

§ 115-13. - Code of conduct.

A. *Application.*

- (1) This Code of Conduct Ordinance is applicable to those persons holding an elected office of the village. See Wis. Stat. §§ 61.32 & 61.34(1).
- (2) Statutes cited herein are incorporated into this Code of Conduct Ordinance by reference and as from time to time they are amended.

B. *Complaint procedure.*

- (1) Any elected official, appointed official, resident, or employee of the village may file a sworn written complaint regarding a person holding an elected office of the village at the office of the village clerk alleging one or more violations of this Code of Conduct Ordinance.
 - (a) "Resident" means a person who is an eligible elector of the village under the Wisconsin statutes.
- (2) The office of the village clerk shall determine whether a complaint is in order.
- (3) The office of the village clerk shall notify the village board of a submitted complaint that is found to be in order.
- (4) A complaint may be taken up by the village board in the sole discretion of the village board, subject to the following:
 - (a) The written assent of at least four village board members is required for a complaint to be taken up.
 - (b) A complaint expires if the village board fails to take it up within 60 days of its notice having been made to the village board by the office of the village clerk.

C. Violations may be any of the following:

- (1) For "cause," which means inefficiency, neglect of duty, official misconduct, or malfeasance in office under Wis. Stat. § 17.001.
- (2) Continued physical inability to perform the duties of office or gross neglect of duty under Wis. Stat. § 17.13.
- (3) Failure to maintain a fiduciary responsibility to the village.
- (4) Violations of the open meetings law under Wis. Stat. ch. 19 Subch. II.
- (5) Violation of the statutory ethics code for local officials under Wis. Stat. ch. 19 Subch. III.
- (6) Violations of the public records law under Wis. Stat. ch. 19 Subch. V.
- (7) Refusal to keep order at a meeting as directed by the person authorized to conduct the meeting.
- (8) The unauthorized disclosure of information discussed at a closed session or from records that are not subject to disclosure under the public records law under Wis. Stat. ch. 19 Subch. V.

- (9) Electioneering prohibited by Wis. Stat. § 12.03.
- (10) Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law. Wis. Stat. § 946.12(1).
- (11) In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity. Wis. Stat. § 946.12(2).
- (12) Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another. Wis. Stat. § 946.12(3).
- (13) In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies. Wis. Stat. § 946.12(4).
- (14) Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law. Wis. Stat. § 946.12(5).
- (15) Misuse of this Code of Conduct Ordinance.

D. Violation procedures:

- (1) For removal from office because of continued physical inability to perform the duties of office or gross neglect of duty, by a majority vote of all the members of the village board under Wis. Stat. § 17.13.
- (2) For removal from office due to cause under Wis. Stat. § 17.16.
- (3) For all other matters, in the manner that the village board determines to proceed.

E. Penalties to be selected in the sole discretion of the village board:

- (1) No action.
- (2) A public censure.
- (3) A citation for a forfeiture in an amount to be determined by the village board of not less than \$25 nor more than \$200.
- (4) Removal from village committees, commissions, or other bodies under Village Code § 14.6.
- (5) Removal from elected office of the village under Wis. Stat. §§ 17.13 and/or 17.16.
- (6) Referral of a matter to the office of the district attorney and/or other law enforcement as appropriate.

§ 14-21. - Community life, infrastructure and public properties committee (CLIPP).

- A. *Composition.* The community life, infrastructure and public properties committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the community life, infrastructure and public properties committee shall constitute a quorum.
- B. *Appointment.* The village president appoints members to the community life, infrastructure and public properties committee, with consultation and confirmation by the village board.
- C. *Organization.* The community life, infrastructure and public properties committee shall select a chairperson and vice chairperson annually as described in §§ 14-10 and 14-11.
- D. *Recordkeeping.* The community life, infrastructure and public properties committee shall keep a written record of its proceedings, to include all actions taken, a copy of which shall be filed with the village clerk.
- E. *Meetings.* The community life, infrastructure and public properties committee shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.
- F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.
- G. *Duties.* The community life, infrastructure and public properties committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding community safety, quality of life, and recreation for the short-term and long-term good of the village and its citizens. It shall also provide recommendations relating to the maintenance and physical development of all municipal property, including parks, streets, and municipal buildings, for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall be liberally construed to include review, research, and recommendations regarding the following:
 - (1) Long-range and short-range plans in the areas of parks, streets, utilities, and municipal buildings;

- (2) Research related to the acquisition or disposition of property;
- (3) Operational and capital properties and infrastructure budgets of the community development, public works, parks, police, and fire departments;
- (4) Grant applications in terms of the scope of the committee;
- (5) Policies and procedures regarding the use, maintenance, or improvements of public property;
- (6) Requests for proposals and bidding documents for capital infrastructure projects;
- (7) Recreation opportunities, such as park programming, bike and pedestrian paths, community events, and any other matters regarding general quality of life within in the village;
- (8) Community outreach, and citizen involvement, and any matter of resident complaints or concern;
- (9) Police department, fire department, streets and public works operations;
- (10) Village inspection services;
- (11) Village forestry and agricultural programs;
- (12) Traffic and pedestrian safety matters;
- (13) Refuse collection activities;
- (14) Long- and short-range planning, preparation, and procedure for the village emergency operation plan; and
- (15) Any other matter the village board or administrator may refer.

(Ord. No. 19-02, 2-12-2019; Ord. No. 21-08, 8-24-2021; Ord. No. 21-23, 11-23-2021)

Editor's note— Ord. No. 19-02, adopted February 12, 2019, amended the Code by repealing former § 14-21, which pertained to the properties and infrastructure committee (PIC), and adding a new § 14-21.

POLICY ID: GEN-012		TITLE: <i>Complaints to the Village</i>	
☒ ORIGINAL ☐ REVISION EFFECTIVE DATE: <i>Immediate</i>		APPROVED BY VILLAGE BOARD:  <i>Village Clerk</i>	
		DATE: 05/23/22 & 01/23/23	
APPLIES TO:		☒ FLSA EXEMPT	
☒ REPRESENTED EMPLOYEES		☒ FLSA NON-EXEMPT	
☒ Non-REPRESENTED EMPLOYEES			
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose – As part of the Village’s Mission Statement, the Village Board has determined that the Village will meet service demands through high-quality customer service, innovation, a positive work environment, and a commitment to excellence. Therefore, complaints of the Village should be handled administratively by Village staff. The Community Life Infrastructure and Public Property Committee will review them to ensure that if policy changes need to occur, the elected officials of the Village can address them promptly.

Policy – Village staff will log any verbal or written complaint received by the Village related to non-Police or Fire associated matters. Village staff will address the complaints promptly to the best of their ability and within the adopted policies, ordinances, and state statutes.

Village staff shall place a copy of that log on the regular schedule of the Community Life, Infrastructure, and Public Property (CLIPP) for review and discussion by the committee. The committee will review the complaints and summarize the actions that staff took administratively to address the complaints. Suppose the committee feels that a change in the policies, or ordinances of the Village needs to occur. In that case, they shall either place the item on a future CLIPP agenda or recommend that staff take the thing to another committee of the Village for recommendation by that committee to the Village Board. For example, water quality complaints would go to the Utility Committee of the Village, Tax Assessments would go to the Board of Review, etc.

