

**CHARTER ORDINANCE NO. 2019-01**

**VILLAGE OF YORKVILLE  
RACINE COUNTY, WISCONSIN**

**A CHARTER ORDINANCE TO REPEAL AND RECREATE SECTION 2-114 OF THE  
VILLAGE OF YORKVILLE MUNICIPAL CODE OF ORDINANCES RELATED TO THE  
OFFICES OF VILLAGE ADMINISTRATOR/CLERK, VILLAGE TREASURER, AND  
VILLAGE DEPUTY CLERK-TREASURER**

**THE VILLAGE OF YORKVILLE, RACINE COUNTY, WISCONSIN, DO  
HEREWITH ORDAIN AS FOLLOWS:**

**SECTION I**

Pursuant to Sections 61.195 and 66.0101 of the Wisconsin Statutes, the Village of Yorkville hereby elects to (1) separate the previously combined office of Clerk-Treasurer, and create the separate appointed offices of Village Administrator/Clerk and Village Treasurer and (2) continue the appointed combined office of Village Deputy Clerk-Treasurer, and further elects not to be governed by those provisions of Sections 61.19, 61.23, 61.25, 61.26 and 61.261 of the Wisconsin Statutes that are in conflict with this ordinance.

**SECTION II**

Section 2-114 of the Village of Yorkville Municipal Code of Ordinances pertaining to the Village Clerk-Treasurer is hereby repealed and recreated to read as follows:

**“§ 2-114.** Appointed Officers: Village Administrator/Clerk, Village Treasurer, and Village Deputy Clerk-Treasurer.

**(a) Village Administrator/Clerk.**

(1) Office Created. In order to provide the Village of Yorkville with a more efficient, economical, coordinated, responsible, and responsive municipal government under a system of a part-time President and part-time Trustees and at a time when Village government is becoming increasingly complex, the position of an appointed Village Administrator/Clerk (“Administrator/Clerk”) is created.

(2) Appointment, Removal. The Administrator/Clerk shall be appointed by a majority vote of the Village Board. As determined by written agreement, the Administrator/Clerk shall serve at the pleasure of the Village Board or for a fixed term.

(3) Duties and Responsibilities. The Administrator/Clerk shall serve as the Chief Administrative Officer of the Village of Yorkville, responsible to and under the general direction of the Village Board for proper administration of all activities of the Village. To this end, the Administrator/Clerk shall have the following powers and duties:

(i) Carry out the duties as specified in §61.25 of the Wisconsin Statutes for a village clerk and any other related duties as specified by the Village Board of Trustees.

(ii) Carry out all actions and directives of the Village Board which require administrative implementation or where the President and/or Village Board have so directed.

(iii) Be responsible for and oversee and monitor the day-to-day administration and coordination of all departments, operations and business affairs of Village of Yorkville.

(iv) Develop budgeting procedures, prepare, and administer the annual operating and capital budgets in accordance with such guidelines as may be provided by the Village Board and in coordination with all Village officials.

(v) Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget.

(vi) Perform the duties of personnel director, managing other Village employees in the employment, training, and evaluation of all Village personnel; recommend salary and wage rates for employees.

(vii) Prepare reports and recommendations for the Village Board, advisory boards committees and commissions on operational or policy matters before them and on any other actions necessary to improve the overall health, safety, and welfare of the Village of Yorkville.

(viii) Establish and maintain procedures to facilitate communication between citizens and Village government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.

(ix) Promote the economic well-being and growth of the Village through public and private sector cooperation, ensuring consistency with the Village's Comprehensive Plan.

(x) Keep informed concerning current Federal, State and County legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board.

(4) Compensation. The compensation of the Administrator/Clerk shall be fixed by the Village Board.

(b) **Village Treasurer.** The position of an appointed Village Treasurer ("Treasurer") is hereby created.

(1) Duties. The Treasurer shall have the duties as specified in §61.26 of the Wisconsin Statutes for a village treasurer and any other duties as specified by the Village Board of Trustees.

(2) Term. The Treasurer shall be appointed by a majority of the Village Board of Trustees and hold office for an indefinite term.

(3) Compensation. The compensation of the Treasurer shall be fixed by the Village Board.

(c) **Village Deputy Clerk-Treasurer.** The position of an appointed Village Deputy Clerk-Treasurer ("Deputy Clerk-Treasurer") is hereby created.

(1) The Administrator/Clerk, subject to approval by a majority of all the members of the Village Board, may in writing, appoint a Deputy Clerk-Treasurer who shall act under the Administrator/Clerk's direction and who during the temporary absence or disability of the Administrator/Clerk or Treasurer or during a vacancy in such offices shall perform the duties of Clerk and/or Treasurer. The Deputy Clerk-Treasurer shall receive such compensation as the Village Board shall determine."

### SECTION III

Should any section, clause or provision of this charter ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be invalid.

### SECTION IV

All ordinances, or parts thereof, in conflict with any of the provisions of this charter ordinance are hereby repealed.

SECTION V

This Charter Ordinance shall take effect sixty (60) days after its passage and publication unless within such sixty (60) day period a referendum petition as provided by Section 66.0101(5) of the Wisconsin Statutes shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

This charter ordinance was approved by at least a two-thirds (2/3) vote of the Village Board on this 28<sup>th</sup> day of October, 2019.

Ayes: 4

Nays: 0

Abstentions: 0

Absences: 1

VILLAGE OF YORKVILLE

By:   
Douglas Nelson, President

Attest:   
Michael McKinney, Clerk-Treasurer