

ORDINANCE NO. 05-2024

**An Ordinance creating Chapter 2, Article II, Section 2-31
to Create the Office of Village Administrator**

WHEREAS, The Village of North Prairie intends to operate an efficient, responsive, and responsible Village government, which provides a high level of service to Village residents at a reasonable cost; and

WHEREAS, the operation of municipal government has become increasingly complex and expensive over time, due to continually changing laws and municipal obligations; and

WHEREAS, the Village Board for the Village of North Prairie has authority under Wisconsin state statutes Section 61.34(1) and other laws to create the position of Village Administrator and establish the qualifications, compensation and terms of employment for the position; and

WHEREAS, the Village Board intends that the position of Village Administrator may be held by the same individual who holds existing Village positions, if in the Village Board's discretion, it is advisable and advantageous to do so.

NOW THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF NORTH PRAIRIE,
WAUKESHA COUNTY, WISCONSIN, DOES HEREBY ORDAIN AS FOLLOWS:

That Chapter 2, "Administration", Article II, Section 2-31 of the Village of North Prairie Code is hereby created as follows:

ARTICLE II, Section 2-31. Village Administrator

A. POSITION CREATED. The position of Village Administrator is hereby created, as follows:

Pursuant to the provisions of W.S.A., § 66.0101, the Village enacts the Charter Ordinance and establishes the position of Village Administrator, provides for the appointment of a Village Administrator, and assigns duties and responsibilities to the Village Administrator.

In order to provide the Village of North Prairie 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 North Prairie (hereinafter referred to as "Administrator").

B. 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. 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 North Prairie.

C. FUNCTIONS AND DUTIES OF THE ADMINISTRATOR.

The Administrator, subject to the limitations defined in resolutions and ordinances of the Village of North Prairie 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 North Prairie, and the resolutions and directives of the Village Board, with power and duties as shown on Exhibit A attached hereto.

D. 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.

E. CONFLICTING ORDINANCES.

All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby repealed.


F. SEVERABILITY.

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

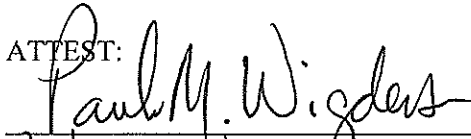
G. EFFECTIVE DATE.

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

Dated as of the 15th day of August, 2024.

VILLAGE OF NORTH PRAIRIE


Deborah A. Hall, Village President

ATTEST:


Pauline M. Wigdars, Village Clerk

Posted this 15th of August, 2024.

EXHIBIT A – FUNCTIONS AND DUTIES OF THE ADMINISTRATOR

(A) General duties.

- (1) Responsible for the proper interpretation and efficient execution of policies and programs established by the Village Board and assigned to the offices within the Village operations.
- (2) 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.
- (3) Provide advice and recommend policies to elected and appointed officials, boards, commissions and committees for their consideration.
- (4) Provide guidance and direction relating to the usage and management of Village-owned property and infrastructure.
- (5) Communicate with co-workers, supervisors, the public and board members on Village business.
- (6) 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.
- (7) Attend professional meetings and keep abreast of developments in municipal government.
- (8) Assist with and promote economic growth in the community, and address economic issues confronting the community.

(B) Fiscal responsibilities.

- (1) Responsible for Village's overall financial management.
- (2) Oversee the preparation and maintenance of the annual budget.
- (3) Responsible for seeking grants and/or funding sources for community growth.
- (4) Provide general oversight of purchasing, payroll and financial reporting policies and procedures.
- (5) Ensure federal, state, county and other appropriate reports are prepared and filed on a timely basis.
- (6) Maintain a system of control to insure proper segregation of duties and budgetary controls.
- (7) Ensure proper investment of Village, utilities and other funds idle cash.
- (8) Responsible for ensuring all contracts are fully carried out and implemented.

(C) Human resources.

- (1) Evaluate in conjunction with department heads the performance of all employees on an annual basis.
- (2) Evaluate in conjunction with the Village Board the performance of all department heads on an annual basis.
- (3) Recommend to the Village Board and/or department heads salary and wage scales for Village employees.
- (4) 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.
- (5) Ensure and maintain departmental succession plans.
- (6) Ensure staff is cross-trained.
- (7) Interpret and administer personnel policies; make recommendations to the board regarding amendments and/or updates to such documents when necessary.

(D) Additional responsibilities.

- (1) Responsible for the Village's risk management policies and procedures, including safety programs.
- (2) Knowledgeable and keep current on information technology (IT) trends.

(3) Perform related duties as required by state statute and Municipal Code.

(E) Public relations.

(1) Develop and maintain effective working relationships with business community and local, regional, state and federal governments and agencies.

(2) Responsible for Village website and content.

(3) Provide timely information and assistance to public.