

## CHAPTER 3

### ORGANIZATION AND GOVERNMENT

#### I. ELECTED OFFICIALS

- A. Trustees: There shall be six trustees of the Village of Rockland. Three trustees shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April of the year of their election.
- B. Other Elected Officials: The following officers of the Village of Rockland shall be chosen at their regular spring election in odd numbered years for the term of two years commencing on the third Tuesday of April in the year of their election: Village President, Village Trustee.

#### II. APPOINTED OFFICIALS

- A. Village Clerk and Treasurer: The offices of the Village Clerk and Treasurer shall be appointed. Appointment shall be made by a majority vote of the Village Board when the office becomes vacant.
- B. Miscellaneous Positions: The Village officials hereinafter set forth shall be appointed by a majority vote of the members of the Board: Village Attorney, Building Inspector, Deputy Clerk, and Director of Public Works. The appointments shall be on such terms and conditions as the board deems appropriate. (11/2007)

III. **BOARD OF REVIEW**: The Board of Review shall be composed of seven members, including the Village President and all members of the Village Board of Trustees. The Board of Review shall have the duties and powers prescribed by the Wisconsin Statutes.

#### IV. GENERAL REGULATIONS

- A. Oath of Office: Every officer of the Village, including members of the Village Board, shall, before entering upon his or her duties and within five (5) days of his/her election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the Office of the Village Clerk.
- B. Bond: All official's bonds of the Village Clerk and Village Treasurer shall be paid from Village funds.
- C. Salaries: All officers of the Village shall receive such salaries as may be provided from time to time by majority vote of the Village Board or as approved and provided for in the annual budget.
- D. Vacancies: Vacancies in elected officials shall be filled by appointment by a majority of the Village Board for the remainder of the unexpired term. Vacancies in appointment offices shall be filled in the same manner as the original appointment for the remainder of the unexpired term unless the term of such office is indefinite.

#### V. DESTRUCTION AND PRESERVATION OF OBSOLETE RECORDS

- A. Destruction of Utility Records: Village officers are empowered to destroy the following records of a municipal utility subject to regulation by the State Public Service

Commission, but not less than seven (7) years after payment of receipt of sum involved in the applicable transaction, namely:

1. Water stubs and receipts of current billings;
2. Customers' ledgers;
3. Vouchers and supporting documents pertaining to charges not including in plant accounts.
4. Other utility records with the approval of the Public Service Commission

B. Destruction of Records Requiring Audit: Village Officers are empowered to destroy the following non-utility records under their jurisdiction after the completion of an audit by the Department of State Audit, or an auditor licensed under Chapter 135 of the Wisconsin Statutes, but not less than seven (7) years after payment or receipt of the sum involved in the applicable transaction, namely:

1. Bank statements, deposit books, slips, and stubs;
2. Bonds and coupons after maturity;
3. Cancelled checks, duplicate and check stubs;
4. License and permit applications, stubs and duplicates;
5. Payrolls and other time and employment records of personnel;
6. Receipt forms;
7. Special assessment records;
8. Vouchers, requisitions, purchase orders, and all other supporting documents pertaining thereto.

C. Destruction of Other Records: Village Officers are empowered to destroy the following records, but not less than seven (7) years after the record was effective, namely:

1. Assessment rolls and related records, including Board of Review Minutes;
2. Contracts and papers relating thereto;
3. Correspondence and communications;
4. Financial reports, other than annual financial reports;
5. Insurance policies;
6. Justice dockets;
7. Oaths of Office

D. Compliance with Statutes: This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by Statute of State Administrative Regulations.

(05/2002)

## VI. AN ORDINANCE TO CREATE A VILLAGE PLAN COMMISSION FOR THE VILLAGE OF ROCKLAND, WISCONSIN (08/2007)

A. Membership: A Village Plan Commission is hereby created pursuant to Wis. Stat. Sections 61.35 and 62.23 to consist of seven (7) members. All members of the commission shall be appointed by the village president. The village president may appoint him or herself to the commission and may appoint other village elected or appointed officials, except that the commission shall always have at least three (3) citizen members who are not village officials. Citizen members shall be persons of recognized experience and qualifications.

- B. Terms: The members of the commission shall be appointed to hold office for a period of three (3) years except the first appointments to the newly created village Plan Commission shall be appointed to serve until April 2008 at which time the village president shall reappoint Members to the village Plan Commission for a period of three (3) years. Other than the first members, appointments shall be made by the village president during the month of April.
  
- C. Duties and Powers: The village Plan Commission shall have the powers, functions and duties as prescribed by Wis. Stat. § 62.23 and other Wisconsin Statutes or Federal laws.