

CHARTER ORDINANCE NO. 2023-01

**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 (1) THE SEPARATION OF THE OFFICE OF VILLAGE ADMINISTRATOR/CLERK INTO THE SEPARATE APPOINTED OFFICES OF VILLAGE ADMINISTRATOR AND VILLAGE CLERK, (2) CREATION OF THE OFFICE OF THE VILLAGE FINANCE DIRECTOR, (3) CONSOLIDATION OF THE APPOINTED OFFICES OF VILLAGE TREASURER AND VILLAGE FINANCE DIRECTOR INTO THE APPOINTED OFFICE OF THE VILLAGE TREASURER/FINANCE DIRECTOR, AND (4) SEPARATION OF THE CONSOLIDATED OFFICE OF VILLAGE DEPUTY CLERK-TREASURER INTO THE SEPARATE APPOINTED OFFICES OF VILLAGE DEPUTY CLERK AND VILLAGE DEPUTY TREASURER

THE VILLAGE BOARD OF THE VILLAGE OF YORKVILLE, RACINE COUNTY, WISCONSIN, DO HEREBY 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 consolidated office of Village Administrator/Clerk, and create the separate appointed offices of Village Administrator and Village Clerk, (2) create the office of the Village Finance Director, (3) consolidate the appointed offices of Village Treasurer and Village Finance Director into the office of the Village Treasurer/Finance Director, and (4) separate the previously consolidated office of Village Deputy Clerk-Treasurer, and create the separate appointed offices of Village Deputy Clerk and Village Deputy 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to the appointed officers, Village Administrator/Clerk, Village Treasurer, and Village Deputy Clerk-Treasurer is hereby repealed and recreated to read as follows:

“Sec. 2-114. Appointed Officers: Village Administrator, Village Clerk, Village Treasurer/Finance Director, Village Deputy Clerk and Village Deputy Treasurer.

(a) **Village Administrator.**

(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 (“Administrator”) is created.

- (2) **Appointment, Removal.** The Administrator shall be appointed by a majority vote of the Village Board. As determined by written agreement, the Administrator shall serve at the pleasure of the Village Board or for a fixed term.
- (3) **Duties and Responsibilities.** The Administrator 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 shall have the following powers and duties:
 - (i) 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget.
 - (v) 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.
 - (vi) 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.
 - (vii) 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.

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

(ix) 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 shall be fixed by the Village Board.

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

(1) **Duties.** The Clerk shall have 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.

(2) **Term.** The Clerk 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 Clerk shall be fixed by the Village Board.

(c) **Village Treasurer/Finance Director.** The position of an appointed Village Treasurer/Finance Director ("Treasurer/Finance Director") is hereby created.

(1) **Duties.** The Treasurer/Finance Director shall have the duties as specified in §61.26 of the Wisconsin Statutes for a village treasurer and any other related duties as specified by the Village Board of Trustees, including but not limited to the following:

(i) Maintain all accounting records for the Village, including, but not limited to, general ledger, accounts payable, accounts receivable.

(ii) Prepare the Village's annual tax levy, tax rolls, and tax bills; administer the Village's real estate tax collection and settlement process.

(iii) Process payroll and prepare and file quarterly and annual state and federal tax reports.

- (iv) Assist with the preparation of the Village's annual operating and capital budgets, and budget administration.
 - (v) Coordinate the Village's annual financial audit process.
 - (vi) Prepare interim and annual municipal and utility financial reports.
 - (vii) Monitor accounting operations to ensure compliance with Governmental Accounting Standards Board (GASB)/Generally Accepted Accounting Practices (GAAP) and state regulatory standards.
 - (viii) Review, recommend, and implement significant internal controls over financial transactions and reporting.
 - (ix) Oversee the Village's investment and cash management programs.
 - (x) Participate in the development of short- and long-term financial management plans, policies, and goals.
 - (xi) Oversee the Village's debt management program; coordinate the debt issuance process and post-issuance compliance and payments.
 - (xii) Review and recommend revenue changes such as utility rate reviews, changes in fees, or creation of new revenue streams.
 - (xiii) Oversee the Village's water and wastewater utility billing processes.
 - (xiv) Act as the Village's purchasing agent.
- (2) **Term.** The Treasurer/Finance Director 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/Finance Director shall be fixed by the Village Board.
- (d) **Village Deputy Clerk.** The position of an appointed Village Deputy Clerk ("Deputy Clerk") is hereby created.
- (1) The Administrator, subject to approval by a majority of all the members of the Village Board, may in writing, appoint a Deputy Clerk who shall act under the Administrator's direction and who, during the temporary absence or disability of the Clerk or during a vacancy in such offices, shall perform the duties of Clerk. The Deputy Clerk shall receive such compensation as the Village Board shall determine.

(e) **Village Deputy Treasurer.** The position of an appointed Village Deputy Treasurer (“Deputy Treasurer”) is hereby created.

(1) The Administrator, subject to approval by a majority of all the members of the Village Board, may in writing, appoint a Deputy Treasurer who shall act under the Administrator’s direction and who, during the temporary absence or disability of the Treasurer or during a vacancy in such offices, shall perform the duties of Treasurer. The Deputy 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 23rd day of October, 2023.

Ayes: 5

Nays: Ø

Abstentions: Ø

Absences: Ø

VILLAGE OF YORKVILLE

By: 
Douglas Nelson, President

Attest: 
Michael McKinney, Administrator/Clerk

(e) **Village Deputy Treasurer.** The position of an appointed Village Deputy Treasurer (“Deputy Treasurer”) is hereby created.

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

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VILLAGE OF YORKVILLE

Ayes: 5

By: /s/ Douglas Nelson
Douglas Nelson, President

Nays: 0

Attest: /s/ Michael McKinney
Michael McKinney, Administrator/Clerk

Abstentions: 0

Absences: 0

Affidavit of Printing State of Wisconsin

County of Racine

City/Village of Union Grove

Southern Lakes Newspapers, LLC, certifies that it is the publisher of the Westine Report; that such paper is a secular newspaper of general circulation in said county; that it is printed and published in the village/city, county and state aforesaid. It hereby further certifies that a notice, of which the attached notice is a true copy, has been legally published in said newspaper 1 time(s) for 1 consecutive week(s); That the first publication was on the 26th day of October, 2023; The last publication was on the 26th day of October, 2023.

Signed Amy Naber

By Amy Naber, for Southern Lakes Newspapers, LLC

Subscribed and sworn to before me this

26 day of October 2023

Karen Whittington

Notary Public, State of Wisconsin

My commission expires 1/20/28



(e) Village Deputy Treasurer. The position of an appointed Village Deputy Treasurer ("Deputy Treasurer") is hereby created.

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

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Ayes: 5
Nays: 0
Abstentions: 0
Absences: 0

VILLAGE OF YORKVILLE
By: /s/ Douglas Nelson
Douglas Nelson, President

Attest: /s/ Michael McKinney
Michael McKinney,
Administrator/Clerk

(Published in Westine Report
Oct. 26, 2023
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RACINE COUNTY,
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Village Clerk, Village Treasurer/Finance Director, Village Deputy Clerk and Village Deputy Treasurer.

(a) Village Administrator.

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(ii) 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.

(iii) 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.

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

(v) 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.

(vi) 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.

(vii) 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.

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

(ix) 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 shall be fixed by the Village Board.

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

(1) Duties. The Clerk shall have 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.

(2) Term. The Clerk 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 Clerk shall be fixed by the Village Board.

(c) Village Treasurer/Finance Director. The position of an appointed Village Treasurer/Finance Director ("Treasurer/Finance Director") is hereby created.

(1) Duties. The Treasurer/Finance Director shall have the duties as specified in §61.26 of the Wisconsin Statutes for a village treasurer and any other related duties as specified by the Village Board of Trustees, including but not limited to the following:

(i) Maintain all accounting records for the Village, including, but not limited to, general ledger, accounts payable, accounts receivable.

(ii) Prepare the Village's annual tax levy, tax rolls, and tax bills; administer the Village's real estate tax collection and settlement process.

(iii) Process payroll and prepare and file quarterly and annual state and federal tax reports.

(iv) Assist with the preparation of the Village's annual operating and capital budgets, and budget administration.

(v) Coordinate the Village's annual financial audit process.

(vi) Prepare interim and annual municipal and utility financial reports.

(vii) Monitor accounting operations to ensure compliance with Governmental Accounting Standards Board (GASB)/Generally Accepted Accounting Practices (GAAP) and state regulatory standards.

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(2) Term. The Treasurer/Finance Director 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/Finance Director shall be fixed by the Village Board.

(d) Village Deputy Clerk. The position of an appointed Village Deputy Clerk ("Deputy Clerk") is hereby created.

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