

**Chapter 1.01  
Code Adoption**

**Section:**

**1.01.010 Code adoption.**

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The Oakfield Village Board does adopt as follows:

- A. The code entitled “Village of Oakfield Municipal Code,” published by Book Publishing Company, consisting of Titles 1 through 17.
- B. All ordinances of a general and permanent nature enacted on or before 8 March 2000, and not included in this code, or recognized and continued in force by reference therein, are repealed.
- C. The repeal provided for in B. above shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance
- D. Additions or amendments to the code, when passed in the form as to indicate the intention of the village board to make the same a part of the code, so that references to the code include the additions and amendments.
- E. Ordinances adopted after 8 March 2000, which amend or refer to ordinances that have been codified in the code, shall be construed as if they amend or refer to like provisions of the code. (Res. 2001-3)

**Chapter 1.04  
General Provisions  
(Reserved)**

**Chapter 1.08  
Village Seal.**

**Section:**

**1.08.010 Description.**

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The seal of the Village of Oakfield shall be a circle with the words “Village of Oakfield, Fond du Lac County, Wisconsin” around the outside of said seal and the words “Incorporated December 15, 1903” shall appear in the center of said seal. (Prior code § 1.08)

**Chapter 1.12  
Public Notice**

**Sections:**

**1.12.010 Method of notice.**

**1.12.020 Notice exceptions.**

**1.12.030 Publication of minutes.**

**1.12.010 Method of notice.**

A. Because no newspaper is published in the village of Oakfield, public notices, and meeting agendas when appropriate, shall be posted at two public places likely to give notice to persons affected and the official village website. The two public places are:

1. The bulletin board inside the Oakfield Post Office, 120 Booth Street, Oakfield, Wisconsin 53065.

2. The bulletin board in the vestibule of the Oakfield Community Center, 130 N. Main Street, Oakfield, Wisconsin 53065 (Ord. 2024-1).

B. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless, for good cause, such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours

in advance of the meeting.  
(Ord. 2001-7)

in accordance with Wis. Stat.  
§19.21(4).

**1.12.020 Notice exceptions.**

Section 985.05(1) of the Wisconsin State Statutes specifically requires the newspaper publication of legal notices relating to tax redemptions or sales, annexations, detachments, consolidations, incorporations, and notices directed to specific individuals. For these, and any other notices legally requiring newspaper notification, the Village of Oakfield shall use The Reporter, published at 33 W. 2nd Street, P.O. Box 630, Fond du Lac, Wisconsin 54935 (Ord. 2001-7)

**1.12.030 Publication of minutes.**

The minutes of all governmental body meetings shall be posted in the three public places described in Section 1.12.010 above, and shall be sent to all news media requesting said minutes, within one week of approval by the village board. (Ord. 2001-7)

**Chapter 1.14  
Retention and Destruction of Public  
Records**

**Sections:**

- 1.14.040 Purpose**
- 1.14.020 Retention of Public Records**
- 1.14.030 Provisions**

**1.14.010 Purpose**

- The purpose of this Ordinance is to:
- A. Establish a Village of Oakfield Record Retention & Disposition Schedule.
  - B. Provide the legal custodians of the Village of Oakfield public records with the authority to destroy certain obsolete public records in the possession of the Village of Oakfield

**1.14.20 Retention of Public Records**

**A. General Records Schedule Adopted**

The Village of Oakfield hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the Village of Oakfield Clerk's office located at 130 North Main Street, Oakfield, Wisconsin, and made available for public viewing during normal office hours.

**B. Other Records**

In the event the Village of Oakfield creates a record not contemplated by the Records Schedule, the Village of Oakfield may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.

**C. Repeal**

All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Village of Oakfield retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.

**1.14.030 Provisions**

**A. Historical Society Notification**

As required by Wis. Stat. §19.21(4)(a), the State Historical Society of Wisconsin shall be notified at least 60 days prior to the destruction of any records, unless waived according to the Wisconsin Municipal Records Schedule.

**B. Destruction Pending Litigation.**

No record subject to pending litigation shall be destroyed until the litigation is resolved and permission is obtained from the Village of Oakfield's attorney.

(Adopted May 15, 2019)

## **Chapter 1.16**

### **Elections**

#### **Section:**

**1.16.010 Polling place.**

**1.16.020 Poll hours.**

**1.16.030 Wards.**

#### **1.16.010 Polling place.**

The polling place for all wards of the village of Oakfield shall be the Community Center, 130 N. Main Street, Oakfield, Wisconsin 53065. (Ord. 2001-8)

#### **1.16.020 Poll hours.**

The polls at any election in the Village of Oakfield shall be open from 7:00 a.m. until 8:00 p.m.(Ord. 2006-4)

#### **1.16.030 Wards.**

The village of Oakfield shall be divided into two wards. Ward 1 shall consist of those parts of the village located west and south of the centerline of County Trunk Highway Y. Ward 2 shall consist of those parts of the village located east and north of the centerline of County Trunk Highway Y. (Ord. 2001-8)