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Amended 2.06 salaries, 6/97
Amended, elected officials duties 4/05
Amended, Board of Review 8/2015
Amended, Board of Review 5/2024

CHAPTER 2

OFFICIALS

Section

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2.01 ELECTED OFFICIALS.

(1) Village President

The Village President shall be chosen at the regular spring election in odd-numbered years for a term of 2 years commencing on the 3rd Tuesday of April in the year of their election.

The Village President shall be by virtue of the office a trustee and preside at all meetings of the board and have a vote as a trustee, sign all ordinances, rules, bylaws, regulations, licenses and permits adopted and authorized by the board and all orders drawn on the treasury except as provided by s.66.0607 of state statutes. In addition, the President must maintain peace and good order and see that ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the President shall deem necessary, who for the time being shall possess all the rights and powers of constables.

The Village President is authorized to make purchases, enter into contracts, give direction to Village employees, and make binding legal commitment on behalf of the Village of Junction City in the normal maintenance and day-to-day operations of the Village. Major, non-emergency items (in excess of \$1,500) will require approval of the Village Board in open meeting.

(2) Trustees

There shall be 4 Trustees of the Village of Junction City, in addition to the Village President. Two Trustees shall be elected at each annual spring election for a term of 2 years commencing on the 3rd Tuesday of April in the year of their election.

(3) Other Elected Officials

The following officers of the Village of Junction City shall be chosen at the regular spring election in odd-numbered years for a term of 2 years commencing on the 3rd Tuesday of April in the year of their election.

Clerk
Treasurer

2.02 APPOINTED OFFICIALS.

(1) **Attorney, Building Inspector and Ordinance Officer.** The Village officials hereinafter set forth may be appointed at the first regular meeting of the Village Board in May of odd-numbered years by the Village President, subject to confirmation by a majority vote of the members of the Board:

Attorney
Building Inspector
Ordinance Officer

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 2 years. All terms shall commence on the 15th day of May following appointment.

(2) **Weed Commissioner.** The Village Weed Commissioner may be appointed in May of each year for a term of one year by the Village President.

2.03 FIRE CHIEF AND FIRE INSPECTOR.

Fire Department and EMS duties are performed by Rudolph Volunteer Fire Department under contract with the Village of Junction City effective 1/1/2006.

2.04 BOARD OF REVIEW.

The Board of Review of the Village of Junction City shall be composed of 6 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 s. 70.47 of the Wisconsin statutes.

Confidentiality Of Information About Income And Expenses Requested By The Assessor In Property Assessment Matters.

Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information, the 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 a court order. Income and expense information provided to the Assessor under Wisconsin State Statutes 70.47(7)(af), not subject to the right of inspection and copying under Wisconsin Statutes 19.35(1).

Procedures and Criteria for Allowing Alternative Forms of Sworn Testimony at Board of Review (BOR) Hearings

(1) Procedure:

In order for a property owner or property owner's representative to submit a request to testify by phone or submit a sworn written statement, he or she must first comply with the following procedures: a) the legal requirement to provide notice of intent to appear at BOR must be satisfied; and b) an Objection Form for Real Property Assessment (PA-115A) must be completed and submitted to the BOR as required by law.

After the two requirements outlined above have been met, a Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814) may be

submitted to the town clerk. Such requests must be submitted in time to be considered by the board at the first meeting of the BOR.

(2) **Criteria to be considered:**

The board may consider any or all of the following factors when deciding whether to grant or deny the request:

- a. The requester's stated reason(s) for the request as indicated on the PA-814
- b. Fairness to the parties
- c. Ability of the requester to procure in person oral testimony and any due diligence exhibited by the requester in procuring such testimony
- d. Ability to cross examine the person providing the testimony
- e. The BOR's technical capacity to honor the request
- f. Any other factors that the board deems pertinent to deciding the request

2.05 PLAN COMMISSION.

How Constituted. The Village Plan Commission shall consist of 7 members of:

At least one Village Trustee and other citizen members as recommended by the Village President and approved by the Village Board. Their terms will commence on May 15th in odd numbered years for a period of two years. Citizen members shall be persons of recognized experience and qualifications.

2.06 GENERAL REGULATIONS GOVERNING ALL VILLAGE OFFICES.

(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 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 Village Clerk, except that the Village Clerk, who shall file his/her oath in the Office of the Village Treasurer. Any person re-elected or re-appointed to the same office shall take and file an official oath for each term of office.

(3) **Bond.** Every officer shall, if required by law or the Village Board, upon entering upon the duties of his office, give a bond 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 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. The regular pay day shall be as prescribed by the current salary ordinance. Claims for extra duty, time, shall be documented at each regular monthly Village meeting and paid monthly according at the rate established by Board.

(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 duties in an efficient and unbiased manner. Violation of this provision shall be grounds for removal from office of any such officer.

2.07 FAIR AND OPEN HOUSING.

WHEREAS, the Village Board of the Village of Junction City recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein,

1) The Village Board of the Village of Junction City hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

2) The officials and employees of the Village of Junction City shall assist in the orderly prevention and removal of all discrimination in housing within the Village of Junction City by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50 Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the Village of Junction City to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

2.08 DEPOSIT SCHEDULE FOR VIOLATIONS.

The officer issuing the citation pursuant to applicable sections of the Municipal Ordinances, shall require the following deposit to be made to the Portage County Clerk of Courts for any offense for which a citation may be issued. There shall be deposited for each offense, the sum of the cost of prosecution together with the Village's deposit schedule.

2.09 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 or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any order ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.