

## 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.** The appointed officials of the Village shall be made at the May meeting as follows:

OFFICIAL	APPOINTED BY	TERM
(1) Village Clerk-Treasurer (Ch. Ord. #201)	Village President, subject to confirmation by Village Board	indefinite
(2) Village Assessor (Ch. Ord. #100)	2/3 vote of Village Board	3 years commencing May 1
(3) Village Attorney	Village President, subject to confirmation by Village Board	indefinite
(4) Director of Public Works	Village President, subject to confirmation by Village Board	indefinite
(5) Fire Chief	Village President, subject to confirmation by Village Board, upon recommendation of the Fire Department membership	indefinite
(6) Health Officer	Village President, subject to confirmation by Village Board	2 years
(7) Weed Commissioner	Village President	1 year
(8) Emergency Man. Director	See sec. 1.04 of this Code	
(9) Floodplain Zoning Administrator	Village President, subject to confirmation by Village Board	Indefinite
(10) Vice-President	Village President or Sr. member of the Village trustees	1 year

**1.03 BOARDS AND COMMISSIONS.** (1) BOARD OF REVIEW, (a) Membership. The Board of Review shall consist of the Village President, the Clerk-Treasurer and 3 Village Board members. The Village Board members shall be appointed annually by the Village President, subject to confirmation by the Village Board. 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 70.47, Wis. Stats.

(2) NORTH FREEDOM SEWER COMMISSION. The Village Board shall constitute the North Freedom Sewer Commission.

(3) NORTH FREEDOM WATER COMMISSION. The Village Board shall constitute the North Freedom Water Commission.

(4) BOARD OF HEALTH. (a) Membership. The Board of Health shall consist of the Emergency Government Committee and the Health Officer.

(b) Powers and Duties. The Board of Health shall have such powers and duties prescribed in 142.015 (**251.03 thru 251.05**), Wis. Stats., and this code.

(5) ADMINISTRATIVE REVIEW APPEALS BOARD. (a) Membership. The Administrative Review Appeals Board shall consist of the Village President and 2 citizen members. The citizen members shall be appointed by the Village President, subject to confirmation by the Village Board, for 3 year terms.

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

(6) BOARD OF ZONING APPEALS. (a) Membership. The Board of Zoning Appeals shall consist of 5 members appointed by the Village President, subject to confirmation by the Village Board, for staggered terms of 3 years. One alternate member shall be appointed by the Village President, subject to confirmation by the Village Board, for a term of 3 years and shall act only when a regular member is absent or refuses to vote because of interest. The Zoning Administrator shall attend all meetings, upon request, to provide technical assistance, as requested by the Board of Zoning Appeals.

(b) Officers. The Village President shall designate the Chairman of the Board. The Clerk-Treasurer shall serve as Secretary to the Board.

(c) Powers and Duties. The Board shall have the powers and duties prescribed in 62.23 (7) (e), Wis. Stats. See also ch. 18 of this Code.

**1.04 EMERGENCY GOVERNMENT.** (1) COUNTY ORDINANCE ADOPTED BY REFERENCE. A Joint Action Ordinance of the Board of Supervisors of Sauk County providing for a County-municipal joint action emergency government plan of organization was adopted by said County Board on the 18<sup>th</sup> day of July, 1972. Said County ordinance is made a part hereof by reference and hereby ratified and accepted by the Village. This ratification and acceptance of the Joint Action ordinance shall constitute a mutual agreement between the Village of North Freedom and the County of Sauk as provided by Section 3 of said Joint Action Ordinance.

(2) COUNTY-MUNICIPAL EMERGENCY GOVERNMENT DIRECTOR. The County-municipal Emergency Government Director, appointed and employed by the Sauk County Board, as provided in said ordinance is hereby designated and appointed Emergency Government Director for the Village, subject to the conditions and provisions set forth in the Wisconsin statutes and the Sauk 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) APPOINTMENTS. Appointments to Village boards and commissions shall be made by the Village President and the Village Board in April of each year, and such persons appointed shall take office as of May 1 after their appointments.

(3) OATH OF OFFICE. Every officer of the Village, including members of 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 office.

(4) RESIDENCY PREFERRED. The Fire Chief, Clerk-Treasurer, and Public Works Director positions are preferred to have a response time within 15 miles traveling distance to the Village of North Freedom.

**1.06 ELECTIONS.** (1) CLERK-TREASURER'S ELECTION DUTIES. As provided in 7.15, Wi. 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 7.30, Wi. Stats.

(b)Number. Except as provided in par. (c) below, there shall be 3 inspectors for each election.

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

(3) NOMINATION OF ELECTED VILLAGE OFFICIALS. Elected Village officials shall be nominated at a caucus, pursuant to 8.05, Wis. Stats. Date of Caucus to be set pursuant to 8.05, Wis. Stats.

(4) POLLING HOURS. The polls of the Village shall open at 7:00 A.M. and close at 8:00 P.M. for all elections.

(5) POLLING PLACE. The polling place for the Village shall be the North Freedom Community Center.

**1.07 PUBLIC RECORDS.** (1) DESIGNATION OF LEGAL CUSTODIANS 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, except that the Fire Chief shall be the legal custodian of Fire Department records and the Librarian of the North Freedom Public Library shall be the custodian of Library records. It shall be the responsibility of said custodians to carry out all duties and responsibilities imposed upon the Village and the legal Custodians by the Wisconsin Public Records and Property Law, as set forth in 19.31 to 19.39, WI. Stats. The custodians 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 or the Fire Chief.

(3) NOTICE TO ALL EMPLOYEES. It is directed that all employees of the Village be informed, in writing, of the designation of the legal custodians 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 CUSTODIANS. All requests for the release, inspection and/or reproduction of public records of the Village shall be directed or referred to the legal custodians who are hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and are 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 custodians shall establish hours when persons shall have access to records. The Clerk-Treasurer shall prepare and post a notice to the public regarding access to public records, pursuant to 19.34, Wis. Stats. All requests for public records shall be submitted in writing to the village clerk. Requests shall be honored in a reasonable time period.

(5) FEE SCHEDULE REGARDING THE COSTS OF LOCATING AND/OF REPRODUCING RECORDS AND PROPERTY OF THE VILLAGE. The cost of photocopying shall be 25 cents per page. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document or in providing any person with a reproduction of any of the records of the Village.

(6) PRESERVATION OF RECORDS. The records of the Village shall be retained and preserved by the legal custodians, 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 non-utility 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 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. Cancelled 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. Sewer and water charge stubs
2. Receipts of current billings
3. Customers' ledgers

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(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. Oaths of office
6. Reports of boards, commissions, committees and officials duplicated in the Village Board minutes
7. 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 record after a period less than prescribed by statute or State administrative regulation.

**1.08 VILLAGE BOUNDARIES AND ANNEXATIONS.** Boundaries. The Boundaries of the Village of North Freedom are set forth on the official map of the Village dated March 1995 and is hereby adopted by reference. The map and the legal description of said boundaries shall be kept on file in the office of the Village Clerk. The number of any ordinance annexing territory to or detaching territory from the Village shall be added to this section in sub. (2) below.

1. ANNEXATIONS: ORD. 102 (1977).