

TITLE 2 - GOVERNMENT AND ADMINISTRATION

Chapter 4 - Town Officers and Employees

Table of Contents

Title 2 – Government and Administration	1
Chapter 4 – Town Officers and Employees.....	1
2.4.1 Election Of Town Officers; General Provisions.....	3
2.4.1.01 Elected Town Officers	3
2.4.1.02 Restrictions	3
2.4.1.03 Certificate of Election	3
2.4.1.04 Term of Office	3
2.4.2 Temporary Vacancies.....	3
2.4.2.01 Absence or Incapacity.....	3
2.4.2.02 Vacancies on the Town Board	3
2.4.2.03 Refusal to Perform	4
2.4.3 Official Oath And Bond.....	4
2.4.3.01 Official Oath	4
2.4.3.02 Official Bond	4
2.4.3.03 Exceptions.....	4
2.4.3.04 Failure to File Oath or Bond	4
2.4.4 Compensation of Elective Town Offices.....	4
2.4.4.01 Established by Town Meeting or Board	5
2.4.4.02 Nature of Compensation	5
2.4.4.03 Changes During Term.....	5
2.4.4.04 When Established.....	5
2.4.4.05 Compensation When Acting In More Than One Official Capacity	5
2.4.5 Reimbursement of Expenses.....	5
2.4.5.01 Generally.....	5
2.4.5.02 Manuals.....	5
2.4.6 Town Clerk.....	6
2.4.6.01 Clerk Of Town Meeting.....	6
2.4.6.02 Clerk Of Town Board	6
2.4.6.03 Finance Book	6
2.4.6.04 Elections and Appointments	6
2.4.6.05 Sale of Real Property	6
2.4.6.06 Notices	6
2.4.6.07 Records	7
2.4.6.08 Licenses.....	7
2.4.6.09 Schools.....	7
2.4.6.10 Highways and Bridges	7
2.4.6.11 Notice Of Property Tax Revenue.....	7
2.4.6.12 In General.....	7
2.4.7 Town Treasurer.....	7

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Table of Contents

2.4.7.01 Receive and Disburse Town Money8
 2.4.7.02 Deposit of Town Money8
 2.4.7.03 Records8
 2.4.7.04 Taxes8
 2.4.7.05 Preliminary Settlement Of School Taxes.....8
 2.4.8 Assessor.9
 2.4.8.01 Qualification9
 2.4.8.02 Duties9
 2.4.9 Weed Commissioner.9
 2.4.10 Town Attorney.9
 2.4.10.01 Appointment9
 2.4.11 Emergency Management Director.9
 2.4.11.01 Appointment9
 2.4.11.02 Duties and Authority10
 2.4.11.03 General Plan.....10
 2.4.12 Town Employees.10
 2.4.13 Custody of Official Property.....10

Table of Authorities for Title 2 - Government and Administration, Chapter 4 - Town Officer and Employees11

Index to Title 2 Government and Administration, Chapter 4 – Town Officers and Employees ...13

2.4.1 Election Of Town Officers; General Provisions.

2.4.1.01 Elected Town Officers

- (A) At the annual spring election in even-numbered years, the Town shall elect two (2) Supervisors.
- (B) At the annual spring election in odd-numbered years, the Town shall elect a Chairperson and two (2) Supervisors.

2.4.1.02 Restrictions

- (A) Only an elector of the Town may hold a Town office, other than an Assessor appointed under Sec. 60.307, Wis. Stats., if the Town elects to change the office of Assessor to an appointed position.
- (B) No person may hold the offices of Town Treasurer and Town Assessor at the same time.

No person may assume the office of Town Assessor unless certified by the Department of Revenue, under Sec. 73.09, Wis. Stats., as qualified to perform the functions of the office of Town Assessor. If the Town reverts to a system of electing instead of appointing the Assessor and a person is elected to the office and is not certified by June 1 of the year elected, the office is vacant and the Town Board shall fill the vacancy from a list of persons certified by the Department of Revenue.

2.4.1.03 Certificate of Election

Within five (5) days after completion of the canvass under Sec. 7.53(4), Wis. Stats., the Town Clerk shall transmit a certificate of election to each person elected to a Town office.

2.4.1.04 Term of Office

- (A) Every elected Town officer shall hold the office for two (2) years.
- (B) The regular term of elected Town officers, other than the Town Assessor, if elected, commenced on the second (2nd) Tuesday of April in the year of their election.

State Law Reference: Section 60.30(4), Wis. Stats.

2.4.2 Temporary Vacancies.

2.4.2.01 Absence or Incapacity

If any elected Town officer, other than a Supervisor, is absent or temporarily incapacitated for any cause, the Town Board may appoint, if there is no deputy officer for the office, a suitable person to discharge the duties of the office until the officer returns or the disability is removed. Appointees shall file the official oath and bond required under Sec. 60.30(5), Wis. Stats.

2.4.2.02 Vacancies on the Town Board

Vacancies on the Town Board shall be filled by appointment by the remaining Supervisors and the Town Clerk, except when the vacancy is caused by removal

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.2.03

by the Circuit Judge as provided by law, which latter vacancy shall be filled by appointment by the said Judge. Persons appointed under this Subsection to fill vacancies shall hold office for the residue of the unexpired term.

2.4.2.03 Refusal to Perform

If any elected Town officer, other than a Supervisor, refuses to perform any official duty, the Town Board may appoint a suitable person to perform those duties which the officer refuses to perform. An appointee shall file the official oath and bond required of the office under Sec. 60.31, Wis. Stats. This paragraph does not preclude a finding that refusal to perform official duties constitutes cause under Sec. 17.13(3), Wis. Stats.

State Law Reference: Section 60.30(5), Wis. Stats.

2.4.3 Official Oath And Bond.

2.4.3.01 Official Oath

Except as provided in Section 2.4.3.03 below, every elected or appointed Town officer shall take and file the oath under Sec. 19.10, Wis. Stats., within five (5) days after notification of election or appointment.

2.4.3.02 Official Bond

The Town Clerk, Treasurer and elected Assessor, if applicable, shall execute and file an official bond provided by the Town. No natural person may be a surety on a bond under this Subsection. The bond may be furnished by a surety company under Sec. 632.17(2), Wis. Stats. The amount of the bond shall be fixed by the Town Board. If the amount of the bond is not fixed by the Board, the amount shall be the same as that required of the last incumbent of the office. If the Town Board at any time determines that the bond is insufficient, it may require an additional bond to be filed within ten (10) days in an amount fixed by the Board. If the Town Board establishes Deputy Clerk or Treasurer positions, such persons shall be bonded.

2.4.3.03 Exceptions

- (A) If the Town reverts to a system of electing an Assessor and/or creates a Municipal Court:
- (B) An elected Assessor shall take and file the official oath and bond at any time between May 27 to May 31.
- (C) The Municipal Judges shall take and file the official oath and bond under Sec. 755.03, Wis. Stats.

2.4.3.04 Failure to File Oath or Bond

If any person elected or appointed to a Town office fails to file a required official oath or bond within the time prescribed by law, the failure to file constitutes refusal to serve in office.

State Law Reference: Sec. 60.31, Wis. Stats.

2.4.4 Compensation of Elective Town Offices.

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.4.01

2.4.4.01 Established by Town Meeting or Board

- (A) Except as provided under Subsection 2.4.4.01(B) below, the Town meeting shall establish the compensation of elective town offices.
- (B) If authorized by the Town Meeting under Sec. 60.10(2)(k), Wis. Stats., the Town Board shall establish the compensation of elective Town offices, other than the office of Supervisor or Chairperson.

2.4.4.02 Nature of Compensation

Compensation under this Section may be:

- (A) An annual salary.
- (B) A per diem compensation for each day or part of a day necessarily devoted to the service of the Town and the discharge of duties.
- (C) A combination of the above.

2.4.4.03 Changes During Term

Subject to Section 2.4.4.04 below, the Town meeting or, if authorized to establish compensation, the Town Board, may make a change in the compensation of an elective Town office to take effect during the term of office.

2.4.4.04 When Established

Compensation under this Section shall be established prior to the latest date and time for filing nomination papers for the office. After that date and time, no change may be made in the compensation of the office that applies to the current term of office.

State Law Reference: Section 60.32(4), Wis. Stats.

2.4.4.05 Compensation When Acting In More Than One Official Capacity

Except for offices combined under Sec. 60.305, Wis. Stats., the Town may not compensate a Town officer for acting in more than one (1) official capacity or office of the Town at the same time.

State Law Reference: Sections 60.323 and 946.13, Wis. Stats.

2.4.5 Reimbursement of Expenses.

2.4.5.01 Generally

The Town Board may provide for reimbursement of expenses necessarily incurred by any officer or employee of the Town in the performance of official Town duties. The Board may determine who is eligible for expense reimbursement, which expenses are reimbursable and the amount of reimbursement. Expenses reimbursable under this Section include, but are not limited to:

- (A) Traveling expenses, including mileage (at the optional business standard mileage rate as allowed by the Internal Revenue Service), lodging and meal expenses.
- (B) Costs associated with programs of instruction related to the officer's or employee's office or employment.

2.4.5.02 Manuals

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.6.01

The Town Board may purchase handbooks and manuals that will materially assist Town officials and employees in the performance of official duties.
State Law Reference: Section 60.321, Wis. Stats.

2.4.6 Town Clerk.

The Town Clerk shall, pursuant to Sec. 60.33, Wis. Stats.:

2.4.6.01 Clerk Of Town Meeting

Serve as Clerk of the Town meeting under Sec. 60.15, Wis. Stats.

2.4.6.02 Clerk Of Town Board

- (A) Serve as Clerk of the Town Board, attend meetings of the Board and keep a full record of its proceedings.
- (B) File all accounts approved by the Town Board or allowed at Town meetings and enter a statement of the accounts in the Town's record books.
- (C) File with the Town Board claims approved by the Clerk, as required under Sec. 60.44(2)(c), Wis. Stats.

2.4.6.03 Finance Book

Maintain a finance book, which shall contain a complete record of the finances of the Town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to Town finances prescribed by the Town Board. The financial records the Town Clerk is expected to maintain are in addition to, not in lieu of, those the Town Treasurer is expected to maintain.

2.4.6.04 Elections and Appointments

- (A) Perform the duties required by Chapters 5 to 12, Wis. Stats., relating to elections.
- (B) Transmit to the County Clerk, within ten (10) days after election or appointment and qualification of any Town Supervisor, Treasurer, Assessor or Clerk, a written notice stating the name and post office address of the elected or appointed officer. The Clerk shall promptly notify the County Clerk of any subsequent changes in such offices.
- (C) Transmit to the Clerk of Circuit Court, immediately after the election or appointment of any Constable or Municipal Judge in the Town, a written notice stating the name of the Constable or Municipal Judge and the term for which elected or appointed. If the Judge or Constable was elected or appointed to fill a vacancy in the office, the Clerk shall include in the notice the name of the incumbent who vacated the office.

2.4.6.05 Sale of Real Property

Execute the conveyance of real property of the Town. However, prior to the sale of any property by the Town Board, the electors attending a Town meeting must given the Town Board authorization to do so.

2.4.6.06 Notices

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.6.07

- (A) Publish or post ordinances and resolutions as required under Sec. 60.80, Wis. Stats.
- (B) Give notice of annual and special Town meetings as required under Sections 60.11(5) and 60.12(3), Wis. Stats.

2.4.6.07 Records

- (A) Comply with the provisions of Sec. 19.21 through 19.39, Wis. Stats., concerning any record of which the Clerk is legal custodian.
- (B) Demand and obtain the official books and papers of any Municipal Judge if the office becomes vacant and the Judge's successor is not elected or appointed and qualified, or if any Municipal Judge dies. The Town Clerk shall dispose of the books and papers as required by law.

2.4.6.08 Licenses

Issue any license or permit granted by the Town Board when presented with a receipt from the Town Treasurer indicating that any required fee has been paid.

2.4.6.09 Schools

- (A) Perform the Clerk's duties under Chapters 115 to 121, Wis. Stats., relating to public instruction.
- (B) Within ten (10) days after the Clerk's election or appointment, report his or her name and post office address to the administrator of each cooperative educational service agency which contains any portion of the Town. The Clerk shall report to the administrator the name and post office address of each school district clerk within ten (10) days after the name and address is filed in the Clerk's office.
- (C) Make and keep in the Clerk's office a map of the Town, showing the exact boundaries of school districts within the Town.
- (D) Apportion, as provided by law, tax revenues collected by the Town for schools.

2.4.6.10 Highways and Bridges

Perform the duties specified in Chs. 82 to 86, Wis. Stats., relating to highways, bridges and drains.

2.4.6.11 Notice Of Property Tax Revenue

Notify the Clerk of Ozaukee County, by March 15, of the proportion of property tax revenue and the credits under Sec. 79.10, Wis. Stats., that is to be disbursed by the County Clerk to each taxing jurisdiction located in the Town.

2.4.6.12 In General

Perform all other duties required by law, ordinance or lawful direction of the Town meeting or Town Board.
State Law Reference: Section 60.33, Wis. Stats.

2.4.7 Town Treasurer.

The Town Treasurer shall:

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.7.01

2.4.7.01 Receive and Disburse Town Money

- (A) Receive and take charge of all money belonging to the Town, or which is required by law to be paid into the Town treasury, and disburse the money under Sec. 66.0607, Wis. Stats.
- (B) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The Treasurer shall issue numbered receipts for all funds received. At the request of the Town Board, the Treasurer shall present the account books, and any supporting documents requested, to the Board.

2.4.7.02 Deposit of Town Money

- (A) Deposit as soon as practicable funds of the Town in the name of the Town in the public depository designated by the Town Board. Failure to comply with this paragraph is grounds for removal from office.
- (B) When money is deposited under Section (A) above, the Treasurer and the Treasurer's sureties are not liable for any loss as defined in Sec. 34.01(2), Wis. Stats. The interest arising from the money deposited shall be paid into the Town treasury.

2.4.7.03 Records

Comply with the provisions of Sec. 19.21 through 19.39, Wis. Stats., concerning any record of which the Treasurer is legal custodian.

2.4.7.04 Taxes

Perform all of the duties relating to taxation required of the Town Treasurer under Chs. 70 to 79, Wis. Stats.

2.4.7.05 Preliminary Settlement Of School Taxes

- (A) To make partial apportionment of levies by school districts and vocational, technical and adult education districts out of any funds available in the Town treasurer prior to the tax apportionment provided by Secs. 74.23 and 74.25, Wis. Stats., within five (5) days after the filing of a written request by the district board. The Town Board may not deny such a request. The district board may not receive more than one (1) payment under this Subsection during the month.
- (B) On or before January 15 and February 15 and any other date specified by the district, and to the appropriate vocational, technical and adult education district treasurer, if the district has not received a payment under Sub-section (e)(1) during that month. That payment shall be the proportion of the school district's or vocational, technical and adult education district's levy that the general property taxes collected in the Town, except collections for state trust fund loans, state tax and state special charges, up to the last day of the preceding month bears to the total general property tax levy in the Town for all purposes except levies for state trust fund loans, state tax and state special charges. The Town

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.8.01

Treasurer may make the payments required under this Subsection without authorization by the Town Board.

- (C) On or before January 15 and any other date specified by the Town Board, pay under Sec. 74.12, Wis. Stats., to the appropriate school district treasurer and vocational, technical and adult education district treasurer the proportion of the district's levy that the general property taxes collected in the Town, except collections for state trust fund loans, state tax and state special charges, up to the last date of the preceding month bears to the total general property tax levy in the Town for all purposes except levies for state trust fund loans, state tax and state special charges.
State Law Reference: Section 60.34, Wis. Stats.

2.4.8 Assessor.

2.4.8.01 Qualification

The Assessor shall be certified by the Department of Revenue under Section 73.09, Wis. Stats., as qualified to perform the functions of an Assessor. Pursuant to Sec. 60.307, Wis. Stats., the Assessor shall be appointed by majority vote of the Town Board for a term of office as determined by employment contract.

2.4.8.02 Duties

The Assessor shall begin under Section 70.10, Wis. Stats., to make an assessment of all of the property in the Town liable to taxation, as prescribed Town Officers and Employees by law. The Assessor shall return the assessment roll to the Town Clerk at the same time and in the same manner in which Town Assessors are required to do as required by Chapter 70, Wis. Stats.

State Law Reference: Section 60.307(2)0 and Ch. 70, Wis. Stats.

Annotation: Petzek vs. Graves, 33 Wis. 2d 175 (1967).

2.4.9 Weed Commissioner.

The Weed Commissioner shall be appointed by the Chairperson, subject to Town Board confirmation. The term of office of the Weed Commissioner shall commence on the first day of May following his or her appointment. The Weed Commissioner shall take the official oath, which oath shall be filed in the Office of the Town Clerk, and shall hold office for one (1) year. The Weed Commissioner shall hold office pursuant to and fulfill the duties set out in state law.

State Law Reference: Sec. 66.0517, Wis. Stats.

2.4.10 Town Attorney.

2.4.10.01 Appointment

Once appointed, the Town Attorney shall serve as counsel to the Town and represent the Town on all legal proceedings on continuous leases until removed by the Town Board.

2.4.11 Emergency Management Director.

2.4.11.01 Appointment

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Section 2.4.11.02

- (A) The Emergency Management Director, Deputy Director and Assistant Directors shall be appointed by the Town Chairperson, pursuant to the provisions of Sec. 166.03(4)(a), Wis. Stats., subject to confirmation by the Town Board and shall receive such compensation as may be authorized by the Town Board.
- (B) The Director shall take and file an official oath.

2.4.11.02 Duties and Authority

- (A) The Director shall be the executive head of the emergency government organization and shall have direct responsibility for the organization, administration and operation of the emergency government organization subject to the direction and control of the Town Chairperson and Town Board.
- (B) He shall coordinate all activities of emergency government within the Town and shall maintain liaison and cooperate with the Grafton Fire Department, Ozaukee County Sheriff and his department, and emergency government agencies and organizations of other political subdivisions and of the state and federal government and shall participate in county and state emergency government activities upon request and shall have such additional authority, duties and responsibilities as are authorized by this Code of Ordinances and as may from time to time be required by the Town Board.

2.4.11.03 General Plan

The Director shall prepare a comprehensive general plan for the emergency government of the Town and shall present such plan to the Town Board for its approval. It shall be the duty of all Town agencies and all emergency government forces of the Town to perform the duties and functions assigned by the plan as approved. Modification of the plan may be done by resolution.

2.4.12 Town Employees.

The Town Board may employ on a temporary or permanent basis persons necessary to carry out the functions of Town government. The Board may establish the qualifications and terms of employment, which may include the residency of the employee. The Board may delegate the authority to hire Town employees to any Town official or employee.
State Law Reference: Sec.60.37, Wis. Stats.

2.4.13 Custody of Official Property.

Town officers must observe the standards of care imposed by Section 19.21, Wis. Stats., with respect to the care and custody of official property.
State Law Reference: Section 19.21, Wis. Stats.

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Table of Authorities

Table of Authorities for Title 2 - Government and Administration, Chapter 4 - Town Officers and Employees

Cases

Petzek vs. Graves, 33 Wis. 2d 175 (1967)..... 9

Statutes

166.03(4)(a) 10
17.13(3)..... 4
19.10..... 4
19.21..... 10
19.21 through 19.39 7, 8
34.01(2)..... 8
60.11(5)..... 7
60.12(3)..... 7
60.15..... 6
60.30(4)..... 3
60.30(5)..... 3, 4
60.305..... 5
60.307..... 3, 9
60.307(2)0..... 9
60.31..... 4
60.32(4)..... 5
60.321..... 6
60.323..... 5
60.33..... 6, 7
60.34..... 9
60.37..... 10
60.44(2)(c) 6
60.80..... 7
632.17(2)..... 4
66.0517..... 9
66.0607..... 8
7.53(4)..... 3
70.10..... 9
73.09..... 3, 9
74.12..... 9
74.23..... 8
74.25..... 8
755.03..... 4
79.10..... 7
946.13..... 5
Ch. 70..... 9
Chapter 70..... 9
Chapters 115 to 121 7
Chapters 5 to 12 6

Title 2 – Government and Administration, Chapter 4 – Town Officers and Employees Table of Authorities

Chs. 70 to 79 8
Chs. 82 to 86 7

Town Code

2.4.3.03..... 4
2.4.4.01(B) 5
2.4.4.04..... 5
60.10(2)(k) 5

**Index to Title 2
Government and Administration, Chapter 4 - Town Officers and Employees**

Absence or Incapacity 3
annual salary 5
Appointment 9
Appointments 6
Apportion 7
Assessor 3, 4, 6, 9
Board 3, 4, 5, 6, 7, 8, 9, 10
canvass 3
Certificate of Election 3
Chairperson 3, 5, 9, 10
Changes During Term 5
Clerk 3, 4, 6, 7, 9
Clerk of Circuit Court 6
Clerk Of Town Board 6
Clerk Of Town Meeting 6
Compensation 4, 5
Constable 6
cooperative educational service agency 7
County Clerk 6, 7
Department of Revenue 3, 9
Deposit 8
Deputy Clerk 4
Duties 9
Duties and Authority 10
Elected Town Officers 3
Election Of Town Officers; General Provisions 3
elector 3
Emergency Management Director 9, 10
Employees 9, 10
Established 5
Exceptions 4
Failure to File 4
Finance Book 6
General Plan 10
Grafton Fire Department 10
Highways and Bridges 7
In General 7
Licenses 7
map of the Town 7
More Than One Official Capacity 5
Municipal Judge 6, 7
Municipal Judges 4
Nature 5

Title 2 – Government and Administration, Chapter 4 – Town Officers and

EmployeesIndex

nomination papers 5

Notices 6

Official Bond 4

Official Oath 4

Official Oath And Bond..... 4

Ozaukee County Sheriff..... 10

per diem 5

programs of instruction 5

Property Tax Revenue..... 7

Qualification 9

Receive and Disburse..... 8

Records 7, 8

Refusal to Perform 4

Reimbursement of Expenses..... 5

Restrictions 3

Sale of Real Property 6

Schools..... 7

Settlement Of School Taxes..... 8

Supervisor 3, 4, 5, 6

Supervisors..... 3

Taxes 8

Temporary Vacancies 3

Term of Office 3

Town Attorney 9

Town Meeting..... 5

Traveling expenses..... 5

Treasurer 3, 4, 6, 7, 8, 9

Vacancies on the Town Board 3

Weed Commissioner..... 9