

## ORDINANCE NO. 2016-2

### AN ORDINANCE TO ESTABLISH THE DUTIES AND RESPONSIBILITIES OF THE VILLAGE CLERK/TREASURER IN THE VILLAGE OF BOAZ, RICHLAND COUNTY, WISCONSIN

THE VILLAGE BOARD OF THE VILLAGE OF BOAZ, RICHLAND COUNTY, WISCONSIN, DO ORDAIN AS FOLLOWS:

#### **Section I: Appointment of Clerk/Treasurer.**

Pursuant to Charter Ordinance No. 1 of the Village of Boaz, the Village Clerk/Treasurer shall be appointed by the Village Board to serve an indefinite term at the pleasure of the Village Board.

#### **Section II: Duties.**

(1) The duties of the Village Clerk/Treasurer include all those duties prescribed by Wis. Stat. secs. 61.25 and 61.26.

(2) In addition to the duties under paragraph (1), the Village Clerk/Treasurer is responsible for the following duties:

- (a) Collecting real estate, personal property, and special assessment taxes.
- (b) Collection of sewer, license and permit fees, and tax payments.
- (c) Issuance of municipal licenses.
- (d) Preparation of deposits and cash reconciliations.
- (e) Preparation of legal notices and publications.
- (f) Preserving all contracts, bonds, and oaths of office.
- (g) Publication or posting of all legal notices.
- (h) Filing and indexing of all proceedings of the Village Board of Trustees.
- (i) Sending out tax bills and delinquency notices.
- (j) Voter registration.
- (k) Timely prepare and file required forms/paperwork for various grant/aid programs (roads, recycling, etc.)
- (l) Timely prepare and file tax forms, reports and other documents required by federal, state or county government and/or agencies
- (m) Duties identified in the job description for the Village Clerk/Treasurer position.
- (n) Such other duties as may be assigned from time to time by the Village Board.

#### **Section III: Evaluation.**

The performance of the Village/Clerk Treasurer shall be evaluated annually by the Board. All evaluations will be kept on file in the Village office.

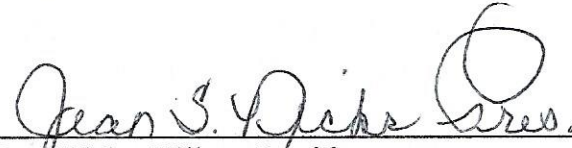
#### **Section IV: Removal from Office.**

Pursuant to Wis. Stat. sec. 17.13(1), any appointive officer may be removed at the pleasure of a majority of all the members of the Village Board.

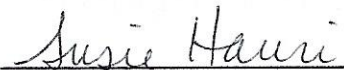
**Section V: Effective Date.**

This ordinance shall become effective upon its passage and posting as required by law.

Adopted and approved this 13<sup>th</sup> day of Dec. 2016.

  
\_\_\_\_\_  
Jean Nicks, Village President

COUNTERSIGNED:

  
\_\_\_\_\_  
Susie Hauri, Village Clerk

Date Adopted: 12-13-16  
Date Posted: 12-15-16  
Date Affidavit Filed: 12-20-16  
Effective Date: 12-15-16

**CERTIFICATE**

STATE OF WISCONSIN )  
                                  )      SS  
COUNTY OF RICHLAND )

I, Susan Hauri, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Boaz, Richland County, Wisconsin, and as such have charge of all of the records and proceedings of the Village Board of said Village as well as the records and files of said Village together with the official seal thereof. I further certify that attached hereto is a true, correct and compared copy of an ordinance entitled

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and that said copy is a true, correct and compared copy of said original ordinance as adopted by the Village Board of the Village of Boaz on December 13, 2016, and as the same now appears and is recorded in the official ordinance book of the Village of Boaz in my office as Clerk of the Village of Boaz.

IN WITNESS WHEREOF, I have hereunto set my hand as the Village Clerk of the Village of Boaz, Richland County, Wisconsin on this 15<sup>th</sup> day of December 2016, and affixed an impression of the official seal of said Village.

Susie Hauri  
VILLAGE CLERK in and for the Village of Boaz,  
Richland County, Wisconsin



(Village Seal)