

VILLAGE OF EPHRAIM
CHAPTER 1 – GENERAL GOVERNMENT

Table of Contents

GENERAL PROVISIONS AS TO OFFICIALS

- 1.1.1. [ELECTED OFFICIALS](#)
- 1.02 [APPOINTED OFFICIALS](#)
- 1.03 [HIRED PERSONNEL](#)
- 1.04 [OATHS AND BONDS](#)
- 1.05 [REMOVALS](#)
- 1.06 [VACANCIES](#)
- 1.07 [SALARIES](#)
- 1.08 [RECEIPT OF GIFTS AND GRATUITIES](#)
- 1.09 [DEFENSE OF OFFICIALS](#)
- 1.10 [CODE OF ETHICS](#)
- 1.11 [DISPOSAL OF SURPLUS MUNICIPAL PROPERTY](#)

OFFICIALS

- 1.15 [VILLAGE PRESIDENT AND TRUSTEES](#)
- 1.151 [POWERS OF THE VILLAGE PRESIDENT](#)
- 1.152 [POWERS OF THE VILLAGE BOARD](#)
- 1.16 [ZONING ADMINISTRATOR](#)
- 1.17 [EMERGENCY GOVERNMENT DIRECTOR](#)
- 1.18 [HEALTH OFFICER](#)
- 1.19 [ASSESSOR](#)
- 1.20 [FIRE CHIEF AND FIRE INSPECTOR](#)
- 1.21 [SPECIAL POLICE OFFICERS](#)

BOARDS AND COMMITTEES

- 1.27 [VIRTUAL MEETING POLICY](#)
- 1.28 [BOARDS, COMMITTEES, AND COMMITTEE MEMBERSHIP](#)
- 1.29 [ABSENCES AND ATTENDANCE](#)
- 1.30 [BOARD OF REVIEW](#)
- 1.31 [PLAN COMMITTEE](#)
- 1.32 [BOARD OF APPEALS](#)
- 1.33 [LIBRARY COMMITTEE](#)
- 1.34 [AIRPORT COMMITTEE](#)
- 1.35 [MARINAS AND MOORINGS COMMITTEE](#)
- 1.36 [PHYSICAL UTILITIES COMMITTEE](#)
- 1.37 [COMMUNITY PROTECTION COMMITTEE](#)
- 1.38 [RESERVED](#)
- 1.39 [FINANCE COMMITTEE](#)
- 1.40 [HISTORIC PRESERVATION COMMITTEE](#)
- 1.41 [PERSONNEL COMMITTEE](#)
- 1.42 [WASTEWATER COMMITTEE](#)
- 1.43 [SPECIAL COMMITTEES](#)
- 1.44 [TERM LIMITS](#)

ELECTIONS

- 1.45 [QUALIFICATION](#)
- 1.46 [ELECTION OFFICIALS](#)
- 1.47 [REGISTRATION](#)
- 1.48 [VIOLATIONS AND PENALTIES](#)

GENERAL PROVISIONS AS TO OFFICIALS

1.01 ELECTED OFFICIALS.

The elected officials of the Village shall be five (5) Trustees, one (1) of whom shall be the Village President. The Village President and two (2) Trustees shall be elected in odd-numbered years and the other two (2) Trustees shall be elected in even-numbered years. All elected officials shall serve two (2) year terms.

1.02 APPOINTED OFFICIALS.

The following shall be the appointed officials of the Village who shall be appointed in the manner and for the term indicated below.

<u>OFFICIAL</u>	<u>HOW APPOINTED</u>	<u>TERM</u>
Fire Chief/Fire Inspector	Village Board	2 years
Assistant Fire Chief (s)	Fire Chief	2 years
Board of Appeals Members	Village Board	3 years in rotation
Board of Appeals Chairperson	Village President	3 years

1.03 HIRED PERSONNEL.

The Village Board is responsible for hiring general personnel over and above those listed above as appointed officials, including the Village Clerk, Treasurer, Administrator/Zoning Administrator, Maintenance, **Wastewater**, or other personnel as necessary.

1.04 OATHS AND BONDS.

Elected and appointed officials shall take and file the official oath within five (5) days of notice of their election or appointment as provided in *Wis. Stat. §61.21* and shall execute and file the official bond as required by State Statute and this Municipal Code.

1.05 REMOVALS.

- 1) Elected Officials. Elected officials may be removed by the Village Board as provided in *Wis. Stat. §17.13(2)*, or by the judge of the Circuit Court for cause per to *Wisc. Stats §17.13(3)* . or as provided by *Wis. Stat. §17.16*.
- 2) Appointed Officials. Appointed officials may be removed as provided in *Wis. Stat. §17.13(1)*, *§17.13(3)*, and *§17.16*.

1.06 VACANCIES.

- 1) How Occurring. Vacancies in elective and appointed positions are caused as provided in *Wis. Stat. §17.03* and *§17.035*.
- 2) How Filled.
 - a. Elected officials. A vacancy in any elective office shall be filled by appointment of a majority of members of the Village Board. A Trustee may be appointed to fill an unexpired term of a vacating Village President.
 - b. Appointed officials. A vacancy in the appointed office shall be filled in the same manner as the original appointment to such office.

1.07 SALARIES.

The salaries of all elected and appointed officials, including members of Boards and Commissions, shall be determined by the Village Board from time to time, provided the salary of the President and members of the Board shall not be increased or decreased during their **current** terms of office per Wis. Stat. §66.0505.

Beginning in 2029, on a five (5) year cycle, Village staff shall present a review of municipal board salaries with a salary recommendation, which if approved, shall be implemented the following May for new members of the Board or those members re-elected to a new term.

1.08 RECEIPT OF GIFTS AND GRATUITIES - RESTRICTED.

No Village employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or other things of value which they are not authorized to receive from any person who:

- 1) Has or is seeking to obtain contractual or other business or financial relationships with the Village or Village Board;
- 2) Conducts operations or activities which are regulated by the Village or Village Board; or
- 3) Have interests which may be substantially affected by the Village or Village Board.

1.09 DEFENSE OF OFFICIALS.

The Village Board may, by resolution, authorize the Village Attorney to defend actions brought against any officer or employee or any board, **committee**, or commission growing out of acts done in the course of their employment or of any alleged breach of duty as such officer or employee, excepting any actions brought to determine the right of such officer or employee to hold or retain **their** office or position and excepting also actions brought by the Village against any officer or employee thereof.

1.10 CODE OF ETHICS.

1. Applicability. This Code of Ethics shall apply to all officials and employees of the Village.
2. Conflict Of Interest.
 - a. No elected or appointed official of the Village shall sell or tender goods or services to the Village in excess of two thousand five hundred dollars (\$2,500) in any calendar year.
 - b. Exclusive of salary or wages paid for regular employment, no Village employee shall sell or tender goods or services to the Village in excess of two thousand five hundred dollars (\$2,500) in any calendar year.
 - c. No elected or appointed official shall deliberate or vote upon any Village property acquisitions, projects, services, Village ordinance changes, zoning amendments, or any Village matter in which he or she has a direct economic interest. Nor shall they address orally or in writing any Village meeting, sub-committee, or body on any subject in which they have a direct economic interest unless they disclose said interest and emphasize, they are speaking as a private citizen.

VILLAGE OF EPHRAIM
CHAPTER 1 – GENERAL GOVERNMENT

- d. Self-Recusal. In the interests of good government, any appointed or elected official shall recuse themselves from any decision-making process if they believe their participation will have the appearance of impropriety. No official need to state the reason for self-recusal.
- e. Mandatory Recusal. Any elected or appointed official wishing to address - in the public hearing portion of a meeting - the body to which he or she is appointed or elected on any matter in which he or she has a direct economic interest ***should*** recuse themselves ***during*** the meeting ***prior to any vote***, by notice to the Chair or if they are the Chair, another presiding officer.
- f. Elected and appointed officials are expected to live up to the trust placed in them by the citizens of the Village. They are expected to uphold and enforce the ordinances of the Village, as well as county and State law.
- g. Any alleged violation of this ordinance shall be referred to the Village Attorney, who shall determine whether probable cause exists to proceed.

1.11 Disposal of Surplus Municipal Property. *(Passed April 11, 2005)*

- 1) Property which is determined by the department supervisor and, as appropriate, the Wastewater Committee, ***Marinas and Moorings Committee, Physical Facilities & Utilities Committee***, or Village Board to be of such character or condition as to have a market or commercial value of less than one thousand dollars (\$1,000) and to be surplus, excess or otherwise unsuited for that department or other Village departments' purposes shall be sold on the basis of posting in the three locations used for meeting posting and on the website for a period of two weeks prior to disposal.
- 2) Property satisfying the other criteria above but which is determined to have a market or commercial value of one thousand dollars (\$1,000) or more shall be disposed of by the method above and, in addition, publication in the ***publication of record*** or an appropriate trade paper after approval of the Village Board.
- 3) The proceeds of any sale under this section shall be deposited by the Village treasurer to the respective departmental accounts, and notification of sale along with a description of the property, date, and method of sale, and consideration received shall be given to the Village Administrator/Clerk for proper accounting.

OFFICIALS.

1.15 VILLAGE PRESIDENT AND TRUSTEES.

- 1) Village Board. The Village Board shall consist of five (5) Trustees, one (1) of whom shall be the Village President pursuant to *Wis. Stat. §61.20(4)*.

1.151 POWERS OF THE VILLAGE PRESIDENT.

The President shall be by virtue of ***their*** office, a Trustee, and preside at all meetings of the Board and have a vote as Trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses, and permits adopted or authorized by the Board, and all orders drawn on the treasury except as provided by *Wis. Stat. §66.0607*. ***They*** shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot, or

other apparent necessity, appoint as many special marshals as **they** shall deem necessary per [§61.24](#) Wisc. Stats. **They** may not perform any official duty while absent from the Village (State ex rel. Emberson v. Byrne) **except as outlined in §1.27.**

1.152 POWERS OF THE VILLAGE BOARD.

Except as otherwise provided by law, the Village Board shall have the power and authority to manage and control Village property, services, and all public functions pertaining to the health, welfare, and convenience of its citizens, and to that end, it shall be responsible for the enforcement of the laws and regulations of the State and of this Code of Ordinances per Wis. Stat. [§61.34](#). Other Board duties as regards finances, property acquisition, etc. as designated in Wis. Stat. [§61.34](#) shall be included herein by reference.

1.16 ZONING ADMINISTRATOR.

See Chapters [14](#), [17](#), and [18](#) of **the Ephraim** Code of Ordinances for duties and responsibilities.

1.17 EMERGENCY GOVERNMENT DIRECTOR.

The Village President shall serve as the Emergency Director with the assistance of the Village Administrator. In the absence of the Village President, the Fire Chief, then the Assistant Fire Chief, and then the Captain shall perform the duties and responsibilities assigned to the Emergency Government Director.

The Emergency Government Director shall work with the corresponding officers of the County and State per Wis. Stat. Chapter [§323](#).

1.18 HEALTH OFFICER.

The Village of Ephraim elects to come under the jurisdiction of Door County Public Health Department. [Chapter 11](#) of the Ephraim Code of Ordinances outlines the jurisdictional determination.

1.19 ASSESSOR.

Pursuant to Wis. Stat. [§61.195](#), [§61.197\(1\)\(f\)](#), and [§66.01](#), the Village elects not to be governed by those portions of Wis. Stat. [§61.9](#) and [§61.23](#), relating to the selection and tenure of the Assessor and which are in conflict with this section. Section Wis. Stat. [§61.27](#) shall control the selection.

1.20 FIRE CHIEF AND FIRE INSPECTOR.

- 1) APPOINTMENT AND TERM. The Fire Chief shall be appointed for a two (2) year term, subject to removal for cause by a 3/4 vote of the members of the Village Board unless **their** services are sooner terminated by resignation, death, or change of residence to outside the Village limits.
 - a. The Fire Chief shall notify **the Assistant Fire Chief and Captain** of the time and possible duration of any contemplated absence from the Village.

1.21 SPECIAL POLICE OFFICERS.

- 1) Members Of the Village Board. The Village President and Trustees **may** have and exercise the powers of peace officers and may summarily suppress any riotous or disorderly conduct in the streets or public places of the Village per *Wis. Stat.* [§61.31](#).
- 2) Chief And Assistant Chiefs of The Fire Department. The Chief and Assistant Chiefs of the Fire Department shall have the authority to suppress any tumult or disorder, **and** to order all individuals to leave the neighborhood of any fire and to command from all inhabitants of the Village all needful assistance for the suppression of fire per *Wis. Stat.* [§213.095](#).

BOARDS, COMMITTEES, AND COMMISSIONS

1.27 VIRTUAL MEETING POLICY.

- 1) ***Intent: The Governing Body believes that the participatory nature of the meeting and the opportunity for open dialogue between members ordinarily requires members to be physically present to participate in meetings. At the same time, allowing members to participate virtually under strictly limited circumstances can provide a good alternative when otherwise a quorum of the Governmental Body cannot be present and a meeting cannot be held, or even when a quorum is established by members who are present, members, who cannot physically be present at the meeting, want the opportunity to attend the meeting virtually to hear what transpires, participate in discussions, and vote on any matters arising before the Governmental Body. Except as described in this policy, no elected or appointed member of a Governmental Body is permitted to participate virtually.***
- 2) ***Virtual Meeting Policy Requirements:***
 - a) ***A communication device must be present in the meeting room which must function so that all persons present in the meeting room are able to hear and understand the person(s) attending virtually and the person(s) attending virtually are able to hear and understand all persons in the meeting.***
 - b) ***Technical requirements and malfunctions. Each member is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.***
 - c) ***If the communication devices include video, the video must show the person(s) who is/are not present at the meeting, on the video screen in the meeting room. Also, all persons in the meeting room must have the opportunity to see the video screen.***
 - d) ***A member participating virtually shall not serve as the presiding officer for the meeting of the body. If the Chief Presiding Officer is not physically present, the Village Administrator shall call the meeting to order, and the members present in the room and attending virtually shall appoint an acting Chair from among the members who are physically present.***
 - e) ***There must be at least one (1) governmental body member in addition to a Village staff member physically present at the meeting, in the meeting room, to hold a***

**VILLAGE OF EPHRAIM
CHAPTER 1 – GENERAL GOVERNMENT**

meeting, except in the event of a severe weather event, emergency, or public health emergency.

- f) If a Governmental Body member anticipates that they will want to attend the meeting virtually, the member shall so notify the Presiding Officer, Village Administrator, or Village Clerk whenever possible, thirty-six (36) hours before the meeting.*
- g) The Village Administrator or Village Clerk shall give notice to the public on the open meeting law notice that a virtual meeting of the body is intended and how to attend through meeting connection information.*
- h) Members attending the meeting of the Governmental Body virtually may participate in discussions and vote on any matters arising before the Governmental Body.*
- i) When asked for input, the public may participate and provide public testimony in person or virtually.*
- j) The majority of the members of the Governmental Body who are physically present at the meeting of the Governmental Body shall determine whether the general and specific requirements of this policy are met and may terminate any virtual connection if in such members' discretion the intent of this policy, or the general specific requirements of this policy are not met.*

1.28 BOARDS, COMMITTEES, AND COMMISSION MEMBERSHIP.

- 1) TRUSTEE shall mean an elected Trustee or the Village President of the Village of Ephraim.*
- 2) RESIDENT shall mean a person who resides in the Village and is a registered voter.*
- 3) CITIZEN OR CITIZEN MEMBERS shall mean a person who is a Village property owner, or the owner of a business located in the Village.*
- 4) COMMUNITY MEMBER-AT-LARGE shall mean a person who does not reside in the Village nor do they own land or a business in the Village, but they live in this area, as determined by the Chair of the Committee, and who has expertise or knowledge beneficial to the committee. Community members-at-large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-large can only serve on Ad-Hoc Committees or task forces, or as determined by the Village Board. From time to time, as deemed necessary and because of specific expertise, community members-at-large may be asked to join a committee or focus group.*
- 5) STAKEHOLDER shall mean a person who shall not have voting rights; rather, they shall serve as an advisory member of a standing committee. This person shall not have a financial interest in the outcome of a specific property, product, action, or service.*

1.29 COMMITTEE ABSENCES AND ATTENDANCE.

- 1) *Any member of a committee who knows that they will not be able to attend a scheduled meeting shall notify the Chairperson, Clerk, or Deputy Clerk at the earliest possible opportunity. The Clerk or Deputy Clerk shall notify the Chairperson of the committee if the projected absences may produce a lack of quorum. Committees only function if members attend the meetings and therefore regular attendance is expected. If a member misses more than half of the regular meetings during the preceding twelve (12) months for whatever reason, the Chairperson shall discuss that attendance with the President. The President may recommend removal to the Board of any member whose attendance at meetings exceeds the guideline.*

1.30 BOARD OF REVIEW.

- 1) How Constituted. *The Board of Review shall be composed of five (5) members as follows: the Village President, four (4) Trustees. The Clerk/Treasurer shall serve as a stakeholder member of the committee by virtue of their office.*

The Village President, by virtue of *their* office, shall be **Chairperson** of the Board of Review. The Village Clerk/Treasurer, by virtue of *their* office, shall be the recording secretary.

- 2) Assessor. The Village Assessor shall not be a member of the Board of Review but shall attend its meetings.
- 3) Quorum. **Three (3)** members of the Board of Review shall be a quorum of the Board.
- 4) Powers And Duties. See Section [§3.02\(3\)](#) of this Code and *per Wis. Stat. §70.46*.

1.31 PLAN COMMITTEE. (Makeup is by Wisc. Stats.)

- 1) Composition and Terms *as per Wis. Stat. §62.13(1)*.
 - a. The Plan Committee shall consist of seven (7) **citizen or resident** members. Membership shall include the Village President, who shall serve as Presiding Officer, a Trustee, and-five (5) **citizen or resident** members. **The Zoning Administrator shall serve as a stakeholder member of the committee.**
 - b. The Trustee member shall be elected by a **majority** vote of the Village Board.
 - c. Members shall be persons of recognized experience and qualifications.
- 2) Powers And Duties. The Committee shall have the powers and duties prescribed in Wis. Stat. [§62.23](#), and in this Municipal Code and other such powers and duties as shall be vested in them from time to time by law or the Village Board.

They shall also have the responsibility of affirming the goals of the Village-adopted plan, including the following:

- Comprehensive Plan of **2009**,
- The Smart Growth Plan,

VILLAGE OF EPHRAIM
CHAPTER 1 – GENERAL GOVERNMENT

- **and any other subsequent Village Master Plans** approved through appropriate actions within the Plan Committee and in coordination with **the Village Board**.

1.32 BOARD OF APPEALS.

- 1) How Constituted. The Board of Appeals shall consist of a Chairperson, four (4) resident members, and two (2) resident alternates per Wis. Stat [§62.23\(7\)\(e\)](#) for staggered three (3) year terms. **Members of the Village Board and Plan Committee are ineligible to serve on the Board of Appeals.**
- 2) Alternate Members. **In addition to the five (5) regular members of the Appeals Board, there shall be two (2) alternate resident members appointed by the Village President and approved by the Village Board for terms of three (3) years. The President shall designate one (1) alternate as the “1st” alternate and the other as “2nd” alternate. The 1st alternate shall act with full power, only when a member of the board refuses to vote because of interest or when a member is absent. The 2nd alternate shall so act only when the 1st alternate so refuses or is absent or when more than one member of the Board so refuses or is absent per [§62.23\(7\)\(e\)\(2\)](#).**
- 3) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 4) Powers And Duties. As described in Wis. Stat. [§62.23\(7\)\(e\)](#).

1.33 LIBRARY COMMITTEE.

- 1) How Constituted. The Library Committee shall consist of five (5) **citizen or resident** members. One (1) shall serve as Chairperson. All shall serve a three (3) year term. **The Ephraim Librarian shall serve as a stakeholder member of the committee.** (Amended 08/13/07)
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Board to serve terms beginning the succeeding first day of June. The representatives appointed will also serve as the appointees to the Village of Ephraim Library Fund, Inc. (5/2012)
- 3) Powers and duties. Their powers and duties shall include, in addition to internal Library responsibilities, coordination of the Village’s contractual obligations with the **Physical Facilities & Utilities Committee**, and making budgetary requests to that Committee by September 1 of each year. The representatives will carry out all duties outlined in the Village of Ephraim Library Fund, Inc. Bylaws. (5/2012)

1.34 AIRPORT COMMITTEE.

- 1) How Constituted. The Ephraim-Gibraltar Airport is administered jointly by the Ephraim and Gibraltar Boards. The Ephraim-Gibraltar Airport Commission consists of **six (6)** members appointed for three (3) years each. Each municipality is represented by **three (3)** members. **The Village of Ephraim’s three (3) representatives shall consist of citizens, residents, or community members at-large.**

VILLAGE OF EPHRAIM
CHAPTER 1 – GENERAL GOVERNMENT

- 2) Appointment. At the May session of the Village and Town Boards, successors to the members whose terms expire in that year shall be appointed to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. Their powers and duties shall include, among other responsibilities, making budgetary recommendations to the Ephraim and Gibraltar Boards by October 1 of each year.

1.35 MARINAS & MOORINGS COMMITTEE. *(Previously the Coastal Management Committee).*

- 1) How Constituted. ***The Marinas and Moorings Committee shall consist of a Village Trustee, who shall serve as Chairperson and four (4) citizen or resident members. The Harbormaster shall serve as a stakeholder member of the committee.*** Members shall serve a three (3) year term; for continuity, members may serve up to the term limits as noted in §1.44.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Committee shall have responsibility for marina operations at Firehouse and Anderson Dock slips, the Village mooring area, dredging, and waterways. Their powers and duties shall include making budgetary recommendations to the Village Board by ***the October Village Board meeting*** of each year.

1.36 PHYSICAL FACILITIES AND UTILITIES COMMITTEE.

- 1) How Constituted. ***The Physical Facilities & Utilities Committee shall consist of a Village Trustee, who shall serve as Chairperson and four (4) citizen or resident members. The Maintenance Manager shall serve as a stakeholder member of the committee.*** Members shall serve a three (3) year term; for continuity, members may serve up to the term limits as noted in §1.44.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Committee shall have responsibility for Village Park and recreation properties and facilities, including but not limited to the Wetland preserve, the Village beach, Village Hall Park, Olson Park, Village-owned tennis courts and playground areas, Visitor's center beach area, bicycle and walking paths, and waysides. ***The Committee is also responsible for*** Village-owned buildings as to maintenance, repair, and upkeep, as well as the direction of road upkeep and repair, brush and snow removal, reconstruction of roads and bridges, and street signage.

They shall also have the responsibility of overseeing dump and recycling services and recommendations regarding utilities owned by others but operating within the Village (cable service, cell phone service, **internet**, phone, and electric) as it may apply to contracts, underground facilities, and location of pedestals, towers or other service facilities. Their

powers and duties also include making budgetary recommendations to the Village Board by ***October Village Board meeting*** of each year.

1.37 COMMUNITY PROTECTION COMMITTEE.

- 1) How Constituted. ***The Community Protection Committee shall consist of a Village Trustee, who shall serve as Chairperson and four (4) citizen or resident members. The Fire Chief shall serve as a stakeholder member of the committee.*** Members shall serve a three (3) year term; for continuity, members may serve up to the term limits as noted in §1.44.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Community Protection Committee shall have under its responsibility the Volunteer Fire Department, any public or Village safety concerns, and shall make budgetary recommendations to the Village Board by ***October Village Board meeting*** of each year. This committee shall have the responsibility of overseeing the Water Rescue program within the Village. It shall make recommendations to them for the allocation of Fire Funds for financing and maintaining the program. (*Passed 8/10/09*)

1.38 RESERVED.

1.39 FINANCE COMMITTEE.

- 1) How Constituted. The Finance Committee shall consist of the members of the Village Board. ***The Village Administrator and Village Clerk-Treasurer by virtue of their statutory responsibilities, shall be stakeholder members of the committee.***
- 2) Powers And Duties. The Finance Committee/ Village Board ***shall receive monthly financial reporting from the Clerk-Treasurer as part of the monthly Board meeting packet.*** They shall receive by September 15 of each year proposed budgets for the upcoming year, and after consultation with Village committee chairs responsible for said recommendations, with an overall recommendation by ***the October Village Board meeting*** of each year. See [Chapter 3](#), Finance and Taxation, ***of the Ephraim Code of Ordinances*** for further delineation of their duties.

1.40 HISTORIC PRESERVATION COMMITTEE.

- 1) How Constituted. The Historic Preservation Committee shall consist of five (5) **citizen or resident** members. At least **two (2)** members shall be residents of the Village, of which one (1) shall be a member of the Plan Committee. One (1) member may be a Community Member At-Large from outside of the Village, but must be a resident of the county and have a vested interest in the Village. Other members shall be as described in §17.26(2)(b), Historic Preservation Committee. (*5/9/2023*)

The Chairperson shall be appointed by the Village President with confirmation by the Village Board. The Committee composition is further detailed in §17.26(2)(b).

- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June. Terms shall be for three (3) years, and appointments shall be

such that the terms are staggered. If a vacancy exists, new members will be appointed to finish the term of the outgoing member. (5/9/2023)

- 3) Powers And Duties. As delineated in §17.26(3), Historic Preservation Committee Powers and Duties.

1.41 PERSONNEL COMMITTEE.

- 1) How Constituted. The Committee shall consist of **the** five (5) **Trustee** members of the Ephraim Village Board. **The Village Administrator shall be stakeholder members of the committee.**
- 2) Powers And Duties. The Personnel Committee has the responsibility of overseeing the administration of the Personnel Handbook as it relates to policies, procedures, employee discipline, and grievances. Their duties shall also include changes in personnel policy and benefits, salary ranges, and other Village personnel-related issues. (6/03)

1.42 WASTEWATER COMMITTEE.

See Municipal Utilities, [13.02 Wastewater Utility Committee](#).

1.43 SPECIAL COMMITTEES.

Special committees, **Ad-Hoc Committees**, **advisory groups**, or shorter-term focus groups may be appointed from time to time to investigate, study, and report on any matter in which the Village Board is interested. They may include **residents, citizens, community-at-large members, or stakeholders** in the Village in cases where they may be specially qualified in the subject under investigation. The terms of office shall be determined by the Village Board at the time of the creation of each such committee **or group**.

1.44 TERM LIMITS.

No person may be appointed to more than two (2) consecutive regular terms as a member of any Committee or Commission unless the reappointment is specifically approved by the majority of the Village Board. Members who serve more than two (2) consecutive terms shall be denoted with an asterisk.

ELECTIONS

1.45 QUALIFICATION.

The qualifications for voting in the Village shall be those set forth in Wis. Stat. [§6.02](#), and those sections are hereby adopted by reference as part of this Code of Ordinances. A copy of such sections of the Wisconsin Statutes shall be posted in the polling place. (Amended 09/11/06)

1.46 ELECTION OFFICIALS.

Election officials shall familiarize themselves with the statutory provisions in Wis. Stat. [§6.30](#) (Amended 09/11/06)

1.47 REGISTRATION.

- 1) The Village Board elects to require registration of qualified electors for all primaries and elections per ***Wis. Stat §6.27.***
- 2) ***There are four (4) ways to register to vote:***
 - a. ***Online. Up to twenty (20) days before the election, voters who have a valid State of Wisconsin Driver License or State of Wisconsin ID card issued by the Wisconsin Department of Motor Vehicles (DMV) can register to vote online at myvote.wi.gov.***
 - b. ***By mail. Postmarked no later than the 20th day before the election (which is the 3rd Wednesday) before the election. Registration forms (EL-131) should be mailed to the Village Clerk along with a copy of the elector's proof of residence.***
 - c. ***In the Village clerk's office. An elector may register in person in the Village clerk's office up until the Friday before the election at 5:00 p.m.***
 - d. ***Election Day Registration. An elector may register at the polls on Election Day with form EL-131 in the presence of an election inspector per Wis. Stat. §6.55(2)(b). The elector must present the election inspector with proof of residence and certify that they have resided in the election ward for at least twenty-eight (28) consecutive days before the election.***

1.48 VIOLATIONS AND PENALTIES. See Wis.Stat. [§12.60.](#)