



**Meeting:** Village Board  
**Meeting Date:** 9/12/11  
**Agenda Item:** 6e

**Mission Statement**  
Delivering quality services in a courteous, cost-effective and efficient manner.

## VILLAGE BOARD MEETING STAFF REPORT

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**REPORT TO:** Burt R. McIntyre, President  
Village Board of Trustees

**REPORT FROM:** Paul F. Evert, Village Administrator

**AGENDA ITEM:** Review and take action on Village Administrator's proposal to appoint Administrative Services Director Chris Haltom as Village Clerk

**ACTION REQUESTED:** \_\_\_Ordinance \_\_\_Resolution   X  Motion \_\_\_Receive/File

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### **POLICY ISSUE**

Should the Village Board appoint Administrative Services Director Chris Haltom as Village Clerk?

### **BACKGROUND INFORMATION**

The Village Board needs to appoint a Village Clerk to perform the clerk duties as defined by state Wis. Statutes 61.25, as well as additional duties sprinkled throughout the Village Code of Ordinances.

According to the Village Code sec. 2-419 the Village President makes this appointment subject to confirmation by the Village Board. In recent years the Village Administrator has been officially appointed the Village Clerk; however, Administrative Services Director Chris Haltom has, for all practical matters, performed these duties. It is the new Village Administrator's preference to appoint Chris Haltom as Village Clerk. Chris Haltom did not request this additional title, and the new Village Administrator is not opposed to carrying the title himself. It is common for municipalities to combine the functions of the finance and clerk roles into one position.

**FISCAL IMPACT:**

1. Is There A Fiscal Impact?	<u>No</u>
2. Is it Currently Budgeted?	<u>No</u>
3. If Budgeted, Which Line?	<u>---</u>

### **RECOMMENDED ACTION**

Village staff recommends the Village Board appoint Chris Haltom to the position of Village Clerk.

If the Village Board agreed with this action, the following motion could be used, “*Motion to appoint Administrative Services Director Chris Haltom as the Howard Village Clerk.*”

### **POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Appoint Village Administrator Paul F. Evert as the Village Clerk

### **ATTACHED INFORMATION**

- I. Wis. Statutes 61.25
- II. Village Code sec. 2-419

## **ATTACHMENT I**

**61.25 Clerk.** The village clerk shall execute and file an official bond. It shall be the village clerk's duty:

(1) To perform any duties prescribed by law relative to elections, to keep subject to inspection all election returns required to be filed in the clerk's office, and to notify persons elected or appointed to village offices.

(2) To transmit to the county clerk, within 10 days after election or appointment and qualification, a certified statement of the name and term for which elected or appointed, of the president, clerk, treasurer and assessor; and to the clerk of the circuit court immediately after their election or appointment and qualification, a like statement of the time and term for which elected or appointed of every municipal judge, chief of police, marshal or constable of the village.

(3) To attend all meetings of the village board; to record and sign the proceedings thereof and all ordinances, rules, bylaws, resolutions and regulations adopted, and to countersign and keep a record of all licenses, commissions and permits granted or authorized by them, and for such purpose to keep the following books: A minute book, in which shall be recorded in chronological order full minutes of all elections, general or special, and the statements of the inspectors thereof; full minutes of all the proceedings of the board of trustees; the titles of all ordinances, rules, regulations and bylaws, with reference to the book and page where the same may be found. An ordinance book, in which shall be recorded at length, in chronological order, all ordinances, rules, regulations and bylaws. A finance book, in which shall be kept a full and complete record of the finances of the village, showing the receipts, the date, amount and sources thereof, and the disbursements, with the date, amount and object for which paid out; and to enter in either such other matters as the board prescribes, and such other books as the board directs.

(4) To countersign and cause to be published or posted every ordinance, bylaw or resolution as required by law, and to have proper proof thereof made and filed.

(5) To be the custodian of the corporate seal, and to file as required by law and to safely keep all records, books, papers or property belonging to, filed or deposited in the clerk's office, and deliver the same to the clerk's successor when qualified; to permit, subject to subch. II of ch. 19, any person with proper care to examine and copy any of the same, and to make and certify a copy of any thereof when required, on payment of the same fees allowed town clerks therefor.

(6) To draw and countersign all orders on the village treasury ordered by the board and none other.

(6m) To stamp or endorse street trade permits at the request of an employer under s. [103.25 \(3m\)](#) (b).

(6p) To stamp or endorse traveling sales crew worker permits at the request of an employer under s. [103.34 \(11\) \(c\)](#).

(8) To make and deliver to the village treasurer a tax roll and to make and transmit to the county treasurer, on forms provided by the department of revenue, a statement showing the total amount of all taxes levied in the village.

(9) To perform all other duties required by law or by any ordinance or other direction of the village board.

(10) To notify the treasurer of the county in which the village is located, by February 20, of the proportion of property tax revenue and of the credits under s. [79.10](#) that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the village.

**History:** [1977 c. 305 s. 64](#); [1983 a. 395](#); [1985 a. 39 s. 17](#); [1989 a. 113](#); [1991 a. 39, 316](#); [2001 a. 107](#); [2003 a. 47](#); [2009 a. 3](#).

**NOTE:** [2003 Wis. Act 47](#), which affects this section, contains extensive explanatory notes.

**Cross-reference:** See s. [66.0609](#) for an alternative system of approving claims under sub. (6).

## ATTACHMENT II

### [Sec. 2-419](#) - Appointed officials.

The appointed officials of the village shall be as follows:

Officials	How Appointed	Term
Village administrator	By majority vote of the village board	By majority vote of the village board
Village clerk	Village president, subject to confirmation by village board	By majority vote of the village board
Village treasurer	Village president, subject to confirmation by village board	By majority vote of the village board
Village attorney	Village president, subject to confirmation by village board	By majority vote of the village board
Village assessor	Village president, subject to confirmation by village board	By majority vote of the village board
Village fire chief	Police and fire commission	Indefinite
Village fire inspector	Recommendation of fire chief, village president, subject to confirmation of village board	Indefinite
Village animal control/humane officer	Village president, subject to confirmation by village board	Indefinite
Village health officer	Village president, subject to confirmation by village board	Indefinite
Village weed commissioner	Village president	One year
Village zoning officer	Village president, subject to confirmation by village board	Indefinite

*(Comp. Ords. 2000, § 1.02(2); Ord. No. 1985-6, 8-20-1985; Ord. No. 1989-19; Ord. No. 1989-23; Ord. No. 1997-25; Ord. No. 2000-37; Ord. No. 2007-02, § 1, 1-8-2007; Ord. No. 2007-7, § 1, 2-12-2007; Ord. No. 2008-1, § 1, 1-14-2008)*

**State law reference—** Manner of appointment, Wis. Stats. § 61.197.