
SUBCHAPTER 2: TOWN OFFICERS AND APPOINTEES

SUBCHAPTER 2: TOWN OFFICERS AND APPOINTEES**3.200 SUPERVISORS**

- (1) **ELECTION AND TERM:** Supervisors shall be elected and shall serve the term provided by State law. (See, §60.30 Wis. Stats).
- (2) **POWERS:** Supervisors shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin Statutes, the Wisconsin Administrative Code, and, to the extent not inconsistent therewith, this Code. (See *generally*, §§ 60.22 & 60.23)
- (3) **COMPENSATION:** Supervisors shall be paid a salary which shall be established by the Town Meeting. (See, §2.106(2) above and §60.10(1)(b)1 and §66.0505).

3.201 CHAIRPERSON

- (1) **ELECTION AND TERM:** The Chairperson shall be elected and shall serve the term provided by State law. (See, §60.30(1)(a)1. Wis. Stats).
- (2) **POWERS:** Chairpersons shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin Statutes, the Wisconsin Administrative Code, and this Code, including (but not limited to) the following:
 - § 60.13 Power to Preside at Meetings
 - § 60.24 General Powers
 - §166.23 Emergency Powers
 - §321.39(1)(a)5 Call to National Guard
- (3) **COMPENSATION:** The chairperson shall be paid the salary established by the Town Meeting. (See, §2.106(2) above and §60.10(1)(b)1 Wis. Stats.).

3.202 CLERK

- (1) **ELECTION AND TERM:** The clerk shall be elected and shall serve the term provided by State law. (See, §60.30(1)(a)2. Wis. Stats).
- (2) **POWERS:** The Clerk shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin Statutes (See *generally*, § 60.33 & § 60.15 Wis. Stats.), the Wisconsin Administrative Code, and this Code.
- (3) **COMPENSATION:** The Clerk shall be paid a salary which shall be established by the Town Meeting. (See, §2.103(2) above and §60.10(1)(b)1 Wis. Stats.).
- (4) **BOND:** The clerk shall execute and file an official bond, pursuant to §60.31, provided by a surety company, in the minimum amount of \$10,000.00.

3.203 TREASURER

- (1) **ELECTION AND TERM:** The Treasurer shall be elected and shall serve the term provided by State law. (See, §60.30(1)(a)2. Wis. Stats.).
- (2) **POWERS:** Supervisors shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin Statutes, the Wisconsin Administrative Code, and this Code. (See, §60.34 Wis. Stats.)

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- (3) **COMPENSATION:** The Treasurer shall be paid a salary which shall be established by the Town Meeting. (See, Sec. 2.103(2) above and §60.10(1)(b)1 Wis. Stats.).
- (4) **BOND:** The Treasurer shall execute and file an official bond, pursuant to §60.31, provided by a surety company, in the minimum amount of \$10,000.00. The Treasurer's Bond under §70.67 Wis. Stat. shall be in the minimum amount of \$250,000.

3.204 CONSTABLE

(The position of Constable has not been established by a Town Meeting. See, § 60.10(1)(b)4 Wis. Stats. and §2.103(6) above).

3.205 ASSESSOR

- (1) **APPOINTMENT AND TERM:** Pursuant to the authority granted by the Town Meeting under §60.10(2)(j) Wis. Stats., the Board shall appoint assessors on the basis of merit, experience, and general qualifications, for a term not to exceed 3 years. (See, §60.307(2) & (3) Wis. Stats.).
- (2) **POWERS:** Assessors shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin States, the Wisconsin Administrative Code, and this Code (See generally, Ch. 70 Wis. Stats.) including the following:
- (a) The power and duty to receive and review income and expense information provided by, or on behalf of, a property owner for the purpose of establishing the value by the income method of valuation, pursuant to §70.47(7)(af) Wis. Stats.; and
 - (b) The power and duty to keep confidential the information obtained under sub. (a) above, and to not make it available for inspection and/or copying under §19.35 (1) Wis. Stats.; and
 - (c) The power and duty to determine whether the information obtained under sub. (a) above should be disclosed to the following persons for the following reasons:
 - 1. To the Board of Review when such information is needed to decide a contested assessment; or
 - 2. To another person or entity which has the right or need to review such information due to the intimate relationship to the duties of an office or as set by law;
 - 3. To another person as directed by court order;
 - 4. To another person requesting such information under circumstances where the person or entity who supplied the information has contested the assessment at either the Board of Review or by filing a claim for excessive assessment under § 74.37 Wis. Stats.
- (3) **COMPENSATION:** The Assessor shall be paid a salary determined by resolution of the Board. (See, §60.307(1)(b)1 Wis. Stats.).

3.206 BUILDING INSPECTOR

- (1) **CREATION:** The position of Building Inspector is hereby created.
- (2) **APPOINTMENT AND QUALIFICATIONS:** The Board shall appoint one or more Building Inspectors, pursuant to §101.65 Wis. Stats., who shall be certified by the State to perform the powers granted herein.
- (3) **POWERS:** The Building Inspector(s) shall have all the duties, powers, responsibilities, and obligations enumerated below:

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- (a) The powers and duties enumerated in the Wisconsin Statutes and administrative code. (See, §101.65 Wis. Stats.)
 - (b) The powers and duties enumerated in §17.300 herein.
 - (c) The powers and duties authorized from time to time by the Board.
- (4) **COMPENSATION:** Compensation shall be established by resolution of the Board.

3.207 WEED COMMISSIONER

- (1) **APPOINTMENT:** The Chairperson may appoint (but is not required to appoint) one or more commissioners of noxious weeds pursuant to §66.0517 Wis. Stats.
- (2) **POWERS:** Weed commissioners shall have all the duties, powers, responsibilities, and obligations enumerated in the Wisconsin Statutes. (See, §66.0517 Wis. Stats.)
- (3) **COMPENSATION:** Compensation shall be established by resolution of the Board.

3.208 TOWN ATTORNEY

- (1) **APPOINTMENT:** The Board may designate, retain, or employ one or more attorneys, who shall serve at the pleasure of the Board, on a temporary or continuing basis. (See, §60.37(2) Wis. Stats.)
- (2) **POWERS:** The Town attorney(s) shall have such duties, powers, responsibilities, and obligations as may be imposed or requested by the Board.
- (3) **COMPENSATION:** Compensation shall be established by resolution of the Board. (See, §66.0517(3)(b)2 Wis. Stats.)

3.209 TOWN ROAD SUPERINTENDENT

- (1) **APPOINTMENT:** The Board shall appoint one or more Road Superintendents.
- (2) **POWERS:** The Road Superintendent(s) shall have all the duties, powers, responsibilities, and obligations enumerated below:
 - (a) The powers and duties enumerated in the Wisconsin Statutes and administrative code.
 - (b) The powers and duties enumerated in Chapter 15 herein.
 - (c) The powers and duties authorized from time to time by the Board.
- (3) **COMPENSATION:** Compensation shall be established by resolution of the Board.

3.210 ZONING ADMINISTRATOR

- (1) **DESIGNATION:** The Zoning Administrator or a designee is hereby designated as the administrative and enforcement officer for the provisions of the Zoning Ordinance. The duty of the Zoning Administrator is to interpret and administer the Zoning Ordinance and to issue, after on-site inspection, all permits required by this Code.
- (2) **DUTIES:** The provisions of Chapter 22 shall be administered and enforced by the Zoning Administrator or a designee, who in addition thereto and in furtherance of said authority shall:
 - (a) Determine that all Detailed Site Analyses, Building Permits, Certificates of

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- Occupancy, Sign Permits, Site Plans, (and their constituent plans) comply with all provisions of Chapter 22.
- (b) Conduct inspections of buildings, structures, waters and land to determine compliance with all provisions of Chapter 22.
 - (c) Be permitted access to premises and structures during reasonable hours to make those inspections as deemed necessary by him to ensure compliance with Chapter 22. If, however he is refused entry after presentations of his identification, he may procure a special inspection warrant in accordance with § 66.0119 of the Wisconsin statutes.
 - (d) Maintain permanent and current records of Chapter 22, including but not limited to all maps, amendments, conditional uses, temporary uses, sign permits, site plans, occupancy permits, variances, appeals, interpretations, and applications therefor.
 - (e) Receive, file and forward all applications for all procedures governed by Chapter 22 to the designated official bodies.
 - (f) Investigate all complaints made relating to the location of structures and the use of structures, lands, and waters, give notice of all violations of this Code to the owner, resident, agent, or occupant of the premises, and report uncorrected violations to the Board.
 - (g) Institute, in the name of the Town, any appropriate actions or proceedings against a violator of Chapter 22, as provided by law.
 - (h) Prohibit the use or erection of any structure, land or water until he has inspected and approved such use or erection.
 - (j) Make available to the public, to the fullest extent possible, all reports and documents concerning the Town's comprehensive plan and ordinances. In addition, information in the form of reports, bulletins, maps, and engineering data shall be readily available and widely distributed. The Town Board may set fees necessary to recover the cost of providing information to the public.
 - (m) Designate a Deputy Zoning Administrator.
 - (n) Make interpretations regarding the provisions of Chapter 22 per § 22.911.
 - (o) Grant minor variations from the dimensional (setback, height, and area requirements of Chapter 22; up to a maximum variation of 5% for setbacks and height limitations; and up to a maximum variation of 5% or 1,000 square feet for area requirements (whichever is less); so long as the spirit and intent of the performance standards are preserved.
- (3) **COMPENSATION:** Compensation shall be established by resolution of the Board.