

**VILLAGE OF MELROSE
ADMINISTRATION - CHAPTER 1**

**1.0 AN ORDINANCE TO CODIFY THE GENERAL ORDINANCES OF THE
VILLAGE OF MELROSE, WISCONSIN**

WHEREAS, it is deemed expedient and necessary that the general ordinances of the Village of Melrose, Wisconsin, be revised, codified and arranged in appropriate chapters, sections, and subsections; that omissions be supplied, defects be amended and new ordinances be enacted; and that the same be published in book form to make the whole thereof plain, concise, intelligible, and convenient; and

WHEREAS, on September 2, 1987, the Village Board authorized the preparation of a code of general ordinances for the Village and

WHEREAS, a copy of such code has been on file and open for public inspection in the office of the Village Clerk for not less than two weeks, as required by Sec. 66.035, Wis. Stats., and notice thereof was given by publication on April 20, 1988 in the Melrose Chronicle.

THEREFORD, THE VILLAGE BOARD OF THE VILLAGE OF MELROSE
ORDAINS AS FOLLOWS:

SECTION 1: That the code of ordinances in book form entitled "Code of Ordinances of the Village of Melrose, Wisconsin," a copy of which is on file in the office of the Village Clerk for public inspection, shall be, and is hereby adopted as the general ordinances in and for the Village of Melrose, Wisconsin.

SECTION 2: This ordinance shall take effect the day after passage and publication as provided by law.

Signed by:
Claire Murray, President
Village of Melrose

Attest signed by:
Kathleen Zeman, Clerk
Village of Melrose

Dated: 04/13/1988

1.01 REENACTMENT OF VILLAGE CHARTER; AMMENDMENTS THEREOF:

1. The village charter for the Village of Melrose, Wisconsin is hereby reenacted with the intent of complying with Sec. 66.01, Stats., and making no election as set forth in Sec. 66.01(4), Stats., except to the extent that this enactment is in conflict with Chapter 61 of the Wisconsin Statutes.
2. Every enactment contained herein, which amends the existing charter of the Village of Melrose shall be deemed to be in compliance with the requirements of Sec. 66.01(3), Stats., upon publication of the required notice of the enactment of this Code of Ordinances.
3. This Code of Ordinances shall take effect 60 days after passage and publication as provided by law.

1.10 OFFICIALS:

1. **ENUMERATION:** The officials of the Village of Melrose shall be a president, clerk/treasurer, assessor, marshal, building inspector, six trustees, and such other officers or boards as may be created by law or by the Village Board.
2. **MANNER OF CHOOSING:**
 - a) **Elected Officials:** The positions of president, clerk/treasurer, and the six trustees shall be elected by the voters.
 - b) **Other Officers:** All other officers shall be appointed by the Village Board or its appointed committees by a simple majority of the membership of said Board or committee.
3. **TERMS:**
 - a) **Elected officials:** The president, clerk, treasurer, and six trustees shall hold their regular terms of office for two years, commencing on the third Tuesday of April in the year of their election; however, only three of the six trustees shall be elected each year; the remaining three shall be elected the following year.
 - b) **Appointed officials:** All appointed officials shall hold their office for an indefinite period during good behavior, subject to suspension or removal by the Village Board for cause as defined in Sec. 17.16(2) Stats. or by vote as provided in Sec. 17.12(1)(d) Stats.

1.15 ELECTIONS; POLLING PLACE:

1. **ELECTIONS:** Elections for President, Clerk/Treasurer, and Trustees of the Village Board shall be conducted in accordance with the provisions of the Wisconsin Statutes regarding municipal elections.
2. **POLLING PLACE:** The polling place for all elections held within the Village of Melrose shall be the Melrose Village Hall, South Washington Street, but the polling place may from time to time be changed in accordance with the provisions of Sec. 5.25(1) Stats.

1.20 DUTIES OF OFFICIALS:

The elected and appointed officials shall have the powers and duties as prescribed by law and set forth below:

1. **PRESIDENT:** The powers and duties of the President shall be those set forth in Sec. 61.24 Stats. and as amended.
2. **CLERK/TREASURER:** The powers and duties of the combined office of Clerk and Treasurer shall be those set forth in Sections 61.25 and 61.26 Stats. and as amended, created, or repealed by ordinance of the Village Board.
3. **VILLAGE MARSHAL:** The powers and duties of the Village Marshal shall be those set forth in Sec. 61.28 Stats. and as amended, created, or repealed by ordinance of the Village Board.
4. **ASSESSOR:** The powers and duties of the Village Assessor shall be those prescribed by law and as amended, created, or repealed by ordinance of the Village Board.

1.21 BOND:

The Clerk/Treasurer shall execute and file an official bond in such sum as the Village Board by resolution may determine; the cost of said bond shall be paid by the Village. All other officials shall serve without bond.

1.22 COMPENSATION: See addendum.

1.23 OATH OF OFFICE:

1. **WHEN REQUIRED:** Any official, when required by the Village Board, shall take an official oath and file the same with the Clerk/Treasurer.
2. **CERTIFICATE:** When any such oath has been filed, the Clerk/Treasurer shall then issue to the official a certificate of appointment.

1.30 STANDING COMMITTEES:

The following committees of the Trustees of the Village Board shall be standing committees and shall have those duties and authority set forth herein:

1. **FINANCES AND TAXATION:** Committees shall have responsibility for making recommendations to the Board for financing of all special and major projects not included in normal budgetary matters.
2. **TREES AND PARKS:** Committees shall have the authority to supervise, regulate, and manage the trees and parks located within the Village of Melrose.
3. **LAW ENFORCEMENT:** Committees shall authority to supervise the Village Marshal and to make recommendations to the Board for ordinances affecting law and order.
4. **BOARD OF HEALTH:** Committees shall make recommendations to the Board concerning the health and welfare of the citizens of the Village and shall bring the existence of any nuisances to the attention of said Board.
5. **STREETS, ALLEYS, AND SIDEWALKS:** Committees shall have the authority to supervise, regulate, and manage the use and operation of all streets, alleys, and sidewalks within the Village and shall refer violations of all regulations affecting the same to the Village Marshal.
6. **PERSONNEL AND INSURANCE:** Committees shall have the authority to supervise employees of the Village and make recommendations to the Board concerning the insurance needs of the Village.
7. **WATER PLANT:** Committees shall have the authority to supervise the operation of the Village water plant.
8. **SEWER PLAN:** Committees shall have the authority to supervise the operation of the Village sewer plant.
9. **BUILDING PERMITS, ORDINANCES, AND BY-LAWS:** Committees shall have the authority to supervise the issuance of building permits, shall make recommendations to the Board of the need for ordinances of a general nature, and shall recommend to the Board the need for by-laws affecting said Board, its committees, or other board or committee created by said Board.
10. **CABLE TV:** Committees shall supervise the operation and maintenance of any cable television franchise being operated within the Village of Melrose and shall refer all user complaints to the Board.

1.40 BOARD PROCEDURES:

1. MEETINGS:
 - a) Regular meetings: See addendum.
 - b) Special meetings: Special meetings may be called by any two trustees by filing a written request with the Clerk/Treasurer, who shall notify all of the trustees of the time and place set for the special meeting.
 - c) Location: All meetings of the Village Board shall be held at the Village Hall unless notice has been provided that a meeting shall be conducted at another location.
2. QUORUM: A quorum of the Board shall be required in order to transact any business affairs of the village, which shall be a majority of the members of said Board, which shall include the President.
3. ORDER OF BUSINESS: The order of business for each meeting of the Board of Trustees shall be established by rule of the President and shall include the call to order, election of permanent or temporary offices, reading and approving of the prior meeting's minutes, reading and filing of claims and bills submitted to the Board, presentation of petitions, resolutions, ordinances, and requests for other legislative action, consideration of special orders, reports of standing committees, conducting of new, miscellaneous, and unfinished business, providing for public comment, and all other actions that may be necessary or required.
4. PARLIMENTARY PROCEDURE: In all matters not specifically provided for by ordinance or rule of the President, meetings of the Board shall be governed by the rules and procedures set forth in "Robert's Rules of Parliamentary Practice," which rules shall be interpreted by the President.

**VILLAGE OF MELROSE
ADDENDUM - ORDINANCE NO. 1.22**

**AN ORDINANCE REPEALING AND RECREATING SECTION 1.22 OF THE
CODE OF ORDINANCES OF THE VILLAGE OF MELROSE AND
ESTABLISHING THE VILLAGE BOARD MEETING AND COMMITTEE
MEETING COMPENSATION FOR THE VILLAGE OF MELROSE TRUSTEES
AND PRESIDENT EFFECTIVE AS OF MAY 1, 1995.**

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

SECTION 1: Section 1.22 of the Code of Ordinances of the Village of Melrose is hereby repealed and recreated to read as follows:

SECTION 1.22: COMPENSATION

Effective as of May 1, 1995, the compensation to be paid to the Village Trustees and Village President of the Village of Melrose shall be established as follows:

- a) A Village Trustee shall be paid the sum of \$50.00 for each regular monthly or special meeting of the Village Board as attended by said Trustee.
- b) The Village President shall be paid the sum of \$70.00 for each regular monthly or special meeting of the Village Board as attended by said President.
- c) A Village Trustee and the Village President shall be paid the sum of \$10.00 for each committee meeting as attended by said Trustee or President.

SECTION 2: SEVERABILITY

If a section, subsection, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction, such judgement shall not affect the remainder of this Ordinance.

SECTION 3: CONFLICTING ORDINANCES

All other Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance are hereby repealed.

SECTION 4: EFFECTIVE DATE

This Ordinance shall take effect upon its passage and publication as provided by law.

Dated: 03/02/1994
Passed: 03/02/1994
Published: 03/09/1994

Signed by:
Charles Andersen, President
Village of Melrose

Attest signed by:
Kathleen Zeman, Clerk
Village of Melrose

**VILLAGE OF MELROSE
ADDENDUM - ORDINANCE NO. 1.40 (1)(a)**

AN ORDINANCE AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES OF THE VILLAGE OF MELROSE, REVISING SECTION 1.40(1)(a) OF SAID CODE, ESTABLISHING THE TIME FOR REGULAR MEETINGS OF THE VILLAGE BOARD

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

SECTION 1: Subsection 1.40(1)(a) of the Code of Ordinances of the Village of Melrose is hereby amended as follows:

- a) Regular Meetings: The Village Board shall hold regular monthly meetings of said Board. Regular monthly meetings shall be held at **6:30 p.m.** on the 1st Wednesday of each month.

SECTION 2: SEVERABILITY

If any part of this ordinance revision is for any reason found to be invalid or unconstitutional by reason of any decision by any court of competent jurisdiction, such decision shall not affect the validity of any other part of this ordinance.

SECTION 3: CONFLICTING ORDINANCES

All other Ordinances or parts of Ordinances of the Village of Melrose inconsistent or in conflict herewith are hereby repealed.

SECTION 4: EFFECTIVE DATE

Upon passage and publication, this ordinance revision shall take effect and be in force as provided by law.

Signed by:
Jeff Hanson, President
Village of Melrose

Attest signed by:
Mary Hatlevig, Clerk
Village of Melrose

Dated: 06/03/2009
Passed: 06/03/2009
Published: 06/10/2009

**VILLAGE OF MELROSE
ORDINANCE NO. 1.50**

AN ORDINANCE ESTABLISHING THE NUMBER OF MEMBERS OF THE BOARD OF REVIEW, SETTING TIME PERIODS FOR THE HOLDING OF SAID BOARD OF REVIEW AND CREATING A NEW SECTION 1.50 OF THE CODE OF ORDINANCES OF THE VILLAGE OF MELROSE.

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

SECTION 1: From and after the effective date of this Ordinance, the composition of the Board of Review for the Village of Melrose shall consist of the following persons:

- a) Village President.

- b) Village Clerk

- c) One (1) member from the Village Board of the Village of Melrose as appointed by the Village President and approved by said Village Board.

SECTION 2: See addendum

SECTION 3: From and after the effective date of this Ordinance, said Ordinance shall become Section 1.50 of the Code of Ordinances of the Village of Melrose.

SECTION 4: SEVERABILITY

If any part of this ordinance revision is for any reason found to be invalid or unconstitutional by reason of any decision by any court of competent jurisdiction, such decision shall not affect the validity of any other part of this ordinance.

SECTION 5: CONFLICTING ORDINANCES

All other Ordinances or parts of Ordinances of the Village of Melrose inconsistent or in conflict herewith are hereby repealed.

SECTION 6: EFFECTIVE DATE

Upon passage and publication, this ordinance revision shall take effect and be in force as provided by law.

Signed by:
LeRoy Craig, President
Village of Melrose

Dated: 05/07/1997
Passed: 05/07/1997
Published: 05/14/1997

Attest signed by:
Judith Andersen, Clerk
Village of Melrose

**VILLAGE OF MELROSE
ADDENDUM - ORDINANCE NO. 1.50 - SECTION 2**

**AN ORDINANCE REPEALING AND RECREATING SECTION 2 OF
ORDINANCE NUMBER 1.50 OF THE CODE OF ORDINANCES OF THE
VILLAGE OF MELROSE IN RELATION TO MEETINGS OF THE BOARD OF
REVIEW OF THE VILLAGE OF MELROSE.**

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

SECTION 1: Section 2 of Ordinance Number 1.50 of the Code of Ordinances of the Village of Melrose is hereby repeated and recreated so as to read as follows:

From and after the effective date of this Ordinance, the Board of Review for the Village of Melrose shall conduct its meetings in the Village Hall in the Village of Melrose on one day each year as designated by the Village Board for a period of four (4) hours. Such four (4) hour period shall be determined by the availability of the Assessor for the Village of Melrose. The Clerk for the Village of Melrose shall be required to post and publish public notice for such four (4) hour timeframe within which the Board of Review shall conduct its business.

SECTION 2: SEVERABILITY

If any part of this ordinance revision is for any reason found to be invalid or unconstitutional by reason of any decision by any court of competent jurisdiction, such decision shall not affect the validity of any other part of this ordinance.

SECTION 3: CONFLICTING ORDINANCES

All other Ordinances or parts of Ordinances of the Village of Melrose inconsistent or in conflict herewith are hereby repealed.

SECTION 4: EFFECTIVE DATE

Upon passage and publication, this ordinance revision shall take effect and be in force as provided by law.

Signed by:
LeRoy Craig, President
Village of Melrose

Dated: 06/05/2002
Passed: 06/05/2002
Published 06/12/2002

Attest signed by:
Judith Andersen, Clerk
Village of Melrose

**VILLAGE OF MELROSE
ORDINANCE NO. 10-01**

AN ORDINANCE PROVIDING FOR THE APPOINTMENT OF ALTERNATE MEMBERS FOR THE BOARD OF REVIEW FOR THE VILLAGE OF MELROSE.

Whereas Sec. 70.47(6m)(c) authorizes the appointment of alternate members to serve on the board of Review when standing members are removed from individual cases; Now, Therefore, the Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

SECTION 1: Section 1.45 of the Code of Ordinances of the Village of Melrose is hereby created to read as follows:

1.45 ALTERNATE MEMBERS OF BOARD OF REVIEW

1. **ADOPTION:** Pursuant to Sec. 70.47(6m)(c) and Sec. 70.46(1) of the Wisconsin Statutes, the Village Board hereby provides for the appointment of alternates to serve on the Village Board of Review in the event a standing Board member of the Board of Review is removed or is unable to serve for any reason.

2. **APPOINTMENTS:** The following electors of the Village of Melrose are hereby named as alternates in the order indicated to serve as alternate Board of Review members;
 - Alternate 1: Tory Lockington
 - Alternate 2: Rita Lycke
 - Alternate 3: _____
 - Alternate 4: _____
 - Alternate 5: _____

SECTION 2: SEVERABILITY

If any part of this ordinance revision is for any reason found to be invalid or unconstitutional by reason of any decision by any court of competent jurisdiction, such decision shall not affect the validity of any other part of this ordinance.

SECTION 3: CONFLICTING ORDINANCES

All other Ordinances or parts of Ordinances of the Village of Melrose inconsistent or in conflict herewith are hereby repealed.

SECTION 4: EFFECTIVE DATE

Upon passage and publication, this ordinance revision shall take effect and be in force as provided by law, and such appointments shall be effective for the 2010 Board of Review proceedings and succeeding years until such appointments are rescinded by action of the Village Board

Dated: 02/03/2010
Passed: 02/03/2010
Published: 02/10/2010

Signed by:
Jeff Hanson, President
Village of Melrose

Attest signed by:
Mary Hatlevig, Clerk
Village of Melrose

**VILLAGE OF MELROSE
ORDINANCE NO. 07-01**

AN ORDINANCE CREATING A CODE OF ETHICS FOR THE VILLAGE OF MELROSE.

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

That the Village of Melrose Code is hereby amended by creating a new section to be numbered Section 1.50, which said Section shall read as follows:

SECTION 1

1.50 CODE OF ETHICS

1. **DECLARATION OF POLICY:** The proper operation of a democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In the recognition of these goals, there is hereby established a code of ethics for all Village of Melrose officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Melrose, and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Melrose.

2. **STANDARDS OF CONDUCT:** There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to-wit:
 - a) Section 946.10 – Bribery of Public Officers and Employees

 - b) Section 946.11 – Special Privileges from Public Utilities

 - c) Section 946.12 – Misconduct in Public Office

 - d) Section 946.13 – Private Interest in Public Contract Prohibited

3. **RESPONSIBILITY OF PUBLIC OFFICE:** Public officials and employees are agents of public purpose and hold office for the benefit of public. They are bound to uphold the Constitution of the United States and the Constitution of this State, and carry out impartially the laws of the nation state and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal considerations, recognizing that the public interest must be their prime concern.
4. **DEDICATED SERVICE:** All officials and employees of the Village of Melrose should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

5. **FAIR AND EQUAL TREATMENT:**
 - a) **Use of Public Property** – No official or employee shall request or permit the unauthorized use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit.
 - b) **Obligations to Citizens** – No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
6. **CONFLICT OF INTEREST:**
 - a) **Financial and Personal Interest Prohibited** – No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this ordinance or which would tend to impair independence of judgment or action in the performance of official duties.
 - b) **Definitions:**
 - 1) **Financial Interest** – Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the official or employee or to any person employing or retaining the services of the official or employee.

- 2) Personal Interest – Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- 3) Person – Any person, corporation, partnership, or joint venture.

c) Specific Conflicts Enumerated:

- 1) Incompatible employment – No official or employee shall engage in or accept private employment or render service, for public interest, when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgement or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
- 2) Disclosure of Confidential Information – No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, governance, or affairs of the Village, nor shall information be used to advance the financial or other private interest of the official or employee or others.
- 3) Gifts and Favors – No official or employee shall accept any gift, whether in the form of service, loan, thing, or promise from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties, or grant in the discharge of his or her duties any improper favor, service or thing of value. Any official or employee who receives, directly or indirectly, any gift or gifts having an aggregate value of more than fifty dollars (\$50.00) within any calendar year from any person who is known by said official or employee to be interested directly or indirectly in any manner whatsoever in business dealings with the Village upon which the official or employee has any jurisdiction, discretion, or control shall disclose the nature and value of such gifts to the Ethics Committee by January 20 next following the year in which the gift or gifts are received.

No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the official's or employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

An official or employee shall not accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings, and similar events is excluded from this prohibition. Further, this paragraph shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

Gifts received by an official or employee under unusual circumstances should be referred to the Ethics Committee within ten (10) days of receipt for recommended disposition.

- 4) Representing Private Interests before Village Agencies or Courts. No official or employee shall appear on behalf of any private person (other than himself or herself, his or her spouse, or minor children) before any municipal agency or court. However, members of the Village Board may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
- d) No official, employee, or agent of the Village of Melrose shall participate in the selection, award, or administration of a contract awarded by the Village, if a conflict of interest, real or apparent, would be involved. An example of such a conflict prohibited would arise when the official, employee, agent, any member of an immediate family, partner, or organization which employs, or is about to employ any of the above, has a financial or other interest in the firm awarded the contract.
 - e) Contracts with the Village: No Village officer or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he or she has a pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his or her part, shall enter into any contract with the Village, unless the contracting process meets the requirements of Section 946.13 of the Wisconsin Statutes as follows:
 - 1) The contract is awarded through a process of public notice and competitive bidding, or...

- 2) The Village board waives the requirement of this section after determining that it is in the best interest of the Village to do s...
 - 3) The provisions of this Section shall not apply to the designation of a public depository of public funds.
- f) Disclosure on Interest in Legislation: Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose, on the records of the Village Board or the Ethics Committee created by this ordinance, the nature and extent of such interest.

Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the Village Board, or the appropriate board, commission or committee, the nature and extent of such interest.

7. **ADVISORY OPINION:** Any questions relating to the interpretation of any of the provisions of this Code of Ethics shall be referred to the Policy and Personnel Committee or to the Village Board, which, if it deems necessary or appropriate, may request an advisory opinion from the Village Attorney.
8. **JURISDICTION AND APPLICATION:** The Policy and Personnel Committee shall have administrative jurisdiction over this Code of Ethics and shall be deemed the Ethics Committee for that purpose.
 - a) The Ethics Committee may make recommendations with respect to amendments to this Code of Ethics.
 - b) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this ordinance, the Ethics Committee shall conduct an investigation of the facts of the complaint. If the investigation reveals that there may be a reasonable basis for the complaint, and which justifies further investigation, the Ethics Committee shall conduct a public hearing in accordance with the common law requirements of due process, including, but not limited to, notice, an opportunity to be heard, an opportunity to cross-examine witnesses, and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representative at the expense of the accused. The Ethics Committee shall make written findings of fact and issue a written decision concerning the propriety of

the conduct of the subject official or employee and shall refer the matter to the Village Board for final disposition.

- c) In the event a member of the Policy and Personnel Committee is allegedly involved in an ethics code violation, the Village President, subject to confirmation by the Village Board, shall appoint another trustee to temporarily replace the member of the Committee who is under investigation.
- d) In the event an employee, covered by a collective bargaining agreement, is allegedly involved in an ethics code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this ethics code.

9. **SANCTIONS:** A determination that an official's or employee's actions constitute improper conduct under the provisions of this ordinance may constitute a cause for suspension, removal from office or employment, or other disciplinary action.

10. **DISTRIBUTIONS OF CODE OF ETHICS:** The Village Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the Village of Melrose within thirty (30) days after enactment of this Code. Each public official of the Village of Melrose shall execute and deliver to the Village Clerk a written statement acknowledging the content of this Code, in a form as may be directed by the Village Board, upon entering his or her duties.

Each public official, the Village President, the Chairman of each Board, Commission or Committee and, through the Village Clerk, the Head of each Department, shall, between May 1st and May 31st of each year, review the provisions of this Code with his or her fellow Council, Board, Commission or Committee members or subordinates, and certify to the Village Clerk by June 15th that the annual review process has been undertaken. A copy of this Code shall be continuously posted on each department bulletin board wherever situated.

Sanctions, including any disciplinary action, that may affect employees covered under a labor agreement, will be consistent with the terms and conditions set forth in the applicable labor agreement.

SECTION 2: All ordinances or part of ordinances contravening the terms and provisions of this ordinance are hereby, to such extent, repealed.

SECTION 3: This ordinance shall take effect upon passage and publication as provided by law.

Passed and adopted this 6th day of June, 2007.

Signed by:
LeRoy Craig, President
Village of Melrose

Countersigned by:
Mary Hatlevig, Clerk
Village of Melrose

Approved as to form by:
Paul Bohac, Attorney
Village of Melrose

**VILLAGE OF MELROSE
ORDINANCE 1.55**

**AN ORDINANCE RELATING TO THE CONFIDENTIALITY OF
INFORMATION ABOUT INCOME AND EXPENSES REQUESTED BY THE
ASSESSOR IN PROPERTY ASSESSMENT MATTERS IN THE VILLAGE OF
MELROSE.**

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

WHEREAS, as part of the Budget Adjustment Act, 1997 Wisconsin Act 237, a number of significant changes regarding property tax assessment appeals and Board of Review procedures were enacted; and

WHEREAS, at Section 279(K) of 1997 Wisconsin Act 237, 70.47(7)(af) of the Wisconsin Statutes was created; and

WHEREAS, Section 70.47(7)(af), Wis. Stats. Requires that the municipality provide by ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under Section 70.47(7)(af), Wis. Stats.; and shall provide exception for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of the court,

NOW, THEREFORE, the Village Board of the Village of Melrose, Jackson County, Wisconsin DO ORDAIN AS FOLLOWS:

SECTION 1: Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information that is provided to the Assessor shall be held by the Assessor on a confidentiality 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.

SECTION 2: SEVERABILITY

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any

other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

/signed/

Tory Lockington, Village President

/signed/

Dan Ciechanowski, Village Clerk

Passed:	<u>5/4/16</u>
Approved:	<u>5/4/16</u>
Published:	<u>5/11/16</u>