

Chapter 110

OFFICERS AND EMPLOYEES

[HISTORY: Adopted by the Village Board of the Village of Plover 6-4-1985 as Ch. 1, Subchapter I and § 11.02 of the 1985 Code. Amendments where noted where applicable.]

GENERAL REFERENCES

Boards, commissions and committees — See Ch. 21.
Elections — See Ch. 39.
Code of Ethics — See Ch. 48.
Fire Department — See Ch. 60.
Police Department — See Ch. 120.
Village Board — See Ch. 163.

§ 110-1. Elected officials.

The elected officials of the Village shall be the Village President and six Trustees.

- A. Village President. The Village President shall be elected at the annual spring election in odd-numbered years and shall serve a two-year term commencing the third Tuesday in April succeeding the election.
- B. Trustees. [Amended by Ord. No. 8-91]
- (1) Election of Village Trustees. The Village Board shall consist of six Trustees, three to be elected at the spring election in even-numbered years for two-year terms and three at the spring election in odd-numbered years for two-year terms.
 - (2) Election of Trustees by Trustee District. Beginning with the 1992 spring election, the Village shall be divided into three Trustee Districts, the boundaries of which shall be determined by the Village Board after the 1990 federal decennial census and redetermined after each decennial census thereafter. One Trustee shall be elected by the electors of each of the three Trustee Districts at the spring election in even-numbered years and one Trustee from each district shall be so elected in odd-numbered years.¹

§ 110-2. Appointed officials.

The following officials shall be appointed in accordance with the Wisconsin Statutes, the provisions of this chapter and Village employee hiring procedures. Appointed officials shall serve for a probationary period to be established at the time of appointment.

Official	How Appointed	Term
Village Administrator	Village President, subject to	Indefinite

¹. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II). Original § 1.01(2)(c), 1992 election, exceptions, which immediately followed this subsection, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

	confirmation by Village Board	
Village Clerk	Village President, subject to confirmation by Village Board	Indefinite
Village Treasurer	Village President, subject to confirmation by Village Board	Indefinite
Chief of Police [Amended by Ord. No. 17-87; Ord. No. 14-97]	Police and Fire Commission	Indefinite
Fire Chief [Amended by Ord. No. 14-97]	Police and Fire Commission	Indefinite
Village Assessor	Village President, subject to confirmation of Village Board	Indefinite
Community Development Manager [Amended by Ord. No. 14-97]	Village President, subject to confirmation by Village Board	Indefinite
Weed Commissioner	Village President	1 year

§ 110-3. Employed officials. [Amended by Ord. No. 17-00²]

The following employed officials shall serve subject to satisfactory performance and in accordance with standard employment practice guidelines. Employed officials shall serve for a probationary period to be set at the time of selection.

Official	How Selected	Employment
Village Attorney	Village Board	Part time
Building Inspector	Village President, subject to confirmation by Village Board	Full time
Plumbing Inspector	Village President, subject to confirmation by Village Board	Full time

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

Electrical Inspector	Village President, subject to confirmation by Village Board	
Full time		
Village Engineer	Village President, subject to confirmation by Village Board	Full time
Public Works Manager	Village President, subject to confirmation by Village Board	
Full time		
Wastewater System Manager	Village President, subject to confirmation by Village Board	
Full time		
Water System Manager	Village President, subject to confirmation by Village Board	
Full time		

§ 110-4. Combining or redistributing duties; probationary period.

- A. Reassignment of duties. Nothing in this chapter shall be construed as preventing the Village Board from assigning the functions of more than one department to one qualified Village official or employee, or the combining of two or more departments under a single qualified Village official or employee, or any redistribution of functions among departments in the interest of better service and more effective and efficient government, provided the any such combination of offices or officials shall not contravene the Wisconsin Statutes.
- B. Appointed officials. The Village Board may establish a probationary period at the time of the appointment of appointed officials. During such probationary period, such appointed officials may be removed by the Village Board without cause. After the probationary period, appointed officials shall serve for an indefinite term, subject to removal for cause by the Village Board after reasonable notice and after a public hearing if the same is requested by the appointed officials.
- C. Employed officials. The Village Board may establish a probationary period at the time of the selection of employed officials. During such probationary period, such employed officials may be discharged without cause. After the probationary period, employed officials shall be employed upon satisfactory performance and in accordance with standard employment practices.

§ 110-5. Oaths.

Every person appointed to a Village office, including members of the Village boards and commissions, shall take and file the official oath within five days after notice of his appointment. The Village President and Trustees shall take and file the official oath prior to the beginning of the next regular Village Board meeting following their election.

§ 110-6. Salaries. [Amended by Ord. No. 2-02]

Salaries of all elected, appointed and employed officials, including members of boards and commissions, and the salaries of staff employees shall be determined by the Village Board from time to time, provided that the salary of the Village President and Trustees shall not be increased during the terms of their respective offices.

§ 110-7. Administrator.

- A. Appointment and term. The Village Administrator shall be appointed by the Village President, subject to confirmation by the Village Board, for an indefinite term.
- B. Duties. The Village Administrator shall be the chief administrative officer of the Village and shall be responsible for the general supervision of all Village officials and departments. The Administrator shall perform professional level duties in managing, directing, planning and coordinating the municipal functions and services of the Village. The Administrator shall be responsible for the proper interpretation and efficient execution of all legislation, policies and programs established by the Village Board and assigned to the departments and officials under his supervision. The Administrator shall receive direct supervision from the Village President. The Administrator shall be an ex officio member of all boards, commissions and committees appointed by the Village President or the Village Board, pursuant to law. As such member, he may participate in all deliberations and actions but shall have no vote except where the Administrator's participation is required by law because of another office he may hold.

§ 110-8. Clerk.

- A. Appointment and term. The Village Clerk shall be appointed by the Village President, subject to confirmation by the Village Board, for an indefinite term.
- B. Duties. The Clerk shall responsibly perform the duties as set forth by the Wisconsin Statutes, administrative rules and Village ordinances dealing with support to the Village Board and its committee structure and the Village Administrator; supervise all Village elections; assist in the preparation of the annual budget; be the overall coordinator of the filing and records system of the Village offices; and perform other specific duties assigned by the Village Board and the Village Administrator.

§ 110-9. Treasurer.

- A. Appointment and term. The Village Treasurer shall be appointed by the Village President, subject to confirmation by the Village Board, for an indefinite term.
- B. Duties. The Treasurer shall perform professional level and technical work involving expenditure disbursement and collection of all Village and utility funds and taxes; be responsible for the investment of Village and utility funds, financial data processing and coordinating all financial records of the Village; and perform other specific duties assigned by the Village Board and the Village Administrator.

§ 110-10. Assessor.

- A. Appointment and term. The Village Assessor shall be appointed by the Village President, subject to confirmation by the Village Board, for an indefinite term.
- B. Duties. The Village Assessor shall be responsible for the determination of all real and personal property assessments for the purpose of taxation within the Village and for the preparation and maintenance of related forms and records as required by the Wisconsin Statutes, the Wisconsin Department of Revenue, Village ordinances and the Village

Administrator.

- C. Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to § 70.47(7)(af), Wis. Stats., or any successor statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that the information may be revealed to and used by persons in the discharge of duties imposed by law; in the discharge of duties imposed by office (including but not limited to use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under § 70.47(7)(af), Wis. Stats., unless a court determines that it is inaccurate, is, per § 70.47(7)(af), Wis. Stats., not subject to the right of inspection and copying under § 19.35(1), Wis. Stats. [Added 12-1-1999]

§ 110-11. Attorney.

- A. Selection. The Village Attorney shall be selected by the Village Board. The Village Attorney's employment may be terminated at any time by the Village Board. [Amended by Ord. No. 17-00]
- B. Duties. The Village Attorney shall be the chief legal advisor to the Village President, the Village Board and the Village Administrator and shall be responsible for preparing and drafting legal opinions, ordinances, rules and regulations as may be required for expediting Village matters. The Village President may appoint assistants to perform designated duties.

§ 110-12. Chief of Police. ³

- A. Appointment and term. The Chief of Police shall be appointed by the Police and Fire Commission, pursuant to the provisions of § 62.13, Wis. Stats. [Amended by Ord. No. 22-95]
- B. Duties. The Chief shall serve as the department head of the Police Department and shall direct, plan and coordinate the activities of employees in accordance with authority established by the Wisconsin Statutes and Village ordinances. The Chief shall administer the day-to-day activities and services of the Police Department under the supervision of the Police and Fire Commission, pursuant to the provisions of § 62.13, Wis. Stats. [Amended by Ord. No. 14-97]

§ 110-13. Fire Chief. ⁴

- A. Appointment and term. The Fire Chief shall be appointed by the Police and Fire Commission, pursuant to the provisions of § 62.13, Wis. Stats. [Amended by Ord. No. 22-95]
- B. Duties. The Fire Chief shall serve as the department head of the Fire Department and shall direct, plan and coordinate the training and activities of firefighters in accordance with authority established by the Wisconsin Statutes and Village ordinances. The Chief shall administer the day-to-day activities and services of the Fire Department; shall administer the

3. Editor's Note: See also Ch. 120, Police Department.

4. Editor's Note: See also Ch. 60, Fire Department.

daily activities and services of the Village first responders under the supervision of the Police and Fire Commission, pursuant to the provisions of § 62.13, Wis. Stats.; and shall perform such other specific duties assigned by the Village Board and the Village Administrator. [Amended by Ord. No. 14-97]

§ 110-14. Community Development Manager.

- A. Appointment and term. The Community Development Manager shall be appointed by the Village President, subject to confirmation by the Village Board, for an indefinite term.
- B. Duties. The Community Development Manager shall have designated responsibility in interpretation and enforcement of the Zoning Code of the Village under the direction of the Village Administrator and shall perform other specific duties assigned by the Village Board and the Village Administrator.

§ 110-15. Health Officer.

- A. Appointment. The Community Development Manager shall serve as the Health Officer.
- B. Duties. The Health Officer shall be the Village's chief medical advisor. In such capacity, he shall advise the Village Board and the Village Administrator in order to preserve the health of the community, to prevent the spread of communicable diseases, to cause the removal of all objects detrimental to health and to enforce the health laws. He shall have such other duties as may be prescribed by the State Department of Health and Family Services, the Village Board and the Village Administrator.⁵
- C. Powers and duties. The Health Officer, under the supervision of the District State Health Officer, shall:
 - (1) Maintain continuous sanitary supervision over his territory.
 - (2) Promote the spread of information as to the causes, nature and prevention of prevalent diseases and the preservation and improvement of health.
 - (3) Enforce the health laws, rules and regulations of the State Department of Health and Family Services, the state and the Village, including laws relating to contagious diseases contained in Ch. 252, Wis. Stats.
 - (4) Keep and deliver to his successor a record of all his official acts.
 - (5) Make reports to the State Department of Health and Family Services and to the Village Board as they may request.
- D. Materials and supplies. The Health Officer may procure, at the expense of the Village, all record books, quarantine cards and other material needed, except such as are furnished by the State Department of Health and Family Services.⁶

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

§ 110-16. Emergency Government Director. ⁷

- A. Appointment. The Fire Chief shall serve as the Emergency Government Director.
- B. Duties. The Director shall coordinate activities for the Village in preparing for or combating disaster situations, work with community and business leaders developing and implementing survival plans in accordance with the needs of the Village, and work cooperatively with state and county emergency government programs and operations.

§ 110-17. Weed Commissioner.

- A. Appointment and term. The Weed Commissioner shall be appointed for a one-year term by the Village President in May of each year.
- B. Duties. The Weed Commissioner shall carefully investigate the existence of noxious weeds in the Village and, after appropriate notification to the occupant or property owner, shall arrange to have the weeds destroyed, as provided by state law.

§ 110-18. Building Inspector.

- A. Selection. The Building Inspector shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Building Inspector shall be responsible for the enforcement of the Building Code in accordance with the Wisconsin Statutes, the Wisconsin Administrative Code and Village ordinances and shall perform other specific duties assigned by the Village Board and the Village Administrator.

§ 110-19. Plumbing Inspector.

- A. Selection. The Plumbing Inspector shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Plumbing Inspector shall be responsible for the enforcement of the Plumbing Code in accordance with the Wisconsin Statutes, the Wisconsin Administrative Code and Village ordinances.

§ 110-20. Electrical Inspector.

- A. Selection. The Electrical Inspector shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Electrical Inspector shall be responsible for the enforcement of the Electrical Code in accordance with the Wisconsin Statutes, the Wisconsin Administrative Code and Village ordinances.

§ 110-21. Engineer.

- A. Selection. The Village Engineer shall be selected by the Village President, subject to

⁷. Editor's Note: See also Ch. 43, Emergency Government.

confirmation by the Village Board.

- B. Duties. The Village Engineer shall perform professional engineering work involving design, investigation, development, maintenance and construction of public works projects. He shall also perform related duties as required by the Village Board and the Village Administrator.

§ 110-22. Public Works Manager.

- A. Selection. The Public Works Manager shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Manager shall plan, organize and direct street and highway construction and maintenance programs, including ice and snow removal, and shall have responsibility for all public rights-of-way within the Village. He shall also perform related duties as required by the Village Board and the Village Administrator.

§ 110-23. Parks and Recreation Director. ⁸

The Parks and Recreation Director position and its duties and responsibilities are incorporated as part of the Public Works Manager.

§ 110-24. Wastewater System Manager.

- A. Selection. The Wastewater System Manager shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Manager shall have the responsibility for coordinating the operation of the wastewater treatment plant and sewer collection system. He shall also perform related duties as required by the Village Board and the Village Administrator.

§ 110-25. Water System Manager. [Added by Ord. No. 12-89]

- A. Selection. The Water System Manager shall be selected by the Village President, subject to confirmation by the Village Board.
- B. Duties. The Manager shall have the responsibility for operating and maintaining the Water Utility in the Village. Additional employees in the Water Utility Department, if needed, shall perform their duties subject to the control and supervision of the Water System Manager.

⁸. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).