

STATE OF WISCONSIN

Town of Cable
Bayfield County

RESOLUTION NO. 21-03-01

Wisconsin Statutes 60.30(1e)(a)(b) allows a municipal governing body, Town Board, to request town electors, by referendum, for the authority to appoint the Town Clerk and Town Treasurer as town employees, rather than the positions being elected. Such referendum was approved by a majority of town electors on November 3, 2020, resulting in the adoption of Ordinance 45-22, authorizing the Town Board to appoint the Town Clerk and the Town Treasurer as town employees, effective April 21, 2021, for terms not to exceed three (3) years.

The Town Board of the Town of Cable, Bayfield County, Wisconsin, by this resolution, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given resolves and declares as follows:

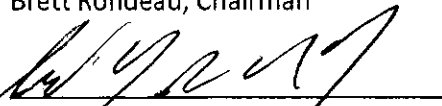
There are currently three (3) positions in the town office: 1) part-time Town Clerk; 2) part-time Town Treasurer; and 3) full-time Administrative Assistant. The Town Board hereby consolidates these three (3) positions into two (2) full-time positions, that of Town Clerk and Town Treasurer. This action is within the 2021 town budget. The Town Clerk and Town Treasurer shall each fulfill their statutory duties per 60.33 (Clerk) and 60.34 (Treasurer) and perform the additional duties listed in the attached job descriptions.

The Town Clerk shall properly post or publish this resolution as required under s. 60.80, Wis. Stats.

Adopted this 17th day of March 2021.



Brett Rondeau, Chairman

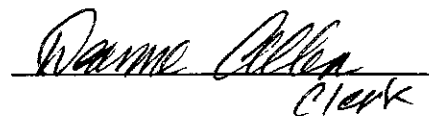


Jack Badecki, Supervisor



Tony Merrill, Supervisor

ATTEST:


Clerk

CLERK

Statutory Functions:

1. Clerk of town meeting – Serve as clerk of town meeting under s. 60.15
2. Clerk of town board:
 - a. Serve as clerk of town board, attend meetings of the board and keep a full record of its proceedings
 - b. File all accounts approved by town board or allowed at town meetings and enter a statement of accounts in the town's record books
 - c. File with 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 chapters 5 to 12 relating to elections
 - b. Transmit to 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 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.
 - a. Street Trade Permits. Stamp or endorse street trade permits at the request of an employer under s. 103.25(3m)(b).
 - b. Traveling Sales Crew Worker Permits. Stamp or endorse traveling sales crew worker permits at the request of an employer under s. 103.34(11)(c).
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 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.
11. 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.
12. General. Perform all other duties required by law, ordinance, or lawful direction of the town meeting or town board.

Additional Duties

- Serve as Clerk for Board of Review
- Draft notices and Requests for Proposals (RFP)
- Interact with Wisconsin Towns Association (WTA) and town's attorney on legal questions and legal processes
- Schedules appointments with vendors for town /office maintenance
- Use a proactive approach to problem solving and technological upgrades.
- Training will be provided through Wisconsin Municipal Clerk/Treasurer's Association, Wisconsin Towns Association and other appropriate workshops offered
- Insurance – provide and keep record of all insurance for employees and the town
- Process all invoices and payment of claims for the town
- Propane Contract: Obtain bids for the LP contract for towns facilities to be approved by town board
- Work with Website Coordinator Shelly Wilson on all postings and website design
- Other town duties as assigned

TREASURER

Statutory Functions:

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. 66.0507
 - 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 soonj 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 chapter 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 chapters 70 to 79.

Additional Duties:

- Coordinate Community Centrel rentals with Custodian and residents—includes contracts, fee collection, security deposits, scheduling, etc.
- Interact with Wisconsin Towns Association (WTA) and town's attorney on any legal questions or legal processes
- Uses a proactive approach to problem solving and technological upgrades.
- Training will be provided through Wisconsin Municipal Clerk/Treasurer's Association, Wisconsin Towns Association and other appropriate workshops offered
- Process short-term rentals, contracts, and fee collection
- Collect room taxes, file room tax report with the WI DOR
- Process payroll—monthly, bi-weekly, elections, Losa program
- WRS/Retirement – be responsible for the 12-month look-back, monthly reconciliation, yearly reconciliations, classes, etc.
- Act as Liaison for the town in the AIS program
- Maintain complete and accurate records in the town office.
- Other town duties as assigned