

## Chapter 3

### VILLAGE ADMINISTRATION

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### 3.01 REGISTRATION OF VOTERS.

Pursuant to the authority of Section 6.28(1) Wisconsin Statutes, every voter is required to register by 5 p.m. on the 2nd Wednesday preceding any election. The process and procedure of registration and voting shall be controlled and shall be carried out pursuant to Sections 6.26 and 6.95 inclusive, Wisconsin Statutes, and the said statutes are incorporated herein by reference, as if set forth in full.

### 3.02 OPENING AND CLOSING OF POLLS; STAFFING OF POLLS.

(a) The polls at all general elections in the Village of Paddock Lake shall be opened at 7:00 a.m. and closed at 8:00 p.m.

(b) At every primary and general election, there shall be, pursuant to state statutes, not less than three (3) nor more than seven (7) poll workers who shall be appointed by the Village Clerk/Treasurer. Prior to each primary or general election, the Village Clerk/Treasurer shall determine the number of poll workers which shall be necessary to work at such election and make arrangements to have such poll workers present at the polls. Individual poll workers may be present either for the entire duration of time which the polls are opened as specified in subsection (a), above, or may be present only for a portion of such hours that the polls are open, so long as the total number of poll workers who are present at the polls never falls below the number required to be present at the polls, as determined by the Village Clerk/Treasurer.

### 3.03 ELECTION BOARD.

The Election Board of the Village shall be composed of seven members and shall be governed by the Wisconsin Statutes pertaining thereto.

### 3.04 NONPARTISAN PRIMARY.

(a) This section is adopted in accordance with Sections 8.05 and 66.01 of the Wisconsin Statutes.

It is hereby provided that candidates for elective Village offices shall be nominated by a nonpartisan primary to be held four weeks before the spring election. Nomination papers shall be signed by not less than 3 percent of the number of electors voting in the Village for governor at the last preceding general election, but not less than 15 voters, and shall be filed with the Village Clerk/Treasurer not less than 20 days before such primary, not later than 5:00 p.m. on said last day. No additional candidates may be nominated for such offices by the

other methods provided in the subsections of Section 8.05 of the Wisconsin Statutes. It is further provided that if the number of candidates for any elective Village office does not exceed double the number to be elected for such office, no primary shall be held for such office, and the names of such candidates shall be printed upon the official ballot for the ensuing election.

### 3.05 TERM OF THE OFFICE OF VILLAGE CLERK/TREASURER.

The statutory offices of Village Clerk and Village Treasurer shall be combined pursuant to Sections 61.195, 61.197 and 66.0101 of the Wisconsin Statutes and shall be subject to the terms of Section 3.06 of these ordinances, stated below. At least annually, the books and records of accounts maintained by the Clerk/Treasurer shall be audited by the Village Auditor.

### 3.06 APPOINTED OFFICIALS.

(a) The Village officials set forth shall be appointed at the first regular meeting of the Village Board in May of odd numbered years by the Village President, subject to confirmation by a majority of the members of the Village Board:

- (1) Attorney
- (2) Director of Emergency Government
- (3) Building Inspector
- (4) Deputy Building Inspector
- (5) Humane Officer
- (6) Clerk/Treasurer

(b) All other officers and employees shall be appointed as needed by the Village President subject to confirmation by the Village Board.

(c) The terms of office of each official appointed under subsection (a), above, shall be two (2) years. All terms shall commence upon appointment. All other appointments shall be for the term corresponding to the office.

(d) Pursuant to Section 61.197(f) of the Wisconsin Statutes, as may be amended from time to time, a corporation or an independent contractor may be appointed as Village Assessor who shall furnish appraisal and assessment services to the Village by contract. The term, conditions and compensation of such independent contractor shall be determined by a majority vote of the Village Board.

### 3.07 MUNICIPAL COURT.

(a) Created. Pursuant to the authority granted by Chapter 755, Wisconsin Statutes, there is hereby created a Municipal Court for the Village of Paddock Lake.

(b) Justice. There is hereby created a Municipal Justice of the Municipal Court.

(c) Election; Term. The Municipal Justice shall be elected at large at the spring election of an odd-numbered year for a term of four (4) years commencing May 1 succeeding his election.

(d) Bond; Oath. The Municipal Justice and the Municipal Court Clerk shall execute and file with the Clerk of the Circuit Court for Kenosha County the oath prescribed by Sec. 757.02 of the Wisconsin Statutes, and a bond in the penal sum of \$1,000. No salary shall be paid to the Justice for any time during his term for a which he has not executed and filed his official oath and bond.

(e) Jurisdiction. The Municipal Justice shall have such jurisdiction as provided in Section 755.045 of the Wisconsin Statutes and exclusive jurisdiction of violations of Village ordinances.

(f) Title, Court Hours. The court of the Municipal Justice shall be called the "Municipal Court for the Village of Paddock Lake, Wisconsin," and shall be in session at such times as the court shall deem necessary.

(g) Municipal Court Clerk; Deputies. The Municipal Justice shall appoint a Municipal Court Clerk and such Deputy Clerk or Clerks as are deemed necessary to discharge the functions of the Municipal Court. Compensation of the Municipal Court Clerk and/or Deputy Clerks shall be established from time to time by the Village Board, taking into consideration the functions and duties of such positions.

(h) Location. The Municipal Justice shall keep his or her office and hold court in the Village Hall.

(i) Procedure. The procedure in Municipal Court shall be as provided by law including, but not limited, to Chapters 755 and 800 of the Wisconsin Statutes.

(j) Receipts, Disposition. The Municipal Court Clerk shall collect all forfeitures and costs in any action or proceeding before him and shall pay over such monies to the Village Clerk/Treasurer not later than the seventh day after the last day of the month in which received.

(k) Deferred Payment of Forfeiture. Except as may be

otherwise provided by Statute, the Municipal Judge may, after good cause shown, pursuant to a poverty hearing under Wisconsin Act 17 defer payment of a forfeiture, penalty and costs for a period not to exceed sixty days or may allow a defendant to pay his or her forfeiture in installments as may be determined by the Municipal Judge.

(l) Contempt Powers of Municipal Judge. The municipal judge may impose a sanction authorized under Section 800.12(2), Stats., for contempt of court, as defined in Section 785.01(1), Stats., in accordance with the procedures under Section 785.03, Stats.

(m) Dispositional Orders in Juvenile Cases. Pursuant to §938.17(2)(cm), Wis. Stats., for a juvenile adjudicated to have violated a municipal ordinance, the Municipal Judge may impose any of the dispositions enumerated in §938.343 and §938.344, Wis. Stats., as may be amended or renumbered from time to time, which statutory provisions are hereby incorporated by reference.

(n) Violations of Dispositional Orders in Juvenile Cases. Pursuant to §938.17(2)(cm), Wis. Stats., for a juvenile adjudicated to have violated a municipal ordinance who, following the entry of a dispositional order in such case, violates a condition of such dispositional order of the municipal order of the Municipal Judge imposed under §938.343 and/or §938.44, Wis. Stats., the Municipal Judge is authorized to impose any of the sanctions enumerated in §938.355(6)(d), Wis. Stats., as may be amended or renumbered from time to time, which statutory provision is hereby incorporated by reference.

3.08 DIRECTOR OF PUBLIC WORKS. (Repealed by Ordinance #554, 4/20/05)

3.09 REPEALED by Ordinance #10-03, 3/17/10

3.10 REGULATION OF VILLAGE OFFICERS.

(a) Effect. The provisions of this section shall apply to all officers of the Village, regardless of the time of creation of the office or selection of the officer unless otherwise specifically provided by ordinance or resolution of the Village Board.

(b) Oath of Office. Every officer of the Village, including members of the village boards and commissions, shall before entering upon his duties and within 5 days of his/her election of appointment or notice thereof take the oath of office prescribed by law and file said oath in the office of the Village Clerk/Treasurer, except the Village Clerk/Treasurer who shall

file his/her oath in the office of the Village President. Any person re-elected or re-appointed to the name office shall take and file an official oath for each term of service.

(c) Bond. Every officer shall, if required by law or the Village Board, upon entering upon the duties of his office, give a bond in such amount as may be determined by the Village Board with such sureties as are approved by the Village President, conditioned upon the faithful performance of the duties of his office. Official bonds shall be filed as are oaths as provided in subsection (b) of this section.

(d) Salaries. Members of the Village Board and other elected officers shall be paid salaries as follows:

(1) The President of the Village Board shall receive the sum of Six Thousand and no/100 (\$6,000.00) Dollars per year.

(2) Trustees shall receive a salary of Three Thousand and no/100 (\$3,000.00) Dollars per year.

(3) (Repealed by Ordinance No. 554, 4/20/05)

(4) (Repealed by Ordinance No. 554, 4/20/05)

(5) The Municipal Justice shall receive a salary of Six Thousand and no/100 (\$6,000.00) Dollars per year effective January 1, 2017.

(e) Vacancies. Vacancies in elective offices shall be filled by appointment by a majority vote of the Village Board for the remainder of the unexpired term. Vacancies in appointive offices shall be filled in the same manner as the original appointment for the remainder of the unexpired term unless the term for such office is indefinite.

### 3.11 TRAVEL EXPENSES, PER DIEM.

On all trips authorized or approved by the Village Board, officers and employees shall be reimbursed for expenses actually incurred in accordance with written guidelines therefore established by the standing committee for finance of the Village Board, as may be revised from time to time, including all meals and room charges therefore unless disapproved by the Board of Trustees, shall receive a per mile car allowance equal to that allowed by the Internal Revenue Service at the time of incurrence and shall receive a per diem allowance of Twenty (\$20.00) Dollars for the first four (4) hours and Three (\$3.00) Dollars per hour thereafter. Per diem allowances shall not be paid for hourly employees who receive their regular wage while on Village business.

### 3.12 PLAN COMMISSION.

(a) Members. That the Village Plan Commission shall consist of seven (7) members as follows: the Village President, who shall be its presiding officer; a Trustee; and five (5) citizens. Citizen members shall be persons of recognized experience and qualification. In addition, an alternate to the Village Plan Commission may be appointed pursuant to subsection (b), below, who shall serve at the call of the presiding officer in the event that one or more regular members of the Commission are unable to attend a regular or special meeting of the Commission.

(b) Appointments. The Trustee member of the Commission shall be elected by a 2/3 vote of the Village Board upon creation of the commission and during each April thereafter. Three citizen members shall be appointed by the Village President upon creation of the commission to hold office for a period ending one (1), two (2) and three (3) years respectively from the succeeding first day of May, and thereafter annually during April one such member shall be appointed for a term of 3 years. The additional citizen member who shall be appointed by the Village President, shall be first appointed to hold office for a period ending one year from the succeeding first day of May and thereafter annually during April. Whenever a Park Board is created, the President of such board shall succeed to a place on the Commission when the term of such additional citizen member shall expire.

(c) Meetings. The regular meeting date for such Plan Commission shall be the first Monday of each and every month and shall meet at such other times as may be necessary to conduct the business of the commission. A special meeting of the Commission may be called by the presiding officer upon 24 hours notice to each of the Commissioners. Such notice shall specify the time, place and subject matter of the special meeting, and such special meeting shall be called only in the event that the matter to be considered is of such urgency that delay for a regular meeting would be harmful to the best interest of the Village.

(d) Compensation. No member of the Plan Commission attending either a regular or special meeting shall receive any compensation for attendance at such a meeting. The foregoing notwithstanding, upon motion of the Village Board, any and all members of the Plan Commission may be reimbursed for extraordinary out-of-pocket costs incurred in connection with their service to the Village.

### 3.13 JOINT ACTION EMERGENCY GOVERNMENT.

Pursuant to §166.03(4) Wis. Stats., the Village hereby adopts the program for "Joint Action Emergency Government", Chapter 5 of the Municipal Code of Kenosha County as revised in

July, 1981. A copy of such program shall be kept on file with the Village Clerk/Treasurer.

### 3.14 PUBLIC RECORDS.

#### (a) Definitions.

(1) "Authority" means any of the following Village entities having custody of a Village record: an office, elected official, agency, board, commission, municipal court, committee, counsel, department or other authority as enumerated in Section 19.32(1) of the Wisconsin Statutes or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted sub-unit of the foregoing.

(2) "Custodian" means that officer, department head, division head, or employee of the Village designated under sub-paragraph (c) below, or otherwise responsible by law to keep and preserve any Village records or file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.

(3) "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relations to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

#### (b) Duty to Maintain Records.

(1) Except as provided under sub-paragraph (g),



below, each officer and employee of the Village shall safely keep all records received from their predecessors. They shall also safely keep all records required by law to be filed, deposited or kept in their office or which are in the lawful possession or control of their office.

(2) Upon the expiration of one's term of office or employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody. The successor shall then give a receipt to the officer or employee, who shall file the receipt with the Village Clerk/Treasurer. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to the Village Clerk/Treasurer.

(c) Legal Custodian.

(1) The Village Clerk/Treasurer, or the Deputy Clerk/Treasurer in the Village Clerk/Treasurer's absence, shall be the legal custodian of all Village records.

(2) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority pursuant to Section 19.33 of the Wis. Statutes, and this section.

(d) Public Access to Records.

(1) Except as provided in sub-paragraph (f), below, any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.35(1), Wis. Stats.

(2) Records will be available for inspection and copying during all regular office hours.

(3) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon 48 hours notice.

(4) A requester shall be permitted to use facilities comparable to those available to Village employees to inspect, copy or abstract a record, pursuant to Section 19.35(2), Wis. Stats.

(5) The legal custodian may require supervision during inspection and may impose other reasonable restrictions on the manner of access to an

original record if the record is irreplaceable or easily damaged.

(6) A requester shall be charged a fee to defray the cost of locating and copying records as follows:

(a) The cost of photocopying shall be \$.50 (fifty cents) per page.

(b) If the form of a written record does to permit photocopying, the actual and necessary cost of photographing and photographic processing shall be charged.

(c) The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or video-tapes, shall be charged. In addition, costs of complete copy of the Village Planning Study in bound form shall be \$50.00.

(d) If mailing or shipping is necessary, the actual cost thereof shall also be charged.

(e) There shall be no charge for locating a record unless the actual cost exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester.

(f) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.

(g) Elected and appointed officials of the Village of Paddock Lake shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

(7) Pursuant to Section 19.34, Wis. Stats., each authority shall adopt, prominently display, and make available for inspection and copying at its offices a notice containing a description of its organization and the procedure by which the public may obtain access to records in its custody. This subsection does not apply to members of the Village Board.

(e) Access Procedures.

(1) A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record of the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Section 19.37, Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under sub-paragraph (d)(6)(f), above. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

(2) Each custodian, upon request for any record, shall, as soon as practicable either fill the request or notify the requester of the reasons for denying the request. If the legal custodian, after conferring with the Village Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

(3) A request for a record may be denied as provided in sub-paragraph (f), below. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five (5) business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under Section 19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.

(f) Limitations on Right to Access.

(1) As provided by Section 19.36, Wis. Stats.,

the following records are exempt from inspection under this section.

(a) Records specifically exempted from disclosure by state and federal law or authorized to be exempted from disclosure by state law;

(b) Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;

(c) Computer programs, although the material used as input for a computer program or the materials produces as a product of the computer program is subject to inspection; and

(d) A record or any portion of a record containing information qualifying as a common law trade secret.

(2) As provided by Section 43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.

(3) In responding to a request for inspection or copying or a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Village Attorney, may deny the request, in whole or in part, only if he determines that the harm to the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

(a) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.

(b) Records of current deliberations after a quasijudicial hearing.

(c) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensations, performance, or discipline or any Village officer or employee, or the investigation of charges against a Village officer or employee, unless such officer or employee consents to such

disclosure.

(d) Records concerning current strategy for crime detection or prevention.

(e) Records of current deliberations or negotiations on the purchase of Village property, investing of Village funds, or other Village business whenever competitive or bargaining reasons require nondisclosure.

(f) Financial, medical, social, or personal histories or disciplinary data or specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

(g) Communications between legal counsel for the Village and any officer, agent or employee of the Village, when advice is being rendered concerning strategy with respect to current litigation in which the Village or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under Section 905.03, Wis. Stats.

(4) If a record contains information that may be made public and information that may not be made public, the custodian shall confer with the Village Attorney prior to releasing any such record and shall follow the guidance of the Village Attorney when separating out the exempt material. If in the judgment of the custodian and the Village Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(g) Destruction of Records.

(1) Village officers may destroy the following nonutility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven (7) years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e), Wis. Stats.:

- (a) bank statements;
- (b) canceled checks;
- (c) receipt forms; and
- (d) vouchers.

(2) Village officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to State Public Service Commission regulations, but not less than seven (7) years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e), Wis. Stats., except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two (2) years:

- (a) contracts;
- (b) excavation permits; and
- (c) inspection records.

(3) Village officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven (7) years after the record was effective, unless another period has been set by statute:

- (a) old insurance policies;
- (b) election notices; and
- (c) canceled registration cards.

(4) Unless notice is waived by the State Historical Society, at least sixty (60) days notice shall be given the State Historical society prior to the destruction of any record as provided by Section 19.21(4)(a), Wis. Stats.

(5) Any tape recordings of a governmental meeting of the Village may be destroyed, erased or reused no sooner than ninety (90) days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

(6) All other records shall be retained in accordance with the attached Schedule "A" which is incorporated herein by reference and which may be modified or updated as is prescribed by changes in state law.

(h) Preservation Through Microfilm. Any Village

officer, or the director of any department or division of Village government may, subject to the approval of the Village Board, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in Section 16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of subparagraphs (d) through (f), above.

(i) Documents for Sale to the Public. Except as otherwise provided herein, the following fees shall be charged by the Clerk/Treasurer for specific documents created for sale to the public:

- (1) Zoning Maps - \$5.00.
- (2) Lists of residents of the Village - \$50.00.
- (3) Lists of registered voters in the Village - \$50.00.
- (4) Copies of tax bills - \$1.00 if personally picked up and \$5.00 if mailed.
- (5) Assessment/tax letters - \$25.00 per parcel.

### 3.125 RECYCLING COMMISSION.

(a) Members. The Village Recycling Commission shall consist of six members as follows: five citizen members of recognized experience in qualification and the chairman of the Village Board Health and Welfare Committee who shall act in an advisory (non-voting) role only.

(b) Appointments. Citizen members of the Recycling Commission shall be appointed by the Village President upon confirmation by a majority of the Board of Trustees upon creation of the Commission to hold office for a period ending on the succeeding first day of May, and every two years thereafter.

(c) Meetings. The regular meeting date for such recycling commission shall be the final Monday of each and every month at 6:30 p.m. and shall meet at such other times as may be necessary to conduct the business of the Commission. The Commission shall elect a chairman and recording secretary from its membership. A special meeting of the Commission may be called by the chairman, or temporary chairman, upon 24 hours notice to each of the commissioners. Such notice shall specify the time, place and subject matter of the special meeting, and such special meeting shall be called only in the event that the

matter is to be considered of such urgency that delay for a regular meeting would be harmful to the best interest of the Village or its inhabitants.

(d) Powers. The Recycling Commission shall be empowered to create such policies, rules or regulations as are consistent with the commissioners duty to oversee recycling within the Village and which are not inconsistent with these ordinances or resolutions of the Board of Trustees. The Commission may make recommendations to the Village Board, including budgetary recommendations which relate to the scope of the Commission's authority.

### 3.15 TREE COMMISSION.

(a) Members. The Village Tree Commission shall consist of six (6) members as follows: five (5) citizen members of recognized experience and qualification and the chairman of the Village Parks Committee who shall act in an advisory (non-voting) role only, and who shall report monthly to the Village Board concerning the activities of the Commission.

(b) Appointments. Citizen members of the Tree Commission shall be appointed by the Village President upon confirmation by a majority of the Board of Trustees upon creation of the Commission to hold office for a period ending on the succeeding 1st day of May and every two (2) years thereafter.

(c) Powers. The Tree Commission shall be empowered to create such policies, rules or regulations as are consistent with the commissioners' duty to oversee the planting and removal of trees within the Village and which are not inconsistent with the rights of private citizens or these ordinances or resolutions of the Board of Trustees. The Commission may make recommendations to the Village Board, including budgetary recommendations which relate to the scope of the Commissions authority.

### 3.16 ABOLITION OF THE OFFICES OF VILLAGE CONSTABLE AND VILLAGE MARSHALL AND THE CONTRACTING FOR POLICE SERVICES.

(a) The Village of Paddock Lake elects not to be governed by those portions of the Wisconsin Statutes relating to the selection and tenure of constable and marshall and hereby abolishes the offices of Village Constable and the office of Village Marshall.

(b) The Village Board, pursuant to Section 61.65, Wisconsin Statutes, shall contract for police services for the Village with a city, another village, or Kenosha County.

### 3.17 BOARD OF REVIEW.



(a) Members. The Board of Review shall consist of eight (8) members as follows: the President, the Clerk/Treasurer and six (6) Trustees. No member of the Board of Review shall be compensated for his or her service except as to actual out-of-pocket expenses which may be incurred as a direct result of such participation where such expenses are approved by a majority vote of the Board of Trustees at a duly noticed meeting.

(b) Meetings. All meetings of the Board of Review shall be publicly held in accordance with §70.47 of the Wisconsin Statutes except that the hours of the Board of Review meetings shall be from 6:00 o'clock p.m. to 8:00 o'clock p.m., or such longer hours as the Board may designate from time to time, on such dates as may be designated by the Board beginning with the first meeting at any time during the 30-day period beginning on the second Monday of May.

(c) Notice of Meeting. The first meeting of the Board of Review shall be noticed by publication of the date and time of such meeting in the Kenosha News and by posting of such notice in not less than three (3) public places and at the Village Hall, at least ten (10) days prior to such meeting. If an adjournment is made of a meeting for more than one (1) day, a written notice shall be posted on the outer door of the place of the meeting and in at least three (3) public places in the Village, stating to what time the meeting is adjourned. The Board of Review may, but shall not be obligated to, postpone and reschedule a hearing as it relates to a property, at the request of the property owner or his or her representative. Any such postponement must be based upon good cause and no more than one time per session of the Board of Review.

(d) Objections to Valuations. All objections to the amount or the valuation of real or personal property must be made in writing on forms which are available from the Village Clerk/Treasurer and must be filed with the Clerk/Treasurer prior to close of public hearings by the Board. If, after submitting a request for a hearing before the Board of Review, the property owner files a Request for Waiver of Board of Review Hearing on forms provided by the Wisconsin Department of Revenue at least forty-eight (48) hours prior to the first meeting of the Board of Review, the Board of Review may waive the hearing so that the property owner can directly appeal the assessment to the Circuit Court. If the property owner waives his or her hearing before the Board of Review following the foregoing procedure, the Board of Review shall issue a written determination sustaining the assessment established by the Assessor and denying the hearing. Thereafter, the property owner is responsible for initiating any appeal of such determination in the Circuit Court within sixty (60) days. The decision of the Board of Review to waive a hearing is discretionary with the Board of Review and, if granted, the reason for granting such waiver shall be stated on the record at the time of the first meeting of the Board of Review.

(e) Election Not to Accept Sworn Written or Telephone Testimony. Because facilities are not available for telephone conferencing at the Village Hall and because it is difficult to weigh the credibility of witnesses without being able to observe witnesses giving testimony, sworn written or telephone testimony shall not be accepted at hearings conducted by the Board of Review. In addition, the ability of the Assessor to cross examine or for members of the Board of Review to make inquiry of witnesses providing written testimony is compromised. In many instances, follow-up questions are crucial for the Board of Review in ascertaining the factual basis for a property owner's appeal and/or the property owner's objection to the methodology employed by the Assessor in arriving at an assessment.

(f) Confidentiality of Information. Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, then, such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that the information may be revealed to and used by persons: in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), unless a court determines that it is inaccurate, is, per Section 70.47(7)(af), not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

### 3.18 OFFICE OF VILLAGE ADMINISTRATOR.

(a) Upon passage, this ordinance shall become effective following the expiration of sixty (60) days from the date of signing by the Village President and Clerk/Treasurer. Upon passage, the Village Clerk/Treasurer shall publish as a Class 1 notice under Chapter 985 of the Wisconsin Statutes a copy of this ordinance, shall record in a permanent book kept by the Clerk/Treasurer the original ordinance with a statement of the manner of its adoption, including the names and manner each trustee voted upon such legislation and shall forward a certified copy of this ordinance to the office of the Secretary of State.

(b) Office of the Village Administrator. In order to provide the Village of Paddock Lake with a more efficient, effective and responsible government under a system of a part-time Board President and Village Board operating as a Village Board (hereinafter referred to as "Village Board") at a time when Village government is becoming increasingly complex, there is hereby created the Office of Village Administrator for the Village of Paddock Lake (hereinafter referred to as "administrator").

(c) Appointment, Term of Office and Removal. The administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Village Board. For the purposes of appointing or terminating the administrator, the Board President and each Board member shall cast one vote. The administrator shall hold office for an indefinite term subject to removal at any time by a majority vote of the Village Board. This section, however, shall not preclude the Village Board from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the Village of Paddock Lake.

(d) Functions and Duties of the Administrator. The administrator, subject to the limitations defined in resolutions and ordinances of the Village of Paddock Lake and Wisconsin State Statutes, shall be the chief administrative officer of the Village, responsible only to the Village Board for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the ordinances of the Village of Paddock Lake, and the resolutions and directives of the Village Board, with power and duties as follows:

(1) General duties.

(a) Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Board President and Village Board any difficulties encountered herein;

(b) Be responsible for the administration of all day-to-day operations of the Village government including the monitoring of all Village ordinances, resolutions, Village Board meeting minutes and state statutes;

(c) Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with directives of the Village Board;

(d) Serve as ex-officio nonvoting member of all Village commissions and committees of the Village, except as specified by the Board President and Village Board or Wisconsin State Statutes;

(e) Keep informed concerning current federal, state, and county legislation and administrative rules affecting the Village and submit appropriate reports and

recommendations thereon to the Village Board;

(f) Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads, Board President and the Village Board in obtaining these funds under the direction of the Village Board;

(g) Represent the Village in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Village Board;

(h) Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed;

(i) Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;

(j) Promote the economic well-being and growth of the Village through public and private sector cooperation;

(2) Responsibilities to the Board President and Village Board.

(a) Attend all meeting of the Village Board, assisting the Village Board as required in the performance of their duties;

(b) In coordination with the Board President, Village Board and the Clerk/Treasurer, ensure that appropriate agendas are prepared to all meetings of the Village Board, all Village Board committees, and all other appropriate committees and commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the Village Board, or any of its committees and commissions;

(c) Assist in the preparation of ordinances and resolutions as requested by the Village Board, or as needed;

(d) Keep the Village Board regularly informed about the activities of the administrator's office by oral and written reports at regular and special meetings of the Village Board;

(3) Personnel.

(a) Be responsible for the administrative direction and coordination of all employees of the Village according to the established organization procedures;

(b) Recommend to the Village Board the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of department heads;

(c) In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the Village, the suspension or terminations of employees below the department head level;

(d) Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all Village employees are kept; develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;

(e) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

(4) Budgeting and purchasing.

(a) Be responsible for the preparation of

the annual Village budget, in accordance with guidelines as may be provided by the Village Board and in coordination with department heads, and pursuant to state statutes, for review and approval by the the Village Board;

(b) Administer the budget as adopted by the Village Board;

(c) Report regularly to the Village Board on the current fiscal position of the Village;

(d) Supervise the accounting system of the Village and insure that the system employs methods in accordance with current professional accounting practices;

(e) Cooperation. All officials and employees of the Village shall cooperate with and assist the administrator so that the Village government shall function effectively and efficiently.

(f) Severability. The provisions of this ordinance shall be deemed severable and it is expressly declared that the Village Board of the Village of Paddock Lake would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid; and if any provisions of this ordinance or the application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

(g) Effective Date. This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

### 3.19 FIRE INSPECTIONS AND PREVENTION.

(a) Fire Inspectors. The Town of Salem Fire Department, as the contracted Fire Department for the Village, shall be responsible for fire inspections in cooperation with the Village Building Inspector.

(1) Chief to be Fire Inspector. Pursuant to §101.14, Wis. Stats., the Chief of the Town of Salem Fire Department shall hold the office of Fire Inspector and may appoint one (1) or more Deputy Fire Inspectors, who shall perform the same duties and have the same powers as the Fire Inspector.

(2) Duty of Inspection.

(a) Inspections required. The Fire Inspector shall inspect semi-annually all public and commercial buildings, premises and thoroughfares within the Village to correct any condition liable to cause fires or to impede access. Repairs or alterations necessary to remove a hazardous condition shall be made within a reasonable time at the owner's expense. The Inspector shall also investigate the storage and handling of explosives and flammable liquids within the Village.

(b) Special inspection warrant. If consent to entry to personal or real properties which are not public buildings, or to portions of public buildings which are not open to the public, has been denied, the Building Inspector shall obtain a special inspection warrant under §66.0119, of the Wisconsin Statutes.

(3) Record and Reports of Inspections. The Fire Inspector shall keep a written record of each property inspected which shall conform to the requirements of the Wisconsin Department of Workforce Development, and shall complete the quarterly report of inspections required by such department.

(4) Correction of Fire Hazards. When any inspection by the Fire Inspector or a deputy reveals a fire hazard, the Inspector or deputy may request that the Village Building Inspector serve a notice in writing upon the owner of the property, giving such owner a reasonable time in which to remove the hazard. If the fire hazard is not removed within the time allowed, it shall be deemed a nuisance; and the Building Inspector may have the same removed by the Village, and the cost of such removal shall be recovered in an action by the Village against the owner of the property and may be entered in the tax roll as a special charge against the property.

(5) Compliance with Fire Inspector. No person shall hinder or obstruct the Fire Inspector in the performance of a lawful duty or refuse to observe any lawful direction given.

(b) Fire Prevention.

(1) State Fire Prevention Manual, Adopted. The Wisconsin Fire Prevention Manual detailing

provisions for the prevention of fire is adopted and by reference made a part of these ordinances as if fully set forth herein. Any act required to be performed or prohibited by such manual is required or prohibited by this section.

(2) Conflicting Provision. In case of a conflict between the provisions of this section or between this section and existing Village ordinances, the strictest provision shall apply.

(3) Copies to Be on File. Copies of the State Fire Prevention Manual shall be available for inspection during reasonable hours in the Village Clerk/Treasurer's office.

(c) False Alarms.

(1) False Alarms. No person shall suffer, permit, give or cause to be given by any person whatsoever a false fire alarm with the intent that the Fire Department shall respond to such alarm.

(2) Fire Alarm Control System. Any person who shall install a mechanical or electrical device which upon being activated transmits a signal for the purpose of obtaining a response by the Fire Department shall be responsible for proper installation, maintenance and testing of said alarm system to prevent a false alarm from being transmitted.

(3) Costs to Be Assessed. Any person who shall cause a false fire alarm to be given, whether by personal call, a fire control system or otherwise, and such false alarm causes the Fire Department to respond, shall be responsible to the Village of Paddock Lake for all costs resulting from such false alarm. Costs shall be determined by the Village Board and shall include fire engines and apparatus, rescue squad equipment, wages paid to personnel and a surcharge for administration and overhead of the Fire Department.

The Fire Chief shall provide a statement of such charges to the Village Clerk/Treasurer who shall bill the owner of the premises in the event of a false alarm by a fire control system, or the person who caused said alarm to be given. In the event charges are not paid within thirty (30) days, the Village Board shall take appropriate collection action.

(d) Penalties. Any person violating any portion of



this ordinance, in addition to the costs to be imposed under subsection (c)(3), above, shall be subject to a forfeiture of not less than Fifty (\$50.00) Dollars and not more than Five Hundred (\$500.00) Dollars.

SCHEDULE "A"

<b>RECORDS RETENTION SCHEDULE</b>	
<b>Utility Records (Sewer, Water &amp; Electric)</b>	<b>Retention</b>
Records of inventory, inventory disposition & scrap	3 years
Customer applications, contracts, deposit records, interest receipts	3 years
Meter reading records	2 years
Revenue summaries	6 years
Customer ledgers, bill summaries, trial balances, account indices	3 years
Collection reports, summaries, bill stubs, bill copies, customer account adjustments, high bill complaints	3 years
Uncollectible account & customer credit records	3 years
Water quality laboratory tests (deep well and landfill well water analyses detail and summary reports; chemical and bacteriological analyses of municipal drinking water detail and summary reports; municipal drinking water fluoride analyses; swimming pool water bacteriological analyses; and water quality control readings)	Retain individual sample records 5 years and destroy. If information has been transferred to a permanent test site location file, retain for 1 year and destroy
<b>Work Permits</b>	
Work permits	Until child turns 21
<b>Sales &amp; Use Tax</b>	
Returns, schedules, work papers, etc.	6 years
<b>Real Property Records</b>	
Deeds	Permanent
Opinions of title	Permanent
Abstracts and certificates of title	Permanent
Title insurance policies	Permanent
Plats	Permanent

Easements	Permanent
Leases	7 years after termination of lease and destroy
Vacation or alteration of plat	Permanent
<b>Assessment Records</b>	
Final assessment roll	Permanent
Personal property blotters	7 years
Assessment workroll	2 years
Assessment property cards	Until superceded
<b>Accounting Documents-Accounts Payable</b>	
Purchase invoices	7 years and destroy provided record has been audited
Vouchers	7 years and destroy provided record has been audited
<b>Accounting Documents-Accounts Receivable</b>	
Accounts receivable invoices	7 years and destroy provided record has been audited
Receipts	7 years and destroy provided record has been audited
Collection blotters	1 year after audit and destroy
<b>Journals, Registers &amp; Ledger</b>	
Receipts journal	15 years and destroy
Voucher/order register	15 years and destroy
General journal	15 years and destroy
Journal voucher	15 years and destroy

Appropriation journal	15 years and destroy
Appropriation journal voucher	15 years and destroy
General ledger	15 years and notify State Historical Society
Trial balance	Until audited and destroy
<b>Treasurer's Records</b>	
Cashbook	15 years and destroy
Daily cash drawer reconciliations	1 year after audit and destroy
Bank reconciliations	7 years and destroy
Bank statements	7 years and destroy
Canceled order checks	7 years and destroy
Lists of outstanding checks	7 years and destroy
Check register	7 years and destroy
Duplicate deposit tickets	1 year after audit and destroy
Bank credit/debit notices	1 year after audit and destroy
Investment records	7 years and destroy
All receipts	7 years
<b>Payroll</b>	
Payroll support records	2 years and destroy provided the records have been audited

Employee's withholding allowance certificate	5 years after being superseded and destroy
Employee's Wisconsin withholding exemption certificate	5 years after being superseded and destroy
Employee enrollment and waiver cards	2 years after being superseded or terminated and destroy
Employee earning records	5 years and destroy
Payroll check register	5 years and destroy provided record has been audited
Payroll distribution record	5 years and destroy provided record has been audited
Payroll voucher	5 years and destroy provided record has been audited
Canceled payroll checks	5 years and destroy provided record has been audited
Wage and tax statement	5 years and destroy provided record has been audited
Report of Wisconsin income tax withheld	5 years and destroy provided record has been audited
Employer's annual reconciliation of Wisconsin income tax withheld from wages	5 years and destroy provided record has been audited
Federal deposit tax stubs	5 years and destroy provided record has been audited

Quarterly report of federal income tax withheld	5 years and destroy provided record has been audited
Annual report of federal income tax withheld	5 years and destroy
State's quarterly report of wages paid	5 years and destroy provided record has been audited
Monthly memorandum report	5 years and destroy provided record has been audited
Quarterly report, payroll summary	5 years and destroy provided record has been audited
Premium due notices	5 years and destroy provided record has been audited
<b>Purchasing</b>	
Purchase requisitions	1 year after purchase order issued
Purchase orders	7 years and destroy
Receiving report	7 years and destroy
Bids, successful	7 years after the contract has expired and destroy
Bids, unsuccessful	1 year after purchase order issued
Inventory of property	Retain until superseded and destroy

<b>Budgets and Audits</b>	
Budget work sheets	3 years and destroy
Minutes of the board of estimates	Permanent
Final budget	Permanent
Audit reports	Permanent
<b>Special Assessments</b>	
Preliminary resolution	2 years and destroy provided a copy of the report is on file with the public works project records
Report on special assessment project	2 years and destroy provided a copy of the report is on file with the public works project records
Waiver of special assessment notice and hearing	1 year and destroy, or retain 1 year after the final resolution is approved and destroy
Final resolution	Permanent
Certificate special assessment roll	Retain until all assessments are collected or for 7 years, whichever is longer
Statement of new special assessments	5 years and destroy provided record has been audited

Special assessment payment register	Retain until all assessments are collected or for 7 years, whichever is longer
<b>Board of Review</b>	
Form of objection to property assessment and supporting documentation	7 years after the final action of the Board of Review or the completion of appeal and destroy
Minutes book of Board of Review	7 years and then notify the State Historical Society
Proceedings of the Board of Review on audio tapes or as stenographic notes including any transcriptions thereof	7 years after the final action of the Board of Review or the completion of appeal and destroy
Notice of determinations of the Board of Review	7 years after the final action of the Board of Review or the completion of appeal and destroy
<b>Tax Calculation</b>	
Tax levy certification of the school district clerk	3 years and destroy provided the record has been audited
Certificates of apportionment	3 years and destroy provided the record has been audited
State shared aid payment notices, any and all	Retain 6 years and destroy provided record has been audited



Final work sheet for determining allowable levy	5 years and destroy provided record has been audited
Statement of taxes	Retain final copy permanently
Statement of new special assessments	5 years and destroy provided record has been audited
Statement of sewer service charges	5 years and destroy provided record has been audited
General property tax credit certification	5 years and destroy provided record has been audited
Explanation of property tax credit certification	5 years and destroy provided the records have been audited
Real property tax roll	This record is transferred to the county treasurer
Personal property tax roll	Retain 15 years and notify the State Historical Society
<b>Tax Collection</b>	
Escrow account list	Retain until superseded and destroy
Receipts	For cities and villages, retain 7 years and destroy, provided record has been audited. For towns, retain 15 years and destroy

Receipt stub book	7 years and destroy provided record has been audited
Tax collection blotters	Retain until audited and destroy
Statement of taxes remaining unpaid	Retain with the tax roll
Tax settlement receipt	5 years and destroy provided record has been audited
Municipal treasurer's settlement	5 years and destroy provided record has been audited
Personal property tax roll	15 years and notify the State Historical Society
<b>Licenses and Permits</b>	
Applications accepted and rejected	
All liquor and beer related license applications	4 years and destroy
All other license applications	3 years and destroy
Receipts	7 years and destroy
License stubs	All liquor and beer related license stubs 4 years. All other stubs 3 years and destroy
Cat & dog licenses monthly reported to County Clerk (by Treasurer)	3 years and destroy
<b>Municipal Borrowing</b>	
Bond procedure record	7 years after bond issue expires and destroy

Bond register	7 years after bond issue expires and destroy
Bond payment register	7 years after bond issue expires or following payment of all outstanding matured bonds/ notes/coupons, whichever is later, and destroy
Canceled bonds, coupons and promissory notes	Until audited and destroy
Certificates of destruction	7 years after bond issue expires or following payment of all outstanding matured bonds/ notes/coupons, whichever is later, and destroy
<b>Fidelity Bond</b>	
Fidelity bond	5 years after bond expires and destroy
Fidelity bond book	5 years after last bond entered expires and destroy
Oath of office	5 years after the term of service covered by the oath has ended and destroy

<b>Legal Opinions</b>	
Legal opinions	Permanent
<b>Voters &amp; Campaign &amp; Election Records See §7.23, Wis. Stats.</b>	
Active registration cards	Retain in the active file as long as current
Canceled registration cards	4 years after cancellation and destroy
Poll list & registry list	2 years after a non-partisan primary or election, 4 years after partisan primary or election
Nomination papers	90 days after the election and destroy
Certificate listing candidates nominated by caucus	90 days after the election and destroy
Campaign registration statements (EB-1)	6 years and destroy
Campaign financial reports (EB-2)	6 years and destroy
Election notices in cities and villages	90 days after the election and destroy
Election notices in towns	1 year after the date of the election and destroy. If the election is contested, retain 1 year after the contest has been settled and destroy

Applications for absentee ballots	90 days and destroy provided applications for federal elections are retained 22 months and destroyed
Paper ballots and voting machine recorders - local elections	90 days after the election and destroy. Voting machine recorders may be reactivated 14 days following a primary or 60 days following a spring or general election
Tally sheets - local elections	90 days after the election and destroy
Inspectors statement of defective and challenged ballots - local elections	90 days after the election and destroy
Ballots, voting machine records, tally sheets, inspector statement of defective & challenged ballots - federal elections	Retain for 22 months and destroy
Statement of the municipal board of canvassers	
<b>Engineering and Public Works</b>	
Field notes	Permanent
Bench mark books	Permanent
Section corner monument logs	Permanent
Aerial photographs	Retain until superseded and destroy
City map	Permanent
Water, storm and sanitary sewer main maps	Permanent
Profile and grade books	Permanent
Excavation plans of private utilities	Permanent
Index to maps	Permanent

Preliminary subdivision plats	Retain until superseded by the final plat and destroy
Final subdivision plats	Permanent
Annexation plats	Permanent
Assessor's plats	Permanent
Structure plans for municipal buildings and bridges	Retain for life of the structure and notify the State Historical Society
Annual reports	Retain permanently
Records of the board of public works (includes minutes of the meetings of the board and supporting documents submitted to the board)	Retain permanently
Records of the plan commission (includes minutes of the meetings of the commission and supporting documents submitted to the commission)	Retain permanently
Records of the zoning board of appeals (include minutes of the meetings of the board and supporting documents submitted to the board)	Permanent
House number and address change file	Permanent
Street vacations and dedications, copies	Retain for active reference life and destroy
Permits (include permits for the excavation of streets by private utility companies)	3 years and destroy
Petitions for street and sewer systems	2 years and destroy
Special assessment calculations	2 years and destroy
TV sewer inspections records	Retain until superseded and destroy

State highway aids program records	7 years and destroy provided the record has been audited
<b>Public Works Projects &amp; Contracts</b>	
Notice to contractors	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy
Certified check	Retain until the contract has been signed and return to bidder
Bid bond	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy
Bidder's proof of responsibility	Retain in the contract file 7 years after the completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy
Bids	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy

Affidavit of organization and authority	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy
Bid tabulations	2 years and destroy
Performance bond	Retain in the contract file 7 years after completion of the project and destroy
Contract	Retain in the contract file 7 years after completion of the project and destroy
Master project files	20 years after the life of the structure and notify the Historical Society
Blue prints	Retain until superseded by the as-built tracings and destroy
As-built tracings	Retain for the life of the project and notify the State Historical Society
<b>Streets and Highways</b>	
Street operations file	2 years after created or superseded and destroy
Street and sidewalk maintenance and repair records	25 years and destroy



Tree planting, inspection, trimming and removal records	25 years and destroy
Stock control records	2 years and destroy provided the record has been audited
Fuel usage reports	2 years and destroy provided the record has been audited
Heavy equipment and vehicle inventory ledger	Retain for the life of the equipment and/or vehicle or until the inventory ledger is superseded and destroy
Vehicle maintenance histories	Retain for the life of the vehicle and destroy
Vehicle expense reports	Retain for the life of the vehicle and destroy
Vehicle usage reports	2 years and destroy provided the record has been audited
Payroll support records	2 years and destroy
Purchasing records	7 years and destroy provided the record has been audited
Complaint ledger	2 years and destroy
Monthly reports	3 years and destroy
Annual reports	Retain permanently
<b>Parks</b>	

Master park plan	Retain permanently
Plats	Retain permanently
Aerial photographs	Retain permanently
Supervisor's daily report of work completed	2 years and destroy
Payroll support records	2 years and destroy provided record has been audited
<b>Sanitation and Consumer Protection</b>	
Septic tank permits	Permanent
Open air burning permits	6 months and destroy
Weights and measures, field test reports & package weighing reports	3 years and destroy
Complaints and follow-up reports	5 years from the date the complaint was resolved and destroy
Utility disconnections in private residence investigation reports	3 years and destroy
Request to declare a medical emergency	3 years and destroy
<b>Grant Fund Records</b>	
Grant fund records	Minimum 10 years *see below
<b>Committee, Board &amp; Council Records</b>	
Minutes of any kind	Retain permanently
Audio tapes	Retain 1 year and destroy or erase tape, 90 days if made only for the purpose of writing the minutes

Ordinances, resolutions	Retain permanently
Ordinance book	Retain permanently
Affidavits of publication	Retain 3 years and destroy provided affidavits of publication of ordinance are maintained permanently in the ordinance book
All other records	Minimum period - 7 years

\* NOTE OF CAUTION: In spite of (and "notwithstanding") this retention schedule, if the records you are considering to discard have anything to do with a state or federal grant or federal pass through money - Wisconsin Fund, Wisconsin Development Fund, Community Development Block Grant, Urban Development Block Grants, EPA, EDA, etc., contact the grant agency first. As a rule of thumb, do not even think about discarding these kinds of documents unless 10 years have passed.