

TO THE ELECTORS AND RESIDENTS OF THE
VILLAGE OF TWIN LAKES, KENOSHA COUNTY,
WISCONSIN, AND ALL PERSON IN INTEREST:

PLEASE TAKE NOTICE that the Village Board of the Village of Twin Lakes, Kenosha County,
Wisconsin did on the 18th day of November, 2019 pursuant to law, duly
enact Ordinance/Resolution:

CHARTER ORDINANCE NO. 2019-11-1

***A Charter Ordinance to Repeal and Recreate Section 2.26 and Create Section 2.27 of the Village of Twin Lakes Municipal Code of Ordinances
Related to Separating the Offices of Village Clerk and Village Treasurer***

ORDINANCE NO. 2019-11-1 AN ORDINANCE TO REZONE FROM THE RESIDENTIAL ZONE TO COMMERCIAL ZONE PARCEL 85-4-119-211-4565

**RESOLUTION NO. R2019-11-1 DECLARING CERTAIN PERSONAL PROPERTY OF THE VILLAGE OF TWIN LAKES AS SURPLUS AND
AUTHORIZING ITS AUCTION OR DISPOSAL**

RESOLUTION NO. R2019-11-2 OF THE VILLAGE OF TWIN LAKES ACCEPTING PUBLIC IMPROVEMENTS IN OAK MEADOWS SUBDIVISION

RESOLUTION NO. R2019-11-3 APPROVING THE 2019 OPERATING & CAPITAL BUDGETS

RESOLUTION NO. R2019-11-4 APPROVING THE 2019/2020 MILL RATE AND LEVY

hereto and made a part hereof.



Village President, Howard K. Skinner



Village Clerk, Laura Roesslein

DATED: November 18th, 2019

VILLAGE OF TWIN LAKES

CHARTER ORDINANCE NO. 2019-11-1

**A Charter Ordinance to Repeal and Recreate Section 2.26 and Create Section 2.27 of the Village of Twin Lakes Municipal Code of Ordinances
Related to Separating the Offices of Village Clerk and Village Treasurer**

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain as follows:

SECTION I

Pursuant to Sections 61.195 and 66.0101 of the Wisconsin Statutes, the Village of Twin Lakes hereby elects to separate the offices of Village Clerk and Village Treasurer that were previously consolidated under Charter Ordinance 2019-3-5, and further elects not to be governed by those provisions of Sections 61.19, 61.23, 61.25 and 61.26 of the Wisconsin Statutes that are in conflict with this ordinance.

SECTION II

Section 2.26 of the Village of Twin Lakes Municipal Code of Ordinances pertaining to the Village Clerk/Treasurer is hereby repealed and recreated to read as follows:

**Chapter 2.26
VILLAGE CLERK**

2.26.010 Appointment.

The Village Administrator shall assist the Village Board to identify qualified candidates and creating a list of the recommended candidates for possible appointment to the office of Village Clerk. The Village Clerk shall be appointed by the Village Board, after considering the input of the Village Administrator into the decision. The incumbent Village Clerk/Treasurer shall continue to serve as Village Clerk until the appointment and qualification of a successor.

2.26.020 Term of Office.

The appointed Village Clerk shall hold office for an indefinite term, subject to removal as provided in Section 17.13 of the Wisconsin Statutes.

2.26.030 Duties.

The Village Clerk shall perform all duties required of the office of the Village Clerk as provided by law and those other duties as the Village Board or Village Administrator directs to be executed by the Village Clerk from time to time.

SECTION III

Section 2.27 of the Village of Twin Lakes Municipal Code of Ordinances pertaining to the Village Accountant/Treasurer is hereby created to read as follows:

**Chapter 2.27
VILLAGE ACCOUNTANT/TREASURER**

2.27.010 Appointment.

The Village Administrator shall assist the Village Board to identify qualified candidates and creating a list of the recommended candidates for possible appointment to the office of Village Accountant/Treasurer. The Village Accountant/Treasurer shall be appointed by the Village Board, after considering the input of the Village Administrator into the decision. The incumbent Village Clerk/Treasurer shall continue to serve as Village Accountant/Treasurer until the appointment and qualification of a successor.

2.27.020 Term of Office.

The appointed Village Accountant/Treasurer shall hold office for an indefinite term, subject to removal as provided in Section 17.13 of the Wisconsin Statutes.

2.27.030 Duties.

The Village Accountant/Treasurer shall perform all duties required of the office of the Village Treasurer as provided by law and those other duties as the Village Board or Village Administrator directs to be executed by the Village Accountant/Treasurer from time to time, including the following:

- (a) Administer the financial affairs of the Village, under the direction of the Village Administrator.
- (b) Be the accounting officer of the Village, maintain a general accounting system and records readily reflecting the financial condition of the Village, and prepare and present to the Village Administrator and Village Board all financial statements and reports required by the Village Board or the Administrator.
- (c) Be responsible for the preparation of all vouchers for payment, and the preparation of the register of demands, along with the preparation and handling of the Village payroll.
- (d) Before payment, audit and approve all bills, invoices, payrolls, demands or charges against the Village, and, with the advice of the Village attorney when necessary, determine the regularity, legality and correctness of all claims, demands or charges.
- (e) Enforce the licensing provisions of the Village ordinances.
- (f) Perform all other duties as required by other Village ordinances, resolutions and state laws governing fiscal administration.
- (g) Perform such other duties and exercise such other powers as are necessarily incident to the above duties and powers, or as may be assigned or delegated to the Village Accountant/Treasurer from time to time by the Village Administrator or Village Board.

2.27.040 Annual Audit.

Annual audits shall be made of the records of Village Accountant/Treasurer by a certified public accountant.

SECTION IV

Should any section, clause or provision of this charter ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be invalid.

SECTION V

All ordinances in conflict with any of the provisions of this charter ordinance are hereby repealed.

SECTION VI

This Charter Ordinance and shall take effect sixty (60) days after its passage and publication unless within such sixty (60) day period a referendum petition as provided by Section 66.0101(5) of the Wisconsin Statutes shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

This charter ordinance was approved by at least a two-thirds (2/3) vote of the Village Board on this 18th day of November, 2019.

ATTEST:

VILLAGE OF TWIN LAKES



Laura Roesslein, Village Clerk/Treasurer



Howard K. Skinner, Village President

Members Voting:

	<u> 6 </u>	Aye
	<u> </u>	Nay
	<u> 1 </u>	Absent
	<u> </u>	Abstained

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