

# GENERAL GOVERNMENT

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## GENERAL PROVISIONS AS TO OFFICIALS

### 1.01 ELECTED OFFICIALS.

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

### 1.02 APPOINTED OFFICIALS.

The following Town officials shall be appointed in the manner and for the term indicated:

<u>Official</u>	<u>How Appointed</u>	<u>Term</u>
Animal Control Officer	Town Board	Indefinite
Assessor	Town Board	Indefinite
Attorney	Town Board	Indefinite
Building Inspector	Town Board	Indefinite
Chair Pro Tem	Town Board	Until the current chair is able to resume their duties
Driveway Permit Issuer	Town Board	Indefinite
Zoning Administrator	Town Board	Indefinite

### 1.03 OATHS AND BONDS.

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

### 1.04 REMOVALS.

- (1) ELECTED OFFICIALS. Elected officials may be removed by the Town Board as provided in Wis. Stat. §17.13(2), or by the judge of the Circuit Court for cause pursuant to Wis.Stat. §17.13(3), or as provided by Wis. Stat. §17.16.

68 (2) APPOINTED OFFICIALS. Appointed officials may be removed as provided in  
69 Wis. Stats. §17.13(1) and (3) and 17.16.

70 **1.05 VACANCIES.**

71

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

74

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

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78 **1.06 SALARIES.**

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

84

85 **1.07 RECEIPT OF GIFTS AND GRATUITIES.**

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

90

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

93

94 (b) Conducts operations or activities which are regulated by the Town or Town  
95 Board; or

96

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

98

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

103

104 **1.08 ELECTION OFFICIALS.**

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

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

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111

112 **OFFICIALS**

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114 **1.10 TOWN CHAIR AND SUPERVISORS.**

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

(2) AUTHORITY. The Town Board shall have all powers of the Town not specifically given to some other body or officer. Except as otherwise provided by law, the Town Board has power over property, finances, highways, streets, utilities and the public service; may act for the government and good order of the Town, for its commercial benefit and for the health, safety, welfare and convenience of the public; and may carry its powers into effect by license, regulations, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeitures and other necessary or convenient means. The Town Board may appoint such officials from time to time as may be deemed necessary for the benefit of the community. In addition, the Board shall have the powers enumerated in, Wis. Stat. §60.22, and may exercise the powers enumerated in, Wis. Stat. §60.23. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

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

#### **1.11 ASSESSOR.**

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

(2) POWERS AND DUTIES.

(a) Applicable Statute. See Wis. Stat. §60.307.

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

#### **1.12 TOWN ATTORNEY.**

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

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

#### **1.13 CLERK.**

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

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

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

166 **1.14 TREASURER.**

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- 168 (1) ELECTION AND TERM. See For election and term information see Section
- 169 1.01(2) of the General Code.
- 170
- 171 (2) POWERS AND DUTIES. The Town Treasurer shall have such powers and
- 172 perform such duties as prescribed by State law and directed by the Town Board.
- 173 See Wis. Stat. §60.34. It shall be the duty of the Treasurer to keep, or cause to be
- 174 kept, accurate and detailed records of the licensing of dogs in the Town of River
- 175 Falls and to serve as the municipal dog listing official, pursuant to Wis. Stats.
- 176 §174.06(2) and 174.065(1).
- 177
- 178

179 **BOARDS AND COMMISSIONS**

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181 **1.20 PLAN COMMISSION**

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- 183 (1) PURPOSE. This section creates a Town Plan Commission under Wis. Stats.
- 184 §60.10(2)(c), §60.22(3), §61.35 and §62.23 and the Town Board hereby does
- 185 create a Town Plan Commission.
- 186
- 187 (2) HOW CONSTITUTED. The Plan Commission shall consist of the Town Board
- 188 Chair, who shall be its presiding officer, a supervisor and 5 citizens. Citizen
- 189 members shall be persons of recognized experience and qualifications. The
- 190 supervisor member shall be elected by a majority vote of the Town Board each
- 191 April. Citizen members shall be appointed by the Town Board Chair for 3 year
- 192 terms commencing in May of the year of appointment, with Town Board approval.
- 193
- 194 (3) VACANCIES. Vacancies other than ex officio shall be filled by appointment for
- 195 the unexpired term in the same manner as original appointments.
- 196
- 197 (4) ORGANIZATION. The Plan Commission shall elect, by a majority vote, a vice
- 198 chair and a secretary, hired or elected, shall keep records of its proceedings
- 199 including all actions taken and a copy of the minutes shall be filed with the Town
- 200 Clerk. All actions shall require the affirmative vote of a majority of the members
- 201 of the Commission.
- 202
- 203 (5) RULES. The Plan Commission is authorized to adopt rules governing its own
- 204 proceedings.
- 205
- 206 (6) POWERS AND DUTIES. The Plan Commission shall have such powers and
- 207 duties as provided in Wis. Stat. §62.23, and such other powers and duties as the
- 208 Town Board may prescribe from time to time. It shall be a function of the Plan
- 209 Commission to report its findings concerning subjects under its jurisdiction to the
- 210 Town Board. The Town Board shall retain oversight for building permit
- 211 applications relating to nonresidential buildings such as churches, schools, lodges
- 212 and all light industrial, commercial and ETZ permits.

- 213  
214 (7) MEETINGS. If there is business to conduct, the Plan Commission shall meet at the  
215 Town Hall, on the 1st and 3rd Monday of each month, at an hour that is earlier  
216 than the Town Board meeting. From time to time, the Town Board Chair may call  
217 additional meetings of the Plan Commission to discuss items.

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219 **1.21 PARK AND RECREATION COMMITTEE.**  
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- 221 (1) A Park and Recreation Committee is hereby established.  
222  
223 (2) The Park and Recreation Committee shall have those duties set forth in Chapter 13  
224 of the General Code and as otherwise directed by the Town Board.  
225  
226 (3) The Park and Recreation Committee shall consist of five members, one of which  
227 shall be a Town Board member, and the other four of which may be citizen  
228 members. Members shall be appointed by the Town Chair for three year staggered  
229 terms commencing in May of the year of appointment.  
230

231 **1.22 BOARD OF REVIEW.**  
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- 233 (1) This section creates a Town Board of Review under Wis. Stat. §70.46(1),  
234 consisting of Town Board members and the Town Clerk.  
235  
236 (2) ALTERNATES. Pursuant to Wis. Stats. §70.47(6)(m)(c) and §70.46(1), the Town  
237 Board may from time to time appoint by resolution alternates to serve on the Board  
238 of Review in the event a standing member of the Board of Review is removed or  
239 unable to serve. Alternates appointed shall serve in the order specified in the  
240 resolution naming said alternates.  
241  
242 (3) CONFIDENTIALITY.  
243  
244 (a) Wis. Stat. §70.47(7) is hereby adopted by reference. Income and expense  
245 information furnished to an assessor by a property owner for the purpose of  
246 establishing valuation of property for assessment purposes by the income  
247 method of valuation, shall be confidential and shall not be a public record open  
248 to inspection or copying under Wis. Stat. §19.35(1).  
249  
250 (b) Exceptions to Nondisclosure. An assessor or other officer having possession of  
251 such information may make disclosure of same under the following  
252 circumstances:  
253  
254 1. The assessor has access to such information in the performance of his/her  
255 duties;  
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257 2. The Board of Review may review such information when needed, in its  
258 opinion, to review a contested assessment;  
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3. Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law;
  4. The assessor or officer is complying with a Court Order;
  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.