

CHAPTER 2

OFFICIALS

- 2.01 Elected Officials
- 2.02 Appointed Officials
- 2.03 Fire Chief
- 2.04 Board of Review
- 2.05 General Regulations Governing All Village Officers
- 2.06 Substitution For Treasurer's Bond

2.01 ELECTED OFFICIALS

- (1) **Trustees.** There shall be six Trustees of the Village of Highland in addition to the Village President, who is a Trustee by virtue of his/her office. Three Trustees shall be elected at each annual spring election for a two-year term, commencing on the third Tuesday of April in the year of their election.
- (2) **Village President.** The President of the Village of Highland shall be elected at the annual spring election in odd-numbered years for a two-year term, commencing on the third Tuesday of April in the year of his/her election.

2.02 APPOINTED OFFICIALS

- (1) **Village Officials.** The Village officials hereinafter set forth shall be appointed at the first regular meeting of the Village Board in May of each year by the Village President, subject to confirmation by a majority vote of the members of the Board.
 - (a) Fire Board Member
 - (b) Fire Inspector
 - (c) Zoning Administrator
 - (d) Assessor
 - (e) Board of Review
 - (f) Weed Commissioner

The Village President shall not vote on the confirmation of such appointments except in case of a tie. The term of office of each official so appointed shall be one year. All terms shall commence on the 15th day of May following appointment.

- (2) **Village Clerk-Treasurer.** The Village President shall appoint the Village Clerk-Treasurer, subject to confirmation by a majority vote of the members of the Board. The term of office is indefinite. The Clerk-Treasurer shall be responsible for performing those duties required by the Wisconsin Statutes.
- (3) **Deputy Clerk-Treasurer.** The Village President shall appoint the Village Clerk-Treasurer, subject to confirmation by a majority vote of the members of the Board. The term of office is indefinite. The Deputy Clerk-Treasurer shall act under the direction of the Village Clerk-Treasurer and, during the temporary absence or disability of the Village Clerk-Treasurer or during a vacancy in such office, shall perform the duties of Village Clerk-Treasurer.
- (4) **Election Officials.** The Village President shall appoint a minimum of ten election officials in December of even-numbered years, subject to confirmation by a majority vote of the members of the Board. In addition, the Clerk-Treasurer and Deputy Clerk are election officials by merit of their office. Of the election officials there shall be at least two Chief Inspectors who are trained and certified. The Village Clerk-Treasurer shall have the power to limit the number of election officials.

2.03 FIRE CHIEF

- (1) **Appointment.** Members of the Fire Department shall elect the Fire Chief. The Fire Chief shall hold office until removed for cause by action of a majority of the members of the Fire Department, unless his services are sooner terminated by resignation or death. Upon occurrence of a vacancy in the office of Fire Chief, the ranking officer of the Department shall perform the duties of the Chief until such vacancy is filled.
- (2) **Qualifications.** The Fire Chief shall be a member of the Fire Department in good standing whose time is ordinarily spent within the Village limits and who has had training and experience in fire department operations.

2.04 BOARD OF REVIEW

- (1) **Formation and Powers.** The Board of Review of the Village of Highland shall be composed of three members, including the Village President and two other persons. The Village President shall appoint the members of the Board of Review, subject to confirmation by a majority of the members of the Village Board. The Village President may also appoint an alternate to the Board of Review, subject to confirmation by a majority vote of the members of the Village Board. The Board of Review shall have the duties and powers prescribed by Section 70.47 of the Wisconsin Statutes. At its first meeting, the Board of Review shall be in session for at least two hours during the day or evening.
- (2) **Confidentiality of Income and Expenses.**
 - (a) **Adoption.** This ordinance adopts by reference Wis. Statutes Sec. 70.47(7)(af). Income and expense information provided by the property owner to an assessor for the purposes of establishing the valuation for assessment purposes by the income method of valuation shall be confidential and not a public record open to inspection or copying under Sec. 19.35(1) of Wis. Statutes
 - (b) **Exceptions.** An officer (assessor or Board of Review) may make disclosure of such information under the following circumstances:
 - a. The assessor has access to such information in the performance of his/her duties;
 - b. The Board of Review may review such information when needed, in its opinion, to decide upon a contested assessment;
 - c. Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law;
 - d. The officer is complying with a court order;
 - e. The person providing the income and expense information has contested the assessment level at either the Board of Review or by filing a claim for excessive assessment under Sec. 74.37, in which case the base records are open and public.
 - (c) **Severability.** The several sections of this ordinance are declared to be severable. If any section or portion thereof 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, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

2.05 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 Board and Commissions, shall before entering upon his/her duties and within five days of his/her election or appointment or notice thereof take the oath of office prescribed by law and file said oath in the office of the Village Clerk. 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 the duties of his/her office, 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 his /her office. Official bonds shall be filed as are oaths as provided in ss.(2) of this section.
- (4) **Salaries.** The Village President and other Trustees who make up the Village Board, whether operating under general or special law, may by majority vote of all members of the Village Board determine that salaries are paid the President, Trustees and other Village officials and employees. The salaries and compensation to be paid to Village officers and employees shall be annually determined by motion of the Village Board. Salaries hereto established shall so remain until changed by ordinance and shall not be increased or diminished during their term of office.
 - a. Village President. Until this ordinance is amended, the salary of the Village President shall be the sum of one hundred twenty dollars (\$120) for each and every regular and special meeting of the Village Board that he/she attends and twenty five dollars (\$25) for each committee meeting he/she attends.
 - i. In addition to the compensation provided for attendance at Board meetings the Village President shall be paid the sum of one hundred fifty dollars (\$150), per annum, for expenses incurred. He/she shall not be required to file a voucher for the same.

- b. Village Trustee. Until this ordinance is amended, the salary of Village Trustees shall be the sum of fifty five dollars (\$55) for each and every regular and special meeting of the Village Board which he/she attends and twenty five (\$25) for each committee meeting which he/she attends.
 - i. In addition to the compensation provided for attendance of at Board meetings Village Trustees shall be paid the sum of twenty five dollars (\$25), per annum, for expenses incurred. He/she shall not be required to file a voucher for the same.

(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 appointed offices shall be filled in the same manner as the original appointment for the remainder of the term unless the term for such office is indefinite.

(6) **Receipt of Gifts or Gratuities Prohibited.**

- a. It shall be unlawful for any public employee or public official of the Village of Highland to receive or offer to receive, either directly or indirectly, any gift, gratuity or any other thing of value which he/she is not authorized to receive from any person, if such person:
 - i. Has or is seeking to obtain contractual or other business or financial relationships with the Village of Highland; or
 - ii. Conducts operations or activities which are regulated by the Village of Highland; or
 - iii. Has interests which may be substantially affected by the Village of Highland.
- b. The receipt of any gift, gratuity or anything of value as denoted above is contrary to the public policy of the Village of Highland.

2.06 SUBSTITUTION FOR TREASURER'S BOND

The Village of Highland is hereby obligated to pay all state and county taxes required by law to be paid by the Clerk-Treasurer to the County Treasurer. This obligation is assumed in lieu of the Treasurer's bond required by Wis. Stat. sec. 70.67."