

VILLAGE OF HARTLAND
ORDINANCE NO. _____

AN ORDINANCE TO AMEND DIVISIONS 2 AND 6 OF ARTICLE III
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE PERTAINING TO
THE POSITIONS OF ADMINISTRATOR AND FINANCE DIRECTOR/TREASURER

THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

Section 1: DIVISION 2 of ARTICLE III of the Village of Hartland Municipal Code of Ordinances pertaining to the village office of ADMINISTRATOR is hereby amended with deletions shown with an and additions shown with an underline or replaced with the following:

DIVISION 2. - ADMINISTRATOR

Sec. 2-86. - Office created.

There is hereby created the office of village administrator who shall perform such duties as are specified in this division and shall have general management of the administration and enforcement of this chapter.

Sec. 2-87. - Term.

The administrator shall be appointed by a majority of the board of trustees. He shall be the chief administrative officer of the village. He shall be appointed on merit and without regard to the person's political beliefs and need not be a resident of the village when appointed. Except as otherwise provided in sec. 2-93, the administrator shall be appointed for an indefinite term and may, at any time, be removed from office at its pleasure by a two-thirds vote of the board of trustees. Except as otherwise provided in sec. 2-93, either party may terminate upon 30 days' notice.

Sec. 2-88. - Scope of division.

The provisions of this division shall apply in all respects to the administrative process in the village, including implementing, coordinating, evaluating and planning services and programs within the ordinances or policy limits set by the board of trustees to ensure an efficient and effective organization and operation of all village departments.

Sec. 2-89. - Purpose of division.

The purpose and object of this division is to provide for the proper administrative process whereby the organizational structure of the village government has a flow of accountability for all department services and functions.

Sec. 2-90. - Compensation.

35 The compensation of the village administrator shall be determined by the village board.

36 Sec. 2-91. - Qualifications.

37 Except as otherwise provided in sec. 2-93, the person appointed to the office of village administrator
38 shall have the following qualifications:

39 (1) Thorough knowledge of the principles and practices of municipal government administration. (2) Good
40 knowledge of public works operations. (3) The ability to establish and maintain effective working
41 relationships with village board members, appointed officials, consultants, department heads,
42 employees and the general public. (4) Have good professional judgment. (5) Have previous experience in
43 municipal government, at least at the level of assistant to an administrator or a department head. (6) Be
44 a graduate from a college or university of recognized standing with a major in public administrations,
45 preferably a master's degree in a relevant field, or any equivalent combination of experience and
46 training which provides required knowledge, skills and abilities. (7) Have a working knowledge of
47 applicable federal and state assistance programs for municipalities.

48 Sec. 2-92. - Duties.

49 The duties of the village administrator shall be as follows:

50 (1) Enforce the laws and ordinances or policy limits and resolutions established by the village board to
51 ensure the efficient and effective organization and operation of all village departments and
52 services. (2) Appoint on merit and, when necessary, suspend or discharge employees for cause, except for
53 the following:

54 a. Any officer appointed by the board of trustees.

55 b. Employees of the police and fire departments.

56 (3) Serve as personnel officer, including responsibility for employee relation matters.

57 (4) Have the authority to review routines and working hours for all employees, administer fringe benefits
58 plans and recommend to the board of trustees administrative control routines which will best promote
59 efficiency and economy.

60 (5) Designate appropriate employees or departments for the handling or transacting of business that is
61 not of a routine nature.

62 (6) Direct and coordinate village services, functions and programs, except when such authority is vested
63 in boards, commissions and appointed officials by statutes.

64 (7) Advise the village board during preparation of the annual budget.

65 (8) Attend all village board meetings and, upon request, committee meetings and meeting of the village
66 plan commission.

67 (9) Prepare periodic and special reports concerning administrative activities and programs of the village.

68 (10) Make presentations and confer on behalf of the village, with the general public and representatives
69 of other public and private agencies.

(11)Hear, discuss, investigate, evaluate and settle citizens' and other complaints within the scope of the village ordinances and policy limits of the village.

(12)Conduct staff meetings with department heads.

(13)Develop program goals and objectives.

(14)Evaluate the performance of department heads annually.

(15)Cause the enforcement and performance by the parties thereto of all village contracts.

(16)Have general responsibility for the construction and maintenance of such public works and improvements as are delegated to him/her by the board of trustees.

(17)Keep the village board advised concerning developments pertaining to the village administration, business and affairs.

(18)Perform such other duties as may be prescribed by the board of trustees, by this chapter or resolutions of the board of trustees.

(19)Have charge of the operation and maintenance of all village-owned property, lands, buildings, improvements and equipment and all public ways, ditches, drains, storm sewers, water mains, water hydrants and water meters.

Secs. 2-93

Notwithstanding the provisions of Ordinance Sections 2-86 through 2-92 and Ordinance Section 2-166 through 2-167 ("Specific Ordinances") applicable respectively to the position of Administrator and position of Finance Director/Treasurer, the village board may combine for a duration that it considers appropriate these two separate positions into one office to be known as the *Joint Village Manager* provided the following are accomplished :

- a. A written employment agreement is executed between the individual appointed and the village president approved by the majority of the village board containing mutually agreed upon employment duties, expectations and provisions that may in some respects diverge from the Specific Ordinances.
- b. Each provision of the written employment agreement shall control over any different, contradictory, inconsistent or higher requirement provision set forth in the Specific Ordinances.
- c. The village board states in the Joint Village Manager written employment agreement that its purpose is to attain greater administrative and financial efficiencies by engaging one person in a dual role of Joint Village Manager.
- d. Employment as a Joint Village Manager shall always be an AT-Will form of employment, despite any procedural provision or limitations contained in the written employment agreement.

Any time that no one holds the position of Joint Village Manager, the Specific Ordinances shall be applicable to individuals appointed to the position of Administrator or Finance Director/Treasurer on an interim or on-going basis.

Section 2: DIVISION 6 of ARTICLE III of the Village of Hartland Municipal Code of Ordinances pertaining to the village office of ADMINISTRATOR is hereby amended with deletions shown with an and additions shown with an underline or replaced with the following:

DIVISION 6. - FINANCE DIRECTOR/TREASURER

Sec. 2-166. - Powers and duties of finance director/treasurer.

The finance director/treasurer shall have the powers and duties of the village treasurer as set forth in statutes and this Code. Except as otherwise provided in sec. 2-93, the finance director/treasurer shall operate under the village administrator pursuant to the purpose as stated in division 2 of this article. The acts of the finance director/treasurer shall be covered by official bond as the village board may direct.

The position of Finance Director/Treasurer may, at the sole discretion of the village board be combined into the positions of Joint Village Manager Position subject to sec. 2-93 of these ordinances.

Sec. 2-167. - Duplicate treasurer's bond eliminated.

(a) The village elects not to give the bond on the finance director/treasurer provided for by Wis. Stats. § 70.67(1).

(b) Pursuant to Wis. Stats. § 70.67(2), the village shall be obligated to pay, in case the finance director/treasurer shall fail to do so, all state and county taxes required by law to be paid by such finance director/treasurer to the county treasurer.

Section 3: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

Section 4: This Ordinance shall take effect and be in full force after adoption and proper publication.

Adopted this _____ day of _____, 2022.

VILLAGE OF HARTLAND

By: _____

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, MMC, WCPC, Village Clerk