

CHAPTER 1

Form of Government and Officials

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1.01 FORM OF GOVERNMENT.

The Village of Ridgeway, Wisconsin, operates under the “village” form of government pursuant to Chapter 61 of the Wisconsin Statutes. The certificate to establish Village status was issued and is recorded in Vol. 69, Miscellaneous Records of the Secretary of State, Page 38.

1.02 ELECTED OFFICIALS.

(1) Trustees. There shall be Trustees of the Village of Ridgeway. Three Trustees shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April in the year of their election.

(2) Village President. The Village President of the Village of Ridgeway shall be chosen at the regular spring election in odd numbered years for a term of two years commencing on the third Tuesday in April in the year of their election.

1.03 APPOINTED OFFICIALS.

(1) (Ord. Am. May 7, 1963; Ord. Am. Jan. 7 1969). The appointed officials, the method of selection and the terms of office shall be as follows:

Clerk/Treasurer	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Assessor	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Building Inspector	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Village Attorney	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Director of Public Works	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Streets/Parks Superintendent	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Officer In Charge	Affirmative vote of majority of all members elect of the Village Board.	Indefinite
Police Officer	Affirmative vote of majority of all members elect of the Village Board.	Indefinite

(2) All appointed candidates, in order to be eligible for the election by the Board, must be a resident of the State of Wisconsin. (Ord. Am. Oct. 7, 2003.)

(3) All appointed offices of officials are for an indefinite term, subject to

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removal by a 3/4 vote of the Board for incompetency, misconduct, inefficiency, cowardice or failure to perform their duties.

1.04 BOARDS AND COMMISSIONS.

(1) Board of Health, Health Officer. The Village Board of the Village of Ridgeway shall, within 30 days after its election, organize into a Board of Health and shall elect a chairman and clerk as provided by section 141.01(3), Wis. Stat. The Health Officer by virtue of his office shall be an ex-officious member of such board, and shall have voting power.

(2) Board of Review. The Board of Review of the Village of Ridgeway shall be composed of eight members, including the Village President, the Village Clerk, and all members of the Village Board of Trustees. The Board of Review shall have the duties and powers prescribed by section 70.47, Wis. Stat.

(3) Plan Commission.

(a) How constituted. The Village Plan Commission shall consist of seven members as follows: The Village President, who shall be its presiding officer; the Director of Public Works; a Trustee and four citizens. Citizen members shall be persons of recognized experience and qualifications.

(b) Appointment.

1. Trustee Member. The Trustee member of the Commission shall be elected by a 2/3 vote of the Village Board upon creation of the Commission and during each April thereafter, for a one year term commencing on the succeeding May 1.

2. Citizen Members.

a. Annually, during April, one such member shall be appointed for a term of three years.

b. Additional Citizen Member. The additional citizen member, who shall be appointed by the Village President, shall be appointed annually during April, to hold office for a period of one year. Whenever a park board is created, the President of such board shall succeed to a place on said commission when the term of such additional citizen shall expire.

(c) Powers and Duties. The Plan Commission shall perform all of the duties for the physical development of the Village pursuant to section 61.35, Wis. Stat., and have such further powers as may be granted to it by the statutes and code of the Village.

(4) Board of Zoning Appeals.

(a) Board. The Board of Zoning Appeals of the Village of Ridgeway shall consist of five members and one alternate member who shall be residents of the Village, appointed by the Village President, and confirmed by a majority vote of the Village Board years.

(b) Term. Each member shall serve for a term of three years.

(c) Powers and Duties. The Board shall have the powers and duties prescribed under sections 61.35, 61.351, 61.354, and 62.23, Wis. Stats.

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) Fiscal Year. The calendar year shall be the fiscal year.

(3) Budget.

(a) Departmental Estimates. Each year, each officer, department and committee shall file with the Treasurer an itemized statement of disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the conditions and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Treasurer and shall be designated as "Departmental Estimates", and shall be as nearly uniform as possible for the main division of all departments.

(b) Preparation of Budget.

1. Budget to Include. Each year the Treasurer, Village President and Finance Committee shall prepare a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following information:

a. The expense of conducting each department

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and activity of the Village for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

b. An itemization of all anticipated income of the Village from sources other than general property taxes and bond issued, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal year.

c. An itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.

d. Such other information as may be required by the Village and by State Law.

2. Copies. The Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

(c) Hearing. The Village Board shall hold a public hearing on the budget as required by law. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Board as ordinances.

(d) Changes in Budget. The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof, shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Village Board. Notice of such transfer shall be given by publication with 15 days thereafter in the official village newspaper.

(4) Village Funds to be spent in Accordance with Appropriations. No money shall be drawn from the treasury of the Village, nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by section 1.07(3)(d) of this chapter. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and be subject to re-appropriation; but appropriations may be made by the Board, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriations shall continue in force until the purpose for which it was made shall have been accomplished or abandoned.

1.06 SALARIES, WAGES AND FRINGE BENEFITS.

(Ord. Am. May 1, 2012).

(1) Salaries and Wages. The compensation paid to all elected officials

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and employees shall be determined at such time and in such manner as the Board of Trustees shall deem necessary. Employee reviews will be done in the months of August through September of each year. All adjustments to the employees' payroll or benefits, though not deemed an absolute given at time of review, will not become effective until the beginning of the new fiscal year following.

(2) Vacation. All full time Village employees shall be entitled to paid vacations starting at the beginning of each new year in accordance with the following schedule:

First year	1 week
2 nd year thru 4 th year	2 weeks
5 th year thru 9 th year	3 weeks
10 th year continuing	4 weeks

Each full time official or employee must take the vacation within the calendar year it accrues, or lose all rights thereto. Vacation may be taken as a day(s) at one time, or divided into hours. The Clerk-Treasurer must be notified by each employee or official of his or her intent to take vacation time. Should an employee take all vacation due for that year and leave employment before the end of September of that year, the vacation will be prorated as to the amount that should have been used for the number of months in that year and deducted from the employees' last paycheck.

(3) Holidays. Each full time official or employee with 30 days of prior continuous employment shall be entitled to 8 days of paid legal holidays per year, as follows:

1 day - New Year's, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.

½ day - Good Friday and Christmas Eve.

When the holiday occurs on a Saturday, the preceding workday shall be observed as a holiday. If the holiday falls on Sunday, the next scheduled workday shall be observed as the holiday. If an employee must work on a scheduled holiday in an emergency situation, the employee will be paid holiday pay and hourly pay, but not overtime for that day.

(4) Sick Leave. Each full time official or employee of the Village shall be entitled to sick leave accumulated at the rate of ½ day per month or 6 days per year. Sick leave is accumulated for the official or employee with 30 days of prior continuous employment beginning with the employment date, not fiscal year. The maximum amount of days accumulated is limited to 30 days. The sick leave allowed to any employee shall be certified by the immediate superior of the employee, or by a medical certificate of the attending physician. Sick time accrues

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and carries forward each year. It may be used for the employees' or his/her family members medical appointments, but notify the village clerk in writing preferably before, but definitely after, in writing. Sick time may not be used for other personal time or in exchange of compensation.

(5) Bereavement. When there is a death in the immediate family of an employee three (3) days off with pay will be allowed.

(1) Immediate family is defined as parents, spouse, brother, sister, child, grand child, step parent, step brother, step sister, step child or foster child.

(2) One (1) day off with pay will be allowed for the death of the mother-in-law, father-in-law, grandparent, brother-in-law or sister-in-law.

(6) Other Benefits. Other benefits provided to all full time employees will consist of Health Care and Dental Care, based on the Village paying 70% of the cost and the employee paying 30% of the cost and being deducted thru payroll. Full time employees will also be provided with Life, AD&D and STD paid by the Village. A retirement fund for each full time employee will be established with Edward Jones Company or a Broker of the Employees choice if a fund is already established prior to employment by the Village and the Village shall contribute \$100 a month for each employee. The employee may also add to the account but it is not required.

1.07 VILLAGE FINANCES.

(1) Village Liable for Default of Treasurer. Pursuant to section 70.67(1), Wis. Stat., the Village of Ridgeway shall be obligated to pay, in case the Treasurer shall fail to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer.

(2) Oath of Office. Every officer of the Village, including members of village Boards and commissions, before entering upon his 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, except the Village Clerk who shall file his/her oath in the office of the Village Treasurer; provided that the Municipal Justice shall take his/her oath within ten days after his/her election and file it with the Clerk of the Circuit Court. Any person re-elected or re-appointed 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, give a bond in such amount as may be determined by the Village Board with such sureties as are approved by the Village

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President, conditioned upon the faithful performances of the duties of his/her office. Official bonds shall be filed as are oaths as provided in sub. (2) of this section.

(4) Salaries. All officers of the Village shall receive such salaries as may be provided from time to time by the Village Board by ordinance. No officer receiving a salary from the Village shall be entitled to retain any portion of any fees collected by him/her for the performance of his/her duties as such officer in the absence of a specific law or ordinance to that effect. 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 the last day of each month.

(5) Vacancies. Vacancies in elective offices shall be filled by appointment by majority vote of the Village Board for the remainder of the unexpired term. Vacancies in appointive offices shall be filled in the same manner as the original appointment for the residue of the unexpired term unless the term for such office is indefinite.

(6) Outside Employment. No full-time officer of the Village shall engage in any other remunerative employment within or without the Village; provided that the Village Board may approve such outside employment or activity if it finds that it does not interfere or conflict with such officer's ability to perform his/her duties in an efficient and unbiased manner. Violation of this provision shall be grounds for removal from office of any such officer.

1.08 LETTING OF CONTRACTS.

(1) How Executed. Section 61.50, Wis. Stat., shall be applicable to Village contracts.

(2) Contracts; How Let. Contracts for public construction shall be let in accordance with section 62.15, Wis. Stat.

1.09 ELECTION OFFICIALS.

There shall be 2 shifts for election workers on all election days. The first shift shall commence at 6:30 a.m. and end at 1:30 p.m. The second shift shall commence at 1:30 p.m. and end with completion of all required Election Day duties that follow the closure of the polls. (Cr. Feb. 4, 2014).

1.10 FORMAL ADOPTION OF A COMPREHENSIVE PLAN.

(Cr. March 1, 2005) (Eff. March 2, 2005).

(1) Pursuant to sections 62.23(2) and (3), for cities, villages, and towns exercising village powers under 60.22(3) of the Wisconsin Statutes, the Village of Ridgeway, is authorized to prepare and adopt a comprehensive plan as defined in

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section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

(2) The Village Board of the Village of Ridgeway, Wisconsin, has adopted written procedures designed to foster public participation in the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

(3) The plan commission of the Village of Ridgeway, by a majority vote of the entire commission recorded in its official minutes, has adopted a resolution recommending to the Village Board the adoption of the document entitled "Village of Ridgeway Comprehensive Plan" containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

(4) The Village Board of the Village of Ridgeway, Wisconsin, does, by enactment of this ordinance, formally adopt the document entitled, "Village of Ridgeway Comprehensive Plan" pursuant to section 66.1001 (a)(c) of the Wisconsin Statutes.

1.11 SPECIAL ASSESSMENT PROCEDURES.

(Cr. July 13, 2006).

(1) In addition to other methods provided by law, special assessments for any public work or improvement or any current service may be levied in accordance with the provisions of this section.

(2) Whenever the governing body shall determine that any public work or improvement or any current service shall be financed in whole or in part by special assessments levied under this section, it shall adopt a resolution specifying this intention and the time, either before or after completion of the work or improvement, when the amount of the assessments will be determined and levied, the number of annual installments, if any, in which assessments may be paid, the rate of interest to be charged on the unpaid balance and the terms on which any of the assessments may be deferred while no use of the improvement is made in connection with the property.

(3) The provisions of section 66.0703, Wis. Stat., shall apply to special assessments levied under this section except that when the governing body determines by resolution that the hearing on the assessments be held subsequent to the completion of the work or improvement or the rendering of the service, the report required by section 66.0703(4), Wis. Stat., shall contain a statement of the final cost of the work, service or improvement in lieu of an estimate of the cost.

(4) Notice of the time and place of the public hearing on any special assessment proposed to be levied and notice of the final assessment and terms of payment thereof shall be given in the manner prescribed by sections 66.0703(7) and (8)(d), Wis. Stat.

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(5) Any special assessment levied under this section shall be a lien against the property assessed from the date of the final resolution of the governing body determining the amount of the levy.

(6) Any person against whose property a special assessment is levied under this section may appeal therefrom in the manner prescribed by section 66.0703(12), Wis. Stat., within 40 days of the date of the final determination of the governing body.

1.12 FAIR AND OPEN HOUSING.

(Cr. Nov. 5, 1990) (Eff. Nov. 15, 1990).

(1) The Village Board of the Village of Ridgeway hereby adopts Section 106.50, Wis. Stat. and all subsequent amendments thereto.

(2) The officials and employees of the Village shall assist in the orderly prevention and removal of all discrimination in housing within the Village by implementing the authority and enforcement procedures set forth in section 106.50, Wis. Stat.

(3) The municipal clerk shall maintain forms for complaints to be filed under section 106.50, Wis. Stat., and shall assist any person alleging a violation thereof the Village to file a complaint thereunder with the Wisconsin Department of Workforce Development for enforcement of section 106.50, Wis. Stat.

1.13 SUBSTITUTION FOR TREASURERS BOND.

(Cr. Dec. 6, 2005, s. 3.10).

The Village of Ridgeway, Wisconsin, 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 Treasurers bond required by section 70.67 of the Wisconsin Statutes.