

**VILLAGE OF FOOTVILLE
ORDINANCE NO. 2024-05**

AN ORDINANCE AMENDING CHAPTER 63 OF THE VILLAGE OF FOOTVILLE MUNICIPAL CODE TO CREATE § 63-7 RELATING TO A VILLAGE ADMINISTRATOR.

THE VILLAGE BOARD OF THE VILLAGE OF FOOTVILLE, COUNTY OF ROCK, STATE OF WISCONSIN, ORDAINS AS FOLLOWS:

SECTION 1. Section 63 of the Village of Footville Municipal Code is hereby amended and restated in its entirety to include the following Article V, § 63-7:

Article V, Village Administrator

[§ 63-7 Village Administrator.](#)

- A. Office created. In order to provide the Village of Footville with a more efficient, effective and responsible government, there is hereby created the office of Village Administrator for the Village of Footville (hereinafter referred to as “Administrator”).
- B. The position of Administrator shall be an appointive position. The Village Board shall be empowered to appoint a qualified individual.
- C. Functions and duties of the Administrator. The Administrator, under the direction of the Village Board, shall be charged with the following powers and duties:
 - (1) General duties. The Administrator shall:
 - (a) Carry out directives of the President and Board which require administrative implementation.
 - (b) Be responsible for the administration of all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, 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, consistent with Village ordinances, resolutions and directives of the President and Board.
 - (d) Keep informed concerning current federal, state, and county legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board.

- (e) Keep informed concerning the availability of federal, state and county funds for local programs and assist department heads and the Board in obtaining these funds under the direction of the President and the Board.
- (f) Oversee the engagement of outside consultants through drafting RFPs or bid requests, review bids and proposals and make a recommendation to the Village Board.
- (g) 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.
- (h) Promote the economic well-being and growth of the Village through public and private sector cooperation.

(2) Responsibilities to the Village Board.

(a) The Administrator shall:

1. Attend all meetings of the Board, assisting the President and the Board as required in the performance of their duties.
 2. Assist in the preparation of ordinances and resolutions as requested by the President or the Board, or as needed.
 3. Keep the President and Board regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Board.
 4. Make recommendations from time to time to the Village Board for improving the quality and efficiency of services performed by the Village and for improving the health, safety and welfare of the Village.
- (b) In the event that action normally requiring Board approval is necessary at a time when the Board cannot meet, the Administrator may carry out lawful directives from the President.

(3) Personnel. The Administrator shall:

- (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 Board the appointment, promotion, and, when necessary for the good of the Village, the suspension or termination of employees.

(c) 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; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for Village employees not covered by collective bargaining agreements; develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances.

(d) Assist in labor contract negotiations and collective bargaining issues.

(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. The Administrator shall:

(a) Serve as the primary staff person in establishing and monitoring the annual operating 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 President and the Board.

(b) Administer the budget as adopted by the Board.

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

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

(e) Serve as the purchasing agent for the Village, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Board and any limitation contained in the Wisconsin statutes.

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.

SECTION 2. This Ordinance shall take effect upon passage and posting, as required by law.

DATE: July 11, 2024

Steve Haberman Pres.
Steve Haberman, Village President

CERTIFICATION

I hereby certify that the above Ordinance number #2024-05 was adopted by the Village Board of the Village of Footville on the 11 day of July 2024, and that on the 12 day of July 2024, a copy of the above Ordinance was posted in three places in the Village as follows:

261 North Gilbert Street, Footville, WI 53537

212 Depot Street, Footville, WI 53537

509 South Gilbert Street, Footville, WI 53537

Shawna March

Shawna March, Village Clerk,
Village of Footville
Rock County, Wisconsin

Subscribed and sworn to before me this

11TH day of JULY, 2024.

Nichole Doraway

Notary Public, Rock County, Wisconsin

My Commission expires: 04/22/2028

