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CHAPTER 1

GENERAL GOVERNMENT

GENERAL PROVISIONS AS TO OFFICIALS

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1.04.....Removals
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OFFICIALS

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1.11..... Assessor
1.12..... Town Attorney
1.13.....Clerk
1.14..... Treasurer

BOARDS AND COMMISSIONS

1.20..... Plan Commission
1.21..... Park and Recreation Committee
1.22..... Board of Review

31 GENERAL PROVISIONS AS TO OFFICIALS

32
33 **1.01 ELECTED OFFICIALS.**

- 34
- 35 (1) The Town Board of the Town of River Falls shall consist of five members; The
- 36 supervisors shall be designated Chair, Supervisor 1, Supervisor 2, Supervisor 3 and
- 37 Supervisor 4.
- 38
- 39 (2) Supervisors 1 and 2, Clerk, Treasurer and the Chair shall be elected in odd
- 40 numbered years and supervisors 3 and 4 shall be elected in even numbered years.
- 41
- 42 (3) A quorum of the Town Board shall consist of a majority of its members.
- 43

44 **1.02 APPOINTED OFFICIALS.** The following Town officials shall be appointed in
45 the manner and for the term indicated:

46	<u>Official</u>	<u>How Appointed</u>	<u>Term</u>
47	Animal Control Officer	Town Board	Indefinite
48			
49	Assessor	Town Board	Indefinite
50			
51	Attorney	Town Board	Indefinite
52			
53	Building Inspector	Town Board	Indefinite
54			
55	Chair Pro Tem	Town Board	Until the current chair is able
56			to resume their duties
57			
58	Driveway Permit Issuer	Town Board	Indefinite
59			
60	Zoning Administrator	Town Board	Indefinite
61			
62			
63			
64			

65 **1.03 OATHS AND BONDS.**

66
67 Elected and appointed officials shall take and file the official oath within 5 days after
68 notice of their election or appointment and shall execute and file the official bond as
69 required by State Statutes and this General Code.

70
71 **1.04 REMOVALS.**

- 72
- 73 (1) ELECTED OFFICIALS. Elected officials may be removed by the Town Board as
- 74 provided in Wis. Stat. §17.13(2), or by the judge of the Circuit Court for cause
- 75 pursuant to Wis.Stat. §17.13(3), or as provided by Wis. Stat. §17.16.
- 76
- 77 (2) APPOINTED OFFICIALS. Appointed officials may be removed as provided in
- 78 Wis. Stats. §17.13(1) and (3) and 17.16.

79 **1.05 VACANCIES.**

80

81 (1) HOW OCCURRING. Vacancies in elective and appointive positions are caused as
82 provided in Wis. Stats. §17.03 and 17.035.

83

84 (2) HOW FILLED. Vacancies in elective and appointive offices shall be filled as
85 provided in Wis. Stat. §17.23

86

87 **1.06 SALARIES.**

88

89 The salaries of all elected and appointed officials, including members of boards and
90 commissions, shall be as determined by the Town Board from time to time. The salary of
91 the Chair and members of the Board shall not be increased during their terms of office.
92 (See Wis. Stat. §66.0505)

93

94 **1.07 RECEIPT OF GIFTS AND GRATUITIES.**

95

96 (1) RESTRICTED. No Town employee or official shall receive or offer to receive,
97 either directly or indirectly, any gift or gratuity, financial or otherwise, from any
98 person who:

99

100 (a) Has or is seeking to obtain contractual or other business or financial
101 relationships with the Town or Town Board.

102

103 (b) Conducts operations or activities which are regulated by the Town or Town
104 Board; or

105

106 (c) Has interests which may be substantially affected by the Town or Town Board.

107

108 (2) PENALTY. The receipt of any gift or gratuity, financial or otherwise, as denoted
109 above is contrary to the public policy of the Town and is punishable as provided in
110 Wis. Stat. §946.12. Such conduct shall also be punishable under Section 25.04 of
111 the General Code.

112

113 **1.08 ELECTION OFFICIALS.**

114

115 (1) Election officials shall be appointed as provided in Wis. Stat. §7.30.

116

117 (2) The Town Board may select alternate officials, or select two sets of officials to
118 work at different times on election day.

119

120 **1.10 TOWN CHAIR AND SUPERVISORS.**

121

122 (1) ELECTION AND TERM. See Section 1.01 of the General Code.

123

124 (2) AUTHORITY. The Town Board shall have all powers of the Town not specifically
125 given to some other body or officer. Except as otherwise provided by law, the
126 Town Board has power over property, finances, highways, streets, utilities and the

127 public service; may act for the government and good order of the Town, for its
128 commercial benefit and for the health, safety, welfare and convenience of the
129 public; and may carry its powers into effect by license, regulations, suppression,
130 borrowing, taxation, special assessment, appropriation, imposition of forfeitures
131 and other necessary or convenient means. The Town Board may appoint such
132 officials from time to time as may be deemed necessary for the benefit of the
133 community. In addition, the Board shall have the powers enumerated in, Wis.
134 Stat. §60.22, and may exercise the powers enumerated in, Wis. Stat. §60.23. The
135 powers hereby conferred shall be in addition to all other grants and shall be limited
136 only by express language.

137
138 (3) OTHER PROVISIONS. See also Chapter 2 of the General Code.
139

140 **1.11 ASSESSOR.**

141
142 (1) APPOINTMENT AND TERM. See Section 1.02 of the General Code.
143

144 (2) POWERS AND DUTIES.

145
146 (a) Applicable Statute. See Wis. Stat. §60.307.
147

148 (b) Other Duties Prescribed by Law. The assessor shall perform such other duties
149 as shall be prescribed by State law, supervisory personnel of the State
150 Department of Revenue and the Town Board, including attendance at all
151 meetings of the Board of Review.
152

153 **1.12 TOWN ATTORNEY.**

154
155 (1) APPOINTMENT AND TERM. See Section 1.02 of the General Code.
156

157 (2) POWERS AND DUTIES. The Town Attorney shall perform such duties as
158 directed by the Town Board.
159

160 **1.13 CLERK.**

161
162 (1) ELECTION AND TERM. See Section 1.01(2) of the General Code.
163

164 (2) POWERS AND DUTIES. The Town Clerk shall have such powers and perform
165 such duties as prescribed by State law and directed by the Town Board. See Wis.
166 Stat. §60.33.
167

168 (3) PAYMENT OF ROUTINE BILLS. The Town Clerk is hereby authorized to pay
169 employee wages, payroll withholding and health insurance, utility bills and other
170 bills of routine nature without prior Board approval. All such bills so paid will be
171 reviewed by the Board at its next regular meeting.

172 **1.14 TREASURER.**

173

174 (1) ELECTION AND TERM. See For election and term information see Section
175 1.01(2) of the General Code.

176

177 (2) POWERS AND DUTIES. The Town Treasurer shall have such powers and
178 perform such duties as prescribed by State law and directed by the Town Board.
179 See Wis. Stat. §60.34. It shall be the duty of the Treasurer to keep, or cause to be
180 kept, accurate and detailed records of the licensing of dogs in the Town of River
181 Falls and to serve as the municipal dog listing official, pursuant to Wis. Stats.
182 §174.06(2) and 174.065(1).

183

184 **1.20 PLAN COMMISSION**

185

186 (1) PURPOSE. This section creates a Town Plan Commission under Wis. Stats.
187 §60.10(2)(c), §60.22(3), §61.35 and §62.23 and the Town Board hereby does
188 create a Town Plan Commission.

189

190 (2) HOW CONSTITUTED. The Plan Commission shall consist of the Town Board
191 Chair, who shall be its presiding officer, a supervisor and 5 citizens. Citizen
192 members shall be persons of recognized experience and qualifications. The
193 supervisor member shall be elected by a majority vote of the Town Board each
194 April. Citizen members shall be appointed by the Town Board Chair for 3 year
195 terms commencing in May of the year of appointment, with Town Board approval.

196

197 (3) VACANCIES. Vacancies other than ex officio shall be filled by appointment for
198 the unexpired term in the same manner as original appointments.

199

200 (4) ORGANIZATION. The Plan Commission shall elect, by a majority vote, a vice
201 chair and a secretary, hired or elected, shall keep records of its proceedings
202 including all actions taken and a copy of the minutes shall be filed with the Town
203 Clerk. All actions shall require the affirmative vote of a majority of the members
204 of the Commission.

205

206 (5) RULES. The Plan Commission is authorized to adopt rules governing its own
207 proceedings.

208

209 (6) POWERS AND DUTIES. The Plan Commission shall have such powers and
210 duties as provided in Wis. Stat. §62.23, and such other powers and duties as the
211 Town Board may prescribe from time to time. It shall be a function of the Plan
212 Commission to report its findings concerning subjects under its jurisdiction to the
213 Town Board. The Town Board shall retain oversight for building permit
214 applications relating to nonresidential buildings such as churches, schools, lodges
215 and all light industrial, commercial and ETZ permits.

216

217 (7) MEETINGS. If there is business to conduct, the Plan Commission shall meet at the
218 Town Hall, on the 1st and 3rd Monday of each month, at an hour that is earlier

219 than the Town Board meeting. From time to time, the Town Board Chair may call
220 additional meetings of the Plan Commission to discuss items.

221

222 **1.21 PARK AND RECREATION COMMITTEE.**

223

224 (1) A Park and Recreation Committee is hereby established.

225

226 (2) The Park and Recreation Committee shall have those duties set forth in Chapter 13
227 of the General Code and as otherwise directed by the Town Board.

228

229 (3) The Park and Recreation Committee shall consist of five members, one of which
230 shall be a Town Board member, and the other four of which may be citizen
231 members. Members shall be appointed by the Town Chair for three year staggered
232 terms commencing in May of the year of appointment.

233

234 **1.22 BOARD OF REVIEW.**

235

236 (1) This section creates a Town Board of Review under Wis. Stat. §70.46(1),
237 consisting of Town Board members and the Town Clerk.

238

239 (2) ALTERNATES. Pursuant to Wis. Stats. §70.47(6)(m)(c) and §70.46(1), the Town
240 Board may from time to time appoint by resolution alternates to serve on the Board
241 of Review in the event a standing member of the Board of Review is removed or
242 unable to serve. Alternates appointed shall serve in the order specified in the
243 resolution naming said alternates.

244

245 (3) CONFIDENTIALITY.

246

247 (a) Wis. Stat. §70.47(7) is hereby adopted by reference. Income and expense
248 information furnished to an assessor by a property owner for the purpose of
249 establishing valuation of property for assessment purposes by the income
250 method of valuation, shall be confidential and shall not be a public record open
251 to inspection or copying under Wis. Stat. §19.35(1).

252

253 (b) Exceptions to Nondisclosure. An assessor or other officer having possession of
254 such information may make disclosure of same under the following
255 circumstances:

256

257 1. The assessor has access to such information in the performance of his/her
258 duties;

259

260 2. The Board of Review may review such information when needed, in its
261 opinion, to review a contested assessment;

262

263 3. Another person or body has the right to review such information due to the
264 intimate relationship to the duties of an office or as set by law;

265

266 4. The assessor or officer is complying with a Court Order;

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5. The person providing the income and expense information has contested the assessment level at either the Board of Review or by filing a claim for excessive assessment under Wis. Stats. §74.37, in which case the base records are open and public.