

C H A P T E R

3

## **MUNICIPAL OFFICERS AND EMPLOYEES**

### **3.01 APPOINTED OFFICIALS.**

The Village officials hereinafter set forth shall be appointed by the Village Board; and one (1) or more of said offices may be held by the same person. Persons appointed to perform the duties of the following offices shall hold office for an indefinite term, subject to removal as provided by Sec. 17.12(1)(c) and (d), Wis. Stats.

- (1) Assessor
- (2) Building Inspector
- (3) Village Attorney
- (4) Zoning Administrator (See Chapter 6)

### **3.02 VILLAGE ASSESSOR.**

(A) Pursuant to Sections 61.195, 61.197 and 66.01 of the Wisconsin Statutes, the Village hereby elects not to be governed by those portions of Sections 61.19 and 61.23 of the Statutes which relate to the selection and tenure of the Village Assessor, and which are in conflict with this Section.

(B) Hereafter, instead of being elected, the Assessor or assessing firm, shall be appointed by the Village President, subject to confirmation by a majority vote of the members-elect of the Village Board. Said person so appointed to perform the duties of such office shall have an indefinite term and shall serve as determined by contract. A corporation or an independent contractor may be appointed as the Village Assessor. A corporation or independent contractor so appointed shall designate the person responsible for the assessment. The designee shall file the official oath under Sec. 19.01, Wis. Stats., and sign the affidavit of the Assessor attached to the assessment roll under Sec. 70.49, Wis. Stats. No person may be designated by any corporation or independent contractor unless he has been granted the appropriate certification under Sec. 73.09, Wis. Stats. For purposes of this Subsection, "independent contractor" means a person who either is under contract to furnish appraisal and assessment services or is customarily engaged in an independently established trade, business or profession in which the services are offered to the general public.

### **3.03 VILLAGE BUILDING INSPECTOR.**

#### **(A) Appointment**

Inspectors shall be appointed by the Village president, subject to confirmation by a majority vote of the members-elect of the Village Board. Said person so appointed to perform the duties of such office shall have an indefinite term and shall serve as determined by contract. A corporation or an independent contractor may be appointed as the Village Building Inspector.

- (1) Have proper state certification in areas of his responsibility;
- (2) Possess such executive ability as is requisite for the performance of his duties and shall have a thorough knowledge of the standard materials and methods used in the installation of equipment in his area of responsibility;
- (3) Be well versed in approved methods of construction for safety to persons and property, the Statutes of the State of Wisconsin relating to work in his area of responsibility, and any orders, rules and regulations issued by authority thereof;
- (4) Have sufficient experience in the installation of equipment to enable him to understand and apply the appropriate codes adopted by the Village of Rockdale.

**(B) Authority to Enter Premises; Appeals.**

(1) In the discharge to their respective duties, each inspector under this Section or his authorized agent may enter any building, upon presentation of the proper credentials, during reasonable hours for the purpose of inspection and may require the production of any permit or license required hereunder. No person shall interfere with the Inspector or his authorized agent while in the performance of his duties; and any person so interfering shall be in violation of this Section and subject to a penalty as provided under the general penalties Section of this code.

(2) If consent to entry to personal or real properties which are not public buildings or to portions of public buildings which are not open to the public for inspection purposes has been denied, the Inspector shall obtain a special inspection warrant under Section 66.122 and 66.123, Wis. Stats.

(3) Any person feeling himself aggrieved by any order or ruling of an Inspector may, within twenty (20) days thereafter, appeal from such order or ruling to the Board of Appeals, as established in the Zoning Code, such an appeal to be in writing.

**(C) Duties and Authority.**

The Building Inspector shall have such duties as are prescribed in this Section and Chapter 9 of this Code of Ordinances.

**(D) Stop Work Orders and Revocations.**

The Building Inspector may order construction, installation, alteration or repair work stopped when such work is being done in violation of this Code of Ordinances. Work so stopped shall not be resumed, except with written permission of the Inspector, provided if the stop work order is an oral one it shall be followed by a written order within a reasonable period of time.

### 3.04 VILLAGE ATTORNEY

Attorney shall be appointed by the Village President, except the Village Attorney, subject to confirmation by a majority vote of the members-elect of the Village Board. Said person so appointed to perform the duties of such office shall have an indefinite term and shall serve as determined by contract.

(A) Duties. The Village Attorney shall have the following duties:

- (1) The Village Attorney shall conduct all of the legal business in which the Village is interested.
- (2) He shall, when requested by Village officers, give written legal opinions, which shall be filed with the Village.
- (3) He shall draft ordinances, bonds and other instruments as may be required by Village officers.
- (4) He may appoint an assistant, who shall have power to perform his duties and for whose acts he shall be responsible to the village. Such assistant shall receive no compensation from the Village, unless previously provided by ordinance.
- (5) The Village Board may employ and compensate special counsel to assist in or take charge of any matter in which the Village is interested.
- (6) The Village Attorney shall perform such other duties as provided by State law and as designated by the Village Board.