

MEMO

Date: 9/30/2020

To: Allouez Village Board

From: Brad Lange and Debbie Baenen

Re: Appointment of Carrie Zittlow

The Municipal Clerk plays a pivotal role in each municipality. In the past, many municipal clerks were elected and took office with only a general knowledge of their duties. While some clerks are still elected, many municipalities have changed the method of selecting the clerk from elected to appointed, given the magnitude and complexity of the clerk's duties, and the broad-based but specialized knowledge clerks must have to complete those duties.

The Municipal Clerk's basic duties are set forth in the Wisconsin Statutes, Secs 61.25 (villages) and 62.09(11) (cities).

Per Village Code, the Village Board is required to appoint the office of Clerk-Treasurer and with the upcoming retirement of current Clerk-Treasurer, Debbie Baenen, we are recommending the appointment of Deputy Clerk, Carrie Zittlow to Clerk-Treasurer affective January 3, 2021.

Carrie has served as the Deputy Clerk since August 2015 and in doing so Debbie has mentored Carrie and has great confidence in Carrie honoring the office of Clerk-Treasurer. In addition, Carrie has continued to advance her career through certifications and continuing education classes and seminars.

The Village Board is asked to approve the appointment of Carrie Zittlow to Clerk-Treasurer to fill the unexpired term from January 3, 2021 to May 1, 2021 and then in 2021 be appointed for a full three year term with a starting salary of \$64,000.

Village Code -

§ 5-8 Appointed officials.

A. Clerk-Treasurer. The offices of Clerk and Treasurer are combined into the office of Clerk-Treasurer. For the term commencing May 1, 1988, and continuing thereafter, the Clerk-Treasurer shall be appointed, and not elected, to office as hereinafter provided.

B. Other offices. The following offices shall be appointed:

- (1)** Village Administrator.
- (2)** Assessor.

C. Appointments. Appointed officials shall serve at the pleasure of the Village Board but may be appointed for a fixed term not to exceed three years. Appointments shall be in writing. A person

may be reappointed to the same office. Expiration of the term for which an appointment has been made shall automatically create a vacancy in the office. No person lawfully removed from office for cause shall be eligible to fill the vacancy caused by his or her removal. No person shall have a right to be reappointed to an office. Appointments to office shall be made by the majority vote of the Village Board. A corporation or an independent contractor may be appointed as Village Assessor in compliance with the provisions of § 61.197(1)(f), Wis. Stats., and as the same may be amended or renumbered from time to time.

D. Duties. The duties of each office shall be those as required by the Wisconsin Statutes, rules and regulations, the Village ordinances, and as determined by the Village Board from time to time. No contract for an office shall limit the duties to be performed by the official. Reporting requirements and supervisory responsibilities shall be in accordance with a table of organization as shall be established by the Village Board from time to time.