Board, who shall take and file the oath of office, shall act under the clerk-treasurer's direction and who during the temporary absence or disability of the clerk-treasurer or during a vacancy in such office shall perform the duties of clerk-treasurer. The deputy shall receive such compensation as the village board shall determine. The acts of such deputy shall be covered by official bond as the village board shall direct.

The Deputy Clerk-Treasurer shall:

A. Take and file the oath of office.

B. Act under the clerk-treasurer's

direction.

- C. Perform the duties of clerk-treasurer during the temporary absence or disability of the clerk-treasurer.
- D. Perform other duties as required by the Village Board.

The **Attorney** shall:

- A. Provide sound legal counsel to the village board.
- B. Provide legal documents when required.

The **Assessor** shall:

- A. Assess all property within the village in a fair and impartial manner.
- B. Conduct an annual open book.
- C. Assist the annual board of review.

The **Building Inspector** shall:

- A. Be properly certified.
- B. Administer and enforce all appropriate state, county, and village building codes.
- C. Be authorized to enter any public or private premises, at reasonable hours of the day, to conduct inspections. No person shall interfere with, or refuse access to, the building inspector while in the performance of his or her duties.
- D. Keep records of all permits issued or denied, collect permit fees and deliver such to the village treasurer, and provide a record of all permits, fees, and inspections to the village clerk at the end of each fiscal year.

The **Emergency Management Coordinator** shall:

- A. Direct the preparation and execution of all emergency plans and procedures regarding natural disasters, enemy attack, sabotage, or other hostile action.
- B. Coordinate all emergency management activities within the village.
- C. Coordinate and cooperate with

federal, state, and county civil defense agencies.

D. Prepare and maintain a comprehensive Emergency Plan for the village.

E. Identify hazards the village may encounter and work with village staff to train and exercise as needed for disasters.

F. Oversee the installation and maintenance of all emergency warning devices.

G. Subject to the approval of the village board, enter into mutual aid agreements with other political subdivisions and file copies of any such agreements with state director of emergency management and be the contact person for county, state and federal counterparts.

H. Upon declaration of an emergency by proper authority, issue all necessary proclamations, warnings, and alerts.

I. Use the services, equipment, personnel, supplies, and facilities of the village in the execution of the emergency management plan.

J. In times of natural disasters or civil defense emergencies, the village president, and in his or her absence, the emergency management coordinator, may proclaim, promulgate, and enforce orders, rules, and regulations relating to the conduct of persons and the use of property which are necessary to protect the public peace, health, and safety and preserve lives and property and insure cooperation with other civil defense agencies.

K. Maintain and manage an Emergency Operations Center during a disaster.

L. Allow no person to willfully obstruct, hinder, or delay the enforcement of any order, rule, regulation, or plan issued pursuant to this part of the municipal code, and direct the arrest and prosecution of any person who violates any order, rule, regulation, or plan issued pursuant to this part of the municipal code.

M. Assure damage assessment is coordinated after a disaster.

N. Main records with assistance from clerk/treasurer of expenditures during a disaster recovery.

The Varmint Control Officer shall:

A. Respond to calls or summons from police officers, village employees, or residents when wild animals present a safety or health danger. He may shoot or capture only wild animals within the village limits. Domestic animals fall under the jurisdiction of the police department. He is authorized to use a weapon in the performance of his duties, but must exercise extreme caution in its use. He must reasonably warn all in the vicinity of his intent to discharge a weapon.

B. Dispose of the remains after killing a wild animal, or release the animal in a safe and humane manner.

C. Notify the village police department of the date, time, and place of each incident; the type of animal encountered; and the action taken. (Ord. 2001-11)

The Parks Director shall:

A. Coordinate all parks activity with the village clerk.

B. Coordinate with the Parks Chairman.

C. Oversee the upkeep of all parks within the village.

D. Assist the parks committee with annual budget.

E. Comply with village regulations when executing his or her duties.

The Weed Commissioner shall:

A. Control all weeds and overgrowth within the village.

B. Comply with state and county regulations when executing his or her duties.

2.00.030 Administrative guidance.

A. The provisions of this section shall

apply to all officials of the village, regardless of the time of creation of the office or manner of selection of the official, unless otherwise specifically provided by ordinance or resolution of the village board.

B. Before assuming office, and within five days of the election, every elected official of the village shall take the oath of office prescribed by law and file said oath in the village office. Any person reelected to the same office shall take and file an official oath for each term of office.

C. Before beginning the duties of office, every official shall, if required by law or by the village board, be bonded 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 the office. Official bonds shall be filed in the village office.

D. All members of the village board of trustees shall receive a salary as established from time to time by resolution. All other officials of the village of Oakfield shall receive such salaries as may be provided from time to time by the village board by resolution. Payment of regular wages and salaries established by the village board shall be by payroll. The regular pay day shall be the fifteenth day and last day of each month. Trustees shall be paid on the last day of the month. Some appointed officials may opt for an annual payment.

Chapter 2.04
Police Department

Sections:

- 2.04.010 Department personnel.**
- 2.04.020 Chief of police.**
- 2.04.030 Police officers.**
- 2.04.040 Resident assistance.**
- 2.04.050 Special peace officers.**

2.04.010 Department personnel.

The village of Oakfield police department shall consist of a chief of police and such other police officers as the village board may prescribe from time to time by ordinance or resolution.

2.04.020 Chief of police.

A. The chief of police shall be appointed by the village president and confirmed by a majority vote of the village board. The village president shall not vote on the confirmation of this appointment, except in the case of a tie.

B. The chief of police shall be appointed for an indefinite term of office, subject to removal by a three-fourths vote of the village board for incompetence, misconduct, inefficiency, cowardice, or failure to perform the duties of the office.

C. The chief of police shall exercise the powers and duties of village marshals and village constables and any other powers and duties as provided from time to time by the village board.

D. The chief shall have command of the police force of the village of Oakfield and shall have custody, care, and control of the property and equipment of the department.

E. Additionally, the chief of police shall:

1. Keep in the police office a record of all arrests made by members of the department, traffic tickets and warnings issued, the dates, times, and places thereof, names of persons arrested, arresting officers,

offenses charged, actions taken, and results.

2. Not be absent from duty for an extended period of time without notifying the village clerk.

3. Submit a written monthly report to the village board of all activities and transactions of the department during the preceding month.

2.04.030 Police officers.

A. Police officers, other than the chief, shall be selected by the chief, subject to approval of the village board. The chief shall have full authority to demote, suspend temporarily, or remove from the force any officer of the department, subject to the right of such officer to appeal any such action to the village board.

B. All village police officers shall possess the powers, enjoy the privileges, and be subject to the responsibilities and liabilities conferred and imposed by law on village marshals and constables. Every member of the police department shall have the full power, authority, and duty to:

1. Arrest with or without process all persons in the village engaged in any disturbance of the peace or violating any law or ordinance of the state or village, or aiding or abetting in such violation;

2. Know the village ordinances and enforce said ordinances by all lawful means;

3. Help prevent crimes, misdemeanors, and violations of village ordinances and protect the health, safety, public peace and order of the village and its inhabitants;

4. Report all street and sidewalk obstructions, unlighted street lamps, and any other dangerous circumstances to the director of operations;

5. Report any unauthorized construction to the building inspector;

6. Assist the fire department in maintaining order at the scene of a fire;

7. Ensure that the necessary permits and

licenses issued by the proper authority of the state or village are in the possession of, or a properly displayed by, any person engaged in an activity or business within the village for which such a permit or license is required and that the activity or business is in compliance with the terms of such permit or license.

2.04.040 Resident assistance.

It shall be the duty of all persons in the village, when called up by any police officer or peace officer, to promptly aid and assist him in the execution of his duties and whoever shall neglect or refuse to give such aid or assistance shall be subject to a penalty as provided in Chapter 1.20 of this code. (Prior code § 3.05)

2.04.050 Special peace officers.

The village president and trustees shall have and exercise the powers of peace officers and may summarily suppress any riotous or disorderly conduct in the streets or public places of the village.