

105.2 Policy on the Job Duties of Town Clerk and Town Treasurer.

Duties of Town Clerk and Town Treasurer

The Town Clerk and Town Treasurer shall have the duties listed in Chap. 60 of the Wisconsin State Statutes unless the Town has not established the duties within the Town, as well as such other duties as may be reasonably assigned to them by the Town Board and the Town Meeting.

The following duties are prescribed by statute:

The Wisconsin Statutes outline the following duties: 60.33 Duties of town clerk. The town clerk shall:

(1) CLERK OF TOWN MEETING. Serve as clerk of the town meeting under s. 60.15.

(2) 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 s. 60.44 (2) (c).

(3) 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.

(4) ELECTIONS AND APPOINTMENTS. (a) Perform the duties required by chs. 5 to 12 relating to elections.

(b) Transmit to the county clerk, within 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.

(5) SALE OF REAL PROPERTY. Execute the conveyance of real property of the town.

(6) NOTICES. (a) Publish or post ordinances and resolutions as required under s. 60.80.

(b) Give notice of annual and special town meetings as required under ss. 60.11 (5) and 60.12 (3).

(7) RECORDS. (a) Comply with subch. II of ch. 19 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.

(8) 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.

(8m) STREET TRADE PERMITS. Stamp or endorse street trade permits at the request of an employer under s. 103.25 (3m) (b).

(9) SCHOOLS. (a) Perform the clerk's duties under chs. 115 to 121, relating to public instruction.

(b) Within 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 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.

(10) HIGHWAYS AND BRIDGES. Perform the duties specified in chs. 82 to 92, relating to highways, bridges and drains.

(10m) NOTICE OF PROPERTY TAX REVENUE. Notify the treasurer of the county in which the town is located, by February 20, of the proportion of property tax revenue and of the credits under s. 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the town.

(11) IN GENERAL. Perform all other duties required by law, ordinance or lawful direction of the town meeting or town board.

60.331 Deputy town clerk. Each town clerk may appoint one or more deputies for whom the town clerk is responsible. A deputy shall take and file the official oath and bond under s. 60.31. The town clerk may designate a deputy to perform the clerk's duties during the absence, sickness or other disability of the clerk. History: 1983 a. 532.

60.80 Publication or posting of ordinances and resolutions. (1) GENERAL REQUIREMENT. The town clerk shall publish as a class 1 notice under ch. 985, or post in at least 3 places in the town likely to give notice to the public, the following, within 30 days after passage or adoption:

(a) Resolutions, motions and other actions adopted by the town meeting, or in the exercise of powers, under s. 60.10.

(b) Ordinances adopted by the town board.

(c) Resolutions of general application adopted by the town board and having the effect of law.

(1m) EXCEPTION FOR MUNICIPAL OBLIGATIONS. Nothing under sub. (1) may be deemed to require notice under this subsection of the passage of any resolution authorizing the issuance of municipal obligations, as defined under s. 67.01 (6).

(2) REQUIREMENT FOR FORFEITURES. If an ordinance imposes a forfeiture, posting may not be used in lieu of publication under sub. (1).

(3) EFFECTIVE UPON PUBLICATION. An ordinance, resolution, motion or other action required to be published or posted under this section shall take effect the day after its publication or posting, or at a later date if expressly provided in the ordinance, resolution, motion or action.

(4) AFFIDAVIT OF POSTING. If an ordinance, resolution, motion or other action is posted under this section, the town clerk shall sign an affidavit attesting that the item was posted as required by this section and stating the date and places of posting. The affidavit shall be filed with other records under the jurisdiction of the clerk.

60.34 Duties of town treasurer. The town treasurer shall:

(1) RECEIVE AND DISBURSE TOWN MONEY. (a) Except as provided in s. 66.0608, 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 s. 66.0607.

(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) DEPOSIT OF TOWN MONEY. (a) Deposit as soon as practicable the 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 par. (a), the treasurer and the treasurer's sureties are not liable for any loss as defined in s.

34.01 (2). The interest arising from the money deposited shall be paid into the town treasury.

(3) RECORDS. Comply with subch. II of ch. 19 concerning records of which the treasurer is legal custodian.

(4) TAXES. Perform all of the duties relating to taxation required of the town treasurer under chs. 70 to 79.

60.341 Deputy town treasurer. Each town treasurer may appoint a deputy for whom the treasurer is responsible. The deputy shall take and file the official oath and bond under s. 60.31. In case of the absence, sickness or other disability of the treasurer,

Dated this _____

Town Chair _____

Sup. 1 _____

Sup. 2 _____

Sup. 3 _____

Sup. 4 _____

Posted: _____

Town Clerk: _____