

**TITLE 2. GOVERNMENT AND ADMINISTRATION**

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## **SECTION 2.1.02 VILLAGE OF LAKE HALLIE POWERS**

**(1)** Adoption. The Village of Lake Hallie, as directed by the Village Board, may exercise all powers granted to Villages by Wis. Stats. Chapter 61.

**(2)** Legal status; General Powers.

**(a)** The Village of Lake Hallie is a body corporate and politic, with those powers granted by law. The Village shall be designated in all actions and proceedings by its name, as "Village of Lake Hallie."

**(b)** The Village of Lake Hallie may:

1. Sue and be sued.

2. Acquire and hold real and personal property for public use and convey and dispose any such property.

3. Enter into contracts necessary for the exercise of its corporate powers.

**(3)** Authority. The Village Board is vested with all lawful authority granted pursuant to Wis. Stat. Chapter 61. The authority of the Village Board may include additional statutory authority, powers and duties to manage and direct certain affairs of the Village of Lake Hallie, as provided by law. In addition, the Village Board is vested with all general and specific authority, powers and duties which are applicable to Villages under the Wisconsin State Constitution, Wisconsin Statutes, Administrative Regulations, and the common and municipal law of this State.

## **SECTION 2.1.04. FACSIMILE SIGNATURES**

**(1)** Facsimile Signatures. In lieu of personal signatures of the Clerk/Treasurer and such other signatures as may be required, facsimile signatures of said persons may be affixed to all drafts, checks, or transfer orders for funds of the Village of Lake Hallie. The use of the facsimile signature does not relieve any official from any liability to which the office is likewise subject, including the unauthorized use of the facsimile signature.

**(2)** Restrictions. No Village of Lake Hallie personnel may use a facsimile signature, without first obtaining express approval from the person in whose name the facsimile signature is affixed to any document.

**(3)** Procedures. The Clerk/Treasurer shall develop and administer a procedure for the safe keeping of the signature stamp.

**(4)** Sanctions. Any Village of Lake Hallie personnel who uses the signature stamp, without authorization, shall be subject to disciplinary measures, including, but not limited to, immediate termination.

*(Formerly Hallie Ordinance No. 99.05 "Facsimile Signatures," also as Hallie Ordinance No. 4-89)*

#### **SECTION 2.1.05. BANK(S) OF DEPOSIT**

**(1)** The Clerk/Treasurer shall make available the names of the Village Of Lake Hallie's designated bank(s) of deposit, upon reasonable request.

**(2)** The Village Board shall have the authority to change the Village of Lake Hallie's designated bank(s) of deposit, without limitation.

#### **SECTION 2.1.06. OFFICIAL NEWSPAPER(S)**

**(1)** The Clerk/Treasurer shall make available the names of the Village of Lake Hallie's designated official newspaper(s), upon reasonable request.

**(2)** The Village Board shall have the authority to change the Village of Lake Hallie's designated newspapers, without limitation.

#### **SECTION 2.1.07. QUORUM**

**(1)** Quorum. A majority of the full membership of all elected or appointed Village governmental bodies shall constitute a Quorum thereof.

*(Formerly Hallie Ordinance No. 99.04, "Quorum")*

#### **SECTION 2.1.08. ORDER OF BUSINESS AND PREFILING REQUIREMENTS FOR THE AGENDA**

**(A)** The order of business for Regular Meetings shall be a follows:

- (1)** Call Meeting to Order
- (2)** Roll Call
- (3)** Pledge of Allegiance
- (4)** Public Comments
- (5)** Committee/Department Reports (1<sup>st</sup> Meeting of Month)/Department Reports (2<sup>nd</sup> Meeting of Month)
- (6)** Public Hearings:
  - a.** Zoning Petitions
  - b.** Conditional Use Permits
- (7)** Specified New Business
- (8)** Specified Old Business/Unfinished Business
- (9)** Approval of Minutes

- (10) Finance:
  - a. Treasurer's Reports
  - b. Claims & Disbursements
- (11) Licensing:
  - a. Operator
  - b. Social Permits/Class "B"/Class "A" Retailers/Specified
- (12) Adjournment

- (B) *Exceptions to reading at length.*** Every subject matter that shall come before the Board shall be read at length, except:
- (1) Claims.
  - (2) Petitions may be read by title only if Board Members have numbered copies of such petition.
  - (3) Ordinances, resolutions and all zoning ordinances, may be read by title only if Board members have numbered copies thereof.

**(C) *Prefiling requirements.***

- (1) Filing date. All documents, including resolutions, ordinances and petitions, to be acted upon by the Village Board shall be filed in the office of the village clerk before 12:00 noon four days preceding the regularly scheduled Village Board and Committee Meetings. The President may grant leave to hear the matter, at which time the clerk shall post and notice an addendum, or an amended agenda provided the same has been timely filed so that the requirements of Wis. Stats. 19.84 have been met.

**SECTION 2.1.09. REFUNDS OF OVER PAID PROPERTY TAXES**

- (1) When collecting property taxes, tax payers are not always able to issue a check for the correct amount. Refund payment method will be based on the following criteria;
- (2) If a tax payer's refund for property tax payment is less than \$25, the refund will be given in currency. Refunds for amounts greater than \$25 will be given with checks issued on a regular basis.
- (3) The Village President and Clerk/Treasurer are authorized to sign checks without prior board approval. A check list will be presented to the board at the next village board meeting.
- (4) Bank issued check balances will be applied to the full property tax payment before issuing a refund.

**SECTION 2.1.10. CAPITAL ASSETS**

- (1) Expenditures exceeding \$2500 for capital equipment or infrastructure improvements will be recorded accordingly.
- (2) Normal maintenance of equipment or streets is not considered a capital asset expenditure.

## **SECTION 2.2.04 POLICE SUPPORT PERSONNEL**

- (1)** Preamble. To provide the citizens of the Village of Lake Hallie with the continued police protection and proper law enforcement, this section is created to authorize a program of Police Support Personnel. The Support Personnel officers are to supplement the existing police department in the fulfillment of their law enforcement responsibilities. Police Support Personnel are categorized into different possible units. Each unit and their responsibilities are listed in accordance to this ordinance.
- (2)** Police Auxiliary Officers – This is an all voluntary Police Support Unit that does not have Wisconsin Law Enforcement Officer sworn arrest powers. This unit is completely a citizen support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (3)** Police Reserve Officers – This is a salaried Police Support Unit that is allowed to have sworn Wisconsin Law Enforcement status. Officers in this unit must comply with guidelines as established by the Wisconsin Law Enforcement Standards Board. This unit is sworn support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (4)** Police Part-time Officers – This Police Support Unit is paid at an hourly wage to perform a sworn law enforcement function. Officers in this unit must comply with all guidelines as established by the Wisconsin Law Enforcement Standards Board. This unit is sworn support group that takes all instructions from directives established for the Police Department through the Police Chief.
- (5)** All Police Support Personnel shall be considered appointed for a period of time not to exceed one calendar year. All appointments shall expire on December 31 of each year. A member of any Police Support Personnel unit may be reappointed for the following year by the Police Commission. There is no restriction on the number of years a person can be appointed as a Police Support Personnel. All Police Support Personnel's employment status shall be considered as Limited Term Employee (LTE) for the Village.
- (6)** The Village Board of Lake Hallie shall establish a salary and benefit schedule for any member(s) of the Police Reserve Officers Unit and Part-time Police Officers Support Unit.
- (7)** The Village Board of Lake Hallie may establish benefits for Police Auxiliary Support Units.
- (8)** The duties, lawful instructions, directions, and any orders that control the police department shall also apply to the Police Support Personnel. All Police Support Personnel shall adhere to the Police Department chain of command and other verbal or written directives.

**(9)** The number of Police Support Personnel permitted by the department shall be established by the Village Board.

**(10)** The Job Descriptions and manner of appointing Police Support Personnel shall be established by the Police Commission.

*(Formerly Hallie Ordinance No. 1-88, created Section 127 "Hallie Police Reserve" 4/88)*

## **SECTION 2.5.02. READING OF ORDINANCES**

**(1)** Every ordinance or amendment to this Code shall receive two readings prior to its passage on consecutive meeting days unless by a suspension of rules as provided herein. Ordinances or amendments may be read by title only provided all Village Trustees receive copies of the proposed ordinance or amendment for review prior to passage.

*(Formerly Hallie Ordinance No. 99.01 "Reading of Ordinances")*

### **SECTION 2.5.02.01 READING OF ORDINANCES**

**(1)** All general ordinances of the Village and all regulation imposing any penalty shall be published in the official paper of the Village once and shall be immediately recorded, with the affidavit of publication, by the Village Clerk-Treasurer in a book kept for that purpose.

**(2)** In lieu of publishing the entire ordinance a summary may be published which will consist of the following:

- a) The number and title of the ordinance or bylaw.
- b) Date of enactment.
- c) Summary of subject matter and main points of the ordinance or bylaw.
- d) Information as where the full text of the ordinance or bylaw may be viewed or obtained; phone number of the Clerk-Treasurer, street address of the Village Hall, and web location.

### **SECTION 2.5.06. SUSPENSION OF RULES**

**(1)** No rules of Board procedure heretofore or hereafter adopted shall be suspended except upon an affirmative vote of the majority of all members elect.

*(Formerly Hallie Ordinance No. 99.02 "Suspension of Rules")*

### **SECTION 2.5.10. ROBERT'S RULES OF ORDER**

**(1)** In case any point of order shall be raised for which no rule of order exists in this Code, the Village Board shall have reference to Robert's Rules of Order.

### **SECTION 2.5.11. APPOINTMENT OF NON-ELECTED OFFICES**

- (1)** Non-elected offices are but not limited to: plan commission member, park board member, assessor, fire commission member, fire board member, police commission, and all additional committees.
- (2)** Open commission positions will be published twice one week apart in the Sunday paper. The application dead line will two weeks after the last publication in the paper.
- (3)** Interested candidates will provide a letter of interest.
- (4)** The village board will review letters.
- (5)** The village board may interview interested candidates.
- (6)** The village board will make an appointment to fill the open position through a resolution. The resolution will be at a minimum state the ending date of the term, appointment's name, and position.

### **SECTION 2.5.12. CODE OF CONDUCT AND ETHICS**

#### **(1) PURPOSE STATEMENT**

- (a)** The intent of this Code is to establish a clear statement and guidelines to serve as the standard for achieving and maintaining a high level of public confidence, trust and professional respect with regard to how the Village and its officials conduct business. This Code will define and create a uniform policy with regard to conduct and ethical standards.
- (b)** The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Conduct and Ethics for all Village of Lake Hallie officials, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the Village.
- (c)** The purpose of this Code of Conduct and Ethics is to establish guidelines for ethical standards of conduct for all officials, to set forth those acts or actions that conflict with the best interests of the Village and conflict with or are incompatible with the proper discharge of duties and required independence of judgment, and to direct disclosure by such officials of private financial or personal interests in matters affecting the Village. The Village Board believes that a Code of Conduct and Ethics for the guidance

of officials will help them conduct Village business with civility, integrity and respect, avoid conflicts between their personal interests and their professional responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials.

- (d) The Village Board hereby reaffirms that each official holds his or her position as a public trust and any intentional effort to realize personal gain through official conduct is a violation of that trust. The provisions and purpose of this Code of Conduct and Ethics are hereby declared to be in the best interests of the Village of Lake Hallie.

## **(2) DEFINITIONS**

- (a) “Anything of value” means any gift, money or property, favor, service, payment, advance, forbearance, loan, hospitality, or promise of future employment for any public official or the public official’s immediate family if it could reasonably be expected to influence the local public official’s vote, official action or judgment, or could reasonably be considered to be a reward for any official action or inaction. Excluded from this definition are seasonal, anniversary, or customary gifts among immediate family members or friends, hospitality unrelated to Village business, and all political contributions that are reported under Chapter 11 of the Wisconsin statutes.
- (b) “Associated”, when used with reference to an organization, means any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least ten (10) percent of the outstanding equity.
- (c) “Business” means any corporation, partnership, proprietorship, firm, enterprise, franchise, or association, organization, self-employed individual or any other legal entity that engages in profit making activities.
- (d) “Village” means the Village of Lake Hallie.
- (e) “Financial interest” means any interest which shall yield, directly or indirectly, a monetary or other material benefit to a public official.
- (f) “Ethics Committee” means the committee created in Section 2.5.14 of the Village of Lake Hallie Code of Ordinances.
- (g) “Immediate family member” means an individual’s spouse or domestic partner, or an individual’s relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her



support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.

- (h)** “Public officials” means the following persons:
  - 1. Elected and appointed officials of the Village of Lake Hallie.
  - 2. All members of Village committees, commissions, subcommittees, ad hoc committees, and boards.
- (i)** “Organization” means any public or private, profit or non-profit, religious, educational, charitable or political organization or entity with the exception of governmental bodies.
- (j)** “Personal interest” means any interest involving relationships with immediate family members or close business or political relationships, whether or not any financial interest is involved.
- (k)** “Verified” means to confirm or substantiate by Oath or Affidavit.

### **(3) STATUTORY STANDARDS OF CONDUCT**

There are certain provisions of the Wisconsin statutes that should be considered an integral part of any Code of Conduct and Ethics. Accordingly, the provisions of the following sections of the Wisconsin statutes, as from time to time amended, are made part of this Code of Conduct and Ethics and shall apply to all public officials whenever applicable:

- (a)** Section 19.59. Codes of ethics for local government officials, employees and candidates
- (b)** Section 946.10. Bribery of Public Officers and Employees
- (c)** Section 946.11. Special Privileges from Public Utilities
- (d)** Section 946.12. Misconduct in Public Office
- (e)** Section 946.13. Private Interest in Public Contract Prohibited
- (f)** Section 946.14. Purchasing Claims at Less Than Full Value
- (g)** Section 946.15. Public Construction Contracts at Less Than Full Rate

### **(4) CODE OF CONDUCT**

Village of Lake Hallie officials, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the Village shall conduct themselves in accordance with this Code of Conduct to the fullest extent possible:

**(a) General Applicability:**

- (1)** Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- (2)** Be responsible elected officials dedicated to the concepts of effective and democratic local government.
- (3)** Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the official may merit the respect and confidence of the public.
- (4)** Recognize that the chief function of local government at all times is to serve the best interests of all of the people, to the maximum extent possible.
- (5)** Be well informed concerning the official's duties as a board or committee member.
- (6)** Remember that the official represents the Village of Lake Hallie at all times.
- (7)** Serve as a model of leadership and civility to the community.
- (8)** Conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
- (9)** Adopt and implement Village policy that is fair, impartial, and meets the objective of furthering the quality of life in the Village of Lake Hallie for its citizens.
- (10)** Accept their position as a means of unselfish public service, and not to benefit personally, professionally or financially from his or her board or committee position.
- (11)** Treat all members of the board or committee on which the official serves with dignity and respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences.

- (12)** Conduct themselves so as to maintain public confidence in their local government and in their performance of the public trust.
  - (13)** Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; and emphasize friendly and courteous service to the public.
  - (14)** Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government and maintain full compliance with Wisconsin's open meetings and access to public records laws.
  - (15)** Resist any encroachment on professional responsibilities, believing each board or committee member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principal and justice.
  - (16)** See no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.
  - (17)** Not invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction that creates a conflict with their official duties.
  - (18)** Not to disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- (b)** Meetings:
- (1)** Maintain decorum and set an example of professional conduct when representing the Village, and endeavor not to say or act in ways that are disrespectful, demeaning or insensitive to the Village or its citizens.
  - (2)** Represent that opinions stated by a board or committee member are the member's own opinions and do not necessarily represent or reflect the opinions of other board or committee members unless a majority of the board or committee has voted and passed an ordinance, resolution or motion that sets forth the policy of the board or committee.

- (3)** Make public any conflict of interest the board or committee member has with respect to any issue under consideration by the board or committee. The board or committee member shall not participate in any discussions regarding an issue in which the board or committee member has a conflict of interest and shall recuse himself or herself from voting on the issue if the board or committee member has a personal, financial or property interest in the issue.
- (4)** Refrain from knowingly making false or misleading statements at board or committee meetings with the intent of influencing the board or committee in its decision making.
- (5)** Fully participate at board or committee meetings and other public forums showing respect, consideration and courtesy to other participants.
- (6)** Be respectful of other board, commission or committee members, Village employees and the public by not engaging in abusive conduct, personal charges or verbal attacks.
- (7)** Inform the Clerk/Treasurer and board or committee when a board or committee member will be tardy or absent from a meeting, or will be leaving a meeting before it is adjourned.
- (8)** Dress appropriately when attending board or committee meetings or otherwise performing official duties.
- (9)** Maintain a posture of interest in agenda items under discussion and consideration at board or committee meetings.
- (10)** Refrain from actions such as talking to other board or committee members, staff, or members of the public, eating, reviewing unrelated materials, and using cell phones or computers that detract from the discussion and consideration of agenda items then under review.
- (11)** Limit comments to issues under review and not personal attacks directed to board or committee members who have differing viewpoints.
- (12)** Do not speak out of turn but request the opportunity to speak and address the board or committee through the board or committee member who is conducting the meeting.

- (13) Be prompt in attending board and committee meetings in order that they may begin when publicly noticed.
- (14) Maintain the confidentiality of what is discussed in closed session unless and until what is discussed in closed session is placed on the agenda for discussion and consideration in open session.

(c) Official Business:

- (1) All developer's agreements shall be negotiated by a quorum of the board of trustees unless a quorum of the board of trustees delegates the responsibility to negotiate to an individual trustee, and the Village attorney shall review all developer's agreements before they are signed.
- (2) Board and committee members shall not make statements or engage in actions in other public forums that seek to undermine decisions reached by the board of trustees.
- (3) Board and committee members shall not divulge information that is discussed in executive (closed) session.
- (4) Board and committee members shall perform all duties in accordance with the procedures and rules of order established by the board of trustees.
- (5) Board and committee members shall comply with the laws of the United States, the State of Wisconsin, Chippewa County and the Village of Lake Hallie in the performance of their official duties. Such laws include but are not limited to the United States and State of Wisconsin constitutions, state statutes, Chippewa County and Village of Lake Hallie ordinances, and all policies adopted by the board of trustees.
- (6) Board and committee members shall comply with all laws pertaining to conflicts of interest, election campaigns, required financial disclosures, open meetings and public records.
- (7) Public officials shall comply with the Code of Ethics as set forth below.

(5) **CODE OF ETHICS**

- (a) Responsibility of Public Office. Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the

Constitution of the United States and the Constitution of the State of Wisconsin and to carry out impartially the laws of the nation, state and Village. They are bound to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. They shall not exceed their authority or breach the law or ask others to do so, and shall reasonably cooperate with others unless prohibited from doing so by law or by officially recognized confidentiality of their work.

**(b)** Standards of Conduct for Public Officials.

- (1)** Use of office or position. No public official may use or attempt to use his or her position or office to obtain financial gain or anything of value or any advantage, privilege or treatment for the private benefit of himself or herself or his or her immediate family, or for an organization or business with which he or she is associated. This paragraph does not prohibit a public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by Chapter 11 of the Wisconsin statutes.
- (2)** Disclosure of conflict of interest. Every public official prior to assuming his/her duties is required to file a statement that the person knows of no personal or financial interest which might disqualify the person from holding and/or exercising the duties of the office. A public official who has a financial interest or personal interest in any proposed legislation or resolution before the Village Board, or any board, commission, or committee upon which the public official is also a member or has any influence or input, shall disclose on the records of the Village Board, or the appropriate board, commission, or committee, the nature and extent of such interest.

**(c)** Limitations on actions. In addition to the provisions of Section (5)(b)(1)-(2):

- (1)** No public official may participate in debate or vote for adoption or defeat of any legislation or resolution with which he or she has a financial interest or personal interest.
- (2)** No public official may take any official action affecting, directly or indirectly, a matter in which he or she, a member of his or her immediate family, or an organization or business with which he or she is associated, has a financial or personal interest.

- (3) No public official may use his or her office or position in a way that produces, or assists in the production of, a benefit, direct or indirect, for him or her, a member of his or her immediate family, either separately or together, or an organization or business with which the public official or his or her immediate family member is associated.
- (4) With regard to any matter before the Village Board, another board, commission, or committee involving a member's personal interest with persons involved, the member shall not participate as a member of the official body in debate, discussion, or to cast a vote on the matter. However, a member who has recused himself or herself and physically removed himself or herself from the official body may participate in discussion as a member of the public or as a petitioner.
- (d) Representing Private Interests Before Village Agencies or Courts. A public official who has recused himself or herself from the official body may appear on behalf of any business, organization, or individual before any board, commission, or committee of the Village. A public official shall not represent an individual with whom the public official has a personal interest in any action or proceeding against the Village. This paragraph shall not be construed as prohibiting the appearance of officials when subpoenaed as witnesses by parties involved in litigation which also may involve the Village of Lake Hallie. An elected public official may appear before Village boards, commissions, and committees to represent the public interest in the course of his or her duties as a representative of the electorate.
- (e) Ad Hoc Committee. It shall not be a violation of this Section, however, when an individual serves on an ad hoc committee charged with the responsibility of addressing an issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Ethics Committee that such interest exists.
- (f) Public Privileges. Notwithstanding anything in this Ethics Code to the contrary, a public official shall not be precluded from any privilege, anything of value, special consideration, treatment, or advantage that is available to every other citizen.
- (g) Use of Village Property. No public official shall use, or permit the use of, Village owned vehicles, equipment, materials or property, except when the vehicles, equipment, materials or property are: (1) used for official Village business; (2) available to the public generally; or (3) used pursuant to Village Board authorization.

- (h) Disclosure of Information. No public official may intentionally use or disclose non-public or confidential information gained in the course of or by reason of his or her official position or activities that could result in the receipt of anything of value for himself or herself, for a member of his or her immediate family, or for any other person or entity.
- (i) Receipt of Anything of Value.
- (1) Except as allowed under Section (5)(f), no public official, personally or through a member of his or her immediate family, may solicit or accept or expend, either directly or indirectly, anything of value that is advanced, paid, or donated by or on behalf of any person, business, or other entity having any financial interest or personal interest in any legislation or matter that is, or may be, considered by the Village Board.
  - (2) Without first having obtained approval from the Finance Committee and Village Board, no public official shall receive and retain from the Village or on behalf of the Village, transportation, lodging, meals, food or beverage, or reimbursement therefore unless the same were incurred or received primarily for the benefit of the Village.
  - (3) Participation by public officials in celebrations, grand openings, open houses, and similar events are excluded from the prohibition on the receipt of anything of value. This prohibition shall not be construed to prevent public officials who are candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
  - (4) Any public official who becomes aware that he or she is, or has been, offered anything of value, the acceptance of which would constitute a violation of this Ethics Code or Wisconsin Statutes, shall, within ten (10) days, disclose the details surrounding said offer to each member of the Village Board and the members of the Ethics Committee. Failure to comply with this reporting requirement shall constitute a violation of this Section. Disclosed information may be referred to the Chippewa County District Attorney's office as appropriate under Wisconsin Statutes.

#### **SECTION 2.5.14. ETHICS COMMITTEE**

##### **(1) ESTABLISHMENT**

- (a) There is hereby established an Ethics Committee to consist of members who shall serve without any compensation from the Village.



- (b) The membership of the Ethics Committee shall consist of four (4) citizen members, one (1) representative of the Village Board, who shall be a Trustee, and two (2) citizen alternates. The Village Clerk shall provide necessary staff assistance to the Ethics Committee, shall serve as its secretary, but shall not vote. The Village Attorney shall attend all hearings held by the Committee and shall furnish the Committee legal assistance as necessary in the carrying out of its functions.
- (c) A quorum of the Ethics Committee shall consist of at least three members for routine administrative meetings and five members for Hearings.

## **(2) APPOINTMENTS; TERMS**

- (a) The members of the Ethics Committee shall be appointed by a majority vote of the Village Board.
- (b) The citizen members may not be public officials as defined in Section 2.5.12(2)(h).
- (c) All citizen members shall serve for a term of three years, except that when the initial appointments are made, two (2) of the citizen members shall serve for three years, and two (2) of the citizen members shall serve for two years.
- (d) The term of any trustee appointed to the Ethics Committee shall expire with the expiration of his or her term as a trustee and he or she may not be appointed to the Ethics Committee for one year following the expiration of his or her term of office. No trustee may serve as a member of the Ethics Committee for more than two consecutive years.
- (e) At such time as any citizen member becomes a public official, they shall no longer be eligible for appointment to the Ethics Committee, unless as the chosen representative of the Village Board.

## **(3) DUTIES**

- (a) The Ethics Committee shall elect its own chairperson annually at the first meeting following May committee appointments.
- (b) The Chairperson of the Ethics Committee shall preside at hearings or other official actions held by the Committee. In the Chairperson's absence the Clerk of the Ethics Committee shall call the meeting to order and preside

until the Committee shall, by motion, select an acting Chairperson for the meeting.

- (c) The Ethics Committee shall:
  - (1) Maintain written procedures for the conduct of ethics hearings.
  - (2) Administer and enforce the provisions of the Code of Conduct and Ethics.
  - (3) Issue advisory opinions.
  - (4) Issue subpoenas, administer oaths, and investigate violations of the Code of Conduct and Ethics upon its own motion or the complaint of any person.
  - (5) Determine and impose sanctions.
  - (6) Develop and make recommendations to the Village Board regarding amendments to the Code of Conduct and Ethics.

#### **(4) ADVISORY OPINIONS**

- (a) A public official may request that the Ethics Committee issue an advisory opinion regarding the propriety of any situation in which the public official is or may become involved. The request may provide the public official's opinion related to the situation, with specific reference to whether the situation violates the provisions of the Code of Conduct and Ethics. The Ethics Committee shall review the request and provide an advisory opinion to the person making the request. The Ethics Committee may authorize the Village Attorney to act on its behalf in instances where a delay is of substantial inconvenience or detriment to the requesting party. It shall be considered evidence of intent to comply with the Code of Conduct and Ethics when a person refers a matter to the Ethics Committee and abides by the advisory opinion, if the material facts are as stated in the opinion request. Advisory opinions and requests shall be in writing.
- (b) The identity of the person requesting an advisory opinion is confidential, and the Village Attorney or a member of the Ethics Committee shall not reveal the person's identity. However, the Ethics Committee or Village Attorney replying to a request for an advisory opinion may make the opinion public with the consent of the individual requesting the advisory opinion, or may issue a public summary of an advisory opinion after sufficiently altering the summary to prevent disclosing the identities of individuals involved in the opinion. If a person makes public the substance

or any portion of an advisory opinion requested by or on behalf of that person, he or she waives the confidentiality of the request and of any records connected to the request for an advisory opinion.

**(5) COMPLAINTS**

- (a)** If a complaint is filed against any member of the Ethics Committee, other than the designated representative of the Village Board, the Village Board shall hear the complaint; acting as the Ethics Committee and following the same rules, procedures, and precedents of the Ethics Committee.
- (b)** If a complaint is brought under this Section against the designated representative of the Village Board serving on the Ethics Committee, a panel of three (3) persons shall hear the complaint. The Village President shall select one panel member, the Village Board shall select one panel member, and those selected persons shall select the third panel member. No panel member under this subsection may be a public official. Panel members shall serve without compensation.
- (c)** The Ethics Committee and the Village Board, when acting as the Ethics Committee under the provisions of Section (5)(a) and the panel described in Section (5)(b), may request that the Village Attorney issue subpoenas to collect information relevant to the complaint.
- (d)** If the complaint indicates that State statutes have been violated, the Ethics Committee may forward a copy of the complaint to the Chippewa County District Attorney.
- (e)** No action shall be taken on any complaint that is filed later than three (3) years after a violation of the Code of Conduct and Ethics is alleged to have occurred.

**(6) REVIEW OF COMPLAINTS AND INITIAL DETERMINATION**

- (a)** The Ethics Committee shall accept from any person a verified written complaint, relating to the Code of Conduct and Ethics. Such complaint shall specify the activities of such public official which are alleged to be in violation of the Code of Conduct and Ethics, and shall specify the part of the Code of Conduct and Ethics that has been violated. Specialized Complaint Forms may be used, but are not required. The form is available from the Village Hall.
- (b)** Within ten (10) days of receipt of an unverified complaint, the Ethics Committee shall contact the complainant to have the complaint verified.

No action shall be taken by the Ethics Committee if the complainant does not verify the complaint.

- (c) Incomplete verified written complaints shall be accepted, however the Ethics Committee may contact the complainant for more information before acting on the complaint.
- (d) The Ethics Committee shall make an initial determination in closed session as to whether or not the allegations contained in a verified complaint establish probable cause to believe that the named public official has violated the Code of Conduct and Ethics. The initial review of the complaint shall be a paper review of the allegations contained in the complaint. The complaint shall be dismissed by motion if a majority of the Ethics Committee determines the complaint on its face does not establish probable cause to believe a violation of the Code of Conduct and Ethics has occurred.

## **(7) DUE PROCESS**

- (a) The Ethics Committee shall, within ten days after receipt of a verified written complaint, notify the public official accused in such complaint of the existence of the complaint, provide a copy of the complaint and Code of Conduct and Ethics to the public official and inform the public official of his or her right to legal counsel if the Ethics Committee determines the complaint establishes probable cause to believe a violation of the Code of Conduct and Ethics has occurred. The public official shall then have fourteen (14) days from receipt of the complaint to provide a written answer to the complaint. The Ethics Committee shall thereafter, in closed session, determine whether the public official's answer sufficiently rebuts the allegations in the complaint such that there is not probable cause to believe a violation of the Code of Conduct and Ethics has occurred in which case the complaint shall be dismissed and the Ethics Committee shall notify the complainant and public official in writing of its decision.
- (b) If, after reviewing the complaint and answer, the Ethics Committee determines probable cause exists to believe the public official violated the Code of Conduct and Ethics, the Ethics Committee shall conduct a hearing using the following procedures:
  - (1) Notice of the determination and notice of hearing shall be sent to the accused public official by certified mail at his or her last known address.

- (2) Such hearing shall be held within sixty (60) calendar days of the date the Ethics Committee's notice of determination and hearing is mailed to the accused public official.
  - (3) The hearing shall be held in open session before the Ethics Committee. Alternatively, hearings may be held in closed session in accordance with the requirements of Wis Statutes §19.59, Codes of ethics for local government officials, employees and candidates, and §19.85 Exemptions, [to requirements for open meetings]. The Village Attorney shall act as counsel to the Ethics Committee. The accused public official may be represented by private counsel.
  - (4) The hearing shall be conducted in accordance with the "Hearing Procedures" outlined in Appendix "A."
  - (5) The accused public official may file a written brief relating to the hearing and the complaint with the Ethics Committee within 10 days of the hearing.
- (c) Within thirty (30) days of the completion of the hearing and the filing of briefs, if any, the Ethics Committee shall make a written determination as to the existence of a violation of the Code of Conduct and Ethics by the accused public official. The Ethics Committee shall also make a written statement as to what action, if any, should be taken to discipline such public official, or what sanctions to impose. A copy of the written determination shall be mailed by certified mail to the public official. Copies shall also be delivered to the Village Board in the same manner as a report of a standing committee.
  - (d) The Ethics Committee may compromise or settle any actual or complained of violation of the Code of Conduct and Ethics. Whenever the Ethics Committee enters into a settlement agreement with an individual who is accused of a violation of this chapter, the Village Attorney shall reduce the agreement to writing, together with a statement of the committee's findings, and reasons for entering into the agreement. The statement and agreement shall be retained in Village records for inspection by the public. Copies shall also be delivered to the Village Board in the same manner as a report of a standing committee.
  - (e) A public official who the Ethics Committee determines has violated the Code of Conduct and Ethics may appeal the committee's written determination to the Chippewa County Circuit Court.

## **(8) SANCTIONS**

- (a)** If the Ethics Committee determines that a violation of the Code of Conduct and Ethics has occurred, its finding of fact and conclusions may contain one or more of the following orders or recommendations:

  - (1)** Cease and desist.
  - (2)** Censure.
  - (3)** An order requiring the accused public official to forfeit a penalty not to exceed \$1,000 for each violation. Any sanctions imposed by the Ethics Committee shall be applied in addition to any other applicable statutory penalties.
  - (4)** If the Ethics Committee determines that the accused public official has realized economic gain as a result of the violation, an order requiring the public official to forfeit the amount gained as a result of the violation.
- (b)** The Ethics Committee may make a recommendation to the Village Board as to other sanctions regarding the accused, under State statutes or Village ordinances.
- (c)** Any violation of the Code of Conduct and Ethics should raise conscientious questions for the public official as to whether voluntary resignation or other action is necessary to promote the best interests of the Village of Lake Hallie.

**(9) FRIVOLOUS COMPLAINTS**

To preserve the integrity of the Code of Conduct and Ethics and protect public officials from any intentional effort to defame them or unfairly hinder their ability to perform their professional responsibilities, the Ethics Committee may develop written guidelines for determining, deterring, and punishing any person found to have brought a frivolous complaint.

## Appendix "A"

### HEARING PROCEDURES

1. Call the meeting to order. All proceedings shall be taken in full by a stenographer or by a recording device, the expense thereof to be paid by the Village of Lake Hallie. The Ethics Committee shall ensure that notes are transcribed, and in case of an appeal or other court proceedings they shall be transcribed. If a recording device is used to document the proceedings, the village clerk shall keep a list of persons speaking in the order in which they speak.
  - a. A quorum consisting of 5 primary or alternate committee members must be present to conduct a hearing.
  - b. If a quorum is not present for a scheduled hearing, those members present shall establish an alternate date for the hearing.
2. Approve minutes from prior meeting (if necessary).
3. Explain purpose for meeting.
  - a. Enter the complaint into the record as Exhibit 1. (If the complaint is short, it may be read. If the complaint is long, it may be summarized.)
  - b. Confirm with the accused public official that he or she:
    - (1) Was given a copy of the written complaint prior to the hearing. Identify the date the public official received the complaint.
    - (2) Was given a copy of the Code of Conduct and Ethics and of these procedures.
    - (3) Was notified of his or her right to be represented by an attorney at the hearing. (This right should have been identified in the notice of determination and hearing sent to the accused. The notice letter should be entered into the record as Exhibit 2.)
4. Enter any other exhibits into the record, such as the public official's answer to the complaint.
5. Ask whether there is any committee primary or alternate member who has prior knowledge and is biased or has an interest in the matter and could not make a decision based on the facts presented at the hearing. Any

committee member answering "yes" should withdraw. (Note responses for the hearing record.)

6. Advise: The hearing before the Ethics Committee is not a court of law. Accordingly, the rules of evidence will not be strictly enforced and the committee will consider all relevant testimony presented by the parties. Indicate that the committee wishes to make the most fully informed decision possible based upon all of the evidence presented. Objections may be made, ruled upon, and noted for the record.
7. All witnesses will be sworn. (This can be done at one time for all witnesses.)
8. Give the complaining party an opportunity to explain the event(s) and the information contained in the complaint.
9. Give the public official an opportunity to ask questions of the complaining party.
10. Give the Ethics Committee, by its members or through its attorney, an opportunity to ask questions of the complaining party.
11. Give other witnesses providing testimony related to the complaint an opportunity to testify.
12. Give the public official an opportunity to ask questions of any witnesses providing testimony related to the complaint.
13. Give the Ethics Committee, by its members or through its attorney, an opportunity to ask questions of any witnesses providing testimony related to the complaint.
14. Give the public official an opportunity to testify and/or call witnesses and submit evidence relevant to the alleged code violation.
15. Give the complaining party an opportunity to ask questions of any witnesses.
16. Give the Ethics Committee, by its members or through the Village attorney, an opportunity to ask questions of any witnesses.
17. Give the parties a chance to make closing comments.
18. At the closing of the hearing, the Ethics Committee should meet to consider all relevant testimony and evidence. The Ethics Committee must consider only the evidence presented. The Ethics Committee may convene into



closed session pursuant to Wis. Stat. § 19.85(1)(a) to deliberate concerning a case which was the subject of a quasi-judicial hearing before the Ethics Committee.

Appendix "B"

Village of Lake Hallie Ethics Committee  
Code of Conduct and Ethics Complaint Form

Please read the following instructions completely before completing your Code of Conduct and Ethics Complaint Form.

1. Print all information except for your signature.
2. A copy of the Village of Lake Hallie Code of Conduct and Ethics may be obtained from the Village Hall.
3. Provide as much detailed information about the alleged misconduct as you can, including relevant dates, times and places; identify any known witnesses.
4. Attach any pertinent documents in your possession regarding the specific incident. Include witness statements and other documents, materials, minutes or resolutions you feel directly relate to your complaint. Submit copies only - keep the originals in your possession.
5. Once complete, have the document notarized by a Notary Public of the State of Wisconsin. The document must be signed in front of the Notary Public and include their official seal. (Notaries Public are available at the Village Hall at no charge)
6. Make a copy of your Complaint Form and keep the copy for your personal records.
7. Completed Complaints may be submitted to the Ethics Committee by mail or in person at Village of Lake Hallie, Village Hall, 13033 30<sup>th</sup> Avenue, Chippewa Falls, WI 54729. 53955.

Please provide your personal information:

Name:

Phone:

Address:

Please identify the person you are making this Complaint against:

Name:

Phone:

Address:

Please specify the activities of the public official which you allege violate the Code of Conduct and Ethics or Wisconsin Statutes and provide details regarding your complaint (attach additional pages if necessary):

Please identify specific Village of Lake Hallie Code of Conduct and Ethics sections or Wisconsin state statutes you feel have been violated:

Please list any documents, materials, minutes, or other evidence that support your allegations (include copies of these documents with your complaint if possible):

**This section must be completed in front of a Notary Public:**

I, \_\_\_\_\_, being first duly sworn, on oath, state that the contents contained in the above complaint are known to me to be true except for those allegations stated on information and belief, which I believe to be true.

Sign Here:

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_ County, Wisconsin

My commission is permanent or expires: \_\_\_\_\_.

## **SECTION 2.6.02. CHARTER ORDINANCE: VILLAGE TRUSTEES AND PERSONNEL**

- (1)** Pursuant to Sec. 61.20(4) Wis. Stats. the Village Board shall consist of five (5) trustees.
- (2)** Salary of Village Trustees. Pursuant to Sec. 61.32 Wis. Stats., the salary for the Village Trustees shall be determined by the Village Board.
- (3)** Salary of Village President. Pursuant to Sec. 61.32 Wis. Stats., the salary for the Village President shall be determined by the Village Board.
- (4)** Village Assessor. Pursuant to Sec. 61.197(c) Wis. Stats., the Village Assessor shall be appointed by the Village Board.
- (5)** Village Clerk/Treasurer. Pursuant to Sec. 61.197(c) Wis. Stats. the Village Clerk/Treasurer shall be appointed by the Village Board.

*(Formerly Hallie Ordinance No. 2.6.02 "Ordinance Regarding Number of Trustees" adopted March 17, 2003)*

## **SECTION 2.6.03 EMPLOYEE GRIEVANCE PROCEDURE**

**(1) Purpose:** This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

**(a) Definitions for terms used in this document:**

1. "**Days**": means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.
2. "**Discipline**": means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

3. "**Hearing Officer**": means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer selected by the village board is (insert name and/or title of person(s) village board has selected to serve as the hearing officer such as: a lawyer, a professional mediator/arbitrator, a retired judge, or other qualified individual. The hearing officer shall not be an employee of the village of Lake Hallie.
4. "**Termination**": means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.
5. "**Workplace Safety**": means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

**(2) Process and Timelines:**

1. The employee must file a written grievance with the village attorney within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the clerk. The village attorney shall inform the employee's immediate supervisor and the village board about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor and / or board liaison will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed with the village attorney. If no one has been designated the employee's immediate supervisor, the employee will meet with the village board who shall then provide the written response.

- 3.** The employee may request an appeal to the hearing officer by filing a written request with the village attorney within 10 days of receiving the written response. The village attorney shall notify the village board and employee's supervisor about the filing of the request for a hearing as soon as practicable. The village will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
- 4.** The hearing officer shall provide the employee and employee's supervisor and / or board liaison with a written decision no later than 30 days after the hearing date. The hearing officer shall also provide the village attorney with a copy of the decision for filing with the village attorney.
- 5.** The non-prevailing party may file a written request with the village attorney for an appeal to the village board within 10 days of receipt of the hearing officer's decision. The clerk shall notify the village board about the request as soon as possible. The village board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The village board may sustain, deny or modify the recommendation of the impartial hearing officer. The decision of the village board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the village attorney.
- 6.** All timelines may be extended by mutual written agreement of the village board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
- 7.** If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the village clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.
- 8.** If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.
- 9.** The grievant and village board may mutually agree in writing to waive a step or multiple steps within the procedure.
- 10.** Granting the requested or agreed upon remedy resolves the grievance.

### **(3) Grievance Requirements:**

The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

### **(4) Supervisor's / Board Liaison's Response:**

The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.
2. A decision as to whether the grievance is sustained or denied.

**(5) Procedure Before the Hearing Officer:** The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the village acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the village. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The hearing officer may require the employee and village to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the specific request of the grievant. Within 30 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

**(6) Hearing Officer's Decision:**

The hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

**(7) Representation:** Both the employee and the village may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

**(8) Consolidation:** The employee's immediate supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

**(9) Costs:** Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the hearing officer will be determined at that time.

**SECTION 2.6.04. INDEMNIFICATION OF VILLAGE OFFICIALS,  
EMPLOYEES AND AGENTS**

**(1)** The Village of Lake Hallie shall indemnify, from any and all liability, loss or damage, any indemnitee who may suffer as a result of claim, demands, legal fees and other costs or judgments of any nature that the indemnitee shall or may at any time sustain or be put to by reason of acts of commission or omission which the indemnitee may undertake in the performance of his duties for the Village of Lake Hallie.



(2) The indemnification granted herein shall be effective during the term for which he/she is engaged by the Village of Lake Hallie, and any later claims as may result therefrom.

(3) Indemnitees shall include:

(a) All elected and appointed officials, employees, retained professional consultants and others acting for the Village of Lake Hallie in any capacity; and,

(b) The person/or persons representing th Village of Lake Hallie as a commission member and/or Officer of the Chippewa Fire Protection District, Inc.

*(Formerly Hallie Ordinance No. 121 "Indemnification of Town Officials, Employees as Agents" 11/80)*

#### **SECTION 2.6.05 BONDS – PUBLIC OFFICES**

(1) Bonds for public offices may be required as per Wisconsin statute or at the direction of Board of Trustees.

(1) All official bonds must be filed within ten days of having been notified of this requirement. Official bonds shall be filed with the Village Clerk-Treasurer.

(2) As Followed by Wisconsin statute 70.67(2), in the event the clerk/treasurer fails to pay taxes collected for other taxing authorities, the Village of Lake Hallie is obligated to make payment.

(3) Clerk/Treasurer – In lieu of a bond the village will provide crime insurance.

#### **SECTION 2.7.04. VILLAGE OF LAKE HALLIE PLANNING COMMISSION**

(1) Mission Statement. The mission statement of the Village of Lake Hallie Planning Commission is to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Village and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

(2) Establishment. The Village Board in the exercise of its authority under Wis. Stats. Chapter 61, establishes a seven (7) member Planning Commission under Sec. 61.35 Wis. Stats. The Planning Commission shall be considered the "Village Planning Agency" under Secs. 236.02(13) and 236.45 Wis. Stats., which authorizes, but does not require, Village adoption of a subdivision or other land division ordinance.

**(3)** Membership. The Planning Commission shall consist of one (1) member of the Village Board, who may be the Village President, and at least three (3) citizen members, who shall be appointed by the Village President, and confirmed by the Village Board. Qualified citizen candidate members to the Planning Commission must be electors of the Village of Lake Hallie with a demonstrated interest in orderly growth and development in the Village of Lake Hallie.

**(4)** Appointments and Removal.

**(a)** The Village President shall appoint the members of the Planning Commission and designate a Planning Commission Chairperson during the month of April to fill any expiring term. The Village President may appoint himself or herself or another Village Trustee to the Planning Commission and may designate himself or herself, the other Village Trustee, or a citizen member as Chairperson of the Planning Commission. A Pre-requisite for a citizen member to become Chairperson of the Planning Commission is to serve at least one (1) year as a Planning Commission member. All appointments are subject to the advisory approval of the Village Board. In a year in which any Village Trustee is elected at the spring election, any appointment or designation by the Village President shall be made after the election and qualification of the Village Trustee(s) elected. Any citizen appointed to the Planning Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under Secs. 19.01 and 60.31 Wis. Stats.

**(b)** The Village Board may remove any appointed Commission member, at any time, by majority vote of the Village Board. Removal will be made after discussion at the second scheduled Village of Lake Hallie Board meeting of that month.

**(5)** Terms of Office. The term of office for the Planning Commission Chairperson and each Commission member shall be for a period of 3 years, ending on April 30, or until a successor is appointed and qualified, except:

**(a)** The Village President, or a Village Trustee, who serves on the Planning Commission shall serve for a period of two (2) years, as allowed under Sec 66.50 1(2), Wis. Stats., concurrent with his or her term on the Village Board. An initial appointment of the Village President, or a Village Trustee, made after April 30 shall be for a term that expires two (2) years from the previous April 30.

**(6)** Commission Members. All members of the Planning Commission shall faithfully discharge their official duties to the best of their abilities, as provided in the oath of office, sec. 19.01, Wis. Stats., in accordance with, but not limited to,

the provisions of the Wisconsin Statutes on: Public Records, Code of Ethics for Local Government Officials, Open Meetings, Misconduct in Office, and Private Interests in Public Contracts. Commission members shall further perform their duties in a fair and rational manner and avoid arbitrary actions.

**(7)** Vacancies. A person who is appointed to fill a vacancy on the Planning Commission shall serve for the remainder of the term.

**(8)** Advisory. Serving as advisory to the Planning Commission are the following:

- (a)** Police Chief or designee
- (b)** Fire Chief or designee
- (c)** Attorney
- (d)** Assessor
- (e)** Surveyor
- (f)** Road Superintendent or designee
- (g)** Sanitary District Manager or designee

**(9)** Recommendations. The Planning Commission may recommend to the Village Board the employment of experts to assist with their duties under this ordinance.

**(10)** Records. The Planning Commission may adopt rules for the transaction of its business, subject to compliance with Village ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record and available for public inspection, as provided under Secs. 19.21 to 19.39 Wis. Stats.

**(11)** Duties and Responsibilities.

**(a)** Board Referral. The Planning Commission shall accept and consider matters referred by the Village Board for planning and development.

**(b)** Initiative. On its own initiative, the Planning Commission may consider all matters relevant to the orderly growth and development of the Village of Lake Hallie.

**(c)** Recommendation. After review and study, the Planning Commission shall make recommendations to the Village Board.

**(12) Chairperson & Officers.**

**(a) Chairperson.** The Planning Commission Chairperson shall be appointed and serve a term as provided in Sections 6 and 7 herein. The Chairperson shall:

1. Provide leadership to the Planning Commission.
2. Set Planning Commission meeting and hearing dates.
3. Provide notice of Planning Commission meetings and hearings and set their agendas, personally or by his or her designee.
4. Preside at Planning Commission meetings and hearings; and
5. Take reasonable steps to ensure that all laws are followed.

**(b) Vice Chairperson.** The Planning Commission may elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.

**(c) Secretary.** The Planning Commission shall elect, by open vote or secret ballot, one of its members to serve as Secretary.

**(13) General and Miscellaneous Powers.** The Planning Commission shall have the power:

**(a)** Necessary to enable it to perform its functions and promote Village planning.

**(b)** To make reports and recommendations to the Village Board, and other public bodies, citizens, public utilities and organizations relating to the planning and development of the Village of Lake Hallie, that do not exceed the Planning Commission's budget allocation.

**(c)** To recommend to the Village Board programs for public improvements and the financing of such improvements.

**(d)** To receive from public officials, within a reasonable time, requested available information required for the Planning Commission to do its work.

**(e)** For itself, its members and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. The Planning

Commission must give at least 24 hour notice of its intent to designate one or more persons to enter upon land in the performance of the Commission's duties. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenant. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under sec. 66.0119, Wis. Stats., or other court-issued warrant.

**(14) Village Comprehensive Planning: General Authority & Requirements.**

**(a)** The Planning Commission shall make and adopt a comprehensive plan under Secs. 62.23 and 66.1001, Wis. Stats., which contains the elements specified in sec. 66.1001(2), Wis. Stats., and follows the procedures in sec. 66.1001(4), Wis. Stats.

**(b)** The Planning Commission shall make and adopt the comprehensive plan with the time period directed by the Village Board, but not later than a time sufficient to allow the Village Board to review the plan and pass an ordinance adopting it to take effect on or before January 1, 2010, so that the Village comprehensive plan is in effect by the date on which any Village program or action affecting land use must be consistent with the Village comprehensive plan under sec. 66.1001(3), Wis. Stats.

**(c)** In this section the requirement to “make” the plan means that the Planning Commission shall ensure that the plan is prepared, and oversee and coordinate the preparation of the plan, whether the work is performed for the Village of Lake Hallie by the Planning Commission, Village personnel, another unit of government, the regional planning commission, a consultant, citizens, an advisory committee, or any other person, group or organization.

**(15) Procedure for Planning Commission Adoption & Recommendation of a Village Comprehensive Plan or Amendment.** The Planning Commission, in order to ensure that the requirements of sec 66.1001(4), Wis. Stats, are met, shall proceed as follows.

**(a)** Public participation verification. Prior to beginning work on a comprehensive plan, the Planning Commission shall verify that the Village Board has adopted written procedures designed to foster public participation in every stage of preparation of the comprehensive plan. These written procedures shall include open discussion, communication programs, and information services and noticed public meetings. These written procedures shall further provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments to be submitted by members

of the public to the Village Board and for the Village Board to respond to such written comments.

**(b)** Resolution. The Planning Commission, under sec. 66.1001(4) (b), Wis. Stats., shall recommend its proposed comprehensive plan or amendment to the Village Board by adopting a resolution by a majority vote of the entire Planning Commission. The vote shall be recorded in the minutes of the Planning Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the comprehensive plan. The resolution adopting a comprehensive plan shall further recite that the requirements of the comprehensive planning law have been met, under sec. 66.1001, Wis. Stats., namely that:

1. The Village Board adopted written procedures to foster public participation and that such procedures allowed public participation at each stage of preparing the comprehensive plan;
2. The plan contains the nine (9) specified elements and meets the requirements of those elements;
3. The (specified) maps and (specified) other descriptive materials relate to the plan;
4. The plan has been adopted by a majority vote of the entire Planning Commission, which the clerk or secretary is directed to record in the minutes; and
5. The Planning Commission clerk or secretary is directed to send a copy of the comprehensive plan adopted by the Commission to the governmental units specified in sec. 66.1001(4), Wis. Stats., and sub. (3) of this section.

**(c)** Transmittal. One copy of the comprehensive plan or amendment adopted by the Planning Commission for recommendation to the Village Board shall be sent to:

1. Every governmental body that is located in whole or in part within the boundaries of the Village of Lake Hallie, including any school district, sanitary district, public inland lake protection and rehabilitation district or other special district.
2. The clerk of every city, village, town, county and regional planning commission that is adjacent to the Village of Lake Hallie.
3. The Wisconsin Land Council.
4. After September 1, 2003, the Department of Administration.

5. The regional planning commission in which the Village of Lake Hallie is located.

6. The public library that serves the area in which the Village of Lake Hallie is located.

**(16) Plan Implementation & Administration.**

**(a) Ordinance development.** If directed by resolution or motion of the Village Board, the Planning Commission shall prepare the following:

1. Zoning. A proposed Village zoning ordinance under village powers, Secs. 61.35 and 62.23(7), Wis. Stats., a Village construction site erosion control and stormwater management zoning ordinance under Sec. 61.354, Wis. Stats., a Village exclusive agricultural zoning ordinance under subch. V of ch. 91, Wis. Stats., and any other zoning ordinance within the Village's authority.

2. Official map. A proposed official map ordinance under sec. 62.23(6), Wis. Stats.

3. Subdivisions. A proposed Village subdivision or other land division ordinance under sec. 236.45, Wis. Stats.

4. Other. Any other ordinance specified by the Village Board.

**(b) Amendment.** The Planning Commission, on its own motion, or at the direction of the Village Board by its resolution or motion, may prepare proposed amendments relating to comprehensive planning and land use.

**(c) Non-regulatory programs.** The Planning Commission, on its own motion, or at the direction of the Village Board by resolution or motion, may propose non-regulatory programs to implement the comprehensive plan, including programs relating to topics such as education, economic development and tourism promotion, preservation of natural resources through the acquisition of land or conservation easements, and capital improvement planning.

**(d) Program administration.** The Planning Commission shall, pursuant to Village ordinances, have the following powers:

1. Zoning conditional use permits. The zoning administrator shall refer applications for conditional use and/or special exception permits under Village zoning to the Planning Commission for

review and recommendation to the Village Board.

**2.** Subdivision review. Proposed plats under ch. 236, Wis. Stats, (and proposed subdivisions or other land divisions under the Village subdivision ordinance under sec. 236.45, Wis. Stats.) shall be referred for review and recommendation to the Village Board.

**(e)** Consistency. Any ordinance, amendment, or program proposed by the Planning Commission, and any Planning Commission approval, recommendation for approval or other action under Village ordinances or programs that implement the Village's comprehensive plan under Secs. 62.23 and 66.1001, Wis. Stats, shall be consistent with that plan as of the date of the plan's adoption. If any such Planning Commission action would not be consistent with the comprehensive plan, the Planning Commission shall use this as information to consider in updating the comprehensive plan.

**(17)** Referrals to the Planning Commission.

**(a)** Required referrals under sec. 62.23(5). Wis. Stats. The following shall be referred to the Planning Commission for report:

- 1.** The location and architectural design of any public building.
- 2.** The location of any statue or other memorial.
- 3.** The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any:
  - A.** Street, alley or other public way;
  - B.** Park or playground;
  - C.** Airport;
  - D.** Area for parking vehicles; or
  - E.** Other memorial or public grounds.
- 4.** The location, extension, abandonment or authorization for any publicly or privately owned public utility.
- 5.** All plats under the Village's jurisdiction under Sec. 236, Wis. Stats., including divisions under a Village subdivision or other land division ordinance adopted under Sec. 236.45, Wis. Stats.



6. The location, character and extent or acquisition, leasing or sale of lands for:

- A. Public or semi-public housing;
- B. Clearance or redevelopment;
- C. Relief of congestion; or
- D. Vacation camps for children.

7. The amendment or repeat of any ordinance adopted under Sec. 62.23, Wis. Stats., including ordinances relating to: the Village Planning Commission; the Village master plan or the Village comprehensive plan under Sec. 66.1001, Wis. Stats.; a Village official map; and Village zoning under village powers.

**(b)** Required referrals under sections of the Wisconsin statutes other than Sec. 62.23(5). Wis. Stats. The following shall be referred to the Planning Commission for report:

- 1. An application for initial licensure of a child welfare agency or group home under Sec. 48.68(3), Wis. Stats.
- 2. An application for initial licensure of a community-based residential facility under sec. 50.03(4), Wis. Stats.
- 3. Proposed designation of a street, road or public way, or any part thereof, wholly within the jurisdiction of the Village, as a pedestrian mall under sec. 66.0905, Wis. Stats.
- 4. Matters relating to the establishment or termination of an architectural conservancy district under sec 66.1107, Wis. Stats.
- 5. Matters relating to the establishment of a reinvestment neighborhood required to be referred under sec. 66.1107, Wis. Stats.
- 6. Matters relating to the establishment or termination of a business improvement district required to be referred under sec, 66.1109, Wis. Stats.
- 7. A proposed housing project under sec. 66.1211(3), Wis. Stats.
- 8. Matters relating to urban redevelopment and renewal in the

Village required to be referred under subch. XIII of Sec. 66, Wis. Stats.

**9.** The adoption or amendment of a Village subdivision or other land division ordinance under sec. 236.45(4), Wis. Stats.

**10.** Any other matter required by the Wisconsin Statutes to be referred to the Planning Commission.

**(c)** Required referrals. In addition to referrals required by the Wisconsin Statutes, the following matters shall be referred to the Planning Commission for report:

**1.** Any proposal, under Sec. 59.69, Wis. Stats., for the Village to approve general county zoning so that it takes effect in the Village, or to remain under general county zoning.

**2.** Proposed regulations or amendments relating to historic preservation.

**3.** A proposed driveway access ordinance or amendment.

**4.** A proposed Village official map ordinance under Sec. 62.23(6), Wis. Stats., or any other proposed Village ordinance under sec. 62.23, Wis. Stats., not specifically required by the Wisconsin Statutes to be referred to the commission.

**5.** A proposed Village zoning ordinance or amendment adopted under authority separate from or supplemental to Sec. 62.23, Wis. Stats., including a Village construction site erosion control and stormwater management zoning ordinance under sec. 61.354, Wis. Stats., and a Village exclusive agricultural zoning ordinance under subch. V of Sec. 91, Wis. Stats.

**6.** An application for a conditional or special permit under the Village zoning ordinance.

**7.** A proposed site plan.

**8.** A proposed extraterritorial zoning ordinance or a proposed amendment to an existing ordinance under Sec. 62.23(7a), Wis. Stats.

**9.** A proposed boundary change pursuant to an approved cooperative plan agreement under Sec. 66.0307, Wis. Stats., or a proposed boundary agreement under Sec. 66.0225, Wis. Stats., or

other authority.

**10.** A proposed zoning ordinance or amendment pursuant to an agreement in an approved cooperative plan under Sec. 66.0307(7m), Wis. Stats.

**11.** Any proposed plan, element of a plan or amendment to such plan or element developed by the regional planning commission and sent to the Village for review or adoption.

**12.** Any proposed contract, for the provision of information, or the preparation of a comprehensive plan, an element of a plan or an implementation measure, between the Village and the regional planning commission, under Sec. 66.0309, Wis. Stats., another unit of government, a consultant or any other person or organization.

**13.** A proposed ordinance, regulation or plan, or amendment to the foregoing, relating to a mobile home park under Sec. 66.0435, Wis. Stats.

**14.** A proposed agreement, or proposed modification to such agreement, to establish an airport affected area, under sec. 66.1009, Wis. Stats.

**15.** A proposed Village airport zoning ordinance under sec. 114.136(2), Wis. Stats.

**16.** A proposal to create environmental remediation tax incremental financing in the Village under sec. 66.1106, Wis. Stats.

**17.** A proposed county agricultural preservation plan or amendment, under subch. IV of Sec. 91, Wis. Stats., referred by the county to the Village, or proposed Village agricultural preservation plan or amendment.

**18.** Any other matter required by any Village ordinance or Village Board resolution or motion to be referred to the Planning Commission.

**(d)** Discretionary referrals. The Village Board, or other Village officer or body with final approval authority or referral authorization under the Village ordinances, may refer any of the following to the Planning Commission for report:

**1.** A proposed county development plan or comprehensive plan, proposed element of such a plan, or proposed amendment to

such plan.

2. A proposed county zoning ordinance or amendment.
3. A proposed county subdivision or other land division ordinance under Sec. 236.45 Wis. Stats., or amendment.
4. An appeal or permit application under the county zoning ordinance to the county zoning board of adjustment, county planning body or other county body.
5. A proposed intergovernmental cooperation agreement, under Sec. 66.0301, Wis. Stats., or other statute, affecting land use, or a municipal revenue sharing agreement under Sec. 66.0305, Wis. Stats.
6. A proposed plat or other land division under the county subdivision or other land division ordinance under Sec. 236.45, Wis. Stats.
7. A proposed county plan, under Sec. 236.46, Wis. Stats., or the proposed amendment or repeal of the ordinance adopting such plan, for a system of Village arterial thoroughfares and minor streets, and the platting of lots surrounded by them.
8. Any other matter deemed advisable for referral to the Planning Commission for report.

**(e)** Referral period. No final action may be taken by the Village Board or any other officer or body with final authority on a matter referred to the Planning Commission until the Commission has made its report, or thirty (30) days, or such longer period as stipulated by the Village Board, has passed since referral. The thirty (30) day period for referrals required by the Wisconsin Statutes may be shortened only if so authorized by statute. The thirty (30) day referral period, for matters subject to required or discretionary referral under the Village Code or ordinances, but not required to be referred under the Wisconsin Statutes, may be made subject by the Village Board to a referral period shorter or longer than the thirty (30) day referral period if deemed advisable.

*(Formerly Hallie Ordinance No. 131 of 1/02 "Planning Commission" and of 9/91, as amended on 11/93 as to composition and members and by 1-92 amending Sec. 131(6) "Timing of Meeting")*

## **SECTION 2.7.06. POLICE AND FIRE COMMISSION**

**(1)** Creation. Pursuant to Sec. 61 and 62.13 Wis. Stat. there is hereby created a Police Commission to be known as the “Village of Lake Hallie Police Commission,” authorized to transact business and exercise any and all powers granted to that Commission by the above referenced statutes as may be amended.

**(2)** Composition and Procedures:

**(a)** Composition. The Commission shall consist of five resident members having sufficient ability and experience in the field of police protection. These persons shall be known as Commissioners.

**(b)** Appointment. The Commissioners shall be appointed by the Village Board. Thereafter, the terms of the Commissioners shall be for five years until their successors are appointed and qualified. Vacancies shall be filled for unexpired terms as provided for in this subsection.

**(c)** Chairperson. The Commission shall annually elect a chairperson and a vice chairperson from among the Commissioners.

**(d)** Compensation. The Commissioners shall receive compensation for their services as may be determined by the Village Board, and/but shall be entitled to reimbursement for their actual necessary expenses, including local travel expense included in the discharge of their duties.

**(e)** Meetings, Quorum and Bylaws. All meetings of the Commission shall be held in compliance with the provisions of the Open Meeting Laws of the State of Wisconsin. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other legal purposes. Action may be taken by the Commission upon the affirmative vote of a majority of the Commissioners present at any meeting. The Commission may adopt and from time to time amend or repeal such bylaws and other rules or regulations not inconsistent with the applicable laws of this State and of this ordinance, as it deems necessary in the performance and function of its duties.

**(3)** Joint Fire Commission Composition and Procedures:

**(a)** Composition. The Commission shall consist of five resident members of the joint fire district having sufficient ability and experience in the field of fire protection. These persons shall be known as Commissioners.

- (b) Appointment. The Commissioner shall be appointed by the Village Board. The first appointment of one member shall be for the following four year term.
- (c) Chairperson. The Commission shall annually elect a chairperson and a vice chairperson from among the Commissioners.
- (d) Compensation. The Commissioners shall receive compensation for their services as may be determined by the Village Board, and/but shall be entitled to reimbursement for their actual necessary expenses, including local travel expense included in the discharge of their duties.
- (e) Meetings, Quorum and Bylaws. All meetings of the Commission shall be held in compliance with the provisions of the Open Meeting Laws of the State of Wisconsin. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other legal purposes. Action may be taken by the Commission upon the affirmative vote of a majority of the Commissioners present at any meeting. The Commission may adopt and from time to time amend or repeal such bylaws and other rules or regulations not inconsistent with the applicable laws of this State and of this ordinance, as it deems necessary in the performance and function of its duties.

**SECTION 2.8.02. PARKS, RECREATION AND TOURISM COMMISSION**

- (1) Membership. The Parks, Recreation and Tourism Board shall consist of 7 members, 5 of which will be electors of the Village, 2 at large who shall be appointed by the President subject to confirmation by the Village Trustees.
  - (a) Terms. The first 3 elector members shall be appointed through April of 2012. 3 elector members shall be appointed with a term expiring April of 2013 and 3 elector members with a term expiring April 2014, with the 2 at large members having experience or interest in tourism and recreation. Upon the expiration of the initial appointments, the 7 member commission shall be appointed to a 3 year term of office.
  - (b) Meetings and Elections. The Parks, Recreation and Tourism Commission shall meet at least monthly. At its first meeting in April of each year, the Parks, Recreation and Tourism Commission will elect a President, Vice-President and Secretary.
- (2) Powers and Duties. The Parks, Recreation and Tourism Commission shall have complete charge, supervision and management of all public parks, recreation, and tourism programs, tot lots and bike trails, recreation buildings and grounds upon which they are situated or adjacent thereto (including the power to contract for services or goods in furtherance thereof and within the approved budget of the Parks, Recreation and

Tourism Commission), public playgrounds and other similar public property and functions shall be assigned to this Commission by the Village Board for the development, maintenance and operation of all public recreational facilities and activities as it shall from time to time determine are in the best interest of the Village and its citizens. The Parks, Recreation and Tourism Commission shall be responsible for the supervision and management of all recreational property in the Village of Lake Hallie.

- (3)** Treasurer. The Village Clerk/Treasurer shall serve as treasurer of the Parks, Recreation and Tourism Commission.
- (4)** Employees
  - (a)** The Parks, Recreation and Tourism Commission may utilize any Village Staff to assist the commission as determined necessary for the efficient administration, maintenance and development of facilities and activities for parks and recreation within the limitation of its budget.
  - (b)** Whenever possible, the Parks, Recreation and Tourism Commission shall utilize existing Village employees, equipment and facilities. The Parks, Recreation and Tourism Commission shall be advised on all personnel matters and actions. Personnel wage, salary, classification, hiring, dismissal and promotion policies shall all be in accordance with the policies and procedures established by the Village of Lake Hallie Ordinances.
- (5)** Budget. By September 1<sup>st</sup> of each year the Parks, Recreation and Tourism Commission shall present an estimate of expenditures for the ensuing year. The amounts, as approved by the Parks, Recreation and Tourism Commission, shall be submitted to the Village Board. Such amount approved by the Village Board shall be included in the Village budget. The Parks, Recreation and Tourism Commission shall not have authority to transfer funds from any line of its budget to any other purpose without prior approval of the Village Board. The Parks, Recreation and Tourism Commission shall have authority to use funds donated to it for such purposes as it deems necessary or as specified by donor.
- (6)** Advisory Parks, Recreation and Tourism Commission. The Village Board shall also appoint 1 Village Board Member to act as liaison/advisory Parks, Recreation and Tourism Commission Member.

Adopted this 1st day of May, 2017